

# 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, April 16, 2024

Solvang City Council Chamber  
Closed Session – Conference Room  
Open Session – Council Chamber  
1644 Oak Street, Solvang, CA 93463

	<u>Page</u>	<u>Tentative Time</u>
1. Call to Order		5:00 PM
2. Public Comment to Closed Session		
<p>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. <i>Please note that board members are prohibited by the Brown Act from responding to comments made regarding topics not on the official agenda.</i> Public comments will be given in person during the meeting or submitted in writing at least 24 hours before the meeting via email to: <a href="mailto:jmcgee@hancockcollege.edu">jmcgee@hancockcollege.edu</a>. 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.</p>		
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](mailto: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  |    |
|     | 9.A. Approval of Minutes from the March 19, 2024, regular board meeting  | 5  |
| 10. | Presentations  |    |
|     | 10.A. PCPA Program Report and Season Overview  |    |
|     | 10.B. Changing the Odds moment   |    |
| 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 02/01/24 through 02/29/24   | 11 |
|     | 11.B. Approval of Employee Personnel Actions   | 14 |
|     | 11.C. Approval of Revised and/or New Classified Bargaining Unit Job Descriptions   | 16 |
|     | 11.D. Authorization to Cancel Marian Theatre Sound System RFP 22-101 and Rebid the Marian Theatre Sound System RFP 24- 02  | 23 |

	<u>Page</u>	<u>Tentative Time</u>
11.E. Acceptance of Grants Approved and Review of Grant Proposals Submitted	24	
11.F. Approval of Part-time Faculty Appointments, Regular Faculty Overload Assignments and Special Assignments/Stipends	26	
11.G. Approval of Equivalency Certification for Faculty	33	
11.H. Second Review of Board Policy 4230, Grading and Academic Record Symbols	36	
12. Oral Reports		6:50 PM
12.A. Superintendent/President's Report		
12.B. Board Member Reports		
12.C. Association Reports		7:00 PM
1) California School Employees Association		
2) Associated Student Body Government		
3) AHC Foundation		
4) Management Association		
5) Part-Time Faculty Association		
6) Faculty Association		
7) Academic Senate		
13. Action Items		
13.A. Election of California Community College Trustees (CCCT) Board of Directors	38	
13.B. Adoption of Resolution 24-01, Appointment of District Representative and Alternate to the Bay Area Community College Districts Joint Powers Agency (JPA) Board	40	
14. Information		7:40 PM
14.A. Acceptance of Employee Retirement and Resignations	42	
14.B. Quarterly Report on Volunteer Aides	43	
14.C. First Review of Board Policy and Revised Administrative Procedure 4020, Program, Curriculum, and Course Development	44	
14.D. First Review of Revised Administrative Procedure 4022, Course and Program Approval	51	
14.E. First Review of Revised Administrative Procedure 4227, Repeatable Courses	55	
14.F. First Review of Revised Board Policy and Administrative Procedure 4250, Probation, Dismissal, and Readmission	58	

		<u>Page</u>	<u>Tentative Time</u>
14.G.	Monthly Report, Associate Superintendent/Vice President, Academic Affairs	64	
14.H.	Monthly Report, Associate Superintendent/Vice President, Student Services	66	
14.I.	Monthly Report, Vice President, Institutional Effectiveness	67	
14.J.	Monthly Report, Executive Director, College Advancement	69	
14.K.	Monthly Report, Associate Superintendent/Vice President, Finance and Administration	70	
14.L.	An Update on the Fiscal Year 2024-26 Budget Projections	73	
14.M.	A Monthly Report on the Year-to-Date Financial Data for Various Funds	74	
15.	New Business		7:55 PM
16.	Calendar	97	
17.	Adjournment		

The next regular meeting of the Board of Trustees will be held on Tuesday, May 21, 2024.  
Closed session begins at 5:00 p.m. Open session begins at 6:00 p.m.



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

# 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, 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

1. Call to Order

Trustee Pensa called the meeting to order at 5:05 p.m. with the following trustees present:  
 Hall, Levy, Pensa, Zacarías

Trustee Enciso arrived at 5:17 p.m.

Trustees absent:

Administrators present: Curran, Curry, Ramirez

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 5:35 p.m.

4. Reconvene to Open Session

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

Administrators present: Curran, Curry, Hooten, Milbourne, Murphy, Ramirez, Siwabessy

5. Action Taken in Closed Session

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

6. Pledge of Allegiance

Ora Shrecengost, student, led the audience in the pledge of allegiance.

7. Approval of Agenda as Presented

On a motion by Trustee Levy, seconded by Trustee Hall, 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 February 20, 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 February 20, 2024, regular board meeting. (Ayes: Enciso, Hall, Levy, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Concur)

10. Presentation

10.A. Learning Assistance Program Update

Dr. Stephanie Crosby, director, Learning Assistance Program/Veteran Success Center/Student Health Services, shared an update for the Learning Assistance Program (LAP). She noted that after the enrollment decline of students due to COVID, numbers are increasing again with appointment requests continuing to grow. She reported students with psychological and mental health conditions are still the largest population served. Team additions include a full-time outreach and retention specialist and full-time coverage for accommodated testing. Mental health faculty are now located in the LAP suite to better serve students.

11. Consent Agenda

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

Ayes: Enciso, Hall, Levy, Pensa, Zacarías

Noes: None

Abstentions: None

Concur: Student Trustee

12. Oral Reports

12.A. Board Member Reports

Trustee Pensa commended Jon Hooten for a well-run Hancock Promise announcement event. He attended the Bellwether Award in San Antonio, Texas where Allan Hancock College's Culturally Responsive Curriculum was nominated. He praised Dr. LeeAnne McNulty, director, Institutional Grants, and Rick Rantz, dean, Academic Affairs, for a well-done presentation. He mentioned the Bellwether team will be presenting at the Annual Trustee Conference in La Jolla, CA, May 3-5, 2024.

Trustee Zacarías attended the Hancock Promise announcement. She thanked everyone who made it possible.

Trustee Hall attended several black history events.

Trustee Levy attended several events including the students vs. staff basketball game, a distance education meeting with the state of California, the Hancock Promise announcement and press conference, Career Day, a symphonic band concert, and a seminar on parliamentary procedures.

Trustee Enciso attended the Hancock Promise announcement.

Student Trustee Rivera participated in the black history event hosted by ASBG which included key-note speakers and performances highlighting black culture. He also attended Career Exploration Day for local high school students. He reported that leadership students are representing the college at the American Student Association of Community Colleges in Washington DC.

## 12.B. Association Reports

### 1) Associated Student Body Government

Ora Shrecengost, student, highlighted the black history celebration and several other events for students including the trip to Washington DC, the staff vs. student basketball game, and Diversity Day. She noted that leadership students will be attending the Student Senate for Community Colleges to bring two resolutions, human trafficking awareness and mental health data collection, for consideration. She closed by announcing that students will be attending the Hispanic Association of Colleges and Universities (HACU) annual conference.

### 2) AHC Foundation

Dr. Hooten announced the creation of scholarships for the music department. The Foundation worked with Sean Abel, dean, Academic Affairs, to fund the scholarships from the proceeds received from yearly band concerts.

### 3) Management Association

Earl Murray reported Career Exploration Day was a success with 1500 students and 130 industry partners participating. The Management Association celebrated CSEA staff this morning with a gourmet coffee bar to thank them for the great work they do. He also thanked HR for all their hard work filling CSEA positions. He announced the certificate celebration at the Northern Branch Jail will be held on March 26, 2024, where three certificates will be awarded to students. It was also mentioned that Admissions and Records has successfully implemented the Auto Awarding Expansion initiative, automating the degree awarding process for students with external credits. He concluded by inviting the board of trustees to participate in the Lompoc Valley Center 25<sup>th</sup> anniversary celebration on April 26, 2024.

## 4) Part-Time Faculty Association

Monique Segura thanked CSEA employees for their support of part-time faculty. She requested, on behalf of the association, that department meetings use a hybrid format so more part-time faculty can be involved.

## 5) Faculty Association – No report

## 6) Academic Senate – No report

## 7) California School Employees Association

Toby McLaughlin reported that he is very pleased with the release time granted by management for training and the events of CSEA week. He also noted that the chapter decided they will not be sending anyone to the regional conference this year due to cost. Toby will attend as the regional representative at no cost to the district. He announced the passing of chapter member Stacy Krelle and reported the e-board will be discussing a contribution in her memory. He concluded by thanking the board for the recent reclassifications of staff, acknowledging the hard work involved in the process.

13. Action Items

13.A. No action items were submitted.

14. Information Items

## 14.A. Employee Retirements and Resignations

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

## 14.B. First Review of Administrative Procedure 3433, Prohibition of Sexual Harassment under Title IX

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

## 14.C. First Review of Administrative Procedure 3434, Responding to Harassment Based on Sex under Title IX

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

## 14.D. First Review of Administrative Procedure 3435, Discrimination and Harassment Complaints and Investigations

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

## 14.E. First Review of Board Policy and Revised Administrative Procedure 4230, Grading and Academic Record Symbols



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

14.F. Bond Measure I Citizens' Oversight Committee 2023 Annual Report

Associate Superintendent Curran presented the 2023 Annual Report on behalf of the Bond Measure I Citizens' Oversight Committee.

14.G. Concurrent Enrollment Update

Dr. Curry gave an overview of concurrent enrollment for the 2023-2024 academic year. He reported the demand is increasing at the high schools but finding qualified instructors remains a barrier. Recently, the English department voted to approve ENG 101 for concurrent enrollment and other courses are under review for consideration. He noted concurrent enrollment decisions are made at the department level.

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

Dr. Curry shared the college is currently participating in this year's Strategic Enrollment Management cohort training offered by the Institutional Effectiveness Partnership Initiative. The Hancock team, comprised of faculty, staff, and administrators, is drafting a new Strategic Enrollment Management plan for the college.

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

Dr. Siwabessy reported on the Vision Aligned Reporting implementation. The program started as a pilot three years ago with 10 colleges participating. The results are a new dashboard and reporting tool that will be required for all colleges. This tool will require us to report at the activity level for nine programs at Allan Hancock College.

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

Dr. Murphy gave an overview of two projects the Institutional Effectiveness office has been working on, the Department of Education Title V eligibility for Developing Hispanic Serving Institutions (DHSI), and the National Science Foundation C6-LSAMP Report.

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

Dr. Hooten noted the successful announcement of the expansion of the Hancock Promise program and thanked Lauren Milbourne and the Public Affairs team for their hard work. Next month, digital marketing will target the FAFSA issue by reminding local families that their students can still come to college at Allan Hancock College tuition free.

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

Associate Superintendent Curran gave an update on the solar project. Construction will commence on March 25, 2024. Completion is projected for August 2024. He also highlighted four minor projects on campus funded by one-time funds. The four projects included a female changing room in S2, all-gender changing areas in building N, a Human Resources space in the Columbia Business Center, and creating better sound barriers in the building C language lab.

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

Associate Superintendent Curran gave an overview of the college's projected budget including year-to-date revenues and expenses. The report shows a shortfall due to lagging local and state revenues. Most of the state revenues for restricted funds have been received. The Governor's state budget is still below projected.

15. New Business

There were no requests for new business.

16. Calendar

Dr. Curry shared events from the calendar including upcoming sports events, Dance Spectrum, PCPA's *Little Shop of Horrors*, and Lompoc Valley Center's 25<sup>th</sup> anniversary celebration. He also noted the April 16, 2024 board meeting will be held in Solvang.

17. Adjournment

Trustee Pensa adjourned the meeting at 7:11 p.m.



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

**CONSENT ITEM**

To: Board of Trustees	Date:  April 16, 2024
From: Superintendent/President	
Subject: Register of Warrants and Payroll Summary 02/01/24 through 02/29/24	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	\$2,854,295.49	
Payroll 02/01/24 - 02/29/24	6,850,790.64	
Total General Fund		\$9,705,086.13
Child Development Fund 9433		
Invoice Warrants	4,330.51	
Payroll 02/01/24 - 02/29/24	69,183.81	
Total Child Development Fund		73,514.32
Capital Projects Fund 9440		
Invoice Warrants	0.00	
Payroll 02/01/24 - 02/29/24	0.00	
Total Capital Projects Fund		0.00
Capital Outlay Projects Fund 9441		
Invoice Warrants	707,253.52	
Total Capital Outlay Projects Fund		707,253.52
Go Bond Building Fund 9447		
Invoice Warrants	399,728.20	
Total Go Bond Building Fund		399,728.20
Self-Insurance Dental Fund 9461		
Invoice Warrants	58,858.00	
Total Self-Insurance Dental Fund		58,858.00

(Continued)

**FISCAL IMPACT**

None

**RECOMMENDATION**

Staff recommends that the board of trustees approve commercial warrants 25047338 through 25047876 for a subtotal of \$4,027,839.20, and payroll warrants in the amount of \$6,919,974.45 for a grand total of \$10,947,813.65.

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

	<u>Fund Expenditures</u>	<u>Total Fund Expenditures</u>
Self-Insurance Property/Liability Fund 9463		
Invoice Warrants	3,373.48	
Total Self-Insurance Property/Liability Fund		3,373.48
Post-Employment Benefits Fund 9469		
Invoice Warrants	0.00	
Total Post-Employment Benefits Fund		0.00
Student Center Fee Trust Fund 9473		
Invoice Warrants	\$0.00	
Total Student Center Fee Trust Fund		\$0.00
<u>Grand Total All Funds</u>		<u>\$10,947,813.65</u>

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT**  
**02/01/2024 - 02/29/2024**  
**Payroll**

**General Fund 10**

**100 Academic Salaries**

1100A	Academic Salaries Full Time	1,789,205.51
1100B	Administrators (Cert.) Non Teaching	272,089.58
1100D	Part Time Faculty	920,236.83
<b>SUB TOTAL</b>		<b><u>\$2,981,531.92</u></b>

**200 Classified Salaries**

2000A	CSEA	1,487,664.05
2000B	Confidential/Supervisory	199,544.37
2000C	Classified Administrators	243,653.26
2000E	Classified Hourly	146,785.54
2000F	Student Workers	162,899.10
2000G	Board Member	1,323.40
<b>SUB TOTAL</b>		<b><u>\$2,241,869.72</u></b>

**300 Employee Benefits**

3000A	STRS	457,275.73
3000B	PERS	513,253.58
3000C	OASDHI-FICA	187,762.39
3000D	Health & Welfare	426,771.88
3000E	EDD-SUI	2,413.36
3000F	Workers Comp	39,912.06
<b>SUB TOTAL</b>		<b><u>\$1,627,389.00</u></b>
<b>TOTAL FUND 10</b>		<b><u>\$6,850,790.64</u></b>

**Child Development Fund 33**

**100 Academic Salaries**

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

**200 Classified Salaries**

2000A	CSEA	20,185.28
2000E	Classified Hourly	5,410.21
2000F	Student Workers	19,357.01
<b>SUB TOTAL</b>		<b><u>\$44,952.50</u></b>

**300 Employee Benefits**

3000A	STRS	2,217.70
3000B	PERS	5,690.10
3000C	OASDHI-FICA	1,853.92
3000D	Health & Welfare	2,191.25
3000E	EDD-SUI	18.22
3000F	Workers Comp	446.20
<b>SUB TOTAL</b>		<b><u>\$12,417.39</u></b>
<b>TOTAL FUND 33</b>		<b><u>\$69,183.81</u></b>
<b>TOTAL DISTRICT PAYROLL</b>		<b><u>\$6,919,974.45</u></b>

## Allan Hancock College

## Warrant Register

Check Dates from 2/1/2024 to 2/29/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
19six Architects	Amendment #5 to Provide Additional Services	\$2,387.50	CT 25047338
	DSA Coordination and Approval	\$2,580.00	
		<b>\$4,967.50</b>	
4imprint Inc.	Set-up Charge (1st Color) for Ringspun Cotton	\$43.50	CT 25047339
	Set-up Charge/Color Run Charge for Additional	\$258.12	
	Freight for Ringspun Cotton T-shirts	\$121.80	
	Adult Ringspun Cotton T-shirt, Athletic Navy, Item	\$938.04	
	Renton 10 oz Cotton Tote, Item #151648	\$860.98	
	Additional Color Run/Set-up Charge for Cotton Tote	\$168.56	
	Freight for Cotton Tote	\$65.94	
	Oscar Pen, Item #163350	\$202.28	
	Set-up Charge for Oscar Pen	\$16.31	
	Freight for Oscar Pen	\$11.51	
		<b>\$2,687.04</b>	
African American Male Education Network & Development A2MEND	SILVER SPONSOR	\$3,000.00	CT 25047340
		<b>\$3,000.00</b>	
AHC - District Trust Fund	PAYROLL DEDUCTION 1/31/2024	\$200.00	CT 25047341
		<b>\$200.00</b>	
AHC - Student Rep Fee Fund	Reimbursement for Student Rep Fee Trust for the-	\$191.82	CT 25047342
		<b>\$191.82</b>	
AHC Foundation	Fiscal 2022 -23 FDTN Adv Salary Rmb	\$7,752.51	CT 25047343
		<b>\$7,752.51</b>	
	PAYROLL DEDUCTION 1/31/2024	\$2,960.96	
		<b>\$2,960.96</b>	CT 25047344
Amazon	Front Desk Office Supplies;	\$2.16	CT 25047345
	Instructional Supplies - VALID 9-11-23 TO 5-31-24	\$147.45	
	Instructional Supplies for FCS:	\$57.93	
	Instructional Supplies for EMS Academy	\$23.81	
	INSTRUCTIONAL SUPPLIES, 1-12-24 TO 5-31-24	\$269.10	
	Instructional Supplies for MESA/STEM Academic	\$220.69	
	Instructional Supplies: 9/21/23 - 5/31/24.	\$21.47	
	Instructional Supplies for MESA/STEM Academic	\$440.63	
	Instructional Supplies 7/11/2023-5/31/2024	\$67.04	
	Instructional Supplies, July 1, 2023-May 31, 2024	\$61.22	
	Supplies for Outreach Events, 9/07/23 - 5/31/24.	\$343.44	
	LIBRARY BOOKS, 8-4-2023 TO 5-31-2024	\$137.45	
	Instructional Supplies for Biology labs	\$124.29	
	Instructional Supplies for Biology labs	\$156.08	
		<b>\$2,072.76</b>	
American Fidelity Assurance Co	INSURANCE PREMIUMS JAN 2024	\$30,346.45	CT 25047346
		<b>\$30,346.45</b>	
	INSURANCE PREMIUMS JAN 2024	\$11,798.57	

## Allan Hancock College

## Warrant Register

Check Dates from 2/1/2024 to 2/29/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$11,798.57</b>	CT 25047347
American Fidelity Assurance Co	INSURANCE PREMIUMS JAN 2024	\$6,256.00	
		<b>\$6,256.00</b>	CT 25047348
American Heart Association, Inc	BLS Instructor Manual	\$262.64	
	Estimated Shipping	\$37.80	
		<b>\$300.44</b>	CT 25047349
American Modular Systems Inc.	108x40 Modular Building for the New Health Center/	\$50,443.00	
		<b>\$50,443.00</b>	CT 25047350
American Red Cross	Adult CPR/AED, Infant CPR & First Aid: 1/06/24.	\$494.00	
		<b>\$494.00</b>	CT 25047351
American Star Tours, Inc.	Bus Service - AHC Men/Women Basketball on 1-24-24	\$2,415.00	
	Bus Service - AHC Men/Women Basketball on 1-27-24	\$2,190.00	
		<b>\$4,605.00</b>	CT 25047352
Anaheim University	APPLICATION FEE FOR DAYANA ZEPEDA	\$50.00	
	REGISTRATION FEE	\$100.00	
	TUITION FEE	\$750.00	
		<b>\$900.00</b>	CT 25047353
Aquapulse Chemicals	Aqua-Chlor 12.5% per Invoice 2401004891	\$1,200.60	
	Energy-Fuel Charge	\$88.32	
	Hydrochloric Acid 15% per Invoice 2401004913	\$389.54	
	Energy-Fuel Charge	\$28.66	
		<b>\$1,707.12</b>	CT 25047354
Aramark	Towel Service for PSTC Programs	\$44.62	
	Towel Service for PSTC Programs	\$44.61	
		<b>\$89.23</b>	CT 25047355
Arms Unlimited Inc	Pump Action Shotgun: RemArms 870 POL 12/18P IC BS	\$4,166.00	
		<b>\$4,166.00</b>	CT 25047356
Asian Pacific Americans In Higher Education Apahe	Silver Sponsorship	\$3,000.00	
		<b>\$3,000.00</b>	CT 25047357
Assoc CA Community College Admin	PAYROLL DEDUCTION 1/31/2024	\$129.87	
		<b>\$129.87</b>	CT 25047358
B&H Photo Video	CANON LC-E8E BATTERY CHARGER fLP-E8 BATTERYREG	\$47.20	
		<b>\$47.20</b>	CT 25047359
Boys & Girls Club of Mid Central Coast	ANNUAL DINNER AND AUCTION 2024 GALA SPONSOR	\$2,500.00	
		<b>\$2,500.00</b>	CT 25047360

## Allan Hancock College

## Warrant Register

Check Dates from 2/1/2024 to 2/29/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Bremer Auto Parts	Operational Supplies for Fire Academy	\$75.14	CT 25047361
	Operational Supplies for EMS Academy	\$240.32	
		<b>\$315.46</b>	
C.S.E.A. Chapter 251 Dues - AHC	PAYROLL DEDUCTION 1/31/2024	\$475.00	CT 25047362
		<b>\$475.00</b>	
C.S.E.A. Victory Club	PAYROLL DEDUCTION 1/31/2024	\$142.00	CT 25047363
		<b>\$142.00</b>	
CA School Employees Association	PAYROLL DEDUCTION 1/31/2024	\$8,891.86	CT 25047364
		<b>\$8,891.86</b>	
Cal State Auto Parts	Auto Supplies, 07-01-23 thru 05-31-24	\$22.97	CT 25047365
	Auto Supplies, 07-01-23 thru 05-31-24	\$69.49	
	Auto Supplies, 07-01-23 thru 05-31-24	\$46.84	
	Auto Supplies, 07-01-23 thru 05-31-24	\$56.24	
	Auto Supplies, 07-01-23 thru 05-31-24	\$93.27	
	Auto Supplies, 07-01-23 thru 05-31-24	\$109.63	
	Auto Supplies, 07-01-23 thru 05-31-24	\$2.32	
	Auto Supplies, 07-01-23 thru 05-31-24	(\$5.57)	
	Auto Supplies, 07-01-23 thru 05-31-24	\$91.60	
	Auto Supplies, 07-01-23 thru 05-31-24	\$5.91	
	Auto Supplies, 07-01-23 thru 05-31-24	\$319.27	
	Auto Supplies, 07-01-23 thru 05-31-24	(\$110.31)	
	Auto Supplies, 07-01-23 thru 05-31-24	\$204.36	
	Auto Supplies, 07-01-23 thru 05-31-24	(\$10.18)	
	Auto Supplies, 07-01-23 thru 05-31-24	\$10.18	
		<b>\$906.02</b>	
Cal-Coast Machinery, Inc.	Instrument Panel # LVA801760	\$326.61	CT 25047366
	Switch # AM876786	\$78.66	
	Side Light #LVU802878	\$87.66	
	Side Light #LVU802877	\$92.56	
	Lamp #LVA800967	\$94.50	
	Tail Lamp #LVA802640	\$171.69	
		<b>\$851.68</b>	
CalPERS 457 Plan	PAYROLL DEDUCTION 01/31/2024	\$3,300.00	CT 25047367
		<b>\$3,300.00</b>	
Carolina Biological	Instructional Supplies for Biology labs	\$243.34	CT 25047368
	Instructional Supplies for Biology labs	\$88.60	
		<b>\$331.94</b>	
Carr's Boot Shop	Safety boots for employees 7-1-23 to 5-31-24	\$204.44	CT 25047369
		<b>\$204.44</b>	
CDW Government Inc	Compulocks Mac Studio Keyed Cab Lock	\$1,858.58	CT 25047370
		<b>\$1,858.58</b>	
Custom Colors Auto Body Supplies, Inc.	Instructional Supplies for Auto Body Technology	\$258.74	



## Allan Hancock College

## Warrant Register

Check Dates from 2/1/2024 to 2/29/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Custom Colors Auto Body Supplies, Inc.	Instructional Supplies for Auto Body Technology	\$274.71	CT 25047371
	Instructional Supplies for Auto Body Technology	\$198.75	
	Instructional Supplies for Auto Body Technology	\$19.58	
		<b>\$751.78</b>	
DGW Branded	Spencer RPET Laptop Backpack, Estimate #15144	\$1,576.34	CT 25047372
	Quarry Textured Journal with Interlocking Pen	\$452.95	
	Heathered School Kit	\$477.14	
	Trailster Toque	\$759.08	
	25oz H2go Voyager- Powder (Matte Slate)	\$1,155.47	
	U-Go Travel Kit	\$486.66	
	Spin-it Executive Metal Stylus Ballpoint Pen	\$258.83	
	Sugar Free Mints in Flip-Top Dispenser with SPF 15	\$270.79	
	Setup Cost	\$372.47	
	Shipping Fee	\$580.46	
	Spencer RPET Laptop Backpack, Estimate #15160	\$1,576.34	
	Quarry Textured Journal with interlocking Pen	\$452.95	
	Heathered School Kit	\$477.14	
	Trailster Toque	\$759.08	
	25oz H2o Voyager- Powder (Mate Slate)	\$1,155.47	
	U- Go Travel Kit	\$486.66	
	Spin-It Executive Metal Stylus Ballpoint Pen	\$258.83	
	Sugar Free Mints in Rectangular Flip-Top Dispenser	\$270.79	
	Setup Cost	\$372.47	
	Shipping Fee	\$580.46	
		<b>\$12,780.38</b>	
EconAlliance	AG FORUM SPONSOR	\$1,000.00	CT 25047373
		<b>\$1,000.00</b>	
Envoy Plan Services Inc.	PAYROLL DEDUCTION 1/31/2024	\$124,224.08	CT 25047374
		<b>\$124,224.08</b>	
Dee Dee Escalante-Ramirez	TUITION REIMBURSEMENT 1/29/24	\$106.00	CT 25047375
		<b>\$106.00</b>	
FACCC Fac Assoc CA Comm Colleges	PAYROLL DEDUCTION 1/31/2024	\$289.00	CT 25047376
		<b>\$289.00</b>	
Faculty Association of AHCC	PAYROLL DEDUCTION 1/31/2024	\$7,168.71	CT 25047377
		<b>\$7,168.71</b>	
Ferguson Enterprises Inc	Snake Cable per Invoice 4748936	\$522.59	CT 25047378
	Guide Hose, PH-400-2 per Invoice 4748936-1	\$77.18	
		<b>\$599.77</b>	
Fisher Scientific Co Llc	Supplies for the Chem Labs, 12-7-23 thru 05-31-24.	\$267.02	CT 25047379
	Supplies for the Chem Labs, 12-7-23 thru 05-31-24.	\$721.00	
		<b>\$988.02</b>	
Franchise Tax Board	PAYROLL DEDUCTION 1/31/2024	\$1,092.66	

## Allan Hancock College

## Warrant Register

Check Dates from 2/1/2024 to 2/29/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$1,092.66</b>	CT 25047380
Grant House Sewing Machines	Sewing machine services/repairs for Room S-112 per	\$89.00	
		<b>\$89.00</b>	CT 25047381
Hayward Lumber Inc	Hardware-Lumber Supplies, 07-01-23 thru 05-31-24	\$6.52	
	Hardware-Lumber Supplies, 07-01-23 thru 05-31-24	\$22.83	
	Hardware-Lumber Supplies, 07-01-23 thru 05-31-24	\$215.35	
		<b>\$244.70</b>	CT 25047382
Elaine Healy	Reimbursement for food for S24 Writing Center	\$35.92	
		<b>\$35.92</b>	CT 25047383
Home Depot	Maintenance Supplies - SM, 7-1-23 thru 5-31-24	\$780.74	
	Supplies for the Chem labs 07-04-23 thru 05-31-24.	\$54.58	
	Maintenance Supplies - LVC , 7-1-23 thru 5-31-24	\$32.56	
	Maintenance Supplies - LVC , 7-1-23 thru 5-31-24	\$25.41	
	Operational Supplies for Fire Academy	\$38.87	
	Operational Supplies for Fire Academy	\$26.06	
	Instructional Supplies for Fire Academy	(\$47.82)	
	Instructional Supplies for Fire Academy	\$32.55	
	Instructional Supplies for Fire Academy	\$86.99	
	Instructional Supplies for Fire Academy	\$52.18	
	Maintenance Supplies - SM, 11-1-23 thru 5-31-24	\$79.29	
	Maintenance Supplies - SM, 11-1-23 thru 5-31-24	\$412.83	
	Maintenance Supplies - SM, 11-1-23 thru 5-31-24	\$314.81	
	Maintenance Supplies - SM, 11-1-23 thru 5-31-24	\$72.80	
	Maintenance Supplies - SM, 11-1-23 thru 5-31-24	\$8.31	
	Maintenance Supplies - SM, 11-1-23 thru 5-31-24	\$90.46	
	Maintenance Supplies - SM, 11-1-23 thru 5-31-24	\$117.30	
	Maintenance Supplies - SM, 11-1-23 thru 5-31-24	\$48.89	
	Maintenance Supplies - SM, 11-1-23 thru 5-31-24	\$28.73	
	Maintenance Supplies - SM, 11-1-23 thru 5-31-24	\$28.71	
	Maintenance Supplies - SM, 11-1-23 thru 5-31-24	\$35.60	
	Maintenance Supplies - SM, 11-1-23 thru 5-31-24	\$26.08	
	Maintenance Supplies - SM, 11-1-23 thru 5-31-24	\$253.13	
	Maintenance Supplies - SM, 11-1-23 thru 5-31-24	\$44.75	
	Maintenance Supplies - SM, 11-1-23 thru 5-31-24	\$164.35	
	Maintenance Supplies - SM, 11-1-23 thru 5-31-24	\$162.04	
	Maintenance Supplies - SM, 11-1-23 thru 5-31-24	\$20.88	
	Maintenance Supplies - SM, 11-1-23 thru 5-31-24	\$229.96	
	Maintenance Supplies - SM, 11-1-23 thru 5-31-24	\$20.60	
	Maintenance Supplies - SM, 11-1-23 thru 5-31-24	\$506.33	
	Maintenance Supplies - SM, 11-1-23 thru 5-31-24	\$476.33	
	Laundry Bag, Mesh per Invoice 9324312	\$87.54	
	Amerigas Propane Exchange per Invoice 8254795	\$47.81	
		<b>\$4,359.65</b>	CT 25047384
House Sanitary Supply, Inc.	SSS Black Diamond 800 Gr Cleaning Pad, White	\$209.89	
	SSS Black Diamond 1500 Gr Cleaning Pad, Yellow	\$209.89	
	SSS Black Diamond 3000 Gr Cleaning Pad, Green	\$209.89	
	Transportation Surcharge	\$4.94	

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Allan Hancock College  
**Warrant Register**

Check Dates from 2/1/2024 to 2/29/2024  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$634.61</b>	CT 25047385
Ips Group Inc	Monthly Secure Gateway Wireless Data Fee	\$505.14	
		<b>\$505.14</b>	CT 25047386
IRS ACS Support	PAYROLL DEDUCTION 1/31/2024	\$484.89	
		<b>\$484.89</b>	CT 25047387
J.E. Halliday Sales Inc	Office Supplies - Envelope Press Toner and Parts	\$1,020.57	
		<b>\$1,020.57</b>	CT 25047388
Johnstone Supply	Exhaust Fan DR200H 112 HP	\$1,576.54	
	Exhaust Fan DR180H 1.000 HP	\$4,680.71	
	Exhaust Fan DR85H 1.000 HP	\$891.58	
	Exhaust Fan DR50H 0.500 HP	\$2,975.06	
	Exhaust Fan DR10H 0.166 HP	\$554.56	
	Exhaust Fan DR12H 0.250 HP	\$1,793.40	
	Exhaust Fan DR85H 1.000 HP	\$1,783.16	
	Adapter PE144.5	\$245.88	
	Adapter PE234	\$461.06	
	Adapter PE333.5	\$153.68	
	Adapter PE428	\$614.74	
	Adapter PE622.5	\$461.06	
	Adapter PE733.5	\$307.40	
	Adapter PE514	\$212.45	
	Shipping	\$1,873.30	
		<b>\$18,584.58</b>	CT 25047389
Kelly Spicers Stores	Office Supplies - Paper, Wideformat and Bindery	\$3,538.70	
		<b>\$3,538.70</b>	CT 25047390
KSBY-TV	30-second Ad Spring Registration	\$1,260.00	
		<b>\$1,260.00</b>	CT 25047391
Laguna Clay Company	Lehman 30B 30/Gal.Slip Mixer/Reclaimer #NL4153 OB	\$647.06	
	Packing Handling Fee	\$4.95	
	Shipping Estimate	\$177.48	
		<b>\$829.49</b>	CT 25047392
Liebert Cassidy Whitmore	Professional Legal Services: 7-1-23 - 6-30-24	\$836.00	
		<b>\$836.00</b>	CT 25047393
Linde Gas & Equipment Inc.	Carbon Dioxide Liquid, 07-01-23 thru 06-30-24	\$458.66	
	Instructional Supplies Non-Credit Jewlery Class	\$54.56	
		<b>\$513.22</b>	CT 25047394
Local Copies Etc. Inc.	Livescan Services 7-1-23 thru 6-30-24	\$25.00	
	Livescan Services 7-1-23 thru 6-30-24	\$99.00	
		<b>\$124.00</b>	CT 25047395
Looking Glass Media LLC	30-second Ad Spring 2024 Registration at Movies	\$1,175.00	
		<b>\$1,175.00</b>	CT 25047396
Lynn Music	Oboe, MCW, sn 1403. Regulate, level adjust. Test	\$75.00	
	Contra Bass Clarinet, Leblanc, sn 4278. Regulate,	\$85.00	

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Allan Hancock College

**Warrant Register**

Check Dates from 2/1/2024 to 2/29/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$160.00</b>	CT 25047397
Kristen Marshall	PAYROLL DEDUCTION 01/31/2024	\$1,600.00	
		<b>\$1,600.00</b>	CT 25047398
Maya Restaurant	Lunch Purchase for CTE Career Readiness Academy	\$220.22	
	Delivery Fee	\$10.00	
		<b>\$230.22</b>	CT 25047399
McMaster-Carr Supply Co.	MT Instructional Supplies, 7.1.23-5.31.24	\$454.18	
		<b>\$454.18</b>	CT 25047400
Metropolitan Life Insurance Co	INSURANCE PREMIUMS JAN 2024	\$6,923.21	
		<b>\$6,923.21</b>	CT 25047401
Mi Amore Pizza & Pasta	Food Purchase for Lompoc High School Outreach	\$171.39	
		<b>\$171.39</b>	CT 25047402
Mid State Container Sales Inc	10' Stand Cargo Worthy Container	\$3,316.88	
	6' Wide Roll Up Door	\$1,196.25	
	Delivery Charge for Sale	\$176.00	
		<b>\$4,689.13</b>	CT 25047403
Mission Linen Supply	Laundry Services for Auto Tech Program	\$34.60	
	Laundry Services for Autobody Program	\$21.65	
		<b>\$56.25</b>	CT 25047404
Mobile Beacon	One Year Service Plan Renewal - Hot Spots for	\$17,040.00	
		<b>\$17,040.00</b>	CT 25047405
National Cinemedia Llc	Onscreen Segment 2 CPT Advertising	\$1,059.67	
	LEN CPT Advertising	\$21.66	
		<b>\$1,081.33</b>	CT 25047406
Noble Power Equipment	Aramid Belt per Invoice 598395	(\$14.56)	
	Element Air Filters per Invoice 597411	\$23.39	
	Starter Recoil per Invoice 597412	\$50.93	
	Supplies per Invoice 597695	\$99.91	
		<b>\$159.67</b>	CT 25047407
ODP Business Solutions LLC	Office Supplies for General Counseling	\$580.33	
	Office Supplies: 7/25/23 - 5/31/24.	\$17.39	
	LVC/LRC Operational Supplies: 9/14/23 - 5/31/24	(\$25.20)	
	LVC/LRC Operational Supplies: 9/14/23 - 5/31/24	\$101.00	
	Office and Operational Supplies for the MESA	\$47.84	
	Office and Operational Supplies for the MESA	\$143.44	
	Office Supplies 07-01-2023 thru 05-31-2024	\$184.24	
	Basic Needs Office Supplies: 9/07/23 - 5/31/24	\$15.20	
	Basic Needs Office Supplies: 9/07/23 - 5/31/24	\$49.55	
	Basic Needs Office Supplies: 9/07/23 - 5/31/24	\$129.35	
	Ticonderoga® Noir Black Wood Pencils, #2 Soft Lead	\$32.57	
	BIC Xtra Life Mechanical Pencils, 0.7 mm, #2 Lead,	\$35.06	
	Pilot® Precise™ V5 Liquid Ink Rollerball Pens, Ex	\$23.90	
	Pilot® Precise™ V5 Liquid Ink Rollerball Pens, Ext	\$23.90	
	Instructional supplies 12/15/2023 - 5/31/2024	\$9.18	

