

# 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.  
Ora Shrecengost, Student Trustee

### AGENDA Regular Board Meeting Tuesday, October 15, 2024 Guadalupe Senior Center

Closed Session – Meeting Room  
Open Session – Senior Center Main Room  
4545 10<sup>th</sup> Street, Guadalupe, CA 93434

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

This section of the agenda is intended for members of the public to address the Board of Trustees on items involving the community college district that are being considered in Closed Session. *Please note that board members are prohibited by the Brown Act from responding to comments made regarding topics not on the official agenda.* Public comments will be given in person during the meeting or submitted in writing at least 24 hours before the meeting via email to: [jmcgee@hancockcollege.edu](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 card for each item.

3. Adjourn to Closed Session
  - 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: <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 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.  | Seating of Student Trustee   |         |
|     | Administration of the oath of office and seating of Student Trustee, Ora Shrecengost.  |         |
| 10. | Approval of Minutes  |         |
|     | 10.A. Approval of Minutes from the September 10, 2024, regular board meeting.  | 5       |
| 11. | Presentations  |         |
|     | 11.A. Lompoc Valley Center Degree Plans  |         |
|     | Sean Abel, dean, Academic Affairs, will provide an update on the Lompoc Valley Center degree plans.  |         |
|     | 11.B. Changing the Odds Moment   |         |
|     | Dr. Walthers will share a Changing the Odds moment.  |         |
| 12. | Consent Agenda   |         |
|     | Consent agenda items are consistent with adopted policies and approved practices of the district and are deemed routine in nature. They will be acted upon by roll-call vote in one motion without discussion unless members of the board request an item's removal from the consent agenda.   |         |
|     | 12.A. Approval of Register of Warrants and Payroll Summary<br>08/01/24 through 08/31/24  | 10      |

	<u>Page</u>	<u>Tentative Time</u>
Revised 12.B. Approval of Employee Personnel Actions	13	
12.C. Acceptance of Grants Approved and Review of Grant Proposals Submitted	16	
12.D. Equal Employment Opportunity (EEO) Annual Certification Form	19	
12.E. Approval of Part-time Faculty Appointments, Regular Faculty Overload Assignments and Special Assignments/Stipends	42	
12.F. Approval of Appointment of Department Chair	56	
12.G. Approval of Faculty Emeritus Status	57	
12.H. Authorization for out-of-State Travel for the Superintendent/President	58	
12.I. Approval to Award Contract for the Baseball/Softball Changing Rooms Project (Bid No. 25-01)	59	
Revised 12.J. Approval to Borrow up to 60 Percent of the District's Net Equity in the Self-Insured Program for Employees (SIPE) Workers' Compensation Joint Powers Authority (JPA)	61	
12.K. Approval of Contract for Independent Audit Services for Fiscal Years Ending June 30, 2025 through June 30, 2029	62	
13. Oral Reports		
13.A. Superintendent/President's Report		
13.B. Board Member Reports		
13.C. Association Reports		
1) Associated Student Body Government		
2) AHC Foundation		
3) Management Association		
4) Part-Time Faculty Association		
5) Faculty Association		
6) Academic Senate		
7) California School Employees Association		
14. Action Items		
14.A. Adoption of Resolution 24-28, Approval of Lease Agreement Between the Santa Barbara County Education Office and Allan Hancock Joint Community College District	71	
14.B. Adoption of Resolution 24-29, Authorizing Submittal of CalRecycle Applications and Related Authorization for all Grant Programs	77	
14.C. Adoption of Resolution 24-30, Approval of Communications Equipment Space Use Lease Agreement Between the City of Lompoc and Allan Hancock Joint Community College District	79	

15.	Information	
15.A.	Acceptance of Employee Retirement and Resignations	89
15.B.	First Review of Revised Board Policy and Administrative Procedure 2015, Student Member	90
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15.E.	First Review of Administrative Procedure 3510, Workplace Violence Plan	117
15.F.	First Review of Board Policy and Administrative Procedure 3820, Gifts and Contributions to the District	121
15.G.	First Review of Revised Board Policy and Administrative Procedure 6620, Naming of Buildings and Other Facilities	128
15.H.	Monthly Report, Associate Superintendent/Vice President, Academic Affairs	133
15.I.	Monthly Report, Associate Superintendent/Vice President, Student Services	134
15.J.	Monthly Report, Executive Director, College Advancement	135
15.K.	Monthly Report, Associate Superintendent/Vice President, Finance and Administration	136
15.L.	A Monthly Report on the Year-to-Date Financial Data for Various Funds	139
16.	New Business	
17.	Calendar	162
18.	Adjournment	

The next regular meeting of the Board of Trustees will be held on Tuesday, November 19, 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

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# ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT

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## BOARD OF TRUSTEES

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

### MINUTES

Regular Board Meeting  
 Tuesday, September 10, 2024

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

1. Call to Order

Trustee Pensa called the meeting to order at 5:10 p.m. with the following trustees present: Enciso, Levy, Pensa, Zacarías

Trustees absent: Hall

Administrators present: Curry, Ramirez, Walthers

2. Public Comment to Closed Session

No public comment was made.

3. Adjourn to Closed Session

Trustee Pensa adjourned the meeting to closed session at 5:11 p.m.

Trustee Hall arrived at 5:50 p.m.

4. Reconvene to Open Session

Trustee Pensa reconvened the meeting to open session at 6:01 p.m.

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

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

Items 13.A., Public Hearing for the 2024-25 Allan Hancock Joint Community College District Budget and 13.B., Adoption of the 2024-25 Allan Hancock Joint Community College District Budget, were moved to follow Item 9.A., Approval of Minutes from the August 20, 2024, regular board meeting.

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

Ayes: Enciso, Hall, Levy, Pensa, Zacarías

Noes: None

Abstentions: None

8. Public Comment

No public comment was made.

9. Approval of Minutes

9.A. Approval of Minutes from the August 20, 2024, regular board meeting.

On a motion by Trustee Zacarías, seconded by Trustee Enciso, the board of trustees voted to approve the minutes for the August 20, 2024, regular board meeting. (Ayes: Enciso, Hall, Pensa, Zacarías; Noes: None; Abstain: Levy; Absent: None)

13.A. Public Hearing for the 2024-25 Allan Hancock Joint Community College District Budget

Trustee Pensa opened the public hearing.

No comments were made.

Trustee Pensa closed the public hearing.

13.B. Adoption of the 2024-25 Allan Hancock Joint Community College District Budget

On a motion by Trustee Zacarías, seconded by Trustee Levy, the board of trustees adopted the 2024-25 Allan Hancock Joint Community College District Budget. (Ayes: Enciso, Hall, Levy, Pensa, Zacarías; Noes: None; Absent: None)

10. Presentation

10.A. Orfalea Children's Center Update

Dr. Maria Suarez, director, Orfalea Children's Center Lab School, shared the program self-evaluation and highlights for 2023-24. The evaluation is a six-month process submitted to the Department of Social Services and the Department of Education. The center had no major findings and parents are happy with the program but would like more days and longer hours of operation. She noted the centers are recognized in the community, especially for the outdoor environment. Dr. Suarez highlighted collaborations with several AHC programs including nursing, dental, interior design, and public safety. She reported the Lompoc Valley Children's Center received a 5-star rating and shared the plans for the new Lompoc play yard.

10.B. Sabbatical Presentation

Chellis Ying Hood, associate professor, English, presented work from her sabbatical in fall 2023 and spring 2024. Ms. Hood completed two full-time programs, a graduate certificate in ethnic studies, from San Francisco State University, and a Spanish language intensive, taken in-person at Universidad De Castilla-La Mancha in Spain. Throughout the programs, her family lived for a year in Cuenca, Spain. Ms. Hood also shared proposals for ethnic studies courses submitted by Hancock faculty to the CSU approval board. Only two courses out of 13 were approved. Ms. Hood noted the approval process is very inconsistent with proposals being reviewed differently each year. She worked on the revisions for ENG 135 and ENG 139 during her sabbatical and would like to create an ethnic studies taskforce to help faculty reach their goals for the ethnic studies program.

10.C. Changing the Odds

Dr. Walthers commended the work of the health science faculty who collaborated with Santa Barbara City College to bring a radiography program to Hancock starting fall 2025.

11. Consent Agenda

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

Ayes: Enciso, Hall, Levy, Pensa, Zacarias

Noes: None

Abstentions: None

12. Oral Reports

12.A. Superintendent/President's Report

Dr. Walthers recognized new managers Dr. Deb Pirman, director, Lompoc Valley Center, Alicia Paniagua, dean, Academic Affairs, and Executive Director of Institutional Effectiveness, Dr. Craig Bach. Dr. Bach will be joining the college in October 2024. He announced the college is hosting author Karin Klein for an all-day event Wednesday, September 18, 2024, and thanked everyone who helped make Hancock Honors a great event.

12.B. Board Member Reports

Trustee Pensa saw *The Agitators* and attended Hancock Honors. He thanked Jon Hooten and the Foundation staff for the wonderful food and service that made Hancock Honors a wonderful event.

Trustee Hall - no report

Trustee Levy attended the piano and cello recital at Boyd Concert Hall, the Quarterly Schools Meeting, and Hancock Honors.

Trustee Enciso attended Hancock Honors and sent congratulations to Larry Lahr and his family.

Trustee Zacarías echoed Trustee Pensa's report.

## 12.C. Association Reports

### 1) AHC Foundation

Jon Hooten thanked everyone who came and participated in Hancock Honors as well as the staff and faculty who made the event possible. He expressed gratitude for being able to host events on the college's beautiful campus. The event raised \$275,000.

### 2) Management Association

Tom Lamica shared the Counseling department is working hard on SEPtember with the goal to encourage students to complete their comprehensive Student Education Plan (SEP). He announced the Career Center is hosting the 19<sup>th</sup> Annual Career Expo on Friday, October 4, 2024. Mr. Lamica shared a message from Mark Booher, dean, PCPA, regarding a collaboration with playwright Jose Cruz González and the Cleveland Playhouse on the developmental work *Throwaways*, a play that centers around children of incarcerated individuals. The BIGE club on campus gave valuable insight to the creative team.

### 3) Part-Time Faculty Association

Monique Segura reported their union representative attended the orientation for part-time faculty and shared what was happening at the state level. Ms. Segura commented the association is working with Human Resources to delegate sick leave for their members.

### 4) Faculty Association – No report

### 5) Academic Senate - No report

### 6) California School Employees Association

Toby McLaughlin thanked the district for sponsoring staff to participate in the Shoes for Students poker tournament. He shared he will be attending CSEA's Annual Conference in Reno, Nevada this year. Mr. McLaughlin thanked the board of trustees for approving eleven job descriptions for the professional group and Human Resources for the Excel training offerings for staff.

### 7) Associated Student Body Government

Angela Ruiz, ASBG president, introduced new Student Trustee, Ora Shrecengost. Ms. Shrecengost will be seated at the October 15, 2024, board meeting. Ms. Ruiz shared the Bulldog BowWOW event was very successful

and announced Constitution Day will be held on September 11, 2024.

13. Action Items

- 13.A. Public Hearing for the 2024-25 Allan Hancock Joint Community College District Budget

This item was moved to follow item 9.A.

- 13.B. Adoption of the 2024-25 Allan Hancock Joint Community College District Budget

This item was moved to follow item 9.A.

- 13.C. Adoption of Resolution 24-27, Appropriations Limit for the 2024-25 Fiscal Year

On a motion by Trustee Zacarías, seconded by Trustee Levy, the board of trustees adopted Resolution 24-27, on a roll-call vote as follows:

Ayes: Enciso, Hall, Levy, Pensa, Zacarías

Noes: None

Abstentions: None

14. Information Items

Information items 14.A. through 14.H. were not discussed at the meeting.

15. New Business

There were no requests for new business.

16. Calendar

Dr. Walthers shared events from the calendar including the first home volleyball and football games. He announced the Tibetan monks will be on campus starting Monday, September 30 through Friday, October 4, 2024.

17. Adjournment

Trustee Pensa adjourned the meeting at 7:19 p.m.

The next regular meeting of the Board of Trustees will be held on Tuesday, October 15, 2024, in Guadalupe. 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



To: Board of Trustees	Date:  October 15, 2024
From: Superintendent/President	
Subject: Register of Warrants and Payroll Summary 08/01/24 through 08/31/24	Item Number: 12.A.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 3 Full Warrant Register online

**BACKGROUND**

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

	<u>Fund Expenditures</u>	<u>Total Fund Expenditures</u>
General Fund 9410		
Invoice Warrants	\$5,596,376.45	
Payroll 08/01/24 - 08/31/24	7,601,176.26	
Total General Fund		\$13,197,552.71
Child Development Fund 9433		
Invoice Warrants	7,135.35	
Payroll 08/01/24 – 08/31/24	108,931.03	
Total Child Development Fund		116,066.38
Capital Projects Fund 9440		
Invoice Warrants	0.00	
Payroll 08/01/24 - 08/31/24	0.00	
Total Capital Projects Fund		0.00
Capital Outlay Projects Fund 9441		
Invoice Warrants	290,361.90	
Total Capital Outlay Projects Fund		290,361.90
Go Bond Building Fund 9447		
Invoice Warrants	364,119.20	
Total Go Bond Building Fund		364,119.20
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 25051363 through 25051905 for a subtotal of \$6,333,477.42 and payroll warrants in the amount of \$7,710,107.29 for a grand total of \$14,043,584.71.

Administrator Initiating Item:  Dennis Curran	Final Disposition:
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	<u>Fund Expenditures</u>	<u>Total Fund Expenditures</u>
Self-Insurance Property/Liability Fund 9463		
Invoice Warrants	16,626.52	
Total Self-Insurance Property/Liability Fund		16,626.52
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>\$14,043,584.71</u>

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT**  
**08/01/2024 - 08/31/2024**  
**Payroll**

**General Fund 10**

**100 Academic Salaries**

1100A	Academic Salaries Full Time	2,037,757.87
1100B	Administrators (Cert.) Non Teaching	307,824.53
1100D	Part Time Faculty	1,075,208.36
<b>SUB TOTAL</b>		<b><u><u>\$3,420,790.76</u></u></b>

**200 Classified Salaries**

2000A	CSEA	1,527,903.55
2000B	Confidential/Supervisory	229,695.55
2000C	Classified Administrators	288,182.29
2000E	Classified Hourly	162,015.16
2000F	Student Workers	181,322.85
2000G	Board Member	1,323.00
<b>SUB TOTAL</b>		<b><u><u>\$2,390,442.40</u></u></b>

**300 Employee Benefits**

3000A	STRS	528,542.85
3000B	PERS	558,542.89
3000C	OASDHI-FICA	205,140.54
3000D	Health & Welfare	435,027.39
3000E	EDD-SUI	2,695.71
3000F	Workers Comp	59,993.72
<b>SUB TOTAL</b>		<b><u><u>\$1,789,943.10</u></u></b>

**TOTAL FUND 10** **\$7,601,176.26**

**Child Development Fund 33**

**100 Academic Salaries**

1100A	Academic Salaries Full Time	13,456.55
<b>SUB TOTAL</b>		<b><u><u>\$13,456.55</u></u></b>

**200 Classified Salaries**

2000A	CSEA	20,303.53
2000E	Classified Hourly	10,885.67
2000F	Student Workers	47,827.26
<b>SUB TOTAL</b>		<b><u><u>\$79,016.46</u></u></b>

**300 Employee Benefits**

3000A	STRS	2,531.44
3000B	PERS	8,206.83
3000C	OASDHI-FICA	2,517.70
3000D	Health & Welfare	2,194.94
3000E	EDD-SUI	21.82
3000F	Workers Comp	985.29
<b>SUB TOTAL</b>		<b><u><u>\$16,458.02</u></u></b>

**TOTAL FUND 33** **\$108,931.03**

**TOTAL DISTRICT PAYROLL** **\$7,710,107.29**

## Allan Hancock College

## Warrant Register

Check Dates from 8/1/2024 to 8/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant	
Agile Sports Technologies Inc	Hudl Football Assist Unlimited Game + Scout 12 Hr,	\$1,500.00		
	Hudl Gold, 7/15/24 - 7/14/25	\$1,600.00		
	Playtools, 7/15/24 - 7/14/25	\$199.00		
	Hudl Silver, 7/15/24 - 7/14/25, Invoice #H00084419	\$900.00		
	Hudl Silver Additional, 8/14/24 - 8/13/25. Invoice	\$593.00		
		<b>\$4,792.00</b>	CT 25051363	
AHC - ASB Athletics	District Allocation to ASB Athletics, 2024-2025.	\$310,136.00		
		<b>\$310,136.00</b>	CT 25051364	
AHC - District Trust Fund	MANAGEMENT ASSOCIATION	\$190.00		
		<b>\$190.00</b>	CT 25051365	
AHC Foundation	PAYROLL DEDUCTION 8/31/2024	\$2,643.00		
		<b>\$2,643.00</b>	CT 25051366	
		HANCOCK HONORS TICKETS	\$900.00	
		<b>\$900.00</b>	CT 25051367	
All American Screen Printing Inc	Embroidery 2 Black Vests	\$93.52		
		Embroidery 90 black/white polos Cal-SOAP shirts	\$2,593.69	
		Embroidery 2 Pearl Gray Jackets	\$83.73	
			<b>\$2,770.94</b>	CT 25051368
Amazon	Science Lab Supplies July 1, 2024-May 30, 2025	\$95.59		
	Office/Operational Supplies 7/2/24-5/30/25	\$103.80		
	Office/Operational Supplies 7/2/24-5/30/25	\$655.73		
	Instructional Supplies for MESA/STEM	\$23.98		
	Instructional Supplies for MESA/STEM	\$34.15		
	Instructional Supplies for MESA/STEM	\$319.24		
	Instructional Supplies for MESA/STEM	\$548.69		
	Instructional Supplies for MESA/STEM	\$20.81		
	Office Supplies - paper, paper clips, rubber bands	\$418.92		
	Ergonomic Supplies for 07-01-24 thru 05-30-25	\$68.21		
	Office/Operational supplies 7/10/24-5/30/25	\$82.53		
	Instructional Supplies for MESA/STEM	(\$0.86)		
	Instructional Supplies for MESA/STEM	(\$1.39)		
	Instructional Supplies for MESA/STEM	(\$4.61)		
	Instructional Supplies for MESA/STEM	(\$0.74)		
	Misc. Supplies for Center 7-1-24 to 5-30-25	\$1,019.17		
	Instructional Supplies for Fire Academy	(\$51.94)		
		<b>\$3,331.28</b>	CT 25051369	
American Fidelity Assurance Co	D742299	\$19,134.05		
		<b>\$19,134.05</b>	CT 25051370	
	2272327B	\$6,425.57		
		<b>\$6,425.57</b>	CT 25051371	
	INSURANCE PREMIUMS FOR JULY 2024	\$2,665.00		

## Allan Hancock College

## Warrant Register

Check Dates from 8/1/2024 to 8/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$2,665.00</b>	CT 25051372
American General Media Inc.	ST. MARYS FALL FESTIVAL SPONSORSHIP	\$500.00	
		<b>\$500.00</b>	CT 25051373
American Star Tours, Inc.	Bus Service - PCPA Solvang Theaterfest Trips	\$7,200.00	
		<b>\$7,200.00</b>	CT 25051374
Angels Foster Care of Santa Barbara	GOLD SPONSOR	\$1,000.00	
		<b>\$1,000.00</b>	CT 25051375
Apogee Telecom Inc	AWS Cloud Migration Consulting & Support Services	\$5,162.25	
		<b>\$5,162.25</b>	CT 25051376
Apple Inc.	24" iMac M3 w/ Built-In Ethernet #Z19D	\$1,717.16	
	Recycling Fee 24"	\$5.00	
	24" iMac M3 w/ Built-In Ethernet #Z19D	\$1,717.16	
	Recycling Fee 24"	\$5.00	
	24" iMac M3 w/ Built-In Ethernet #Z19D	\$1,717.16	
	Recycling Fee 24"	\$5.00	
	24" iMac M3 w/ Built-In Ethernet #Z19D	\$1,717.16	
	Recycling Fee 24"	\$5.00	
	16" MacBook M3 Pro #MRW13LL/A. Quote #2111742763.	\$2,500.16	
	Recycling Fee 16"	\$5.00	
	24" iMac M3 w/ Built-In Ethernet #Z19D	\$3,434.33	
	Recycling Fee 24"	\$10.00	
	14" MacBook M3 Pro #MRX33LL/A.	\$10,053.94	
	Recycling Fee 14"	\$20.00	
		<b>\$22,912.07</b>	CT 25051377
Assoc CA Community College Admin	PAYROLL DEDUCTION 7/31/2024	\$103.14	
		<b>\$103.14</b>	CT 25051378
B&H Photo Video	Sony BP-U35 Lithium-Ion Battery Pack/Reg SOBPU35	\$1,308.20	
	Lanparte Gear Ring for Follow Focus/Reg LAFFGR01	\$26.38	
	SmallRig Swivel and Tilt Adjustable Monitor Mount	\$97.84	
	Zacuto Z-Drive and Tornado Grip Kit, SKU #ZAZDRVK	\$809.71	
	Sony BP-U35 Lithium-Ion Battery Pack, SKU #SOBPU35	\$145.36	
	Zacuto Z-ZG-16 ZipGear, SKU #ZAZZG16	\$105.38	
	VIVOTEK Dome Mounting Adapter-	\$57.14	
	Panasonic VMZ51U7 Projector	\$17,339.22	
	Sennheiser 16' Gooseneck Microphones	\$1,434.84	
	Sennheiser QI Charging Base	\$761.25	
	Kramer 2x1 4K HDMI Auto Switcher	\$1,522.50	
	VIVOTEK Dome Mounting Adapter-	\$57.14	
		<b>\$23,664.96</b>	CT 25051379
Bio-Rad Laboratories	ELISA Immuno Explorer Kit	\$323.56	
	Forensic DNA Fingerprinting Kit	\$492.00	
	Freight	\$31.89	
		<b>\$847.45</b>	CT 25051380

## Allan Hancock College

## Warrant Register

Check Dates from 8/1/2024 to 8/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Bremer Auto Parts	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	\$201.23	
		<b>\$201.23</b>	CT 25051381
Katrine Bryan	Professional Development Workshop for the	\$500.00	
		<b>\$500.00</b>	CT 25051382
California Boiler Inc	Full Annual Burner Service and Heat Exchange Parts (estimated)	\$3,095.55	
		\$404.45	
		<b>\$3,500.00</b>	CT 25051383
California Electric Supply	Electrical-Lighting Supplies, 07-01-24 thru	\$336.33	
		<b>\$336.33</b>	CT 25051384
CalPERS 457 Plan	PAYROLL DEDUCTION 7/31/2024	\$2,500.00	
		<b>\$2,500.00</b>	CT 25051385
Card Integrators	YMCKO Premium Ribbon, Quote #Q-13300-1 Shipping	\$413.25	
		\$17.00	
		<b>\$430.25</b>	CT 25051386
CDW Government Inc	Dell Latitude 5440 - 14" - Intel Core i5 - 1335U	\$1,156.26	
	CDW Autopilot Tenant Registration	\$7.00	
	Recycling Fee 4" to Less than 15"	\$4.00	
	Dell Latitude 5440 14" Intel Core i5 Laptop,	\$929.24	
	Dell WD19S Docking Station, CDW Part #6416316	\$5,822.26	
	Dell P2422H Monitor	\$1,978.49	
	Dell Optiplex 7010 MFF Desktop PC	\$4,327.77	
	Recycling Fee, 4" to less than 15"	\$4.00	
	Recycling Fee, 15" to less than 35"	\$50.00	
	Dell Latitude 5440 14" Intel Core i5 Laptop,	\$17,655.69	
	Recycling Fee, 4" to less than 15"	\$76.00	
	Crucial DDR4 SO-DIMM Memory -	\$1,188.86	
	Crucial DDR4 DIMM Memory	\$1,188.86	
	StarTech 6ft USB-C to HDMI Cable	\$533.42	
	Logitech HD Pro Webcam C920S	\$896.21	
	Epson PowerLite L520U Projector	\$11,641.69	
	Brother MFC-L2759DW MFPrinter	\$346.36	
	Kensington SD4780P Docking Station	\$1,384.99	
	NetAlly LinkSprinter 300 -	\$444.71	
	Dell P2422H Monitors	\$1,938.36	
	Recyling Fees	\$50.00	
		<b>\$51,624.17</b>	CT 25051387
Clay'S Septic & Jetting Inc	Pump Grease Trap, Bldg. I per Invoice 80766	\$443.16	
	Pump Grease Trap, Bldg. G per Invoice 80767	\$443.16	
	Pump Grease Trap, Bldg. S per Invoice 80768	\$553.95	
		<b>\$1,440.27</b>	CT 25051388
CoAEMSP	Annual Accreditation Fee for Fiscal Year July 1	\$1,700.00	
		<b>\$1,700.00</b>	CT 25051389
CWDL, CPAs	2023-2024 Allan Hancock College Joint Measure I Financial and Performance Audit	\$20,952.00	
		\$3,885.00	

## Allan Hancock College

## Warrant Register

Check Dates from 8/1/2024 to 8/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$24,837.00</b>	CT 25051390
Dooley Enterprises, Inc	Training Ammunition: 9mm, 115gr. Full Metal Jacket	\$2,958.00	
	Shipping	\$238.40	
		<b>\$3,196.40</b>	CT 25051391
Envoy Plan Services Inc.	PAYROLL DEDUCTION 7/31/2024	\$69,895.97	
		<b>\$69,895.97</b>	CT 25051392
Faculty Association of AHCC	PAYROLL DEDUCTION 7/31/2024	\$1,282.23	
		<b>\$1,282.23</b>	CT 25051393
Farm Supply Company	Supplies for AHC Grounds Dept, 7-1-24 thru 5-31-25	\$58.22	
	Supplies for AHC Grounds Dept, 7-1-24 thru 5-31-25	\$230.26	
		<b>\$288.48</b>	CT 25051394
Federal Express Corp	Mailings for Acct #1104-8488	\$8.78	
	Mailings for Acct #1104-8488	\$43.30	
		<b>\$52.08</b>	CT 25051395
Ferguson Enterprises Inc	Quatum Cartridge, LF LH	\$41.07	
	Quatum Cartridge, LF, RH	\$41.07	
		<b>\$82.14</b>	CT 25051396
Fisher Scientific Co Llc	Supplies for Organic Chemistry Labs, per	\$36.54	
	Chemistry Lab Supplies: 7/01/24 - 5/30/25	\$14.00	
	Chemistry Lab Supplies: 7/01/24 - 5/30/25	\$132.17	
	Chemistry Lab Supplies: 7/01/24 - 5/30/25	\$1.65	
	Chemistry Lab Supplies: 7/01/24 - 5/30/25	\$34.17	
		<b>\$218.53</b>	CT 25051397
Follett Heg - Ahc Bookstore	NextUp Summer Summit T-Shirts	\$440.44	
	NextUp Summer Summit Backpacks	\$155.51	
		<b>\$595.95</b>	CT 25051398
Franchise Tax Board	PAYROLL DEDUCTION 7/31/2024	\$225.00	
		<b>\$225.00</b>	CT 25051399
Healy Awards Inc	4-Color Chrome Finish Football Helmet Decals, Item	\$523.20	
	2-Color Custom Football Helmet Stripes- Chrome,	\$712.80	
	Freight Charge	\$72.33	
		<b>\$1,308.33</b>	CT 25051400
Honorlock Inc	ON-LINE PROCTORING: A1+LIVE POP-IN USER,	\$3,000.00	
		<b>\$3,000.00</b>	CT 25051401
House Sanitary Supply, Inc.	GLV Nitrile P/F 4 mil Large Blue, Product #	\$732.54	
	GLV Nitrile P/F 4 mil Medium Blue, Product #	\$732.57	
	Transportation Surcharge	\$6.95	
		<b>\$1,472.06</b>	CT 25051402
IRS ACS Support	payroll deduction 7/31/2024	\$84.88	
		<b>\$84.88</b>	CT 25051403
Johnson Plastics Plus	Office Supplies - Engraver Plastic and supplies	\$267.21	

## Allan Hancock College

## Warrant Register

Check Dates from 8/1/2024 to 8/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$267.21</b>	CT 25051404
Kelly Spicers Stores	Office Supplies - Paper, Wide Format and Bindery	\$412.92	
	Office Supplies - Paper, Wide Format and Bindery	\$113.98	
	Office Supplies - Paper, Wide Format and Bindery	\$5,376.37	
		<b>\$5,903.27</b>	CT 25051405
Christina Koob	Reimbursement for Safety Shoes 7/17/24	\$173.99	
		<b>\$173.99</b>	CT 25051406
Lehr	Parts for vehicles per Quote #44026	\$4,244.59	
	Parts for vehicles per Quote #44026	\$4,698.22	
		<b>\$8,942.81</b>	CT 25051407
Frankie Maldonado	OL 500 SPRING 2024	\$1,500.00	
		<b>\$1,500.00</b>	CT 25051408
Kristen Marshall	PAYROLL DEDUCTION 07/31/2024	\$1,600.00	
		<b>\$1,600.00</b>	CT 25051409
Maya Restaurant	565 RI	\$1,027.69	
		<b>\$1,027.69</b>	CT 25051410
Metropolitan Life Insurance Co	INSURANCE PREMIUMS JUL 2024	\$4,528.46	
		<b>\$4,528.46</b>	CT 25051411
MILO Range Training Systems	Warranty Account #000250. FAAC Reference #006666.	\$10,110.63	
		<b>\$10,110.63</b>	CT 25051412
Monterey Peninsula College	Cost-Reimbursement Subaward Agreement for	\$33,512.78	
		<b>\$33,512.78</b>	CT 25051413
National Cinemedia Llc	Silver CPT - Onscreen Advertising, 5/03/2024 - 05/	\$1,081.33	
	Silver CPT - Onscreen Advertising, 5/03/2024 - 05/	\$1,081.33	
		<b>\$2,162.66</b>	CT 25051414
Noble Power Equipment	Supplies for AHC Grounds Dept. 7-1-24 thru 5-31-25	\$293.57	
	Supplies for AHC Grounds Dept. 7-1-24 thru 5-31-25	\$329.37	
	Supplies for AHC Grounds Dept. 7-1-24 thru 5-31-25	\$18.89	
		<b>\$641.83</b>	CT 25051415
Nub Games Inc	ANNUAL SUBSCRIPTION, 8-5-2024 TO 8-4-2025	\$552.00	
	TEXTING PACKAGE	\$50.00	
		<b>\$602.00</b>	CT 25051416
ODP Business Solutions LLC	MESA/STEM Operational Supplies: 7/02/24 - 12/15/24	\$44.35	
		<b>\$44.35</b>	CT 25051417
Orcutt Union School District	Reimbursement Concur Enroll PROD	\$9,000.00	
	Reimbursement Concur Enroll EDUC	\$6,000.00	
	Reimbursement Concur Enroll MATH	\$6,000.00	
	Reimbursement Concur Enroll HIST	\$18,000.00	
		<b>\$39,000.00</b>	CT 25051418
PARS Public Agency Retirement	PAYROLL DEDUCTION 07/31/2024	\$4,013.37	