## Allan Hancock College

## Warrant Register

Check Dates from 2/1/2024 to 2/29/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
ODP Business Solutions LLC	Office/Operational Supplies: 8/15/23 - 5/31/24	\$171.69	
	Office/Operational Supplies: 8/15/23 - 5/31/24	\$29.35	
	Scotch Tape Dble Sided 172635	\$8.45	
	Pens 1373923	\$10.84	
	Sharpie 8013496	\$30.06	
	Laminating Pouches 801826	\$14.72	
	Post-it Dispenser 386844	\$6.81	
	Scissors 486612	\$1.04	
	Post-it notes 322674	\$11.77	
	Post-it Notes 1230652	\$30.28	
	Scotch tape 305324	\$19.88	
	Office Supplies for General Counseling	\$25.55	
	Office Supplies for General Counseling	\$117.74	
	Office Supplies for General Counseling	\$117.82	
	Screen Wipes 294333	\$21.72	
	Instructional Supplies, July 1, 2023-May 31, 2024	\$59.64	
	Office Supplies: July 1, 2023 to May 31, 2024	\$93.51	
	Instructional Supplies: 9/27/23 - 5/31/24	\$69.32	
	Instructional Supplies for ARCH 1/17/24 - 5/31/24	\$503.02	
	Instructional Supplies for ARCH 1/17/24 - 5/31/24	\$103.67	
	Instructional Supplies for ARCH 1/17/24 - 5/31/24	\$146.78	
	OFFICE-OPERATIONAL SUPPLIES, 8-4-2023 to 5-31-2024	\$216.88	
	Instructional Supplies: 9/27/23 - 5/31/24	\$105.93	
		<b>\$3,284.22</b>	CT 25047408
Orcutt Union School District	OAHS Transportation to AHC Transfer Day Event	\$434.25	
		<b>\$434.25</b>	CT 25047409
Out Fit	Schwinn IC Classic #9-7420-BINTP. Quote #52106	\$5,410.31	
	Delivery, Assembly & Installation Fee	\$300.00	
	Freight from Factory	\$300.00	
	Rubber Hex Dumbbell 25lb, Item #FPD-RBHX-25,	\$108.75	
	Rubber Hex Dumbbell 45lb, Item #FPD-RBHX-45	\$195.75	
	Rubber Hex Dumbbell 3lb, Item #FPD-RBHX-3	\$15.23	
	Rubber Hex Dumbbell 5lb, Item #FPD-RBHX-5	\$21.75	
	Rubber Hex Dumbbell 8lb, Item #FPD-RBHX-8	\$36.98	
	Rubber Hex Dumbbell 10lb, Item #FPD-RBHX-10	\$43.50	
	Rubber Hex Dumbbell 12lb, Item #FPD-RBHX-12	\$54.38	
	Rubber Hex Dumbbell 15lb, Item #FPD-RBHX-15	\$65.25	
	Kettlebell 24kg, Item #FPD-KG24	\$119.63	
	Kettlebell 28kg, Item #FPD-KG28	\$141.36	
	Kettlebell 32kg, Item #FPD-KG32	\$159.86	
	Kettlebell 36kg, Item #FPD-KG36	\$177.26	
	Kettlebell 40kg, Item #FPD-KG40	\$187.05	
	Kettlebell 44kg, Item #FPD-KG44	\$172.86	
	Kettlebell 44kg, Item #FPD-KG44	\$30.50	
	Freight Charge	\$300.00	
	Precor USA Upright Cycle, Item #UBK865-P62-GMS-n,	\$6,522.83	
	Installation, Delivery, And Assembly Fees, Item #	\$450.00	
	Freight Charge	\$250.00	
	HIIT UBE Upper Body Ergometer, Item #9-4660-MINTPO	\$3,043.91	
	HIIT UBE Ramp Kit, Item #718-5637-26	\$270.79	

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Allan Hancock College  
**Warrant Register**

Check Dates from 2/1/2024 to 2/29/2024  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
Out Fit	Installation, Delivery, And Assembly, Item #IDA Freight Charge	\$350.00	CT 25047410
		\$350.00	
		<b>\$19,077.95</b>	
Holly Pankonin	Reimbursement for Starbucks coffee for SS event on	\$60.00	CT 25047411
		<b>\$60.00</b>	
PARS Public Agency Retirement	PAYROLL DEDUCTION 01/31/2024	\$5,222.23	CT 25047412
		<b>\$5,222.23</b>	
Part Time Faculty AHC - Member	PAYROLL DEDUCTION 01/31/2024	\$8,160.44	CT 25047413
		<b>\$8,160.44</b>	
Pharmedix	Prescription Medication July 1 2023 - May 31 2024 Prescription Medication July 1 2023 - May 31 2024	\$50.81	CT 25047414
		\$333.70	
		<b>\$384.51</b>	
ProCare Janitorial Supply, Inc.	Custodial Supplies, 07-01-23 thru 05-31-24 Custodial Supplies, 07-01-23 thru 05-31-24 Custodial Supplies, 07-01-23 thru 05-31-24	\$429.48	CT 25047415
		\$7,671.73	
		\$268.92	
		<b>\$8,370.13</b>	
Quincon, Inc	The Contractor Shall Furnish all Labor, Materials,	\$167,801.78	CT 25047416
		<b>\$167,801.78</b>	
R.E. Michel Company	V-Belt, BX54	\$80.65	CT 25047417
	Pipe Galv KD, 8 inch x 3 ft, 26 GA	\$21.44	
	Elbow, 26 GA	\$9.54	
	Firestop Foam Sealant	\$20.26	
	Foil Grip 1402P-3	\$42.93	
		<b>\$174.82</b>	
Ravatt, Albrecht & Associates, Inc.	Professional architectural services for the design	\$1,635.60	CT 25047418
		<b>\$1,635.60</b>	
Santa Barbara Cnty Air Pollution Control District	AB2588 State Fee - 01019 - Allan Hancock College	\$70.00	CT 25047419
	Emission Fee - 01019 - Bldg O Auto Body Permit	\$536.48	
		<b>\$606.48</b>	
Santa Barbara County Sheriff's Office	PAYROLL DEDUCTION 01/31/2024	\$1,630.95	CT 25047420
		<b>\$1,630.95</b>	
Save Mart Supermarkets	Food Supplies for Children's Center: Food Supplies for Children's Center: Food Supplies for Children's Center: Food Supplies for Children's Center:	\$394.39	CT 25047421
		\$453.11	
		\$470.03	
		\$314.85	
		<b>\$1,632.38</b>	
Sherwin-Williams	Supplies per Invoice 1544-4	\$22.10	
	Supplies per Invoice 0745-8	\$29.82	
	Supplies per Invoice 1097-3	\$40.16	

## Allan Hancock College

## Warrant Register

Check Dates from 2/1/2024 to 2/29/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$92.08</b>	CT 25047422
Siemens Industry Inc	Fine Arts Building Intrusion Detection System	\$9,916.60	
		<b>\$9,916.60</b>	CT 25047423
SiteOne Landscape Supply, LLC	Turface Pro League Red Soil Conditioner,	\$1,529.37	
	Turface Infield Conditioner #BFMVP5004P	\$1,296.30	
	Turface Quick Dry 50 lbs. #BFQD5026P	\$648.15	
	Athletic Line Marking Chalk #000684	\$182.20	
		<b>\$3,656.02</b>	CT 25047424
SLO Pest And Termite	Pest Control Services, 07-01-23 thru 06-30-24	\$120.00	
	Pest Control Services, 07-01-23 thru 06-30-24	\$80.00	
	Pest Control Services, 07-01-23 thru 06-30-24	\$125.00	
	Pest Control Services, 07-01-23 thru 06-30-24	\$75.00	
	Pest Control Services, 07-01-23 thru 06-30-24	\$110.00	
	Pest Control Services, 07-01-23 thru 06-30-24	\$85.00	
		<b>\$595.00</b>	CT 25047425
SLO Safe Ride	Prevost Motor Coach:	\$520.00	
	Prevost Motor Coach:	\$2,080.00	
	Fuel Surcharge	\$4.50	
	Fuel Surcharge	\$1.12	
		<b>\$2,605.62</b>	CT 25047426
Smart & Final	Distilled Water For Vehicle Batteries	\$8.94	
	Student Snacks for EOPS, CARE, NextUp, CalWORKs	\$47.18	
	Student Snacks for EOPS, CARE, NextUp, CalWORKs	\$47.18	
	Student Snacks for EOPS, CARE, NextUp, CalWORKs	\$47.18	
	Student Snacks for EOPS, CARE, NextUp, CalWORKs	\$47.19	
	Student Snacks for EOPS, CARE, NextUp, CalWORKs	\$47.18	
	Instructional Supplies for Biology labs	\$11.47	
	Instructional Supplies for Biology labs	\$14.16	
	Snacks, Beverages, & Party Supplies for Men's	\$405.69	
	Student Snacks for EOPS, CARE, NextUp, CalWORKs	\$40.79	
	Student Snacks for EOPS, CARE, NextUp, CalWORKs	\$40.79	
	Student Snacks for EOPS, CARE, NextUp, CalWORKs	\$40.79	
	Student Snacks for EOPS, CARE, NextUp, CalWORKs	\$40.80	
	Student Snacks for EOPS, CARE, NextUp, CalWORKs	\$40.79	
		<b>\$880.13</b>	CT 25047427
	Food for childrens center 7-1-23 to 6-30-24	\$115.57	
	Food for childrens center 7-1-23 to 6-30-24	\$441.68	
	Food for childrens center 7-1-23 to 6-30-24	\$115.32	
		<b>\$672.57</b>	CT 25047428
Smith Pipe & Supply Inc	Supplies for AHC Grounds Dept, 11/1/23 - 5/31/24	\$357.08	
	Supplies for AHC Grounds Dept, 11/1/23 - 5/31/24	\$679.69	
		<b>\$1,036.77</b>	CT 25047429
Christopher Stevens	Reimbursement for Lunch provided for AHC Baseball	\$403.22	

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**Allan Hancock College**  
**Warrant Register**  
Check Dates from 2/1/2024 to 2/29/2024  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$403.22</b>	CT 25047430
Christopher Stevens	Reimbursement for Lunch provided for AHC Baseball	\$426.25	
		<b>\$426.25</b>	CT 25047431
Brian Stokes	Reimbursement for GPTZero Premium Subscription	\$134.40	
		<b>\$134.40</b>	CT 25047432
Maria Suarez	Reimbursement for supplies purchased for ECE	\$130.00	
	Reimbursement for staff lunch at Applebees on	\$170.00	
		<b>\$300.00</b>	CT 25047433
Subway	Lunch Purchase for CTE Career Academy RERP	\$149.85	
	Food Purchase for UTC Workshop: Application Follow	\$207.79	
		<b>\$357.64</b>	CT 25047434
Texas Life Insurance Co.	INSURANCE PREMIUMS JAN 2024	\$10,724.35	
		<b>\$10,724.35</b>	CT 25047435
Tropics	Aquarium Service: 7/5/2023 - 6/30/2024	\$300.00	
		<b>\$300.00</b>	CT 25047436
United Parcel Service	UPS Charges, 7-1-23 thru 6-30-24, Account	\$258.85	
	UPS Charges, 7-1-23 thru 6-30-24, Account	\$30.00	
		<b>\$288.85</b>	CT 25047437
United Refrigeration Inc	HVAC Supplies, 01-19-23 thru 05-31-24	\$369.07	
	HVAC Supplies, 01-19-23 thru 05-31-24	\$85.03	
		<b>\$454.10</b>	CT 25047438
United Way of the Central Coast	PAYROLL DEDUCTION 01/31/2024	\$30.00	
		<b>\$30.00</b>	CT 25047439
Urbane Cafe	Food Purchase for Spring 2024 High School Outreach	\$483.40	
	Delivery Fee	\$24.99	
		<b>\$508.39</b>	CT 25047440
Veritone, Inc	Contact Application: 12/20/23 - 12/19/24, 19 Users	\$1,900.00	
		<b>\$1,900.00</b>	CT 25047441
VWR International	Instructional Supplies for Biology labs	\$76.56	
	Instructional Supplies for Biology labs	\$279.03	
	Instructional Supplies for Biology labs	\$171.28	
		<b>\$526.87</b>	CT 25047442
Wex Bank	Gas Credit Card Purchases, 07-01-23 thru 6-30-24	\$107.92	
		<b>\$107.92</b>	CT 25047443
Xello Inc	Career Cruising for Higher Ed Subscription INV	\$899.00	
		<b>\$899.00</b>	CT 25047444
Maria Zepeda De Rosas	REIMBURSEMENT FOR TEXTBOOK, PRACTICAL	\$88.44	
		<b>\$88.44</b>	CT 25047445
Annayancy Aguirre-Flores	Manual Refund Submitted	\$621.00	



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Allan Hancock College

**Warrant Register**

Check Dates from 2/1/2024 to 2/29/2024  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$621.00</b>	CT 25047446
Montserrat Briones Valdovinos	Manual Refund Submitted	\$300.00	
		<b>\$300.00</b>	CT 25047447
Christopher Colon	Manual Refund Submitted	\$26.00	
		<b>\$26.00</b>	CT 25047448
Madison Domingues	Manual Refund Submitted	\$2.00	
		<b>\$2.00</b>	CT 25047449
Ana Espinoza	Manual Refund Submitted	\$395.00	
		<b>\$395.00</b>	CT 25047450
Daniel Garcia-Villanueva	Manual Refund Submitted	\$28.00	
		<b>\$28.00</b>	CT 25047451
Mia Giboney	Manual Refund Submitted	\$28.00	
		<b>\$28.00</b>	CT 25047452
Ashley Guerra	Manual Refund Submitted	\$279.00	
		<b>\$279.00</b>	CT 25047453
Carmen Guerrero	Manual Refund Submitted	\$887.00	
		<b>\$887.00</b>	CT 25047454
Rene Guzman	Manual Refund Submitted	\$140.00	
		<b>\$140.00</b>	CT 25047455
Natalie Howard	Manual Refund Submitted	\$28.00	
		<b>\$28.00</b>	CT 25047456
Jason Irvine	Manual Refund Submitted	\$57.00	
		<b>\$57.00</b>	CT 25047457
Catherine Jessup	Manual Refund Submitted	\$2.00	
		<b>\$2.00</b>	CT 25047458
Ivett Maciel	Manual Refund Submitted	\$300.00	
		<b>\$300.00</b>	CT 25047459
Lotomama Manogiamanu	Manual Refund Submitted	\$1,003.00	
		<b>\$1,003.00</b>	CT 25047460
Valerie Marin Arana	Manual Refund Submitted	\$925.00	
		<b>\$925.00</b>	CT 25047461
Gillian Marsh	Manual Refund Submitted	\$3.00	
		<b>\$3.00</b>	CT 25047462
Selina Medina	Manual Refund Submitted	\$462.00	
		<b>\$462.00</b>	CT 25047463
Martin Mendoza	Manual Refund Submitted	\$2.00	
		<b>\$2.00</b>	CT 25047464
Julian Ojeda	Manual Refund Submitted	\$924.00	

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**Allan Hancock College**  
**Warrant Register**  
Check Dates from 2/1/2024 to 2/29/2024  
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Vendor Name	Description	Amount	Warrant
		<b>\$924.00</b>	CT 25047465
Saira Ramos Cisneros	Manual Refund Submitted	\$2.00	
		<b>\$2.00</b>	CT 25047466
Ana Rodas	Manual Refund Submitted	\$2.00	
		<b>\$2.00</b>	CT 25047467
Jade Ruiz	Manual Refund Submitted	\$100.00	
	Manual Refund Submitted	\$412.00	
		<b>\$512.00</b>	CT 25047468
Mia Santana	Manual Refund Submitted	\$4,677.00	
		<b>\$4,677.00</b>	CT 25047469
Anas Shaikh	Manual Refund Submitted	\$2.00	
		<b>\$2.00</b>	CT 25047470
Lylah Sherrod	Manual Refund Submitted	\$255.50	
		<b>\$255.50</b>	CT 25047471
Frankie Souza	Manual Refund Submitted	\$593.00	
		<b>\$593.00</b>	CT 25047472
Angel Valdovinos-Ceja	Manual Refund Submitted	\$1.00	
		<b>\$1.00</b>	CT 25047473
Eddie Velazquez	Manual Refund Submitted	\$897.00	
		<b>\$897.00</b>	CT 25047474
Alondra Ward	Manual Refund Submitted	\$100.00	
		<b>\$100.00</b>	CT 25047475
American College Personnel Association	Prepay Registration 3.16-21.24	\$1,034.00	
		<b>\$1,034.00</b>	CT 25047476
Michael Bernal	Open Mileage 1.22-31.24	\$139.36	
	Open Mileage 1.22-31.24	\$139.36	
		<b>\$278.72</b>	CT 25047477
Andrea Cabanas	Open Mileage 1.9-30.24	\$0.00	
	Open Mileage 1.9-30.24	\$174.74	
		<b>\$174.74</b>	CT 25047478
Jovany Cardenas Vargas	Open Mileage 1.22-26.24	\$0.00	
	Open Mileage 1.22-26.24	\$6.10	
		<b>\$6.10</b>	CT 25047479
City of Lompoc	Commercial Light Electric 7.1.2023 - 6.30.2024	\$22,346.03	
		<b>\$22,346.03</b>	CT 25047480
Digital West Networks, Inc	Internet Service	\$145.00	
	Telephone Service 7/1/23-6/30/24- SM Campus	\$4,191.22	
	Telephone Service 7/1/23 - 6/30/24- LVC	\$1,767.99	
	Telephone Service 7/1/23- 6/30/24- Community Svcs	\$1,489.80	

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**Allan Hancock College**  
**Warrant Register**  
Check Dates from 2/1/2024 to 2/29/2024  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$7,594.01</b>	CT 25047481
Enterprise Rent-A-Car	RESERVATION 1655690538 STOVALL	\$183.57	
	Hodges Res. 2065411481 1.29-30.24	\$84.30	
		<b>\$267.87</b>	CT 25047482
Melanie Guido Brunet	PREPAY OUT OF POCKET 2.14-16.24	\$1,287.82	
		<b>\$1,287.82</b>	CT 25047483
Edwin Hodges	PREPAY OUT OF POCKET 2.21-23.24	\$687.20	
		<b>\$687.20</b>	CT 25047484
Hyatt Regency Chicago	Prepay Lodging 3.16-21.24	\$1,636.55	
		<b>\$1,636.55</b>	CT 25047485
Jennifer Jozwiak	PREPAY OUT OF POCKET 2.14-17.24	\$1,254.57	
		<b>\$1,254.57</b>	CT 25047486
Jeene Khaykham	Open Mileage 1.17,25,31.24	\$30.95	
		<b>\$30.95</b>	CT 25047487
Frankie Maldonado	Open Mileage 1.11,18,25.24	\$112.96	
	Open Mileage 1.11,18,25.24	\$0.00	
	College Corps Cal Poly, CA	\$46.10	
		<b>\$159.06</b>	CT 25047488
Geraldine Montoya	Open Mileage 1.3-30.24	\$79.60	
		<b>\$79.60</b>	CT 25047489
Greg Pensa	CCLC Conf. Sacramento, CA	\$1,583.49	
		<b>\$1,583.49</b>	CT 25047490
Diana Perez	Open Mileage 1.10,13,17,22,24.24	\$259.29	
		<b>\$259.29</b>	CT 25047491
Kenneth Perez	Open Mileage 1.30.24	\$0.00	
	Open Mileage 1.30.24	\$0.00	
	Open Mileage 1.30.24	\$1.74	
		<b>\$1.74</b>	CT 25047492
Kathleen Perez Santos	Open Mileage 1.16-29.24	\$84.02	
		<b>\$84.02</b>	CT 25047493
Patricia Prado-Rios	College Corps Cal Poly, CA	\$48.24	
		<b>\$48.24</b>	CT 25047494
Maria Ramirez-Camacho	Open Mileage 1.8-29.24	\$104.39	
		<b>\$104.39</b>	CT 25047495
Scholarshare Investment Board	RET. SCHOLARSHIP 22-23 Jessica LOPEZ GAMINO	\$518.00	
		<b>\$518.00</b>	CT 25047496
Julia Sokolovska	Open Mileage 1.11-24.24	\$218.15	
		<b>\$218.15</b>	CT 25047497
Southern California Gas Co	Gas Supply 7.1.2023 - 6.30.2024	\$3,857.34	
	Gas Supply 7.1.2023-6.30.2024	\$790.06	

## Allan Hancock College

## Warrant Register

Check Dates from 2/1/2024 to 2/29/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$4,647.40</b>	CT 25047498
Robert Taggart	FINGERPRINT REIMBURSEMENT	\$31.00	
		<b>\$31.00</b>	CT 25047499
Verizon Select Svc Inc	Long Distance and Toll Free Service Charges	\$11.66	
		<b>\$11.66</b>	CT 25047500
Kevin Walthers	CCLC 2024 Conf. Sacramento, CA	\$1,035.28	
		<b>\$1,035.28</b>	CT 25047501
4imprint Inc.	Swag Items for Launch to College and Registration	\$7,920.14	
		<b>\$7,920.14</b>	CT 25047502
AHC - District Trust Fund	F2023 Police Academy Class 126: PCPA Co-op Actors	\$2,010.00	
		<b>\$2,010.00</b>	CT 25047503
AHC - Part-Time Faculty Association	Part-Time Faculty Reimbursement Per Article 11.7	\$2,294.34	
		<b>\$2,294.34</b>	CT 25047504
Amazon	Operational Supplies: 10/6/23 - 5/31/24	\$109.45	
	Office Supplies - Paper, paper clips, Rubber Bands	\$210.24	
	Instructional Supplies for MESA/STEM Academic	\$402.18	
	Instructional Supplies for MESA/STEM Academic	\$67.98	
	Instructional Supplies for MESA/STEM Academic	\$1,653.00	
	Instructional Supplies for MESA/STEM Academic	\$201.38	
	MT Instructional Supplies, 7.1.23-5.31.24	\$173.80	
	LIBRARY BOOKS, 8-4-2023 TO 5-31-2024	\$263.08	
	OFFICE-OPERATIONAL SUPPLIES, 8-4-2023 TO 5-31-2024	\$72.24	
	Step Ladder Extra Large Wide 3 Step Stools	\$65.13	
	NNN Teak Bench Seat with Handle 14 Inch	\$173.98	
	Shipping and Handling	\$21.74	
	Stripe Reader M2 with Shoppi Go	\$102.23	
	Shipping and Handling	\$7.60	
	Instructional Supplies for Fire Academy:	\$38.15	
	Supplies - BD1	\$71.23	
	Instructional supplies 07-06-23 to 05-31-24	\$23.40	
	Instructional supplies 07-06-23 to 05-31-24	\$42.46	
	Instructional supplies 07-06-23 to 05-31-24	\$777.55	
	Misc. Supplies for Center 7-1-23 to 5-31-24	\$40.87	
	Supplies for the Chem labs 07-04-23 thru 05-31-24.	\$213.96	
	Instructional Supplies: 9/18/2023 - 5/31/2024	\$139.91	
	Rigol DS1104Z Digital Oscilloscope	\$5,155.30	
	Yungui Protoboards Circuit Board Strip	\$123.87	
	GME Capacitance Substitution Decade Box	\$434.34	
	Elegoo PCB Board Kit	\$210.54	
	Eisco Labs Step Down Transformer Wall Plug	\$218.56	
	Shipping Handling	\$1.35	
	Bnafes Power Supply Video Test Cable	\$195.53	
	BNC Splitter Adapter for Coaxial Cable CCTV	\$108.64	
	Anivision 4 Pack Male to BNC Male Jumper Cable	\$261.55	
	Snap Circuits Extreme Electronics Exploration Kit	\$1,669.23	
	Mega Electronic Component Kit Assortment	\$253.82	

## Allan Hancock College

## Warrant Register

Check Dates from 2/1/2024 to 2/29/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Amazon	Dahszhi 3.3 ft BNC Male Dual Coaxial Cable	\$377.91	CT 25047505
	Electronix Express Digital Analog Trainer	\$2,870.90	
	Instructional Supplies for FCS:	\$48.18	
	Supplies for Basic Needs Hygiene Products,	\$40.84	
	Supplies for Basic Needs Hygiene Products,	\$263.94	
	Office Supplies 10-20-23 to 5-31-24	\$832.90	
	Office Supplies 10-20-23 to 5-31-24	\$336.06	
	Office Supplies 10-20-23 to 5-31-24	\$71.73	
		<b>\$18,346.75</b>	
Amazon Web Services, Inc	Amazon Web Services (AWS) Estimated Usage	\$2,153.87	CT 25047506
		<b>\$2,153.87</b>	
American General Media Inc.	30-second Ad Spring Registration to run on KRQK FM	\$375.00	CT 25047507
	30-second Ad Spring Registration to Run on KPAT	\$375.00	
		<b>\$750.00</b>	
American Industrial Supply	Operational Supplies for Fire Academy	\$19.84	CT 25047508
		<b>\$19.84</b>	
Bedford Demolition and Contracting Inc	All labor and materials to perform and complete	\$187,560.00	CT 25047509
		<b>\$187,560.00</b>	
Bio-Rad Laboratories	ELISA Immuno Explorer Kit	\$302.40	CT 25047510
	Forensic DNA Fingerprinting Kit	\$441.00	
	Freight	\$31.89	
		<b>\$775.29</b>	
Bone Clones	White-tailed Doe Deer Skull	\$214.42	CT 25047511
	Bobcat skull, Economy, male	\$107.75	
	Seal Forelimb	\$369.58	
	Harpy Eagle leg, assembled, base included	\$226.28	
	Shipping and handling	\$40.00	
		<b>\$958.03</b>	
Bremer Auto Parts	Parts per Invoice 995431	\$4.64	CT 25047512
	Parts-Tools for LE 07-06-23 to 05-31-24	\$276.21	
	Parts-Tools for LE 07-06-23 to 05-31-24	\$150.08	
	Parts-Tools for LE 07-06-23 to 05-31-24	\$553.37	
	Parts for Truck Driving Program	\$846.31	
	Parts for Truck Driving Program	\$360.26	
	Parts for Truck Driving Program	\$132.81	
		<b>\$2,323.68</b>	
Ca Schools Dental Coalition	INSURANCE PREMIUMS FEB 2024	\$58,858.00	CT 25047513
		<b>\$58,858.00</b>	
Cal-Coast Machinery, Inc.	Parts-Supplies per Invoice 873470	\$329.48	
	Parts per Invoice 875690	\$187.58	
	Parts per Invoice 876209	\$156.24	
	Cable per Invoice 876937	\$109.03	
	Parts per Invoice 877793	\$46.80	
	Mower Deck Leveling Gauge per Invoice 877898	\$40.11	

## Allan Hancock College

## Warrant Register

Check Dates from 2/1/2024 to 2/29/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$869.24</b>	CT 25047514
California Electric Supply	Electrical-Lighting Supplies, 11-01-23 thru	\$132.90	
	Electrical-Lighting Supplies, 11-01-23 thru	\$220.70	
	Electrical-Lighting Supplies, 11-01-23 thru	\$239.64	
	Electrical-Lighting Supplies, 11-01-23 thru	\$107.66	
		<b>\$700.90</b>	CT 25047515
CalSoft Water	Calsoft Pro Reverse Osmosis System B 105	\$51.90	
	Calsoft Pro Reverse Osmosis System B 207	\$51.90	
	Calsoft Pro Reverse Osmosis - Installation Fees	\$298.00	
	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	
		<b>\$586.65</b>	CT 25047516
Capitol Advisors Group LLC	2023-24 CONSULTING AND ADVOCACY	\$2,000.00	
		<b>\$2,000.00</b>	CT 25047517
CDW Government Inc	Troy MICR Toner Secure, High Yield Black #3886460	\$700.87	
		<b>\$700.87</b>	CT 25047518
Citrin Cooperman Advisors LLC	Services to build out Microsoft Intune POC per SOW Additional Hours for Ongoing Ad Hoc Support per	\$118.75	
		\$4,437.50	
		<b>\$4,556.25</b>	CT 25047519
College Source Inc	Extension of CollegeSource TES Campus Access	\$9,467.47	
		<b>\$9,467.47</b>	CT 25047520
Culligan Of Lompoc	Monthly rental for 7 mixed bed ID tanks Filter exchange for Culligan tanks	\$34.21	
		\$100.00	
		<b>\$134.21</b>	CT 25047521
Culligan/Central Coast Water Treatment	CAMPUS GRAPHICS DRINKING WATER DELIVERY	\$10.25	
	FUEL SURCHARGE	\$3.12	
	HOT COLD WATER STAND RENTAL	\$11.00	
	Bottled Water Delivery Service 7-1-23 thru 6-30-24	\$30.12	
	Bottled Water Delivery, 7-01-23 thru 6-30-24	(\$20.78)	
	Stand Rentals (hot and cold) 7-01-23 thru 6-30-24	(\$11.00)	
	Bottled Water Delivery, 7-01-23 thru 6-30-24	\$40.62	
	Stand Rentals (hot and cold) 7-01-23 thru 6-30-24	\$11.00	
	Bottled Water Delivery, 7-01-23 thru 6-30-24	\$72.87	
	Stand Rentals (hot and cold) 7-01-23 thru 6-30-24	\$11.00	
		<b>\$158.20</b>	CT 25047522
Demco Inc	OPERATIONAL SUPPLIES, 12/1/2023 TO 5/31/2024	\$289.54	
		<b>\$289.54</b>	CT 25047523
Downs Government Affairs, LLC	Services for consortium project 7/1/2023-6/30/2024	\$2,000.00	
		<b>\$2,000.00</b>	CT 25047524
Duo-Safety Ladder Corporation	UPS Freight Charges UPS Freight Charges	\$427.00	
		\$31.24	
		<b>\$458.24</b>	CT 25047525

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**Allan Hancock College**  
**Warrant Register**  
Check Dates from 2/1/2024 to 2/29/2024  
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Vendor Name	Description	Amount	Warrant
Herbert Elliott	2% DISTRICT CONTRIBUTION JAN 2024 - JUN 2024	\$1,026.10	
		<b>\$1,026.10</b>	CT 25047526
Ellucian CampusLogic Inc	Campus Communicator Digital Subscription, Term:	\$67,658.00	
		<b>\$67,658.00</b>	CT 25047527
Eyemed Vision Care	INSURANCE PREMIUMS FEB 2024	\$4,052.89	
	INSURANCE PREMIUMS FEB 2024	\$665.98	
		<b>\$4,718.87</b>	CT 25047528
Facilities Planning And Consulting Services	Facilities Related Consulting Services for	\$1,755.00	
		<b>\$1,755.00</b>	CT 25047529
Ferguson Enterprises Inc	Plumbing Supplies, 12-01-23 thru 5-31-24	\$417.60	
		<b>\$417.60</b>	CT 25047530
Fisher Scientific Co Llc	Supplies for the Chem labs 07-04-23 thru 05-31-24.	\$58.36	
	Supplies for the Chem Labs, 12-7-23 thru 05-31-24.	\$45.02	
		<b>\$103.38</b>	CT 25047531
Flinn Scientific Inc	Supplies for the Chem labs 07-04-23 thru 05-31-24.	\$14.19	
		<b>\$14.19</b>	CT 25047532
Foodbank Of Santa Barbara County	Food for Food Share- Spring Semester 2024	\$914.82	
	Food for Food Share- Spring Semester 2024	\$743.31	
		<b>\$1,658.13</b>	CT 25047533
Alicia Fox	Society Bio Meeting Seattle, WA	\$2,124.89	
		<b>\$2,124.89</b>	CT 25047534
GotSafety, LLC	Monthly Consultation Fees from 7-1-23 to 6-31-24	\$1,160.00	
		<b>\$1,160.00</b>	CT 25047535
Grainger Inc.	Box Cutter, 4 in. Pk 12 per Invoice 9940575542	\$27.96	
	Wrap, Plastic, 12x100 Ft.	\$126.64	
	Ceiling Tile, 48x24, Pk 10 per Invoice 9947124864	\$294.52	
	Sharps Container per Invoice 9004445830	\$332.84	
		<b>\$781.96</b>	CT 25047536
Hardy Diagnostics	Science Lab Supplies July 1, 2023-May 31, 2024	\$226.45	
	Science Lab Supplies July 1, 2023-May 31, 2024	\$87.63	
	Science Lab Supplies July 1, 2023-May 31, 2024	\$192.08	
	Science Lab Supplies July 1, 2023-May 31, 2024	\$69.13	
		<b>\$575.29</b>	CT 25047537
HigherEdJobs	Subscription Renewal Job Postings-Inv#556616	\$5,125.00	
		<b>\$5,125.00</b>	CT 25047538
Keenan & Associates	Member Contribution-2023/2024 Repayment of Member	\$3,373.48	
		<b>\$3,373.48</b>	CT 25047539
Kenco Construction Services, Inc	C.O. #1- Extension of Project Services:	\$2,835.00	
	Onsite DSA Project Inspections for the	\$9,240.00	

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**Allan Hancock College**  
**Warrant Register**  
Check Dates from 2/1/2024 to 2/29/2024  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$12,075.00</b>	CT 25047540
KIDI/KRTO/KTAP La Buena	30-second Ad Spring Registration KIDI La Buena	\$750.00	
		<b>\$750.00</b>	CT 25047541
Koehler Plumbing Inc	Victaulic Quick-Vic Couplings, 4 inch	\$416.51	
	Fab Pipe	\$383.42	
	Labor Charges	\$290.00	
		<b>\$1,089.93</b>	CT 25047542
KPMR-TV	30-second Ad Spring Registration	\$371.00	
	30-second Ad Spring Registration	\$4.00	
	30-second Ad Spring Registration	\$1,113.00	
	30-second Ad Spring Registration	\$12.00	
		<b>\$1,500.00</b>	CT 25047543
La Tapatia Bakery	Food Purchase for Aim to Dream Center Welcome	\$240.00	
		<b>\$240.00</b>	CT 25047544
Laguna Clay Company	WHITEWARE W/GROG, ^06 MOIST CLAY, BOXED	\$1,016.16	
	HALF & HALF MOIST CLAY, BOXED	\$331.47	
	B-MIX ^10 MOIST CLAY, BOXED	\$437.61	
	L.B. BLEND MOIST CLAY, BOXED	\$98.09	
	AMADOR MOIST CLAY, BOXED	\$102.01	
	LAGUNA CLAY PALLETS OUT-NON RETURNABLE	\$30.00	
	Shipping Charges	\$358.04	
		<b>\$2,373.38</b>	CT 25047545
Linde Gas & Equipment Inc.	Instructional Supplies for WLDT Program	\$191.84	
	Instructional Supplies for WLDT Program	\$394.47	
		<b>\$586.31</b>	CT 25047546
Local Copies Etc. Inc.	Livescan Services 7-1-23 thru 6-30-24	\$99.00	
	Livescan Services 7-1-23 thru 6-30-24	\$25.00	
	Livescan Services 7-1-23 thru 6-30-24	\$25.00	
	Livescan Services 7-1-23 thru 6-30-24	\$25.00	
		<b>\$174.00</b>	CT 25047547
McMaster-Carr Supply Co.	MT Instructional Supplies, 7.1.23-5.31.24	\$529.17	
		<b>\$529.17</b>	CT 25047548
Metlife Small Market	INSURANCE PREMIUMS JAN 2024	\$7,119.32	
		<b>\$7,119.32</b>	CT 25047549
Mission Linen Supply	Uniform Services and Towels, 7-01-23 thru 6-30-24	\$50.33	
	Uniform Services and Towels, 7-01-23 thru 6-30-24	\$43.70	
	Laundry Services for Auto Tech Program	\$34.60	
	Laundry Services for Autobody Program	\$21.65	
	Uniform Services and Towels, 7-01-23 thru 6-30-24	\$43.70	
		<b>\$193.98</b>	CT 25047550
Mizuno USA	Shipping	(\$454.17)	
	Shipping	\$454.17	
	Mizuno Performance 1/4 Black 530237.9090 per	\$161.50	
	Mizuno LS Hitting Jacket White 350949.009I	\$197.39	



## Allan Hancock College

## Warrant Register

Check Dates from 2/1/2024 to 2/29/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Mizuno USA	Mizuno SS Hitting Jacket Royal 350951.529I	\$80.74	CT 25047551
	Shipping	\$14.54	
		<b>\$454.17</b>	
Modern Campus	LMAPN100 - Campus Map - License -	\$4,500.00	CT 25047552
	LOUA000 - Emergency Alerts License	\$3,307.50	
		<b>\$7,807.50</b>	
Motion Industries Inc	Sure-Flex Plus Sleeve, 3JE EPDM	\$35.51	CT 25047553
	Freight Charges	\$20.62	
		<b>\$56.13</b>	
Mountain Mike's Pizza	Food Purchase for Cal Poly Graduate Intern Visit	\$669.21	CT 25047554
		<b>\$669.21</b>	
Nicks Telecom	Labor for Ford Crown Vic LE Auto Inv. 7247	\$1,050.00	CT 25047555
	Travel Charge	\$250.00	
	34 Roof mount cable with antenna	\$48.94	
	Refurbish Federal Sigle Touch master controller	\$217.50	
	Hardware	\$48.94	
		<b>\$1,615.38</b>	
Niles Biological	Science Lab Supplies July 1, 2023-May 31, 2024	\$40.74	CT 25047556
		<b>\$40.74</b>	
North State Environmental Inc	Hazardous Waste Removal	\$4,783.56	CT 25047557
	Hazardous Waste Removal	\$7,726.07	
		<b>\$12,509.63</b>	
ODP Business Solutions LLC	Operational Supplies for office and outreach	\$85.34	CT 25047558
	Office Supplies: July 1, 2023 to May 31, 2024	\$38.04	
	Office Supplies for General Counseling	\$74.77	
	Office Supplies for July 1, 2023 to May 31, 2024	\$380.80	
	Office supplies for EOPS department ending	\$367.04	
	Logitech Litra Glow 8274500	\$260.96	
	Office Supplies (10/11/2023 - 5/31/2024)	\$112.34	
		<b>\$1,319.29</b>	
OEYT	30-second Ad Spring Registration	\$725.00	CT 25047559
		<b>\$725.00</b>	
Oracle America Inc	Oracle Linux Premier Limited Support	\$1,571.36	CT 25047560
	Oracle Extended Support	\$209.66	
		<b>\$1,781.02</b>	
Out Fit	Hudson Steel Miami Super Gym, Quote #52168	\$5,105.81	CT 25047561
	Installation, Delivery and Assembly	\$750.00	
	Freight Charge	\$750.00	
		<b>\$6,605.81</b>	
PARS Public Agency Retirement	PAYROLL DEDUCTION 02/09/2024	\$8,393.69	CT 25047562
		<b>\$8,393.69</b>	
Part Time Faculty AHC - Member	PAYROLL DEDUCTION 02/09/2024	\$1,519.25	