## Allan Hancock College

## Warrant Register

Check Dates from 8/1/2024 to 8/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$4,013.37</b>	CT 25051419
Part Time Faculty AHC - Member	PAYROLL DEDUCTION 07/31/2024	\$6,265.42	
		<b>\$6,265.42</b>	CT 25051420
Frederic Patrick	Online Teaching Conf Long Beach, CA	\$1,592.60	
		<b>\$1,592.60</b>	CT 25051421
Point Of Action	Port Authority Ladies Crosshatch Easy Care Shirt	\$87.50	
	Port Authority Interlock Full-Zip #K809, Charcoal	\$107.07	
	Port Authority Crosshatch Easy Care Shirt #S640,	\$87.51	
		<b>\$282.08</b>	CT 25051422
PPG Architectural Finishes Inc	Paint Supplies, 07-01-24 thru 05-31-25	\$46.75	
		<b>\$46.75</b>	CT 25051423
ProCare Janitorial Supply, Inc.	Custodial Supplies, 07-01-24 thru 05-31-25,	(\$383.34)	
	Custodial Supplies, 07-01-24 thru 05-31-25,	\$383.34	
	Custodial Supplies-Lompoc, 07-01-24 thru 05-31-25	\$596.46	
		<b>\$596.46</b>	CT 25051424
Quincon, Inc	The Contractor Shall Furnish all Labor, Materials,	\$21,479.82	
		<b>\$21,479.82</b>	CT 25051425
Ran Graphics Inc	Printing of 2024 Fall Class Schedule	\$6,694.65	
	Printing of 2024 Fall Class Schedule	\$1,650.00	
	Printing of 2024 Fall Class Schedule	\$4,500.75	
	Sales tax on approx 1600 campus copies	\$23.80	
	Sales tax on pre-press materials	\$25.00	
	Periodical Mail Prep Simplified Saturation	\$725.12	
	Periodical Mail Prep Out-of-District Addressed	\$250.00	
	Delivery to Santa Maria Post Office and AHC	\$1,167.75	
		<b>\$15,037.07</b>	CT 25051426
Rays Auto Parts	Napa Gold Oil Filter 502, Invoice #650231	\$13.04	
	Parts-Supplies, 07-01-24 thru 5-31-25	\$9.27	
	Parts-Supplies, 07-01-24 thru 5-31-25	\$7.87	
	Parts-Supplies, 07-01-24 thru 5-31-25	\$239.06	
	Parts-Supplies, 07-01-24 thru 5-31-25	\$60.87	
	Parts-Supplies, 07-01-24 thru 5-31-25	\$13.83	
	Parts-Supplies, 07-01-24 thru 5-31-25	(\$19.58)	
	Battery	(\$9.79)	
	Battery	\$88.08	
	CA ENV Charge	\$2.00	
	FHP Truflex V-Belt	\$27.41	
		<b>\$432.06</b>	CT 25051427
Safety-Kleen Systems, Inc	Chemistry Fee	\$30.56	
	Recovery Fee	\$47.59	
	Gastec Aqueous PW Sample Tube	\$6.53	
	Parts Washer Rental	\$321.69	
		<b>\$406.37</b>	CT 25051428

## Allan Hancock College

## Warrant Register

Check Dates from 8/1/2024 to 8/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
San Luis Obispo County Community College District	Cost-Reimbursement Subaward Agreement for	\$1,589.65	
		<b>\$1,589.65</b>	CT 25051429
Santa Barbara County Sheriff's Office	PAYROLL DEDUCTION 07/31/2024	\$1,497.23	
		<b>\$1,497.23</b>	CT 25051430
Santa Maria Joint Union High School District	Reimbursement Concur Enroll AG	\$51,000.00	
	Reimbursement Concur Enroll ENTR	\$9,000.00	
	Reimbursement Concur Enroll PROD 301	\$90,000.00	
	Reimbursement Concur Enroll MT	\$18,000.00	
	Reimbursement Concur Enroll WLDT	\$12,000.00	
	Reimbursement Concur Enroll FASH 110	\$9,000.00	
	Reimbursement Concur Enroll MATH	\$4,000.00	
	Reimbursement Concur Enroll FRCH	\$25,000.00	
	Reimbursement Concur Enroll DANC	\$3,000.00	
	Reimbursement Concur Enroll FILM	\$4,000.00	
	Reimbursement Concur Enroll ATH	\$6,000.00	
	Reimbursement Concur Enroll PHYS	\$3,000.00	
	Reimbursement Concur Enroll VEN	\$3,000.00	
	Reimbursement Concur Enroll GEOL	\$8,000.00	
	Reimbursement Concur Enroll HIST	\$42,000.00	
	Reimbursement Concur Enroll BIOL	\$8,000.00	
	Reimbursement Concur Enroll CA	\$18,000.00	
	Reimbursement Concur Enroll EL	\$18,000.00	
	Reimbursement Concur Enroll POLS	\$3,000.00	
		<b>\$334,000.00</b>	CT 25051431
Santa Maria Wash And Lube	Vehicle car wash service from 7-1-23 to 6-31-24	\$64.00	
	Vehicle car wash service from 7-1-23 to 6-31-24	\$32.00	
	Vehicle car wash service from 7-1-23 to 6-31-24	\$16.00	
		<b>\$112.00</b>	CT 25051432
Save Mart Supermarkets	Food Supplies for Children's Center,	\$180.39	
	Food Supplies for Children's Center,	\$130.78	
	Food Supplies for Children's Center,	\$251.38	
		<b>\$562.55</b>	CT 25051433
Eva Schiorring	External evaluator for grant project evaluation	\$5,880.00	
		<b>\$5,880.00</b>	CT 25051434
Sherwin-Williams	Paint per Invoice 0986-8	\$42.93	
		<b>\$42.93</b>	CT 25051435
Smith Pipe & Supply Inc	Supplies for AHC Grounds Dept, 7-1-24 thru 5-31-25	\$29.66	
	Supplies for AHC Grounds Dept, 7-1-24 thru 5-31-25	\$168.81	
	Supplies for AHC Grounds Dept, 7-1-24 thru 5-31-25	\$178.36	
	Supplies for AHC Grounds Dept, 7-1-24 thru 5-31-25	\$557.76	
	Supplies for AHC Grounds Dept, 7-1-24 thru 5-31-25	\$340.08	
	Supplies for AHC Grounds Dept, 7-1-24 thru 5-31-25	\$114.38	
	Supplies for AHC Grounds Dept, 7-1-24 thru 5-31-25	\$147.40	
	Supplies for AHC Grounds Dept, 7-1-24 thru 5-31-25	\$598.71	

## Allan Hancock College

## Warrant Register

Check Dates from 8/1/2024 to 8/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Smith Pipe & Supply Inc	Supplies for AHC Grounds Dept, 7-1-24 thru 5-31-25	\$305.02	
		<b>\$2,440.18</b>	CT 25051436
Solvang Friendship House	SONGWRITER SPONSORSHIP	\$5,000.00	
		<b>\$5,000.00</b>	CT 25051437
Stotz Equipment	Supply Fee per Invoice W36055	\$33.86	
	Labor Charges	\$389.33	
		<b>\$423.19</b>	CT 25051438
Student Insurance	Concussion Program Premium	\$675.00	
	Concussion Program Premium	\$225.00	
	Student/Athlete Medical Insurance Premium	\$97,285.50	
	Student/Athlete Medical Insurance Premium	\$32,428.50	
	Catastrophic Coverage 2024-25 Premium	\$7,542.75	
	Catastrophic Coverage 2024-25 Premium	\$2,514.25	
		<b>\$140,671.00</b>	CT 25051439
Texas Life Insurance Co.	INSURANCE PREMIUMS JUL 2024	\$6,655.86	
		<b>\$6,655.86</b>	CT 25051440
Total Compensation System Inc	Consulting Services for all Actuarial Information	\$3,600.00	
		<b>\$3,600.00</b>	CT 25051441
Uline Inc	Magliner Convertible Sr. Aluminum Hand Truck, Item	\$462.19	
	Shipping & Handling	\$46.12	
		<b>\$508.31</b>	CT 25051442
United Parcel Service	UPS Charges, 7-1-24 thru 6-30-25, Account	\$59.54	
		<b>\$59.54</b>	CT 25051443
United Way of the Central Coast	PAYROLL DEDUCTION 07/31/2024	\$30.00	
		<b>\$30.00</b>	CT 25051444
US Bank Corporate Payment System	JUL 25, 2024 US BANK STMT	\$19,088.78	
		<b>\$19,088.78</b>	CT 25051445
Valley Glass & Mirror Co	Baseball Press Box: Remove and replace 2ea broken	\$781.00	
		<b>\$781.00</b>	CT 25051446
Western Propane Service	Propane per Invoice 21727590	\$25.38	
		<b>\$25.38</b>	CT 25051447
Work World	Uniforms for LE Mechanic 07-02-24 to 05-30-25	\$282.78	
		<b>\$282.78</b>	CT 25051448
Sophia Hancock	Manual Refund Submitted	\$138.00	
		<b>\$138.00</b>	CT 25051449
Valerie Marin Arana	Manual Refund Submitted	\$300.00	
		<b>\$300.00</b>	CT 25051450
David Olivera	Manual Refund Submitted	\$380.00	

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**Allan Hancock College**  
**Warrant Register**  
Check Dates from 8/1/2024 to 8/31/2024  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$380.00</b>	CT 25051451
Jade Ruiz	Manual Refund Submitted	\$512.00	
		<b>\$512.00</b>	CT 25051452
Oscar Santiago Lopez	Manual Refund Submitted	\$500.00	
		<b>\$500.00</b>	CT 25051453
Kate Yun	Manual Refund Submitted	\$104.00	
		<b>\$104.00</b>	CT 25051454
Nyle Yun	Manual Refund Submitted	\$104.00	
		<b>\$104.00</b>	CT 25051455
Ricardo Cano	Open Mileage E0003215	\$33.77	
		<b>\$33.77</b>	CT 25051456
City of Lompoc	Commercial Light Electric 7.1.2024 - 6.30.2025	\$25,805.91	
		<b>\$25,805.91</b>	CT 25051457
Sandra Cruz Martinez	Open Mileage 7.15.24	\$34.37	
		<b>\$34.37</b>	CT 25051458
Digital West Networks, Inc	Internet Service 7/1/2024 - 6/30/2025	\$145.00	
		<b>\$145.00</b>	CT 25051459
	Telephone Service 7/1/2024 - 6/30/2025	\$4,180.86	
	Telephone Service 7/1/2024 - 6/30/2025	\$1,417.30	
	Telephone Service 7/1/2024 - 6/30/2025	\$1,399.54	
		<b>\$6,997.70</b>	CT 25051460
Alejandra Enciso	Open Mileage 7.16.24	\$13.53	
		<b>\$13.53</b>	CT 25051461
Suzanne Lew	Open Mileage 7.16.24	\$24.25	
		<b>\$24.25</b>	CT 25051462
Janet McGee	Open Mileage 7.12,16.24	\$62.58	
		<b>\$62.58</b>	CT 25051463
Greg Pensa	Open Mileage 7.16.24	\$28.68	
		<b>\$28.68</b>	CT 25051464
Andria Perdue-Keiser	Curricular Design Pasadena, CA	\$1,886.83	
		<b>\$1,886.83</b>	CT 25051465
Verizon Select Svc Inc	Long Distance and Toll Free Service Charges	\$14.39	
		<b>\$14.39</b>	CT 25051466
Hilda Zacarias	Open Mileage 7.16.24	\$37.65	
		<b>\$37.65</b>	CT 25051467
1800Calculators.com	Texas Instruments TI 84 Plus Graphing Calculator	\$6,524.95	
		<b>\$6,524.95</b>	CT 25051468
AHC Foundation	FY 2024-2025 AHC Foundation Support,	\$240,562.00	

## Allan Hancock College

## Warrant Register

Check Dates from 8/1/2024 to 8/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$240,562.00</b>	CT 25051469
Aldridge Concrete Company	Coring at Pool Starting Block, Including All Labor	\$462.50	
		<b>\$462.50</b>	CT 25051470
Amazon	Instructional Supplies: 07/10/24 - 05/30/25	\$65.89	
	Instructional Supplies: 07/10/24 - 05/30/25	\$406.48	
	OFFICE-OPERATIONAL SUPPLIES 07-02-24 TO 05-30-25	\$66.67	
	Chemistry Lab Supplies: 7/01/24 - 5/30/25	\$47.64	
	IT Operational Supplies: 7/02/24 - 5/30/25	\$95.69	
	IT Operational Supplies: 7/02/24 - 5/30/25	\$25.15	
	IT Operational Supplies: 7/02/24 - 5/30/25	\$468.52	
	IT Operational Supplies: 7/02/24 - 5/30/25	\$371.40	
	IT Operational Supplies: 7/02/24 - 5/30/25	\$265.60	
	Office Supplies: 7/01/24 - 5/30/25	\$249.49	
	Instructional Supplies for MESA/STEM	\$124.70	
	Instructional Supplies for MESA/STEM	\$305.09	
	Office Supplies	\$103.80	
	Instructional Supplies: 7/24/24 - 5/31/25	\$912.45	
	INSTRUCTIONAL SUPPLIES 07-02-24 TO 05-30-25	\$102.71	
	INSTRUCTIONAL SUPPLIES 07-02-24 TO 05-30-25	\$1,376.71	
	INSTRUCTIONAL SUPPLIES 07-02-24 TO 05-30-25	\$872.24	
	IT Operational Supplies: 7/02/24 - 5/30/25	\$86.51	
		<b>\$5,946.74</b>	CT 25051471
Amazon Web Services, Inc	Amazon Web Services (AWS),	\$2,954.03	
		<b>\$2,954.03</b>	CT 25051472
American Business Machines	Campus Graphics Duplo Bookletmaker Maintenance	\$2,029.00	
		<b>\$2,029.00</b>	CT 25051473
Aquapulse Chemicals	Hydrochloric Acid 15% per Invoice 2407005356	\$562.67	
	Energy-Fuel Charge	\$41.39	
		<b>\$604.06</b>	CT 25051474
Assoc Of Chief Human Resources Officers	Institutional Membership Dues 7-1-24 thru 6-30-25	\$600.00	
		<b>\$600.00</b>	CT 25051475
Bay Area Comm College Jpa	MEMBER CONTRIBUTION 2023/2024	\$16,626.52	
		<b>\$16,626.52</b>	CT 25051476
Berchtold Equipment Company	Supplies per Invoice P18736	\$150.72	
	Rear Brace per Invoice P18822	\$93.78	
	Freight Charges	\$70.51	
		<b>\$315.01</b>	CT 25051477
BIO-key International Inc	3-Years - PortalGuard IDaaS Enterprise License	\$67,500.00	
	3-Years - PortalGuard Platinum Support 24x7	\$10,875.00	
		<b>\$78,375.00</b>	CT 25051478
Blick Art Materials	Mayco Crystal Clear	\$79.39	
	Laguna Ceramic Bisque Tile,	\$645.98	
	Speedball Ceramic Underglaze -	\$150.68	
	Speedball Ceramic Underglaze -	\$126.85	

## Allan Hancock College

## Warrant Register

Check Dates from 8/1/2024 to 8/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$1,002.90</b>	CT 25051479
Bremer Auto Parts	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	\$134.86	
		<b>\$134.86</b>	CT 25051480
Brummel Myrick & Associates	LEED Engineering Services Fine Arts Complex	\$2,400.00	
		<b>\$2,400.00</b>	CT 25051481
Burlington English Inc	Burlington English Seats 12 Months	\$46,080.00	
		<b>\$46,080.00</b>	CT 25051482
Burnham Insurance Services	ACA Consulting 7-1-24 to 6-30-25	\$3,250.00	
		<b>\$3,250.00</b>	CT 25051483
Ca Schools Dental Coalition	DENTAL INS PREMIUMS JULY 2024	\$58,858.00	
		<b>\$58,858.00</b>	CT 25051484
Cal State Auto Parts	Auto Supplies, 07-01-24 thru 05-31-25	\$338.25	
	Auto Supplies, 07-01-24 thru 05-31-25	(\$26.64)	
	Auto Supplies, 07-01-24 thru 05-31-25	\$131.32	
	Auto Supplies, 07-01-24 thru 05-31-25	(\$3.51)	
	Auto Supplies, 07-01-24 thru 05-31-25	\$97.60	
	Auto Supplies, 07-01-24 thru 05-31-25	\$56.21	
		<b>\$593.23</b>	CT 25051485
California Farmworker Foundation	SANTA MARIA OPEN STREETS 2024 SILVER SPONSOR	\$1,000.00	
		<b>\$1,000.00</b>	CT 25051486
CalSoft Water	Calsoft Pro Reverse Osmosis System B 105	\$25.95	
	Calsoft Pro Reverse Osmosis System B 207	\$25.95	
	Reverse Osmosis for Buildings: J,K,M,N,CBC,S2,R2	\$128.95	
	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	
	Reverse Osmosis for Buildings: J,K,M,N,CBC,S2,R2	\$55.90	
		<b>\$421.60</b>	CT 25051487
Capitol Advisors Group LLC	Legislative Consulting and Advocacy Services for	\$2,000.00	
		<b>\$2,000.00</b>	CT 25051488
CDW Government Inc	Dell Optiplex 7020 - micro - AI Ready - Core i5	\$13,781.94	
		<b>\$13,781.94</b>	CT 25051489
Columbia Business Center Partners Lp	Lease of 890 E Stowell: Base Rent Lease	\$26,190.00	
		<b>\$26,190.00</b>	CT 25051490
Culligan Of Lompoc	Monthly rental for 7 mixed bed ID tanks	\$34.21	
		<b>\$34.21</b>	CT 25051491
Culligan/Central Coast Water Treatment	Bottled Water Delivery Service 7-1-24 thru 6-30-25	\$57.24	
		<b>\$57.24</b>	CT 25051492
	Bottled Water Delivery, 7-01-24 thru 6-30-25	\$64.88	
	Stand Rentals (hot and cold) 7-01-24 thru 6-30-25	\$11.00	

## Allan Hancock College

## Warrant Register

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Vendor Name	Description	Amount	Warrant
		<b>\$75.88</b>	CT 25051493
Culligan/Central Coast Water Treatment	Bottled Water Delivery, 7-01-24 thru 6-30-25	\$168.74	
	Stand Rentals (hot and cold) 7-01-24 thru 6-30-25	\$11.00	
		<b>\$179.74</b>	CT 25051494
Diego Espinoza Ayala	Prepare and Facilitate EOPS+ Staff Retreat	\$3,500.00	
		<b>\$3,500.00</b>	CT 25051495
Eyemed Vision Care	VISION INS PREMIUMS AUG 2024	\$4,051.03	
	VISION INS PREMIUMS AUG 2024	\$741.60	
		<b>\$4,792.63</b>	CT 25051496
Federal Express Corp	Mailings for Acct #1104-8488	\$8.78	
		<b>\$8.78</b>	CT 25051497
Fire Chiefs Assn Of Slo Co	Associate Membership FY 2024/25 for Leonard	\$50.00	
		<b>\$50.00</b>	CT 25051498
Fisher Scientific Co Llc	Supplies for Organic Chemistry Labs, per Science Lab Supplies July 1, 2024-May 30, 2025	\$336.40 \$505.93	
		<b>\$842.33</b>	CT 25051499
Fortra LLC	InterMapper - 400 Devices	\$845.26	
		<b>\$845.26</b>	CT 25051500
Foundation for California Community Colleges	ANTHLOLOGY SERVICE	\$12,345.30	
	CAL CONNECT HOT SPOTS	\$277.32	
	MOBILE CITIZEN SUBSCRIPTION FOR 8 HOT SPOTS	\$1,919.04	
		<b>\$14,541.66</b>	CT 25051501
	SUMMIT 2025 CCC LGBTQ+ SILVER SPONSORSHIP	\$2,500.00	
		<b>\$2,500.00</b>	CT 25051502
Franchise Tax Board	P/R DEDUCTION 8/9/2024	\$392.22	
		<b>\$392.22</b>	CT 25051503
Galls Llc	Uniforms for CSO from 7/12/24 - 5/30/25	\$29.63	
	Uniforms for CSO from 7/12/24 - 5/30/25	\$123.91	
	Uniforms for CSO from 7/12/24 - 5/30/25	\$100.92	
	Uniforms for CSO from 7/12/24 - 5/30/25	\$127.12	
	Uniforms for CSO from 7/12/24 - 5/30/25	\$97.25	
	Uniforms for CSO from 7/12/24 - 5/30/25	\$95.92	
		<b>\$574.75</b>	CT 25051504
Grainger Inc.	Maintenance Supplies, 07-01-24 thru 05-31-25	\$225.22	
		<b>\$225.22</b>	CT 25051505
Hardy Diagnostics	Science Lab Supplies July 1, 2024-May 30, 2025	\$607.68	
		<b>\$607.68</b>	CT 25051506
Ashley Harney	TUITION REIMBURSEMENT 8/6/24	\$452.00	
		<b>\$452.00</b>	CT 25051507
Hayward Lumber Inc	Hardware-Lumber Supplies, 07-01-24 thru 05-31-25	\$3.86	

## Allan Hancock College

## Warrant Register

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Bank Code: CT

Vendor Name	Description	Amount	Warrant
Hayward Lumber Inc	Hardware-Lumber Supplies, 07-01-24 thru 05-31-25	\$10.45	
		<b>\$14.31</b>	CT 25051508
Integrated Industrial Supply Inc	Brass Adapter per Invoice	\$26.71	
	Cool Safety Glasses, Clear Lens	\$32.72	
		<b>\$59.43</b>	CT 25051509
Intermountain Lock And Security Supply	Key and Lock Supplies, 07-01-24 thru 5-31-25	\$436.14	
		<b>\$436.14</b>	CT 25051510
J W Pepper & Son Inc	Instructional supplies 7/18/2024-5/30/2025	\$125.06	
	Instructional supplies 7/18/2024-5/30/2025	\$382.79	
		<b>\$507.85</b>	CT 25051511
KIDI/KRTO/KTAP La Buena	30-second Ad Fall 2024 Registration	\$500.00	
		<b>\$500.00</b>	CT 25051512
KSBY-TV	30-second Ad Fall 2024 Registration	\$1,175.00	
		<b>\$1,175.00</b>	CT 25051513
Labelmaster	2024 ERG Spiral Bound Full Size, #ERG0032.	\$325.71	
	Shipping-UPS Ground	\$90.74	
		<b>\$416.45</b>	CT 25051514
Lexipol Llc	PoliceOne Academy Annual Rate Per User	\$1,546.74	
		<b>\$1,546.74</b>	CT 25051515
Masters Notary Academy	Services to conduct Becoming a CA Notary Public	\$552.50	
	Services to conduct Becoming a Loan Signing	\$153.00	
		<b>\$705.50</b>	CT 25051516
Maya Restaurant	Food for Bulldog Ambassador Training on 7/30/24.	\$440.44	
	Delivery Drop Off Fee	\$10.00	
		<b>\$450.44</b>	CT 25051517
Mission Linen Supply	Uniform Services and Towels, 7-01-24 thru 6-30-25	\$35.05	
	Uniform Services and Towels, 7-01-24 thru 6-30-25	\$55.05	
	Uniform Services and Towels, 7-01-24 thru 6-30-25	\$35.05	
		<b>\$125.15</b>	CT 25051518
Mission Paving Inc	Paving-ADA Overlay Appx. 3,900sf to conform grind	\$19,500.00	
		<b>\$19,500.00</b>	CT 25051519
Jon Nichols	SPRING 2024 CRN BUS 101,106,369,370	\$528.90	
		<b>\$528.90</b>	CT 25051520
Nub Games Inc	ANNUAL CHAT SUBSCRIPTION: 8/03/24 - 8/02/25.	\$344.00	
		<b>\$344.00</b>	CT 25051521
ODP Business Solutions LLC	Office supplies, 7/01/2024 to 5/30/2025	\$390.62	
	Office Supplies:	\$9.77	
	Office Supplies:	\$85.67	
	Office Supplies:	\$382.94	
	Office Supplies:	\$389.51	
	Office Supplies: 07/10/24 - 05/30/25	\$158.73	

## Allan Hancock College

## Warrant Register

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Bank Code: CT

Vendor Name	Description	Amount	Warrant
ODP Business Solutions LLC	Office Supplies For Sports Medicine Fall 2024	\$30.77	
	OPERATIONAL SUPPLIES: JULY 2024 - MAY 2025	\$63.88	
	Office Supplies For Sports Medicine Fall 2024	\$377.79	
		<b>\$1,889.68</b>	CT 25051522
OEYT	30-second Ad Fall 2024 Registration	\$1,110.00	
		<b>\$1,110.00</b>	CT 25051523
Old Town Shirt Factory	Sport Tek- Colorblock Raglan Anorak	\$32.61	
	Sport Tek- Ladies Colorback Hooded	\$130.46	
	Port Authority- Short Sleeve SuperPro React Twill	\$50.54	
	Port Authority- Port Authority - Ladies Short	\$126.38	
		<b>\$339.99</b>	CT 25051524
PARS Public Agency Retirement	PAYROLL DEDUCTION 08/09/2024	\$8,471.72	
		<b>\$8,471.72</b>	CT 25051525
Part Time Faculty AHC - Member	PAYROLL DEDUCTION 08/09/2024	\$304.19	
		<b>\$304.19</b>	CT 25051526
Premier Water Management, LLC	Monthly Water Treatment, Santa Maria Campus	\$197.90	
	Monthly Water Treatment, Lompoc Campus	\$246.20	
	Monthly Water Treatment, Santa Maria Campus	\$197.90	
	Monthly Water Treatment, Lompoc Campus	\$246.20	
		<b>\$888.20</b>	CT 25051527
ProCare Janitorial Supply, Inc.	Custodial Supplies, 07-01-24 thru 05-31-25,	\$750.67	
	Custodial Supplies, 07-01-24 thru 05-31-25,	\$189.68	
	Custodial Supplies, 07-01-24 thru 05-31-25,	\$75.58	
	Custodial Supplies, 07-01-24 thru 05-31-25,	(\$269.48)	
	Custodial Supplies, 07-01-24 thru 05-31-25,	\$120.21	
	Custodial Supplies, 07-01-24 thru 05-31-25,	\$569.05	
	<b>\$1,435.71</b>	CT 25051528	
Rally Factory	PTS 65 Performance Poly Surge Fitted Hat: flat Shipping	\$1,015.94	
		\$24.00	
		<b>\$1,039.94</b>	CT 25051529
Safety-Kleen Systems, Inc	FEE, FUEL SURCHARGE	\$16.81	
	CHEMISTRY FEE	\$49.59	
	DRUM, 55GA OIL FILTER, DROP OFF	\$20.00	
	DRUM, 55GA OIL FILTER WASTE, PICK UP	\$160.00	
	GASTEC AQUEOUS PW SAMPLE TUBE	\$13.05	
	30G PARTS WASHER (LG) - AQUEOUS	\$261.00	
	30G PARTS WASHER (LG) - AQUEOUS	\$261.00	
	<b>\$781.45</b>	CT 25051530	
Santa Barbara Police Department	CLETS Services Jan 1, 2024 - Jun 30, 2024	\$134.14	
		<b>\$134.14</b>	CT 25051531
Santa Maria Sun LLC	Quarter-page Print Ad Fall 2024 Registration	\$306.00	

## Allan Hancock College

## Warrant Register

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Bank Code: CT

Vendor Name	Description	Amount	Warrant
Santa Maria Sun LLC	Digital Ad Fall 2024 Registration	\$45.00	
		<b>\$351.00</b>	CT 25051532
Santa Maria Times	Full-page Ad Summer Puzzle Book Hancock Promise 2	\$600.00	
	Monthly Online Big Ad July 2024-June 2025	\$1,000.00	
		<b>\$1,600.00</b>	CT 25051533
Siemens Industry Inc	5331426948	\$6,292.00	
	5331296744	\$508.00	
	BCA4 FIS AHC ADVANCE	\$1,080.00	
		<b>\$7,880.00</b>	CT 25051534
SISC III	INSURANCE PREMIUMS AUG 2024	\$533,144.00	
		<b>\$533,144.00</b>	CT 25051535
Sport & Cycle Team Athletics Inc	Under Armour M's Navy Squad 3.0 Pant,	\$195.70	
	Under Armour M's Black Trophy Polo,	\$244.63	
	Under Armour M's Black Knockout LS Shirt,	\$130.45	
	Shipping	\$41.12	
	UA W's Navy Polo, Item #1376905-400, Quote #Q8609	\$251.14	
	UA W's Black Skort, Item #1387538-002	\$215.25	
	UA M's Black Hoodie, Item #1370379-001	\$296.81	
	UA Black Cap, Item #1369785-001	\$39.12	
	UA Black Visor, Item #UAB440	\$44.99	
	Shipping	\$73.12	
	Schutt 3/4" 2.0 Stabilizer Jaw Pads, pair, Item	\$135.88	
	Schutt 1" 2.0 Stabilizer Jaw Pads, pair, Item	\$135.88	
	Schutt 1-1/4" 2.0 Stabilizer Jaw Pads, pair, Item	\$135.88	
	Champro 1.25" X 60" Royal Nylon Belt, dozen, Item	\$54.35	
	Shipping	\$47.19	
		<b>\$2,041.51</b>	CT 25051536
Students for Eco-Education and Agriculture, Inc.	6TH ANNUAL SANTA BARBARA COUNTY FARM DAY	\$10,000.00	
		<b>\$10,000.00</b>	CT 25051537
Synergy Sports	Foundation Services - WBB Juco w/ PA	\$900.00	
	Foundation Services - MBB Juco w/ PA	\$900.00	
		<b>\$1,800.00</b>	CT 25051538
Bridget Tate	Reimbursement for Safety Shoes. Order #4079811701	\$178.60	
		<b>\$178.60</b>	CT 25051539
The Lompoc Vision	5X5 Display Ad Fall 2024 Registration	\$280.00	
		<b>\$280.00</b>	CT 25051540
Two Life Coaches	Vision Board Workshop for Student Services	\$600.00	
		<b>\$600.00</b>	CT 25051541
United Health Care Insurance Co	RETIREE AARP INSURANCE PREMIUMS AUG 2024	\$331.25	
		<b>\$331.25</b>	CT 25051542
United Parcel Service	UPS Charges, 7-1-24 thru 6-30-25, Account	\$16.90	

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**Allan Hancock College**  
**Warrant Register**  
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Vendor Name	Description	Amount	Warrant
		<b>\$16.90</b>	CT 25051543
Vital Records Control	Monthly Shredding Service- Confidential 32 Gallon	\$132.56	
	Confidential Records Shredding- Human Resources:	\$102.95	
		<b>\$235.51</b>	CT 25051544
VTC Enterprises	Collection of Recycling Paper on Main Campus,	\$1,000.00	
		<b>\$1,000.00</b>	CT 25051545
ClassCalc	ClassCalc Semester License for Fall 2024,	\$5,400.00	
		<b>\$5,400.00</b>	CT 25051546
Lucy Baron	Manual Refund Submitted	\$300.00	
		<b>\$300.00</b>	CT 25051547
Jose Gutierrez	Manual Refund Submitted	\$300.00	
		<b>\$300.00</b>	CT 25051548
Bianca Jimenez	Manual Refund Submitted	\$10.00	
		<b>\$10.00</b>	CT 25051549
Lourdes Kraft	Manual Refund Submitted	\$69.00	
		<b>\$69.00</b>	CT 25051550
Angelica Velez	Manual Refund Submitted	\$311.66	
		<b>\$311.66</b>	CT 25051551
Araceli Agosto	PC 290 SLO, CA	\$18.00	
		<b>\$18.00</b>	CT 25051552
Rena Alspaw	Base Camp Prison Education Tehachapi, CA	\$21.20	
		<b>\$21.20</b>	CT 25051553
Alvarado, Isabela	REIMBURSEMENT CERT FINGERPRINTS	\$33.00	
		<b>\$33.00</b>	CT 25051554
Assoc Of Chief Human Resources Officers	2024 ACHRO/EEO FALL REG BLUE,JANEAL	\$450.00	
		<b>\$450.00</b>	CT 25051555
	2024 ACHRO/EEO FALL REG - RAMIREZ	\$450.00	
		<b>\$450.00</b>	CT 25051556
Lynn Becerra-Valencia	Base Camp Prison Education Tehachapi, CA	\$223.68	
		<b>\$223.68</b>	CT 25051557
Kaden Bedard	Base Camp Prison Education Tehachapi, CA	\$21.20	
		<b>\$21.20</b>	CT 25051558
Michael Bernal	Open Mileage 7.01-31.24	\$627.12	
		<b>\$627.12</b>	CT 25051559
City of Lompoc	Waste Disposal-Sewer Fees 7.1.2024 - 6.30.2025	\$619.80	
	Water Services 7.1.2024 - 6.30.2025	\$5,284.47	
		<b>\$5,904.27</b>	CT 25051560
	Sanitary Landfill Fees 7.1.2024 - 6.30.2025.	\$94.25	

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**Allan Hancock College**  
**Warrant Register**  
 Check Dates from 8/1/2024 to 8/31/2024  
 Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$94.25</b>	CT 25051561
City of Lompoc	Waste Disposal-Sewer Fees 7.1.2024 - 6.30.2025	\$1,763.06	
		<b>\$1,763.06</b>	CT 25051562
Comcast Cable	Comcast Monthly Internet Costs: 7/01/24 - 6/30/25	\$228.91	
		<b>\$228.91</b>	CT 25051563
Constellation Newenergy Inc	Electricity Services 7.1.2024 - 6.30.2025	\$78,790.02	
	Electricity Services 7.1.2024 - 6.30.2025	\$13,904.12	
		<b>\$92,694.14</b>	CT 25051564
	Electricity Services 7.1.2024 - 6.30.2025	\$1.70	
	Electricity Services 7.1.2024 - 6.30.2025	\$0.30	
		<b>\$2.00</b>	CT 25051565
	Electricity Services 7.1.2024 - 6.30.2025	\$236.53	
	Electricity Services 7.1.2024 - 6.30.2025	\$41.74	
		<b>\$278.27</b>	CT 25051566
Dennis Curran	Open Mileage 5.17.24 7.15,16,31.24	\$132.12	
		<b>\$132.12</b>	CT 25051567
Erika Diggs	HR Administration Academy Temecula, CA	\$87.12	
		<b>\$87.12</b>	CT 25051568
Dee Dee Escalante-Ramirez	College Corps Partner Orientation SLO, CA	\$34.57	
		<b>\$34.57</b>	CT 25051569
Susana Garcia	Base Camp Prison Education Tehachapi, CA	\$21.20	
		<b>\$21.20</b>	CT 25051570
Christine Grelck	Open Mileage 7.12.24	\$35.24	
		<b>\$35.24</b>	CT 25051571
Hyatt Regency Irvine	CONF #66571982 BECERRA 9.24-27.24	\$671.10	
	CONF #33087246 MCNULTY 9.24-27.24	\$638.04	
	CONF 26611403 GREELEY	\$671.10	
		<b>\$1,980.24</b>	CT 25051572
Frankie Maldonado	College Corps Partner Orientation SLO, CA	\$40.20	
		<b>\$40.20</b>	CT 25051573
Unique Martinez	Base Camp Prison Education Tehachapi, CA	\$21.20	
		<b>\$21.20</b>	CT 25051574
David Melendrez-Romero	Base Camp Prison Education Tehachapi, CA	\$21.20	
		<b>\$21.20</b>	CT 25051575
Pacific Gas & Electric Company	Electricity Services 7.1.2024- 6.30.2025	\$107.66	
	Electricity Services 7/1/2024 - 6/30/2025	\$27.67	
		<b>\$135.33</b>	CT 25051576
	Electricity Services 7.1.2024- 6.30.2025	\$159.29	
	Electricity Services 7/1/2024 - 6/30/2025	\$40.95	

## Allan Hancock College

## Warrant Register

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Vendor Name	Description	Amount	Warrant
		<b>\$200.24</b>	CT 25051577
Pacific Gas & Electric Company	Electricity Services 7.1.2024- 6.30.2025	\$19.11	
	Electricity Services 7/1/2024 - 6/30/2025	\$4.91	
		<b>\$24.02</b>	CT 25051578
	Electricity Services 7.1.2024- 6.30.2025	\$3,289.37	
	Electricity Services 7/1/2024 - 6/30/2025	\$845.60	
		<b>\$4,134.97</b>	CT 25051579
	Electricity Services 7.1.2024- 6.30.2025	\$779.38	
	Electricity Services 7/1/2024 - 6/30/2025	\$200.36	
		<b>\$979.74</b>	CT 25051580
Alicia Paniagua	FINGERPRINT REIMBURSEMENT	\$40.00	
		<b>\$40.00</b>	CT 25051581
Diana Perez	Cal SOAP Retreat Rancho Cordova, CA	\$895.52	
		<b>\$895.52</b>	CT 25051582
Popolo Catering	Fall 2024 All Staff Day Lunch Catering on 8/15/24.	\$5,994.84	
		<b>\$5,994.84</b>	CT 25051583
Sergio Segura-Esquivel	FINGERPRINT REIMBURSEMENT	\$30.00	
		<b>\$30.00</b>	CT 25051584
T-Mobile USA Inc	UNLIMITED MOBILE INTERNET HOT SPOTS	\$1,430.82	
		<b>\$1,430.82</b>	CT 25051585
Verizon Select Svc Inc	Long Distance and Toll Free Service Charges	\$0.84	
		<b>\$0.84</b>	CT 25051586
David Whitham	CLEC Members Meeting Goleta, CA	\$83.03	
		<b>\$83.03</b>	CT 25051587
Jeremy Wirth	Open Mileage 7.26.24	\$33.77	
		<b>\$33.77</b>	CT 25051588
19six Architects	Architectural Services - Construction	\$805.75	
	Amendment #1 to Include Additional Scope as well	\$1,375.50	
	Construction Administration	\$205.00	
	Bidding	\$0.00	
	Bidding	\$1,425.00	
	DSA Coordination and Approval	\$0.00	
	DSA Coordination and Approval	\$2,025.00	
		<b>\$5,836.25</b>	CT 25051589
4imprint Inc.	Slim Wireless Charging Pad- Full Color, Item	\$1,042.91	
	3-in-1 Cable Wrap with Phone Stand, Item #137292.	\$693.83	
	Freight for Item #146919-FC.	\$29.45	
	Freight for Item #137292.	\$9.14	
		<b>\$1,775.33</b>	CT 25051590
Accurate First Aid Services	First Aid Supplies per Invoice B-44334	\$2,707.58	
	First Aid Supplies per Invoice B-44335	\$496.44	

## Allan Hancock College

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Vendor Name	Description	Amount	Warrant
		<b>\$3,204.02</b>	CT 25051591
Agile Sports Technologies Inc	4G Play Tools Software License:	\$1,000.00	
	Focus Flex AI Camera	\$4,350.00	
		<b>\$5,350.00</b>	CT 25051592
Araceli Agosto	Reimbursement for Safety Shoes. Order #1988990.	\$132.23	
		<b>\$132.23</b>	CT 25051593
AHC - Part-Time Faculty Association	Part-Time Faculty Reimbursement Per Article 11.7	\$1,433.50	
		<b>\$1,433.50</b>	CT 25051594
Stephanie Alvarado	Reimbursement for CAN-TRIOs Program Orientation	\$163.00	
		<b>\$163.00</b>	CT 25051595
Amazon	Instructional Supplies for Fire Academy	\$26.77	
	OFFICE-OPERATIONAL SUPPLIES 07-02-24 TO 05-30-25	\$192.55	
	OFFICE-OPERATIONAL SUPPLIES 07-02-24 TO 05-30-25	\$54.90	
	OFFICE-OPERATIONAL SUPPLIES 07-02-24 TO 05-30-25	\$183.60	
	Chemistry Lab Supplies: 7/01/24 - 5/30/25	\$110.97	
	Biology Lab Supplies: 07-01-24 thru 05-31-25	\$68.89	
	Office Supplies for 07-01-24 thru 05-30-25	\$52.60	
	Office Operational Supplies from 7/1/24 to 5/30/25	\$201.39	
	OFFICE/OPERATIONAL SUPPLIES: 7/30/24 - 5/31/25	\$218.24	
	Instructional Supplies, 8/01/24 - 5/30/25	\$24.99	
	Office/Operational supplies: 8/6/2024 - 5/30/2025	\$487.51	
	Instructional Supplies for EMS Academy	\$120.94	
		<b>\$1,743.35</b>	CT 25051596
American Automatic Doors Inc	Service Call on 7-10-24 per Inv. 36228	\$165.00	
	Travel Fee	\$103.00	
		<b>\$268.00</b>	CT 25051597
American Business Machines	Campuswide Copier Maintenance 7/01/2024 to	\$4,015.74	
	Campuswide Copier Maintenance 7/01/2024 to	\$12.15	
		<b>\$4,027.89</b>	CT 25051598
American General Media Inc.	30-second Ad Fall 2024 Registration	\$400.00	
		<b>\$400.00</b>	CT 25051599
American Star Tours, Inc.	Bus Service - PCPA Solvang Theaterfest Trips	\$8,400.00	
		<b>\$8,400.00</b>	CT 25051600
Aquapulse Chemicals	Aqua-Chlor 12.5% per Invoice 2407005394	\$1,461.60	
	Energy-Fuel Charge	\$107.52	
	Hydrochloric Acid 15% per Invoice 2408005401	\$627.60	
	Energy-Fuel Charge	\$46.17	
		<b>\$2,242.89</b>	CT 25051601
Astraglass Innovations Inc	5.0 mL Reaction vial, #QMS-38-8, Quote #Q0001879	\$144.15	
	3.0mL Conical Reaction Vial, #QMS-38-7	\$39.31	
	Sublimation Apparatus, #QMS-30-1	\$231.72	
	Thermometer adapter, 14/10, #QMS-6-1	\$27.08	
	Round bottom flask, 25 mL, 14/10, #QMS-21-4	\$66.91	

## Allan Hancock College

## Warrant Register

Check Dates from 8/1/2024 to 8/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Astraglass Innovations Inc	Craigs Tube, 2 mL, #QMS-33-2	\$9.06	
	5.0 mL Thin-walled reaction vial, #QMS-39-2	\$253.48	
	Freight	\$42.00	
		<b>\$813.71</b>	CT 25051602
Bedford Demolition and Contracting Inc	Portable Perimeter Fencing for the Temporary	\$600.00	
		<b>\$600.00</b>	CT 25051603
Box Out Sports	High School Plus (Yearly) Subscription: 8/08/24 -	\$950.00	
		<b>\$950.00</b>	CT 25051604
Bremer Auto Parts	Operational Supplies for Fire Academy	\$6.51	
	Operational Supplies for Fire Academy	\$48.08	
	Operational Supplies for Fire Academy	\$3.14	
		<b>\$57.73</b>	CT 25051605
Cabrillo Community College District	Cost-Reimbursement Subaward Agreement for	\$5,955.17	
	Cost-Reimbursement Subaward Agreement for	\$560.00	
		<b>\$6,515.17</b>	CT 25051606
California Electric Supply	Electrical-Lighting Supplies, 07-01-24 thru	\$239.25	
		<b>\$239.25</b>	CT 25051607
Carr's Boot Shop	Safety boots for employees: 7-01-24 to 6-30-25	\$173.99	
	Safety boots for employees: 7-01-24 to 6-30-25	\$179.10	
	Safety boots for employees: 7-01-24 to 6-30-25	\$199.00	
	Safety boots for employees: 7-01-24 to 6-30-25	\$206.61	
	Safety boots for employees: 7-01-24 to 6-30-25	\$225.00	
	Safety boots for employees: 7-01-24 to 6-30-25	\$225.00	
		<b>\$1,208.70</b>	CT 25051608
City of Arroyo Grande	2017 Ford Police Interceptor Utility Vehicles	\$18,000.00	
		<b>\$18,000.00</b>	CT 25051609
City of Santa Maria Fire Department	Instructional Service Agreement K-FD-2023-005	\$3,771.50	
	Instructional Consumable Materials	\$500.00	
		<b>\$4,271.50</b>	CT 25051610
Community College League Of California	2024-25 REAL COLLEGE CALIFORNIA COALITION DUES, \$4,000.00		
		<b>\$4,000.00</b>	CT 25051611
Consolidated Electrical Distributor	Intermatic RCP Cover, WP3110MXD	\$38.85	
	Light Bulb, RAB PLC9 50840HYBG24Q	\$34.73	
	Leviton IUM1VGY While in use Cover	\$172.59	
		<b>\$246.17</b>	CT 25051612
Culligan/Central Coast Water Treatment	Deionized Water for Bldg M	\$447.86	
		<b>\$447.86</b>	CT 25051613
Cyber Copy Inc	Online posting of bid documents for Marian Theatre	\$8.00	

## Allan Hancock College

## Warrant Register

Check Dates from 8/1/2024 to 8/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$8.00</b>	CT 25051614
Division Of The State Architect	DSA Re-examination fee for Allan Hancock College	\$750.00	
		<b>\$750.00</b>	CT 25051615
DMQ Catering LLC	Food for Hancock Hello Participants on 8/06/24.	\$7,830.00	
		<b>\$7,830.00</b>	CT 25051616
Downs Government Affairs, LLC	Services for consortium project 7/1/2024-6/30/2025	\$2,000.00	
		<b>\$2,000.00</b>	CT 25051617
Kim Ensing	Reimbursement for Lunch Purchases for Student	\$1,866.82	
		<b>\$1,866.82</b>	CT 25051618
Faronics Technologies Usa Inc	Deep Freeze Cloud Ultimate EDU Renewal	\$40,660.00	
	Deep Freeze Cloud Ultimate EDU	\$1,337.50	
	Deep Freeze Mac Cloud Subscription EDU Renewal	\$861.00	
		<b>\$42,858.50</b>	CT 25051619
Federal Express Corp	Mailings for Acct #1104-8488	\$24.22	
		<b>\$24.22</b>	CT 25051620
Ferguson Enterprises Inc	Plumbing Supplies, 07-01-24 thru 5-31-25	\$50.87	
	Plumbing Supplies, 07-01-24 thru 5-31-25	\$102.51	
		<b>\$153.38</b>	CT 25051621
Fisher Scientific Co Llc	Supplies for Organic Chemistry Labs, per	(\$336.40)	
	Supplies for Organic Chemistry Labs, per	\$336.40	
	Chemistry Lab Supplies: 7/01/24 - 5/30/25	\$138.18	
		<b>\$138.18</b>	CT 25051622
Follett Heg - Ahc Bookstore	FY22 EXPWCONTRACT	\$41.62	
		<b>\$41.62</b>	CT 25051623
	FY22 EXPWCONTRACT	\$64.63	
		<b>\$64.63</b>	CT 25051624
	FY23 EXPWCONTRACT	\$323.15	
		<b>\$323.15</b>	CT 25051625
	RESERVE TEXTBOOKS, 7-15-24 TO 5-31-25	\$1,867.90	
		<b>\$1,867.90</b>	CT 25051626
Foundation for California Community Colleges	Net Tutor Renewal	\$5,750.00	
		<b>\$5,750.00</b>	CT 25051627
Greenvale Tree Co	Remove Dead Sycamore Tree Across from PCPA per	\$1,875.00	
		<b>\$1,875.00</b>	CT 25051628
H&H Publishing Co, Inc	Becoming a Strategic Learner Modules, BASL Online	\$660.00	
	Account Set-Up Fee	\$4.50	
		<b>\$664.50</b>	CT 25051629
Henry Schein Inc	Supplies For Athletic Trainers Per Quote Order	\$4,438.62	
	Supplies For Athletic Trainers Per Quote Order	\$21.91	

## Allan Hancock College

## Warrant Register

Check Dates from 8/1/2024 to 8/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$4,460.53</b>	CT 25051630
Alexzandria Hernandez	Reimbursement for lunch provided at Trauma	\$77.02	
		<b>\$77.02</b>	CT 25051631
Home Depot	Instructional Supplies for Fire Academy	\$143.34	
	OPERATIONAL SUPPLIES: 07-02-24 TO 05-30-25	\$254.52	
	Maintenance Supplies - LVC , 7-1-24 thru 5-30-25	\$222.46	
	Maintenance Supplies - LVC , 7-1-24 thru 5-30-25	\$65.66	
	Maintenance Supplies - SM, 7-1-24 thru 5-31-25	\$56.85	
	Maintenance Supplies - SM, 7-1-24 thru 5-31-25	\$34.43	
	Maintenance Supplies - SM, 7-1-24 thru 5-31-25	\$45.56	
	Maintenance Supplies - SM, 7-1-24 thru 5-31-25	\$4.50	
	Maintenance Supplies - SM, 7-1-24 thru 5-31-25	\$85.81	
	Maintenance Supplies - SM, 7-1-24 thru 5-31-25	\$80.36	
	Maintenance Supplies - SM, 7-1-24 thru 5-31-25	\$9.74	
	Maintenance Supplies - SM, 7-1-24 thru 5-31-25	\$161.70	
	Maintenance Supplies - SM, 7-1-24 thru 5-31-25	\$67.04	
	Maintenance Supplies - SM, 7-1-24 thru 5-31-25	(\$67.04)	
	Maintenance Supplies - SM, 7-1-24 thru 5-31-25	\$146.68	
	Maintenance Supplies - SM, 7-1-24 thru 5-31-25	\$69.47	
	Maintenance Supplies - SM, 7-1-24 thru 5-31-25	\$22.52	
	Instructional Supplies for Fire Academy	\$45.57	
	Department supplies from 7/01/24 - 5/30/25	\$6.60	
	Department supplies from 7/01/24 - 5/30/25	\$14.41	
	Department supplies from 7/01/24 - 5/30/25	\$26.49	
	Department supplies from 7/01/24 - 5/30/25	\$36.58	
	Department supplies from 7/01/24 - 5/30/25	\$36.80	
	Department supplies from 7/01/24 - 5/30/25	\$172.13	
	Supplies per Invoice 9022740	\$113.08	
	Supplies per Invoice 9042208	\$164.63	
	Supplies per Invoice 8042050	\$203.28	
	Supplies per Invoice 6542694	\$55.04	
		<b>\$2,278.21</b>	CT 25051632
J B Dewar	Fuel for AHC Community Ed. Truck Driving Class	\$498.47	
	Fuel for AHC Community Ed. Truck Driving Class	\$1,762.82	
		<b>\$2,261.29</b>	CT 25051633
Karen's Kleaning	BASIC PLUS CLEANING SERVICE FOR R-1 HOUSE	\$510.00	
		<b>\$510.00</b>	CT 25051634
Kenco Construction Services, Inc	On Site DSA Project Inspector for the	\$6,820.00	
		<b>\$6,820.00</b>	CT 25051635
Lisa's Clarinet Shop	Serio Bass Clarinet to Low Bb-Model Claro	\$5,111.25	
	Serio Bb-Model Claro	\$2,642.63	
	Shipping - Bass Clarinet	\$150.00	
	Shipping - Clarinet (Bb, A, Eb)	\$48.00	
		<b>\$7,951.88</b>	CT 25051636
Jon Nichols	SUMMER 2024 ACCT 131	\$281.99	

## Allan Hancock College

## Warrant Register

Check Dates from 8/1/2024 to 8/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$281.99</b>	CT 25051637
Noble Power Equipment	Carburetor RC2-S243A	\$48.27	
		<b>\$48.27</b>	CT 25051638
Nub Games Inc	Annual Chat Subscription: 8/27/24 - 8/26/25.	\$344.00	
		<b>\$344.00</b>	CT 25051639
ODP Business Solutions LLC	Operational Supplies: 7/12/24 - 5/30/25	\$141.36	
	OFFICE-OPERATIONAL SUPPLIES, 7-15-24 TO 5-30-25	\$314.86	
	OFFICE-OPERATIONAL SUPPLIES, 7-15-24 TO 5-30-25	\$531.16	
		<b>\$987.38</b>	CT 25051640
One Diversified, LLC	Ultra Rugged Shielded Tactical CAT6 Terminated	\$270.63	
	Neutrik Powercon True1 Extension Cable 100'	\$499.99	
	Neutrik Powercon True1 Extension Cable, 150'	\$341.99	
	Cyclone Case, utility trunk, 30L x 45W x 36H	\$1,631.25	
	4 Conductor Multipair 13 AWG Tour Grade Speaker	\$630.73	
	4 Conductor Multipair 13 AWG Tour Grade Speaker	\$499.98	
	4 Conductor Multipair 13 AWG Tour Grade Speaker	\$669.86	
	Custom Quote	\$40.65	
	Neutrik Speaker Coupler, Speak ON to Same	\$47.44	
	Project Administration-Coordination	\$120.00	
	Freight	\$65.02	
	Field Engineer Services	\$3,936.00	
	Project Administration-Coordination	\$240.00	
	Travel and Expenses	\$445.00	
		<b>\$9,438.54</b>	CT 25051641
Orcutt Polo Association	2024-25 SIGN SPONSORSHIP - YOUTH WATER POLO CLUB,	\$250.00	
		<b>\$250.00</b>	CT 25051642
Padlet	Platinum Annual Subscription: 10/12/24 - 10/12/25.	\$99.99	
		<b>\$99.99</b>	CT 25051643
PPG Architectural Finishes Inc	Paint Supplies per Invoice 812320002674	\$82.07	
	Paint Supplies, 07-01-24 thru 05-31-25	\$36.18	
		<b>\$118.25</b>	CT 25051644
Regional Transit Authority	RTA 31-Day Bus Pass for Students. Invoice #7480-25	\$2,350.00	
		<b>\$2,350.00</b>	CT 25051645
Safety-Kleen Systems, Inc	Chemistry Fee Part# 100005, Invoice # 95113498	\$25.02	
	Recovery Fee Part# 100030	\$38.19	
	30G Parts Washer Serial# 21126696	\$263.40	
		<b>\$326.61</b>	CT 25051646
Santa Maria Sun LLC	Digital Ad Fall 2024 Registration	\$45.00	
		<b>\$45.00</b>	CT 25051647
Santa Maria Times	One Year Digital Subscription to Santa Maria Times	\$119.88	
		<b>\$119.88</b>	CT 25051648
Siemens Industry Inc	Siemens R/R Honeywell Vista Security	\$11,293.67	

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## Allan Hancock College

## Warrant Register

Check Dates from 8/1/2024 to 8/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$11,293.67</b>	CT 25051649
Smart & Final	Food & Drink Supplies for Week of Discovery	\$221.53	
	Bulldog Bites -Career Center, July 1, 2024 -	\$889.99	
	Lunch Locker in Basic Needs (July 1, 2024 -	\$653.87	
	Lunch Locker in Basic Needs (July 1, 2024 -	\$867.25	
	Food for various outreach events and activities.	\$662.78	
	Supplies for various outreach events and	\$13.46	
	Food and Beverage Purchases for	\$344.40	
	Food and Beverage Purchases for	\$423.64	
	Food and Beverage Purchases for	\$377.18	
		<b>\$4,454.10</b>	CT 25051650
	Food for Children's Center, 7-1-24 to 6-30-25	\$48.21	
	Food for Children's Center, 7-1-24 to 6-30-25	\$44.29	
		<b>\$92.50</b>	CT 25051651
Splash N Dash	Car Wash Services for Allan Hancock College	\$249.90	
		<b>\$249.90</b>	CT 25051652
Superior Pool Products LLC	Chlorine DPD Tablet, PAL-47-826	\$86.66	
	PH Phenol Red Tablet Reagent, PAL47-825	\$74.41	
	Alkalinity Tablet Reagent, PAL-47-827	\$197.56	
	Calcium Hardness Tablet, PAL-47-828	\$231.99	
	Freight Charges	\$22.95	
		<b>\$613.57</b>	CT 25051653
United Parcel Service	UPS Charges, 7-1-24 thru 6-30-25, Account	\$16.90	
		<b>\$16.90</b>	CT 25051654
Justin Beas	Manual Refund Submitted	\$972.00	
		<b>\$972.00</b>	CT 25051655
Michelle Castrejon	Manual Refund Submitted	\$1,106.00	
		<b>\$1,106.00</b>	CT 25051656
Diego Ceballos-Zarate	Manual Refund Submitted	\$433.00	
		<b>\$433.00</b>	CT 25051657
Victor Cruz	Manual Refund Submitted	\$1,823.00	
		<b>\$1,823.00</b>	CT 25051658
Emily Garduno	Manual Refund Submitted	\$1,849.00	
		<b>\$1,849.00</b>	CT 25051659
Lisa Gonzalez	Manual Refund Submitted	\$1,794.37	
		<b>\$1,794.37</b>	CT 25051660
Megan Hernandez	Manual Refund Submitted	\$122.00	
		<b>\$122.00</b>	CT 25051661
Noah Macias	Manual Refund Submitted	\$1,849.00	
		<b>\$1,849.00</b>	CT 25051662
Hawkins Pappas	Manual Refund Submitted	\$1,541.00	

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**Allan Hancock College**  
**Warrant Register**  
Check Dates from 8/1/2024 to 8/31/2024  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$1,541.00</b>	CT 25051663
Rena Alspaw	EOPS Summit Avila, CA	\$38.32	
		<b>\$38.32</b>	CT 25051664
Brandimari Anderson	EOPS Summit Avila, CA	\$38.32	
		<b>\$38.32</b>	CT 25051665
Andrea Cabanas	Veteran Symposium Newport Beach, CA	\$395.08	
		<b>\$395.08</b>	CT 25051666
Ricardo Cano	Reissue Stale Dated CK 25047038	\$31.44	
		<b>\$31.44</b>	CT 25051667
Jovany Cardenas Vargas	Stale Dated CK 25046904	\$12.25	
		<b>\$12.25</b>	CT 25051668
Columbia Business Center Partners Lp	Lease of 890 E Stowell: Base Rent Lease	\$26,190.00	
		<b>\$26,190.00</b>	CT 25051669
Sara Galindo	Open Mileage 7.09.24	\$3.28	
		<b>\$3.28</b>	CT 25051670
Silvia Gutierrez	Stale Dated Ck 25046913	\$98.25	
		<b>\$98.25</b>	CT 25051671
Edwin Hodges	EOPS Summit Avila, CA	\$38.32	
		<b>\$38.32</b>	CT 25051672
Hyatt Regency Irvine	Lodging for Rena Alspaw 9.24-27.24	\$671.10	
		<b>\$671.10</b>	CT 25051673
Hyatt Regency Sacramento	conf #40524918, 29534919, 29789145 Greeley	\$1,462.74	
		<b>\$1,462.74</b>	CT 25051674
Machamer, Ann Marie	REIMBURSEMENT CERT INTERVIEW	\$600.00	
		<b>\$600.00</b>	CT 25051675
David Melendrez-Romero	EOPS Summit Avila, CA	\$38.32	
		<b>\$38.32</b>	CT 25051676
Melinda Nishimori	Spanish Culture Study Oaxaca, Mexico	\$2,285.89	
		<b>\$2,285.89</b>	CT 25051677
Lilian Ojeda	EOPS Summit Avila, CA	\$38.32	
		<b>\$38.32</b>	CT 25051678
Pacific Gas & Electric Company	Electricity Services 7.1.2024- 6.30.2025	\$490.33	
	Electricity Services 7/1/2024 - 6/30/2025	\$126.05	
		<b>\$616.38</b>	CT 25051679
Pamela Polowy	EOPS Summit Avila, CA	\$38.32	
		<b>\$38.32</b>	CT 25051680
Kristen Rickard	EOPS Summit Avila, CA	\$38.32	

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## Allan Hancock College

## Warrant Register

Check Dates from 8/1/2024 to 8/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$38.32</b>	CT 25051681
Patricia Rodriguez Gallardo	Open Mileage 7.15.23	\$33.77	
		<b>\$33.77</b>	CT 25051682
Graciela Rubalcaba-Munoz	EOPS Summit Avila, CA	\$38.32	
		<b>\$38.32</b>	CT 25051683
Southern California Gas Co	Natural Gas Supply 7/01/2024 - 6/30/2025	\$4,160.32	
	Natural Gas Supply 7/01/2024 - 6/30/2025	\$859.37	
		<b>\$5,019.69</b>	CT 25051684
	Natural Gas Supply 7/01/2024 - 6/30/2025	\$66.68	
	Natural Gas Supply 7/01/2024 - 6/30/2025	\$13.77	
		<b>\$80.45</b>	CT 25051685
Leslie Torres	EOPS Summit Avila, CA	\$38.32	
		<b>\$38.32</b>	CT 25051686
US Department of Veterans Affairs	RETURN VA33 CERVANTES FILE 5578	\$19.00	
		<b>\$19.00</b>	CT 25051687
Esther Zamora	Open Mileage 7.01-31.24	\$74.50	
		<b>\$74.50</b>	CT 25051688
19six Architects	Construction Administration	\$870.00	
		<b>\$870.00</b>	CT 25051689
4imprint Inc.	Supplies for Various Outreach Events,	\$6,544.19	
	Etched Pocket Drawstring Sportpack, Royal Blue/	\$2,164.13	
	Freight	\$171.95	
	Swag Items for Summer & Fall 2024 General	\$9,858.98	
		<b>\$18,739.25</b>	CT 25051690
All American Screen Printing Inc	POPLIN SHIRTS WITH EMBROIDERY, VARIOUS SIZES	\$815.62	
	POPLIN SHIRTS WITH EMBROIDERY, SIZE 2XL	\$172.91	
	POPLIN SHIRTS WITH EMBROIDERY, SIZE 3XL	\$32.09	
		<b>\$1,020.62</b>	CT 25051691
Amazon	Ergonomic Supplies for 07-01-24 thru 05-30-25	\$55.73	
	INSTRUCTIONAL SUPPLIES 07-02-24 TO 05-30-25	\$45.63	
	INSTRUCTIONAL SUPPLIES 07-02-24 TO 05-30-25	\$64.13	
	OFFICE-OPERATIONAL SUPPLIES 07-02-24 TO 05-30-25	\$89.87	
	OFFICE-OPERATIONAL SUPPLIES 07-02-24 TO 05-30-25	\$183.78	
	OFFICE/OPERATIONAL SUPPLIES, 7/01/24 - 5/31/25	\$116.80	
	FOOD SUPPLIES FOR WELLNESS PROGRAM	\$179.53	
	OFFICE-OPERATIONAL SUPPLIES, 7-16-24 TO 5-30-25	\$10.72	
	OFFICE-OPERATIONAL SUPPLIES, 7-16-24 TO 5-30-25	\$10.72	
	OFFICE-OPERATIONAL SUPPLIES, 7-16-24 TO 5-30-25	\$10.72	
	OFFICE-OPERATIONAL SUPPLIES, 7-16-24 TO 5-30-25	\$97.68	
	Satco Hi-Pro 5 Inch 20W A21 LED Medium Base Replac	\$43.04	
	Instructional Supplies, 8/01/24 - 5/30/25	\$40.18	
	IT Operational Supplies: 7/02/24 - 5/30/25	(\$261.73)	