## Allan Hancock College

## Warrant Register

Check Dates from 2/1/2024 to 2/29/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$1,519.25</b>	CT 25047563
Pharmedix	Prescription Medication July 1 2023 - May 31 2024	\$124.71	
	Prescription Medication July 1 2023 - May 31 2024	\$134.69	
		<b>\$259.40</b>	CT 25047564
Portable Johns, Inc.	Rental-Servicing Portable Toilets and Hand Washing	\$747.77	
		<b>\$747.77</b>	CT 25047565
PPG Architectural Finishes Inc	Paint Supplies, 07-01-23 thru 05-31-24	\$39.23	
		<b>\$39.23</b>	CT 25047566
Premier Water Management, LLC	Monthly Water Treatment, Santa Maria Campus	\$197.90	
	Monthly Water Treatment, Lompoc Campus	\$246.20	
		<b>\$444.10</b>	CT 25047567
ProCare Janitorial Supply, Inc.	Custodial Supplies-Lompoc, 07-01-23 thru 05-31-24	\$901.50	
	Custodial Supplies-Lompoc, 07-01-23 thru 05-31-24	\$157.08	
		<b>\$1,058.58</b>	CT 25047568
R&M Diesel Service & Towing LLC	Misc Labor	\$759.02	
	\$2.75 per mile roundtrip	\$237.05	
	Misc Labor	\$506.01	
	Other charges	\$5.39	
		<b>\$1,507.47</b>	CT 25047569
Rave Mobile Safety	Rave Alert Basic Annual License Fee	\$13,770.90	
	Premium SMS Messaging for Rave Alert Annual Fee	\$353.10	
	Rave Smart Loader Annual Integration	\$1,926.00	
		<b>\$16,050.00</b>	CT 25047570
Rays Auto Parts	Parts-Supplies, 07-01-23 thru 5-31-24	\$11.95	
	Parts-Supplies, 07-01-23 thru 5-31-24	\$11.18	
	Parts-Supplies, 07-01-23 thru 5-31-24	\$135.23	
	Parts-Supplies, 07-01-23 thru 5-31-24	\$62.51	
	Parts-Supplies, 01-01-24 thru 6-30-24	\$123.96	
	Parts-Supplies, 01-01-24 thru 6-30-24	\$77.75	
	Parts-Supplies, 01-01-24 thru 6-30-24	(\$77.75)	
		<b>\$344.83</b>	CT 25047571
Safety-Kleen Systems, Inc	Chemistry Fee	\$30.56	
	Recovery Fee	\$50.88	
	Gastec Aqueous PW Sample Tube	\$6.53	
	Parts Washer Rental	\$321.68	
		<b>\$409.65</b>	CT 25047572
Salesforce, Inc	Tableau - Viewer (Server) 12 month renewal	\$6,750.00	
	Tableau - Creator (Server) 12 month renewal	\$2,700.00	
		<b>\$9,450.00</b>	CT 25047573
Santa Barbara Cnty Air Pollution Control District	Emission Fee-11210-Hancock Dr. 1 per Invoice 60978	\$536.48	

## Allan Hancock College

## Warrant Register

Check Dates from 2/1/2024 to 2/29/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$536.48</b>	CT 25047574
Santa Barbara Co Dept Of Social Svc	WRC Lease Operating Costs 11-1-23 to 6-30-24	\$2,037.92	
		<b>\$2,037.92</b>	CT 25047575
Santa Barbara County Action Network	RED-TAILED HAWK SPONSORSHIP - AWARDS DINNER	\$1,000.00	
		<b>\$1,000.00</b>	CT 25047576
Santa Maria Times	Reveal Ad Spring Registration	\$350.00	
	Monthly Online Big Ad July 2023-June 2024	\$1,000.00	
		<b>\$1,350.00</b>	CT 25047577
Siemens Industry Inc	Fire Alarm Service Agreement- Santa Maria Campus:	\$36,988.50	
	Intrusion Alarm Service Agreement for Santa Maria	\$15,752.50	
	Fire Alarm Service Agreement for Lompoc Valley	\$7,137.00	
		<b>\$59,878.00</b>	CT 25047578
SISC III	INSURANCE PREMIUMS FEB 2024	\$533,412.00	
		<b>\$533,412.00</b>	CT 25047579
SLO Safe Ride	Bus Service - AHC Softball on 01/30/24	\$3,220.43	
		<b>\$3,220.43</b>	CT 25047580
Smart & Final	Snacks for UTC Workshops and	\$161.37	
	Snacks for UTC Workshops and	\$40.15	
	Snacks for UTC Workshops and	\$19.59	
	Lunch Locker for School Year 2023-2024	\$729.98	
	Snacks, Beverages, & Party Supplies for Men's	\$136.49	
		<b>\$1,087.58</b>	CT 25047581
	Food Purchase for Culinary Arts: 9/12/23 - 6/30/24	\$735.17	
	Food Purchase for Culinary Arts: 9/12/23 - 6/30/24	\$154.64	
	Food Purchase for Culinary Arts: 9/12/23 - 6/30/24	\$360.19	
		<b>\$1,250.00</b>	CT 25047582
Smith Pipe & Supply Inc	Dome-Cover-1 Calsense per Invoice 4109478	\$640.54	
	CS3-2W-POC Calsense Decoder	\$888.49	
		<b>\$1,529.03</b>	CT 25047583
Snaplock Industries Inc	DANCE FLOOR: SNAPLOCK PLUS MAPLE,	\$10,174.11	
	BLACK FEMALE 2" EDGE	\$157.98	
	BLACK MALE 2" EDGE	\$157.98	
	BLACK FEMALE 2" CORNER EDGE	\$4.33	
	BLACK MALE 2" CORNER EDGE	\$4.33	
	STORAGE CART	\$1,301.74	
	Freight	\$425.00	
		<b>\$12,225.47</b>	CT 25047584
Strata Information Group	Functional Technical Support for Degree Works,	\$2,680.00	
	DBA and ODS Consulting Services per SOW191-DBA2324	\$1,320.00	
		<b>\$4,000.00</b>	CT 25047585
Subway	Cash for College Food for Santa Maria High School	\$170.37	
	Cash for College Food for Pioneer Valley High	\$170.37	

## Allan Hancock College

## Warrant Register

Check Dates from 2/1/2024 to 2/29/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Subway	Cash for College Food for Santa Ynez High School	\$56.79	CT 25047586
	Cash for College Food for Pioneer Valley High	\$170.37	
	Cash for College Food for Righetti High School	\$170.37	
	Cash for College Food for Nipomo High School	\$56.79	
	Cash for College Food for Arroyo Grande High	\$56.79	
		<b>\$851.85</b>	
SurveyMonkey Inc	Team Advantage Annual Plan: 3/16/24 - 3/15/25.	\$300.00	CT 25047587
	Team Advantage Annual Plan: 3/16/24 - 3/15/25.	\$600.00	
	Team Advantage Annual Plan: 3/16/24 - 3/15/25.	\$300.00	
		<b>\$1,200.00</b>	
Swimoutlet.com	Arena Unisex Team Panel Pants, PC:82128830005,	\$1,304.68	CT 25047588
	Arena Unisex Team Line Ripstop Warm Up Jacket,	\$1,957.19	
		<b>\$3,261.87</b>	
Bridget Tate	Reimbursement for Glass Replacement	\$54.38	CT 25047589
		<b>\$54.38</b>	
Touchnet Information Systems Inc	TouchNet Annual Subscription Service, TNTR-SUBSCR,	\$56,358.00	CT 25047590
		<b>\$56,358.00</b>	
Uline Inc	GARMENT BAGS - .6 MIL, 21 X 4 X 30", CLEAR 650/ROL Shipping/Handling	\$63.08	CT 25047591
		\$26.45	
		<b>\$89.53</b>	
United Health Care Insurance Co	RETIREE AARP INSURANCE PREMIUMS MARCH 2024	\$600.87	CT 25047592
		<b>\$600.87</b>	
United Parcel Service	UPS Charges, 7-1-23 thru 6-30-24, Account	\$32.90	CT 25047593
		<b>\$32.90</b>	
United Refrigeration Inc	Supplies per Invoice 94475603-00	\$229.37	CT 25047594
	Supplies per Invoice 94512516-00	\$70.61	
	HVAC Supplies, 01-19-23 thru 05-31-24	\$54.12	
		<b>\$354.10</b>	
United Site Services Of California Inc	Services - 3 Portable Toilets, 7-1-23 thru 6-30-24	\$580.50	CT 25047595
		<b>\$580.50</b>	
US Bank Corporate Payment System	JAN 25, 2024 US BANK STMT	\$29,675.66	CT 25047596
		<b>\$29,675.66</b>	
Valley Glass & Mirror Co	Remove and Replace Window, Bldg. G Student Center	\$578.87	CT 25047597
	Remove and Replace Window , Gym	\$280.56	
		<b>\$859.43</b>	
Oxnard College	Cost-reimbursement Subaward Agreement for	\$21,307.23	CT 25047598
		<b>\$21,307.23</b>	
Vital Records Control	Confidential Records Shredding 7-1-23 - 6-30-24	\$102.66	
	Confidential 32 Gal Bin, Picked up and Shredded	\$122.06	

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**Allan Hancock College**  
**Warrant Register**  
Check Dates from 2/1/2024 to 2/29/2024  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$224.72</b>	CT 25047599
VTC Enterprises	Collection of Recycling Paper on Main Campus,	\$1,000.00	
		<b>\$1,000.00</b>	CT 25047600
VWR International	Instructional Supplies for Biology labs	\$108.30	
		<b>\$108.30</b>	CT 25047601
Ward's Science Inc	Squid, dbl inj, #470000-644	\$127.03	
	Science Lab Supplies July 1, 2023-May 31, 2024	\$78.12	
	Science Lab Supplies July 1, 2023-May 31, 2024	\$71.28	
	Science Lab Supplies July 1, 2023-May 31, 2024	\$940.34	
		<b>\$1,216.77</b>	CT 25047602
Western Propane Service	Propane per Invoice 18297612	\$24.67	
	Propane per Invoice 17934601	\$26.95	
		<b>\$51.62</b>	CT 25047603
Alexis Marie Ballesterol	Manual Refund Submitted	\$450.00	
		<b>\$450.00</b>	CT 25047604
Athena Bucquoy	Manual Refund Submitted	\$141.00	
		<b>\$141.00</b>	CT 25047605
Angelica Cisneros	Manual Refund Submitted	\$20.00	
		<b>\$20.00</b>	CT 25047606
Aili Flores	Manual Refund Submitted	\$3,697.00	
		<b>\$3,697.00</b>	CT 25047607
Kelly Gutierrez	Manual Refund Submitted	\$603.00	
		<b>\$603.00</b>	CT 25047608
Maria Haro	Manual Refund Submitted	\$5.00	
		<b>\$5.00</b>	CT 25047609
Kevin Johnson	Manual Refund Submitted	\$431.00	
		<b>\$431.00</b>	CT 25047610
Anthony Lopez	Manual Refund Submitted	\$46.00	
		<b>\$46.00</b>	CT 25047611
Ana Palomar	Manual Refund Submitted	\$391.00	
		<b>\$391.00</b>	CT 25047612
Fernanda Ruiz	Manual Refund Submitted	\$3.00	
		<b>\$3.00</b>	CT 25047613
Olivia Steele	Manual Refund Submitted	\$138.00	
		<b>\$138.00</b>	CT 25047614
Benjamin Britten	SEM meeting Burlingame, CA	\$29.25	
		<b>\$29.25</b>	CT 25047615
City of Lompoc	Waste Disposal-Sewer Fees 7.1.2023 - 6.30.2024	\$619.80	
	Water Services 7.1.2023 - 6.30.2024	\$3,796.47	

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**Allan Hancock College**  
**Warrant Register**  
Check Dates from 2/1/2024 to 2/29/2024  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$4,416.27</b>	CT 25047616
City of Lompoc	Waste Disposal-Sewer Fees 7.1.2023 - 6.30.2024	\$1,533.06	
		<b>\$1,533.06</b>	CT 25047617
Comcast Cable	Comcast Monthly Recurring Costs	\$228.91	
		<b>\$228.91</b>	CT 25047618
Constellation Newenergy Inc	Electricity Services 7.1.2023 - 6.30.2024	\$21.91	
	Electricity Services 7.1.2023 - 6.30.2024	\$3.88	
		<b>\$25.79</b>	CT 25047619
	Electricity Services 7.1.2023 - 6.30.2024	\$41.15	
	Electricity Services 7.1.2023 - 6.30.2024	\$7.28	
		<b>\$48.43</b>	CT 25047620
Gregory DeLeon	PREPAY MEALS 2.20-22.24	\$112.80	
		<b>\$112.80</b>	CT 25047621
Hyatt Regency Sacramento	Lodging Prepay 4.22-26.24	\$1,092.20	
		<b>\$1,092.20</b>	CT 25047622
	Prepay CONF. 1026091 WARD, NANCY JO	\$819.15	
	Prepay CONF. 1026091 WARD, NANCY JO	\$0.00	
		<b>\$819.15</b>	CT 25047623
Pacific Gas & Electric Company	Electricity Services 7.1.2023- 6.30.2024	\$60.67	
	Electricity Services 7/1/2023 - 6/30/2024	\$16.13	
		<b>\$76.80</b>	CT 25047624
	Electricity Services 7.1.2023- 6.30.2024	\$91.36	
	Electricity Services 7/1/2023 - 6/30/2024	\$24.28	
		<b>\$115.64</b>	CT 25047625
	Electricity Services 7.1.2023- 6.30.2024	\$63.95	
	Electricity Services 7/1/2023 - 6/30/2024	\$17.00	
		<b>\$80.95</b>	CT 25047626
	Electricity Services 7.1.2023- 6.30.2024	\$3,214.66	
	Electricity Services 7/1/2023 - 6/30/2024	\$854.53	
		<b>\$4,069.19</b>	CT 25047627
	Electricity Services 7.1.2023- 6.30.2024	\$399.16	
	Electricity Services 7/1/2023 - 6/30/2024	\$106.11	
		<b>\$505.27</b>	CT 25047628
Jannet Rios Leon	PREPAY MEALS 2.20-22.24 Sacramento, CA	\$112.80	
		<b>\$112.80</b>	CT 25047629
Alyssa Stovall	Occupational Ed Leadership San Diego, CA	\$598.14	
		<b>\$598.14</b>	CT 25047630
US Department of Veterans Affairs	RETURN VA33 OVERPYMT Zachary DECKER 3312	\$436.00	

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Allan Hancock College  
**Warrant Register**

Check Dates from 2/1/2024 to 2/29/2024  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$436.00</b>	CT 25047631
US Department of Veterans Affairs	RETURN VA33 Anastasia P MEADE 5975	\$285.00	
		<b>\$285.00</b>	CT 25047632
	RETURN VA33 Luis A. HERNANDEZ 8268	\$28.00	
		<b>\$28.00</b>	CT 25047633
David Vasquez	SEM Academy San Francisco, CA	\$404.34	
		<b>\$404.34</b>	CT 25047634
Verizon Select Svc Inc	Long Distance and Toll Free Service Charges	\$2.11	
		<b>\$2.11</b>	CT 25047635
Sherman Vernon	Open Mileage 8.11,8.25,10.13,10.27,11.30	\$170.96	
		<b>\$170.96</b>	CT 25047636
Jeremy Wirth	Open Mileage 1.04.24	\$32.16	
		<b>\$32.16</b>	CT 25047637
4imprint Inc.	Swag Items for Launch to College and Registration	\$2,311.11	
		<b>\$2,311.11</b>	CT 25047638
Accrediting Commission For	Substantive Change Review - Baccalaureate	\$1,500.00	
		<b>\$1,500.00</b>	CT 25047639
AHC - Auxiliary Corporation	General Fund Allocation to PCPA	\$501,553.17	
		<b>\$501,553.17</b>	CT 25047640
Akeso Occupational Health	TB, Xray, Medical-Physicals 7-1-23 to 6-30-24	\$830.00	
	TB, Xray, Medical-Physicals 7-1-23 to 6-30-24	\$760.00	
		<b>\$1,590.00</b>	CT 25047641
Amazon	Slim Panda Yoga Strap for Yoga Pilates Ballet	\$191.40	
	Ever Ready First Aid Adult and Infant CPR Mask	\$1,713.00	
	MEDICAL SUPPLIES: 07/01/23 - 05/31/24	\$80.69	
	Office/Operational Supplies: 07/01/23 - 05/31/24	\$79.46	
	Office/Operational Supplies: 07/01/23 - 05/31/24	\$208.85	
	FOOD SUPPLIES FOR WELLNESS PROGRAM	\$481.36	
	Office Supplies: 12-27-23 to 05-31-24	\$59.81	
	Office Supplies 10-20-23 to 5-31-24	\$585.28	
	Office Supplies 10-20-23 to 5-31-24	\$186.30	
	Instructional supplies 07-06-23 to 05-31-24	\$46.27	
	Instructional supplies 07-06-23 to 05-31-24	\$239.10	
	9x12 White Clasp envelopes	\$28.97	
	Amazon Disinfecting Wipes	\$26.16	
	Brown 10x13 clasp envelopes	\$17.34	
	AA & AAA Batteries, Combo Pack	\$67.41	
	2 Gallon Sharps Containers	\$377.58	
	Hospital grade coil power cord	\$47.19	
	XS Nitrile Exam Gloves	\$42.40	
	Brother P touch tape	\$25.52	
	2 inch manila file pocket	\$36.96	
	Medium Nitrile Exam Gloves	\$78.07	

## Allan Hancock College

## Warrant Register

Check Dates from 2/1/2024 to 2/29/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Amazon	Diagnostic and Statistical Manual Book	\$836.30	
	Office Supplies for ABS: 11/14/23 - 5/31/24.	\$92.25	
	Instructional Supplies for FCS:	\$174.43	
	Supplies for Outreach Events, 9/07/23 - 5/31/24.	\$89.49	
	Office supplies 1/1/24 - 5/31/24	\$37.28	
	Office Supplies: 1/01/24 - 5/31/24	\$13.99	
	LIBRARY BOOKS, 8-4-2023 TO 5-31-2024	\$320.82	
	Student Materials 07-06-23 to 05-31-24	\$82.36	
	Instructional Supplies 01-08-24 to 05-31-24	\$976.23	
	MT Instructional Supplies, 7.1.23-5.31.24	\$168.53	
		<b>\$7,410.80</b>	CT 25047642
American Heart Association, Inc	BLS Instructor eCard	\$70.00	
		<b>\$70.00</b>	CT 25047643
American Star Tours, Inc.	Bus Service - AHC Swim Team on 2-2 thru 2-3-24	\$4,775.00	
		<b>\$4,775.00</b>	CT 25047644
Apple Inc.	11-Inch iPad Pro	\$923.29	
	3-Year AppleCare+ for School - iPad Pro	\$149.00	
	Recycle Fee Charges	\$1.98	
	Recycle Fee Charges	\$2.02	
	3-Year AppleCare+ for School - iMac	\$238.00	
	10.9-Inch iPad	\$6,834.94	
	Recycle Fee Charges	\$29.75	
	Recycle Fee Charges	\$30.25	
	14-Inch MacBook Pro	\$20,107.88	
	3-Year AppleCare+ for School - MacBook	\$2,090.00	
	Recycle Fee Charges	\$19.83	
	Recycle Fee Charges	\$20.17	
		<b>\$30,447.11</b>	CT 25047645
Appointlet LLC	Online scheduling software subscription 2/20/24-	\$72.00	
		<b>\$72.00</b>	CT 25047646
B&H Photo Video	VIVOTEK 2MP NETWORK PTZ DOME CAMERA	\$1,730.22	
	VIVOTEK 2MP NETWORK PTZ DOME CAMERA	\$2,282.66	
	VIVOTEK AM-314 POLE MOUNT BRACKET (WHITE)	\$91.23	
	VIVOTEK AM-221 GOOSE NECK MOUNT KIT	\$268.26	
		<b>\$4,372.37</b>	CT 25047647
Boone Printing & Graphics, Inc	SEAP Presentation Folders for Spring 2024 Launch	\$4,289.69	
		<b>\$4,289.69</b>	CT 25047648
Bremer Auto Parts	Parts-Tools for LE 07-06-23 to 05-31-24	\$320.76	
	Parts-Tools for LE 07-06-23 to 05-31-24	\$81.87	
	Parts for Truck Driving Program	\$342.96	
	Parts for Truck Driving Program	\$662.31	
	Parts for Truck Driving Program	\$83.03	
	Parts for Truck Driving Program	(\$146.05)	
	Parts for Truck Driving Program	(\$297.24)	



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Allan Hancock College  
**Warrant Register**

Check Dates from 2/1/2024 to 2/29/2024  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$1,047.64</b>	CT 25047649
Burnham Insurance Services	ACA Consulting July 1, 2023 - June 30, 2024	\$3,250.00	
		<b>\$3,250.00</b>	CT 25047650
California Department Of Justice	Fingerprint Background July 2023 - June 2024	\$608.00	
		<b>\$608.00</b>	CT 25047651
	Fingerprint Background July 2023 - June 2024	\$512.00	
		<b>\$512.00</b>	CT 25047652
California Electric Supply	Electrical-Lighting Supplies, 11-01-23 thru	\$178.36	
		<b>\$178.36</b>	CT 25047653
Camarenas Tire	Tires for LE Vehicles 07-06-23 to 05-31-24	\$2,167.64	
		<b>\$2,167.64</b>	CT 25047654
Canon Financial Services Inc	Campus Graphics Canon Duplo Lease	\$980.73	
	Campus Graphics Copiers Lease	\$3,917.15	
		<b>\$4,897.88</b>	CT 25047655
Carolina Biological	Instructional Supplies for Biology labs	\$409.24	
		<b>\$409.24</b>	CT 25047656
Carr's Boot Shop	Safety boots for employees 7-1-23 to 5-31-24	\$122.88	
	Safety boots for employees 7-1-23 to 5-31-24	\$152.24	
	Safety boots for employees 7-1-23 to 5-31-24	\$173.99	
	Safety boots for employees 7-1-23 to 5-31-24	\$152.24	
	Safety boots for employees 7-1-23 to 5-31-24	\$173.99	
	Safety boots for employees 7-1-23 to 5-31-24	\$193.56	
	Safety boots for employees 7-1-23 to 5-31-24	\$206.61	
	Safety boots for employees 7-1-23 to 5-31-24	\$206.61	
	Safety boots for employees 7-1-23 to 5-31-24	\$207.97	
	Safety boots for employees 7-1-23 to 5-31-24	\$221.84	
	Safety boots for employees 7-1-23 to 5-31-24	\$221.84	
	Safety boots for employees 7-1-23 to 5-31-24	\$225.00	
	Safety boots for employees 7-1-23 to 5-31-24	\$210.42	
	Safety boots for employees 7-1-23 to 5-31-24	\$225.00	
	Safety boots for employees 7-1-23 to 5-31-24	\$130.49	
		<b>\$2,824.68</b>	CT 25047657
CDW Government Inc	Dell Precision 3460 Small Form Factor- SFF- Corei7	\$3,039.68	
	Dell P2422H-LED Monitor- Full HD, CDW #6562448.	\$1,476.31	
	StarTech.com Desk Mount Quad Monitor Arm	\$411.42	
	Recycling Fee,15" to less than 35", CDW #654810.	\$40.00	
	Samsung UN43CU8000F CU8000 Series - 43" Class	\$376.05	
	Recycling Fee	\$6.00	
		<b>\$5,349.46</b>	CT 25047658
CMC Rescue Inc	ROPE BAG, #3 ORG, CMC	\$80.39	
	ROPE BAG, #3 BLU, CMC EACH	\$80.39	
	ROPE BAG, #3 RED, CMC	\$80.39	
	ROPE BAG, #3 BLK, CMC	\$80.39	
	CARABINER, DNA AUTO-LOCK, GRY/SLVR, CMC/KONG	\$147.16	

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**Allan Hancock College**  
**Warrant Register**  
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Vendor Name	Description	Amount	Warrant
CMC Rescue Inc	CARABINER, PT AUTO RED, CMC	\$439.93	
		<b>\$908.65</b>	CT 25047659
Coast Clutch & Brake Supply	Parts per Invoice 172577	\$88.46	
	Labor - 3 Crimps	\$15.00	
		<b>\$103.46</b>	CT 25047660
Culligan/Central Coast Water Treatment	Deionized Water for Bldg M	\$100.00	
		<b>\$100.00</b>	CT 25047661
Earth Systems Pacific	Earth Systems to Provide Soil and Material Special	\$1,052.00	
	Reinforcing Steel Sampling and Testing/Anchor Bolt	\$310.00	
	Project Management, Special Inspection Report	\$1,025.00	
	Estimate Cost for Soil and Material Special	\$1,004.50	
	Reinforcing Steel Sampling and Testing Anchor	\$310.00	
	Project Management, Special Inspection Report	\$1,072.50	
		<b>\$4,774.00</b>	CT 25047662
Enviro-Rite Products and Services	Air Sampling Bldg W Quote #110	\$1,080.00	
		<b>\$1,080.00</b>	CT 25047663
Fastenal	Filter, 16x24x2	\$47.68	
	Filter, 18x24x2	\$55.50	
		<b>\$103.18</b>	CT 25047664
Ferguson Enterprises Inc	Plumbing Supplies, 12-01-23 thru 5-31-24	\$455.05	
		<b>\$455.05</b>	CT 25047665
Fisher Scientific Co Llc	Supplies for the Chem Labs, 12-7-23 thru 05-31-24.	\$34.37	
	Supplies for the Chem Labs, 12-7-23 thru 05-31-24.	\$104.18	
	Resistance Substitution Box	\$1,311.53	
	Fuel Surcharge	\$7.45	
		<b>\$1,457.53</b>	CT 25047666
Follett Heg - Ahc Bookstore	Instructional Supplies 9/13/2023-5/30/2024	\$82.05	
		<b>\$82.05</b>	CT 25047667
	Book Vouchers for EOPS Guardian Scholars Program	\$7,500.00	
	Book Vouchers for General Counseling, Noncredit	\$3,750.00	
		<b>\$11,250.00</b>	CT 25047668
	Instructional Supplies 10/11/2023-5/30/2024	\$72.37	
		<b>\$72.37</b>	CT 25047669
	Library Course Reserves (Textbooks)	\$4,470.71	
		<b>\$4,470.71</b>	CT 25047670
	Textbooks for Rising Scholars Students	\$610.57	
		<b>\$610.57</b>	CT 25047671
Foodbank Of Santa Barbara County	Food for Food Share- Spring Semester 2024	\$876.84	
		<b>\$876.84</b>	CT 25047672

## Allan Hancock College

## Warrant Register

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Vendor Name	Description	Amount	Warrant
Foodbank Of Santa Barbara County	Food for Food Share- Spring Semester 2024	\$1,415.97	
		<b>\$1,415.97</b>	CT 25047673
Grainger Inc.	Potable Circulating Pump, Item 5CHK8	\$1,561.32	
		<b>\$1,561.32</b>	CT 25047674
Graybar Electric	Blue LANMark Plenum 4-Pair UTP cable	\$1,838.29	
	Black LANmark OSP UTP Category 6 4-Pair Cable	\$744.70	
	White LANmark Cat6 Cable	\$2,085.26	
		<b>\$4,668.25</b>	CT 25047675
Guardian Innovations, LLC	Football Guardian Cap XT Royal Blue,	\$1,450.00	
	Football Guardian XT Light Silver/White	\$1,450.00	
	Freight Charge	\$72.50	
		<b>\$2,972.50</b>	CT 25047676
Hardy Diagnostics	Instructional Supplies for Biology labs	\$370.94	
		<b>\$370.94</b>	CT 25047677
Hispanic Association of Colleges & Universities	Annual Membership Dues: 1/01/24 - 12/31/24.	\$10,075.00	
		<b>\$10,075.00</b>	CT 25047678
Instron Corporation	Strain Gauge Extensometer, 2 in gauge length	\$5,785.50	
	Standard Strain Verification, 1 for ASTM E83,	\$485.00	
	Bluehill Universal Testing Software,	\$4,589.25	
	Ethernet Frame Interface (EFI), 2424-500	\$1,278.90	
	Onsite Integration of customer-supplied computer	\$1,250.00	
	Onsite Software Integration, Introduction to	\$1,885.00	
	Instron Connect Agreement for New Systems or	\$360.00	
	Travel/Logistics Fee 4 for Tensile Service	\$955.00	
		<b>\$16,588.65</b>	CT 25047679
International Writing Centers Association	Annual Membership Invoice #IWCA5292 2025-03-07	\$50.00	
		<b>\$50.00</b>	CT 25047680
Ips Group Inc	Monthly Secure Gateway Wireless Data Fee	\$524.82	
		<b>\$524.82</b>	CT 25047681
J B Dewar	Fuel for AHC-Community Ed. Truck Driving Class	(\$196.72)	
	Fuel for AHC-Community Ed. Truck Driving Class	\$720.87	
		<b>\$524.15</b>	CT 25047682
Jim Vreeland Ford	Switch ASY-O	\$43.38	
		<b>\$43.38</b>	CT 25047683
Kelly Spicers Stores	Office Supplies - Paper, Wideformat and Bindery	\$1,266.29	
		<b>\$1,266.29</b>	CT 25047684
Knox Company	3200 Surface, Black Hinged W/ TS, Item #3262	\$1,650.83	
	Shipping and Handling	\$50.03	
		<b>\$1,700.86</b>	CT 25047685
LatPro, Inc	Job Postings per Invoice #INV-0000032218	\$9,748.20	

## Allan Hancock College

## Warrant Register

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Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$9,748.20</b>	CT 25047686
Lexis Nexis Inc	CA Dental Practice Act & Regs 2023 Edition.	\$97.44	
	Shipping	\$17.87	
		<b>\$115.31</b>	CT 25047687
Linde Gas & Equipment Inc.	Instructional Supplies for WLDT Program	\$968.53	
	Supplies for Bulldog Bound Event - 02.09.24.	\$188.73	
		<b>\$1,157.26</b>	CT 25047688
Local Copies Etc. Inc.	Livescan Services 7-1-23 thru 6-30-24	\$99.00	
		<b>\$99.00</b>	CT 25047689
Lompoc Hospital District Foundation	FLOWER VALLEY GOLF CLASSIC SPONSOR	\$1,500.00	
		<b>\$1,500.00</b>	CT 25047690
Lompoc Valley Chamber of Commerce & Visitors Bureau	2024 ANNUAL MEMBERSHIP DUES INVOICE 126760	\$198.00	
		<b>\$198.00</b>	CT 25047691
Ronald Lovell	Reimbursement for Instructional Supplies Purchased	\$284.91	
		<b>\$284.91</b>	CT 25047692
Mission Linen Supply	Laundry Services for Autobody Program	\$21.65	
	Laundry Services for Auto Tech Program	\$34.60	
		<b>\$56.25</b>	CT 25047693
Joscelynn Murdock	Trauma Informed Care Workshop- Shifting	\$1,800.00	
		<b>\$1,800.00</b>	CT 25047694
ODP Business Solutions LLC	Office supplies for EOPS department ending	\$6.93	
	Office supplies for EOPS department ending	\$9.73	
	OFFICE-OPERATIONAL SUPPLIES, 8-4-2023 TO 5-31-2024	\$105.04	
	"Books 4 Bulldogs" School Supplies for Students	\$387.51	
	General Office Supplies - Facilities, 10-31-23	\$58.25	
	General Office Supplies - Facilities, 10-31-23	\$20.11	
	OPERATIONAL SUPPLIES - JULY 2023-MAY 2024	\$186.28	
	OPERATIONAL SUPPLIES - JULY 2023-MAY 2024	\$10.86	
	OPERATIONAL SUPPLIES - JULY 2023-MAY 2024	\$17.50	
	OPERATIONAL SUPPLIES - JULY 2023-MAY 2024	\$27.41	
	OPERATIONAL SUPPLIES - JULY 2023-MAY 2024	\$347.66	
	Office Supplies from 7-1-23 to 5-31-24	\$71.23	
	OFFICE-OPERATIONAL SUPPLIES, 8-4-2023 TO 5-31-2024	\$11.80	
		<b>\$1,260.31</b>	CT 25047695
Pacific Pride Foundation	Counseling services for LGBTQ+ students:	\$315.00	
		<b>\$315.00</b>	CT 25047696
Polywood	Edge Club Chair, Frame: Slate Grey, Item #4601X-GY	\$1,774.80	
	Modular Cushion, Sky Blue, Item #XUF0177-161147	\$622.05	
	Edge 7-Piece Dining Set, Slate Grey, Item	\$2,305.50	
	FREIGHT MISC.	\$705.36	
		<b>\$5,407.71</b>	CT 25047697

## Allan Hancock College

## Warrant Register

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Bank Code: CT

Vendor Name	Description	Amount	Warrant
Poor Richard's Press	3" X 5" Full Color, Double Sided Lanyard Cards	\$4,735.85	CT 25047698
	3/4" Nylon 40" Lanyards Full Color, Double Sided	\$4,824.15	
	Shipping	\$116.62	
		<b>\$9,676.62</b>	
PPG Architectural Finishes Inc	Paint Supplies, 07-01-23 thru 05-31-24	\$53.35	CT 25047699
	Paint Supplies, 07-01-23 thru 05-31-24	\$71.19	
		<b>\$124.54</b>	
ProCare Janitorial Supply, Inc.	Custodial Supplies, 02-01-24 thru 06-31-24	\$398.79	CT 25047700
	Custodial Supplies, 02-01-24 thru 06-31-24	\$1,966.03	
		<b>\$2,364.82</b>	
Safety-Kleen Systems, Inc	FEE, FUEL SURCHARGE	\$20.41	CT 25047701
	CHEMISTRY FEE	\$49.59	
	GASTEC AQUEOUS PW SAMPLE TUBE	\$13.05	
	30G PARTS WASHER (LG) - AQUEOUS	\$261.00	
	30G PARTS WASHER (LG) - AQUEOUS	\$261.00	
		<b>\$605.05</b>	
San Luis Obispo County Community College District	Cost-Reimbursement Subaward Agreement for	\$1,353.46	CT 25047702
		<b>\$1,353.46</b>	
Santa Maria Police Council	GOLF TOURNAMENT CORPORATE SPONSORSHIP	\$2,500.00	CT 25047703
		<b>\$2,500.00</b>	
Santa Ynez Valley Rotary Foundation	2024 SANTA YNEZ VALLEY ROTARY 4TH OF JULY PLATINUM	\$3,000.00	CT 25047704
		<b>\$3,000.00</b>	
Save Mart Supermarkets	Food Supplies for Children's Center:	\$297.42	CT 25047705
	Food Supplies for Children's Center:	\$275.82	
		<b>\$573.24</b>	
Eva Schiorring	External evaluator for grant project evaluation	\$4,746.00	CT 25047706
		<b>\$4,746.00</b>	
Signs Of Success Inc	Logo Decals Set, Blue Vinyl per Invoice 75395	\$179.70	CT 25047707
	Unit Number Decals Set #42, Blue Vinyl	\$24.47	
		<b>\$204.17</b>	
SLO Pest And Termite	Pest Control Services, 07-01-23 thru 06-30-24	\$120.00	CT 25047708
	Pest Control Services, 07-01-23 thru 06-30-24	\$125.00	
	Pest Control Services, 07-01-23 thru 06-30-24	\$80.00	
	Pest Control Services, 07-01-23 thru 06-30-24	\$85.00	
	Pest Control Services, 07-01-23 thru 06-30-24	\$75.00	
	Pest Control Services, 07-01-23 thru 06-30-24	\$110.00	
		<b>\$595.00</b>	
SLO Safe Ride	Cancellation Fee - Bus Services, Softball Team on	\$441.37	CT 25047709
	Bus Service - AHC Swim Team on 02/10/24	\$2,795.94	
		<b>\$3,237.31</b>	
Smart & Final	Lunch Locker for School Year 2023-2024	\$645.04	
	Lunch Locker for School Year 2023-2024	\$504.76	

## Allan Hancock College

## Warrant Register

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Vendor Name	Description	Amount	Warrant
Smart & Final	Food Supplies - GP	\$143.08	CT 25047710
	Snacks for UTC Workshops Events: 1/31/24 - 5/31/24	\$214.27	
	Snacks, Beverages, & Party Supplies for Men's	\$333.41	
	To cover supplies for Outreach Events -2023-2024.	\$184.48	
		<b>\$2,025.04</b>	
	Food for Children's Center: 11-01-23 to 6-30-24	\$202.36	
	Food for Children's Center: 11-01-23 to 6-30-24	\$274.87	
	Food for Children's Center: 11-01-23 to 6-30-24	\$296.96	CT 25047711
		<b>\$774.19</b>	
Smith Pipe & Supply Inc	Supplies for AHC Grounds Dept, 11/1/23 - 5/31/24	\$608.92	CT 25047712
		<b>\$608.92</b>	
Splash N Dash	Car Wash Services for Allan Hancock College	\$249.90	CT 25047713
		<b>\$249.90</b>	
Sport & Cycle Team Athletics Inc	UA Fill In Royal Jersey, XL #92, Item #UFJ170M.	\$98.19	CT 25047714
	Shipping	\$18.12	
		<b>\$116.31</b>	
Stealth Mode Three LLC	Canopy Tents, SKU #160200	\$862.74	CT 25047715
	Custom Rectangle Table Covers, SKU #TCN85266	\$157.30	
		<b>\$1,020.04</b>	
Alyssa Stovall	TUITION REIMBURS POLS 105 CRN 20362	\$164.00	CT 25047716
		<b>\$164.00</b>	
Subway	Cash for College Food for Cabrillo High School	\$56.79	CT 25047717
	Cash for College Food for Delta High School	\$56.79	
	Cash for College Food for Paso Robles High School	\$56.79	
		<b>\$170.37</b>	
Taft Electric Company	Building H Fiber Branch Replacement Services per	\$11,960.00	CT 25047718
	Building G Fiber Upgrade Services per Invoice	\$13,322.00	
		<b>\$25,282.00</b>	
The Lincoln Electric Company	Instructional Supplies for WLDT: 11.22.23-05.31.24	\$4,482.70	CT 25047719
	Instructional Supplies for WLDT: 11.22.23-05.31.24	\$239.25	
		<b>\$4,721.95</b>	
The Solvang Bakery Inc.	Food Purchase for Student Support Workshop at the Gratuity	\$267.00	CT 25047720
		\$26.70	
		<b>\$293.70</b>	
The Williams Institute	EAI Sixth Edition- Hardcover Ethics Awareness Shipping	\$600.00	CT 25047721
		\$45.74	
		<b>\$645.74</b>	
Tri County Office Furniture	Furniture for Campus Police per Quote #137204	\$723.26	
	Furniture for Campus Police per Quote #137204	\$636.62	
	Delivery and Installation	\$1.70	
	Furniture for Campus Police per Quote #137204	\$5,801.75	
	Furniture for Campus Police per Quote #137204	\$5,106.82	
	Delivery and Installation	\$2,113.49	

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Allan Hancock College

**Warrant Register**

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Vendor Name	Description	Amount	Warrant
Tri County Office Furniture	Hexy Highback Chair, Mesh Back, Height/Width	\$320.16	CT 25047722
	Delivery Fee	\$135.93	
		<b>\$14,839.73</b>	
Troesh Coleman Pacific Inc	Santa Barbara Beach Sand per Invoice 31602	\$359.07	CT 25047723
		<b>\$359.07</b>	
Trojan Petroleum, Inc	Hose, 4 ft.	\$222.94	CT 25047724
	Hose, 8 ft.	\$299.06	
	Emco Vapor Recovery Nozzle	\$337.13	
		<b>\$859.13</b>	
United Parcel Service	UPS Charges, 7-1-23 thru 6-30-24, Account	\$218.35	CT 25047725
		<b>\$218.35</b>	
United Rentals, Inc	VERTICAL Lift 12' ELEC SELF PROPELLED - 10800478	\$462.19	CT 25047726
	Rental Protection	\$63.75	
	VERTICAL Lift 12' ELEC SELF PROPELLED -10800478	\$462.19	
	Rental Protection	\$63.75	
		<b>\$1,051.88</b>	
Monica Buenrostro	Manual Refund Submitted	\$225.00	CT 25047727
		<b>\$225.00</b>	
Amanda Faries	Manual Refund Submitted	\$237.00	CT 25047728
		<b>\$237.00</b>	
Ofelia Garcia	Manual Refund Submitted	\$149.00	CT 25047729
		<b>\$149.00</b>	
Ruby Huitron	Manual Refund Submitted	\$28.00	CT 25047730
		<b>\$28.00</b>	
Lindsay Police Department	Vendor Refund	\$26.00	CT 25047731
		<b>\$26.00</b>	
Jacob Lopez	Manual Refund Submitted	\$256.00	CT 25047732
		<b>\$256.00</b>	
Ivett Maciel	Manual Refund Submitted	\$200.00	CT 25047733
		<b>\$200.00</b>	
Anarely Martinez	Manual Refund Submitted	\$1,800.00	CT 25047734
		<b>\$1,800.00</b>	
Carmen Mendez	Manual Refund Submitted	\$1,848.00	CT 25047735
		<b>\$1,848.00</b>	
Elora Moore	Manual Refund Submitted	\$806.00	CT 25047736
		<b>\$806.00</b>	
Ashley Pino	Manual Refund Submitted	\$5.00	CT 25047737
		<b>\$5.00</b>	
Jose Ramirez Sierra	Manual Refund Submitted	\$2,773.00	CT 25047738
		<b>\$2,773.00</b>	

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**Allan Hancock College**  
**Warrant Register**  
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Vendor Name	Description	Amount	Warrant
Christy Reasner	Manual Refund Submitted	\$138.00	
		<b>\$138.00</b>	CT 25047739
Maria Rosalias	Manual Refund Submitted	\$350.00	
		<b>\$350.00</b>	CT 25047740
Jessica Rushdan	Manual Refund Submitted	\$28.00	
	Manual Refund Submitted	\$156.00	
		<b>\$184.00</b>	CT 25047741
Victoria Sanchez	Manual Refund Submitted	\$2.00	
		<b>\$2.00</b>	CT 25047742
Erika Suarez Vera	Manual Refund Submitted	\$500.00	
		<b>\$500.00</b>	CT 25047743
Mario Verduzco	Manual Refund Submitted	\$450.00	
		<b>\$450.00</b>	CT 25047744
Stephanie Alvarado	PREPAY MEALS 3.08.24 UC Santa Cruz, CA	\$1,716.00	
		<b>\$1,716.00</b>	CT 25047745
American College Personnel Association	ER-2024-3250 PEREZ, KENNETH Reg. Chicago	\$1,034.00	
		<b>\$1,034.00</b>	CT 25047746
Luke Blacquiere	RI WA 25043610 4.10-17.24T	\$47.16	
		<b>\$47.16</b>	CT 25047747
Columbia Business Center Partners Lp	Lease of 890 E Stowell CBC Base Rent Lease	\$26,190.00	
		<b>\$26,190.00</b>	CT 25047748
Comcast Cable	Comcast Monthly Recurring Costs	\$265.28	
		<b>\$265.28</b>	CT 25047749
	Comcast Monthly Recurring Costs	\$241.84	
		<b>\$241.84</b>	CT 25047750
Constellation Newenergy Inc	Electricity Services 7.1.2023 - 6.30.2024	\$40,031.50	
	Electricity Services 7.1.2023 - 6.30.2024	\$7,086.56	
		<b>\$47,118.06</b>	CT 25047751
Dennis Curran	Covernors Bed Workshop, Anaheim CA	\$96.00	
		<b>\$96.00</b>	CT 25047752
Hyatt Regency Chicago	CONF 63301801 PEREZ, KENNETH Chicago	\$1,636.55	
		<b>\$1,636.55</b>	CT 25047753
Marguerite Moreton	Open Mileage 2.8-9.24	\$72.63	
		<b>\$72.63</b>	CT 25047754
Mark Norton	Governor's Budget Workshop	\$266.83	
		<b>\$266.83</b>	CT 25047755
Pacific Gas & Electric Company	Electricity Services 7.1.2023- 6.30.2024	\$43,552.64	
	Electricity Services 7/1/2023 - 6/30/2024	\$11,577.28	



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Allan Hancock College  
**Warrant Register**

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Vendor Name	Description	Amount	Warrant
		<b>\$55,129.92</b>	CT 25047756
Pacific Gas & Electric Company	Electricity Services 7.1.2023- 6.30.2024	\$293.30	
	Electricity Services 7/1/2023 - 6/30/2024	\$77.97	
		<b>\$371.27</b>	CT 25047757
Greg Pensa	2024 ACCT Washington, DC	\$2,678.44	
		<b>\$2,678.44</b>	CT 25047758
Christine Reed	College Tour Merced, CA	\$26.00	
		<b>\$26.00</b>	CT 25047759
Southern California Gas Co	Gas Supply 7.1.2023 - 6.30.2024	\$16,806.59	
	Gas Supply 7.1.2023-6.30.2024	\$3,471.63	
		<b>\$20,278.22</b>	CT 25047760
	Gas Supply 7.1.2023 - 6.30.2024	\$446.82	
	Gas Supply 7.1.2023-6.30.2024	\$92.30	
		<b>\$539.12</b>	CT 25047761
Yondoo Broadband, LLC	Yondoo Broadband to Provide Turn-Key	\$230.00	
		<b>\$230.00</b>	CT 25047762
Esther Zamora	Open Mileage 12.4-11.23	\$18.21	
	Open Mileage 1.17-31.24	\$40.33	
		<b>\$58.54</b>	CT 25047763
19six Architects	Architectural Services - DSA Approval	\$775.00	
	Amendment #1 to Include Additional Scope as well	\$26,374.50	
	Architectural Services for Site planning and	\$812.50	
	Architectural Services for Site planning and	\$0.00	
	DSA Approval	\$1,398.29	
	DSA Approval	\$510.00	
		<b>\$29,870.29</b>	CT 25047764
4imprint Inc.	Supplies for Various Outreach Events 07-07-23 thru	\$3,010.56	
		<b>\$3,010.56</b>	CT 25047765
Achievers, Inc	Graduation Stole: PUENTE Stole Design 2	\$542.66	
	Shipping Fee	\$18.96	
		<b>\$561.62</b>	CT 25047766
Stephanie Alvarado	Reimbursement CAN - TRIO Meeting 6.30.23 Re-Issue	\$84.67	
		<b>\$84.67</b>	CT 25047767
Amazon	Instructional Supplies 7/11/2023-5/31/2024	\$100.04	
	Astronomy Supplies 2-1-2024 thru 5-31-2024	\$465.93	
	Office Supplies 10-20-23 to 5-31-24	\$271.82	
	Office Supplies 10-20-23 to 5-31-24	\$424.62	
	Supplies for the Chem labs 07-04-23 thru 05-31-24.	\$75.23	
	Tutoring Materials; VALID 8-10-2023 TO 5-31-2024	\$69.55	
	Instructional Supplies for EMS Academy	\$74.51	
	Supplies for the Chem labs 07-04-23 thru 05-31-24.	\$40.06	
	Science Lab Supplies July 1, 2023-May 31, 2024	\$179.91	
	206A Toner Cartridges	\$184.86	

## Allan Hancock College

## Warrant Register

Check Dates from 2/1/2024 to 2/29/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Amazon	Instructional supplies 1/24/2024-5/30/2024	\$3,389.92	
		<b>\$5,276.45</b>	CT 25047768
American Library Association	MEMBERSHIP FOR SHARAYA OLMEDA	\$192.00	
		<b>\$192.00</b>	CT 25047769
American Star Tours, Inc.	Bus Service - AHC Baseball on 2-8-24 thru 2-10-24	\$5,980.00	
	Bus Service - AHC Baseball on 2-13-24	\$2,914.00	
		<b>\$8,894.00</b>	CT 25047770
Art Central Art Supply	Instructional Supplies 9/13/2023-5/30/2024	\$244.91	
		<b>\$244.91</b>	CT 25047771
Atkinson Andelson Loya Ruud And Romo	General Legal Services	\$2,940.00	
		<b>\$2,940.00</b>	CT 25047772
B & B Steel & Supply	Instructional Supplies for WLDT 11.09.23-5.31.24	\$3,368.49	
		<b>\$3,368.49</b>	CT 25047773
Blick Art Materials	Portfolio Storage Cabinet, 33"Hx39"Wx30"D, Item	\$1,413.75	
	Paper Storage Cabinet, 48"x30", Item #52318-1010	\$2,351.18	
		<b>\$3,764.93</b>	CT 25047774
Bremer Auto Parts	Operational Supplies for Fire Academy	\$40.26	
	Operational Supplies for EMS Academy	\$236.98	
	Parts-Tools for LE 07-06-23 to 05-31-24	\$30.08	
	Parts-Tools for LE 07-06-23 to 05-31-24	\$288.60	
	Parts-Tools for LE 07-06-23 to 05-31-24	\$103.27	
		<b>\$699.19</b>	CT 25047775
Cal State Auto Parts	Auto Supplies, 07-01-23 thru 05-31-24	\$2.72	
	Auto Supplies, 07-01-23 thru 05-31-24	\$16.08	
		<b>\$18.80</b>	CT 25047776
California Electric Supply	Lamp, HIDFA-80-H-EX39-8CCT-BY P/5SP	\$1,761.75	
		<b>\$1,761.75</b>	CT 25047777
CDW Government Inc	HP LaserJet 4001dn Black & White Printer #7039652.	\$739.25	
		<b>\$739.25</b>	CT 25047778
Central Coast Newspaper Service	LOS ANGELES TIMES DAILY AND SUNDAY SERVICE	\$910.00	
		<b>\$910.00</b>	CT 25047779
City Of Lompoc Transit	COLT bus passes for EOPS students	\$2,250.00	
		<b>\$2,250.00</b>	CT 25047780
Custom Colors Auto Body Supplies, Inc.	Instructional Supplies for Auto Body Technology	\$46.50	
		<b>\$46.50</b>	CT 25047781
Design Science Inc	MathType for Office Tools, Term: 4/03/24 - 4/04/25	\$446.09	
	MathType SaaS, Term: 4/03/24 - 4/04/25	\$229.76	
		<b>\$675.85</b>	CT 25047782
Earth Systems Pacific	Earth Systems to Provide Soil and Material Special	\$191.50	

## Allan Hancock College

## Warrant Register

Check Dates from 2/1/2024 to 2/29/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Earth Systems Pacific	Structural Steel (Canopy and Columns) Inspection	\$4,094.58	CT 25047783
	Estimate Cost for Soil and Material Special	\$338.00	
	Structural Masonry Inspection	\$12,201.50	
	Report Preparation and Project Supervision	\$820.00	
		<b>\$17,645.58</b>	
Edwards Construction Group, Inc	Construction for Service Site Development for the	\$36,925.09	CT 25047784
		<b>\$36,925.09</b>	
FastSpring	Seq Team (10 users, Install limit 3) Annual	\$2,370.00	CT 25047785
		<b>\$2,370.00</b>	
Fatte's Pizza of Santa Maria	Food Purchase for UTC Spring 2024 Workshops:	\$71.75	CT 25047786
	Service Fee	\$7.25	
	Delivery Fee	\$6.00	
		<b>\$85.00</b>	
Federal Express Corp	Mailings for Acct #1104-8488	\$11.82	CT 25047787
		<b>\$11.82</b>	
Ferguson Enterprises Inc	Plumbing Supplies, 12-01-23 thru 5-31-24	\$16.03	CT 25047788
		<b>\$16.03</b>	
Fisher Scientific Co Llc	Science Lab Supplies July 1, 2023-May 31, 2024	\$109.11	CT 25047789
	Science Lab Supplies July 1, 2023-May 31, 2024	\$200.61	
	Science Lab Supplies July 1, 2023-May 31, 2024	\$972.74	
		<b>\$1,282.46</b>	
Foodbank Of Santa Barbara County	Food for Food Share- Spring Semester 2024	\$782.52	CT 25047790
		<b>\$782.52</b>	
	Food for Food Share- Spring Semester 2024	\$1,419.43	
Global CTI Group, Inc		<b>\$1,419.43</b>	CT 25047791
	1 Year Mitel Support for Switches and Software.	\$59,363.00	
Kimberly Gomez Santos		<b>\$59,363.00</b>	CT 25047792
	Keynote Speaker Fee for 2024 Transfer Summit on	\$500.00	
	Travel Expenses	\$363.14	
Home Depot		<b>\$863.14</b>	CT 25047793
	Master padlock keys for storage container	\$43.17	
	Operational Supplies for Fire Academy	\$64.99	
	Supplies per Invoice 8014514	\$29.32	
	Instructional Supplies for Fire Academy	\$4.87	
	Maintenance Supplies - SM, 11-1-23 thru 5-31-24	\$47.28	
	Instructional Supplies for Fire Academy	\$33.82	
	Instructional Supplies for Fire Academy	\$24.75	
	Instructional Supplies for Fire Academy	\$96.17	
	Instructional Supplies for Fire Academy	\$50.70	
	Instructional Supplies for Fire Academy	\$169.89	
	Instructional Supplies for Fire Academy	\$21.73	
	Instructional Supplies for Biology labs	\$89.89	

## Allan Hancock College

## Warrant Register

Check Dates from 2/1/2024 to 2/29/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Home Depot	Operational Supplies 07-06-23 to 05-31-24	\$314.16	
	Maintenance Supplies - LVC , 7-1-23 thru 5-31-24	\$68.27	
	Maintenance Supplies - LVC , 7-1-23 thru 5-31-24	\$42.27	
	Maintenance Supplies - LVC , 7-1-23 thru 5-31-24	\$51.07	
	Maintenance Supplies - LVC , 7-1-23 thru 5-31-24	\$93.46	
	Maintenance Supplies - LVC , 7-1-23 thru 5-31-24	\$74.91	
	Maintenance Supplies - LVC , 7-1-23 thru 5-31-24	\$14.90	
	Operational Supplies for Fire Academy	\$13.33	
	Operational Supplies for Fire Academy	\$98.11	
	Operational Supplies for EMS Academy	\$42.26	
	Maintenance Supplies - SM, 11-1-23 thru 5-31-24	\$287.93	
	Maintenance Supplies - SM, 11-1-23 thru 5-31-24	\$170.67	
	Maintenance Supplies - SM, 11-1-23 thru 5-31-24	\$32.41	
	Maintenance Supplies - SM, 11-1-23 thru 5-31-24	\$11.46	
	Maintenance Supplies - SM, 11-1-23 thru 5-31-24	\$163.61	
	Maintenance Supplies - SM, 11-1-23 thru 5-31-24	\$238.11	
	Maintenance Supplies - SM, 11-1-23 thru 5-31-24	\$55.42	
	Maintenance Supplies - SM, 11-1-23 thru 5-31-24	\$134.55	
	Maintenance Supplies - SM, 11-1-23 thru 5-31-24	\$71.64	
	Maintenance Supplies - SM, 11-1-23 thru 5-31-24	\$15.51	
	Maintenance Supplies - SM, 11-1-23 thru 5-31-24	\$117.86	
	Maintenance Supplies - SM, 11-1-23 thru 5-31-24	\$116.63	
	Maintenance Supplies - SM, 11-1-23 thru 5-31-24	\$11.93	
	Maintenance Supplies - SM, 11-1-23 thru 5-31-24	\$28.41	
	Maintenance Supplies - SM, 11-1-23 thru 5-31-24	\$43.01	
	Maintenance Supplies - SM, 11-1-23 thru 5-31-24	\$97.65	
	Maintenance Supplies - SM, 11-1-23 thru 5-31-24	\$11.75	
	Maintenance Supplies - SM, 11-1-23 thru 5-31-24	\$76.88	
	Maintenance Supplies - SM, 11-1-23 thru 5-31-24	\$132.13	
	Maintenance Supplies - SM, 11-1-23 thru 5-31-24	\$23.64	
	Maintenance Supplies - SM, 11-1-23 thru 5-31-24	\$60.06	
	Maintenance Supplies - SM, 11-1-23 thru 5-31-24	(\$47.82)	
	Maintenance Supplies - SM, 11-1-23 thru 5-31-24	\$47.82	
	Maintenance Supplies - SM, 11-1-23 thru 5-31-24	\$325.92	
	Unbranded OSB 7/16 Application as 4ft. X 8ft.	\$4,750.55	
	Outside Delivery	\$96.79	
	CA Lumber Fee	\$43.68	
	Operational supplies for Fire Academy	\$95.88	
	Supplies per Invoice 7522920	\$135.62	
	Supplies per Invoice 1542998	\$67.08	
	Supplies per Invoice 4530923	\$58.43	
	Supplies per Invoice 8262838	\$115.08	
	Supplies per Invoice 5022612	\$143.55	
	Supplies per Invoice 7522904	\$32.56	
		<b>\$9,255.72</b>	CT 25047794
JetBrains Americas, Inc	DataGrip (C-S.DB-Y-20C)	\$549.00	
		<b>\$549.00</b>	CT 25047795
Kelly Spicers Stores	Office Supplies - Paper, Wideformat and Bindery	\$1,415.27	

## Allan Hancock College

## Warrant Register

Check Dates from 2/1/2024 to 2/29/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$1,415.27</b>	CT 25047796
La Tapatia Bakery	Food Purchase for Spring 2024 Counseling	\$75.00	
		<b>\$75.00</b>	CT 25047797
Local Copies Etc. Inc.	Livescan Services 7-1-23 thru 6-30-24	\$99.00	
	Livescan Services 7-1-23 thru 6-30-24	\$99.00	
	Livescan Services 7-1-23 thru 6-30-24	\$99.00	
	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	\$99.00	
		<b>\$471.00</b>	CT 25047798
Lompoc Unified School District	Reimbursement Concurrent Enroll GRPH 112 CRN 21808	\$3,000.00	
	Reimbursement Concurrent Enrollment POLS 103	\$9,000.00	
	Reimbursement Concurrent Enrollment AG152	\$3,000.00	
	Reimbursement Concurrent Enrollment HIST 107	\$12,000.00	
	Reimbursement Concurrent Enrollment ENGL 100	\$4,000.00	
	Instruction pay per addendum	\$1,252.50	
		<b>\$32,252.50</b>	CT 25047799
Maya Restaurant	Breakfast Purchase for Spring 2024 Divisional	\$609.00	
	Delivery Fee	\$10.00	
		<b>\$619.00</b>	CT 25047800
Niles Biological	Science Lab Supplies July 1, 2023-May 31, 2024	\$99.33	
		<b>\$99.33</b>	CT 25047801
ODP Business Solutions LLC	Operational Supplies for office and outreach	\$255.01	
	Operational Supplies for office and outreach	\$73.79	
		<b>\$328.80</b>	CT 25047802
Old Town Shirt Factory	CornerStone Men's Twill Shirt with Embroidery	\$34.19	
	CornerStone Men's Twill Shirt with Embroidery	\$77.19	
	Hooded Soft Shell Parka w/ Embroidery, Item #EB536	\$156.51	
	Hooded Soft Shell Parka w/ Embroidery, Item #EB536	\$168.24	
	Ladies Hooded Soft Shell Parka w/ Embroidery, Item	\$78.26	
		<b>\$514.39</b>	CT 25047803
Orcutt Union School District	Reimbursement Concurrent Enrollment ECS 100	\$6,000.00	
	Reimbursement Concurrent Enrollment HIST 101, 107	\$18,000.00	
	Reimbursement Concurrent Enrollment MATH 131	\$6,000.00	
	Reimbursement Concurrent Enrollment PROD 301	\$9,000.00	
		<b>\$39,000.00</b>	CT 25047804
Pacific Coast Business Times	Full-Page Ad UnitED CC Thank You to run 2-16-24	\$2,445.00	
		<b>\$2,445.00</b>	CT 25047805
Pride Sash	White Satin Graduation Sash for Student Athletes:	\$5,338.11	
	Shipping Fee	\$17.59	
		<b>\$5,355.70</b>	CT 25047806
ProCare Janitorial Supply, Inc.	Custodial Supplies-Lompoc, 07-01-23 thru 05-31-24	\$563.36	

## Allan Hancock College

## Warrant Register

Check Dates from 2/1/2024 to 2/29/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$563.36</b>	CT 25047807
Santa Maria Joint Union High School District	Reimbursement Concurrent Enroll AG 153, 154, 150	\$15,000.00	
	Reimbursement Concurrent Enrollment BUS 101	\$9,000.00	
	Reimbursement Concurrent Enrollment CA 124	\$9,000.00	
	Reimbursement Concurrent Enroll Dance 142 CRN21904	\$2,000.00	
	Reimbursement Concurrent Enrollment EL 106	\$9,000.00	
	Reimbursement Concurrent Enrollment HIST 101, 107	\$42,000.00	
	Reimbursement Concurrent Enrollment MT 109	\$12,000.00	
	Reimbursement Concurrent Enrollment POLS 103	\$12,000.00	
	Reimbursement Concurrent Enrollment PROD 301	\$90,000.00	
	Reimbursement Concurrent Enrollment WLDT 300	\$3,000.00	
		<b>\$203,000.00</b>	CT 25047808
Santa Maria Wash And Lube	Vehicle car wash service from 7-1-23 to 6-31-24	\$14.00	
	Vehicle car wash service from 7-1-23 to 6-31-24	\$14.00	
	Vehicle car wash service from 7-1-23 to 6-31-24	\$14.00	
		<b>\$42.00</b>	CT 25047809
Santa Ynez Valley Union High School District	Reimbursement Concurrent Enrollment HIST 107	\$9,000.00	
	Reimbursement Concurrent Enrollment POLS 103	\$6,000.00	
		<b>\$15,000.00</b>	CT 25047810
Jennifer Schroeder	Reimbursement for Olive Garden lunch provided at	\$542.30	
		<b>\$542.30</b>	CT 25047811
Smart & Final	Bulldog Bites- Food Supplies Fall 2023	\$463.66	
	Snacks, Beverages, & Party Supplies for Men's	\$595.64	
	Snacks, Beverages, & Party Supplies for Men's	\$166.08	
	Snacks, Beverages, & Party Supplies for Men's	\$229.56	
		<b>\$1,454.94</b>	CT 25047812
	Food Purchase for Culinary Arts: 9/12/23 - 6/30/24	\$470.18	
		<b>\$470.18</b>	CT 25047813
Sport & Cycle Team Athletics Inc	P&C Crewneck Sweatshirt, Ash Grey w/ 1-Color Print	\$322.99	
	Shipping Fee	\$22.64	
		<b>\$345.63</b>	CT 25047814
St. Joseph High School	Reimbursement Concurrent Enrollment HIST 107	\$9,000.00	
	Reimbursement Concurrent Enrollment POLS 103	\$3,000.00	
		<b>\$12,000.00</b>	CT 25047815
St. Mary Of The Assumption School	Basic Needs Emergency Gift Cards- Taco Bell	\$1,500.00	
	Basic Needs Emergency Gift Cards- Walmart	\$1,600.00	
	Basic Needs Emergency Gift Cards- Walmart	\$3,300.00	
	Basic Needs Emergency Gift Cards- Wendys	\$2,550.00	
	Basic Needs Emergency Gift Cards- Food Maxx	\$9,000.00	
		<b>\$17,950.00</b>	CT 25047816
Testa Catering	Coffee and Pastries for Spring 2024 BIGE Planning	\$92.71	

## Allan Hancock College

## Warrant Register

Check Dates from 2/1/2024 to 2/29/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Testa Catering	Coffee/Hot Tea Station for First Week Information	\$171.29	
	Coffee/Hot Tea Station-7:30a.m. Delivery-	\$171.29	
	Coffee, Hot Tea Station-7:30a.m. Delivery-	\$171.29	
	Coffee, Hot Tea Station-7:30a.m. Delivery-	\$171.29	
	Coffee, Hot Tea Station-7:30a.m. Delivery-	\$305.86	
	Coffee, Hot Tea Station-4:30p.m. Delivery-	\$305.86	
	Operations Fee	\$129.65	
		<b>\$1,519.24</b>	CT 25047817
Testa's Campus Cuisine	Coffee for Fall 2023 Transfer Day Event	\$80.75	
		<b>\$80.75</b>	CT 25047818
The Lincoln Electric Company	Instructional Supplies for WLDT: 11.22.23-05.31.24	\$192.03	
	Instructional Supplies for WLDT: 11.22.23-05.31.24	\$136.51	
		<b>\$328.54</b>	CT 25047819
United Parcel Service	UPS Charges, 7-1-23 thru 6-30-24, Account	\$84.19	
		<b>\$84.19</b>	CT 25047820
United Refrigeration Inc	HVAC Supplies, 01-19-23 thru 05-31-24	\$15.95	
	HVAC Supplies, 01-19-23 thru 05-31-24	\$664.12	
	HVAC Supplies, 01-19-23 thru 05-31-24	\$45.64	
	HVAC Supplies, 01-19-23 thru 05-31-24	\$140.70	
	Water Sensor Raypak Item #010787F	\$695.91	
	Raypak Float Switch Item #007142F	\$386.06	
	Lochinvar Glow Coil	\$83.74	
	Raypak Flame Sensor Item #011752F	\$77.21	
	Raypak Burner Adapter Gasket Heat Item #011751F	\$239.12	
	Parts per Invoice 94475603-01	\$8.71	
	Duct Tape, Hardcast Foil-Grip 1402, 3 x 100	\$77.69	
	Wall Passage, PD3, Plastiduct	\$8.99	
		<b>\$2,443.84</b>	CT 25047821
United Rentals, Inc	VERTICAL Lift 12' ELEC SELF PROPELLED - 10800478	\$462.19	
	Rental Protection	\$63.75	
		<b>\$525.94</b>	CT 25047822
Urbane Cafe	Food Purchase for Spring 2024 UTC Workshops:	\$362.69	
	Gratuity	\$40.00	
	Delivery Fee	\$24.99	
		<b>\$427.68</b>	CT 25047823
Ward's Science Inc	Science Lab Supplies July 1, 2023-May 31, 2024	\$104.20	
	Science Lab Supplies July 1, 2023-May 31, 2024	\$30.12	
		<b>\$134.32</b>	CT 25047824
Annayancy Aguirre-Flores	Manual Refund Submitted	\$924.00	
		<b>\$924.00</b>	CT 25047825
Angel Cardenas	Manual Refund Submitted	\$462.00	
		<b>\$462.00</b>	CT 25047826
Raymond Gaitan	Manual Refund Submitted	\$2,725.00	

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Allan Hancock College

**Warrant Register**

Check Dates from 2/1/2024 to 2/29/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$2,725.00</b>	CT 25047827
Daniel Garcia-Villanueva	Manual Refund Submitted	\$1,848.00	
		<b>\$1,848.00</b>	CT 25047828
Diana Gomez	Manual Refund Submitted	\$924.00	
		<b>\$924.00</b>	CT 25047829
Karlenn Hernandez	Manual Refund Submitted	\$462.00	
		<b>\$462.00</b>	CT 25047830
Gerardo Hernandez Godinez	Manual Refund Submitted	\$141.00	
		<b>\$141.00</b>	CT 25047831
Brianna Holton	Manual Refund Submitted	\$899.00	
		<b>\$899.00</b>	CT 25047832
Mathew Houston	Manual Refund Submitted	\$1,848.00	
		<b>\$1,848.00</b>	CT 25047833
Alexus Jauregui	Manual Refund Submitted	\$1,848.00	
		<b>\$1,848.00</b>	CT 25047834
German Marin	Manual Refund Submitted	\$1,736.00	
		<b>\$1,736.00</b>	CT 25047835
Elizabeth Montano-Rodriguez	Manual Refund Submitted	\$750.00	
		<b>\$750.00</b>	CT 25047836
Kobe Olivera	Manual Refund Submitted	\$2,773.00	
		<b>\$2,773.00</b>	CT 25047837
Dorotea Robles Flores	Manual Refund Submitted	\$225.00	
		<b>\$225.00</b>	CT 25047838
Giselle Rodriguez	Manual Refund Submitted	\$46.00	
		<b>\$46.00</b>	CT 25047839
Vanessa Salto	Manual Refund Submitted	\$1,386.00	
		<b>\$1,386.00</b>	CT 25047840
Mary Sharp	Manual Refund Submitted	\$225.00	
		<b>\$225.00</b>	CT 25047841
Sean Staffel	Manual Refund Submitted	\$28.00	
		<b>\$28.00</b>	CT 25047842
Emely Suarez	Manual Refund Submitted	\$28.00	
	Manual Refund Submitted	\$3,642.00	
		<b>\$3,670.00</b>	CT 25047843
Audrey Brice	Open Mileage 1.11-31.24	\$153.97	
		<b>\$153.97</b>	CT 25047844
Karina Burgos	Open Mileage 1.16-30.24	\$93.80	
		<b>\$93.80</b>	CT 25047845
Natalia Castro	Open Mileage 12.4-22.23	\$103.88	



## Allan Hancock College

## Warrant Register

Check Dates from 2/1/2024 to 2/29/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Natalia Castro	Open Mileage 1.3-31.24	\$263.85	
		<b>\$367.73</b>	CT 25047846
City Of Santa Maria	Water Services and Disposal Site- SM Campus	\$3,000.36	
	Water Services and Disposal Site- LVC	\$714.79	
	Water Services and Disposal Site- SM Campus	\$661.99	
	Water Services and Disposal Site- LVC	\$157.71	
	Water Services and Disposal Site- SM Campus	\$3,504.92	
	Water Services and Disposal Site- LVC	\$835.00	
	Water Services and Disposal Site- SM Campus	\$595.32	
	Water Services and Disposal Site- LVC	\$141.83	
	Water Services and Disposal Site- SM Campus	\$357.12	
	Water Services and Disposal Site- LVC	\$85.08	
	Water Services and Disposal Site- SM Campus	\$210.79	
	Water Services and Disposal Site- LVC	\$50.22	
	Water Services and Disposal Site- SM Campus	\$2,551.70	
	Water Services and Disposal Site- LVC	\$607.91	
	Water Services and Disposal Site- SM Campus	\$515.39	
	Water Services and Disposal Site- LVC	\$122.79	
	Water Services and Disposal Site- SM Campus	\$92.62	
	Water Services and Disposal Site- LVC	\$22.06	
	Water Services and Disposal Site- SM Campus	\$94.63	
	Water Services and Disposal Site- LVC	\$22.55	
	Water Services and Disposal Site- SM Campus	\$197.60	
	Water Services and Disposal Site- LVC	\$47.07	
	Water Services and Disposal Site- SM Campus	\$939.30	
	Water Services and Disposal Site- LVC	\$223.78	
		<b>\$15,752.53</b>	CT 25047847
	Disposal Site Landfill- Community Services	\$170.00	
		<b>\$170.00</b>	CT 25047848
Dennis Curran	ACBO Sacramento, CA	\$556.08	
	CCFC Annual Conf. Sacramento, CA	\$24.99	
	SWACC Conf. Rancho Mirage, CA	\$427.25	
		<b>\$1,008.32</b>	CT 25047849
Jaquelina De Jesus Placido	Open Mileage 1.11-30.24	\$106.13	
		<b>\$106.13</b>	CT 25047850
Cynthia Diaz	PREPAY MEALS 3.08.24 UCSB, CA	\$1,050.00	
		<b>\$1,050.00</b>	CT 25047851
Alejandra Enciso	Open Mileage 2.20.24	\$13.53	
		<b>\$13.53</b>	CT 25047852
Gemma Garcia Bautista	Undocumented Student Resource Oxnard, CA	\$131.05	
		<b>\$131.05</b>	CT 25047853
	Open Mileage 2.15.24	\$44.89	
		<b>\$44.89</b>	CT 25047854
Danielle Gilbert	Open Mileage 1.10-31.24	\$160.80	

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Allan Hancock College

**Warrant Register**

Check Dates from 2/1/2024 to 2/29/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$160.80</b>	CT 25047855
Jeffery Hall	Open Mileage 1.17,25.24	\$54.94	
	Open Mileage 2.20.24	\$37.65	
		<b>\$92.59</b>	CT 25047856
Thomas Lamica	ACCCA Garden Grove, CA	\$576.07	
		<b>\$576.07</b>	CT 25047857
Suzanne Lew	Open Mileage 2.20.24	\$12.73	
		<b>\$12.73</b>	CT 25047858
Fiona McGinnis	Open Mileage 1.6-27.24	\$165.09	
		<b>\$165.09</b>	CT 25047859
Emma Morse	Open Mileage 1.2-31.24	\$160.00	
		<b>\$160.00</b>	CT 25047860
Yolanda Neponuceno	Open Mileage 12.2-29.23	\$213.79	
	Open Mileage 1.3-29.24	\$173.40	
		<b>\$387.19</b>	CT 25047861
Greg Pensa	Open Mileage 2.20.24	\$48.11	
		<b>\$48.11</b>	CT 25047862
Ladan Rahbar	Open Mileage 1.2-26.24	\$99.29	
		<b>\$99.29</b>	CT 25047863
Christine Reed	Aligned Reporting Training Goleta, CA	\$85.09	
		<b>\$85.09</b>	CT 25047864
Victoria Rivas	Regional Convening Training Goleta, CA	\$137.36	
		<b>\$137.36</b>	CT 25047865
Oscar Rivera	Open Mileage 2.20.24	\$38.06	
		<b>\$38.06</b>	CT 25047866
Julia Sokolovska	Equity Conference Long Beach, CA	\$513.95	
		<b>\$513.95</b>	CT 25047867
Sydney Sorenson	Nutcracker San Francisco, CA	\$992.27	
		<b>\$992.27</b>	CT 25047868
Verizon Wireless	Unlimited Data Plan- 2 Devices 7/1/23-6/30/24	\$76.02	
		<b>\$76.02</b>	CT 25047869
	Verizon annual plan charges for Student Navigators	\$174.16	
	Cell Phone Service Fees for Facilities Dept.	\$586.03	
		<b>\$760.19</b>	CT 25047870
	Cellphone Service from 7-1-23 to 6-30-24	\$534.75	
		<b>\$534.75</b>	CT 25047871
	iPhone SE Monthly Charges for 4 Outreach	\$207.84	
	iPhone SE Monthly Charges for 3 Outreach	\$157.56	
		<b>\$365.40</b>	CT 25047872
	Monthly Charges for 7/1/23-6/30/24	\$76.02	

## Allan Hancock College

## Warrant Register

Check Dates from 2/1/2024 to 2/29/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Verizon Wireless	Monthly Charges, Hot Spot: AHC Athletics Account	\$38.01	
		<b>\$114.03</b>	CT 25047873
	Unlimited mobile broadband plan Account 742517785-	\$38.01	
		<b>\$38.01</b>	CT 25047874
Kevin Walthers	CCLC Washington DC Bad Weather ,Canceled	\$373.01	
		<b>\$373.01</b>	CT 25047875
Kacie Wills	Present at Western Society Eighteenth Cent. SF,CA	\$1,658.29	
		<b>\$1,658.29</b>	CT 25047876

**Warrant Register**

Check Dates from 2/1/2024 to 2/29/2024  
Bank Code: CT

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

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Total for General Fund 9410	\$2,854,295.49
Total for Bond Interest & Redemption Fund 9421	\$0.00
Total for Child Development Fund 9433	\$4,330.51
Total for Capital Outlay Project Fund 9441	\$707,253.52
Total for General Obligation Bond Fund 9447	\$399,728.20
Total for Dental Self-Insurance Fund 9461	\$58,858.00
Total for Self-Insurance Health Exam Fund 9462	\$0.00
Total for Self-Insurance, Property, & Liability Fund 9463	\$3,373.48
Total for Post-Employment Benefits Fund 9469	\$0.00
Total for Student Body Center Fee Trust Fund 9473	\$0.00