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## Allan Hancock College

## Warrant Register

Check Dates from 8/1/2024 to 8/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Amazon	Instructional Supplies for Fire Academy	\$108.72	
	Benfei 4k DisplayPort to HDMI Adapter	\$131.26	
	2 Pack Surge Protector Power Strip with 6 Outlets	\$224.98	
	Instructional Supplies July 1, 2024-May 31, 2025	\$108.03	
	Instructional Supplies for MESA/STEM	\$179.81	
	Instructional Supplies for MESA/STEM	\$219.64	
	INSTRUCTIONAL SUPPLIES 07-02-24 TO 05-30-25	\$43.23	
	Chemistry Lab Supplies: 7/01/24 - 5/30/25	\$68.43	
		<b>\$1,770.90</b>	CT 25051692
American Business Machines	Office supplies: machine staples,	\$1,375.14	
	Service Call to Repair Formax Folder/Inserter	\$168.75	
		<b>\$1,543.89</b>	CT 25051693
American Red Cross	Adult CPR/AED, Infant CPR & First Aid: 8/03/24.	\$456.00	
		<b>\$456.00</b>	CT 25051694
American Star Tours, Inc.	Bus Service - PCPA Solvang Theaterfest Trips	\$9,600.00	
		<b>\$9,600.00</b>	CT 25051695
Arroyo Grande High School Football	Full-page Ad Promoting AHC on inside back cover of	\$500.00	
	Renewal of Football Field Banner for 2024 season.	\$200.00	
		<b>\$700.00</b>	CT 25051696
B&H Photo Video	GyroVu Heavy-Duty 15mm Quick Release Mount with	\$100.87	
	Kensington Safe Dome Cables - Quote #: 1107884713	\$374.97	
	Kensington Safe Dome Cables - Quote #: 1107884713	\$374.97	
	Belkin USB-C Hub	\$613.46	
		<b>\$1,464.27</b>	CT 25051697
Banner Fire Equipment Inc	2.5 Repair Kit, Composite Ball (8925)	\$337.78	
	Shipping and Handling Inbound- Parts	\$40.00	
		<b>\$377.78</b>	CT 25051698
Bedford Enterprises, Inc	Roll Off-Waste Fee and Freight Charges	\$704.00	
	Fuel Surcharge	\$39.50	
	Municipal Disposal Tax	\$14.08	
		<b>\$757.58</b>	CT 25051699
Bremer Auto Parts	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	\$37.16	
	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	\$667.14	
	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	\$262.12	
	Operational Supplies for Fire Academy	\$86.99	
	Operational Supplies for Fire Academy	\$4.76	
	Operational Supplies for Fire Academy	\$108.38	
	Operational Supplies for Fire Academy	\$12.47	
		<b>\$1,179.02</b>	CT 25051700
Burnham Insurance Services	ACA Consulting 7-1-24 to 6-30-25	\$3,250.00	
	<b>\$3,250.00</b>	CT 25051701	
C & S Construction 1 Inc	All materials and labor for the completion of the	\$9,672.00	

## Allan Hancock College

## Warrant Register

Check Dates from 8/1/2024 to 8/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$9,672.00</b>	CT 25051702
Ca Student Aid Commission	CSAC ID 00111100 LAEP FUNDS RETURN	\$2,130,845.62	
		<b>\$2,130,845.62</b>	CT 25051703
Cal State Auto Parts	Auto Supplies, 07-01-24 thru 05-31-25	\$17.36	
	Auto Supplies, 07-01-24 thru 05-31-25	\$21.08	
	Auto Supplies, 07-01-24 thru 05-31-25	\$54.03	
	Auto Supplies, 07-01-24 thru 05-31-25	\$16.27	
	Auto Supplies, 07-01-24 thru 05-31-25	\$15.94	
	Auto Supplies, 07-01-24 thru 05-31-25	\$10.88	
	Auto Supplies, 07-01-24 thru 05-31-25	\$196.03	
		<b>\$331.59</b>	CT 25051704
Califitness Equipment Expert	Service call to install replacement parts in Life	\$95.00	
		<b>\$95.00</b>	CT 25051705
California Department of Industrial Relations	Permit to Operate Conveyance 161836	\$225.00	
	Permit to Operate Conveyance 191300	\$225.00	
	Non-Compliance Fee-Inspection of Conveyance 191303	\$675.00	
		<b>\$1,125.00</b>	CT 25051706
California Electric Supply	Light Bulb , LEDVA FO32-835-ECO	\$2,144.80	
		<b>\$2,144.80</b>	CT 25051707
Canon Financial Services Inc	Campus Graphics Copiers Lease	\$3,917.15	
		<b>\$3,917.15</b>	CT 25051708
CDW Government Inc	Dell Latitude 5450 Laptop, Item #7883104.	\$19,237.66	
	Recycling Fee	\$60.00	
		<b>\$19,297.66</b>	CT 25051709
Center for Organizational Responsibility and Advancement	Equity Minded Hiring Practices Online Course.	\$10,000.00	
	Course Design for Racial Equity Online Course.	\$20,000.00	
	Unconscious Bias Online Course.	\$20,000.00	
		<b>\$50,000.00</b>	CT 25051710
Central Coast Truck Center	FENDERS: MOUNTING KIT	\$2,154.56	
		<b>\$2,154.56</b>	CT 25051711
Citrin Cooperman Advisors LLC	Additional Hours for Intune Initiatives Ongoing Ad	\$1,800.00	
		<b>\$1,800.00</b>	CT 25051712
Column Software PBC	Legal advertising in the Santa Maria Times for	\$601.29	
		<b>\$601.29</b>	CT 25051713
Community College League Of California	LSP LIBRARY SERVICE PLATFORM PROGRAM	\$375.00	
		<b>\$375.00</b>	CT 25051714
Computerland Of Silicon Valley	AZURE-EES - Azure Usage Beyond EES Campus Agmt	\$2,262.95	
		<b>\$2,262.95</b>	CT 25051715

## Allan Hancock College

## Warrant Register

Check Dates from 8/1/2024 to 8/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Costco Wholesale Membership	Business Membership Fee for FY 2024/2025.	\$130.00	
		<b>\$130.00</b>	CT 25051716
Culligan/Central Coast Water Treatment	CAMPUS GRAPHICS DRINKING WATER DELIVERY	\$27.00	
	FUEL SURCHARGE	\$4.24	
	HOT COLD WATER STAND RENTAL	\$11.00	
		<b>\$42.24</b>	CT 25051717
Curriqunet	curriQunet META SaaS Licenses	\$12,996.00	
	curriQunet META Professional Services	\$9,747.00	
		<b>\$22,743.00</b>	CT 25051718
Custom Colors Auto Body Supplies, Inc.	1QT Mix Cups Item# HIT MC32 Invoice# 101HX7780	\$1.76	
	2.5QT Mix Cups Item# HIT MC86	\$3.85	
		<b>\$5.61</b>	CT 25051719
Cyber Copy Inc	Online posting of bid documents for the Baseball/	\$24.00	
		<b>\$24.00</b>	CT 25051720
Edwards Construction Group, Inc	Change Order #04: Rerouting Work for PG&E and	\$20,174.28	
	Change Order #05: Change to Synthetic Pavers,	\$12,275.92	
	Change Order #06: Rat Slab & Irrigation Changes,	\$30,464.54	
	Change Order #07: Additional curb & handrail/guard	\$26,668.61	
		<b>\$89,583.35</b>	CT 25051721
Engel and Gray Inc	Greenwaste Hauling Fee	\$125.00	
	Waste Handling	\$143.91	
	Bin Rental	\$48.00	
	Fuel Surcharge	\$26.89	
	Franchise Fee	\$4.00	
		<b>\$347.80</b>	CT 25051722
Fatte's Pizza of Santa Maria	Lunch Purchase for the Academic Resource Center's	\$243.45	
		<b>\$243.45</b>	CT 25051723
Ferguson Enterprises Inc	Plumbing Supplies, 07-01-24 thru 5-31-25	\$129.51	
	Plumbing Supplies, 07-01-24 thru 5-31-25	\$49.79	
	Plumbing Supplies, 07-01-24 thru 5-31-25	\$332.78	
	Plumbing Supplies, 07-01-24 thru 5-31-25	\$102.18	
		<b>\$614.26</b>	CT 25051724
Fisher Scientific Co Llc	Chemistry Lab Supplies: 7/01/24 - 5/30/25	\$740.50	
	Supplies for Organic Chemistry Labs, per	\$22.72	
		<b>\$763.22</b>	CT 25051725
Flinn Scientific Inc	Chemistry Lab Supplies: 7/01/24 - 5/30/25	\$371.71	
		<b>\$371.71</b>	CT 25051726
Grainger Inc.	Tires and Wheels, Item 807V26	\$277.05	
	Maintenance Supplies, 07-01-24 thru 05-31-25	\$129.56	
	Maintenance Supplies, 07-01-24 thru 05-31-25	\$131.02	
	Maintenance Supplies, 07-01-24 thru 05-31-25	(\$102.83)	

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## Allan Hancock College

## Warrant Register

Check Dates from 8/1/2024 to 8/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Grainger Inc.	Maintenance Supplies, 07-01-24 thru 05-31-25	\$227.60	
		<b>\$662.40</b>	CT 25051727
Johnson Plastics Plus	Office Supplies - Engraver Plastic and supplies	\$32.65	
		<b>\$32.65</b>	CT 25051728
Laerdal Medical Corp	IV Bag Transfer Set w/ Tubing #270-00250. Quote Shipping	\$106.32	
		\$32.63	
		<b>\$138.95</b>	CT 25051729
Linde Gas & Equipment Inc.	Instructional Supplies - WLDT program	\$392.55	
		<b>\$392.55</b>	CT 25051730
McKesson Medical Surgical Inc	Exam light stand #712208	\$1,588.45	
	Mailback Takeaway container #783317	\$218.79	
		<b>\$1,807.24</b>	CT 25051731
Mission Linen Supply	Uniform Services and Towels, 7-01-24 thru 6-30-25	\$35.05	
	Uniform Services and Towels, 7-01-24 thru 6-30-25	\$35.05	
		<b>\$70.10</b>	CT 25051732
Miwall Corporation	Horn 5.56 53gr CX TAP PATROL 200 rds, Item 81275C.	\$1,234.86	
	Shipping Charge	\$25.01	
		<b>\$1,259.87</b>	CT 25051733
Bryce Miyahara	SPRING 2024 TUTOR TRAINING 01/19/24 RI	\$39.54	
		<b>\$39.54</b>	CT 25051734
Modern Campus	CMS Integrated Calendar - Omni CMS Integrated	\$3,500.00	
		<b>\$3,500.00</b>	CT 25051735
Mr Pool Man	Sodium Bicarbonate, 50 lb. per Invoice 76505	\$84.72	
	Filter Blaster Cleaner per Invoice 76982	\$18.43	
		<b>\$103.15</b>	CT 25051736
ODP Business Solutions LLC	MESA/STEM Operational Supplies: 7/02/24 - 12/15/24	\$12.65	
	MESA/STEM Operational Supplies: 7/02/24 - 12/15/24	\$21.74	
	MESA/STEM Operational Supplies: 7/02/24 - 12/15/24	\$48.65	
	MESA/STEM Operational Supplies: 7/02/24 - 12/15/24	\$16.30	
	MESA/STEM Operational Supplies: 7/02/24 - 12/15/24	\$41.30	
	MESA/STEM Operational Supplies: 7/02/24 - 12/15/24	\$127.85	
	General Office Supplies - Maintenance, 7/01/2024	\$39.03	
	General Office Supplies - Maintenance, 7/01/2024	\$112.57	
	Operational Supplies	\$245.92	
	Office Supplies for Community Ed,	\$262.70	
	Office Supplies for Community Ed,	\$111.12	
	Office Supplies for Community Ed,	\$130.49	
	Office Supplies: 7/16/24 - 5/30/25	\$103.51	
	Office Supplies: 7/16/24 - 5/30/25	\$28.25	
	Office Supplies: 7/16/24 - 5/30/25	\$21.41	
	Office Supplies for General & Noncredit Counseling	\$1,254.10	
	Office Supplies for General & Noncredit Counseling	\$140.53	
	Office Supplies for General & Noncredit Counseling	\$8.91	
	Office Supplies 7/1/24-5/30/25	\$91.88	
	Office Supplies: 07/01/2024 - 05/30/2025	\$187.75	

## Allan Hancock College

## Warrant Register

Check Dates from 8/1/2024 to 8/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
ODP Business Solutions LLC	Office Supplies: 07/01/2024 - 05/30/2025	\$192.32	
	Office Supplies: 07/01/2024 - 05/30/2025	\$184.83	
	Office supplies, 7/01/2024 to 5/30/2025	\$407.44	
	Office Supplies, 7/01/2024 - 5/30/2025	\$17.41	
	Office Supplies, 7/01/2024 - 5/30/2025	\$30.33	
	Office Supplies, 7/01/2024 - 5/30/2025	\$375.62	
	Sentry Safe SYVC 708390	(\$203.09)	
	Sentry Safe SYVC 708390	\$203.09	
		<b>\$4,214.61</b>	CT 25051737
Old Town Shirt Factory	Bella + Canvas Unisex Heather Short Sleeve Tee,	\$4,384.80	
	Bella + Canvas Unisex Heather Short Sleeve Tee,	\$704.70	
		<b>\$5,089.50</b>	CT 25051738
Orcutt Children's Arts Foundation Inc.	2024 ORCUTT CHALK FESTIVAL PLATINUM SPONSOR	\$2,500.00	
			<b>\$2,500.00</b>
Osborne Coinage Co	Stock Brass Eagle w/ Stars Coins, Item	\$218.00	
	Shipping Fee	\$29.52	
		<b>\$247.52</b>	CT 25051740
Point Of Action	AHC Pathways Caps x 7 Programs,	\$6,895.07	
	Pathways Title Layouts x 7	\$90.00	
	Setup Fee	\$15.01	
		<b>\$7,000.08</b>	CT 25051741
ProCare Janitorial Supply, Inc.	Custodial Supplies, 07-01-24 thru 05-31-25,	\$2,346.73	
			<b>\$2,346.73</b>
R&M Diesel Service & Towing LLC	RM Labor for Truck Driving Class	\$351.34	
	RM Diesel Parts for Truck Driving Class	\$119.34	
		<b>\$470.68</b>	CT 25051743
Kenneth Rand	Motivational Speaker for Life/Physical Sciences &	\$3,500.00	
			<b>\$3,500.00</b>
Safety-Kleen Systems, Inc	Chemistry Fee For Damaged Washer Part During	\$104.25	
	Recovery Fee	\$159.10	
	30G Parts Washer (LG) - Aqueous	\$1,097.29	
		<b>\$1,360.64</b>	CT 25051745
Santa Maria Bonita School District	BPO25-00231 SMBSD EVENT REFUND	\$126.00	
			<b>\$126.00</b>
Santa Ynez High School Football Boosters	2024 SYHS Football RIO Special Sponsorship	\$1,000.00	
			<b>\$1,000.00</b>
Siemens Industry Inc	Service Call - Assist Kone Elevator with Elevator	\$972.00	
	Trip Charge	\$120.00	
	Intrusion Alarm Annual Service Agreement:	\$16,238.00	
	Fire Alarm Annual Service & Monitoring Agreement:	\$38,098.00	

## Allan Hancock College

## Warrant Register

Check Dates from 8/1/2024 to 8/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Siemens Industry Inc	The Contractor Shall Furnish all Labor, Materials,	\$164,154.60	
		<b>\$219,582.60</b>	CT 25051748
SLO Pest And Termite	Pest Control Services, 07-01-24 thru 06-30-25	\$120.00	
	Pest Control Services, 07-01-24 thru 06-30-25	\$125.00	
	Pest Control Services, 07-01-24 thru 06-30-25	\$75.00	
	Pest Control Services, 07-01-24 thru 06-30-25	\$85.00	
	Pest Control Services, 07-01-24 thru 06-30-25	\$80.00	
	Pest Control Services, 07-01-24 thru 06-30-25	\$110.00	
		<b>\$595.00</b>	CT 25051749
Smith Pipe & Supply Inc	Supplies for AHC Grounds Dept, 7-1-24 thru 5-31-25	\$370.87	
	Supplies for AHC Grounds Dept, 7-1-24 thru 5-31-25	\$75.29	
		<b>\$446.16</b>	CT 25051750
Solvang Chamber Of Commerce	CORPORATE GOLD SPONSOR,	\$5,000.00	
		<b>\$5,000.00</b>	CT 25051751
Soundstripe Inc	Annual License Agreement	\$9,500.00	
		<b>\$9,500.00</b>	CT 25051752
Sp Maintenance Services Inc	Heavy Duty Sweeping Services: EVOC Track on South	\$515.00	
		<b>\$515.00</b>	CT 25051753
Spectrum Reach	30-second Ad Fall 2024 Registration	\$547.60	
		<b>\$547.60</b>	CT 25051754
Sport & Cycle Team Athletics Inc	Royal Football Bag #ST29. Quote #8689	\$815.46	
	Shipping	\$64.14	
	UA W's Showtime LS Jersey, Item #UJVJ3LW. Quote	\$138.96	
	Shipping	\$24.19	
	Rawlings #FSR100CCC Game Baseballs, Quote #Q392.	\$530.16	
	Shipping	\$25.30	
	Sport Tek M's LT. Heather Grey Dri-Fit Tee w/	\$999.63	
	A4 M's Royal 9" Pocketed Dri-Fit Short w/ 1-Color	\$1,304.13	
	Port & Co. M's Graphite Heather Grey Hoodie	\$1,956.41	
	Size Fee 2XL	\$146.81	
	Size Fee 3XL	\$195.75	
	Size Fee 4XL	\$54.38	
	Shipping	\$353.16	
	UA M's Fitted Singlet- Fill in Order- Item	\$538.20	
	UA W's Compression Singlet- Fill in Order- Item	\$538.20	
	UA M's Black Motivate 2.0 LS 1/4 Zip, Item	\$456.64	
	A4 W's Black Dri-Fit Tee w/ 1-Color Print, Item	\$254.33	
	A4 M's Black Dri-Fit Tee w/ 1-Color Print, Item	\$254.33	
	Shipping	\$116.15	
	A4 Practice Jersey w/ 1-Color Print, 20/Royal & 20	\$860.85	
	McDavid Rival Integrated 5-Pad Girdle	\$1,413.21	
	Champro Pair Small Knee Pads	\$91.22	
	Champro Black Mouth Guards	\$53.84	
	Shipping	\$172.14	
	Dozen- Wilson Duo Soft White Golf Balls w/ Multi-	\$417.47	

## Allan Hancock College

## Warrant Register

Check Dates from 8/1/2024 to 8/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Sport & Cycle Team Athletics Inc	Shipping	\$37.14	
	UA W's Royal Knockout Team Tee,	\$68.48	
	UA W's Mod Gray LT Heather Tech Team LS,	\$58.69	
	UA W's Royal Tech Team Polo, Item #1370431-400	\$58.71	
	UA W's Gold Tech Team Polo, Item #1370431-750	\$58.70	
	UA W's Mod Gray Motion Snap Pullover,	\$84.80	
		<b>\$12,141.58</b>	CT 25051755
Taco Roco	Fresca Salads for College Corps Fellow Orientation	\$41.33	
	Churros	\$71.42	
	Tray 20 people beans	\$27.18	
	Tray 20 people rice	\$27.18	
	Tray 40 people rice	\$41.31	
	Tray 40 people beans	\$41.31	
	Tray Beef & Chicken Taquitos	\$195.69	
	Tray Quesadilla	\$130.38	
		<b>\$575.80</b>	CT 25051756
Testa Catering	CATERING ORDER FOR MATH DEPT RETREAT ON 8-16-2024	\$1,907.78	
		<b>\$1,907.78</b>	CT 25051757
Tropics	Aquarium Maintenance Service (2 visits/month):	\$300.00	
	Aquarium Maintenance Service (2 visits/month):	\$300.00	
	Aquarium Maintenance Service (2 visits/month):	\$26.09	
		<b>\$626.09</b>	CT 25051758
United Health Care Insurance Co	RETIREE AARP INSURANCE PREMIUMS SEP 2024	\$331.25	
		<b>\$331.25</b>	CT 25051759
United Parcel Service	UPS Charges, 7-1-24 thru 6-30-25, Account	\$38.37	
		<b>\$38.37</b>	CT 25051760
United Refrigeration Inc	HVAC Supplies, 07-01-24 thru 05-31-25	\$24.84	
	HVAC Supplies, 07-01-24 thru 05-31-25	\$116.84	
		<b>\$141.68</b>	CT 25051761
Urbane Cafe	Lunch for College Corps Student Orientation on	\$102.77	
	Santa Maria BBQ Chicken Sandwich Box	\$278.95	
	Pesto & Sundried Tomato (Chicken) Sandwich Box	\$278.95	
	Power Veggie Salad Box	\$44.05	
	Delivery Fee	\$14.98	
		<b>\$719.70</b>	CT 25051762
Ward's Science Inc	Science Lab Supplies July 1, 2024-May 30, 2025	\$150.56	
		<b>\$150.56</b>	CT 25051763
Wayco Disaster Training and Consulting	Disaster Training & Consulting: 7/01/24 - 6/30/25	\$13,333.33	
		<b>\$13,333.33</b>	CT 25051764
Zoro Tools, Inc	Solid Wheel, Ribbed, 3/4" Fits Axle Dia.,	\$190.20	

## Allan Hancock College

## Warrant Register

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Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$190.20</b>	CT 25051765
Finees Balderas	Manual Refund Submitted	\$209.00	
		<b>\$209.00</b>	CT 25051766
Seth Bautista	Manual Refund Submitted	\$612.00	
		<b>\$612.00</b>	CT 25051767
Yessica Bobo	Manual Refund Submitted	\$28.00	
		<b>\$28.00</b>	CT 25051768
Maddy Bryant-Gonsales	Manual Refund Submitted	\$1,101.00	
		<b>\$1,101.00</b>	CT 25051769
Isaiah Canas	Manual Refund Submitted	\$300.00	
		<b>\$300.00</b>	CT 25051770
Vicki Chapman	Manual Refund Submitted	\$595.00	
		<b>\$595.00</b>	CT 25051771
Diego De La Cruz	Manual Refund Submitted	\$1,821.00	
		<b>\$1,821.00</b>	CT 25051772
Julizabeth De La Cruz-Hernandez	Manual Refund Submitted	\$1,825.00	
		<b>\$1,825.00</b>	CT 25051773
Maliya De Solminihac-Aguilus	Manual Refund Submitted	\$869.00	
		<b>\$869.00</b>	CT 25051774
Kathryn Dowell	Manual Refund Submitted	\$69.00	
		<b>\$69.00</b>	CT 25051775
Evelynn Esparza	Manual Refund Submitted	\$897.00	
		<b>\$897.00</b>	CT 25051776
Miguel Gabourel	Manual Refund Submitted	\$1,823.00	
		<b>\$1,823.00</b>	CT 25051777
Manuel Guizar	Manual Refund Submitted	\$185.00	
	Manual Refund Submitted	\$28.00	
		<b>\$213.00</b>	CT 25051778
Joshua Hernandez	Manual Refund Submitted	\$285.00	
		<b>\$285.00</b>	CT 25051779
Megan Hernandez	Manual Refund Submitted	\$462.00	
		<b>\$462.00</b>	CT 25051780
Frenny Llarenas	Manual Refund Submitted	\$68.00	
		<b>\$68.00</b>	CT 25051781
Sandy Macias	Manual Refund Submitted	\$47.00	
		<b>\$47.00</b>	CT 25051782
Kathleen Marshall	Manual Refund Submitted	\$73.00	

## Allan Hancock College

## Warrant Register

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Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$73.00</b>	CT 25051783
Farzana Mohsin	Manual Refund Submitted	\$1,773.00	
		<b>\$1,773.00</b>	CT 25051784
Alexa Noriega	Manual Refund Submitted	\$1,794.00	
		<b>\$1,794.00</b>	CT 25051785
Orlando Olivera-Vengas	Manual Refund Submitted	\$1,794.37	
		<b>\$1,794.37</b>	CT 25051786
Joanna Pulido Ayala	Manual Refund Submitted	\$1,823.00	
		<b>\$1,823.00</b>	CT 25051787
Yasmin Ramirez	Manual Refund Submitted	\$1,849.00	
		<b>\$1,849.00</b>	CT 25051788
Samarah Ramos	Manual Refund Submitted	\$1,737.00	
		<b>\$1,737.00</b>	CT 25051789
Omar Reynoso	Manual Refund Submitted	\$948.00	
		<b>\$948.00</b>	CT 25051790
Deborah Sagisi	Manual Refund Submitted	\$111.00	
		<b>\$111.00</b>	CT 25051791
Vanessa Savala	Manual Refund Submitted	\$398.00	
		<b>\$398.00</b>	CT 25051792
Jake Kristian Villaflor	Manual Refund Submitted	\$1,821.00	
		<b>\$1,821.00</b>	CT 25051793
City Of Santa Maria	Water Services and Disposal Site Fees- Utilities,	\$3,310.45	
	Water Services and Disposal Site Fees- Community	\$776.52	
	Water Services and Disposal Site Fees- Utilities,	\$15,450.26	
	Water Services and Disposal Site Fees- Community	\$3,624.14	
	Water Services and Disposal Site Fees- Utilities,	\$3,728.41	
	Water Services and Disposal Site Fees- Community	\$874.57	
	Water Services and Disposal Site Fees- Utilities,	\$5,908.81	
	Water Services and Disposal Site Fees- Community	\$1,386.02	
	Water Services and Disposal Site Fees- Utilities,	\$7,860.31	
	Water Services and Disposal Site Fees- Community	\$1,843.78	
	Water Services and Disposal Site Fees- Utilities,	\$629.43	
	Water Services and Disposal Site Fees- Community	\$147.64	
	Water Services and Disposal Site Fees- Utilities,	\$239.16	
	Water Services and Disposal Site Fees- Community	\$56.10	
	Water Services and Disposal Site Fees- Utilities,	\$139.85	
	Water Services and Disposal Site Fees- Community	\$32.81	
	Water Services and Disposal Site Fees- Utilities,	\$229.97	
	Water Services and Disposal Site Fees- Community	\$53.94	
	Water Services and Disposal Site Fees- Utilities,	\$358.97	
	Water Services and Disposal Site Fees- Community	\$84.20	
	Water Services and Disposal Site Fees- Utilities,	\$4,172.04	
	Water Services and Disposal Site Fees- Community	\$978.63	
	Water Services and Disposal Site Fees- Utilities,	\$1,425.25	

## Allan Hancock College

## Warrant Register

Check Dates from 8/1/2024 to 8/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
City Of Santa Maria	Water Services and Disposal Site Fees- Community	\$334.32	
		<b>\$53,645.58</b>	CT 25051794
Comcast Cable	Comcast Monthly Internet Costs: 7/01/24 - 6/30/25	\$278.42	
		<b>\$278.42</b>	CT 25051795
	Comcast Monthly Internet Costs: 7/01/24 - 6/30/25	\$232.37	
		<b>\$232.37</b>	CT 25051796
Connor Dodd	Open Mileage 6.10-7.31F	\$964.80	
		<b>\$964.80</b>	CT 25051797
Alejandra Enciso	Open Mileage 8.20.24	\$13.53	
		<b>\$13.53</b>	CT 25051798
Jeffery Hall	Open Mileage 8.20.24	\$37.65	
		<b>\$37.65</b>	CT 25051799
Omni Hotel	CONF # 40056614749 WARD Lodging 10.22-25.24	\$484.48	
		<b>\$484.48</b>	CT 25051800
	CONF # 40056614795 BEAL 10.22-25.24	\$484.48	
		<b>\$484.48</b>	CT 25051801
	CONF # 40056613840 RIVAS 10.22-25.24	\$484.48	
		<b>\$484.48</b>	CT 25051802
	CONF # 40056613786 LAMICA 10.22-25.24	\$484.48	
		<b>\$484.48</b>	CT 25051803
	CONF # 40056613890 MENDOZA 10.22-25.24	\$484.48	
		<b>\$484.48</b>	CT 25051804
Greg Pensa	Open Mileage 7.25, 8.15, 8.20.24	\$144.32	
		<b>\$144.32</b>	CT 25051805
Kenneth Perez	College Corps CalPoly, San Luis Obispo, CA	\$46.10	
		<b>\$46.10</b>	CT 25051806
Ruben Regalado	Open Mileage 8.6-13.24F	\$171.39	
		<b>\$171.39</b>	CT 25051807
Danielle Rivera	Open Mileage 10.4,11.01,12.06.23	\$33.41	
	Open Mileage 2.5,4.3,5.01.24	\$34.17	
	Open Mileage 8.07.24	\$11.39	
		<b>\$78.97</b>	CT 25051808
Graciela Rubalcaba-Munoz	Network Rising Scholars Aptos, CA	\$306.62	
		<b>\$306.62</b>	CT 25051809
Alyssa Stovall	RI WA 25047630 Stale Dated Canceled before report	\$598.14	
		<b>\$598.14</b>	CT 25051810
Verizon Wireless	Monthly Charges For Athletics Hot Spots,	\$76.02	
		<b>\$76.02</b>	CT 25051811
	Cell Phone Service Fees for Facilities Dept.	\$558.37	
	Verizon Annual Plan -Noncredit Student Navigators	\$204.16	

## Allan Hancock College

## Warrant Register

Check Dates from 8/1/2024 to 8/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$762.53</b>	CT 25051812
Verizon Wireless	Cell Phone Service for Campus Police: 7/01/24 -	\$534.75	
		<b>\$534.75</b>	CT 25051813
	iPhone SE Monthly Charges for 4 Outreach/Retention	\$207.84	
	iPhone SE Monthly Charges for 3 Outreach/Retention	\$157.56	
		<b>\$365.40</b>	CT 25051814
	Monthly Charges For Athletics Hot Spots,	\$114.03	
		<b>\$114.03</b>	CT 25051815
	Monthly Fee - Unlimited Mobile Broadband Plan,	\$28.21	
		<b>\$28.21</b>	CT 25051816
David Whitham	Open Mileage 8.13.24	\$59.36	
		<b>\$59.36</b>	CT 25051817
13 Stars Media	Quarter-page ad for Hancock Promise 2 in the Santa	\$380.00	
		<b>\$380.00</b>	CT 25051818
Mary Abatti	Reimbursement for Snacks for Writing Center	\$28.33	
		<b>\$28.33</b>	CT 25051819
AHC - District Trust Fund	Payroll deduction 08/30/24	\$190.00	
		<b>\$190.00</b>	CT 25051820
AHC Foundation	PAYROLL DEDUCTION 08/30/30	\$3,181.96	
		<b>\$3,181.96</b>	CT 25051821
Amazon	Office Supplies for 07-01-24 thru 05-30-25	\$319.38	
	Misc. Supplies for Center 7-1-24 to 5-30-25	\$95.68	
	Misc. Supplies for Center 7-1-24 to 5-30-25	\$257.12	
	Misc. Supplies for Center 7-1-24 to 5-30-25	\$368.62	
	Trimax Puck Lock	\$112.99	
	Equipment Lock Heavy Duto Cargo Door Lock	\$206.57	
	Geology Instructional Supplies: 8/05/24 - 5/30/25	\$248.21	
	Geology Instructional Supplies: 8/05/24 - 5/30/25	\$235.55	
	Geology Instructional Supplies: 8/05/24 - 5/30/25	\$166.91	
	Geology Instructional Supplies: 8/05/24 - 5/30/25	\$130.48	
	AQUAPAPA 6lbs Bulk Carbon Charcoal Filter Pellets	\$30.90	
	Shipping & Handling	\$7.60	
	Biology Lab Supplies: 07-01-24 thru 05-31-25	\$123.96	
	Instructional Supplies, 8/01/24 - 5/30/25	\$84.75	
		<b>\$2,388.72</b>	CT 25051822
American Star Tours, Inc.	Student Trip to CSU San Marcos & UC San Diego:	\$5,475.00	
	Bus Service - AHC Men's Soccer Team on 8-20-24	\$3,425.00	
	Bus Service - AHC Womens Soccer Team on 8-20-24	\$2,855.00	
	Bus Service - PCPA Solvang Theaterfest Trips	\$6,000.00	
		<b>\$17,755.00</b>	CT 25051823
Jeffrey Appel	Reimbursement for instructional book	\$39.10	
		<b>\$39.10</b>	CT 25051824
Assoc CA Community College	payroll deduction 08/30/24	\$103.14	