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT	
February-24	
ACRONYMS	
AHC-Auxiliary Corporation	Allan Hancock College - Auxiliary Corporation
AHC - Part - Time Faculty Association	Allan Hancock College - Part Time Faculty Association
AHC - Student Rep Fee Fund	Allan Hancock College - Student Rep Fee Fund
AHC- District Trust Fund	Allan Hancock College- District Trust Fund
AHC Foundation	Allan Hancock College Foundation
B&B Steel	NO ACRONYM
B&H Photo	NO ACRONYM
C.S.E.A. Chapter 251 Dues AHC	California School Employees Association Chapter 251 Dues Allan Hancock College
C.S.E.A. Victory Club	California School Employees Association Victory Club
CDW Government Inc	Computer Discount Warehouse Government Inc
CMC	California Mountain Company
DGW Branded	Doing Good Works
ECON Alliance	Economic Alliance
FACCC	Faculty Association of California Community Colleges
Faculty Association of AHCC	Faculty Association of Allan Hancock Community College
FOLLETT HEG-AHC	Follett Higher Education Group-Allan Hancock College
Global CTI Group, Inc	Global Computer Telephony Integration Group, Inc
IPS Group INC	International Parking Systems
IRS ACS Support	Internal Revenue Service Automated Collection System Support
J B DEWAR	NO ACRONYM
J.E. Halliday Sales Inc.	NO ACRONYM
KIDI/KRTO/KTAP La Buena	NO ACRONYM
KPMR-TV	NO ACRONYM
KSBY-TV	NO ACRONYM
LatPro	Latinx Professionals
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
PERS	Public Employee Retirement System
PPG Architectural Finishes	Pittsburgh Paints & Glass Architectural Finishes
R&M Diesel Service & Towing LLC	NO ACRONYM
R.E.Michel Company	NO ACRONYM
SISC III	Self Insured Schools of California
SLO Pest and Termite	San Luis Obispo Pest and Termite
SLO Safe Ride	San Luis Obispo Safe Ride
VTC Enterprises	Vocational Training Center Enterprises
VWR	Van Waters Rogers (Avantor Science)
WEX Bank	Wright Express Financial Services Corp

To: Board of Trustees	Date:  April 16, 2024
From: Superintendent/President	
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:
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**April 16, 2024  
Employee Personnel  
Actions**

<b>Faculty - Tenure Track</b>						
Special Note: New appointments are contingent upon successful completion of pre-employment requirements.						
<b>Name</b>	<b>Assignment</b>	<b>Department or Division</b>	<b>Effective Date</b>	<b>Column and Step</b>	<b>Months</b>	<b>Reason/ Comment</b>
1 Doyle, Timothy	assistant professor, Biology	Life & Physical Sciences	8/14/24	V-5	10	Replace Leonard Miyahara
2 Schroeter, Robert	assistant professor, Biology	Life & Physical Sciences	8/14/24	V-5	10	Replace Jonathan Okerblom
Fiscal Impact 2024-2025 Fiscal Year						
1	unrestricted general fund					\$ 121,657.00
2	unrestricted general fund					\$ 121,657.00

<b>Classified Staff - Appointments, Transfers, and Promotions</b>							
<b>Name</b>	<b>Action</b>	<b>Assignment</b>	<b>Department or Division</b>	<b>Effective Date</b>	<b>Salary</b>	<b>Months and FTE</b>	<b>Reason/Comment</b>
1 Arevalo, Erik	appointment	institutional effectiveness analyst	Institutional Effectiveness	6/1/24	37-D	12-FT	Replace Steven Butler
2 Cruz Martinez, Sandra	appointment	CAN/TRIO student support services specialist	CAN/TRIO	4/17/24	26-B	11-FT	Replace Jessica Mora
3 Garcia-Pack, Renae	appointment	lab assistant, writing center	Academic Resource Center	4/17/24	14-B	10-PT	Replace Lillian Edmondson
4 Uvias Alcantar, Nancy	promotion	enrollment services technician II	Admissions & Records	4/17/24	24-C	12-FT	Replace Heidi Khaykham
5 Caesar, Lisa	appointment	Science lab specialist	Life & Physical Sciences	5/20/24	31-C	12-FT	Replace Lori Williamson
6 Kerley, Samantha	appointment	enrollment services specialist	Admissions & Records	5/1/24	26-B	12-FT	New position
Fiscal Impact 2023-2024 Fiscal Year							
1	unrestricted general fund						\$ 13,146.00
2	Student Equity and Achievement Program / Title V						\$ 21,918.00
3	unrestricted general fund						\$ 17,248.00
4	Student Equity and Achievement Program						\$ 21,789.00
5	unrestricted general fund						\$ 13,524.00
6	unrestricted general fund and Student Equity and Achievement Program						\$ 17,834.00

<b>Reclassification of Classified Bargaining Unit Positions</b>				
A reclassification task force was established in accordance with article 17 of the Agreement between the District and the California School Employees				
<b>Name</b>	<b>Assignment</b>	<b>Department or Division</b>	<b>Retroactive/ Effective Date</b>	<b>New Range</b>
1 Adams, Ramon	college district police officer	Campus Police	07/01/23	31
2 Carranza, Juan	college district police corporal	Campus Police	07/01/23	33
3 Cortes, Rosa	CalSOAP technician	CalSOAP	07/01/23	23
4 Millard, David	college district police officer	Campus Police	07/01/23	31
total fiscal impact				\$ 32,579.00

<b>Classified Staff - Out-of-Class Assignments</b>						
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.						
<b>Name</b>	<b>Assignment</b>	<b>Department or Division</b>	<b>Effective Dates</b>	<b>From</b>	<b>To</b>	<b>Reason/Comment</b>
1 Aldama, Raul	financial aid specialist	Financial Aid	10/01/23-05/31/24	21-F	21-F, plus 5 percent	To support Student Appeals Committee
2 Uvias Alcantar, Nancy	office services technician	EOPS	03/01/24-04/16/24	16-F	16-F, plus 5 percent	Performing duties outside of job description
Fiscal Impact 2023-2024 Fiscal Year						
1	Board Financial Assistance Program					\$ 2,709.00
2	EOPS / CARE / CAFYES / CalWORKS					\$ 1,174.00

April 16, 2024  
Employee Personnel  
Actions

**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 Hart, Jordan	short-term	interpreter III	04/01/24-06/30/24	\$ 60.00	To support deaf or hard-of-hearing students
2 Zarate, Odaliss	short-term	program assistant V	02/01/24-06/30/24	\$ 26.00	To support the Twilight Program for student childcare needs

**Coaching Appointments and Stipends**

Special Note: The college reserves the right to cancel any coaching appointment or to reassign the area of service.

Name	Assignment	Sport	Effective Dates	Stipend
1 Kichler, Glenn	assistant coach	Men's Soccer	04/15/24-06/30/24	\$ 2,000.00
2 Terrones, Antoinette	assistant coach	Women's Soccer	04/15/24-06/30/24	\$ 250.00
Fiscal Impact 2023-2024 Fiscal Year				
unrestricted general fund				\$ 2,250.00



**CONSENT ITEM**

To: Board of Trustees	Date:  April 16, 2024
From: Superintendent/President	
Subject: Approval of Revised and/or New Classified Bargaining Unit Job Descriptions	Item Number: 11.C.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 28

**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:

<b>Job Title</b>	<b>Old Range</b>	<b>New Range</b>
1. Lead Campus Safety Officer	17	26
2. Public Safety Equipment Specialist	20	25
<b>3. Senior Purchasing Technician</b>	<b>25</b>	<b>31</b>
<b>4. CalSOAP Technician</b>	<b>19</b>	<b>23</b>
<b>5. College District Police Corporal</b>	<b>29</b>	<b>33</b>
<b>6. College District Police Officer</b>	<b>28</b>	<b>31</b>
<b>7. Financial Aid Technical Specialist</b>	<b>N/A</b>	<b>31</b>
<b>8. Mail Clerk Courier</b>	<b>14</b>	<b>19</b>

**FISCAL IMPACT**

To be determined

**RECOMMENDATION**

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

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

Classified – Technical  
Range 2647

### **LEAD CAMPUS SAFETY OFFICER**

#### **DEFINITION:**

Under supervision of the College District Police Sergeant, and the Chief of Police, supports lead level daily operations, special events and projects, 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 indicents 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 activites 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~~ assists the college district police officer position; provides lead level coordination and training of newly hired Campus Safety Officers, live-scan record management uniform and equipment management, alarm troubleshooting, and event traffic control and radio communication planning.

#### **ESSENTIAL FUNCTIONS (LEAD):**

1. Provides line level ~~direction~~ guidance to Campus Safety Officers (CSOs) including; major event coordination, training and onboarding of newly hired Campus Safety Officers, live-scan record keeping and training.
2. ~~Responsible~~ Ensures the operation of the for live scan rolling operation program and working with the College District Police Sergeant to ensure Department of Justice (DOJ) for proper procedure compliance of live scan procedures.
3. Ensures that ~~Responsible for~~ the parking citation process and daily parking permit machines are followed; and that parking permit machine maintenance and troubleshooting occurs as necessary.
4. ~~Responsible~~ Ensures for the proper issue issuance of authorized department identification cards, uniforms and equipment; manages related confidential software and hardware data base design with supervisors approval and prevention of unauthorized access to software and hardware.
5. Provides general fire/burglary alarm maintenance, including trouble-shooting issues with sensors, batteries and panels.
6. Provides daily and event traffic control and parking planning, including programming variable signage, developing A-frame signage, and parking lot setup.
- 4.7. May assist in the facilitation of campus wide training as it relates to safety and campus police.

- ~~5.8.~~ Ensures that students, faculty, ~~employees~~staff, and visitors of Allan Hancock College have a safe and secure environment.
- ~~6.9.~~ Performs general safety and security duties; ~~such as deterring and preventing unlawful behavior, issuing parking citations, and trespass advisors, providing animal control, preserving and processing crime scenes, processing lost and found property, investigation crimes, conducting surveillance, and testifying in court.~~
- ~~7.10.~~ ~~Assigned to areas or beats on campus to~~ Patrol and report, ~~which include buildings, grounds and facilities,~~ any criminal and suspicious activity, ~~including as well as for~~ violations of laws, regulations, policies, and rules.
- ~~8.11.~~ Watches for unusual conditions, as well as ~~for~~ signs of fire and safety hazards, medical emergencies, mental health, student conduct incidents and trespassing incidents.
- ~~9.12.~~ Responds to requests for service from students, faculty, staff and others on campus.
- ~~10.13.~~ Performs traffic duty, coordinating special event parking, placing/removing campus signage/cones/ delineators and variable electronic signage, which may include enforcing parking regulations, 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.
- ~~11.14.~~ Provides directions and helps operators of disabled motor vehicles; including vehicle unlocks, battery jumpstarts, requesting/standby for towing or outside agency roadway hazards that impact campus ingress/egress.
- ~~12.15.~~ Provides safety escort service anytime uring shift, for anyone who is ~~afraid~~safety concerns to walk alone on campus ~~during certain hours,~~ particularly after dark.
- ~~16.~~ Responsible for completing daily logs, incident reports, traffic and investigative reports, facility work orders, Crisis Intervention CAST, student conduct and student accident reports.
- ~~17.~~ Provides lifesaving response to active emergencies; to include evacuations (Fire or Environmental conditions) lockdowns and intruder responses.
- ~~18.~~ Provide first responder medical aid; including First Aid CPR, Stop-The-Bleed, and Narcan.
- ~~13.19.~~ Supports facilities unlocks and lock ups.
- ~~14.20.~~ 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 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 office 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, radio systems and other mobile devices for entry of legislative mandated requirements.
- Participate in Department of Motor Vehicles Pull Program.

**Other Requirements Licenses and Certificates Required:**

- Valid California driver's license and ability to qualify for district vehicle insurance coverage;
- Ability to train on and safely operate district golf carts.
- Valid First Aid/CPR certificate or ability to obtain in first 6 months of employment;
- Ability to complete CA POST Campus Law Enforcement School Security Officer Course training within the first ~~12-24~~ months of employment.
- Live-Scan operator certificate withing the first 12 months.

**Education and Experience:**

At ~~M~~ minimum a high school diploma/GED or higher with administration of justice degree program or related subject matter **OR** three 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, 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 100lbs. May occasionally lift in excess of 100lbs. or people.
- ~~Occasional~~ Regular, daily and seasonl 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 accommodation.

**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.

## **PUBLIC SAFETY EQUIPMENT SPECIALIST H**

### **DEFINITION:**

Under supervision of the appropriate administrator, the incumbent is to ~~supervise~~oversee the maintenance and control of public safety training complex equipment, materials and supplies; to maintain inventories; to assist with budget development and preparation; to assist with training setups; and to value and promote the mission and vision of the college.

### **CLASS CHARACTERISTICS:**

Under minimal supervision, the employee is to assist the program directors and department chair in implementing instructional programs. The incumbent is expected to work with a considerable degree of independence. The primary responsibility is to coordinate the purchase and maintenance of equipment for the public safety complex, as well as to prepare that equipment for instructional purposes in a manner that assures student and instructor safety in a potentially hazardous simulation training environment.

### **ESSENTIAL FUNCTIONS:**

1. Prepares and maintains department inventory of equipment, materials and supplies.
2. Prepares and receives equipment and materials orders.
3. Inspects shipments for satisfactory condition, verifies for payment, and stores or distributes for storing as necessary.
4. Assists with a~~Arranges~~ vehicle and weapon~~service inspections and maintains service record logs.~~
5. Works with appropriate administrator in budget preparation for equipment and supplies.
6. Provides support to program coordinators and instructors with setups for training courses and events, as appropriate.
7. Ensures that all equipment is clean, neat, properly stored and in good repair or condition.
8. Transports equipment and materials as needed to training locations; may collaborate deliveries with Public Safety Mechanic/Heavy Equipment Operator.
9. Issues and retrieves equipment and materials to students, staff, and instructors.
10. ~~Assists in implementing the terms of various agreements.~~
11. Assists with m~~Maintainings~~ and transportings department firearms, ammunition and chemical agents in coordination with Range Master.~~public safety armorer.~~
12. ~~Assigns and~~ Assists the program coordinators with the needs of the recruits.~~oversees the work of program assistants and student workers.~~
13. Maintains all fitness center equipment to ensure it is in proper safe and working order.
14. Order equipment as needed for the physical fitness training program in conjunction with the law enforcement coordinator.
15. Perform other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

- Equipment, materials and supplies necessary for instructional training programs;
- Methods of care, cleaning, and maintenance of firearms ~~and vehicles~~;
- Record-keeping and inventory practices and procedures;
- Recordkeeping and filing techniques;
- General federal and state safety laws related to firearms;
- Computer processing methods;
- Inventory methods and procedures.

**Demonstrated ability to:**

- Understand and carry out oral and written directions;
- Provide assistance to students on availability and use of equipment and supplies;
- Initiate actions to improve facilities and procedures;
- Organize and inventory stockroom; identify and work with equipment, supplies, and materials common to the field;
- Use a computer;
- Proper care in handling of equipment;
- Operate district vehicle.

**Experience and Education:**

Earned associate degree in Law Enforcement, Administration of Justice, Police Science, Fire Science, Property Management, or related coursework OR earned high school degree or the equivalent with at least 2 years prior experience with equipment inventory.

**Licenses and Certificates Special Requirements:**

- Maintain a valid California Driver's license
- Ability to possess a licensed firearm

**Working Conditions**

- Duties are primarily performed on the Lompoc Valley Center campus and other off-campus sites
- Duties are performed indoors and outdoors.
- Work requires standing and walking for prolonged periods.
- The incumbent will experience interruptions while performing normal duties during the regular workday.
- The incumbent will have contact, in person, by email, or on the telephone, with executive, management, supervisory, academic and classified staff and the general public.

- May include evening and Saturday work as the semester and/or program changes.

**Physical Demands:**

- Handle equipment, and operate machinery necessary to perform job duties.
- Sit or stand for extended periods of time.
- Bend and twist, push and pull, stoop, kneel.
- Reach in all directions.
- Ability to frequent lift, push and/or carry objects weighing up to 25 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.

Review 7/23

R 07/16

R 04/16

1/07

**SENIOR PURCHASING TECHNICIAN****DEFINITION:**

The incumbent works Under supervision of the Purchasing Supervisor appropriate administrator in, Business Services, to perform technical duties associated with purchasing commodities and services for the college and to provides comprehensive training and daily assistance to College District personnel concerning related activities;; and promotes and values and promotes the mission and vision of the college.

**CLASS CHARACTERISTICS:**

The incumbents in this position will work under limited direction and will be assigned technical purchasing duties that require a great attention to detail, good working knowledge of subject matter and accounting functions for the assigned office as well as of public educational institutions. Incumbents may serve as an in-charge person and/or as a lead worker over entry level incumbents or student help workers in the performance of these functions. Incumbents may assist the Purchasing Supervisor and perform the functions of providing technical support to the purchasing process with specific responsibility for processing purchasing documents and materials and responding to related inquiries and maintain vendor/source information and inventories.

**ESSENTIAL FUNCTIONS:**

1. Examines and analyzes departmental purchase requisitions for completeness and accuracy of information in accordance with district purchasing policies and procedures; contacts department or initiator to clarify or complete information; determines method to process requisition based on dollar amount and timeliness required.
2. Interprets and Communicates with staff regarding purchasing procedures and requirements to departments; assists departments in initiating requisitions and orders, and solves problems with orders.
3. Prepares purchase requisitions, and processes all purchase requisitions into purchase orders.
- 3-4. Distributes purchase order documents and places orders according to established procedures; communicates with personnel, vendors, and various outside agencies to exchange information and resolve any questions, issues or concerns associated with purchase orders.
4. Resolves challenges associated with purchase orders, shipping, receiving, price changes, and product changes. Communicates with personnel, vendors, and various outside agencies to exchange info and resolve issues or concerns.
5. Informs staff regarding procedural requirements for the purpose of facilitating the purchasing process with established practices.
5. Audits all requisitions for accuracy, account codes, backup documentation, appropriate tax rate, fixed asset and bid thresholds, and California Uniform Public Construction Cost Accounting Act (CUPCCAA) requirements in accordance with the college's purchasing policies and procedures.
6. Reviews for accuracy all purchases, materials, equipment, supplies and services of a specialized or complex nature in accordance with the college's purchasing policies and procedures.
- 7-6. Reviews independent contract agreements and professional service agreements for accuracy, completeness, and full signature execution; confirms the required tax forms are completed correctly; faxes the Notice of Independent Contractor to the California Employment Development Department (EDD).
- 8-7. Generates yearly annual open purchase orders for Business Services.
8. Processes Purchase Order Change Requests for revisions to make and/or corrections to purchase orders; runs purchasing reports for history of receipts and payments; disencumber and reopen purchase orders.



9. Disencumber and reopen purchase orders as needed throughout the year; works closely with accounts payable staff at fiscal year-end to determine which purchase orders can be closed or rolled to the next Fiscal Year (FY).
- ~~9-10.~~ Trains all users of financial software system in the requisition and receiving modules; updates and maintains training documents.
- ~~10.~~ Provides training campus wide on a regular basis in the Banner purchasing software modules.
- ~~11.~~ Reviews and applies account codes to requisitions, claim forms, reimbursements, and deposit permits.
- ~~12.~~ 11. Receipts Receives all incoming district checks and cash received in the Business Services Department; verify-reconciles receipt log with accounts receivable deposit reports to ensure that all checks and cash have been deposited.
- ~~13.~~ 12. Assists in the maintenance of fixed asset records. Confers with department representatives to determine purchasing needs and specifications; communicates with Facilities for generation of a fixed asst tag.-
13. Assists with the purchasing and tracking of Furniture, Fixtures & Equipment (FF&E) for construction/bond projects.
14. Assists in maintaining college credit card program, process related transactions and maintains credit card records.
15. Assists in the ongoing maintenance and testing of the current software systems and/or implementation of new software systems and applications.
- ~~15-16.~~ Assistans with competitive bid process and the preparation of and development of bid documents; Coordinates bid schedule with Facilities staff and Associte Superintendent/Vice President of Fiance and Administration (VPFA) office personnel. Submits required public notifications related to formal and informal bids; Assists with bid openings and preparation of documents for action by Board of Trustees.
- ~~16.~~ Performs other related duties as assigned.
17. Processes vendor requests which includes; reviewing W-9 forms, determining vendor type, entering 1099 information if required, maintainings vendor information including creation and updating in Bannerthe financial software system.
18. Processes shipping and receiving requests to load monies inadd funds to the Hasler postage machine.
19. Responsible for maintaining and ordering paper supply for Business Services.
- ~~20.~~ Assists staff with budget issues and questions.
- ~~21.~~ Assists staff with receiving issues and questions.
- ~~22-20.~~ Assists Purchasing Supervisor with a variety of complex and technical duties.
21. Assists in assuring compliance with Public Contract Code and established laws.
22. Assists with Annual CUPCAA contractor registration process.
23. Provides requested documents for the annual district audit and other internal or external audits as needed.
24. Manages-Oversees and distributes account cards for various vendors.
- ~~24-25.~~ Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Methods and practices of financial record keeping;
- Records and database management;
- Computer programs; including Microsoft Word and Excel;
- Office equipment, procedures and practices;
- General office procedures, practices, and methods.

### **Demonstrates ability to:**

- Perform financial and statistical clerical work;

- Make arithmetic computations quickly and accurately;
- Work with a high level of accuracy and great attention to detail;
- Independently interpret, explain and apply complex policies and procedures;
- Communicate effectively, both orally and in writing;
- Count and receive money;
- Operate office equipment;
- Operate a computer with speed and accuracy;
- Understand and carry out oral and written directions.

**Education and Experience:**

An aAssociates degree in accounting or related field or higher and three years of professional purchasing or accounting experience performing varied financial analysis, record-keeping and report preparation duties, including work with computerized accounting functions; OR any equivalent combination of education or experience.

**Working Conditions:**

- Duties are primarily performed in an office environment, at a desk or at a computer;
- The incumbent will experience interruptions while performing normal duties during the regular workday;
- The incumbent will have contact, in person, via email, 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, by email, and in person;
- Regularly lifts, carries and/or moves objects weighing up to 10 pounds.

**Special Qualification:**

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

R 4/2024

R 01/2020

R 07/2016

R 07/2013

R 09/2004

07/1990

Allan Hancock College  
Human Resources

Classified-Technical  
Range 1923

### **FISCAL ADMINISTRATIVE Cal-SOAP TECHNICIAN**

#### **DEFINITION:**

Under general supervision of the ~~Project Director, Cal-SOAP~~ appropriate administrator, performs a wide variety of responsible and comprehensive secretarial and clerical work in support of departmental functions and responsible and comprehensive technical and clerical duties involved in implementing grants; interprets grant-specific policies, procedures, and regulations; values and promotes the mission and vision of the college and the California Student Aid Commission (CSAC).

#### **CLASS CHARACTERISTICS:**

This is a grant-funded position and will be filled through the duration of the grant. An incumbent in this position requires prior highly responsible clerical, grant, database and fiscal experience and will be responsible for administrative functions and tasks for the Cal-SOAP director. The incumbent in this position will report fiscal matters to the Cal-SOAP Governing Board and may be required to answer to related information. The incumbent will have non-routine work delegated to her/him and will share policies and procedures from both the fiscal agent and CSAC to other staff, faculty and students. The incumbent will attend state mandated training workshops.

#### **ESSENTIAL FUNCTIONS:**

1. Serves as informational resource and first point of contact for students, staff and the public; explains policies and procedure.
- ~~1-2.~~ Establishes and maintains budget and matching resources component of database and fiscal reports.
- ~~2-3.~~ Assists administrator with budget planning.
- ~~3-4.~~ Generates internal and CSAC quarterly and annual budget reports.
- ~~4-5.~~ Audits payroll and general Cal-SOAP budgets.
- ~~5-6.~~ Maintains and supports budget records and appropriate budget files; verifies available funds and reconciles discrepancies; and generates coordinates budget requests (budgets transfers, and PO's) and provide budget reports as requested.
- ~~6-7.~~ Reviews Researches budget allocations and informs project director administrator and Cal-SOAP Governing Board of current budget status.
8. Develops measurement tools to monitor budgetary, personnel and project performance in compliance with established policies and procedures of CSAC, Cal-SOAP, and the fiscal agent.
9. Promotes and recruits student jobs.
10. Requests and collects various donations and reports from partnership schools.
- ~~7-11.~~ Prepares MOUs for signatures.
12. Trains and monitors staff's with data entry to track students served in database.

- 13. Oversee office and student employees.
- 14. Generate hiring documents for student employees and staff.
- 8:15. Assist with department inventory of supplies and training materials.
- 9:16. Assists with hiring processes, the screening process to determine eligibility for Cal-SOAP employment, and forwards new-hire information for final processing.
- 10:17. Collects, audits, and processes time sheets.
- 11:18. Acts as liaison between the Cal-SOAP office, site coordinators, and Cal-SOAP employees, both at on-and off-campus sites.
- 12:19. Identifies database requirements by analyzing state guidelines; and creates queries, programs and generates reports for state.
- 13. Works with Information Technology Services for Cal SOAP database maintenance.
- 14:20. Maintains Cal-SOAP project webpage on the Allan Hancock College website.
- 15:21. Assists project director/administrator with administrative details/support; maintains project director calendar.
- 16:22. Participates in internal compliance audits.
- 23. Coordinates and assists with Cal-SOAP outreach activities. Maintain proper documentation of Cash for College events.
- 24. Prepares correspondence, takes notes and transcribe minutes for Governing Board Meetings.
- 25. Establishes and maintains filing system.
- 17:26. Assist students with class registration and Financial Aid questions.
- 18:27. Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Office management techniques and organizational skills;
- Preparing correspondence, memoranda, reports, and other material from rough draft or general instruction.
- Word/Information processing, database and software applications and production;
- Records management;
- Purchasing systems or practices;
- Office methods, procedures, and computer/office equipment, including filing systems, and telephone techniques.

### **Demonstrated ability to:**

- Establish and maintain office records and files;
- Compose correspondence independently;
- Work independently, organize workload and establish priorities;
- Learn and interpret specific rules, laws, and policies and apply them in a variety of procedural situations;
- Proof read and assist with grant writing projects;
- Perform secretarial work of above average difficulty.

**Education and Experience:**

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

**Working Conditions:**

- Duties are primarily performed in an office environment, at a desk or at a computer.
- The incumbent will experience interruptions while performing normal duties during the regular workday.
- The incumbent will have contact, in person or on the telephone, with faculty, management, staff and the general public.
- May be required to work a flexible workweek, which includes day and evening hours and occasional weekend assignments and may be assigned to any district location.
- Work requires travel to other offices or locations to attend meetings or conduct work.

**Physical Demands:**

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

**Special Qualification:**

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

R 7/23  
R 11/2015  
2/2005

**COLLEGE DISTRICT POLICE CORPORAL****POSITION**

Under supervision of and reports to the College District Police Sergeant This is a full-time, 37-hour per week, 12-month annual classified position reporting to and the Chief of Police. The corporal officer in this position performs patrol duties on or about college district properties for both Santa Maria and Lompoc facilities. The police corporal also provides direction, guidance and training to department personnel police officers, security officers and student parking control workers (lead person capacity). The College District Police Corporal must work independently as well as collaboratively, carrying out instructions and self-initiating activity in a manner consistent with the law, regulations, department policies, college policies, and standard procedures. The department operates using the Community Oriented Policing philosophy; values and promotes the mission and vision of the college.

**DEFINITION:**

~~College district police officers are Peace Officer Standards and Training (POST) certified, sworn police officers. The police officers' primary role is to uphold the mission and standards of the Allan Hancock College Police Department, protect life and property of the Allan Hancock Joint Community College District, and uphold the laws of the State of California. Members of this category are authorized to carry firearms and exercise full peace officer powers in the State of California per 832.32 CPC. The incumbent works under the supervision of the Director, Public Safety/Chief of Police.~~

**CLASS CHARACTERISTICS:**

~~The police corporal performs routine patrol duties on or about college district properties for both Santa Maria and Lompoc facilities. The incumbent will perform crime prevention and crime suppression activities under the umbrella of a community oriented policing philosophy. The incumbent conducts crime and collision investigations, completes miscellaneous public safety reports and facility safety inspections, and provides emergency/disaster response and first aid. The police corporal will act as a liaison with local police agencies. The police corporal may be required to work some evening hours and will have occasional weekend assignments.~~

~~The police corporal also~~Under minimal supervision the Police Corporal serves as the first line field supervisor in the absence of the Police Sergeant and Chief of Police. The incumbent is responsible for providing day-to-day guidance and oversees department personnel supervision of campus security and student parking control workers with regards to implementation of police department and college district policies, rules and regulations.

~~The police corporal shall serve as the~~Field Training Coordinator for the training of new police officers and department security personnel. The incumbent will guide, develop and evaluate delivery of police department training programs and make recommendations for changes and/or improvements to the Police Sergeant and Chief of Police.

The police corporal shall also be responsible for reporting any condition, which is potentially detrimental to the college district via the chain of command to the appropriate administrator.

**ESSENTIAL FUNCTIONS**

1. Oversees the day-to-day operations ~~Assists with supervision and scheduling of non-sworn security department personnel and police department volunteers~~ serves as Shift Officer in Charge (OIC), in the absence of the College District Police Sergeant and the Chief of Police.
- 4.2. Responds to calls, interviews witnesses and victims, investigates, and may make arrest(s) and conduct searches, for reports based on investigations related to campus, including but not limited to protection of life and property, traffic collisions, and other emergencies; responds calmly and constructively when faced with opposition; responds to local law enforcement request for assistance.
- 2.3. Provides information and education to ~~the college and~~ campus community regarding workplace safety; suicide prevention, self-defense, alcohol and drug abuse ~~prevention~~ education emergency planning and other public safety related topics.
4. Patrols district facilities before, during and after school hours by vehicle, bicycle and on foot. Check campus buildings, grounds and facilities for physical security and hazardous conditions and report deficiencies.
- 3.5. Participate, attend and or provide related training as assigned including but not limited to emergency operation, incident command system, community relations presentations, any training required by law and/or California Peace Officer Standards and Training.
- 4.6. On campus manages ~~Serves and controls~~ disruptive students, visitors and other personnel; assists persons experiencing mental health issues; supports board of trustee's policies and student code of conduct ~~using college district facilities~~.
5. ~~Enforces drug and alcohol policies on campus.~~
- 6.7. Enforces ~~Issues~~ traffic and parking regulations  ~~citations and~~ maintains traffic flow on campus.
- 7.8. Responds to emergency calls for service and provides first aid.
- 8.9. Conducts preliminary and follow-up investigations of criminal incidents including but not limited to missing persons, disturbances, hazardous incident, vehicle collisions, causalities, threat assessments vulnerability assessments and other investigations as assigned. ~~-accident, and background investigations-~~
10. Apprehends and arrests violators and testifies in court.
11. Assist Police Sergeant with scheduling of personnel, including special events, training and call-outs.
- 9.12. May Act as Level I Parking Hearing Reviewer.
- 10.13. Submits written reports ~~that are thorough, concise and accurate reflections of the facts of the investigations.~~
11. ~~Conducts stakeouts or investigations in cooperation with other law enforcement agencies.~~
- 12.14. Locate, collect and preserve evidence and lost and found property. ~~Maintains lost and found property.~~
- 13.15. Provides security ~~escort and cash escort for the transfer of money for the on-campus to~~ local banks.
- 14.16. Secures college facilities and responds to fire alarms and reports on unusual, unsafe or hazardous conditions observed, ~~complete facilities workorders for hazards when needed.~~
- 15.17. Facilitate and participate in department training for department personnel, in-service ancillary and CA P.O.S.T certified field training officer (FTO) ~~Coordinates and implements police department field training programs.~~
16. Directs day to day operations in the absence of the Chief of Police
18. Maintain confidentiality requirements of law enforcement information, student information and personnel matters.
19. Act as liaison between the department and other law enforcement and emergency response agencies within the county, state college units and community task forces as assigned.

20. Present complete case documentation, testify, and present evidence in court and in other legal or administrative proceeding.
21. May serve, warrants and subpoenas as required.
22. Complete daily, monthly, overtime and special event logs.
23. Assist in research and write reports/procedures proposal regarding legal issues, police procedures, technical equipment, training outlines, curriculum and other law enforcement matters.
24. Review department personnel reports and daily logs, as assigned.
25. Conduct animal control services on campus.
- ~~17-26. Oversees Supervises temporary and student department personnel as needed security and student parking control workers.~~
- ~~18-27. Performs other duties as assigned.~~

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Modern law enforcement methods, principles, and procedures;
- Safety procedures, techniques, and equipment;
- Applicable laws, ordinances, and department rules and regulations;
- Principles and practices of exemplary customer service;
- Criminal justice system, criminal law, principles and procedures;
- Crowd management, intervention, de-escalation and control tactics
- Pertinent provisions of the state and federal laws relating to occupational safety and health;
- ~~Crowd control techniques;~~
- Basic patrol and facilities protection techniques.
- Search and seizure and rules of evidence.
- ~~School law enforcement procedures and regulations.~~
- Methods of police supervision.
- Field training development and implementation procedures.
- College district policies and procedures.

### **Demonstrated Ability To:**

- Prevent and suppress crime; manage conflict effectively and de-escalate situations when appropriate;
- Prepare well written and computer-generated reports;
- Adhere to and enforce federal, state and local laws and ordinances including those pertaining to apprehension, arrest and prosecution of persons; rules of search, seizure and evidence, departmental rules and regulations;
- Comply with Jeanne Cleary Act Disclosure of Campus Security Policy and Campus Crime Statistics Act;
- Perform work requiring good physical condition in safe and effective manner under all conditions;
- Safely drive a vehicle under a variety of conditions;
- Use of firearms and other weapons safely and accurately; requires quarterly and/or annual CA P.O.S.T. training/qualification
- Communicate effectively in both oral and written form;
- Understand and follow oral and written instructions;
- Learn the organization, procedures, and operating details of the campus;



- Establish and maintain effective working relationships with administrators, staff, faculty, students and visitors;
- Exercise sound judgement in evaluating situations and in making decisions
- Take proactive approach to problem solving;
- Possess a strong commitment to community-oriented policing and willingness to work in an academic environment rich in diversity of cultures, religions, and lifestyles;
- Compose correspondence independently;
- Maintain clean work environment;
- Basic typing and personal computer skills
- ~~Establish a good rapport and maintain the respect of students and staff.~~
- ~~Function in stressful situations.~~
- Make decisions related to day-to-day police department operations.
- Communicate both orally and in written form.
- ~~Possess a strong commitment to community oriented policing, and willingness to work in an academic environment rich in diversity of cultures, religions, and lifestyles.~~

### **Licenses and Certificates Required**~~Other Requirements:~~

Certificate of completion from a CA Peace Officers Standards & Training (P.O.S.T) Certified basic and intermediate Law Enforcement Academy at time of appointment, ability to obtain CA P.O.S.T Police Supervisor certificate is desirable. If P.O.S.T. certified from out-of-state, the incumbent must complete a CA P.O.S.T Basic Course Waiver (BSU) process.  
Incumbent with expired CA P.O.S.T certification, must be in possession of a "Recertification Certificate" at time of appointment.

CA P.O.S.T decertification will result in ineligibility for employment as a peace officer.  
Valid and appropriate California driver's license and ability to qualify for and maintain district vehicle insurance coverage;

Valid First Aid/CPR certificate;

The incumbent shall successfully complete an extensive CA P.O.S.T background investigation including a psychological examination and a medical examination prior to employment;  
investigation may include polygraph and/or physical agility test.

~~POST Basic or Intermediate certificate; valid California driver's license and ability to qualify for district vehicle insurance coverage; valid First Aid/CPR certificate.~~

~~A minimum of three years police experience is preferred.~~

~~Officers must participate in State of California POST training and district mandated staff development training.~~

~~POST Field Training Officer certificate.~~

~~Ability to obtain POST Police Supervisor certificate.~~

### **Education and Experience:**

The equivalent of a high-school diploma/GED. Education in administration of justice or related field and three years of experience; including one year in good standing as a field training officer. Experience in an educational setting preferred.  
~~Graduation from a POST approved academy.~~

~~Graduation from high school, GED or equivalency.~~

~~Associate of Arts or Science degree preferred.~~

~~Graduation from a POST approved leadership or supervisory school~~

### **Experience:**

~~Three years full time police experience; including one year in good standing as a field training officer.~~

**Working Conditions:**

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

Duties are primarily performed in and out of the office environment.

Patrolling the campus and the surrounding area;

~~The incumbent w~~ill experience interruption while performing normal duties during the regular workday.

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

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

**Physical Demands:**

Physical demands are evaluated in the CA P.O.S.T standard medical screening; While performing the duties of this job, the employee is frequently required to sit and talk or heard. The employee is required to stand, walk, and run; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, jump or crawl, or smell; Work may require running, climbing and physically restraining persons apprehended. Work requires occasional exposure to weather elements, walking, and driving an emergency vehicle. The employee may occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job are determined pursuant to CA P.O.S.T medical screening; While performing the duties of this job, the employee frequently works in outside weather conditions. The noise level in the work environment is usually moderate to loud. Candidates must have vision of 20/100 correctable to 20/30 with normal color vision.

**Special Qualification:**

Evidence of 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

R3/10

6/02

**COLLEGE DISTRICT POLICE OFFICER****DEFINITION:**

Under supervision of and reports directly to the College District Police Sergeant, and the chief of Police; the College District Police Officer performs law enforcement and crime prevention work; controls traffic flow and enforces state and local traffic regulations; and performs other work as required. ~~Shift work may be required as well as working weekends and holidays.~~ Police officers must work independently as well as collaboratively, carrying out instructions and self-initiating activity in a manner consistent with law, regulations, department policies, college policies, and standard procedures. The department operates using the Community Oriented Policing philosophy; values and promotes the mission and vision of the college.

**CLASS CHARACTERISTICS:**

This is a classified position, under minimal supervision, performs routine patrol duties on or about college district properties and for extended campus sites. The incumbent will perform crime prevention, ~~and crime suppression,~~ community outreach, and problem solving activities under the umbrella of a community-oriented policing philosophy. Incumbents conduct crime and collision investigations, prepare miscellaneous public safety reports, conduct facility safety inspections, and administer emergency/disaster response and first aid. The incumbent will act as a liaison with local police agencies.

**ESSENTIAL FUNCTIONS:**

1. Responds to calls, interviews witnesses and victims, investigates, and may make arrest (s) and conduct searches, for reports based on investigations related to made on campus, including but not limited to protection of life and property, traffic collisions, and other emergencies; responds calmly and constructively when face with opposition; responds to local law enforcement request for assistance.
2. Conduct preliminary and follow-up investigations of criminal incidents including but not limited to, missing persons, disturbances hazardous incidents, vehicle collisions, casualties, threat assessments, vulnerability assessments, and other investigations as assigned.
- ~~1.3.~~ Assists with directing of non-sworn security department personnel and police department volunteers.
- ~~2.4.~~ Provides information and education to the college and campus community regarding workplace safety; suicide prevention, self-defense, alcohol and drug abuse education, emergency planning prevention and other public safety related topics.
- ~~3.5.~~ Patrols district facilities before, during and after school hours by vehicle, bicycle and on foot. Checks campus buildings, grounds and facilities for physical security and hazardous conditions and report deficiencies.
- ~~4.6.~~ Serves and controls On campus, manages disruptive students, visitors and other personnel using college district facilities; assists persons experiencing mental health issues; supports board of trustee's policies and student code of conduct.
- ~~5.~~ Enforces board of trustee's policies and student code of conduct on campus.
- ~~6.7.~~ Enforces Issues-traffic and parking regulations violations and maintains traffic flow on campus.
- ~~7.~~ Responds to emergency calls for service.
- ~~8.~~ Conducts criminal and accident investigations.

- 9.8. Apprehends and arrests violators and testifies in court.
- 10.9. Submits written reports that are thorough, concise and accurate reflections of the facts of the investigation.
11. Conducts stakeouts or investigations in cooperation with other law enforcement agencies.
- 12.10. Locate, collect and preserve evidence and lost and found property. Maintains lost and found property.
11. Provides security escort and cash escorts for the transfer of money on for the campus.
12. Maintain confidentiality requirements of law enforcement information, student information and personnel matters.
13. Act as liaison between the department and other law enforcement and emergency response agencies within the county, state, college units and community task forces as assigned.
14. Present complete case documentation, testify, and present evidence in court and in other legal or administrative proceeding.
- 13.15. May serve warrants and subpoenas as required.
16. Secures college facilities and responds to alarms and reports on unusual, unsafe or hazardous conditions observed, complete facilities workorders for hazards when needed.
17. Complete daily, monthly, overtime and special event logs.
- 14.18. Conducts animal control services on campus.
- 15.19. Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

### **Knowledge of:**

- Basic knowledge of Modern law enforcement methods, principles, and procedures, techniques, and equipment;
- Safety procedures, techniques, and equipment;
- Basic knowledge of Applicable laws, ordinances, and department rules and regulations;
- Principles and practices of exemplary customer service;
- Criminal justice system, criminal law, principles and procedures;
- Crowd management, intervention, de-escalation and control tactics;

### **Demonstrated ability to:**

- Prevent and suppress crime; manage conflict effectively and de-escalate situations when appropriate;
- Prepare well written and computer-generated reports;
- Adhere to and enforce federal, state and local laws and ordinances including those pertaining to apprehension, arrest and prosecution of persons; rules or search, seizure and evidence, departmental rules and regulations;
- Comply with Jeanne Clery Act Disclosure of Campus Security Policy and Campus Crime Statistics Act;
- Perform work requiring good physical condition in a safe and effective manner under all conditions;
- Safely drive a vehicle under a variety of conditions;
- Use of firearms and other weapons safely and accurately; requires quarterly and/or annual CA P.O.S.T training/qualification
- Communicate effectively in both oral and written form;
- Understand and follow oral and written instructions;
- Learn the organization, procedures, and operating details of the campus;
- Establish and maintain effective working relationships with administrators, staff, faculty, students and visitors;

- Exercise sound judgment in evaluating situations and in making decisions;
- Take a proactive approach to problem solving;
- Possess a strong commitment to community oriented policing and willingness to work in an academic environment rich in diversity of cultures, religions, and lifestyles;
- Compose correspondence independently;
- Maintain clean work environment;
- Basic typing and personal computer skills.

### **License and Certificates Required: Other Requirements:**

Certificate of completion from a CA Peace Officers Standards & Training (P.O.S.T)

Certified Basic Law Enforcement Academy at time of appointment.

If P.O.S.T certified from out-of-state, the incumbent must complete a CA P.O.S.T Basic Course Waiver (BSU) process.

Incumbent with expired CA P.O.S.T certification must be in possession of a "Recertification Certificate" at time of appointment. CA P.O.S.T decertification will result in ineligibility for employment as a peace officer.

Valid and appropriate California driver's license and ability to qualify for and maintain district vehicle insurance coverage;

Valid First Aid/CPR certificate;

The incumbent shall successfully complete an extensive CA P.O.S.T background investigation including a psychological examination and a medical examination prior to employment; investigation may include a polygraph and/or physical agility test.

~~Valid and appropriate California driver's license and ability to qualify for and maintain district vehicle insurance coverage; valid First Aid/CPR certificate. Officers must participate in State of California POST training and district mandated staff development training. The incumbent must successfully complete an extensive background investigation including a polygraph, a psychological examination, a physical agility test, and a medical examination based upon P.O.S.T. standards prior to employment.~~

### **Education:**

The equivalent or a high school diploma /GED. Education in administration of Justice of related field and experience in an educational setting is preferred.~~Graduation from high school, GED or equivalency; associate of arts or science degree preferred.~~

### **Certificate:**

~~Certificate of completion from a *Peace Officers Standards & Training* (P.O.S.T.) Certified Basic Law Enforcement Academy at time of appointment. If P.O.S.T. certified from out-of-state, the incumbent must be in possession of a "Recertification Certificate" issued by the California Commission on Peace Officer Standards and Training.~~

### **Working Conditions:**

~~Work week may include day and/or evening hours and occasional weekend assignments and may be assigned to any district location.~~

Duties are primarily performed in and out of the office environment;

Patrolling the campus and the surrounding area;

Travel to other offices or locations to attend meetings or conduct work;

~~The incumbent~~ Will have contact, in person or on the telephone, with staff, faculty, students, and the general public.

May experience interruptions while performing normal duties during the regular workday.

Work at any time of day or night in periods of disaster or civil disorder.

**Physical Demands:**

Physical demands are evaluated in the CA P.O.S.T standard medial screening. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to stand, walk, and run; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, jump, or crawl; ~~and taste or smell.~~

Will be required to wear a uniform and equipment including but not limited to , Kevlar vest, utility belt, firearm, ammunition, baton, flashlight, taser, and handcuffs. The employee may occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job are determined pursuant to CA P.O.S.T medical screening include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus pursuant to P.O.S.T. standards.

While performing the duties of this job, the employee frequently works in outside weather conditions. The noise level in the work environment is usually moderate to loud.

**Special Qualification:**

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

R 7/23

R7/12

R5/10

R3/01

Allan Hancock College  
Human Resources

Classified-Technical  
Range 31

### **FINANCIAL AID TECHNICAL SPECIALIST**

#### **DEFINITION:**

Under the general supervision of the appropriate administrator, the financial aid technical specialist must possess a combination of functional and technical expertise and will serve as the primary financial aid staff person working with ITS staff on research, analysis and regulations and its impact on the College's enterprise software financial aid module and other systems configuration. Keeps up with applicable financial aid regulations and collaborates with IT staff to design new business processes as needed. Performs analysis, development, testing and documentation of computer systems and applications for financial aid purposes. Analyzes, researches, and resolves problems connected with financial aid systems.

#### **CLASS CHARACTERISTICS:**

The incumbent is required to have an operational knowledge of federal and state regulations and guidelines to ensure program compliance. The incumbent requires in-depth knowledge of financial aid programs. Assists the dean of financial aid in decision-making regarding best practices, policies and procedures related to financial aid and student systems. The incumbent develops and maintains expertise in integrated systems troubleshooting and researching problems related to financial aid and student information systems. There is some contact with students, staff, and the general public requiring tact and good communication skills.

#### **ESSENTIAL FUNCTIONS:**

1. Transmits electronic file information between the district, U.S. Department of Education and state agency computer systems for the purpose of obtaining and reporting student and program information in support of the financial aid department.
2. Works closely with ITS staff in configuring and testing the annual new year roll setup, system upgrades, and current and forthcoming software from the Department of Education and California Student Aid Commission for monitoring, processing and reporting of grants, scholarships, loans, and other sources of financial assistance;
3. Performs first-level trouble shooting to users in diagnosing and resolving problems associated with financial aid hardware and software.
4. Provides guidance to end users on application use and operating parameters, including assistance in updating and maintaining system data.
5. Prepares and transmits electronic and written correspondence, verifying student status and other information; responds to requests from the district and other educational institutions and agencies involving verification of student status and records.
6. Works with Financial Aid staff, functional leads, Information Systems, consultants and other departments to conduct needs analysis and ensure that proposed processes and related system changes are properly implemented, taking into account possible impacts in various areas.
7. Creates queries to assist users with data needs and reporting requirements and develops test data and conducts program tests to verify processing accuracy and completeness and corrects errors in programming logic.
8. Coordinates with financial aid analysts for database entries, inputting student information into local database systems and federal systems; receives student information and verifies forms are filled out completely.

9. Provides information regarding general district policies and procedures and student services to staff, students, and the general public; receives complaints and calls regarding student financial aid.
10. May provide support/backup for the financial aid assistant.
11. Identifies and reports anomalies or other information that may identify potential fraud or misuse of state or federal funds.
12. Reviews regulation releases and updates to identify possible impact in existing business processes.
13. Analyzes, supports and manages the student financial aid enterprise applications with data and system conversion, production, test environments, ongoing development, upgrades, and enhancements.
14. Works with other functional leads on developing processes and procedures to test and validate updates, patches and fixes to ensure accuracy in computation of student's accounts.
15. Confers with students, staff and others, as applicable to resolve complex application and eligibility issues.
16. Works closely with management and attends college financial aid meetings as needed.
17. Performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

- Regulations, rules, and institutional policies and processes relating to financial aid and the connections to admissions, registration, and accounting.
- Federal and institutional satisfactory academic progress policies.
- Federal and State regulations, policies and procedures relating to awarding and administering financial aid.
- Specialized databases used in financial aid, computer applications, operating systems, hardware, telecommunications and network systems.

#### **Demonstrated Ability to:**

- Access various databases and manipulate the data contained therein;
- Utilize word/information processing applications and productions;
- Understand and carry out oral and written instructions;
- Learn and interpret specific rules, laws, and policies, and apply them with good judgment in a variety of procedural situations;
- Operate a computer with accuracy and speed;
- Establish and maintain office records and files;
- Apply high-level, technical computer skills.
- Must be able to operate a variety of computer terminals, printers, and peripheral equipment;
- Requires the ability to access and enter, import, and export data to and from computer-aided student financial aid applications and update special tables;
- Requires the ability to analyze technical and complex information and documents and make assessments according to policies, procedures, and mandated regulations;
- Perform complex systems and data analysis related to financial aid systems;
- Research, analyze and evaluate new service systems, develop projects and support services;
- Participate in technical discussions with technical and non-technical groups;



**Education and Experience:**

A bachelor's degree is ~~required~~ in computer science or information systems with three years of experience in computer network/software use and support, or any equivalent combination of education, training and experience relevant to the position. Experience is preferred in an education or social services agency environment, with experience in researching, training and implementing student services technology.

**Working Conditions:**

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

**Physical Demands:**

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

**Special Qualification:**

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

R4/2024

R 7/23

R 7/23

R 07/2016

R 3/09

Reclass 10/08

6/01

**MAIL CLERK/COURIER****DEFINITION:**

Under supervision of ~~assigned Facilities Supervisor~~appropriate administrator, the ~~is position incumbent~~ is to drive a district vehicle to pick up and deliver mail, books, supplies, and other equipment; to process incoming and outgoing mail; to receive and deliver college supplies and equipment as required; participates in the setup of events; moves furniture, as needed for office and classroom reconfiguration; values and promotes the vision and mission of the college.

**CLASS CHARACTERISTICS:**

Under limited supervision, the ~~district courier incumbent~~, will provide postal, shipping and receiving services as required that are important to the college functions. ~~The incumbent~~ assigned these functions ~~are is expected to assist each other to complete daily work and to complete work during absences~~ in a cooperative manner. ~~An~~ The incumbent will exercise initiative and independent judgement with standardized procedures in this capacity. An incumbent has a high frequency of contact with district staff and others requiring tact, professionalism, and good communication skills. ~~An~~ The incumbent will be required to use a computer to input and retrieve data in the maintenance of district records.

**ESSENTIAL FUNCTIONS**

1. Drives a light truck or other district vehicle in making deliveries of daily mail and equipment (s) to the various campus locations and offices; including live items and hazardous materials.
2. Maintain a routine delivery/pick up schedule; process daily and bulk mail.
3. Sorts, packs, weights packages or letters, computes calculates charges using a weight scale and rate charges, sealing, stamping, affixing postage to outgoing mail, loads/unloads books, supplies, and equipment for delivery.
4. Distributes and acquires mail packages from the post office.
- ~~3.5. Transports currency and payroll between various campuses.~~
- ~~4.6. Corrects and forward misdirected mail. Certify and arrange for express mail as needed.~~
- ~~5.7. Operate, adjust and make simple repairs to mail processing equipment.~~
8. Monitor and track funds on postage meter.
9. Compiles information to prepare routine reports including monthly mail meter.
- ~~6.10. Maintains simple fiscal records.~~
- ~~7. Distributes and acquires mail and package deliveries from the post office.~~
- ~~8. Transports currency and payroll between various campuses.~~
9. 11. Maintain and organize workspace and equipment; assign, label, and store supplies within the warehouse.
- ~~10. Compiles information to prepare routine reports including monthly mail meter.~~
- ~~11.12. Maintain periodic automatic replacement (PAR) level on mail supplies and logs; prepares requisitions to replenish stock.~~
- ~~12.13. Maintain inventory records and logs. Assist with staff and faculty department locations.~~
- ~~13.14. Assists with shipping and receiving routines, receiving shipments and delivering packages and supplies as required needed.~~
- ~~14. Maintains simple fiscal records.~~

15. Train personnel in day-to-day operations, use of mail machine and sorting procedures.
16. Maintain and inspection of district vehicle daily and reporting any safety concerns to the appropriate personnel.
17. Open/lock and secure mailroom
- 16-18. Assists in moving and arranging furniture and equipment, and setting up buildings and rooms for events including but not limited to stage and gymnasium set-ups.
- 17-19. Performs other related duties as required.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

- U.S. postal rates and mailing regulations and procedures;
- Postal equipment and other standard office equipment;
- Telephone etiquette; customer service
- Safe driving practices and traffic laws;
- Basic elements of good English usage, spelling, arithmetic, and filing;
- Inventory methods and procedures;
- Postal equipment and standard office equipment.
- Computer and software programs; Word processing and spreadsheet necessary for record keeping and database management
- Office methods and practice including filing systems

#### **Demonstrates ability to:**

- Perform general physical and clerical work, learn necessary U.S. postal and District operations, procedures, and equipment;
- Make arithmetical computations;
- Operate a computer and copier to input and retrieve data; word processing and spreadsheets;
- Operate a district vehicle and forklift;
- Understand and carry out oral and written directions;
- Develop and maintain cooperative relationship with those contacted during the course of work;
- Sort and compare names and numbers accurately;
- Load, unload, and carry heavy objects.

#### **Education and Experience:**

Equivalent to completion of the 12th grade and responsible experience in jobs whereby an individual has obtained the listed knowledge and abilities or any equivalent combination of education and experience.

#### **Physical Demands and Working Conditions:**

The incumbent will experience frequent interruptions while performing normal duties during regular workday. Work requires standing and walking for prolonged periods, frequent lifting, carrying, pushing and/or pulling of objects weighing up to 75 pounds maximum. Handle equipment; hand trucks, pallet jack, and puller. Operate various warehouse equipment including but not limited to, pallet jacks, hand trucks and a forklift puller.

**License and Certificates Required:**

- Possession of a valid and appropriate California driver's license and qualify for the district's vehicle insurance coverage.
- Forklift operator certification required within the first year of employment.
- 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 employment and keep up the certification by taking an 8-hr Hazwoper annual refresher course.

**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 4/2024  
R 01/2020  
R 11/15  
R2/13  
R/2/95  
11/79

To: Board of Trustees	Date:  April 16, 2024
From: Superintendent/President	
Subject: Authorization to Cancel Marian Theatre Sound System RFP 22-101 and Rebid the Marian Theatre Sound System RFP 24-02	Item Number: 11.D.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 1

**BACKGROUND**

On February 15, 2022, the board authorized the solicitation of bids for the procurement of a sound system for the Marian Theatre.

The project was listed with Cyber Copy Reprographics and advertised in the Santa Maria Times on March 1 and March 8, 2022. On March 11, 2022, a mandatory job walk was held with three contractors present.

During the job walk, the prospective contractors asked several questions related to the project design, which led the district to determine that a fully approved DSA design was needed. On March 23, 2022, the district issued an addendum to postpone the project.

The district now has DSA approval on the design. Given the length of time since the postponement and the new design details, staff recommend cancelling the prior bid and reissuing a new bid for the sound system. The district will use the California Uniform Construction Public Cost Accounting Act authority to procure an electrical contractor to complete the installation.

**FISCAL IMPACT**

The cost to rebid the project is in the hundreds of dollars. The total project is estimated to cost approximately \$280,000, which includes the sound system, installation, electrical work, and a computer system to operate the equipment. The project will be funded through capital project funds.

**RECOMMENDATION**

Staff recommends that the board of trustees authorize staff to cancel Marian Theatre Sound System RFP 22-101 and rebid the Marian Theatre Sound System RFP 24-02.

Administrator Initiating Item:  Dennis D. Curran	Final Disposition:
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**CONSENT ITEM**

To: Board of Trustees	Date:  April 16, 2024
From: Superintendent/President	
Subject: Acceptance of Grant Approved and Review of Grant Proposals Submitted	Item Number: 11.E.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 2

**BACKGROUND****Acceptance of Grant Approved**

Institutional Grants has been notified of funding for the following grant in the amount of \$1,500,000.

1. Senator Padilla Congressional Appropriations (\$1,500,000)

The college has been awarded \$1,500,000 in funding through the Senator Padilla Congressional Appropriations fund for the purchase of equipment to support the nursing program. To help address the nursing shortage on the Central Coast and meet workforce demand, Allan Hancock College hopes to expand enrollment in its nursing programs by 35 percent. The increase in capacity requires a larger facility with additional space for faculty, classrooms, labs, and simulation labs for instruction. This funding will provide much needed leverage as we continue to develop grant proposals to fully fund the project.

No matching funds are required. The project period is April 1, 2024 until expended. (Submitted by Dennis Curran)

**FISCAL IMPACT**

1. Senator Padilla Congressional Appropriations (\$1,500,000)

**RECOMMENDATION**

Staff recommends the board of trustees accept this contract for a total of \$1,500,000 in restricted funds to the district and review the grant proposals as submitted.

Administrator Initiating Item:  Jon Hooten	Final Disposition:
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**Review of Grant Proposals Submitted**

Institutional Grants submitted the following grant applications for a total of \$188,000 in requested funds.

1. Foundation for California Community Colleges: Fresh Success (reimbursement based on spending)

The college applied for funding from the Foundation for California Community Colleges: Fresh Success program to fund \$0.45 on the dollar in unrestricted funds. Fresh Success allows Hancock to receive partial federal reimbursement at \$0.45 on the dollar for employment and training activities provided to CalFresh recipients.

No matching funds are required. The project period is for one year from October 1, 2024 to September 30, 2025. (Submitted by Genevieve Siwabessy)

2. Foundation for California Community Colleges: Central Coast K-16 Regional Collaborative – Advancing Student Opportunities for Upward Mobility Phase 2 Implementation (\$188,000)

The college applied for funding from the Foundation for California Community Colleges: Central Coast K-16 Regional Collaborative – Advancing Student Opportunities for Upward Mobility Phase 2 Implementation grant to support a summer non-credit STEM College Readiness Academy, two summer robotics competitions, scholarships for STEM student achievements and faculty stipends.

No matching funds are required. The project period is from April 1, 2024, to June 30, 2024 (Submitted by Thomas Lamica)

To: Board of Trustees	Date:  April 16, 2024
From: Superintendent/President	
Subject: Approval of Part-time Faculty Appointments, Regular Faculty Overload Assignments and Special Assignments/Stipends	Item Number: 11.F.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 7

**BACKGROUND**

Credit and noncredit instruction and non-instructional assignments for part-time faculty and overload and special assignments/stipends for regular full-time faculty are recommended for the time periods designated on the attached list, as per the California Education Code, Section 87482.5.

**FISCAL IMPACT**

Budgeted for the 2023-2024 fiscal year.

**RECOMMENDATION**

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

Administrator Initiating Item:  Robert Curry	Final Disposition:
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**FULL-TIME FACULTY OVERLOAD ASSIGNMENTS  
SPRING 2024**

<b>INSTRUCTOR</b>	<b>CRN</b>	<b>COURSE</b>	<b>COURSE NAME</b>	<b>FTE</b>
		<b>ADULT BASIC SKILLS</b>		
Kopecky, Susannah	41757	BASK 7015	Reading and Writing Lab	.068
		<b>BUSINESS</b>		
Bryant, Robert	42250	BUS 386	Business Resume Writing	.067
		<b>COUNSELING</b>		
Arvizu-Rodriguez, Maria	Assigned	COUN	SEAP Counseling	.054
Brackett, Ashley	Assigned	COUN	SEAP Counseling	.031
Hernandez, David	Assigned	COUN	Counseling-SM	.030
Millan, Jose	Assigned	COUN	SEAP Counseling	.075
Navarrette, Krystle	Assigned	COUN	Counseling-SM	.030
Navarrette, Ricardo	Assigned	COUN	Counseling-SM	.055
Perales, Carissa	Assigned	COUN	SEAP Counseling	.044
		<b>LAW ENFORCEMENT</b>		
Hammill, Marc	40863	LE 322	Basic Law Enforcement Academy	.017
		<b>NURSING</b>		
Bellrose, Joann	40334	NURS 300	CNA/Acute Care Aide	.254

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

<b>INSTRUCTOR</b>	<b>CRN</b>	<b>COURSE</b>	<b>COURSE NAME</b>	<b>FTE</b>
<b>COUNSELING</b>				
Atilano, Antonia	Assigned	COUN	Counseling SEAP – Other Duties	.005
Atilano, Antonia	Assigned	COUN	Counseling SEAP	.020
Eulloqui, Angelica	Assigned	COUN	Counseling SEAP – Other Duties	.002
Eulloqui, Angelica	Assigned	COUN	Counseling SEAP	.008
Janiam, Gunyalat	Assigned	COUN	Counseling SEAP – Other Duties	.008
Janiam, Gunyalat	Assigned	COUN	Counseling SEAP	.030
Pina, Laura	Assigned	COUN	Counseling SEAP – Other Duties	.004
Pina, Laura	Assigned	COUN	Counseling SEAP	.017
Wright-Morgan, Christina	Assigned	COUN	Counseling SEAP – Other Duties	.003
Wright-Morgan, Christina	Assigned	COUN	Counseling SEAP	.014
<b>FIRE TECHNOLOGY</b>				
Burch, William	40895	FT 307	Firefighter 1 Academy 1A	.059
Camacho, Jeremy	40896	FT 308	Firefighter 1 Academy 1B	.029
Collins, Brandyn	40895	FT 307	Firefighter 1 Academy 1A	.118
Crotty, John	40895	FT 307	Firefighter 1 Academy 1A	.029
D'Andrea, Dana	40895	FT 307	Firefighter 1 Academy 1A	.029
D'Andrea, Dana	40896	FT 308	Firefighter 1 Academy 1B	.153
Davis, Steven	40896	FT 308	Firefighter 1 Academy 1B	.062
Dickson, Douglas	40895	FT 307	Firefighter 1 Academy 1A	.029
Donner, Chas	40895	FT 307	Firefighter 1 Academy 1A	.059
Hart, Stanley	40895	FT 307	Firefighter 1 Academy 1A	.059
Hart, Stanley	40896	FT 308	Firefighter 1 Academy 1B	.029
Hughey, Thomas	40896	FT 308	Firefighter 1 Academy 1B	.090
Martinez, Cesar	40896	FT 308	Firefighter 1 Academy 1B	
Martinez, Essex	40895	FT 307	Firefighter 1 Academy 1A	.059
McMann, Scott	40895	FT 307	Firefighter 1 Academy 1A	.059
Montejo, Vincent	40895	FT 307	Firefighter 1 Academy 1A	.120
Orr, Howard	40896	FT 308	Firefighter 1 Academy 1B	.155
Osborne, Matthew	40896	FT 308	Firefighter 1 Academy 1B	.029
Paige, Brandon	40896	FT 308	Firefighter 1 Academy 1B	.059
Snodgrass, James	40896	FT 308	Firefighter 1 Academy 1B	.029
Stevens, Nicole	40895	FT 307	Firefighter 1 Academy 1A	.022
<b>FOOD SCIENCE AND NUTRITION</b>				
Lalush, Samantha	40402	FSN 134	Food/Nutrition/Customs/Culture	.100
<b>INTERCOLLEGIATE CONDITIONING</b>				
Phillips, Megan	42194	PEIA 195	Intercollegiate Conditioning	.143
<b>LAW ENFORCEMENT</b>				
Abbas, Hussein	41344	LE 321	Basic Law Enforcement Academy	.066
Abbas, Hussein	40863	LE 322	Basic Law Enforcement Academy	.033
Altavilla, Alex	41109	LE 352	Field Training Officer Update	.033
Bianchi, Catherine	41344	LE 321	Basic Law Enforcement Academy	.029
Bianchi, Catherine	40863	LE 322	Basic Law Enforcement Academy	.029
Burns, Jeremy	41344	LE 321	Basic Law Enforcement Academy	.033
Burns, Jeremy	40863	LE 322	Basic Law Enforcement Academy	.066
Camarena, Juan	40863	LE 322	Basic Law Enforcement Academy	.015

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

<b>INSTRUCTOR</b>	<b>CRN</b>	<b>COURSE</b>	<b>COURSE NAME</b>	<b>FTE</b>
Camarena, Juan	42041	LE 329	State Hospital Peace Office	.015
Culver, David	41344	LE 321	Basic Law Enforcement Academy	.114
Culver, David	40863	LE 322	Basic Law Enforcement Academy	.033
Delgado, Matthew	41344	LE 321	Basic Law Enforcement Academy	.074
Dillard, Bryan	41344	LE 321	Basic Law Enforcement Academy	.164
Dillard, Bryan	40863	LE 322	Basic Law Enforcement Academy	.098
George, Kenneth	41344	LE 321	Basic Law Enforcement Academy	.066
Huddle, Kevin	41109	LE 352	Field Training Officer Update	.033
Hutton, Trevor	41344	LE 321	Basic Law Enforcement Academy	.099
Hutton, Trevor	40863	LE 322	Basic Law Enforcement Academy	.033
Jones, Douglas	41344	LE 321	Basic Law Enforcement Academy	.048
Magana, Jorge	42041	LE 329	State Hospital Peace Office	.029
Martinez, Alison	41344	LE 321	Basic Law Enforcement Academy	.038
Martinez, Michael	41344	LE 321	Basic Law Enforcement Academy	.048
Martinez, Michael	40863	LE 322	Basic Law Enforcement Academy	.018
Perkins, Michael	41344	LE 321	Basic Law Enforcement Academy	.100
Rauchhaus, Kristina	40863	LE 322	Basic Law Enforcement Academy	.033
Rivera, Lisa	41344	LE 321	Basic Law Enforcement Academy	.015
Rivera, Lisa	41828	LE 424	PC 832 Arrest	.037
Ruth, Ross	41344	LE 321	Basic Law Enforcement Academy	.055
Sorenson, Gregory	42041	LE 329	State Hospital Peace Office	.029
Valadez, David	41344	LE 321	Basic Law Enforcement Academy	.162
Valadez, David	40863	LE 322	Basic Law Enforcement Academy	.099
Vasquez, Frank	41344	LE 321	Basic Law Enforcement Academy	.033
Vasquez, Frank	40863	LE 322	Basic Law Enforcement Academy	.017
Wilson, John	41109	LE 352	Field Training Officer Update	.033
Wilson, John	41828	LE 424	PC 832 Arrest	.187

**LIBRARY**

Beck, Colleen	Assigned	LIBR	Librarian-SM	.012
Lara, Karina	Assigned	LIBR	Librarian-SM	.014
Rivera, Destiny	Assigned	LIBR	Librarian-SM	.021

**NURSING**

Datuin, Mia	40333	NURS 300	CNA/Acute Care Aide	.044
Hall, Deanette	40333	NURS 300	CNA/Acute Care Aide	.023
Sanchez, Denise	40333	NURS 300	CNA/Acute Care Aide	.088

**PHOTOGRAPHY**

Anderson, Matthew	40085	PHTO 110	Basic Photography	.185
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**PHYSICAL EDUCATION**

Dodd, Connor	41636	PE 172	Volleyball	.072
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**FACULTY ASSIGNMENTS  
FULL-TIME AND PART-TIME FACULTY – STIPENDS**

<b>INSTRUCTOR District Funded</b>	<b>ASSIGNMENT</b>	<b>DOLLAR AMOUNT</b>
Camarena, Juan	To provide not-for-credit training via contract education. Drive Awareness (3/13/24 - 3/14/24).	\$1,336.80
Dickel, Jason	To provide not-for-credit training via contract education (3/15/24).	\$606.00
Dockstader, David	Assisting and instructing students with DMV exam prep and Class A driving exam (3/8/24).	\$404.48
Dockstader, David	Assisting and instructing students with DMV exam prep and Class A driving exam (3/11/24).	\$252.80
Garrett, William	To provide not-for-credit training via contract education, Driver Training Instructor 40-hour course (3/19/24 - 3/21/24).	\$1,183.68
George, Kenneth	To provide not-for-credit training via contract education (3/5/24).	\$568.72
Greene, Jeffrey	To provide not-for-credit training via contract education (3/5/24).	\$568.72
Huddle, Kevin	To provide not-for-credit training via contract education, Driver Training Instructor 40-hour course (3/21/24 - 3/22/24).	\$1,392.16
Lopez, Joe	To provide not-for-credit training via contract education (3/13/24 - 3/15/24).	\$2,414.90
Lowery, Herod	Assisting with moving truck and trailers for the truck driving program (3/4/24).	\$429.76
Lowery, Herod	Assisting and instructing students with DMV exam prep and Class A driving exam (3/20/24).	\$278.08
Madrigal, Hector	To provide not-for-credit training via contract education (3/22/24).	\$668.40
Magana, Jorge	To provide not-for-credit training via contract education. Monterey Park EVOC, one-to-one instruction with Officer Ibarra (1/23/24).	\$568.72
Magana, Jorge	To provide not-for-credit training via contract education (3/15/24 - 3/15/24).	\$1,706.16
Magana, Jorge	To provide not-for-credit training via contract education (3/18/24 - 3/22/24).	\$2,843.60
Makena, Kristin	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
Martinez, Alison	Non-instructional: fall 2024 LE 321/322 coordination duties for the law enforcement academy program. Scheduling, recruit counseling, evaluations, surveys, and instructor evaluations (7/8/24 - 12/4/24).	\$14,283.36
Martinez, Merari	Assisting instructing students with DMV exam prep and Class A driving exam (2/23/24).	\$385.76

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

<b>INSTRUCTOR</b>	<b>ASSIGNMENT</b>	<b>DOLLAR AMOUNT</b>
Murray, Thomas	Assisting and instructing students with DMV exam prep and Class A driving exam (2/28/24).	\$252.80
Olmstead, Brian	To provide not-for-credit training via contract education (3/14/24).	\$696.08
Perkins, Michael	To provide not-for-credit training via contract education (3/15/24).	\$662.88
Sorenson, Gregory	To provide not-for-credit training via contract education (3/5/24).	\$568.72
Sorenson, Gregory	To provide not-for-credit training via contract education (3/20/24).	\$426.54
Valle, Jesus	To provide not-for-credit training via contract education (3/5/24).	\$142.18
Vasquez, Frank	To provide not-for-credit training via contract education (3/13/24 - 3/15/24).	\$1,988.64

**Grant Funded**

Becerra-Valencia, Lynn	Weekly meetings with co-coordinator for the Beyond Incarceration: Greater Education Learning Community, additional time outside of office hours to support students (1/22/24 - 5/22/24).	\$2,040.00
Brunet, Melanie	To provide asynchronous tutoring for writing center paper submission program (2/8/24 - 2/29/24).	\$300.00
Cates, Sophie	30-hour distance education training. Per PFA agreement, article 11.9.1, part-time faculty who attend will be compensated at \$60 per hour (12/30/24 - 1/31/24).	\$1,800.00
Chaudhari, Rajni	Participated in the culturally responsive professional development (3/8/24).	\$182.52
Eachus, Chris	To present at the Alliance Spring Gathering on embedded tutoring best practices (4/19/24).	\$120.00
Garcia, Katherine	Participation in professional development training for NESL faculty (12/1/23).	\$98.98
Gottlieb, Sean	To present at the Alliance Spring Gathering on embedded tutoring best practices (4/19/24).	\$120.00
Henderson, Bruce	Participated in the culturally responsive professional development (3/8/24).	\$159.96
Jeung, Jensen	Participated in the culturally responsive professional development (3/8/24).	\$119.55
Keiser, Andria	Recommend and report grant supported activities to the languages and communication department and attend regular lead meetings pertaining to AB 705 and AB 1705 (1/22/24 - 6/30/24).	\$4,800.00
Keiser, Andria	Writing center workshop "10 Tips for Success in English Courses" for students; includes research and presentation (2/21/24).	\$120.00

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

<b>INSTRUCTOR</b>	<b>ASSIGNMENT</b>	<b>DOLLAR AMOUNT</b>
King, Suzanne	Shopping for Culinary Arts 120/121/122/123, eight hours per week (2/26/24 - 5/30/24).	\$3,738.40
Lovell, Ronald	Spring 2024 Skills USA advisor and participation at the SkillsUSA state competition (1/3/24 - 4/8/24).	\$1,200.00
Marquez, Gabriel	Spring 2024 SkillsUSA advisor and participation at the Skills USA state competition (1/3/24 - 4/8/24).	\$1,200.00
McGuire, Patrick	Spring 2024 SkillsUSA advisor and participation at the Skills USA state competition (1/3/24 - 4/8/24).	\$1,200.00
McMahon, Michael	To provide asynchronous tutoring for writing center paper submission program (2/15/24 - 2/17/24).	\$30.42
Reed, Christine	Chaperon and facilitate MESA/STEM spring recess field trip (3/18/24 - 3/19/24).	\$1,200.00
Reyes, Benjamin	Assist with editing and running music for spring 2024 dance spectrum production (3/25/24 - 4/13/24).	\$400.00
Rice, Amy	Spring 2024 FFA field day event (2/12/24 - 2/17/24).	\$780.00
Roepke, Thesa	Attending OERI cohort meetings for ECS ZTC/OER development and lead on developing the ECS ZTC/OER pathway for Hancock (3/1/24 - 5/31/24).	\$900.00
Russell, Elizabeth	Participated in the culturally responsive professional development (3/8/24).	\$145.98
Sadig, Saad	Spring 2024 Skills USA advisor and participation at the Skills USA state competition (1/3/24 - 4/8/24).	\$1,200.00
Scovil, Tracy	Participated in the culturally responsive professional development (3/8/24).	\$112.78
Yuhas, Julie	Spring 2024 FFA field day event (2/12/24 - 2/17/24).	\$404.19

To: Board of Trustees	Date:  April 16, 2024
From: Superintendent/President	
Subject: Approval of Equivalency Certification for Faculty	Item Number: 11.G.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 3

**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>
Miller, Heidi	Spanish – Concurrent Enrollment

**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:
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ALLAN HANCOCK COLLEGE

X	Equivalency Approval Date: 4/3/24
	Not Approved Date:

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

NAME: HEIDI MILLER	DIVISION: Academic Affairs
DEPARTMENT: Languages and Communication	DISCIPLINE: SPANISH

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

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

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

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

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

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

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

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



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

### EDUCATION

Grand Canyon University, Phoenix, Arizona

July 2021

**Masters of Arts in Teaching English to Speakers of Other Languages (TESOL)**

Cambridge University, International House, Malaga, Spain

Cambridge English Level 5 Certificate in English to Speakers of Other Languages

June 2017

**CELTA Certificate, Pass Grade A**

Brandman University, Chapman University System, Irvine, California

June 2016

**Single Subject California Teaching Credential, Spanish**

**Cleared California Credential**

Biola University, La Mirada, California

May 2007

**Bachelor of Arts in Intercultural Studies**

**Minor in Biblical Studies and Minor in Spanish**

### WORK EXPERIENCE

**Secondary Spanish Teacher**

August 2015 - Present

Orcutt Academy High School, Orcutt, CA

- \* Teach Spanish 1, 2, 3, and AP to students in grades 9-12.
- \* Maintain positive rapport with students through mutual respect and appreciation.
- \* Facilitate World Language Department as Professional Learning Community lead.
- \* Cooperate with other department leads for school culture and planning.
- \* Pioneered AP Spanish Language and Culture class which was previously non-existent at the school.
- \* Coordinate extra study sessions to support native-speakers as they prepare for the AP test.

**Please see attached documentation for complete resume, letter of introduction, and transcripts.**

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

Signature of Candidate:

*Heidi Miller*

Date:

11/30/23

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

Signature of Department Chair:	Date:	Signature of Dean:	Date:
<i>Andrea Santen</i>	Mar 16, 2024	<i>James J. [Signature]</i>	Mar 18, 2024
Signature of Appropriate Academic or Student Services Vice President:	Date:	Signature of Committee Chair Professional Standards Committee:	Date:
<i>[Signature]</i>		<i>James J. [Signature]</i>	
Date of Board Approval:	April 16, 2024		

To: Board of Trustees	Date:  April 16, 2024
From: Superintendent/President	
Subject: Second Review of Board Policy 4230, Grading and Academic Record Symbols	Item Number: 11.H.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 2

**BACKGROUND**

Board policy 4230, Grading and Academic Record Symbols, was submitted for the board's review on March 19, 2024. It is being presented to the board of trustees for adoption.