## Allan Hancock College

## Warrant Register

Check Dates from 8/1/2024 to 8/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Admin		<b>\$103.14</b>	CT 25051825
BC Pump Sales And Service	Labor to Install 2 Gauges on Taco Pump	\$42.50	
	Dry Gauge Bottom Mount	\$21.75	
	Miscellaneous Fittings	\$21.75	
		<b>\$86.00</b>	CT 25051826
Board Of Governors	Student Right to Know reporting subscription,	\$5,900.00	
		<b>\$5,900.00</b>	CT 25051827
Bowls On The Go	Lunch Purchase for General Counseling Retreat	\$734.06	
		<b>\$734.06</b>	CT 25051828
Bremer Auto Parts	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	\$342.55	
	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	\$18.36	
		<b>\$360.91</b>	CT 25051829
California Electric Supply	Electrical-Lighting Supplies, 07-01-24 thru	\$366.49	
	Electrical-Lighting Supplies, 07-01-24 thru	\$299.06	
		<b>\$665.55</b>	CT 25051830
CalPERS 457 Plan	payroll deduction 08/30/24	\$4,900.00	
		<b>\$4,900.00</b>	CT 25051831
Camarenas Tire	Tires for LE Vehicles: 07-02-24 to 05-30-25.	\$2,178.95	
		<b>\$2,178.95</b>	CT 25051832
Carr's Boot Shop	Safety boots for employees: 7-01-24 to 6-30-25	\$206.61	
		<b>\$206.61</b>	CT 25051833
CDW Government Inc	Dell Latitude 5440 - 14" - Intel Core i5 - 1335U	\$5,203.19	
	Dell Latitude 5440 - 14" - Intel Core i5 - 1335U	\$5,203.17	
	Dell WD22TB4 - Docking Station - Thunderbolt - HDM	\$874.71	
	Dell WD22TB4 - Docking Station - Thunderbolt - HDM	\$874.71	
	Recycling Fee, 4" to less than 15"	\$18.00	
	Recycling Fee, 4" to less than 15"	\$18.00	
		<b>\$12,191.78</b>	CT 25051834
City of Santa Maria Fire Department	Annual Fire Inspection Invoice#SMFD-2024T190611	\$102.50	
	Annual Fire Inspection Invoice#SMFD-2024T190611	\$102.50	
		<b>\$205.00</b>	CT 25051835
Community College Assn Of Mesa Directors	2024-25 Institutional Membership Dues for CCAMD,	\$750.00	
		<b>\$750.00</b>	CT 25051836
Community College League Of California	Turnitin per FTES Subscription Fee:	\$17,646.07	
	Turnitin per FTES Subscription Fee:	\$29,999.97	
	Turnitin per FTES Subscription Fee:	\$37,434.20	
	Turnitin per Campus Subscription Fee:	\$3,150.00	
		<b>\$88,230.24</b>	CT 25051837
Dept Of Forestry & Fire	FSTEP Training: Fire Control 3: Structural	\$2,175.00	

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**Allan Hancock College**  
**Warrant Register**  
Check Dates from 8/1/2024 to 8/31/2024  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
Protection		<b>\$2,175.00</b>	CT 25051838
Envoy Plan Services Inc.	payroll deduction 08/30/2024	\$120,184.08	
		<b>\$120,184.08</b>	CT 25051839
FACCC Fac Assoc CA Comm Colleges	PAYROLL DEDUCTION 08/30/2024	\$239.00	
		<b>\$239.00</b>	CT 25051840
Faculty Association of AHCC	payroll deduction 08/30/2024	\$8,068.07	
		<b>\$8,068.07</b>	CT 25051841
FitBox LLC	Wall Mounted Rack 300MM Long Pegs Item#FB001	\$652.50	
	6 Bar Rack Space Saving Design Item#FB003	\$217.50	
	4 Tier Rack Kettlebells Slam Balls Item#RK9009B	\$217.50	
		<b>\$1,087.50</b>	CT 25051842
Follett Heg - Ahc Bookstore	Instructional Supplies July 1, 2024-May 30, 2025	\$25.64	
		<b>\$25.64</b>	CT 25051843
Franchise Tax Board	payroll deduction 08/30/2024	\$625.00	
		<b>\$625.00</b>	CT 25051844
Galls Llc	Uniforms for CSO from 7/12/24 - 5/30/25	\$208.69	
		<b>\$208.69</b>	CT 25051845
House Sanitary Supply, Inc.	Hand Sanitizer Gel 70% 8.4 oz Floral Pump Bottle	\$73.57	
	Jaws Professional Mopping System Kit 3 ea / cs	\$95.65	
	Transportation Surcharge	\$6.95	
		<b>\$176.17</b>	CT 25051846
IRS ACS Support	payroll deduction 08/30/2024	\$102.74	
		<b>\$102.74</b>	CT 25051847
Kelly Spicers Stores	Office Supplies - Paper, Wide Format and Bindery	\$3,826.81	
		<b>\$3,826.81</b>	CT 25051848
KIDI/KRTO/KTAP La Buena	30-second Ad Fall 2024 Registration	\$500.00	
		<b>\$500.00</b>	CT 25051849
Koehler Plumbing Inc	Fire Hydrant Flow Test per Invoice 12359	\$200.00	
		<b>\$200.00</b>	CT 25051850
Kone Inc	Install New Jack Packing in Elevator, Bldg. F	\$3,079.04	
		<b>\$3,079.04</b>	CT 25051851
KSBY-TV	30-second Ad Fall 2024 Registration	\$850.00	
		<b>\$850.00</b>	CT 25051852
KyJay LLC	Speaker and Workshop Facilitator for Counseling	\$5,500.00	
		<b>\$5,500.00</b>	CT 25051853
Laguna Clay Company	Instructional Supplies per Sales Quote #SQ123829	\$6,408.46	
		<b>\$6,408.46</b>	CT 25051854
Lazer Broadcasting Corp	30-second Ad Fall 2024 Registration	\$540.00	
	30-second Ad Fall 2024 Registration	\$960.00	

## Allan Hancock College

## Warrant Register

Check Dates from 8/1/2024 to 8/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$1,500.00</b>	CT 25051855
Local Copies Etc. Inc.	Livescan Services: 7-01-24 thru 6-30-25	\$25.00	
	Livescan Services: 7-01-24 thru 6-30-25	\$25.00	
	Livescan Services: 7-01-24 thru 6-30-25	\$25.00	
	Livescan Services: 7-01-24 thru 6-30-25	\$25.00	
	Livescan Services: 7-01-24 thru 6-30-25	\$25.00	
	Livescan Services: 7-01-24 thru 6-30-25	\$25.00	
	Livescan Services: 7-01-24 thru 6-30-25	\$25.00	
	Livescan Services: 7-01-24 thru 6-30-25	\$25.00	
		<b>\$200.00</b>	CT 25051856
Lompoc High School Athletics	Full-page ad for Hancock Promise 2 in 2024	\$325.00	
	Banner installed in stadium- three seasons	\$100.00	
		<b>\$425.00</b>	CT 25051857
Lompoc Hospital District Foundation	2024 COLORTTHON 5K - BRONZE SPONSOR	\$1,000.00	
		<b>\$1,000.00</b>	CT 25051858
Luya Enterprise Inc	Custom Tent Diploma Covers 8.5" x 11" / Smooth	\$1,872.00	
	Add-on DP003Tent-Foil Stamp Color - Gold	\$200.00	
	Shipping	\$259.99	
		<b>\$2,331.99</b>	CT 25051859
Kristen Marshall	PAYROLL DEDUCTION 08/30/2024	\$1,600.00	
		<b>\$1,600.00</b>	CT 25051860
New Readers Press	News For You Classroom Subscription 15NFYCS,	\$763.43	
	Shipping	\$68.45	
		<b>\$831.88</b>	CT 25051861
Noble Power Equipment	Throttle Lockout	\$12.49	
	Lever	\$7.49	
	Throttle Control	\$9.99	
	Spring	\$6.25	
		<b>\$36.22</b>	CT 25051862
Ocean Cities Pizza Inc	Pizza for Senior Signing Day at Pioneer Valley	\$2,275.00	
		<b>\$2,275.00</b>	CT 25051863
ODP Business Solutions LLC	Office Supplies for General & Noncredit Counseling	\$192.09	
	Office Supplies for General & Noncredit Counseling	\$173.98	
	Office Supplies for General & Noncredit Counseling	\$19.64	
	Operational Supplies: 7/12/24 - 5/30/25	\$159.01	
	Office Supplies: 07/01/2024 - 05/30/2025	\$114.18	
	Office Supplies: 07/01/2024 - 05/30/2025	\$97.58	
	Office Supplies: 07/01/2024 - 05/30/2025	\$16.08	
	Office Supplies: 07/01/2024 - 05/30/2025	\$30.33	
	Operational Supplies: 7/12/24 - 5/30/25	\$47.31	
	Operational Supplies: 7/12/24 - 5/30/25	\$32.45	
	MESA/STEM Operational Supplies: 7/02/24 - 12/15/24	\$34.46	
	MESA/STEM Operational Supplies: 7/02/24 - 12/15/24	\$14.14	
	MESA/STEM Operational Supplies: 7/02/24 - 12/15/24	\$436.45	

## Allan Hancock College

## Warrant Register

Check Dates from 8/1/2024 to 8/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
ODP Business Solutions LLC	MESA/STEM Operational Supplies: 7/02/24 - 12/15/24	\$32.78	
	Office Supplies 07-01-24 thru 05-30-25	\$134.88	
	Office Supplies 07-01-24 thru 05-30-25	\$453.97	
	MESA/STEM Operational Supplies: 7/02/24 - 12/15/24	(\$269.63)	
	Operational Supplies: 7/12/24 - 5/30/25	\$85.36	
	Instructional Supplies 7/1/2024 - 5/31/2025	\$64.78	
	Office Supplies 07-01-24 thru 05-30-25	(\$92.08)	
	Office Supplies: 7/16/24 - 5/30/25	\$381.70	
	HP 910XL Black/910 Cyan; Magenta; Yellow High-	\$181.11	
	Office Supplies for General & Noncredit Counseling	\$348.35	
	Office supplies for IE office ending May 31, 2025	\$12.50	
	Office supplies for IE office ending May 31, 2025	\$14.45	
	Office Supplies: 07/01/2024 - 05/30/2025	\$25.84	
	Office Supplies: 07/01/2024 - 05/30/2025	\$13.04	
	Office Supplies: 07/01/2024 - 05/30/2025	\$12.32	
	<b>\$2,767.07</b>		CT 25051864
OEYT	30-second Ad Fall 2024 Registration	\$390.00	
		<b>\$390.00</b>	CT 25051865
Old Town Shirt Factory	Bella + Canvas Unisex Triblend Short Sleeve Tee,	\$340.17	
	Bella + Canvas	\$541.58	
	Bella + Canvas Unisex Heather CVC	\$607.26	
		<b>\$1,489.01</b>	CT 25051866
Adriana Olea Montebello	SUM 2024 BUS LAW 10048	\$115.55	
		<b>\$115.55</b>	CT 25051867
Orcutt Burgers Inc	Breakfast Purchase for General Counseling Retreat	\$533.36	
	Delivery Charge	\$30.00	
		<b>\$563.36</b>	CT 25051868
Sandra Orozco	Reimbursement for food and beverages for Applied	\$62.11	
		<b>\$62.11</b>	CT 25051869
PARS Public Agency Retirement	PAYROLL DEDUCTION 08/30/2024	\$8,814.03	
		<b>\$8,814.03</b>	CT 25051870
Part Time Faculty AHC - Member	PAYROLL DEDUCTION 08/30/2024	\$13,139.42	
		<b>\$13,139.42</b>	CT 25051871
Andria Perdue-Keiser	Reimbursement for food for NC Faculty PD 8/16/24	\$581.09	
		<b>\$581.09</b>	CT 25051872
Kenneth Perez	Reimbursement for snacks for College Corps	\$107.89	
	Reimbursement for snacks for College Corps	\$28.25	
		<b>\$136.14</b>	CT 25051873
Portable Johns, Inc.	Rental-Servicing Portable Toilets and Hand Washing	\$747.77	
		<b>\$747.77</b>	CT 25051874
Postmaster - Santa Maria	Annual Renewal Fee for BRM Permit #45000	\$350.00	

## Allan Hancock College

## Warrant Register

Check Dates from 8/1/2024 to 8/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$350.00</b>	CT 25051875
Adelina Pozos	202435 summer 2024 session 2	\$1,500.00	
		<b>\$1,500.00</b>	CT 25051876
PPG Architectural Finishes Inc	Paint Supplies, 07-01-24 thru 05-31-25	\$166.63	
	Paint Supplies, 07-01-24 thru 05-31-25	\$293.39	
		<b>\$460.02</b>	CT 25051877
Prestosports Inc	PrestoStats- All Sports Annual License	\$1,550.00	
		<b>\$1,550.00</b>	CT 25051878
ProCare Janitorial Supply, Inc.	Custodial Supplies, 07-01-24 thru 05-31-25,	\$377.47	
	Custodial Supplies, 07-01-24 thru 05-31-25,	\$4,106.37	
	Custodial Supplies, 07-01-24 thru 05-31-25,	\$269.27	
	Custodial Supplies, 07-01-24 thru 05-31-25,	(\$74.52)	
	Custodial Supplies-Lompoc, 07-01-24 thru 05-31-25	\$917.71	
		<b>\$5,596.30</b>	CT 25051879
R&M Diesel Service & Towing LLC	RM Labor for Truck Driving Class	\$1,616.16	
	RM Diesel Parts for Truck Driving Class	\$2,032.61	
		<b>\$3,648.77</b>	CT 25051880
Rays Auto Parts	Parts-Supplies, 07-01-24 thru 5-31-25	\$14.90	
	Parts-Supplies, 07-01-24 thru 5-31-25	\$36.66	
	Parts-Supplies, 07-01-24 thru 5-31-25	\$91.28	
	Parts-Supplies, 07-01-24 thru 5-31-25	\$37.95	
	Parts-Supplies, 07-01-24 thru 5-31-25	\$35.24	
	Parts-Supplies, 07-01-24 thru 5-31-25	\$12.75	
	Parts-Supplies, 07-01-24 thru 5-31-25	\$23.90	
	Parts-Supplies, 07-01-24 thru 5-31-25	\$20.65	
	Parts-Supplies, 07-01-24 thru 5-31-25	\$35.87	
	Parts-Supplies, 07-01-24 thru 5-31-25	\$6.92	
		<b>\$316.12</b>	CT 25051881
Kristen Rickard	Reimbursement for lunch for EOPS orientation on	\$315.38	
		<b>\$315.38</b>	CT 25051882
Santa Barbara County Sheriff's Office	PAYROLL DEDUCTION 08/30/2024	\$1,497.23	
		<b>\$1,497.23</b>	CT 25051883
Santa Maria Country Club	SANTA MARIA INVITATIONAL GOLF TOURNAMENT SPONSOR	\$600.00	
		<b>\$600.00</b>	CT 25051884
Save Mart Supermarkets	Food Supplies for Children's Center,	\$111.69	
	Food Supplies for Children's Center,	\$334.55	
	Food Supplies for Children's Center,	\$301.05	
	Food Supplies for Children's Center,	\$323.93	
	Food Supplies for Children's Center,	\$419.81	
		<b>\$1,491.03</b>	CT 25051885
Shoes For Students	2024 SPONSORSHIP - SOS POKER TOURNAMENT	\$1,000.00	

## Allan Hancock College

## Warrant Register

Check Dates from 8/1/2024 to 8/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$1,000.00</b>	CT 25051886
Signs Of Success Inc	Cast Aluminum Letters, Baked Enamel Finish, Stud	\$1,879.20	
	Shipping (est.)Setup	\$163.13	
	Design Labor	\$75.00	
		<b>\$2,117.33</b>	CT 25051887
Smith Mechanical-Electrical- Plumbing Inc	Bldgs. N Boiler Maintenance Semi-Annual	\$4,611.00	
		<b>\$4,611.00</b>	CT 25051888
Smitty's Towing	Tow Service for Non-Credit Diesel Truck on 8/08/24	\$500.00	
		<b>\$500.00</b>	CT 25051889
Sousa Tire Service	Tires, Falken SN250 per Invoice 78350	\$334.95	
	State Tax Recycle Fee	\$3.50	
	Service Call	\$45.00	
	Tires, Toyo Open Country per Invoice 78225	\$749.94	
	Tire Disposal Fee	\$18.00	
	State Tax Recycle Fee	\$7.00	
	Tires, Toyo Open Country, per Invoice 78682	\$978.37	
	State Tax Recycle Fee	\$7.00	
	Tire Disposal Fee	\$18.00	
	Tire recycling for LE veh. 07-02-24 to 05-30-25	\$277.55	
		<b>\$2,439.31</b>	CT 25051890
Sport & Cycle Team Athletics Inc	UA M's Castlerock Grey Polo w/ Emb, Item	\$45.66	
	UA W's Castlerock Grey Polo w/ Emb, Item	\$91.33	
	UA M's Black Hoodie w/ Emb, Item #1370379-001.	\$117.43	
	UA W's Black Hoodie w/ Emb, Item #1370425-001.	\$58.71	
	Emb Logo Modification Fee	\$54.38	
	Shipping	\$56.17	
	Select Brilliant Super Game Soccer Ball, Item #3C2A	\$1,043.87	
	UA Royal Over-The-Calf Game Socks,	\$136.86	
	UA Graphite Over-The-Calf Game Socks,	\$136.86	
	Champro Youth Captain Arm Band, Item #YCAB	\$21.71	
	A4 M's Dri Fit Tee w/ 1-Color Print on Full Front,	\$281.64	
	A4 M's Dri Fit Tee w/ 1-Color Print on Full Front,	\$500.70	
	A4 Royal Hustle 6.0 Team Backpack w/ Embroidery	\$1,386.29	
	Shipping	\$422.17	
	Select Brilliant Super Game Soccer Ball, Item #3C2A	\$1,043.87	
	UA Royal Over-The-Calf Game Socks, Item #	\$273.73	
	UA White Over-The-Calf Game Socks, Item #	\$91.24	
	Champro Youth Captain Arm Band, Item #YCAB	\$21.71	
	A4 M's Dri Fit Tee w/ 1-Color Print on Full Front,	\$563.29	
	A4 M's Dri Fit Tee w/ 1-Color Print on Full Front,	\$219.05	
	Under Armour Royal Hustle 6.0 Team Backpack w/	\$1,386.29	
	Shipping	\$429.18	
		<b>\$8,382.14</b>	CT 25051891
Strata Information Group	Banner DBA & ODS Support Services per SOW13818-	\$3,060.00	
	Degree Works Consulting Support for FY 2024-2025	\$405.00	

## Allan Hancock College

## Warrant Register

Check Dates from 8/1/2024 to 8/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$3,465.00</b>	CT 25051892
Testa Catering	Hancock Hello 8/06/24: Skirting Stage Rental.	\$32.63	
	Stage 4 x 8 Sections Rental	\$97.88	
	Stage Stairs Rental	\$27.19	
	Reservation Admin Fee	\$25.56	
	Delivery/Pick-up Fee	\$65.25	
	Set-up/Breakdown Fee	\$32.61	
		<b>\$281.12</b>	CT 25051893
The RP Group	2024-25 Institutional Membership Dues	\$590.00	
		<b>\$590.00</b>	CT 25051894
Tri County Office Furniture	Officemaster Chair, BC Series, 1020 Black, BC41-BX	\$245.34	
		<b>\$245.34</b>	CT 25051895
Uline Inc	EPOXY MOBILE SHELVING - 72 X 24 X 69", GREEN	\$1,022.38	
	Shipping/Handling	\$108.37	
	Bindery supplies, lamination	\$1,093.08	
	Bindery supplies, lamination	\$649.11	
		<b>\$2,872.94</b>	CT 25051896
United Parcel Service	UPS Charges, 7-1-24 thru 6-30-25, Account	\$46.04	
		<b>\$46.04</b>	CT 25051897
United Site Services Of California Inc	Services - 3 Portable Toilets, 7-1-24 thru 6-30-25	\$580.50	
		<b>\$580.50</b>	CT 25051898
United Way of the Central Coast	PAYROLL DEDUCTION 08/30/2024	\$30.00	
		<b>\$30.00</b>	CT 25051899
Vertiv Corporation	Indicator Liquid 1/2 ODF, Part-P0050S	\$48.78	
	Valve Solnd 1/2MXF 24V-50/60, Part P-0080S	\$218.86	
	Filter/Drier Solder, Part 178082P1S	\$57.53	
	TXV+Distributor Assy 5T C3K UF, Part 176251G2S	\$267.63	
	Freight Charges (estimated)	\$25.00	
		<b>\$617.80</b>	CT 25051900
Vestis Services LLC	Towel Service for PSTC	\$51.40	
	Towel Service for PSTC	\$51.41	
		<b>\$102.81</b>	CT 25051901
Vital Records Control	Shredding Service for Counseling Office Account #	\$102.95	
		<b>\$102.95</b>	CT 25051902
Ward's Science Inc	Science Lab Supplies July 1, 2024-May 30, 2025	\$83.05	
	Science Lab Supplies July 1, 2024-May 30, 2025	\$104.19	
		<b>\$187.24</b>	CT 25051903
Western Propane Service	Propane per Invoice 22310563	\$27.33	
		<b>\$27.33</b>	CT 25051904
Wex Bank	Gas Credit Card Purchases: 07-01-24 thru 6-30-25	\$15.01	

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Allan Hancock College

**Warrant Register**

Check Dates from 8/1/2024 to 8/31/2024

Bank Code: CT

<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Warrant</b>
		<b>\$15.01</b>	CT 25051905

**Warrant Register**

Check Dates from 8/1/2024 to 8/31/2024  
Bank Code: CT

## Fund and Reversal Summary

**Totals By Fund:**

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Total for General Fund 9410	\$5,596,376.45
Total for Bond Interest & Redemption Fund 9421	\$0.00
Total for Child Development Fund 9433	\$7,135.35
Total for Capital Outlay Project Fund 9441	\$290,361.90
Total for General Obligation Bond Fund 9447	\$364,119.20
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	\$16,626.52
Total for Post-Employment Benefits Fund 9469	\$0.00
Total for Student Body Center Fee Trust Fund 9473	\$0.00

Allan Hancock College

**Warrant Register**

Check Dates from 8/1/2024 to 8/31/2024

Bank Code: RC

<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Warrant</b>
Joscelyn Baca	Backup on file in Basic Needs Office	\$300.00	
		<b>\$300.00</b>	RC 40000254

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT	
August-24	
ACRONYMS	
AHC - ASB	Allan Hancock College - Associated Student Body
AHC - Part - Time Faculty Association	Allan Hancock College - Part Time Faculty Association
AHC- District Trust Fund	Allan Hancock College- District Trust Fund
AHC Foundation	Allan Hancock College Foundation
AHC-Associated	Allan Hancock College - Associated
B&H Photo	NO ACRONYM
BC Pumps Sales and Service	Bill Caldwell Pumps Sales and Service
BIO-key	NO ACRONYM
C & S Construction 1 Inc	Chelsea & Sidney Construction 1 Inc
CDW Government Inc	Computer Discount Warehouse Government Inc
CoAEMSP	Committee of Accreditation of the Educational Programs for the Emergency Medical Service Professionals, Inc.
CWDL, CPAs	Cossolias Wilson Dominguez Leavitt CPAs
DMQ Catering	Doug Maria Quintana Catering
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
H&H Publishing Co, Inc	NOT AN ACRONYM
IRS ACS Support	Internal Revenue Service Automated Collection System Support
J B DEWAR	NO ACRONYM
J W Pepper & Son Inc	NO ACRONYM
JPA	Joint Powers Authority
KIDI/KRTO/KTAP La Buena	NO ACRONYM
KSBY-TV	NO ACRONYM
MILO Range Systems	Multiple Interactive Learning Objectives Range Systems
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
PBC	Public Benefit Corporation
PERS	Public Employee Retirement System
PPG Architectural Finishes	Pittsburgh Paints & Glass Architectural Finishes
R&M Diesel Service & Towing LLC	NO ACRONYM
RP GROUP	Research & Planning Group for California Community Colleges
SISC III	Self Insured Schools of California
SLO Pest and Termite	San Luis Obispo Pest and Termite
SP Maintenance Inc	NO ACRONYM
Splash N Dash	Splash and Dash
UC	University of California (and its branches)
VTC Enterprises	Vocational Training Center Enterprises
WEX Bank	Wright Express Financial Services Corp



**CONSENT ITEM**

To: Board of Trustees	Date:  October 15, 2024
From: Superintendent/President	
Subject: Approval of Employee Personnel Actions	Item Number: 12.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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Faculty - Change of Status							
Name	Action	Assignment	Department or Division	Effective Dates	Reason/Comment		
1	Melena, Jennifer	temporary/FT	professor, psychology	Social & Behavioral Sciences	9/16/24-01/16/25	Per Ed Code 87470, replace John Gallien	
Fiscal Impact 2024-2025 Fiscal Year							
1	unrestricted general fund					\$	94,682.00

Classified Staff - Appointments and Promotions							
Name	Action	Assignment	Department or Division	Effective Date	Salary	Months and FTE	Reason/Comment
1	Bedrosian, Blaine	appointment	library services technician	Library	10/05/24	23-A	10-PT New position (weekend assignment)
2	Diggs, Erik	appointment	technical support specialist I	Information Technology Services	11/04/24	30-B	12-FT Replace Josiah Sanchez
3	Greeley, Mackenzie	promotion	grants analyst II	Institutional Grants	10/16/24	30-D	12-FT Replace Donna Beal
4	Jimenez Chavez, Amalia	promotion	AIM to Dream Center coordinator	Dream Center	10/16/24	30-A	12-FT Replace Gemma Garcia
5	<b>Smith, Vickey</b>	<b>appointment</b>	<b>curriculum analyst</b>	<b>Academic Affairs</b>	<b>10/21/24</b>	<b>34-B</b>	<b>12-FT</b> <b>Replace Deborah Pirman</b>
6	<b>Soto, Richard</b>	<b>appointment</b>	<b>career readiness specialist-business partnerships</b>	<b>Career Center</b>	<b>10/28/24</b>	<b>26-B</b>	<b>12-FT</b> <b>Replace Alyssa Stovall</b>
7	Ullman, Francisca	appointment	public information specialist	Community Education	10/28/24	30-A	12-FT New position
Fiscal Impact 2024-2025 Fiscal Year							
1	Student Equity and Achievement Program-SEAP					\$	20,666.94
2	unrestricted general fund					\$	74,941.00
3	unrestricted general fund					\$	85,858.00
4	Student Equity and Achievement Program-SEAP					\$	76,595.00
5	<b>unrestricted general fund &amp; Local SWF</b>					\$	<b>85,004.00</b>
6	<b>Local SWF</b>					\$	<b>68,107.00</b>
7	<b>AB104 Adult Ed Block Grant</b>					\$	<b>72,177.00</b>

Classified Staff - Out-of-Class Assignments							
Special Note: Pursuant to Government Code 20480, effective January 1, 2018, employees may be limited to 960 hours of out-of-classification pay in a fiscal year.							
Name	Assignment	Department or Division	Effective Dates	From	To	Reason/Comment	
1	Anderson, Brandimari	EOPS program specialist	EOPS	09/01/24-12/20/24	19-C	29-A	During the recruitment of permanent position
2	Millan, Gabriela	dispatcher	Campus Police	09/01/24-06/30/25	27-D	27-D, plus five percent	Cover during CSO vacancies
3	Torres, Leslie	EOPS program specialist	EOPS	09/01/24-12/20/24	19-B	29-A	During the recruitment of permanent position
Fiscal Impact 2024-2025 Fiscal Year							
1	CAFYES, Student Equity and Achievement Program-SEAP, CARE, CalWORKS					\$	5,143.00
2	unrestricted general fund					\$	2,919.00
3	CAFYES, Student Equity and Achievement Program-SEAP, CARE, CalWORKS					\$	6,336.00

Short-Term/On-Call, Substitutes, Professional Experts						
Special Note: The college hires short-term/on-call employees, substitutes, and professional experts exempt from classified service per Education Code Section 88003. The following appointments are contingent upon availability of funding and the ending date could change based on district need.						
<b>** Important Notice: New employees are not to begin working until clearance has been confirmed from the Human Resources office.</b>						
Name	Action	Position Title	Dates	Hourly	Duties/Responsibilities	
1	Ballesteros, Vanessa	short-term	program assistant III	10/01/24-06/30/25	\$ 19.34	Banner support and adult ambassador
2	Cardenas-Vargas, Jovany	substitute	career center program specialist	09/11/24-12/31/24	\$ 27.97	During permanent employee absence

<b>Short-Term/On-Call, Substitutes, Professional Experts (Continued)</b>						
3	Datuin, Eva Maria	short-term	instructional aide III	09/10/24-05/23/25	\$ 19.34	Assist students in anatomy and physiology classes
4	Dorado, Yvette	substitute	administrative assistant II-facilities	09/23/24-11/29/24	\$ 33.73	During permanent employee leave of absence
5	Endemann, Ben	short-term	program assistant III	09/24/24-07/30/25	\$ 19.34	Event staff in Athletics Department
6	Ferdinandi, Tom	short-term	program assistant III	09/01/24-06/30/25	\$ 19.34	Event staff in Athletics Department
7	Guiltinana, Kevin	short-term	art model	10/01/24-05/21/25	\$ 26.00	To model and assist in the Fine Arts Department
8	Guzman, James Paul	short-term	program assistant IV	09/09/24-06/30/25	\$ 23.54	Provide additional support in the Career Center
9	Kahae, Saisha	short-term	program assistant III	09/01/24-06/30/25	\$ 19.34	Event staff in Athletics Department
10	Lopez, Cynthia	substitute	EOPS office service technician I	10/01/24-12/31/24	\$ 21.18	During the recruitment of a permanent position
11	Lopez, Rachel	substitute	EOPS office service technician I	10/01/24-12/31/24	\$ 21.18	During the recruitment of a permanent position
12	Maldonado, Frankie	substitute	EOPS technical specialist	09/01/24-12/31/24	\$ 30.84	Interim assignment due to promotion of permanent employee
13	Burton, Amber	short-term	program assistant III	09/16/24-12/20/24	\$ 19.34	Support in the preschool classroom
14	Espinoza, Maria Del Carmen	substitute	Children's Center teacher	10/01/24-03/01/25	\$ 22.48	During the recruitment of a permanent teacher
15	Valero, Ashleigh	short-term	curriculum analyst	09/23/24-10/31/24	\$ 35.81	During the recruitment of a permanent position
16	Zarate, Odaliss	short-term	program assistant V	08/19/24-10/01/24	\$ 26.00	Support Children's Center with the Twilight Program

<b>Coaching Appointments and Stipends</b>					
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	Ayers, Deanna	assistant coach	men & women swimming & diving	08/23/24-05/24/25	\$ 12,000.00
2	Contreras, Jason	assistant coach	softball	09/01/24-04/30/25	\$ 7,750.00
3	Johnson, Chastity	assistant coach	softball	09/01/24-04/30/25	\$ 5,250.00
Fiscal Impact 2024-2025 Fiscal Year					
unrestricted general fund					\$ 25,000.00

To: Board of Trustees	Date:  October 15, 2024
From: Superintendent/President	
Subject: Acceptance of Grants Approved and Review of Grant Proposals Submitted	Item Number: 12.C.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 3

**BACKGROUND**

**Acceptance of Grants Approved**

Institutional Grants has been notified of funding for the following grants in the amount of \$385,900.

1. Foundation of California Community Colleges: Department of Health Care Access and Information Wellness Coach Designated Education Program (\$200,000)

The grant award aims to enhance the college’s human services programs and develop a social work degree for transfer and certified wellness coach (CWC) certificate pathway. Activities include outreach and retention of at least 20 students each semester, curriculum development, internships and data evaluation for degree or certificate completion. By developing a social work degree and CWC certificate, Allan Hancock College will provide more opportunities for students to advance their education and skill levels. This curriculum will cover youth risk-assessments, trauma-informed care, and self-exploration.

No matching funds are required. The project period is September 1, 2024 to August 30, 2026. (Submitted Rick Rantz and Lexi Conrad)

2. California Community College Chancellors Office: Nursing Enrollment Retention & Growth (\$182,400)

This grant supports both the expansion of the associate degrees in nursing and registered nursing programs, as well as improvement of completion rates in both programs. These funds will assist in the development of activities to increase the capacity of the nursing program, reduce attrition, increase enrollment, and increase the number of students who graduate and pass the National Council Licensure Exam.

No matching funds are required. The project period is July 1, 2024 to June 30, 2026. (Submitted by Thomas Lamica and Larry Manalo)

(continued)

**FISCAL IMPACT**

1. Foundation of California Community Colleges: Department of Health Care Access and Information Wellness Coach Designated Education Program (\$200,000)
2. California Community College Chancellors Office: Nursing Enrollment Retention & Growth (\$182,400)
3. Instituto de los Mexicanos en el Exterior Becas (IME): AIM to Dream Center (\$3,500)

**RECOMMENDATION**

Staff recommends the board of trustees accept these contracts for a total of \$385,900 in restricted funds to the district.

Administrator Initiating Item:  Jon Hooten	Final Disposition:
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### 3. Instituto de los Mexicanos en el Exterior (IME) Becas: AIM to Dream Center (\$3,500)

IME Becas is a successful mechanism for alliances abroad which offers scholarships to educational institutions and organizations to Mexican students, or students of Mexican origin, who live in the United States and who are studying adult education programs and university studies. This initiative seeks to promote the academic and professional development of Mexican immigrants residing in the United States of America, strengthen their ties with Mexico, and encourage their integration into the societies in which they reside and develop.

Matching funds are required and will be provided by the Dream Club (\$2,250). The project period is from July 1, 2024 to December 31, 2024. (Submitted by Gemma Garcia)

### **Review of Grant Proposals Submitted**

Institutional Grants has submitted the following grant applications for a total of \$1,900,525 in requested funds.

#### 1. Advanced Technological Education (ATE) Innovative Mechanized Agriculture Growing Inclusive Networks Education (IMAGINE), National Science Foundation (\$1,000,000)

ATE IMAGINE will connect students to educational pathways and industry through solidifying the bridge between high school, college, and university programs, for agricultural technology/mechanization. Mechanized agriculture and agricultural technology pathways, including agricultural science, electronics, computer science, robotics, and manufacturing creates a bridge from local education into regional opportunities in agriculture which is the largest economic sector on the central coast of California. Through this project, Hancock strives to match the high demand for advanced agricultural technology and mechanized agriculture technicians by creating an associate degree for transfer program, as well as an industry recognized certification program through a newly created pathway.

No matching funds are required. The project period is from July 1, 2025 to June 30, 2028. (Submitted by Erin Krier and Justin Rucker)

#### 2. Cybersecurity, California Office of Emergency Services (\$125,525)

This grant will provide resources to address cybersecurity risks and threats to information systems and improve the security of critical infrastructure and resilience of the services provided by those entities. These funds will support implementation of Microsoft Sentinel as a security information and event management platform to address enhanced logging needs. Specifically, these funds will allow Hancock to expand the scope of the systems that send logs to Microsoft Sentinel to include all servers, third-party platforms, and improve the way that Hancock employees authenticate to the network.

No matching funds are required. The project period is for two years from December 1, 2024 to December 31, 2026. (Submitted by Andy Specht and Xavier Ortiz)

#### 3. Nonprofit Security Grant, California Office of Emergency Services (\$500,000)

This grant will support the purchase of video cameras, pay for installation, and training for monitoring equipment to increase safety in all public spaces across both college campus sites. Surveillance will help improve safety for vulnerable populations like the Pride Center, and other at-risk student groups, to deter violent and hate crimes.

No matching funds are required. The project period is from December 1, 2024 to December 31, 2026. (Submitted by Chief Cathy Farley and Xavier Ortiz)

4. CalRecycle: Beverage Container Recycling Grant Program, California Department of Resources Recycling and Recovery (\$275,000)

The proposed Allan Hancock College Beverage Container Recycling grant is designed to support current environment-conscious and sustainable initiatives on campus. Through investments in water refill stations and the expansion of recycling container stations, sustainable best practices will be implemented across both college campus sites. Additional waste categorization bins will improve and expand waste management on campus, while recycling program efforts will require consistent and clear communication of landfill waste, recyclable beverage containers, and organic materials for compost.

No matching funds are required. The project period is for three years from notice to proceed through April 1, 2027. (Submitted by Dennis Curran, Bridget Tate)

To: Board of Trustees	Date:
From: Superintendent/President	October 15, 2024
Subject: Equal Employment Opportunity (EEO) Annual Certification Form	Item Number: 12.D.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 23

### BACKGROUND

In July 2021, the Board of Governors of the California Community Colleges amended the regulations governing Equal Employment Opportunity (EEO) programs to provide the necessary framework for more robust and accountable EEO programs. As a part of the framework, districts are tasked with engaging in annual reporting of EEO-related activities in order to receive EEO funds appropriated by the Legislature.

California Code of Regulations, Title 5, Section 53024.2 sets forth the categories of information that must be reported as part of this annual certification. Districts must certify that they have:

- (1) recorded, reviewed, and reported the data required regarding qualified applicant pools and longitudinal data;
- (2) reviewed and updated, as needed, the Strategies Component of the district's EEO Plan;
- (3) investigated and appropriately responded to formal harassment or discrimination complaints filed pursuant to the process found beginning at Title 5, Section 59300 of the California Code of Regulations; and
- (4) expended Equal Employment Opportunity funds in accordance with the purposes set forth in subdivision (c) Title 5, section 53030.

This certification replaces what was previously known as "EEO Fund Multiple Method Allocation", whereas districts similarly were required to certify they were in compliance with six of nine recommended EEO best practices. Multiple Measures was also submitted annually. Remaining in compliance with these regulatory processes, has allowed Allan Hancock College to take advantage of annual EEO funding allocations which are paramount to continuing the college's equal employment, diversity, equity, and inclusion efforts.

### FISCAL IMPACT

None

### RECOMMENDATION

Staff recommends that the board of trustees adopt the Equal Employment Opportunity (EEO) Annual Certification Form as presented.

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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<b>Name of District:</b>	Allan Hancock Community College
<b>Submission Date:</b>	September 26, 2024

In July of 2021, the Board of Governors of the California Community Colleges adopted new Equal Employment Opportunity (EEO) regulations to provide the necessary framework for more robust and accountable EEO programs. As a part of the framework, districts are tasked with engaging in annual reporting of EEO-related activities in order to receive EEO funds appropriated by the Legislature.<sup>1</sup>

California Code of Regulations, title 5, Section 53024.2 sets forth the categories of information that must be reported as part of this annual certification:

(a) Districts shall certify annually to the Chancellor that they have timely complied with all of the following:

- (1) recorded, reviewed, and reported the data required regarding qualified applicant pools and longitudinal data;
- (2) reviewed and updated, as needed, the Strategies Component of the district's EEO Plan;
- (3) investigated and appropriately responded to formal harassment or discrimination complaints filed pursuant to subchapter 5 (commencing with section 59300) of chapter 10 of this division;
- (4) expended Equal Employment Opportunity funds in accordance with the purposes set forth in subdivision (c) of section 53030.

This form combines the reporting of all items listed in Section 53024.2 into a single document, expressly subsuming and replacing the EEO Fund District Expenditure Report and the Multiple Method Allocation Certification Forms used in past years.

**Instructions:**

1. Complete Sections B through E.
2. Compile and format data in an Excel workbook related to Section B.
3. After Sections B through E are finished, ensure the checklist in Section A is complete and fill out the signature page in Section F.
4. Submit this Annual Certification Form and Section B data (as an Excel workbook file) in one email to [eeosubmissions@CCCCO.edu](mailto:eeosubmissions@CCCCO.edu) by **September 30, 2024**.

<sup>1</sup>Section 87102 of the Education Code provides in relevant part:

(a) As a condition for the receipt of funds pursuant to Section 87107, the governing board of the community college district that opts to participate under the article shall periodically submit to the board of governors an affirmation of compliance with this article, and, to promote faculty diversity, commencing with the 2023–24 academic year, shall implement strategies from the Multiple Methods identified by the office of the Chancellor of the California Community Colleges. Each participating community college district's equal employment opportunity program shall ensure participation in, and commitment to, the program by community college district personnel. Each participating community college district's equal employment opportunity plan shall include steps that the community college district will take to eliminate improper discrimination or preferences in its hiring and employment practices. Each plan shall address how the community college district will make progress in achieving the ratio of full-time to part-time faculty hiring, as indicated in Section 87482.6, while still ensuring equal employment opportunity.

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### Section A: Certification Components Checklist

Pursuant to California Code of Regulations, title 5, section 53024.2(a), districts are required to certify annually to the Chancellor's Office that they have complied with the items listed below.

Before submitting this form to the Chancellor's Office, please ensure that this section (Section A) and the signature page (Section F) are complete.

#### Collection and Analysis of Recruitment, Retention, and Longitudinal Data

- (1) The district has **recorded and reviewed** the required data regarding qualified applicant pools and employees. (Sections 53004 & 53006)
- Yes  
 No
- (2) The district has **reported** the required data regarding qualified applicant pools and employees. (Sections 53004 & 53006)
- Yes  
 No

#### EEO Strategies Updates

- (3) The district has reviewed and updated, as needed, the Strategies Component of the district's EEO Plan. (Sections 53003(c)(1), 53024.1)
- Yes  
 No

#### Response to Harassment and Discrimination Complaints

- (4) The district has investigated and appropriately responded to formal harassment or discrimination complaints filed pursuant to subchapter 5 (commencing with Section 59300) of chapter 10 of division 6 of title 5. (Sections 53003(c)(4), 53026)
- Yes  
 No

#### Use of EEO Funds

- (5) The district has expended EEO funds in accordance with the purposes set forth in subdivision (c) of Section 53030.
- Yes  
 No

**Section B: Collection and Analysis of Recruitment, Retention, and Longitudinal Data**

**Section B, Part 1: Summarizing Actions, Strategies, Measurements, and Outcomes**

Referring to your district's EEO Plan Components 10-12, report upon your district's strategies for recording and reviewing data related to the recruitment and retention of monitored groups.

For reference:

- Component 10: A Process for Gathering Information and Periodic Longitudinal Analysis of the District's Employees and Applicants
- Component 11: A Process for Utilizing Data to Determine Whether Monitored Groups Are Underrepresented Within District Job Categories
- Component 12: Methods for Addressing Underrepresentation

<b>EEO Plans: Summary of Anticipated Actions</b>	
<p>Referring to your district's EEO Plan, briefly summarize your district's plan to do the following:</p>	<p><b>collect</b> applicant and employee data</p>
	<p><b>review</b> applicant and employee data <b>for adverse impact</b></p>
	<p><b>review</b> applicant and employee data <b>for underrepresentation</b></p>
	<p>The District collects applicant data utilizing our applicant tracking system NeoGov.</p>
	<p>NeoGov provides real-time adverse impact review at every stage in the recruitment process. We maintain and regularly report employee demographic data through MIS and other reporting.</p>
	<p>We maintain and regularly report employee demographic data through MIS and other reporting. Custom reports are developed in Argos utilizing demographic data stored in Banner.</p>

<b>Actions Taken (including actions in progress prior to EEO Plan submission)</b>	
<p>Since submitting your EEO Plan, summarize actual actions taken and the methods used to review your district's applicant and employee data for:</p>	<p>adverse impact</p> <p>Applicant and employee data is now reviewed in the district's shared governance process and reviewed by Human Resources Council, DEIA/EEO Committee, and Institutional Effectiveness Council at least once per semester.</p>
	<p>underrepresentation</p> <p>Applicant and employee data is now reviewed in the district's shared governance process and reviewed by Human Resources Council, DEIA/EEO Committee, and Institutional Effectiveness Council at least once per semester.</p>
<p>Summarize actual actions taken and the methods used to address any findings of:</p>	<p>adverse impact</p> <p>We continually monitor the job boards we use to ensure they are being effective. We provide training to hiring committees that discusses adverse impact and we utilize real-time data during the recruitment process to monitor selection processes that yield an adverse impact.</p>
	<p>underrepresentation</p> <p>We continually monitor the job boards we use to ensure they are being effective. We provide campus-wide training on diversity, equity, and inclusion. These trainings review student and employee demographic data to keep everyone informed on where we are as an institution related to underrepresentation.</p>

<b>Methods Used to Measure Outcomes</b>	
<p>Describe the methods your district has used/its using to <b>measure the outcomes</b> of efforts to address the following:</p>	<p>adverse impact</p> <p>Applicant and employee data is monitored for progress.</p>
	<p>underrepresentation</p> <p>Applicant and employee data is monitored for progress.</p>

<b>Observed Outcomes</b>	
<p>As a result of the actions taken by your district to address <b>adverse impact</b>, what specific outcomes have you observed?</p>	<p>All efforts have increase the total applications received each year, as well as closed the applicant gap between white and non-white applicants (pg. 23 EEO Plan). This has eliminated adverse impact overall (pg. 30). It has also improved disaggregated adverse impact in all employment groups (pg. 30).</p>
<p>As a result of the actions taken by your district to address <b>underrepresentation</b>, what specific outcomes have you observed?</p>	<p>This is the district's first EEO plan that has had a thorough evaluation of underrepresentation . We are experiencing no underrepresentation in our classified employee group, and marginal underrepresentation in our full-time faculty and administration groups (pg. 29). We hope to see these outcomes improve over time.</p>

**Innovative Strategies Reporting**

Please highlight the use and impact (if applicable) of any innovative strategies, resources, or tools your district has employed.

One of our most innovative strategies on campus is our Diversity Resource Specialist program. Strongly supported by the district, the DRS is an Academic Senate-led recruitment program seeking to improve faculty diversity hiring (pg. 33). This program is outlined in our EEO Plan (pg. 33), but it essentially ensures a trained faculty member from outside the discipline being recruited for monitors the process for equity.

**Additional Comments**

**(use this space to report or provide any additional information not covered in the questions above)**

One consideration particularly when discussing diverse faculty hiring is as a relatively small institution, we hire very few full-time faculty each year compared to our larger counterparts. This, along with competition and minimum requirements of full-time faculty, any success we see will be in small gains; the needle moves slowly.

## Section B, Part 2: Longitudinal Data Reporting

### Instructions:

- Compile demographic data for a) applicants and b) employees. Demographic data includes but is not limited to the following. *Note: Data must be broken down to subcategories as required by the CCCC's Management Information Systems (MIS) reporting obligations,*
  - Employee/job classification
  - Gender
  - Race/Ethnicity
  - Disability status
- To make reporting as uniform as possible, format data into tables displaying numbers and percentages. Applicant and employee data should be presented separately. The following is an example format for a table of applicant data displaying job classification by gender:

Example Table. 20XX-20XX Applicant Job Category by Gender.

	Female		Male		Non-binary		Unknown/ Blank		Total	
	#	%	#	%	#	%	#	%	#	%
Executive, Admin., Managerial										
Academic, Tenured/ Tenure-Track										
Academic, Temporary										
Professional (Non-Faculty)										
Clerical/ Secretarial										
Technical/ Paraprofessional										
Skilled Crafts										
Service/ Maintenance										

- Place tables into an Excel workbook with each tab containing a different, and clearly labeled table. Tab name examples:
  - AppJobGender (i.e., applicant pool, job category, gender)
  - EmpJobRace (i.e., employees, job classification, race/ethnicity)
- Name your workbook using the following format:
  - year\_district\_EEOAnnualCert (ex.: 2024\_LRCCD\_EEOAnnualCert)
- Submit your Excel workbook using the same email in which you submit this Certification Form ([eeosubmissions@CCCCO.edu](mailto:eeosubmissions@CCCCO.edu)). The EEO Certification Form submission process is not complete without the submission of your district's Excel workbook.

**Section C: EEO Strategies Updates (EEO Plan Component 13 and other EEO Plan Components)**

In this section, provide updates on district pre-hiring, hiring, and post-hiring strategies expressed in the EEO Plan.

**Section C, Part 1: EEO Plan Component 13**

**Instructions:**

- Use your district's EEO Plan Component 13 submission to guide completion of this form. If your district did not use the [Component 13 template](#) in its EEO Plan, you will need to transfer your EEO Plan Component 13 submission into the template before completing this section.
- Remove any rows (i.e., implementation strategies) that do not apply to your district's Component 13 submission.
- Add lines for additional/alternative strategies, as necessary.
- Because strategies and metrics were reported by year in the Component 13 matrix (i.e., Year 1, Year 2, Year 3), please include only the strategies and metrics that are relevant to the point in time at which you complete this annual form.

Example:		
Implementation	What/When	Observed Outcomes: What successes have you observed? What challenges have you encountered?
<b>PRE-HIRING</b>		
<p><b>Addressing diversity issues in a transparent and collaborative fashion. (53024.1(o))</b></p>	<p>Year 1: Implement new applicant tracking software in which applicant pool data can be disaggregated by EEO categories, and prospective division/department.</p>	<p>Year 1: Review applicant pool data for all full-time faculty and part-time faculty for 2023-2024 academic year.</p> <p>90% of applicants were tracked using the new software, 10% of applicants completed their applications prior to the full transition to the new software. Analysis of Adverse Impact and Underrepresentation is underway utilizing data collected. Preliminary findings indicate Black (2%) and Latinx (9%) applicants continue to be underrepresented in faculty application submissions.</p> <p>Year 2: District intends to complete and analyze Year 1 data and develop strategies to address identified Adverse Impact and Underrepresented groups.</p>

[Form begins on the next page →]

Implementation	What/When	Effectiveness Metrics and Review	Observed Outcomes: What successes have you observed? What challenges have you encountered?
<b>PRE-HIRING</b>			
<b>Provide training to employees, students &amp; trustees. (53024.1(d))</b>	DEIA/EEO training is offered campus-wide throughout the year, hosted by various groups on campus to include those listed here. The DEIA/EEO Committee has	Updated DRS training will culminate with Spring '24 faculty hiring. The district expects to see an increase in participation in the	DRS training has been ongoing and we have seen an increase in participation from faculty. As of today we have ten new DRS faculty who will receive final training this fall for faculty spring hiring.
<b>Convey in publications and website the district's commitment to diversity &amp; EEO. (53024.1(j))</b>	DEIA/EEO-focused web content is created by various groups and hosted on the district's website. Examples are linked above. The DEI page was originally created by the DEI Task Force, but moving forward will be updated	The DEIA/EEO Committee will update and rebrand the DEI webpage by fall of 2024. The Human Resources content will be updated when the new EEO Plan is adopted	The DEI webpage has been updated. Additional content is forthcoming related to the EEO Plan.
<b>Review and update District EEO/DEI policy statement. (53024.1(k))</b>	DEIA/EEO-focused web content is created by various groups and hosted on the district's website. Examples are linked above. The DEI page was originally created by the	The DEIA/EEO update and rebrand the DEI webpage by fall of 2024. The Human Resources content will be	The EEO policy 3420 is currently with academic senate. Following their approval, it will go to the board for approval this fall.
<b>Providing EEO/diversity enhancement resources and assistance to other districts. (53024.1(m))</b>	Two evaluative instruments have been created with the intent to make available to any district wishing to utilize such instruments, Culturally Responsive Higher Education Curriculum	The culturally responsive curriculum tool has been implemented and faculty cohorts continue to work through the program which culminates with faculty updating	Dr. LeeAnne McNulty continues to provide training and development for culturally responsive curriculum for AHC and other Districts.
<b>Addressing diversity issues in a transparent and collaborative fashion. (53024.1(o))</b>	One the DEIA/EEO Committee's responsibilities is to review and suggest revisions of services, employment policies, and other written policies, procedures, and procedures affecting the	As campus issues related to diversity need to address, the DEIA/EEO committee will review and make recommendations in an open meeting	The DEIA/EEO Committee is currently planning a DEI Summit for Spring of 25.
<b>Recurring activities related to improving student access and student success—with a nexus to EEO hiring.</b>			
<b>Inclusion of (lawful) EEO deliverables in CEO and other administrator performance goals.</b>	Administrator evaluations are conducted per administrative procedure 7150. Administrator evaluations include competencies related to DEIA, Values Diversity	N/A	Management evaluations contain two competencies related to DEIA; "Values Diversity" and "Improves Culture".

Implementation	What/When	Effectiveness Metrics and Review	Observed Outcomes: What successes have you observed? What challenges have you encountered?
<b>HIRING</b>			
<p><b>ADD ADDITIONAL/ ALTERNATIVE STRATEGIES IN ADDITIONAL ROWS HERE.</b></p>			
<p><b>Consistent and ongoing training for hiring committees. (53024.1(c))</b>  <b>*Cross reference Plan Component 8.</b></p>	<p>The district's Hiring Equitably training is mandatory for all hiring managers in the hiring process. It is offered multiple times throughout the year and tracked to ensure participants fulfill the obligation annually. The training is facilitated by the Chief Human Resources Officer and offered both</p>	<p>NA</p>	<p>We continue to offer and track required EEO training for hiring committees.</p>
<p><b>Maintain updated job descriptions and job announcements. (53024.1(f))</b></p>	<p>Job descriptions for management and other non-baranged groups are reviewed periodically. The supervisory/confidential group recently underwent a review and changes</p>	<p>NA</p>	<p>Classified job descriptions are reviewed no less than every four years and each contains as a 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."</p>
<p><b>Board of trustees receives training on elimination of bias in hiring and employment at least once every election cycle. (53024.1(g))</b></p>	<p>The Board of Trustees will receive the "Hiring Equitably" training at least every election cycle, but also follows the EEO Plan adoption cycle. The board also requests training periodically. The next training is planned for fall 2024. Additionally, hiring and employment data are reported to the board when the EEO Plan is reviewed and</p>	<p>NA</p>	<p>The newly elected trustee begins in December of this year, an updated training will be provided leading into spring of 25 for all trustees.</p>
<p><b>Assess "sensitivity to diversity" of all applicants. (53024.1(l))</b></p>	<p>Applications for administrators and faculty require diversity statements to be attached to the candidate applications to be considered complete. Diversity-focused interview</p>	<p>The district's applicant tracking system allows for competence to be created, scored, and weighted for all recruitments. The diversity competency</p>	<p>Diversity is a weighted competency in the review of candidate applications. All interviews have a diversity-focused interview question. Additionally all management and faculty candidates are required to submit diversity statements.</p>
<p><b>Maintaining updated curricula, texts, and/or course descriptions. (53024.1(n))</b></p>			

Implementation	What/When	Effectiveness Metrics and Review	Observed Outcomes: What successes have you observed? What challenges have you encountered?
<p><b>Dedication of specified staff to EEO.</b></p>	<p>The Human Resources Analyst functions as the EEO representative for all recruitment activities; the position monitors the search process for adverse impact and makes recommendations to the Chief Human Resources Officer.</p>	<p>NA</p>	<p>The district has a dedicated, non-voting HR professional serve on all recruitments as the EEO monitor. Faculty searches additionally have a dedicated Diversity Resource Specialist.</p>
<p><b>Incentives for hard-to-hire areas/disciplines.</b></p>			
<p><b>Focused outreach and publications.</b></p>	<p>The district posts all positions in a variety of locations including but not limited to:                      • DiversityJobs.com                      • (1,000+) job boards                      • UnleashIt                      • HigherEd.com                      • CCC Registry</p>	<p>NA</p>	<p>We continually review applicant source data to ensure outreach is effective.</p>
<p><b>Procedures for addressing diversity throughout hiring steps and levels</b></p>	<p>The district leverages its applicant tracking system (NeoGov) to track applicant workflow; this allows for adverse impact tracking at each point of selection for a real-time evaluation of the hiring process.</p>	<p>At each passing/failing point, the system automatically assesses adverse impact at each step in the process.</p>	<p>Recruitment steps are automatically monitored for diversity and adverse impact in NeoGov.</p>
<p><b>Recruitment efforts and strategies such as:</b></p> <ul style="list-style-type: none"> <li>• Use of demographic data</li> <li>• Job Fairs</li> <li>• CCC Registry</li> <li>• Relationships with external organizations &amp; colleges</li> </ul>	<p>During the pandemic, most job fair activities were suspended. These activities are beginning to resume, and some the district is planning to attend in the coming year include:                      CCC Job Fair 2024 – January 20 and San Francisco                      Cal Poly Handshake                      UCSB Handshake                      Career Carnival Fair                      HARBARCO Job &amp; Housing Fair</p>	<p>Applicant count and demographic data.</p>	<p>Total applicant numbers have returned to pre-pandemic levels. See EEO plan data in component 10 (pg. 23). The diversity of these pools has also improved closing the disparity between white and non-white applicants (EEO Plan pg. 23).</p>
<p><b>ADD ADDITIONAL/ALTERNATIVE STRATEGIES IN ADDITIONAL ROWS HERE.</b></p>			

Implementation	What/When	Effectiveness Metrics and Review	Observed Outcomes: What successes have you observed? What challenges have you encountered?
<b>POST-HIRING</b>			
<p><b>Conduct campus climate surveys &amp; use this information. (53024.1(a))</b></p>			
<p><b>Conduct exit interviews &amp; use this information. (53024.1(b))</b></p>			
<p><b>Professional development, mentoring, support and leadership opportunities for new employees. (53024.1(e))</b></p>	<p>Professional development opportunities are offered campus-wide on a multitude of topics. The district is seeking to expand opportunities including a mentorship program and peer-ing showcasing program.</p>	<p>NA</p>	<p>The District is releasing the new onboarding environment in NeoGov. This academic year faculty and staff PD schedule has been released in advance for the current academic year.</p>
<p><b>Timely and thoroughly investigate all harassment &amp; discrimination complaints &amp; take appropriate corrective action in all instances where a violation is found. (53024.1(h))</b></p>	<p>Discrimination and harassment complaints are handled pursuant to board policy and administrative procedure 3435 and adhere to all required timelines.</p>		<p>See section D.</p>

Implementation	What/When	Effectiveness Metrics and Review	Observed Outcomes: What successes have you observed? What challenges have you encountered?
<p>Survey applicants who decline offers &amp; use the information. (53024.1(p))</p>	<p>Candidates who decline invitations to interview, withdraw from the interview process, or decline offers are tracked in the district's applicant tracking system when reasons are provided by the candidates.</p>	<p>NA</p>	<p>Most responses would suggest that we remain in a job-seeker's market as most candidates indicate they have accepted offers elsewhere.</p>
<p>Describe strategies developed to address any adverse impact identified in the process of carrying out the requirements of Component 10 of the EEO Plan.</p>			
<p>Describe strategies developed to address any underrepresentation identified in the process of carrying out the requirements of Components 11 &amp; 12 of the EEO Plan.</p>			
<p>ADD ADDITIONAL/ ALTERNATIVE STRATEGIES IN ADDITIONAL ROWS HERE.</p>			

**Section C, Part 2: Additional EEO Plan Components (if applicable)**

Some districts submitted pre-hiring, hiring, and post-hiring strategies beyond the Component 13 form. Section B outlined a detailed update on strategies used to address elements of Components 10, 11, and 12. If applicable, use the following form to report on strategies stated in the EEO Plan that fall outside of Components 10-13.

**Instructions:**

- Use your district's EEO Plan submission to guide completion of this section.
- For reviewers' reference, list the number of the relevant EEO Plan Component in the "Component Number" column.
- Add lines as necessary.
- Please include only the strategies and metrics that are relevant to the point in time at which you complete this annual form.

Component Number	Actions Taken	Actions Taken Toward Establishing Effectiveness Metrics and Review	Observed Outcomes: What successes have you observed? What challenges have you encountered?

**Section C, Part 3: Supports for Strategy Implementation**

**If applicable, what kinds of supports would benefit your district's efforts to implement EEO strategies?**

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## Section D: Response to Harassment and Discrimination Complaints

*In addition to the requirement that community college districts investigate and appropriately respond to formal harassment or discrimination complaints filed pursuant to section 59300 et seq. of title 5 of the California Code of Regulations, section 59340(b) requires districts to provide an annual report detailing the number and disposition of complaints alleging unlawful discrimination.*

District Officer or Designee	
<b>Name, title, and email of District Officer or Designee responsible for receiving complaints:</b>	Ruben Ramirez Executive Director, Human Resources & Labor Relations rubenc.ramirez@hancockcollege.edu (employment) Dr. Genevieve Siwabessy, VP of Student Services (student)
<b>Notes</b> (please indicate changes to District Officer or Designee appointment over the previous fiscal year here):	

Complaints Received		
<b>Employment</b>	Number of <b>discrimination complaints received</b> in the previous academic year:	0
	Number of <b>informal charges received</b> in the previous academic year:	1
<b>Non-Employment</b>	Number of <b>discrimination complaints received</b> in the previous academic year:	6
	Number of <b>informal charges received</b> in the previous academic year:	0
	<b>Total number</b> of discrimination complaints and informal charges received:	7

Complaints Resolved		
<b>Employment</b>	Number of <b>discrimination complaints resolved</b> in the previous academic year:	0
	Number of <b>informal charges resolved</b> in the previous academic year:	1
<b>Non-Employment</b>	Number of <b>discrimination complaints resolved</b> in the previous academic year:	6
	Number of <b>informal charges resolved</b> in the previous academic year:	0
	<b>Total number</b> of discrimination complaints and informal charges resolved:	7

<b>Types of Complaints and Resolution (Employment)</b>					
Considering the <b>total number</b> of discrimination complaints and informal charges received in the previous academic year (as reported in the Complaints Received table), please provide the following information:					
<b>How many complaints are based on the following protected categories:</b>		<b>How many of the complaints are:</b>			
	<b>[Total]</b>	Sustained in Whole	Sustained in Part	Not Sustained	Currently Unresolved
Race/Ethnicity					
Gender					
Sexual harassment	1			1	
Disability/Medical Condition					
Other					
<b>In the box below, list specific "Other" protected categories and report total number for each and describe status:</b> (ex.: Religion (4 total; 1 Sustained in Whole; 2 Not Sustained; 1 Currently Unresolved))					

<b>Types of Complaints and Resolution (Non-Employment)</b>					
Considering the <b>total number</b> of discrimination complaints and informal charges received in the previous academic year (as reported in the Complaints Received table), please provide the following information:					
<b>How many complaints are based on the following protected categories:</b>		<b>How many of the complaints are:</b>			
	<b>[Total]</b>	Sustained in Whole	Sustained in Part	Not Sustained	Currently Unresolved
Race/Ethnicity					
Gender					
Sexual harassment	6			6	
Disability/Medical Condition					
Other					

**In the box below, list specific "Other" protected categories and report total number for each and describe status: (ex.: Religion (4 total))**

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**Unresolved Complaints from Previous Academic Years**

If applicable, how many complaints from previous academic years (i.e., complaints that arose before the 2023-24 academic year) remain unresolved?

**Employment:**

**Non-Employment:**

For each unresolved complaint, please briefly explain the factors that keep the complaint from being resolved:

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Section E: Use of EEO Funds<sup>2</sup>

Report	EEO/Diversity Allocation Fund (Ed. Code § 87108)
(a) Total Unexpended Allocation from Previous Year (Carry Over)	\$78,770
(b) 2022-2023 Allocation	\$138,888
(c) 2022-2023 Expenditures (Same total listed below in column 1)	\$67,004
Unexpended Allocations (a + b - c) ** Below, please describe anticipated use of funds and projected date.	\$150,654

Controlling Account	EEO/Diversity Allocation Fund (Ed. Code § 87108)	Other Funds	Total
1000 Academic Salaries			
2000 Classified Salaries			
3000 Employee Benefits			
4000 Supplies & Materials			
5000 Other Oper. Exp. & Svcs.	138,888		138,888
6000 Capital Outlay			
7000 Other Outgo			
Totals	138,888		138,888

Unexpended Allocations (if applicable)	
Explain why funds are unexpended.	Some expenditures which normally would be billed to this fund have been billed to the "EEO best practices" grant, namely professional development.
Describe any actions or strategies that will be taken to utilize the funds and outline anticipated dates.	The district will begin compensating students to participate on interviews. They currently participate without EEO compensation. We have also negotiated compensating DRS faculty to serve on committees. Additionally, the district will also be utilizing funds to cover the expenses related to the DEIA/EEO Summit in the spring.