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

**FISCAL IMPACT**

To be determined

**RECOMMENDATION**

Staff recommends that the board of trustees adopt board policy 4230, Grading and Academic Record Symbols, as submitted.

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

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**BP 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

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**Adopted: 7/9/19**  
**Reviewed:**

To: Board of Trustees	Date:  April 16, 2024
From: Superintendent/President	
Subject: Election of California Community College Trustees (CCCT) Board of Directors	Item Number: 13.A.
Institutional Goal: Accreditation Standard IV	Enclosures: Page 1 of 2

**BACKGROUND**

The election of members to the California Community College Trustees (CCCT) Board of Directors takes place each year between March 10 and April 25. There are (7) seats up for election with (7) incumbents running.

Each community college district board shall have one vote for each of the seven seats on the CCCT Board. Only one vote may be cast for any nominee or write-in candidate. The seven candidates who receive the most votes will serve a three-year term. The votes will be collected via eBallot, thus no sample ballot is included. Voting instructions will be sent to Janet McGee, executive assistant to the superintendent/president and board of trustees, closer to the start of the voting period.

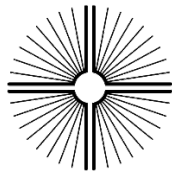
**FISCAL IMPACT**

None

**RECOMMENDATION**

Staff recommends the board of trustees vote for up to (7) candidates to serve on the California Community College Trustees Board of Directors.

Administrator Initiating Item:  Kevin G. Walthers	Final Disposition:
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# COMMUNITY COLLEGE LEAGUE OF CALIFORNIA

## 2024 CCCT BOARD ELECTION CANDIDATES LISTED IN SECRETARY OF STATE'S RANDOM DRAWING ORDER OF DECEMBER 14, 2023

**VOTING WILL TAKE PLACE VIA EBALLOT**

**SELECT NO MORE THAN SEVEN (7) CANDIDATES**

1. Barbara Gaines, Antelope Valley CCD
2. Nan Gomez-Heitzeberg, Kern CCD\*
3. Gregory Hanna, Siskiyou Joint CCD
4. Hortencia Armendariz, Imperial CCD\*
5. Barbara Calhoun, Compton CCD\*
6. Dorothy Battenfeld, Sonoma County JCD
7. Julie Schorr, Grossmont-Cuyamaca CCD
8. Yvette Davis, Glendale CCD\*
9. Greg Pensa, Allan Hancock CCD\*
10. Bernardo Perez, Ventura County CCD\*
11. Deborah Ikeda, State Center CCD\*
12. Milton Richards, Yosemite CCD
13. Raymond Macareno, Sequoias CCD

\* Incumbent

To: Board of Trustees	Date:  April 16, 2024
From: Superintendent/President	
Subject: Adoption of Resolution 24-01, Appointment of District Representative and Alternate to the Bay Area Community College Districts Joint Powers Agency (JPA) Board	Item Number: 13.B.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 2

**BACKGROUND**

The district participates in the Bay Area Community College Districts (CCD) Joint Powers Agency (JPA) for the purpose of self-funding a portion of the district's property and liability insurance. The JPA represents a pool of community college districts, each of which assumes self-insurance for claims under a deductible amount established by the pool for property and liability claims.

On the July 18, 2023, the board appointed Laura Becker, director, Business Services, as the district representative to the JPA board and Dennis D. Curran, associate superintendent/vice president, Finance and Administration, as the alternate.

The district representative role is traditionally held by the district Chief Business Officer (CBO). Now that the CBO is familiar with the JPA, staff recommends appointing Dennis D. Curran as the district's representative and Laura Becker as the alternate representative on the Bay Area CCD JPA Board.

**FISCAL IMPACT**

None

**RECOMMENDATION**

Staff recommends that the board of trustees adopt Resolution 24-01, confirming Dennis D. Curran as the district's representative and appointing Laura Becker as the alternate to the Bay Area Community College Districts Joint Powers Agency Board.

Administrator Initiating Item:  Dennis D. Curran	Final Disposition:
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RESOLUTION NO. 24-01  
A RESOLUTION OF THE BOARD OF TRUSTEE OF  
ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT

APPOINTMENT OF DISTRICT REPRESENTATIVE AND ALTERNATE  
TO THE BAY AREA COMMUNITY COLLEGE DISTRICTS JOINT POWERS AGENCY BOARD

WHEREAS, the district participates in the Bay Area Community College Districts (CCD) Joint Powers Agency (JPA) for the purpose of self-funding a portion of the district's property and liability insurance; and

WHEREAS, Dennis D. Curran, associate superintendent/vice president, Finance and Administration, is the district's representative on the Bay Area CCD JPA Board; and

WHEREAS, it is necessary for the board of trustees to appoint Laura Becker, director, Business Services, as the district's alternate; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Allan Hancock Joint Community College District hereby appoints Dennis D. Curran as the district's representative and Laura Becker as the alternate to the Bay Area CCD JPA Board.

Motion to adopt said resolution was made by:

Seconded by:

PASSED AND ADOPTED this 16<sup>th</sup> day of April, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

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

I, KEVIN G. WALTHERS, Secretary to the Board of Trustees, Allan Hancock Joint Community College District of Santa Barbara, San Luis Obispo, and Ventura Counties, California, do hereby certify that the foregoing is a full, true, and correct copy of a resolution adopted by the said Board at a regular meeting held April 16, 2024, by the vote above stated, which resolution is on file in the Office of the said Board.

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Secretary, Board of Trustees  
Allan Hancock Joint Community College District

**INFORMATION ITEM**

To: Board of Trustees	Date:  April 16, 2024
From: Superintendent/President	
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:

**Resignation(s)**

Employee Name	Position	Department	Effective Date	Employment Date
Crosby, Stephanie	Director, LAP/Student Health Service/Veteran's Success Center	Student Services	04/06/24	12/01/19

**Retirement**

Employee Name	Position	Department	Effective Date	Employment Date
Simoneau, Patrick	Automobile Mechanic	Facilities	07/11/24	01/15/99
Reed, Kenneth	District Police Sergeant	Campus Police	09/01/24	03/09/16

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

To: Board of Trustees	Date:  April 16, 2024
From: Superintendent/President	
Subject: Quarterly Report on Volunteer Aides	Item Number: 14.B.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 1

**BACKGROUND**

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

Volunteer services are being provided by the following:

<b>Name</b>	<b>Volunteer Period</b>	<b>Duties/Responsibilities</b>
Aubrey Heirholzer	03/11/24 – 06/30/24	Assist the SM and LVC Library with daily tasks

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

To: Board of Trustees	Date:  April 16, 2024
From: Superintendent/President	
Subject: First Review of Board Policy and Revised Administrative Procedure 4020, Program, Curriculum, and Course Development	Item Number: 14.C.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 7

**BACKGROUND**

Board policy and administrative procedure 4020, Program, Curriculum, and Course Development 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:
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**Allan Hancock Joint Community College District  
Board Policy  
Chapter 4 – Academic Affairs**

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**BP 4020    PROGRAM, CURRICULUM, AND COURSE DEVELOPMENT**

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

Furthermore, these procedures shall include:

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

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

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

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

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

**Credit Hour**

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

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

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

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

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

**Reviewed:** 12/20/22  
**Reviewed:**



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

## **AP 4020 PROGRAM, CURRICULUM, AND COURSE DEVELOPMENT**

The District shall provide annual certification to the California Community Colleges Chancellor's Office pertaining to the approval of credit courses and credit programs as required under Title 5 Sections 55100 and 55130.

### **Credit Hour Definition**

For purposes of federal financial aid eligibility, a "credit hour" shall be not less than:

- One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately ~~15~~16 weeks for one semester, or the equivalent amount of work over a different amount of ~~time~~time; or
- At least an equivalent amount of work as required in the paragraph above, of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

### **Hours Per Unit**

One credit hour (one unit of credit) of community college work shall require a minimum of 48 - 54 total student learning hours.

Student learning hours = total instructor/student contact hours plus outside-of-class hours.

Instructor/student contact hours = in-class hours spent with the instructor.

### **Term Length**

The term length used to calculate the number of units awarded is based on a range of 16 to 18 weeks.

### **Instructional Formats**

As a matter of standard practice in higher education, lecture and related course formats assume two hours of outside of class work for every one hour in-class. Other instructional formats may use a different ratio but generally follow the formats below.

Instructional Formats	In Class Hour(s)	Expected Number of Outside Class Hours
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Lecture (traditional delivery of course content)	1	2
Integrated Lecture/Lab (includes outside of class hours but not as many as traditional lecture or lab format)	2	1
Lab (traditional lab, activity, TBA)	3	0

### Credit Hour Calculations

Calculation of units are inclusive of all student learning hours including lecture, lab, and other contact hours, plus the total number of outside-of-class hours, and/or homework hours over a range of 16 – 18 weeks.

~~Credit hour calculations are built into the college's curriculum management system to ensure consistency and compliance with established policies.~~

For purposes of federal financial eligibility, a "credit hour" shall be not less than:

- One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for 16-18 weeks or the equivalent amount of work over a different amount of time; or
- At least an equivalent amount of work as required by the paragraph above, of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Credit hour calculations are built into the college's curriculum management system to ensure consistency and compliance with established college policies and state and federal regulations.

### Calculation Method

The total of student contact hours plus outside-of-class hours divided by 48 hours (minimum hours for 1 unit of credit for 16 weeks) = the number of units awarded:

$$\frac{[Total\ Contact\ Hours + Outside - of - class\ Hours]}{48} = No.\ of\ Units\ Awarded$$

The total of student contact hours plus outside of class hours divided by 54 hours (minimum hours for 1 unit of credit for 18 weeks) = the number of units awarded:

$$\frac{[Total\ Student\ Learning\ Hours]}{54} = No.\ of\ Units\ Awarded$$

### Incremental Award of Credit

Units are awarded in increments of 0.5 units. A course requiring 96 hours or more total student learning hours shall provide at least 2 units of credit.

24 total student learning hours = 0.5 units

48 total student learning hours = 1.0 unit

72 total student learning hours = 1.5 units

96 total student learning hours = 2.0 units

### Unit Calculations for Short and Extended Terms

The calculation methods described in this policy also apply to short term and extended term courses.

### Unit Calculations for ~~Cooperative Work Experience~~ Education Courses

- Work Experience Education courses shall adhere to the formula for credit hour calculations identified in Title 5 §55253.
- Each 54 hours of paid or unpaid work equals one semester credit, or 33 hours equals one quarter credit.
- Units of credit may be awarded in increments of .5 units.
- ~~Each 75 hours of paid work equals one semester credit, or 50 hours equals one quarter credit.~~
- ~~Each 60 hours of non-paid work equals one semester credit, or 40 hours equals one quarter credit.~~

### Approval Criteria:

The District approves new courses and programs based on the following criteria:

1. Appropriateness to Mission: The stated goals and objectives of the proposed program, or the objectives defined in the course Outline of Record, are consistent with the mission of the community college system as established by the Legislature in the Education Code.
2. Need: There is a demonstrable need for a course or program that meets the needs of the region the college proposes to serve. The proposed new program must not cause harmful competition with any existing program at another college.
3. Quality: Course Outlines of Record for each course have been approved by AP&P according to the standards and criteria in Title 5, Section 55002. Programs are designed so that successfully completing the program requirements will enable students to fulfill the program goals and objectives. Courses and programs are integrated, with courses designed to effectively meet their objectives and the goals and objectives of the programs for which they are required.
4. Feasibility: The District has the resources to realistically maintain the program at the level of quality described in the new program application. This includes funding, faculty, and facilities and equipment.
5. Compliance: The design of the program or the course is not in conflict with any law. This includes both state and federal laws, statutes and regulations.

### Process and Timelines for Course and Program Development and/or Modification:

1. The Academic Policy and Planning (AP&P) Committee offers regular training on the development and review of courses and programs, use of templates, submission, and approval procedures.
2. The discipline faculty, in collaboration with peers, deans, and administration, develop curricula that include but are not limited to modes of instruction and a range of delivery systems.
- 2.3. The appropriate Dean works with Department Chairs and AP&P Committee representatives to assure that new or modified curriculum is technically correct and fits within the department's program offerings and college mission.
- 3.4. All curriculum, new or modified, are submitted for review, via the college's curriculum management system.
- 4.5. The review process includes faculty, administrators, and staff at various levels in

the review process.

- ~~5.6.~~ The AP&P Academic Policy and Planning Committee, after their review, prepares a summary of curricular recommendations.
- ~~6.7.~~ Curriculum recommended by the AP&P Academic Policy and Planning Committee is reviewed by the Academic Senate and then presented to the Office of the Superintendent/President. Finally, the curriculum is sent to Board of Trustees for consideration and final approval.
- ~~7.8.~~ After Board approval, all new courses and programs are submitted to the Chancellor's Office Curriculum Inventory (COCI) system.
- ~~8.9.~~ Modified courses and programs are submitted to the Chancellor's Office Curriculum Inventory system.
10. Approved new and modified curricula are published on the online college catalog.
11. The curriculum management system provides the platform to maintain records and aggregates data for periodic and regular curricular review.
- ~~9.12.~~ The AP&P Committee, in collaboration with college catalog, scheduler, and related college processes, sets the annual catalog development calendar. ~~Implementation of approved curriculum is according to the AP&P calendar.~~

### **Reports of the AP&P Committee**

If the Academic Senate does not agree with the recommendations of the AP&P Committee, the Academic Senate, in accordance with approved senate procedures, may do any of the following:

1. Request additional information and/or clarification from the AP&P Committee.
2. Recommend that AP&P Committee forward the report to the Office of the Superintendent/President with senate comment, and with or without AP&P Committee response.
3. Return the report to the AP&P Committee for possible amendment and reconsideration by Academic Senate.

**References:** ASCCC. (2017). The Course Outline of Record: A Curriculum Reference Guide Revisited.  
CCCCO. (2017). Program and Course Approval Handbook. (7th Edition).  
34 Code of Federal Regulations section 668.8(l).  
CCR Title 5, Section 55002, 55002.5

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Approved: 4/17/01  
Revised: 4/11/17  
Revised: 11/13/18

Revised: 11/15/22  
Revised:



**INFORMATION ITEM**

To: Board of Trustees	Date:  April 16, 2024
From: Superintendent/President	
Subject: First Review of Revised Administrative Procedure 4022, Course and Program Approval	Item Number: 14.D.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 4

**BACKGROUND**

Administrative procedure 4022, Course and Program Approval, was reviewed per administrative procedure 2410, Board Policies and Administrative Procedures, which states all policies and procedures are to be reviewed on a five-year cycle. After review, the administrative procedure was revised to align with current procedures.

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

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

## AP 4022 COURSE AND PROGRAM APPROVAL

For curricular purposes, a course shall be defined as “an organized pattern of instruction on a specified subject offered by a community college” and an educational program shall be defined as “an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education.” (Title 5 Section §58050).

The procedure for course and program approval includes: ~~Procedures for submitting for Board approval individual degree-applicable credit courses offered as part of an educational program approved by the State Chancellor's Office shall include the following:~~

- ~~c. •~~ The discipline faculty creates a creation of a course or program proposal that meets the by discipline faculty which states development criteria: for the proposed course, including: (1) appropriateness to the mission of the college; (2) demonstrated need for the course within the college community; (3) adherence to Title 5 curriculum standards; (4) provision of adequate resources to realistically maintain and sustain the program or course at the level of quality described in the proposal; and (5) guarantee that the course is designed so as to not conflict with any law, including state and federal laws, both statutes and regulations.

The technical review committee reviews the course proposal and the academic dean/s ascertains feasibility of the course/program. An initial review of a proposal.

~~urser p~~ The course/ program proposal is then reviewed and/or approved by the discipline faculty, department and department chair, oposal(s) takes place which includes: library/distance education/adaptive media specialist, counseling and articulation. the discipline faculty,

- D. — coordinator and/or department chair,
- E. — dean,
- F. — articulation officer,
- G. — library/Learning Resources,

~~H. — Technical Review~~

~~I. — adaptive technology Internet access specialist and DL coordinator for DL proposals, when the course is being proposed as a distance learning course~~

~~Then, the Academic Policy and Planning (AP&P) Committee formally reviews and acts on course and program proposals. The committee periodically submits a summary report to the Academic Senate for review and action. The Academic Senate forwards the summary report to the college superintendent/president and the Board of Trustees for final approval and implementation.~~

~~The Office of Vice President of Academic Affairs submits the course and program proposals to the California Community Colleges (CCC) Chancellor's Office Curriculum Inventory (COCI) for chaptering and/or review and approval.~~

~~The AP&P Committee regularly conducts orientation and training for all faculty and staff that review and approve curriculum.~~

~~For noncredit course and program approval process, refer to BP/AP 4400 Community Education Programs.~~

~~course proposal(s). The review includes two readings by AP&P. After this level of review has been completed, all course proposals are recommended by AP&P to the Academic Senate for ratification and are then forwarded to the Board of Trustees for approval. After this approval has been granted, the Academic Affairs Office submits the course proposal(s) to the State Chancellor's Office Curriculum Inventory for statewide review and final approval.~~

~~Effective fall 2007, and until December 31, 2013, the Academic Policy and Planning Committee and the Governing Board also approved non-degree applicable credit courses and degree-applicable credit courses that were not part of a state-approved educational program (aka "stand-alone" courses). Additional requirements for these types of courses included:~~

~~J. The AP&P Committee received annual training provided for in Title 5 Section 55100 regarding local approval of stand-alone courses. This training occurred within the first three weeks of each fall semester in compliance with Title 5 Section 55100.~~

~~K. If a stand-alone course was denied approval by the State Chancellor's Office, the reason for denial was reviewed by the course initiator in collaboration with the AP&P Committee Chair. At that time, a determination was made as to whether to resolve the issue causing the course denial, or to pull the course from the State Chancellor's Office approval process. No course shall be offered at the college, credit or non-credit, unless it has approval from the State Chancellor's Office.~~

~~L. Students may count no more than 18 units of stand-alone semester units toward~~

~~satisfying the requirements for a certificate or completion of an associate degree.~~

- ~~M. When 18 or more semester units of non-degree-applicable courses in the same TOP code are linked to each other via prerequisites or co-requisites, such courses are submitted to the State Chancellor's Office for approval as a program. The AP&P Committee will observe regulatory limits on the number of stand-alone courses that may be linked to one another by prerequisites or co-requisites.~~

~~Effective January 1, 2013, the Board of Trustees, upon the recommendations of the AP&P Committee and the Academic Senate, shall separately submit for approval by the Chancellor all nondegree-applicable credit courses and individual degree-applicable credit courses which are not part of any approved educational program.~~

~~All approved courses will be reported to the State Chancellor's Office Curriculum Inventory.~~

### **Noncredit Courses**

~~All noncredit courses are submitted to the Board of Trustees according to the following procedure:~~

- ~~A. Courses and their affiliated student learning outcomes are proposed by faculty.~~
- ~~B. Courses are reviewed by the appropriate credit department chair when applicable, noncredit support supervisor, and dean of Community Education.~~
- ~~C. Courses are evaluated, reviewed for compliance with local and state standards, and approved by AP&P.~~
- ~~D. All courses approved by AP&P are recommended to the Academic Senate for ratification and are then forwarded to the Board of Trustees for approval.~~

**Reference:** Title 5 Section §55100

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**Approved: 12/13/16**  
**Revised:**

**INFORMATION ITEM**

To: Board of Trustees	Date:  April 16, 2024
From: Superintendent/President	
Subject: First Review of Revised Administrative Procedure 4227, Repeatable Courses	Item Number: 14.E.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 3

**BACKGROUND**

Administrative procedure 4227, Repeatable Courses is legally required. After review, the administrative procedure was revised to align with updated Title 5 regulations.

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

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

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## **AP 4227 REPEATABLE COURSES**

Only the following types of courses may be designated as repeatable:

- Courses for which repetition is necessary to meet the major requirements of the California State University (CSU) System or the University of California (UC) System for completion of a bachelor's degree;
- Intercollegiate athletics courses; and
- Intercollegiate academic or vocational competition courses. Such courses may be repeated no more than four times for semester courses.

The District must identify and designate such repeatable courses in its catalog.

Under special circumstances, students may repeat courses in which a C or better grade was earned.

~~Students are allowed to repeat a course without petition when repetition is necessary to enable that student to meet a legally mandated training requirement as a condition of volunteer or continued paid employment. Students can repeat such courses any number of times, even if they received a grade of C or better; however, the grade received by the student each time will be included in calculations of the student's grade point average. A student may repeat a work experience education course subject to Title 5 Section 55040.~~

Students may enroll in active participatory courses in physical education, visual arts, or performing arts. These courses may be grouped in families or courses related by content and students cannot take more than four courses in a family. Students with disabilities can repeat an educational assistance class any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for the student for one of the reasons specified in Title 5 Section 56029.

Students are allowed to repeat an occupational work experience course if a college only offers one course in occupational work experience in a given field and that course is not offered as a variable unit open-entry/open-exit course. Where only one occupational work experience course is offered subject to the above conditions, students may be permitted to repeat this course any number of times as long as they do not exceed the limit on the

number of units of ~~cooperative~~ work experience education set forth in Title 5 Section 55253(a).

The District shall develop and implement a mechanism to allow it to properly monitor course repetition.

**References:** Title 5 Sections 55040, 55041, 55253, and 56029

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**Approved:** 12/13/16

**Reviewed:** 5/18/23

**Revised:**

**INFORMATION ITEM**

To: Board of Trustees	Date:  April 16, 2024
From: Superintendent/President	
Subject: First Review of Revised Board Policy and Administrative Procedure 4250, Probation, Dismissal, and Readmission	Item Number: 14.F.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 6

**BACKGROUND**

Board policy and administrative procedure 4250, Probation, Dismissal, and Readmission, are legally required. After review, the board policy and administrative procedure were 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:
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**Allan Hancock Joint Community College District  
Board Policy  
Chapter 4 – Academic Affairs**

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## **BP 4250    PROBATION, DISMISSAL, AND READMISSION**

Unit completion percentage and grade point averages are calculated from Allan Hancock College coursework.

### **Probation**

A student shall be placed on academic probation if ~~he/she/they has~~have enrolled in at least 12 semester units and has less than a 2.00 cumulative grade point average (GPA).

A student shall be placed on progress probation if ~~he/she/they has~~ve enrolled in at least 12 semester units and the percentage of all units attempted, in which the student has enrolled for which entries of "W," "I," "NC," and/or "NP" were recorded exceeds 50 percent.

### **Dismissal**

A student who is on academic probation shall be subject to dismissal if ~~he/she/they has earned a his/her/their cumulative grade point average~~GPA of is less than 2.00 ~~in all units attempted in each of~~ for three consecutive primary semesters.

A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units attempted, in which he/she/they has been enrolled for which entries of "W," "I," "NC," and/or "NP" ~~were recorded exceeds 50 percent in each of~~ for three consecutive primary semesters.

A student who is subject to dismissal may submit a written appeal in compliance with administrative procedures. Dismissal may be postponed if ~~he/she/they~~ demonstrated significant academic improvement.

### **Readmission**

A student who has been dismissed may be reinstated after an absence of one primary semester (fall or spring). Readmission may be granted, denied, or postponed according to criteria contained in administrative procedures.

The Superintendent/President shall develop procedures for the implementation of this policy that comply with the Title 5 requirements.

References: Education Code Section 70902(b)(3);  
\_\_\_\_\_ Title 5 Sections 55030-55034

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**Adopted: 6/14/16**  
**Revised: 6/9/20**

**Revised: 5/10/22**  
**Revised:**



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

## AP 4250 PROBATION, DISMISSAL, AND READMISSION

Students enrolled at Allan Hancock College are required to maintain a specific level of academic and progress performance to be in good standing. This performance is based on the provision of Title 5 of the Code of Regulations and the Governing Board of Allan Hancock College. Academic standing is only evaluated after grade finalization in the fall and spring semesters' each grade finalization (summer, fall, winter, and spring) (primary semesters).

Unit completion percentage and grade point averages are calculated from Allan Hancock College coursework.

Good standing is achieved when a student meets or exceeds a 2.00 cumulative grade point average (GPA) and completes at least 50 percent of ~~his/her/their~~ cumulative attempted units with a letter grade (A, B, C, D, or F) or P (pass).

### Standards for Probation

A student who has ~~enrolled-attempted in~~ 12 or more units at Allan Hancock College is subject to the probation policy.

### Academic Probation

- 1.1) A student shall be is placed on first academic probation when his/her/if his/her/their cumulative GPA is below a 2.00. The student may enroll for a subsequent semester.
- 2.2) A student shall be placed student is placed on second academic probation if his/her/their when his/her/their cumulative GPA is below a 2.00 for two consecutive primary semesters. The student is restricted to 9 units, for the subsequent semester
- 3) A student shall be is placed on dismissed status when his/her/if his/her/their cumulative GPA is below a 2.00 GPA for three consecutive primary semesters. A student who has been dismissed may be reinstated after an absence of one primary semester (fall or spring). Dismissal may be postponed if the student showed demonstrated significant academic improvement by t-earning at least a 2.00 primary semester GPA.

## Progress Probation

- 1) A student shall be is placed on first progress probation if the percentage of all units attempted, for which when grades entries of of "W," "I," "NC," and/or "NP" are recorded exceeds 50 percent of his/her/their cumulative units of enrollment. The student may enroll for a subsequent semester
- 2) A student shall be placed student is placed on second progress probation if the percentage of all units attempted, for which entries of when grades of "W," "I," "NC," and/or "NP" are recorded exceedsexceeds 50 percent for two consecutive primary semesters of his/her/their cumulative units of enrollment for two consecutive semesters. The student is restricted to 9 units for the subsequent semester
- 2)3) A student shall be is placed on dismissedal status when grades if the percentage of all units attempted, for which entries of "W," "I," "NC," and/or "NP" are recorded, exceedsexceeds 50 percent for three consecutive primary semesters. of his/her/their cumulative units of enrollment for three consecutive semesters. A student who has been dismissed may be reinstated after an absence of one primary semester (fall or spring). Dismissal may be postponed if the student showed demonstrated significant academic progress improvement by completing at least 50 percent of his/her/their semester attempted units.

## Notification of Probation

Each Sstudent is notified will be notified of his/her/of his/her/their probation status after semester grades have been recorded. Students are notified via his/her/their their Allan Hancock College email. The email will guide-direct the studentstudents to the "Probation/and-Dismisal" webpage for more information regarding his/her/their probationaryal status and next steps and next steps. Students can also view their academic standing via DegreeWorks and myHancock portal.

## Dismissal

A student shall be dismissed if his/her/their cumulative GPA is below a 2.00 for three consecutive primary semesters. A student shall be dismissed if the percentage of all units attempted, for which entries of "W," "I," "NC," and "NP" are recorded exceeds 50 percent for three consecutive primary semesters. A student who has been dismissed may not take classes for the subsequent semester and must take a semester of absence (fall or spring). If a dismissed student is enrolled in the subsequent semester, the Admissions and Records Office will administratively drop the student from his/her/their classes.

## Dismissal Notification

A notice of dismissal will be sent to the student via his/her/their Allan Hancock College email. The email will direct the student to the "Probation/Dismissal" webpage which will reference the procedure, explain what dismissal means, procedure for readmission, and procedure to appeal the dismissal.

## **Readmission**

A dismissed student who has completed a semester of absence may request reinstatement. A student wishing to reenroll at Allan Hancock College must meet with a counselor to create a reinstatement contract. The student will need to provide reasonable assurance he/she/they are prepared to succeed. The student will be limited to 7 units and be required to abide by the conditions of enrollment which may include, but not limited to, create a new/update a comprehensive student education plan, attend student success workshops, and submit a mid-semester grade(s).

The student's progress will be monitored by the retention specialists. At the end of the semester, the student's performance will be evaluated to determine their academic standing.

## **Appeal of Dismissal**

A dismissed student may appeal a mandatory semester absence if he/she/they encountered an extenuating circumstance which affected his/her/their scholastic performance. A student is required to schedule an appointment with the Dean, Student Services to determine if an extenuating circumstance exists. If approved, a reinstatement contract will be created.

References: Title 5 Sections 55030, 55031, 55032, 55033, and 55034

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**Approved: 5/10/16**  
**Revised: 12/13/16**  
**Revised: 5/12/20**

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**Revised: 5/10/22**  
**Revised:**

To: Board of Trustees	Date:  April 16, 2024
From: Superintendent/President	
Subject: Monthly Report, Associate Superintendent/Vice President, Academic Affairs	Item Number: 14.G.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 2

**BACKGROUND****Dr. Kate Adams Poetry Symposium**

The Friends of the Allan Hancock College Library hosted the Dr. Kate Adams Poetry Symposium featuring Jakeel Harris on Wednesday, April 3. Jakeel Harris is an educator, speaker, community organizer, author, and spoken word poet who tackles topics of social justice, leadership, and self-awareness. He performs and writes spoken word poetry under the pseudonym SPEAKS, which is also the non-profit organization and movement he has founded. Harris uses his life experiences as a platform to discuss important issues that plague our society. Many students, faculty, and staff enjoyed the poetry reading.

**SkillsUSA**

Allan Hancock College students attended the SkillsUSA State and Leadership Conference April 4-7, 2024 held in Ontario, CA. Once again, our students brought back gold, silver, and bronze medals.

SkillsUSA is a way for our students to showcase their skills. This year, we had students compete in 18 different categories:

- Architectural Drafting
- Automotive Service Technology
- Baking and Pastry
- CNC 2 Axis Milling Programmer
- CNC 3 Axis Milling Programmer
- Computer Programming
- Crime Scene Investigation
- Criminal Justice
- Culinary Arts
- Cyber Security
- Early Childhood Education
- Extemporaneous Speaking
- Internetworking
- Job Skills Demo A/Open
- Prepared Speech
- Web Design
- Welding
- Welding Sculpture

(continued)

Administrator Initiating Item:  Robert Curry	Final Disposition:
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A total of 33 students attended and competed at state competitions. Here are the results:

- 17 gold medalists who will advance to National competitions in Atlanta, GA (June 24-28, 2024)
- 7 silver medalists
- 4 bronze medalists



**INFORMATION ITEM**

To: Board of Trustees	Date:  April 16, 2024
From: Superintendent/President	
Subject: Monthly Report, Associate Superintendent/Vice President, Student Services	Item Number: 14.H.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 1

**BACKGROUND****Launch to College**

This Spring, the outreach team and counseling department teamed up to assist local high school seniors complete their Hancock Promise steps. Allan Hancock College counselors and staff participated in Launch to College events both on the college and high school campuses where they met with perspective students to develop their educational plans. A total of 31 Launch to College events have occurred with ten more before priority registration begins. As of early April 2024, 792 education plans have been completed and over 2,000 admissions forms submitted. On several Fridays from February to April, Hancock counselors visited Pioneer, Righetti, Delta, Santa Maria High, Lompoc, Cabrillo, and Santa Ynez high schools. On April 26, 2024, we will again send out teams to the high schools for priority registration.

A registration rally will be held on Friday, April 26, 2024, at the Lompoc Valley Center and on Saturday, April 27, 2024, at the Santa Maria Campus for those students that still need assistance completing their Hancock Promise steps and registration. Faculty counselors and Student Services staff will be on hand to ensure students are connected and nurtured as they begin their Hancock journey.

Administrator Initiating Item:  Genevieve Siwabessy	Final Disposition:
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To: Board of Trustees	Date:  April 16, 2024
From: Superintendent/President	
Subject: Monthly Report, Vice President, Institutional Effectiveness	Item Number: 14.I.
Institutional Goal: Accreditation Standard I	Enclosures: Page 1 of 2

**BACKGROUND****Guided Pathways**

This semester, the Guided Pathways Committee has been hosting a series of “Hancock Hangouts.” These events are an opportunity for faculty and staff to learn about the programs and services offered throughout campus in an environment that allows participants to socialize and connect with their colleagues. There have been five events so far this semester with an average attendance of 75 employees. The faculty and staff in each of the areas who host the events provide a creative and engaging experience unique to their program. Everyone is encouraged to attend the last two events of the semester on April 19, 2024, at the Public Safety Training Complex and May 2, 2024, with the sciences and technology area of interest.

Through partnership with the Student Activities office, the Guided Pathways Committee has employed five student ambassadors to help promote the areas of interest. The students will be stationed around campus throughout the semester at various times and locations to try to maximize student contact. In the next couple of weeks, student ambassadors will be focused on promoting early registration and completion of student education plans (SEPs). Completion of SEPs was one of the strategic priorities identified at the 2023 planning retreat. The Guided Pathways Committee has also coordinated with Public Affairs to film a series of promotional videos with our student ambassadors emphasizing the importance of key activities aligned with the student journey; the videos will be released in the fall semester. This work aligns with the college educational master plan, which is designed around the Completion by Design student journey framework. These activities will also support a first-year experience program, another strategic priority identified in multiple college-wide plans.

At the March 12, 2024, Academic Senate meeting, senate voted to amend the Allan Hancock College general education requirements. The changes include renaming and reorganizing the categories as well as requiring an additional six units. With just under a month until the new catalog launches, these modifications necessitated the updating of nearly 100 program maps that display the suggested course sequence on our website. Mr. Christian Gardner worked to update the college’s degree audit system (DegreeWorks) so counselors can build customized education plans for students. Implementation of these activities required considerable time and coordination with Academic Affairs, Student Services, and the Institutional Effectiveness office. The Guided Pathways Committee will continue to focus on how to streamline processes in the future, ideally by relying on available technology.

**Assembly Bill (AB) 1705**

Staff in the Institutional Effectiveness office have been busy attending webinars, analyzing data, and preparing materials to support ongoing AB 1705 implementation requirements. AB 1705 expanded the intent and requirements of AB 705, which limited the legal capacity for California Community Colleges to offer remedial math and English. As a result of AB 1705, Hancock no longer offers credit math and English courses below transfer level. The Chancellor’s Office did not stop with elimination of remedial math and is now requiring colleges to validate science, technology, engineering, and mathematics (STEM) calculus placement, submit local data, and complete a sixty-four-question survey on a regular basis. To justify the

Administrator Initiating Item:  Paul M. Murphy	Final Disposition:
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time and effort of survey completion, the Chancellor's Office entitled the survey "The Equitable Placement and Completion Grant Funding Reporting Survey." The last phase of AB 1705 is focused on addressing inequitable outcomes in STEM disciplines by mitigating bias in placement of students into first semester calculus, which is a gateway math course in STEM disciplines such as biology, chemistry, physics, computer science, and engineering. In alignment with Education Code 78213(i), which stipulates that students must begin in transfer-level English and math coursework that satisfies a requirement for their specific program of study, the Chancellor's Office is requiring that students who declare a STEM major should enroll directly in calculus as their first math class, regardless of prior math preparation. Colleges are provided with the opportunity to demonstrate that students who start in calculus are highly unlikely to succeed without preparatory coursework and that this coursework will improve throughput in calculus; otherwise, colleges are prohibited from requiring or recommending pre-requisite coursework to enroll in calculus, regardless of prior math completion. Colleges are also prohibited from requiring students to repeat coursework successfully completed in high school.

**INFORMATION ITEM**

To: Board of Trustees	Date:  April 16, 2024
From: Superintendent/President	
Subject: Monthly Report, Executive Director, College Advancement	Item Number: 14.J.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 1

**BACKGROUND****Congressional Designated Spending Benefits Nursing Program**

Since the reintroduction of congressional appropriations in 2021, College Advancement has been pursuing congressional discretionary spending from California's senate delegation and Representative Salud Carbajal. This is a highly competitive and lengthy process that involves collaboration between the Office of the President, Institutional Grants, Administration and Finance, and select academic department heads.

In March, President Biden signed the FY2024 minibus, which appropriated \$1,500,000 to Allan Hancock College to support expansion of the nursing program and the purchase of new technology and equipment. The funding marks the first appropriation to the college under the recently renewed program.

**Lompoc Valley Center 25th Anniversary**

Public Affairs is leading the planning for the Lompoc Valley Center's (LVC) 25th anniversary celebration, scheduled for Friday, April 26. The event begins with a leadership forum at 2 p.m. Invited guests will join Hancock leadership to discuss current issues and initiatives and look forward to the future. The public is invited to join at 4 p.m. for a ceremony that will include Executive Director Emeritus of the Lompoc Valley Center, Roger Welt, former State Senator Jack O'Connell, and former Allan Hancock College Superintendent/President, Dr. Ann Foxworthy. Fun for the entire family kicks off at 4:30 p.m. with interactive activities that include the college's mobile planetarium, live chemistry experiments, fire trucks and ambulances from the college's public safety training programs, and more. Attendees will also enjoy no-host food trucks, a kid's fun zone and the opportunity to learn more about LVC's academic programs and student support services.