<sup>2</sup> "EEO Funds" does not include EEO One-Time Funding or funding from Innovative Best Practices Grants.


<b>(1) Performance Indicators</b>	<b>(2A) EEO Diversity Fund Expenditures (Ed. Code § 87108)</b>	<b>(2B) Other Fund Expenditures (identify amount and source)</b>	<b>(3) Description of Activities<sup>3</sup></b>
1. Activities designed to encourage students to become qualified for, and seek, employment as community college faculty or administrators.	\$  <b>10,068</b>	\$	Meeting supplies for interviews where student participation is highly encouraged
2. Outreach and recruitment.	\$ 21,268	\$	Job advertising and membership dues
3. Professional development on equal employment opportunity.	\$  <b>2,840</b>	\$	Webinars, trainings, conferences
4. Professional development on DEIA.			
5. Accommodations for applicants and employees with disabilities pursuant to title 5, section 53025.	\$	\$	
6. Other reasonable and justifiable activities to promote equal employment opportunities. Please list activities in Description of Activities column.	\$  <b>32,828</b>	\$	Travel to conferences and interview candidates reimbursement

<sup>3</sup> Where appropriate, please explain how the funded activities support the District's efforts as specified in the Strategies Component of the District's EEO Plan.

### Section F: Signatures – Affirmation of Accuracy and Completeness

I CERTIFY THAT THIS REPORT IS ACCURATE AND COMPLETE.

#### Chair, Equal Employment Opportunity Advisory Committee

<b>Name:</b> Dr. LeeAnne McNulty	<b>Title:</b> Director of Institutional Grants
<b>Signature:</b>  <small>LeeAnne McNulty (Sep 26, 2024 12:18 PDT)</small>	<b>Date:</b>

#### Chief Human Resources Officer

<b>Name:</b> Ruben Ramirez	<b>Title:</b> Executive Director, Human Resources & Labor Relations
<b>Signature:</b> 	<b>Date:</b> 9/25/24

#### Chief Executive Officer (Chancellor or President/Superintendent)

<b>Name:</b> Dr. Kevin Walthers	<b>Title:</b> Superintendent/President
<b>Signature:</b> 	<b>Date:</b> 9/25/24

#### President/Chair, District Board of Trustees

<b>Date of governing board's approval/certification:</b> October 15, 2024	
<b>Name:</b> Greg Pensa	<b>Title:</b> Board President
<b>Signature:</b> 	<b>Date:</b> 9/25/24

To: Board of Trustees	Date:  October 15, 2024
From: Superintendent/President	
Subject: Approval of Part-time Faculty Appointments, Regular Faculty Overload Assignments and Special Assignments/Stipends	Item Number: 12.E.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 14

**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 2024-2025 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 FACULY OVERLOAD ASSIGNMENTS  
FALL 2024**

<b>INSTRUCTOR</b>	<b>CRN</b>	<b>COURSE</b>	<b>COURSE NAME</b>	<b>FTE</b>
			COMPUTER BUSINESS OFFICE TECHNOLOGY	
Derry, Jody	21947	CBOT 100	Keyboarding	.067
			MATH	
Kopcrak, Anna	20833	MATH 123	Elementary Statistics	.002
			MUSIC	
Dechaine, Nicole	20915	MUS 170	Applied Music	.066
			SOCIOLOGY	
McNeil, Daniel	22336	SOC 110	Intro to Marriage and Family	.200

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

<b>INSTRUCTOR</b>	<b>CRN</b>	<b>COURSE</b>	<b>COURSE NAME</b>	<b>FTE</b>
		<b>ENGLISH</b>		
Ford, Katharine	22287	ENGL 101	Freshman Comp: Exposition	.288
		<b>EMERGENCY MEDICAL SERVICES</b>		
Roehl, Susan	22379	EMS 102	First Aid & Safety	.200
Roehl, Susan	21749	EMS 199	Topics in EMS Training	.013
Rouleau, Kati	21749	EMS 199	Topics in EMS Training	.004
Scally, Brian	22378	EMS 102	First Aid & Safety	.200
		<b>EMERGENCY MEDICAL SERVICES PARAMEDIC</b>		
Green, William	21107	EMSP 324	Paramedic Laboratory 1	.037
Pollack, Uri	21106	EMSP 323	Paramedic Theory 1	.044
Pollack, Uri	21107	EMSP 324	Paramedic Laboratory 1	.072
Raecyna, Connar	21106	EMSP 323	Paramedic Laboratory 1	.013
Raecyna, Connar	21107	EMSP 324	Paramedic Laboratory 1	.058
Roehl, Susan	21107	EMSP 324	Paramedic Laboratory 1	.024
Rouleau, Kati	21106	EMSP 323	Paramedic Theory 1	.044
Weisenberg, Patrick	21107	EMSP 324	Paramedic Laboratory 1	.017
		<b>FIRE TECHNOLOGY</b>		
Asmus, Travis	21956	FT 307	Firefighter 1 Academy 1A	.162
Baldwin, Colby	21956	FT 307	Firefighter 1 Academy 1A	.029
Baker, David	21956	FT 307	Firefighter 1 Academy 1A	.182
Burch, William	21956	FT 307	Firefighter 1 Academy 1A	.295
Collins, Brandyn	21956	FT 307	Firefighter 1 Academy 1A	.206
Crotty, John	21956	FT 307	Firefighter 1 Academy 1A	.147
Donner, Chas	21956	FT 307	Firefighter 1 Academy 1A	.074
Good, Kevin	21956	FT 307	Firefighter 1 Academy 1A	.250
Hart, Stanley	21956	FT 307	Firefighter 1 Academy 1A	.298
Markley, John	21956	FT 307	Firefighter 1 Academy 1A	.221
Martinez, Essex	21956	FT 307	Firefighter 1 Academy 1A	.265
Martinez, Christopher	21956	FT 307	Firefighter 1 Academy 1A	.061
McMann, Scott	21956	FT 307	Firefighter 1 Academy 1A	.059
Montejo, Vincent	21956	FT 307	Firefighter 1 Academy 1A	.206
Stevens, Nicole	21956	FT 307	Firefighter 1 Academy 1A	.324
		<b>INTERCOLLEGIATE ATHLETICS</b>		
Parker, Shemarr	20403	PEIA 130	Intercollegiate Basketball, Men	.071
		<b>LAW ENFORCEMENT</b>		
Abbas, Hussein	20731	LE 321	Basic Law Enforcement Academy	.033
Bianchi, Catherine	20777	LE 322	Basic Law Enforcement Academy	.057
Bianchi, Catherine	20731	LE 321	Basic Law Enforcement Academy	.029
Burns, Jeremy	20731	LE 321	Basic Law Enforcement Academy	.099
Camarena, Juan	20777	LE 322	Basic Law Enforcement Academy	.029
Camarena, Juan	20731	LE 321	Basic Law Enforcement Academy	.015
Culver, David	20777	LE 322	Basic Law Enforcement Academy	.033
Culver, David	20731	LE 321	Basic Law Enforcement Academy	.099
Delgado, Matthew	20731	LE 321	Basic Law Enforcement Academy	.099
Dillard, Bryan	20777	LE 322	Basic Law Enforcement Academy	.064
Dillard, Bryan	20731	LE 321	Basic Law Enforcement Academy	.197
George, Kenneth	20777	LE 322	Basic Law Enforcement Academy	.113

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

<b>INSTRUCTOR</b>	<b>CRN</b>	<b>COURSE</b>	<b>COURSE NAME</b>	<b>FTE</b>
George, Kenneth	20731	LE 321	Basic Law Enforcement Academy	.114
Gotschall, Christopher	20731	LE 321	Basic Law Enforcement Academy	.033
Olmstead, Brian	20362	LE 351	Field Training Office	.033
Huddle, Kevin	20362	LE 351	Field Training Office	.033
Huddle, Kevin	22083	LE 355	Leadership Development	.067
Hutton, Trevor	20731	LE 321	Basic Law Enforcement Academy	.033
Hutton, Trevor	20777	LE 322	Basic Law Enforcement Academy	.033
Martinez, Michael	20777	LE 322	Basic Law Enforcement Academy	.018
Martinez, Michael	20731	LE 321	Basic Law Enforcement Academy	.081
Perkins, Michael	20731	LE 321	Basic Law Enforcement Academy	.100
Rivera, Lisa	22254	LE 424	PC 832 Arrest	.037
Rivera, Lisa	20777	LE 322	Basic Law Enforcement Academy	.029
Rivera, Lisa	20731	LE 321	Basic Law Enforcement Academy	.015
Ruth, Ross	20731	LE 321	Basic Law Enforcement Academy	.033
Smiley, Michael	22083	LE 355	Leadership Development	.067
Valadez, David	20731	LE 321	Basic Law Enforcement Academy	.275
Valadez, David	20777	LE 322	Basic Law Enforcement Academy	.057
Valadez, David	20777	LE 322	Basic Law Enforcement Academy	.029
Vasquez, Frank	20777	LE 322	Basic Law Enforcement Academy	.017
Vasquez, Frank	20731	LE 321	Basic Law Enforcement Academy	.067
Wilson, John	20362	LE 351	Field Training Office	.100
Wilson, John	22254	LE 424	PC 832 Arrest	.154
<b>LIBRARY</b>				
Beck, Colleen	Assigned	LIBR	Librarian-SM	.003
Buckarma, Sunshyne	Assigned	LIBR	Librarian-LVC	.017
Meddings, Nancy	Assigned	LIBR	Librarian-SM	.004
Rivera, Destiny	Assigned	LIBR	Librarian-SM	.135
Yurasek, James	Assigned	LIBR	Librarian-SM	.009
<b>MUSIC</b>				
Coehlo, Jerry	20915	MUS 170	Applied Music	.127
Foreman, Karen	20915	MUS 170	Applied Music	.083
Ruyle, Chad	20915	MUS 170	Applied Music	.127
<b>NURSING</b>				
Horr, Deana	20178	NURS 338	Clinical Lab 3	.176
<b>PSYCHOLOGY</b>				
Darnell, Annamarie	21198	PSY 101	General Psychology	.150
<b>SOCIOLOGY</b>				
Jeung, Jensen	21833	SOC 102	Social Problems	.138
<b>THEATRE</b>				
Shelly Jr., Joseph	20389	THEA 110	Beg Production Lab	.036
Shelly Jr., Joseph	20397	THEA 305	Materials, Tools, & Tech 1	.114

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

<b>INSTRUCTOR</b>	<b>CRN</b>	<b>COURSE</b>	<b>COURSE NAME</b>	<b>FTE</b>
		ADULT BASIC SKILLS		
Ford, Katharine	20588	BASK 7015	Reading and Writing Lab	.269
Moretti, Alicia	20588	BASK 7015	Reading and Writing Lab	.024
Solorio, Jessica	20588	BASK 7015	Reading and Writing Lab	.167

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

<b>INSTRUCTOR District Funded</b>	<b>ASSIGNMENT</b>	<b>DOLLAR AMOUNT</b>
Abi Ghanem, Rita	Per part-time faculty agreement article 11.11: science double lecture, AG125, CRN 20105 and 207480 (8/19/24 - 12/12/24).	\$2,489.47
Anderson, Shane	Stipend of \$500 for academic year 2024-25 for the photography program review: yearly planning update/core topic: innovative scheduling (8/19/24 - 5/21/24).	\$500.00
Auten, Diane	Stipend of \$250 for academic year 2023-24 for communications program review: yearly planning update/core topic: curriculum and teaching design. The \$500 annual stipend is split with Andrea Sanders (1/22/24 - 5/25/24).	\$250.00
Becerra-Valencia, Lynn	Large class stipend, fall 2024, ES/HIST 120, CRN 21485/21491 had 56 students enrolled at census. Per faculty agreement 14.6.2, the agreement upon payment is \$600.00 x 3 units = \$1,800 (8/19/24 - 12/12/24).	\$1,800.00
Beck, Colleen	Evaluator for part-time faculty evaluation of Michelle Hopper in spring 2024 (3/1/24 - 4/1/24).	\$200.00
Bierly, Gary	Large class stipend, fall 2024, HIST/HUM 101, CRN 20623/20624 had 66 students enrolled at census. Per faculty agreement 14.6.2, the agreement upon payment is \$600.00 x 3 units= \$1,800 (8/19/24 - 10/11/24).	\$1,800.00
Buckarma, Sunshyne	Evaluator for part-time faculty evaluation of Jennifer Downey in the spring of 2024 (1/22/24 - 4/30/24).	\$200.00
Camarena, Juan	To provide not-for-credit training via contract education, arrest and control for CAL-OES 1:00 p.m. - 5:00 p.m. (9/11/24).	\$384.04
Camarena, Juan	To provide not-for-credit training via contract education 8:00 a.m. -12:00 p.m. (9/11/24).	\$384.04
Conrad, Alexandria	Stipend of \$500 for academic year 2024-25 for the human services program review: yearly planning update core/topic: innovative scheduling (1/21/24 - 5/21/25).	\$500.00
Davis, Natalia	Per part-time faculty agreement, article 11.11: science double lecture, CHEM 120, CRN 20419/20549 (8/19/24 - 12/12/24).	\$2,489.47
Day, Alan	To provide not-for-credit training via contract education, Ventura County Probation (9/25/24 - 9/26/24).	\$1,657.20
Day, Alan	To provide not-for-credit training via contract education, Ventura Sherriff's Office (9/16/24 - 9/19/24).	\$2,900.10

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
Dechaine, Nichole	Stipend of \$500 for academic year 2024-25 for the music program review: yearly planning update/core topic: innovative scheduling (1/21/25 - 5/21/25).	\$500.00
Devine, Domenica	Per part-time faculty agreement, article 11.11: science double lecture, BIOL 100, CRN 20109/20114 (8/19/24 - 12/12/24).	\$2,212.99
Drake, William	Assisting and instructing students with DMV exam prep and Class A driving exam (8/30/24).	\$530.88
Drake, William	Assisting and instructing students with DMV exam prep and Class A driving exam (8/23/24).	\$555.16
Drake, William	Assisting with the truck driving orientation for students (9/18/24).	\$101.12
Esparza, Ruben	To provide not-for-credit training via contract education, Ventura Sherriff's Office (9/16/24 - 9/17/24).	\$1,066.35
Fernandez, John	Assisting and instructing students with DMV exam prep and Class A driving exam (9/23/24).	\$289.32
Garcia, Jesus	To provide not-credit training via contract education, Ventura Sherriff's Office (9/16/24).	\$355.45
Garcia, Jesus	To provide not-for-credit training via contract education (9/14/24).	\$568.72
Garcia-Martinez, Marc	Stipend of \$500 for academic year 2024-25 for the Latina/Latino program review: yearly planning update/core topic: academic and support services (1/21/25 - 5/21/25).	\$500.00
Garrett, William	To provide not-for-credit training via contract education, Ventura County Probation (9/25/24 - 9/26/24).	\$1,479.60
Garrett, William	To provide not-credit training via contract education, Ventura Sherriff's Office (9/16/24 - 9/16/24).	\$2,589.30
Garrett, William	To provide not-for-credit training via contract education (9/11/24).	\$295.92
Geraghty, Sian	Stipend of \$500 for academic year 2024-25, multimedia and animation and game art program review: yearling planning update/core topic: innovative scheduling (1/21/25 - 5/21/25).	\$500.00
Hite, Christopher	Stipend of \$250 for academic year 2024-25, co-authoring the film and video production program review: yearly planning update/core topic: innovative scheduling (8/19/24 - 5/21/24).	\$250.00

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

<b>INSTRUCTOR</b>	<b>ASSIGNMENT</b>	<b>DOLLAR AMOUNT</b>
Hood, John	Stipend of \$500 for academic year 2024-25, drama program review: yearly planning update/core topic: innovative scheduling (8/19/24 - 5/21/24).	\$500.00
Knowles, Juliet	Per part-time faculty agreement article 11.11: science double lecture, BIOL 100, CRN 20575/20658 (8/19/24 - 12/12/24).	\$2,762.50
Lopez, Joe	To provide not-for-credit training via contract education (9/23/24).	\$762.60
Lowery, Herod	Assisting instructing students with the DMV exam prep and Class A driving exam (9/27/24).	\$555.16
Lowery, Herod	Assisting and instructing students with the DMV exam prep and Class A driving exam (9/20/24).	\$341.28
Lowery, Herod	Assisting and instructing students with the DMV exam prep and Class A driving exam (9/4/24).	\$341.28
Magana, Jorge	To provide not-for-credit training via contract education, Ventura County Probation (9/24/24 - 9/26/24).	\$1,775.52
Magana, Jorge	To provide not-for-credit training via contract education, Ventura's Sheriff's office (9/16/24 - 9/16/24).	\$2,959.00
Martinez, Merari	Assisting and instructing students with DMV exam prep and Class A driving exam (9/20/24).	\$241.10
Martinez, Merari	Assisting and instructing students with the DMV exam prep and Class A driving exam (9/6/24).	\$361.65
McDonald, Jeffrey	To provide not-for-credit training via contract education, Ventura Sheriff's office (9/17/24 - 9/19/24).	\$1,269.40
McDonald, Jeffrey	To provide not-for-credit training via contract education (9/14/24).	\$507.76
Meddings, Nancy	Evaluator for part-time faculty, spring 2024: Destiny Rivera and Ethan Weinschenk, second payment (2/1/24 - 4/1/24).	\$200.00
Metaxas, Linda	Per part-time faculty agreement article 11.11: science double lecture, PHYS 163, CRN 20478/20667 (8/19/24 - 12/12/24).	\$3,097.34
Miller, Andre	To provide not-for-credit training via contract education (9/14/24).	\$507.76
Muscio, Michael	Per part-time faculty agreement article 11.11: science double lecture, CHEM 120, CRN 22085/22086 (8/19/24 to 12/12/24).	\$2,465.86
Olmstead, Brian	To provide not-for-credit training via contract education (9/14/24).	\$621.52

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

<b>INSTRUCTOR</b>	<b>ASSIGNMENT</b>	<b>DOLLAR AMOUNT</b>
Orr, Howard	Diablo Canyon live fire training. Diablo Canyon will reimburse the district for all expenses incurred from this training. This did not involve a credit course and is a non-loaded assignment (8/26/24).	\$287.24
Ortega, Tania	Instructor provided assistance with the truck driving program orientation (9/18/24).	\$101.12
Pavlick, Raymond	Provide support for EMSP 300 Anatomy and Physiology for pre-hospital personnel (9/2/24 - 9/6/24).	\$1,020.42
Phillips, Tracy	Per part-time faculty agreement, article 11.11: science double lecture, CHEM 120, CRN 21522/21523 (8/19/24 - 12/12/24).	\$2,505.89
Raecyna, Connor	Reviewing and revising the drug profile instructional materials for the paramedic program (9/3/24 - 9/27/24).	\$898.20
Robinette, Daniel	Per part-time faculty agreement, article 11.11: science double lecture, BIOL 100, CRN 20117 and 22044 (8/19/24 - 12/12/24).	\$2,236.90
Roehl, Susan	Coordinating the completion of two students from the previous paramedic cohort during their internships (9/3/24 - 9/13/24).	\$898.20
Sanders, Andrea	Stipend of \$250 for academic year 2023-24, communications program review: yearly planning update/core topic: curriculum and teaching design. The \$500 annual stipend is split with Diane Auten (1/22/24 - 5/25/24).	\$250.00
Scarffe, Jessica	Stipend of \$500 for academic year 2024-25 for the political science program review: yearly planning update/core topic: curriculum design (8/19/24 - 12/12/24).	\$500.00
Solorio, Jesus	Stipend of \$500 for academic year 2024-25 for the commercial dance program review: yearly planning update/core topic: innovative scheduling (1/21/25 - 5/21/25).	\$500.00
Sorenson, Gregory	To provide not-for-credit training via contract education (9/24/24).	\$568.72
Sorenson, Gregory	To provide not-for-credit training via contract education, Ventura Sheriff's Office (9/17/24 - 9/18/24).	\$1,421.80
Sorenson, Sydney	Stipend of \$500 for academic year 2024-25 for the dance program review: yearly planning update/core topic: innovative scheduling (8/19/24 - 5/21/24).	\$500.00

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

<b>INSTRUCTOR</b>	<b>ASSIGNMENT</b>	<b>DOLLAR AMOUNT</b>
Stokes, Brian	Stipend of \$500 for academic year 2024-25 for the anthropology program review: yearly planning update/core topic: enrollment and efficiency (1/21/25 - 5/21/25).	\$500.00
Straub, Christopher	Stipend of \$500 for academic year 2024-25 for the geography program review: yearly planning update/core topic: enrollment and Efficiency (8/19/24 - 5/21/25).	\$500.00
Valle, Jesus	To provide not-for-credit training via contract education, Ventura Sheriff's office (9/16/24 - 9/19/24).	\$2,488.15
Valle, Jesus	To provide not-for-credit training via contract education (9/24/24).	\$568.72
Vasquez, Frank	To provide not-for-credit training via contract education, Ventura Sheriff's office (9/16/24).	\$414.30
Vasquez, Frank	To provide not-for-credit training via contract education (9/11/24).	\$331.44
Ward, Nancy Jo	Stipend of \$500 for academic year 2024-25 for the graphics and web design program review: yearly planning update/core topic: innovative scheduling (8/19/24 - 5/21/25).	\$500.00
Webb, Timothy	Stipend of \$250 for academic year 2024-25 for co-authoring the film and video production program review: yearly planning update/core topic: innovative scheduling (8/19/24 - 5/21/24).	\$250.00
Wise, Ashley	Stipend of \$500 per academic year, per Program Review MOU: biology, enrollment and efficiency for the 2024-25 academic year (8/19/24 - 5/21/24).	\$500.00

**Grant Funded**

Aguilera, Virginia	Burling English Training professional development (8/16/24).	\$117.60
Ambriz Delgado, Alberto	Burling English Training professional development (8/16/24).	\$101.03
Anderson, Shane	Teaching for the creative arts and success team portfolio preparation and audition workshop for students (8/23/24 - 8/30/24).	\$480.00
Astacio, Jaime	To attend the mandatory embedded tutoring instructor orientation (8/23/24).	\$120.00
Becerra-Valencia, Lynn	Collaboration time for justice impacted learning community for ENGL 101/112 co-req course and PD 101 course (8/19/24 - 12/12/24).	\$1,920.00
Brackett, Ashley	Week of Welcome planning and event facilitation (8/26/24 - 8/30/24).	\$480.00

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

<b>INSTRUCTOR</b>	<b>ASSIGNMENT</b>	<b>DOLLAR AMOUNT</b>
Cardona, Fabiola	Burling English Training professional development (8/16/24).	\$92.63
Carson, Marcus	Conduct academic, industry and labor market research through employer engagement strategies in cybersecurity to create a well-rounded educational framework designed to prepare students for careers in cybersecurity to meet the demands of industry (9/23/24).	\$1,011.00
Carson, Marcus	Initiative to connect classrooms to careers (9/1/24 - 10/31/24).	\$3,516.00
Colvin, Samuel	Burling English Training professional development (8/16/24).	\$101.03
Conner, Bethany	Open skills lab tutoring for NURS 108 students (8/30/24 - 11/7/24).	\$1,320.00
Cox, Matthew	Burling English Training professional development (8/16/24).	\$102.90
Dal Bello, Dominic	To attend the mandatory embedded tutoring instructor orientation (8/23/24).	\$120.00
Dechaine, Nichole	Teaching for the creative arts and success team portfolio preparation and audition workshop for students (8/23/24 - 8/30/24).	\$480.00
Diaz, Claudia	Prepare and facilitate workshop for Week of Welcome event (8/26/24 - 8/30/24).	\$180.00
Diaz, Claudia	Complete non-credit Canvas course for current and future stage three Puente students, keep them informed and engaged to ensure a timely transfer and graduation (7/22/24 - 8/16/24).	\$2,880.00
Diaz, Claudia	Complete non-credit Canvas course training to develop Puente noncredit canvas course for stage three Puente students (7/15/24 - 7/22/24).	\$300.00
Diaz, Claudia	Recruit students for Puente 2024-2025 cohort eight (5/28/24 - 8/16/24).	\$2,400.00
Dominguez, Aurea	Burling English Training professional development (8/16/24).	\$117.70
Drake, William	Instructor training: provided training to Herod Lowery (8/28/24).	\$18.14
Eachus, Christopher	To attend the mandatory embedded tutoring instructor orientation (8/23/24).	\$120.00
Eachus, Christopher	Coordinator duties related to grant funds to support AB 705/1705 (8/19/24 - 12/13/24).	\$5,100.00
Espinoza, Christine	Assist and support high-school students in applying to CCCApply and registering students in concurrent courses (8/26/24 - 8/28/24).	\$469.00
Fleischer, Isabelle	Burling English Training professional development (8/16/24).	\$105.15
Geraghty, Sian	Teaching for the creative arts and success team portfolio preparation and audition workshop for students (8/23/24 - 8/30/24).	\$480.00

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

<b>INSTRUCTOR</b>	<b>ASSIGNMENT</b>	<b>DOLLAR AMOUNT</b>
Gottlieb, Sean	To attend the mandatory embedded tutoring instructor orientation (8/23/24).	\$120.00
Harford-Nourse, Elisabeth	Embedded services professional development (8/14/23 - 12/22/23).	\$2,163.46
Houlis, James	To attend the mandatory embedded tutoring instructor orientation (8/23/24).	\$120.00
Hughes, Katie	To attend the mandatory embedded tutoring instructor orientation (8/23/24).	\$80.62
Hughes, Michael	To attend the mandatory embedded tutoring instructor orientation (8/23/24).	\$120.00
Hughes, Michael	To create and facilitate the chemistry "Boot Camp" Canvas site (6/1/24 - 8/31/24).	\$1,500.00
Kopecky, Susie	Writing center workshop for students "Essay Organization" (9/30/24).	\$120.00
Krier, Erin	Leading a success team (9/20/24 - 12/6/24).	\$1,080.00
Kruse, Kurt	Conduct academic, industry and labor market research through employer engagement strategies in cybersecurity to create a well-rounded educational framework designed to prepare students for careers in cybersecurity to meet the demands of industry (9/23/24 - 12/10/24).	\$1,020.00
LaRosa, Andrea	Burling English Training professional development (8/16/24).	\$111.28
Lee, Laurene	To attend the mandatory embedded tutoring instructor orientation (8/23/24).	\$120.00
Lee, Laurene	Stipend of \$250 per academic year, per Program Review MOU: curriculum design for the 2024-25 academic year (8/19/24 - 5/21/25).	\$250.00
Legaspi Ledezma, Jose	Burling English Training professional development (8/16/24).	\$98.73
Lombard, Amanda	Working in a learning community purposed for advancing student athletes and increasing retention and success (8/19/24 - 12/12/24).	\$1,020.00
Lovell, Ron	California Food Handler certification at the North County Jail (10/9/24 - 10/11/24).	\$300.00
Lovell, Ron	Leading a success team (9/20/24 - 12/6/24).	\$1,080.00
Lowery, Herod	Instructor training: training on simulators (8/28/24).	\$18.14
Manalo, Larry	Leading a success team (9/20/24 - 12/6/24).	\$1,080.00
Manalo, Lauro	To design and implement marketing and branding strategies in partnership with public affairs and counseling to promote the radiology program fall 2025 cohort (9/1/24 - 12/10/24).	\$900.00
Manalo, Lauro	Open skills lab tutoring for NURS 310 students (8/21/24 - 11/27/24).	\$1,800.00

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

<b>INSTRUCTOR</b>	<b>ASSIGNMENT</b>	<b>DOLLAR AMOUNT</b>
Marszalkowski, Paul	Piano accompanist for the fall 2024 choir classes, rehearsals, and concerts (8/28/24 - 12/12/24).	\$3,094.65
Metaxas, Linda	To attend the mandatory embedded tutoring instructor orientation (8/23/24).	\$98.82
Meza, Ryan	Writing center workshop for students "MLA Part 1: Format & Works Cited Page" (10/16/24).	\$91.44
Millan, Jose	Chaperone for university field trip to CSU San Marcos and San Diego State (8/5/24 - 8/6/24).	\$1,200.00
Morales, Mayra	Hancock Hello Parent workshop (8/6/24 - 8/13/24).	\$300.00
Moretti, Alicia	Writing center workshop for students "Grammar & Punctuation: Fixing Run-on Sentences and Fragments" (9/14/24 - 11/14/24).	\$120.00
Murray, Earl	The faculty member will be providing support for jail programs (10/1/24 - 10/31/24).	\$4,350.00
Murray, Earl	The faculty member will be providing support for jail programs (9/1/24 - 9/30/24).	\$4,350.00
Muscio, Michael	Burling English Training professional development (8/16/24).	\$102.90
Nepa, Bahati	Provide additional learning assistance to accounting students (8/24/24 - 12/7/24).	\$3,160.00
Nouri, Dustin	To attend the mandatory embedded tutoring instructor orientation (8/23/24).	\$120.00
Nuñez, Christina	Ethnics Studies Task Force meetings (9/20/24 - 10/1/24).	\$720.00
Nuñez, Christina	Writing center workshop for students "Thesis Statements" (9/19/24).	\$120.00
Osegura, Rolando	Instructor training (8/10/24 - 8/11/24).	\$290.16
Papworth, Lara	Burling English Training professional development (8/16/24).	\$123.73
Perales, Carissa	Serve on guided pathways steering committee (9/20/24 - 12/6/24).	\$2,160.00
Perdue-Keiser, Andria	Coordinator duties related to grant funds to support AB 705/1705 (8/19/24 - 12/13/24).	\$5,100.00
Raybould-Rodgers, Julia	Coordinator duties related to grant funds to support AB 705/1705 (8/19/24 - 12/13/24).	\$5,100.00
Restrepo, Alberto	Ethnics Studies Task Force meetings (9/20/24 - 10/1/24).	\$720.00
Romo, Alina	Writing center workshop for students "UTC: UC PIQ Workshop" (11/6/24).	\$120.00
Romo, Alina	Writing center workshop for students "MLA Part 2: In-Text Citations" (10/22/24).	\$120.00
Romo, Alina	Writing center workshop for students "UTC: UC PIQ Workshop" (10/2/24).	\$120.00
Romo, Alina	Ethnics Studies Task Force meetings (9/20/24 - 10/1/24).	\$720.00

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

<b>INSTRUCTOR</b>	<b>ASSIGNMENT</b>	<b>DOLLAR AMOUNT</b>
Ruiz, Melissa	Burling English Training professional development (8/16/24).	\$101.03
Sanders, Andrea	Working in learning community purposed for advancing student athletes and increasing retention and success (8/19/24 - 12/12/24).	\$1,560.00
Santiago, Oyuki	Burling English Training professional development (8/16/24).	\$101.03
Santos, Alejandra	Burling English Training professional development (8/16/24).	\$102.90
Senior, Robert	Working in a learning community purposed for advancing student athletes and increasing retention and success (8/19/24 - 12/12/24).	\$1,560.00
Shattuck, Patrick	Concurrent enrollment mentor, critical role in ensuring that English 101 concurrent enrollment courses meet the outcomes, expectations, and quality as outlined in the course outline of record (9/1/24 - 12/15/24).	\$512.10
Stokes, Brian	Ethnics Studies Task Force meetings (9/20/24 - 10/1/24).	\$720.00
Tobin, Vince	Prepare and facilitate workshop for Week of Welcome event (8/26/24 - 8/30/24).	\$180.00
Tobin, Vince	To attend the mandatory embedded tutoring instructor orientation (8/23/24).	\$120.00
Wagner, Warren	Instructor training (8/5/24 - 8/7/24).	\$290.16
Walters, Jan	Burling English Training professional development (8/16/24).	\$115.73
Webb, Timothy	Ethnics Studies Task Force meetings (9/20/24 - 10/1/24).	\$720.00
Wills, Kacie	Ethnics Studies Task Force meetings (9/20/24 - 10/1/24).	\$720.00
Ying Hood, Chellis	Ethnics Studies Task Force meetings (9/20/24 - 10/1/24).	\$1,320.00
Youngblood, Brian	To attend the mandatory embedded tutoring instructor orientation (8/23/24).	\$120.00

To: Board of Trustees	Date:
From: Superintendent/President	October 15, 2024
Subject: Approval of Appointment of Department Chair	Item Number: 12.F.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 1

**BACKGROUND**

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

<u>NAME</u>	<u>DEPARTMENT</u>	<u>TERM OF OFFICE</u>
Laurene Lee	Mathematical Sciences	Laurene Lee was elected to serve a term of one semester, specifically for the spring 2025 term, as interim department chair.