Administrator Initiating Item:  Jon Hooten	Final Disposition:
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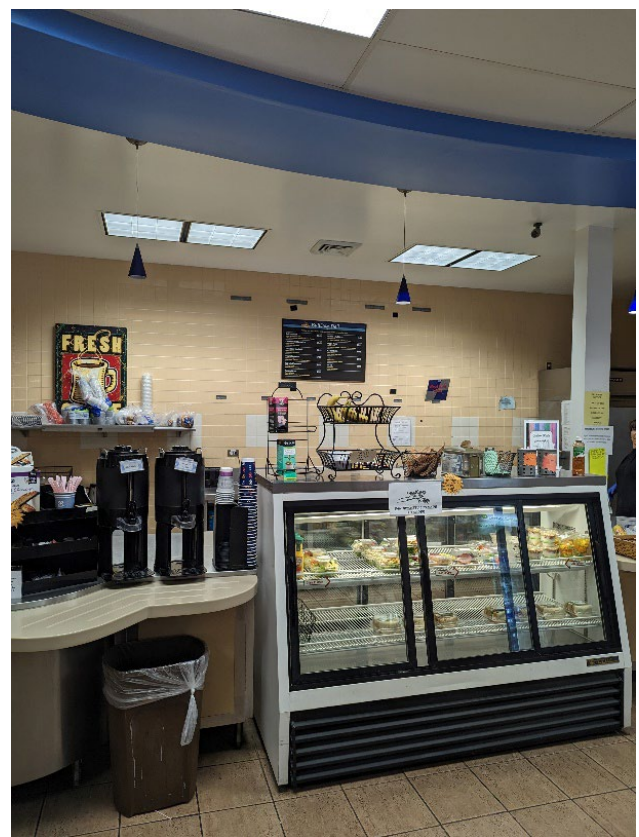
To: Board of Trustees	Date:  April 16, 2024
From: Superintendent/President	
Subject: Monthly Report, Associate Superintendent/Vice President, Finance and Administration	Item Number: 14.K
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 3

### **BACKGROUND**

The district partners with several food and beverage vendors who offer valuable services to the Santa Maria campus and the Lompoc Valley Center (LVC). Providing a variety of affordable and high-quality options can contribute significantly to the quality of life on a college campus. The district is listening to feedback from students and working with vendors to expand and improve their offerings. The following is a list of food and beverage options at both sites.

### **Cafeteria**

Services are contracted with Testa's Campus Cuisine (Testa) through June 30, 2025. Testa operates out of building G. They provide hot and cold food and beverages five days a week during fall and spring terms and Monday through Thursday during the summer term at the Santa Maria campus. Based upon feedback from students and employees, they recently added a second serving line with new offerings. Testa also provides catering for campus events.



Administrator Initiating Item:

Dennis D. Curran

Final Disposition:





Vending machines are placed in several key locations around the Santa Maria campus (Fine Arts, building G, building N, etc.). Pepsi provides the beverages and Canteen provides the snacks. Recent changes include the addition of vending machines in the Fine Arts Complex building and in building N, where more protein-based snacks are available. Additionally, vending machines are located at the Lompoc Valley Center in the bookstore.



**Food Trucks**

Since the cafeteria closes at 5:00 p.m. at the Santa Maria campus, the district has been working on bringing food trucks to the campus in the evenings. As for the Lompoc Valley Center, food trucks regularly visit the campus on weekdays during lunch hours. The district has three simple requirements for all food trucks doing business on campus: a current health permit, insurance, and a business license.

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**INFORMATION ITEM**

To: Board of Trustees	Date:  April 16, 2024
From: Superintendent/President	
Subject: An Update on the Fiscal Year 2024-26 Budget Projections	Item Number: 14.L.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 1

**BACKGROUND**

Several major events will occur in the next fiscal year 2024-26 that will impact the district budget. The most significant are the ongoing state budget deficit and the new baseline for the Student Centered Funding Formula (SCFF), both of which will impact the annual apportionment from the state. On the expense side, the district is projecting increases to salaries, insurance, supply costs and other expenditures.

The district is closely following potential changes using a budget projection model. The Associate Superintendent/Vice President of Finance and Administration, Dennis Curran, will provide a briefing with details on the projected budget and potential solutions to mitigate a budget shortfall.

Administrator Initiating Item:  Dennis D. Curran	Final Disposition:
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To: Board of Trustees	Date:  April 16, 2024
From: Superintendent/President	
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

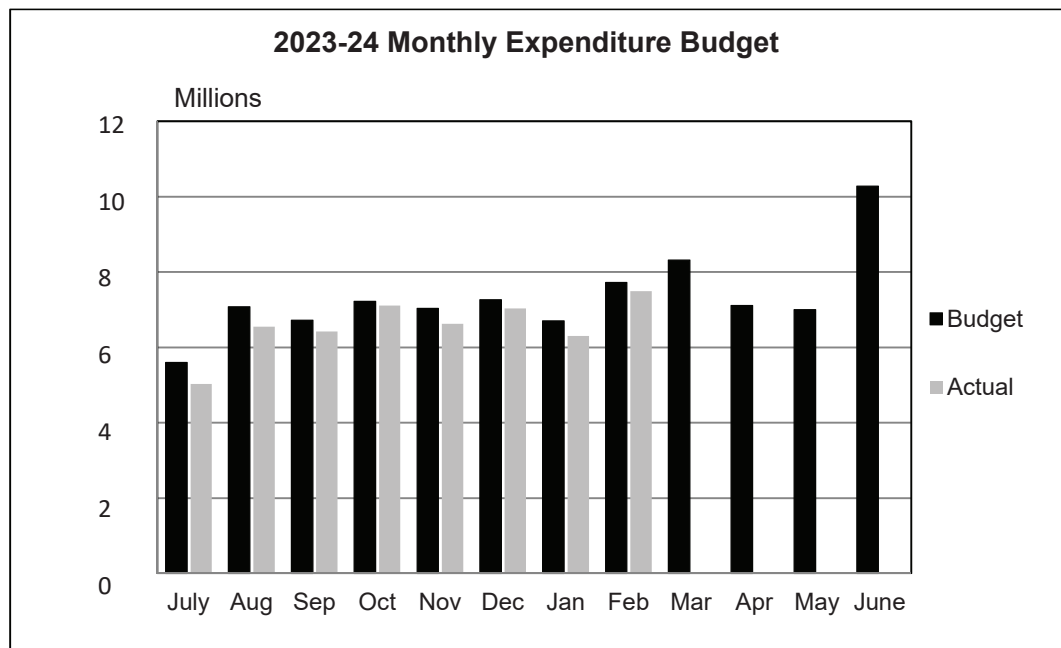
The statements reflect year-to-date budgets and financial data.

Administrator Initiating Item:  Dennis D. Curran	Final Disposition:
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### GENERAL FUND UNRESTRICTED EXPENDITURE BUDGET

	February Budget	February Expenditures	Percentage Variance
Academic Salaries	2,711,179	2,637,900	97.30%
Classified Salaries	1,766,284	1,729,475	97.92%
Employee Benefits	1,439,936	1,434,600	99.63%
Supplies and Materials	137,430	134,233	97.67%
Other Operating Expenses	971,544	969,504	99.79%
Capital Outlay	103,087	61,633	59.79%
Other Outgo/Transfers	<u>588,603</u>	<u>522,893</u>	88.84%
	7,718,063	7,490,238	97.05%

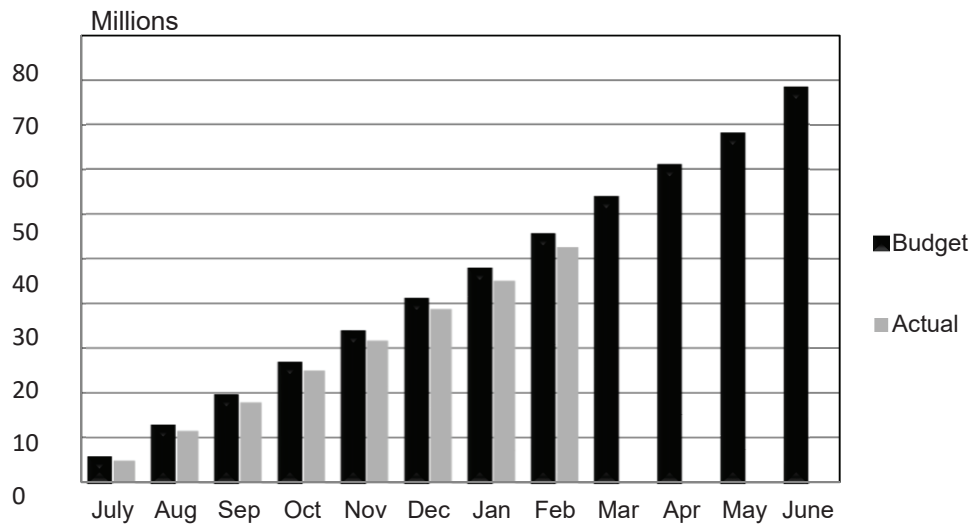


## GENERAL FUND UNRESTRICTED EXPENDITURE BUDGET

### *Year to Date Expenditures*

	July - February Budget	July - February Year to Date	Percentage Variance
Academic Salaries	20,079,124	19,196,199	95.60%
Classified Salaries	14,616,223	13,562,125	92.79%
Employee Benefits	10,560,970	10,483,568	99.27%
Supplies and Materials	1,199,359	1,075,209	89.65%
Other Operating Expenses	6,187,125	6,033,853	97.52%
Capital Outlay	621,916	465,572	74.86%
Other Outgo/Transfers	<u>2,064,778</u>	<u>1,736,993</u>	84.12%
	55,329,495	52,553,519	94.98%

### 2023-24 Expenditure Budget



Allan Hancock College  
General Fund

Income Statement by Fund  
For Period Ending 02/29/2024

	<u>Unrestricted Budget</u>	<u>Unrestricted Actual</u>	<u>% Budget</u>	<u>Restricted Budget</u>	<u>Restricted Actual</u>	<u>% Budget</u>
<b>REVENUES</b>						
Federal Revenues	\$ 34,200	\$ 745	2.18%	\$ 4,727,686	\$ 1,509,662	31.93%
State Revenues	60,251,082	33,473,230	55.56%	34,800,791	29,318,152	84.25%
Local Revenues	26,116,069	11,442,120	43.81%	2,145,901	1,459,137	68.00%
Total REVENUES	<u>86,401,351</u>	<u>44,916,096</u>	<u>51.99%</u>	<u>41,674,378</u>	<u>32,286,952</u>	<u>77.47%</u>
<b>EXPENDITURES</b>						
Academic Salaries	29,631,195	19,196,199	64.78%	4,610,372	2,428,694	52.68%
Classified Salaries	22,130,464	13,562,125	61.28%	8,945,942	4,084,736	45.66%
Employee Benefits	18,398,105	10,483,568	56.98%	3,946,013	1,818,912	46.09%
Supplies and Materials	1,842,335	1,075,209	58.36%	3,484,668	1,221,440	35.05%
Other Operating Exp. and Services	9,554,949	6,033,853	63.15%	6,747,596	2,315,242	34.31%
Capital Outlay	1,032,769	465,572	45.08%	4,469,269	1,072,040	23.99%
Total EXPENDITURES	<u>82,589,817</u>	<u>50,816,526</u>	<u>61.53%</u>	<u>32,203,859</u>	<u>12,941,064</u>	<u>40.18%</u>
Excess of Revenues Over/ (Under) Expenditures	3,811,534	(5,900,430)		9,470,519	19,345,888	
<b>OTHER FINANCING SOURCES(USES)</b>						
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>
<b>OPERATING TRANSFERS OUT</b>						
Other Outgo	5,437,618	1,736,993	31.94%	5,591,091	1,389,784	24.86%
Total OPERATING TRANSFERS OUT	<u>5,437,618</u>	<u>1,736,993</u>	<u>31.94%</u>	<u>5,591,091</u>	<u>1,389,784</u>	<u>24.86%</u>
Excess of Revenues and Other Financing Sources Over/(Under)	(1,626,084)	(7,635,748)		3,990,753	17,958,604	
<b>FUND BALANCE</b>						
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>\$ 26,288,119</u>	<u>\$ 20,278,456</u>		<u>\$ 14,866,290</u>	<u>\$ 28,834,141</u>	

Allan Hancock College  
Child Development Fund

Income Statement by Fund  
For Period Ending 02/29/2024

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Federal Revenues	\$ 499,411	\$ 153,600	30.76%
State Revenues	1,129,029	1,008,515	89.33%
Local Revenues	744,589	287,294	38.58%
Total REVENUES	<u>2,373,029</u>	<u>1,449,408</u>	<u>61.08%</u>
<b>EXPENDITURES</b>			
Academic Salaries	239,087	135,148	56.53%
Classified Salaries	985,217	478,072	48.52%
Employee Benefits	150,150	114,167	76.04%
Supplies and Materials	388,546	70,215	18.07%
Other Operating Exp. and Services	198,513	20,359	10.26%
Capital Outlay	486,865	195,164	40.09%
Total EXPENDITURES	<u>2,448,379</u>	<u>1,013,125</u>	<u>41.38%</u>
Excess of Revenues Over/ (Under) Expenditures	(75,350)	436,283	
<b>OTHER FINANCING SOURCES (USES)</b>			
Other Financing Sources	<u>30,000</u>	<u>20,000</u>	<u>66.67%</u>
Total OTHER FINANCING SOURCES (USES)	<u>30,000</u>	<u>20,000</u>	<u>66.67%</u>
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>561,720</u>	<u>561,720</u>	
Current Balance	<u>\$ 516,370</u>	<u>\$ 1,018,002</u>	

Allan Hancock College  
PCPA Fund

Income Statement by Fund  
For Period Ending  
02/29/2024

	<u><b>Budget</b></u>	<u><b>Actual</b></u>	<u><b>% Budget</b></u>
<b>REVENUES</b>			
Local Revenues	\$ 2,666,148	\$ 1,828,646	68.59%
Total REVENUES	<u>2,666,148</u>	<u>1,828,646</u>	<u>68.59%</u>
<b>EXPENDITURES</b>			
Classified Salaries	3,120,644	2,007,714	64.34%
Employee Benefits	759,443	469,613	61.84%
Supplies and Materials	446,563	265,151	59.38%
Other Operating Exp. and Services	764,851	504,043	65.90%
Capital Outlay	43,006	34,215	79.56%
Total EXPENDITURES	<u>5,134,506</u>	<u>3,280,736</u>	<u>63.90%</u>
Excess of Revenues Over/ (Under) Expenditures	(2,468,358)	(1,452,090)	
<b>OTHER FINANCING SOURCES (USES)</b>			
Other Financing Sources	3,009,319	1,273,471	42.32%
Total OTHER FINANCING SOURCES (USES)	<u>3,009,319</u>	<u>1,273,471</u>	<u>42.32%</u>
<b>OPERATING TRANSFERS OUT</b>			
Other Outgo	1,172,488	747,084	63.72%
Total OPERATING TRANSFERS OUT	<u>1,172,488</u>	<u>747,084</u>	<u>63.72%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(631,527)	(925,703)	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>3,780,276</u>	<u>3,780,276</u>	
Current Balance	<u>\$ 3,148,750</u>	<u>\$ 2,854,573</u>	

Allan Hancock College  
Capital Outlay Project Fund

Income Statement by Fund  
For Period Ending 02/29/2024

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
State Revenues	\$ 45,713	\$ 31,085	68.00%
Local Revenues	25,000	100,584	402.34%
Total REVENUES	<u>70,713</u>	<u>131,669</u>	<u>186.20%</u>
<b>EXPENDITURES</b>			
Supplies and Materials	10,556	13,651	129.32%
Other Operating Exp. and Services	156,339	142,096	90.89%
Capital Outlay	13,082,987	4,070,998	31.12%
Total EXPENDITURES	<u>13,249,882</u>	<u>4,226,744</u>	<u>31.90%</u>
Excess of Revenues Over/ (Under) Expenditures	(13,179,170)	(4,095,075)	
<b>OTHER FINANCING SOURCES (USES)</b>			
Other Financing Sources	1,522,960	0	0.00%
Total OTHER FINANCING SOURCES (USES)	<u>1,522,960</u>	<u>0</u>	<u>0.00%</u>
<b>OPERATING TRANSFERS OUT</b>			
Other Outgo	32,983	0	0.00%
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)	(4,095,075)	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>16,165,833</u>	<u>16,165,833</u>	
Current Balance	<u>\$ 4,476,640</u>	<u>\$ 12,070,757</u>	

Allan Hancock College  
General Obligation Bond Fund

Income Statement by Fund  
For Period Ending 02/29/2024

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Local Revenues	\$ 75,000	\$ 46,417	61.89%
Total REVENUES	<u>75,000</u>	<u>46,417</u>	<u>61.89%</u>
<b>EXPENDITURES</b>			
Supplies and Materials	1,720	1,141	66.32%
Other Operating Exp. and Services	117,198	98,092	83.70%
Capital Outlay	<u>7,149,750</u>	<u>1,085,268</u>	<u>15.18%</u>
Total EXPENDITURES	<u>7,268,668</u>	<u>1,184,500</u>	<u>16.30%</u>
Excess of Revenues Over/ (Under) Expenditures	(7,193,668)	(1,138,083)	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>8,303,139</u>	<u>8,303,139</u>	
Current Balance	<u>\$ 1,109,471</u>	<u>\$ 7,165,056</u>	

Allan Hancock College  
Dental Self Insurance Fund

Income Statement by Fund  
For Period Ending 02/29/2024

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Local Revenues	\$ 685,000	\$ 556,078	81.18%
Total REVENUES	<u>685,000</u>	<u>556,078</u>	<u>81.18%</u>
<b>EXPENDITURES</b>			
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	77,061	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>851,075</u>	<u>851,075</u>	
Current Balance	<u>\$ 900,075</u>	<u>\$ 928,136</u>	



Allan Hancock College  
Self Ins - Property & Liab. Fund

Income Statement by Fund  
For Period Ending 02/29/2024

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Local Revenues	\$ 4,000	\$ 11,159	278.98%
Total REVENUES	<u>4,000</u>	<u>11,159</u>	<u>278.98%</u>
<b>EXPENDITURES</b>			
Supplies and Materials	19,766	0	0.00%
Other Operating Exp. and Services	203,000	5,718	2.82%
Capital Outlay	<u>25,310</u>	<u>0</u>	<u>0.00%</u>
Total EXPENDITURES	<u>248,076</u>	<u>5,718</u>	<u>2.31%</u>
Excess of Revenues Over/ (Under) Expenditures	(244,076)	5,441	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>837,406</u>	<u>837,406</u>	
Current Balance	<u>\$ 593,330</u>	<u>\$ 842,847</u>	

Allan Hancock College  
Post Employment Benefits Fund

Income Statement by Fund  
For Period Ending 02/29/2024

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Local Revenues	\$ 4,000	\$ 5,519	137.98%
Total REVENUES	<u>4,000</u>	<u>5,519</u>	<u>137.98%</u>
<b>EXPENDITURES</b>			
Other Operating Exp. and Services	<u>39,250</u>	<u>3,300</u>	<u>8.41%</u>
Total EXPENDITURES	<u>39,250</u>	<u>3,300</u>	<u>8.41%</u>
Excess of Revenues Over/ (Under) Expenditures	(35,250)	2,219	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>997,194</u>	<u>997,194</u>	
Current Balance	<u>\$ 961,944</u>	<u>\$ 999,413</u>	

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RHBPT-HANCOCK-DELEGATED DISCRETION  
ACCOUNT 6746018043

Period from February 1, 2024 to February 29, 2024

### MARKET AND COST RECONCILIATION

	02/29/2024 MARKET	02/29/2024 BOOK VALUE
<b>Beginning Market And Cost</b>	<b>9,957,692.07</b>	<b>10,262,418.29</b>
<b>Investment Activity</b>		
Interest	30.90	30.90
Dividends	13,854.29	13,854.29
Change In Unrealized Gain/Loss	142,186.07	.00
Net Accrued Income (Current-Prior)	1.56	1.56
<b>Total Investment Activity</b>	<b>156,072.82</b>	<b>13,886.75</b>
<b>Plan Expenses</b>		
Administrative Expenses*	- 8,358.32	- 8,358.32
<b>Total Plan Expenses</b>	<b>- 8,358.32</b>	<b>- 8,358.32</b>
<b>Net Change In Market And Cost</b>	<b>147,714.50</b>	<b>5,528.43</b>
<b>Ending Market And Cost</b>	<b>10,105,406.57</b>	<b>10,267,946.72</b>

### MARKET AND COST RECONCILIATION MESSAGES

\* Includes Professional Fees, Contract Administrator Fees and Investment Advisory Fees

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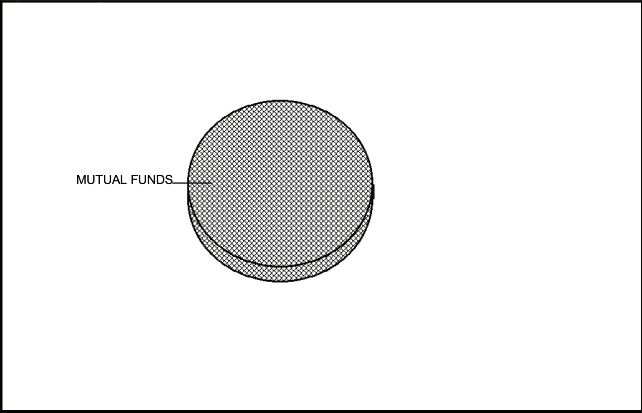
RHBPT-HANCOCK-DELEGATED DISCRETION  
ACCOUNT 6746018043

Period from February 1, 2024 to February 29, 2024

ASSET SUMMARY

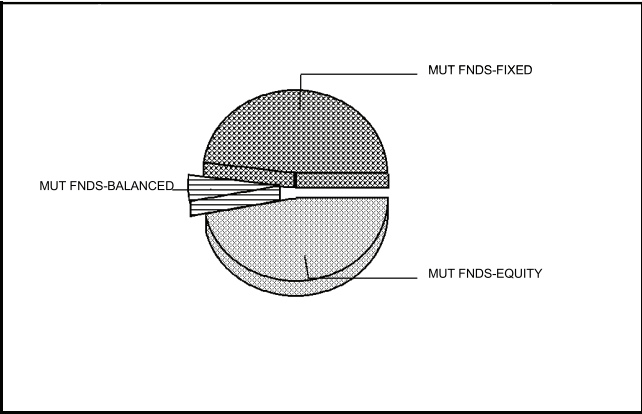
ASSETS	02/29/2024 MARKET	02/29/2024 BOOK VALUE	% OF MARKET
Cash And Equivalents	5,616.60	5,616.60	0.06
Mutual Funds-Equity	4,759,082.51	4,439,471.09	47.09
Mutual Funds-Fixed Income	4,833,119.78	5,327,383.09	47.83
Mutual Funds-Balanced	507,543.05	495,431.31	5.02
Total Assets	10,105,361.94	10,267,902.09	100.00
Accrued Income	44.63	44.63	0.00
Grand Total	10,105,406.57	10,267,946.72	100.00

Estimated Annual Income 294,335.58



ASSET SUMMARY MESSAGES

Estimated Annual Income is an estimate provided for informational purposes only and should not be relied on for making investment, trading, or tax decisions. The estimates may not represent the actual value earned by your investments and they provide no guarantee of what your investments may earn in the future.



Allan Hancock College  
Associated Students Trust Fund

Income Statement by Fund  
For Period Ending 02/29/2024

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Local Revenues	\$ 186,372	\$ 143,103	76.78%
Total REVENUES	<u>186,372</u>	<u>143,103</u>	<u>76.78%</u>
<b>EXPENDITURES</b>			
Supplies and Materials	351,732	309,013	87.85%
Other Operating Exp. and Services	106,397	94,564	88.88%
Total EXPENDITURES	<u>458,129</u>	<u>403,577</u>	<u>88.09%</u>
Excess of Revenues Over/ (Under) Expenditures	(271,757)	(260,474)	
<b>OTHER FINANCING SOURCES (USES)</b>			
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>
<b>OPERATING TRANSFERS OUT</b>			
Other Outgo	251,732	121,795	48.38%
Total OPERATING TRANSFERS OUT	<u>251,732</u>	<u>121,795</u>	<u>48.38%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(78,605)	62,615	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>266,797</u>	<u>266,797</u>	
Current Balance	<u>\$ 188,192</u>	<u>\$ 329,412</u>	

Allan Hancock College  
Student Representation Fee Trst Fnd

Income Statement by Fund  
For Period Ending 02/29/2024

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Local Revenues	\$ 40,254	\$ 40,400	100.36%
Total REVENUES	<u>40,254</u>	<u>40,400</u>	<u>100.36%</u>
<b>EXPENDITURES</b>			
Supplies and Materials	173	0	0.00%
Other Operating Exp. and Services	65,749	41,634	63.32%
Total EXPENDITURES	<u>65,922</u>	<u>41,634</u>	<u>63.16%</u>
Excess of Revenues Over/ (Under) Expenditures	(25,668)	(1,233)	
<b>OPERATING TRANSFERS OUT</b>			
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)	(2,558)	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>51,319</u>	<u>51,319</u>	
Current Balance	<u>\$ 24,251</u>	<u>\$ 48,761</u>	

Allan Hancock College  
Student Body Center Fee Trust Fund

Income Statement by Fund  
For Period Ending 02/29/2024

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Local Revenues	\$ 14,800	\$ 20,632	139.40%
Total REVENUES	<u>14,800</u>	<u>20,632</u>	<u>139.40%</u>
<b>EXPENDITURES</b>			
Supplies and Materials	4,616	239	5.18%
Other Operating Exp. and Services	65	0	0.00%
Capital Outlay	<u>134,510</u>	<u>131,855</u>	<u>98.03%</u>
Total EXPENDITURES	<u>139,190</u>	<u>132,094</u>	<u>94.90%</u>
Excess of Revenues Over/ (Under) Expenditures	(124,390)	(111,462)	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>206,864</u>	<u>206,864</u>	
Current Balance	<u>\$ 82,474</u>	<u>\$ 95,403</u>	

Allan Hancock College  
Student Financial Aid Trust Fund

Income Statement by Fund  
For Period Ending 02/29/2024

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Federal Revenues	\$ 11,123,381	\$ 12,505,945	112.43%
State Revenues	3,671,260	5,661,635	154.22%
Local Revenues	0	9	0.00%
Total REVENUES	<u>14,794,641</u>	<u>18,167,589</u>	<u>122.80%</u>
<b>OTHER FINANCING SOURCES (USES)</b>			
Other Financing Sources	634,762	504,531	79.48%
Total OTHER FINANCING SOURCES (USES)	<u>634,762</u>	<u>504,531</u>	<u>79.48%</u>
<b>OPERATING TRANSFERS OUT</b>			
Other Outgo	15,429,403	15,954,860	103.41%
Total OPERATING TRANSFERS OUT	<u>15,429,403</u>	<u>15,954,860</u>	<u>103.41%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	0	2,717,260	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>21,809</u>	<u>21,809</u>	
Current Balance	<u>\$ 21,809</u>	<u>\$ 2,739,069</u>	



Allan Hancock College  
Scholarship and Loan Trust Fund

Income Statement by Fund  
For Period Ending 02/29/2024

	<u><b>Budget</b></u>	<u><b>Actual</b></u>	<u><b>% Budget</b></u>
<b>REVENUES</b>			
Local Revenues	\$ 1,000	\$ 0	0.00%
Total REVENUES	<u>1,000</u>	<u>0</u>	<u>0.00%</u>
<b>OPERATING TRANSFERS OUT</b>			
Other Outgo	1,000	0	0.00%
Total OPERATING TRANSFERS OUT	<u>1,000</u>	<u>0</u>	<u>0.00%</u>
 Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	 0	 0	
 <b>FUND BALANCE</b>			
Fund balance, July 1	<u>8,708</u>	<u>8,708</u>	
 Current Balance	<u>\$ 8,708</u>	<u>\$ 8,708</u>	

Allan Hancock College  
District Trust Fund

Income Statement by Fund  
For Period Ending 02/29/2024

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Local Revenues	\$ 147,191	\$ 420,036	285.37%
Total REVENUES	<u>147,191</u>	<u>420,036</u>	<u>285.37%</u>
<b>EXPENDITURES</b>			
Academic Salaries	24,249	9,917	40.90%
Classified Salaries	12,582	1,214	9.65%
Employee Benefits	0	0	0.00%
Supplies and Materials	119,970	79,361	66.15%
Other Operating Exp. and Services	52,644	27,201	51.67%
Capital Outlay	4,031	2,104	52.18%
Total EXPENDITURES	<u>213,477</u>	<u>119,796</u>	<u>56.12%</u>
Excess of Revenues Over/ (Under) Expenditures	(66,286)	300,240	
<b>OTHER FINANCING SOURCES (USES)</b>			
Other Financing Sources	899	899	100.00%
Total OTHER FINANCING SOURCES (USES)	<u>899</u>	<u>899</u>	<u>100.00%</u>
<b>OPERATING TRANSFERS OUT</b>			
Other Outgo	32,496	10,771	33.14%
Total OPERATING TRANSFERS OUT	<u>32,496</u>	<u>10,771</u>	<u>33.14%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(97,883)	290,368	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>5,356,583</u>	<u>5,356,583</u>	
Current Balance	<u>\$ 5,258,700</u>	<u>\$ 5,646,951</u>	

**Allan Hancock Joint Community College District**

Plan Activity Report - Pension

As of February 29, 2024



Month		Balance at the 1st of the Month	Contributions	Earnings	Expenses	Distributions	Transfers	Balance at the End of Month
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
February 2024	\$	4,580,009.94	\$0.00	\$51,338.06	(\$1,276.40)	\$0.00	\$0.00	\$ 4,630,071.60

Allan Hancock College  
Student Clubs Agency Fund

Income Statement by Fund  
For Period Ending 02/29/2024

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Local Revenues	\$ 16,672	\$ 20,180	121.04%
Total REVENUES	<u>16,672</u>	<u>20,180</u>	<u>121.04%</u>
<b>EXPENDITURES</b>			
Supplies and Materials	39,040	3,687	9.44%
Other Operating Exp. and Services	18,345	2,832	15.44%
Total EXPENDITURES	<u>57,385</u>	<u>6,518</u>	<u>11.36%</u>
Excess of Revenues Over/ (Under) Expenditures	(40,713)	13,662	
<b>OPERATING TRANSFERS OUT</b>			
Other Outgo	21,230	20,298	95.61%
Total OPERATING TRANSFERS OUT	<u>21,230</u>	<u>20,298</u>	<u>95.61%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(61,943)	(6,636)	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>78,231</u>	<u>78,231</u>	
Current Balance	<u>\$ 16,288</u>	<u>\$ 71,595</u>	

**ALLAN HANCOCK COLLEGE FOUNDATION  
STATEMENT OF OPERATIONS  
FOR THE PERIOD ENDING 02/29/2024**

	Cash Admin	General Operations	Restricted	Scholar- ships	Endowment Principal	Endowment Rev/Exp	Total
<b>REVENUES:</b>							
Contributions, Gifts, Grants & Endowments	0	39,357	1,749,667	298,785	205,474	0	2,293,282
Non Cash Contribution	0	0	13,857	0	0	0	13,857
Interest and Investment Income	0	17,155	576	0	0	379,034	396,765
Realized Gain/Loss on Invest	0	(176)	0	0	0	695,404	695,228
Unrealized Gain/Loss on Invest	0	16,781	0	0	0	946,988	963,769
Other Local Revenues	0	127	4,391	3,526	0	0	8,045
<b>Total Revenues</b>	0	73,244	1,768,492	302,311	205,474	2,021,426	4,370,946
<b>EXPENSES:</b>							
Non Bargaining Unit	0	188,687	0	0	0	0	188,687
Benefits	0	38,378	0	0	0	0	38,378
Instructional Printing	0	0	1,751	0	0	0	1,751
Public Relations/Recognitions	0	1,246	391	0	0	0	1,637
Office/Operational Supplies	0	2,049	12,653	0	0	0	14,702
Non Instr Printing	0	4,747	1,537	0	0	0	6,284
Food - Business Meetings/Events	0	6,396	67,529	0	0	0	73,925
In-Kind Food Supplies	0	0	3,530	0	0	0	3,530
Indep Contractor (Individuals)	0	100	37,951	0	0	0	38,051
Service Contracts (Businesses)	0	2,838	10,000	0	0	0	12,838
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	2,550	0	0	0	2,550
Foundation Community Activities	0	8,096	100	0	0	0	8,196
Dues & Memberships	0	2,935	1,827	0	0	0	4,762
Non-Tech Licenses, Permits, Fees	0	788	3,281	0	0	0	4,069
Software License/Subscription Agrmt	0	20,973	0	0	0	0	20,973
Facility Rental	0	0	1,200	0	0	0	1,200
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	230,753	0	0	0	230,753
Postage/Express Services	0	3,177	132	0	0	0	3,309
Advertising/Sponsorships	0	4,105	2,800	0	0	0	6,905
In-Kind Advertising	0	0	5,000	0	0	0	5,000
Bank Service Charges	0	501	227	0	0	0	727
Investment Brokerage Fees	0	1,904	0	0	0	132,294	134,198
PCPA Support	0	0	12,000	56,160	0	0	68,160
Equipment	0	0	16,420	0	0	0	16,420
Scholarships	0	0	21,805	499,364	0	0	521,169
<b>Total Expenses</b>	0	290,210	470,916	555,525	0	132,294	1,448,944
<b>Net Income (Loss)</b>	0	(216,966)	1,297,576	(253,214)	205,474	1,889,133	2,922,002
<b>OTHER FINANCING SOURCES/OUTGO:</b>							
Intrafund Transfer-In	0	106,329	326,934	275,150	1,075,030	17,058	1,800,500
Intrafund Transfers-Out	0	18,063	1,159,803	3,250	54,820	564,564	1,800,500
Other Transfer-In	0	293,114	0	0	0	0	293,114
<b>Net Transfers</b>	0	381,381	(832,870)	271,900	1,020,210	(547,506)	293,114
<b>Net Inc/Dec in Fund Bal</b>	0	164,415	464,706	18,686	1,225,683	1,341,626	3,215,116
<b>FUND BALANCE:</b>							
Fund Equity, July 1	0	642,123	1,734,538	763,019	15,750,981	2,935,306	21,825,967
<b>Current Balance</b>	0	806,538	2,199,244	781,705	16,976,664	4,276,932	25,041,084

AHC Viticulture & Enology Foundation  
Statement of Operations  
For The Period Ending 02/29/2024

	<b>Budget</b>	<b>Actual</b>	<b>% Budget</b>
<b>Revenue</b>			
Contributions, Gifts, Grants & Endwmnts	1,500	583	38.86%
Non Cash Contribution	<u>20,305</u>	<u>18,038</u>	<u>88.83%</u>
Net Revenue	21,805	18,621	85.40%
<b>Wine Operations</b>			
Shipping Fee Revenue	900	762	84.70%
Sales and Commission	90,000	61,437	68.26%
Sales Discounts	<u>(31,500)</u>	<u>(23,312)</u>	<u>74.01%</u>
Net Sales	59,400	38,887	65.47%
Cost of Goods Sold	<u>(45,000)</u>	<u>(36,673)</u>	<u>81.50%</u>
Gross Profit	14,400	2,214	15.37%
Total REVENUES	36,205	20,834	57.55%
<b>Expenditures</b>			
Office/Operational Supplies	21,909	6,520	29.76%
In Kind Supply Expense	5,386	2,722	50.53%
Inventory Allocation Expense	(61,239)	(30,082)	49.12%
Non Instr Printing	2,750	412	14.98%
Food - Business Meetings/Events	1,293	769	59.46%
Service Contracts (Businesses)	30,650	16,179	52.79%
Travel - All Travel Costs	5,626	2,633	46.80%
Non-Tech Licenses, Permits, Fees	525	495	94.28%
In Kind-Software/Technlgy Licenses	19,980	12,780	63.96%
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	891	74.25%
Advertising/Sponsorships	1,500	0	0.00%
Bank Service Charges	25	0	0.00%
Merchant Fees	2,000	1,069	53.47%
Cash Over and Short	5	0	(9.20%)
Equipment	1,475	1,475	100.00%
Equipment-In Kind	2,211	2,211	100.00%
Restricted Reserve-Other	<u>1,097</u>	<u>0</u>	<u>0.00%</u>
Total EXPENDITURES	39,721	19,805	49.86%
<b>Fund Balance</b>			
Net Income (Loss)	(3,516)	1,030	(29.29%)
Fund Balance, July 1	163,931	163,931	163,931
Current Balance	<u>\$160,415</u>	<u>\$164,961</u>	<u>102.83%</u>



## 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  12:00 p.m. Softball vs. Pasadena City College  2:00 p.m. Baseball vs. Ventura College
7	8	9	10	11 2:30 p.m. Softball vs. Oxnard College  7:00 p.m. <i>Dance Spectrum</i> through April 13 Boyd Concert Hall	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. <b>Board of Trustees Meeting Solvang</b>	17	18 2:30 p.m. Baseball vs. Moorpark College	19 10:00 a.m. BIGE Club Annual Event Mechanics Bank Student Center  6:00 p.m. Tim Burton Film Retrospective Fine Arts, F-257	20 8:00 a.m. Community Food Share  10:00 a.m. Family Engagement Resource Fair Lompoc Valley Center  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 12:00 p.m. Applied Music Recital Boyd Concert Hall  4:00 p.m. LVC 25th Anniversary Celebration Lompoc Valley Center  6:00 p.m. Tim Burton Film Retrospective Fine Arts, F-257	27
28	29	30				



## ALLAN HANCOCK COLLEGE

# MAY 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 <i>Little Shop of Horrors</i> through May 12 Marian Theatre	2 11:30 a.m. <i>Student Food Share</i> every Thursday	3	4 8:00 a.m. <i>Community Food Share</i>
5 5:30 p.m. Choral Concert Boyd Concert Hall	6	7	8	9	10	11
12	13	14	15 Spring & Term 4 classes end	16 Spring Final Exams through May 22  10:00 a.m. Fire Academy Graduation Lompoc Valley Center  12:00 p.m. EMS Graduation Lompoc Valley Center  7:00 p.m. <i>The Clockmaker's Daughter</i> Severson Theatre	17 11:00 a.m. Transfer Celebration Fine Arts courtyard  5:30 p.m. Noncredit Graduation Boyd Concert Hall  7:00 p.m. <i>John Proctor is the Villain</i> Severson Theatre	18 8:00 a.m. <i>Community Food Share</i>  7:00 p.m. <i>The Clockmaker's Daughter</i> Severson Theatre  1:30 p.m. <i>John Proctor is the Villain</i> Severson Theatre
19	20	21 6:00 p.m. <b>Board of Trustees Meeting</b>	22 3:00 p.m. Retirements and Recognitions Celebration Fine Arts courtyard	23 5:30 p.m. Scholarship Banquet Joe White Memorial Gym	24 10:30 a.m. Commencement Football Field	25
26	27 Memorial Day College Closed	28	29	30	31	