Note: Dominic Dal Bello will resume his position as chair of mathematical sciences on July 1, 2025.

**FISCAL IMPACT**

The estimated cost to the unrestricted general fund is approximately \$12,469 for the 2024-2025 fiscal year, which will include department chair stipends, additional contract days, and backfill. Department chair stipends, additional contract days, and backfill for reassigned time for various departments are budgeted for each fiscal year.

**RECOMMENDATION**

Staff recommends that the board of trustees approve the department chair appointment of Laurene Lee, mathematical sciences, for the term stated.

Administrator Initiating Item: Robert Curry	Final Disposition:
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To: Board of Trustees	Date:
From: Superintendent/President	October 15, 2024
Subject: Approval of Faculty Emeritus Status	Item Number: 12.G.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 1

**BACKGROUND**

In accordance with Allan Hancock College's Board Policy and Administrative Procedure 7810 Faculty Emeritus Status, emeritus is an honorary title awarded for distinguished service to the academic community. The established processes and procedures for determining and granting faculty emeritus status were initiated by Academic Senate to recognize retired and deceased faculty. The following list of faculty are recommended to be included in Faculty Emeriti:

<u>Name</u>	<u>Years of Service</u>	<u>Title/Discipline</u>
Caddell, Alice	1999-2024	Professor, Early Childhood Studies
Demchak, Karan	1992-2024	Professor, Children's Center
Elliott, Herbert	1986-2024	Professor, Economics
Gerrity, John	2011-2024	Associate Professor, Machining and Manufacturing
Johnson, Kathleen	1999-2024	Professor, Dental Assisting
Mason, Eric	2004-2024	Professor/Auto Body
Miyahara, Leonard	2005-2024	Professor, Biology

\*Per board policy 7810, Faculty Emeritus status is based on exemplary status to the district.

**FISCAL IMPACT**

None

**RECOMMENDATION**

Staff recommends that the board of trustees approve the list of faculty to be included in Faculty Emeriti.

Administrator Initiating Item: Robert Curry	Final Disposition:
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To: Board of Trustees	Date:
From: Superintendent/President	October 15, 2024
Subject: Authorization for Out-of-State Travel for the Superintendent/President	Item Number: 12.H.
Institutional Goal: Accreditation Standard IV	Enclosures: Page 1 of 1

**BACKGROUND**

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

<u>No.</u>	<u>Meeting With</u>	<u>Location</u>	<u>Date(s)</u>	<u>Purpose of Travel</u>
1.	American Association of Community Colleges (AACC) Fall Meeting	Arlington, VA	November 12-14, 2024	To attend meeting
2.	Community College Baccalaureate Association (CCBA) National Conference	Austin, TX	February 4-8, 2025	To attend conference

**FISCAL IMPACT**

1. The estimated cost is \$1,897.84.
2. The estimated cost is \$3,810.54.

**RECOMMENDATION**

Staff recommends that the board of trustees authorize out-of-state travel for the superintendent/president to attend the AACC Fall Meeting and the CCBA National Conference as presented.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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To: Board of Trustees	Date:
From: Superintendent/President	October 15, 2024
Subject: Approval to Award Contract for the Baseball/Softball Changing Rooms Project (Bid No. 25-01)	Item Number: 12.I.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 2

### BACKGROUND

On July 16, 2024, the board of trustees authorized solicitation of bids for the sitework associated with the baseball and softball changing rooms. The project was listed with Cyber Copy Reprographics and advertised in the Santa Maria Times on July 25 and August 1, 2024. On August 8, 2024, the mandatory job walk was held with four qualified bidders present.

On August 27, 2024, bids were due and two responsive bids were received. As indicated on the Bid Tabulation form, the lowest responsive bidder for this project was Specialty Constructors Services, Inc. with a total bid amount of \$1,160,653. The district received a protest from the non-winning bidder. After a thorough review of the rationale for the protest, it was determined that the protest was without merit and denied.

### FISCAL IMPACT

The bid amount is \$1,160,653 and will be funded through the Capital Projects Fund.

### RECOMMENDATION

Staff recommends that the board of trustees award the contract for the construction and installation of the Baseball/Softball Changing Rooms Project (Bid No. 25-01) to Specialty Constructors Services, Inc. in the amount of \$1,160,653.

Administrator Initiating Item: Dennis Curran	Final Disposition:
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# BID TABULATION

## BASEBALL/SOFTBALL CHANGING ROOMS PROJECT BID NO. 25-01

August 27, 2024 at 2:00 p.m.

BIDDER	BID AMOUNT	SIGNED BID FORM	ADDENDUM ACKNOW.	SUB LIST	WORKERS COMP	NON-COLLISION	BID BOND	SUBSTITUT. REQUEST	ACKNOW. BIDDING PRACTICES	DRUG FREE
Specialty Constructors Services, Inc.	\$1,160,653	X	X	X	X	X	X		X	X
Pre Con Industries, Inc.	\$1,161,000	X	X	X	X	X	X	X	X	X

Opened by: Kara Pizano

Witnessed by: Helen Plouffe, Jose Rodriguez, Steve Marshall, Monica Garcia, Laura Becker



To: Board of Trustees	Date:
From: Superintendent/President	October 15, 2024
Subject: Approval to Borrow up to 60 Percent of the District's Net Equity in the Self-Insured Program for Employees (SIPE) Workers' Compensation Joint Powers Authority (JPA)	Item Number: 12.J.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 3

**BACKGROUND**

As an available option to meet possible cash shortfalls, the district may request a short-term advance of the district's net equity in the SIPE workers' compensation JPA. SIPE's agreement specifies that any member, with approval of their governing board, may borrow up to 60 percent of their shareholder's net equity based on the most current financial statement for a period not to exceed 60 days, at a rate equal to the amount that would have been earned through the county treasurer.

Based on SIPE's 2023 financial statements (attached), the district's net equity in the JPA was \$1,646,453. This would allow the district to borrow up to \$987,871.80 to help offset any possible cash shortfalls. If this action becomes necessary, the district would repay the loan from SIPE within the allowable 60 days or when the district receives apportionment funding from the state, whichever comes first.

**FISCAL IMPACT**

None

**RECOMMENDATION**

Staff recommends that the board of trustees authorize the district to borrow up to 60 percent of the district's net equity in the SIPE workers' compensation JPA if needed for cash flow purposes.

Administrator Initiating Item: Dennis Curran	Final Disposition:
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Supplementary Information  
June 30, 2023 and 2022

# Santa Barbara County Schools' Self-Insurance Program for Employees

## Santa Barbara County Schools' Self-Insurance Program for Employees

Recap of Reserves and Net Position

Year Ended June 30, 2023

	Reserves	Position (Equity)	Less IBNR's **	Net Position (Net Equity)
Ballard	\$ -	\$ 3,174	\$ (11,935)	\$ (8,761)
Blochman Union	14,633	48,192	(14,122)	34,070
Buellton Union	555,521	(30,220)	(74,487)	(104,707)
Carpinteria Unified	712,844	273,379	(187,165)	86,214
Cold Spring	81,841	82,594	(26,152)	56,442
College	43,107	289,835	(35,421)	254,414
Cuyama Jt. Union	-	196,702	(17,439)	179,263
Goleta Union	1,594,116	553,518	(444,794)	108,724
Guadalupe Union	540,191	536,058	(113,864)	422,194
Hope	164,430	217,704	(81,380)	136,324
Lompoc Unified	2,534,310	3,759,689	(696,008)	3,063,681
Los Olivos	-	86,828	(11,136)	75,692
Montecito Union	37,764	209,355	(70,621)	138,734
Orcutt Union	933,335	1,047,509	(331,315)	716,194
Santa Maria-Bonita	2,597,882	3,820,998	(1,222,421)	2,598,577
Santa Maria Jt.Un. High	2,324,514	1,771,371	(735,315)	1,036,056
Santa Ynez Valley Un. High	118,064	227,663	(69,252)	158,411
Solvang	16,404	171,361	(43,500)	127,861
Vista Del Mar Union	-	45,875	(7,666)	38,209
Allan Hancock Comm. College	553,942	2,125,860	(479,407)	1,646,453
Office of County Supt.	751,774	2,168,446	(300,979)	1,867,467
SELPA	-	53,597	(11,084)	42,513
	<u>\$ 13,574,672</u>	<u>\$ 17,659,488</u>	<u>\$ (4,985,463)</u>	<u>\$ 12,674,025</u>
TOTAL				

\*\* IBNR's are calculated at present value, plus ULAE, per actuarial study.  
 IBNR's are allocated based on current year district salaries.

To: Board of Trustees	Date:
From: Superintendent/President	October 15, 2024
Subject: Approval of Contract for Independent Audit Services for Fiscal Years Ending June 30, 2025 through June 30, 2029	Item Number: 12.K.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 9

### BACKGROUND

Education Code, Section 84040, requires that the governing board of each community college district provide for an annual audit in accordance with regulations of the state board of governors. In June of 2019, the board awarded Cossolias/Wilson/Dominguez/Leavitt, CPAs (CWDL) a three-year engagement to perform the district's audits with the option to extend for two more years. Both option years were approved by the board. The contract with CWDL terminates with the completion of the audit for fiscal year 2024.

The district requests board approval of a new contract with CWDL (attached). The new contract requires CWDL to conduct audits for five years (fiscal years 2025 through 2029), which is the maximum amount of time allowed by district administrative procedure 6400. The new agreement has the following annual cost:

	Fiscal Year to be Audited				
	2024-25	2025-26	2026-27	2027-28	2028-29
Maximum Fee	\$79,763	\$82,157	\$84,622	\$87,160	\$89,774

The district has a good working relationship with CWDL and they have met or exceeded all aspects of the first five-year agreement. This firm also has extensive knowledge of community college accounting methods, an understanding of the scope of work required, and the expertise to conduct a thorough, transparent audit for the district.

### FISCAL IMPACT

The total proposed fee for audit services over the five-year period is \$423,476.

### RECOMMENDATION

Staff recommends that the board of trustees approve the new five-year contract for independent audit services with CWDL, CPAs, for fiscal years 2025-2029.

Administrator Initiating Item: Dennis Curran	Final Disposition:
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August 9, 2024

Allan Hancock Joint Community College District  
Attn: Associate Superintendent/Vice President of Finance and Administration  
800 South College Drive, Building B – Administrative Services Santa Maria, CA 93454

We are pleased to confirm our understanding of the services we are to provide Allan Hancock Joint Community College District (the "District") for the fiscal years ending June 30, 2025 through June 30, 2029. We will audit the financial statements of the business-type activities, including the related notes to the financial statements, which collectively comprise the basic financial statements of the District as of and for the fiscal years ending June 30, 2025 through June 30, 2029. In addition, we will conduct the audits of the Allan Hancock College Foundation Audit & Tax Return, the Proposition 39 Financial and Performance Audit, the Viticulture and Enology Foundation Audit & Tax Return, and the Pacific Conservatory of the Performing Arts Audit, for the fiscal years ending June 30, 2025 through June 30, 2029.

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Schedule of Changes in the Net OPEB Liability and Related Ratios
- 3) Schedule of Investment Returns - OPEB
- 4) Schedule of the District's Contributions - OPEB
- 5) Schedule of the District's Proportionate Share of the Net Pension Liability
- 6) Schedule of the District's Contributions – Pensions
- 7) Note to RSI

We have also been engaged to report of supplementary information other than RSI that accompanies the District's basic financial statements, including schedules required under the State Chancellor's Office *Contracted District Audit Manual*. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and will provide an opinion on it in relation to the financial statements as a whole:

- Schedule of expenditures of federal awards
- Schedule of expenditures of state awards
- Other schedules and/or information as required by the State Chancellor's Office
- Note to supplementary information

### **Audit Objectives**

The objective of our audits is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the third paragraph when considered in relation to the basic financial statements taken as a whole. The objective also includes reporting on:

- Internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).
- Compliance with laws and regulations in accordance with the California State Chancellor's Office *Contracted District Audit Manual*.
- Annual District audit of all funds, books, and accounts completed in accordance with *Education Code 84040*.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Board of Trustees of the District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the District or to acts by management or employees acting on behalf of the District. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the District and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the District's major programs. The purpose of these procedures will be to express an opinion on the District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

### **Other Services**

We will also assist in preparing the financial statements and related notes of the District in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

## **Management Responsibilities**

Management is responsible for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that District programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the District from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the District involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the District complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to [include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to [include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

**Engagement Administration, Fees, and Other**

We may from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of CWDL and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the State Chancellor's Office, Federal Oversight Agencies, or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of CWDL personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the District. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit at a mutually agreeable time and to issue our reports starting no later than December 31, 2025. Ben Leavitt, CPA, CFE is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services is as follows:

	2024-25	2025-26	2026-27	2027-28	2028-29
Annual District Audit	\$ 47,957	\$ 49,396	\$ 50,878	\$ 52,404	\$ 53,976
Allan Hancock College Foundation Audit & Tax Return	9,188	9,464	9,748	10,040	10,341
Proposition 39 Financial and Performance Audit	8,003	8,243	8,490	8,745	9,007
Viticulture and Enology Foundation Audit & Tax Return	7,565	7,792	8,026	8,267	8,515
Pacific Conservatory of the Performing Arts Audit	7,050	7,262	7,480	7,704	7,935
<b>Total Annual Maximum Audit Fees</b>	<b>\$ 79,763</b>	<b>\$ 82,157</b>	<b>\$ 84,622</b>	<b>\$ 87,160</b>	<b>\$ 89,774</b>

The maximum annual fee for auditing services shall not exceed the above amounts, with the exception that any auditing services provided for (1) significant changes in District audit requirements as stated in Government Auditing Standards or the Audit Guide issued by the State Chancellor's Office, or (2) any significant changes in the number of funds or accounts maintained by the District during the period under this agreement, shall be in addition to the above maximum fee.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services that have been requested of us. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

We appreciate the opportunity to be of service to the District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Ben Leavitt, CPA, CFE  
 Partner and Authorized Representative  
 CWDL, Certified Public Accountants

RESPONSE:

This letter correctly sets forth the understanding of Allan Hancock Joint Community College District.

Management signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

To: Board of Trustees	Date:
From: Superintendent/President	October 15, 2024
Subject: Resolution 24-28, Approval of Lease Agreement Between the Santa Barbara County Education Office and Allan Hancock Joint Community College District	Item Number: 14.A.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 6

### BACKGROUND

The attached lease use agreement between the district and Santa Barbara County Education Office (SBCEO) continues the partnership between the two organizations by allowing SBCEO to lease space at the Children's Lab for sixteen special needs children. The district will provide classroom space and office space for confidential discussions with parents and caregivers. The monthly fee charged to SBCEO will be assessed as follows:

- August and June: \$1,540/month
- September through May: \$2,580/month

Education Code section 81360 authorizes the governing boards of community colleges to lease property for up to 99 years. The lease term expires July 4, 2025, but is automatically renewed for successive one-year terms, until one of the parties submits a written termination notice at least 90 days prior to annual termination. The district determined that space is available and we can accommodate the needs of SBCEO. Additionally, this partnership benefits the community, provides for a more inclusive environment at the Children's Lab, and improves the learning experience for our students. The district will be responsible for ensuring the space is cleaned and maintained.

### FISCAL IMPACT

The district expects to earn \$26,300/year until the lease agreement is terminated.

### RECOMMENDATION

Staff recommends that the board of trustees adopt Resolution 24-28, Approval of Lease Agreement Between the Santa Barbara County Education Office and Allan Hancock Joint Community College District.

Administrator Initiating Item: Dennis Curran	Final Disposition:
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## Santa Barbara County Education Office

4400 Cathedral Oaks Rd, PO Box 6307, Santa Barbara, CA 93160-6307  
 Telephone: (805) 964-4711 • FAX: (805) 964-4712 • sbceo.org

Susan C. Salcido, Superintendent of Schools

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### **Lease Agreement Between**

**Allan Hancock Joint Community College District**

**And**

**The Santa Barbara County Education Office**

This Agreement (“Agreement”) is made and entered into this 1st day of July 2024, by and between the Santa Barbara County Education Office (“SBCEO”), located at 4400 Cathedral Oaks Road, Santa Barbara, California 93160-6307, and the Allan Hancock College Children’s Center (“AHC”) located at 800 South College Drive, Santa Maria, California, 93454. The Agreement is for joint use of the preschool facility and outdoor play area (hereinafter defined) that is located in Building “I” on the Santa Maria campus of Allan Hancock College.

It is agreed between the Parties as follows:

**1. Term of Agreement**

The term of this Agreement shall commence at 12:01 a.m. PST on August 8, 2024, and shall terminate at 11:59 p.m. PDT on July 4, 2025, and 16 additional days for 2025 ESY, dates to be determined. The Agreement shall renew automatically for successive one-year terms, unless either party submits written termination notice at least 90 days prior to termination. Further, either party may terminate this agreement in thirty (30) days if the other party fails to fulfill any of the terms of this agreement. This clause is initiated by written notice that identifies the cause for action and the effective date of termination.

**2. Lease Payment**

The lease payment is as follows: 1 payment of \$1,540 on August 1<sup>st</sup>, 2024. 9 payments of \$2,580 on the 1<sup>st</sup> of each month from September 1, 2024, to May 1, 2025. 1 payment of \$1,540 on June 1, 2024. Dates are based on the Allan Hancock College’s 2024-2025 academic calendar and additional days may be negotiated and approved on a case-by-case basis. The cost of utilities, property maintenance, and property insurance will be covered by AHC. SBCEO will submit the lease payment on a monthly basis. The lease payment by SBCEO will secure and enable SBCEO to enroll eight (8) preschool students with

special needs in the AHC Children’s Center morning program and (8) preschool students with special needs in the afternoon program for the term of the lease.

**3. Use of the Premises**

SBCEO agrees to use the preschool facility and outdoor play area, identified as the AHC Children’s Center located at 800 South College Drive, Santa Maria, California (“the Premises”), for the purpose of operating a preschool special day class in collaboration with the staff at the AHC Children’s Center. This includes joint usage for the purpose of operating a fully-included preschool program for 8 hours per day from 8:00 a.m. until 4:00 p.m. Mondays through Fridays (except designated holidays) with occasional use of a conference/meeting room between 1:00 and 5:00 p.m. to conduct IEP meetings and/or trainings with parents and staff. SBCEO staff will have access to room I 208 for office space, file storage, and Zoom meetings. SBCEO students will attend class for two sessions of three (3) hours per day on designated school days, with attendance days based upon the AHC academic calendar or by mutual agreement. The sessions will run Tuesdays through Fridays from 8:00 a.m. until 11:00 a.m. and 11:45 a.m. until 2:45 p.m. The program will be operated under the supervision of the SBCEO Special Education Teacher in collaboration with the AHC Children’s Center Program Director and Lead Teachers.

**4. Enrollment of Students**

Students who are considered for placement in the inclusion program will meet eligibility criteria per Federal eligibility criteria and specified in their Individualized Education Program (IEP). Students must then complete regulatory requirements for the AHC program. Priority for enrollment will be given to children of currently-enrolled AHC students and dependents of active-duty military staff. AHC will hold open 4 spots in each of the two preschool classes to allow SBCEO to enroll students in the morning program, with openings to be filled or forfeited by September 11, 2023. If SBCEO is unable to fill all spots by that date, they will be given priority when openings occur to fill the spots within 30 days throughout the school year, until the maximum of 8 students is reached. For the afternoon inclusion program, AHC will allow SBCEO to enroll students (4 slots in each class) until the openings are filled.

Students will receive designated services on-site from special education specialists (e.g. speech/language specialists, occupational therapists or adapted physical education specialists) as prescribed by each student’s IEP. SBCEO staff agrees to abide by California State Licensing Regulations governing Licensed Childcare Facilities.

**5. Delivery of Students**

SBCEO students will be brought to and picked up from the Premises in a group by bus or, in some cases, by private transportation provided by parents.

**6. Insurance**

AHC shall provide insurance for fire, vandalism and malicious mischief to buildings and contents. Insurance for the contents and property shall be to the extent of the AHC's interest. The SBCEO shall be responsible for insurance on contents owned by the SBCEO.

The SBCEO, in order to protect the District, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this agreement, shall secure and maintain in force during the entire term of this agreement, an insurance policy or an approved program of self-insurance in amounts of not less than One Million Dollars (\$1,000,000.00) per occurrence, and property damage insurance of not less than One Hundred Thousand Dollars (\$100,000) per accident with a reliable insurance carrier authorized to do such public liability and property damage insurance business in the State of California. Said policy of insurance or program of self-insurance shall expressly name the District, its agents, employees and officers as an additional insured for the purposes of this agreement. A certificate of insurance including such endorsement shall be furnished to the District.

**7. Mutual Hold Harmless/Indemnification Statement**

The SBCEO agrees to defend, indemnify and hold harmless the District, its officers, employees and agents, individually and collectively, from any and all injuries, losses or damage, including damage to District property that may result from or arise in any way out of the negligence of the SBCEO.

The District agrees to defend indemnify and hold harmless the SBCEO's officers, employees and agents from any and all injuries, losses or damage, including damage to the SBCEO's property that may result from or arise in any way out of the negligence of the District.

**8. Non-Discrimination Clause**

The SBCEO affirms to the District that it shall not discriminate against any person in any aspect of education or employment, on the basis of race, color, ancestry, religion, gender, marital status, national origin, ethnic identification, age, sexual orientation, mental or physical disability, medical condition or status as a Vietnam-era veteran.

Lessee:  
**Santa Barbara County Education Office**

Lessor:  
**Allan Hancock College  
Joint Community College District**

By *Kirsten Escobedo*  
Kirsten Escobedo (SEP 13, 2024 10:24 PM)  
**Kirsten Escobedo**  
**Assistant Superintendent Special Education**

By \_\_\_\_\_  
**Dennis D. Curran**  
**Associate Superintendent/  
Vice President, Finance & Admin.**

Date: Sep 13, 2024

Date: \_\_\_\_\_

RESOLUTION NO. 24-28  
A RESOLUTION OF THE BOARD OF TRUSTEES OF  
THE ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT

APPROVAL OF LEASE AGREEMENT BETWEEN THE SANTA BARBARA COUNTY  
EDUCATION OFFICE AND ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT

WHEREAS, Education Code section 81360 allows the governing board of a community college district to lease any property for a term not exceeding ninety-nine (99) years which is not or will not be needed by the district for school classroom buildings at the time of delivery of title or possession; and

WHEREAS, Allan Hancock Joint Community College District (the "District") and Santa Barbara County Education Office ("SBCEO") are interested in continuing the collaboration between the two organizations to benefit the children in the program; and

WHEREAS, SBCEO continues to operate a special day classes in collaboration with the staff at the Children's Lab; and

WHEREAS, the District is in possession of space in building I (the "Property") that it has determined is not currently and will not be needed by the District for school classroom buildings; and

WHEREAS, SBCEO and the District believe a strong partnership between the two organizations will provide a more inclusive experience for the Children's Lab and improve the learning experience for District students.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the GOVERNING BOARD of ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT:

1. That all of the foregoing recitals are true and correct.
2. That the District vote to declare its intent to make available property for lease by SBCEO for the purpose of providing an on-site program and classes for SBCEO programs as provided by a Lease Agreement whose terms are subject to negotiation.
3. That the Property be offered for \$1,540/month for August and June, and \$2,580/month for September through May.
4. That the President of the Governing Board, other presiding officer, or member thereof is directed authority to take all actions necessary and appropriate to the accomplishment of the purposes of this Resolution.

PASSED AND ADOPTED this 15<sup>th</sup> day of October 2024 by the following votes:

AYES: Student Trustee, Enciso, Hall, Levy, Pensa, Zacarias

NOES:

ABSENT:

ABSTAIN:



\_\_\_\_\_  
Gregory A. Pensa  
President, Board of Trustees

To: Board of Trustees	Date:
From: Superintendent/President	October 15, 2024
Subject: Adoption of Resolution 24-29, Authorizing Submittal of CalRecycle Applications and Related Authorization for all Grant Programs	Item Number: 14.B.
Institutional Goal: Facilities Master Plan	Enclosures: Page 1 of 2

### BACKGROUND

Institutional Grants submitted an application to the CalRecycle: Beverage Container Recycling Grant Program for a total of \$275,000 in requested funds. The application requires a resolution by October 25, 2024.

The proposed Allan Hancock College Beverage Container Recycling grant is designed to support current environment-conscious and sustainable initiatives on campus. Through investments in water refill stations and the expansion of recycling container stations, sustainable best practices will be implemented across both college campus sites. Additional waste categorization bins will improve and expand waste management on campus, while recycling program efforts will require consistent and clear communication of landfill waste, recyclable beverage containers, and organic materials for compost.

### FISCAL IMPACT

CalRecycle: Beverage Container Recycling Grant Program, California Department of Resources Recycling and Recovery (\$275,000)

### RECOMMENDATION

Staff recommends the board of trustees adopt resolution 24-29 to authorize submittal of CalRecycle applications and related authorization for all grant programs.

Administrator Initiating Item: Jon Hooten	Final Disposition: Item pulled from agenda
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RESOLUTION NO. 24-29

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT

AUTHORIZING SUBMITTAL OF CALRECYCLE APPLICATIONS  
AND RELATED AUTHORIZATIONS FOR ALL GRANT PROGRAMS

WHEREAS, the California Public Resources Code authorizes the Department of Resources Recycling and Recovery (CalRecycle) to administer various grant programs; and

WHEREAS, in furtherance of this authority, CalRecycle is required to establish procedures governing the administration of the grant programs; and

WHEREAS, CalRecycle grant application procedures require, among other things, an applicant's governing body to declare by resolution certain authorizations related to the administration of CalRecycle grants.

WHEREAS, in furtherance of this authority, CalRecycle is required to establish procedures governing the administration of the grant programs; and

THEREFORE, BE IT RESOLVED that Allan Hancock College is authorized to submit an application to CalRecycle for all grant programs offered.

BE IT FURTHER RESOLVED that the Vice President of Finance and Administration and Supervisor of Maintenance, or their designee, are hereby authorized as Signature Authority to execute in the name of Allan Hancock College all grant documents, including but not limited to, applications, agreements, amendments, and requests for payment, necessary to secure grant funds and implement the approved grant project.

BE IT FURTHER RESOLVED that these authorizations are effective for five years from the date of adoption.

APPROVED, PASSED AND ADOPTED this 15<sup>th</sup> day of October 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Secretary to the Board of Trustees

To: Board of Trustees	Date:
From: Superintendent/President	October 15, 2024
Subject: Resolution 24-30, Approval of Communications Equipment Space Use Lease Agreement Between the City of Lompoc and Allan Hancock Joint Community College District	Item Number: 14.C.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 10

### BACKGROUND

The attached lease agreement between the district and City of Lompoc allows the city to install a communications antenna and associated equipment on the Lompoc Valley Center campus. The city requested the use of our space because it is an ideal location for their relay antenna. The antenna will be placed on the roof of building five and the associated equipment will occupy a small unused space behind the building (diagrams and concept design are attached at the end of the lease document). The lease agreement requires the city to return the site to its original condition upon lease termination. Additionally, the district recommends providing the space at no cost since the equipment occupies a very small area and there are no plans to use the space. The city will be solely responsible for maintenance and upkeep of their equipment.

Education Code section 81360 authorizes the governing boards of community colleges to lease property for up to 99 years. The lease term expires twenty years after execution and is extended on a monthly lease basis after the expiration of the first 20-year term. The district determined that the space is available and can accommodate the needs of the city. Additionally, this will foster continued good relations between the district and the city and will improve emergency communications throughout the city.

### FISCAL IMPACT

There is no fiscal impact from this lease.

### RECOMMENDATION

Staff recommends that the board of trustees adopt Resolution 24-30, Approval of Communications Equipment Space Use Lease Agreement Between the City of Lompoc and Allan Hancock Joint Community College District.

Administrator Initiating Item: Dennis Curran	Final Disposition:
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**COMMUNICATIONS EQUIPMENT SPACE USE LEASE AGREEMENT  
BETWEEN  
THE CITY OF LOMPOC AND ALLAN HANCOCK JOINT COMMUNITY COLLEGE**

This Communications Equipment Space Use Lease ("**Lease**") is entered as of \_\_\_\_\_, 2024, by and between the CITY OF LOMPOC, a California municipal corporation ("**City**") and ALLAN HANCOCK JOINT COMMUNITY COLLEGE, a California Community College ("**College**"). City and College are sometimes individually referred to as a "**Party**" and jointly as the "**Parties**."

**RECITALS:**

- A. College owns that certain real property located at One Hancock Drive in the City of Lompoc, County of Santa Barbara (APNs 095-070-005 & 7) ("**Real Property**") which is improved with a number of multi-story buildings ("**Buildings**").
- B. City has requested to College to allow the installation of police and emergency communication equipment atop some of the Buildings and adjacent grounds as set forth in Section 3 below ("**Communications Equipment**").
- C. City and College have a long history of mutual cooperation which included City donating the Real Property to College in 1999.

NOW THEREFORE, in consideration of the mutual covenants and conditions set forth herein and incorporating the recitals, the Parties agree as follows:

1. **Leased Area.** Subject to the following terms and conditions, College leases to City the exclusive right to use the roof of the Buildings as specified in Section 3 for the installation of the Communications Equipment together with the reasonable right of access to the Communications Equipment ("**Lease Area**").

2. **Term; Right to Terminate.**

2.1 **Term.** The term of this Agreement shall be twenty (20) years commencing on the Agreement Date and terminating on the twentieth (20<sup>th</sup>) anniversary of the Agreement Date ("**Term**") unless otherwise terminated as provided in Section 2.2.

2.2 **Right to Terminate.** Either Party may elect to terminate this Lease upon one (1) year's written notice to the other Party.

2.3 **Holdover.** If City shall remain in possession of the Lease Area at the expiration of the Term without a written agreement, such tenancy shall be deemed a month-to-month tenancy under the same conditions of this Lease.

3. **City's Rights and Obligations.** City has the following rights and obligations:

a. Provide site plans showing locations (agreed by City and College) of rooftop antennas and mounting posts; equipment cabinet; power; and conduit paths ("**Communications Equipment**").

b. Coordinate with College to establish site access and safety protocols during and after completion of installation of the Communications Equipment.

- c. Install the Communications Equipment as described in the attached draft Exhibit B, Hancock College Drawings 2024-07-03 attached as Exhibit 1 (“**Approved Plans**”) and in accordance with all applicable permits and laws.
- d. After installation of the Communications Equipment, update the Approved Plans to show same as-built and provide a copy to College.
- e. Reimburse College for utilities utilized by City at the Leased Area for the Communications Equipment pursuant to a mutually agreed method for allocating utilities.
- f. Maintain, repair and/or replace the Communications Equipment so it is in good and safe working condition.
- g. Comply with College guidelines and safety rules as provided by College when accessing the roof, electrical systems or any other areas needed for the Communications Equipment.
- h. Upon termination of this Lease, remove all the Communications Equipment and restore the roof and the equipment cabinet area to its original form.
- i. Reimburse College for any direct costs incurred by College to provide access to the Communications Equipment after College’s normal business hours.

#### 4. **College Responsibilities.**

**4.1 During Construction.** During the period of construction for installation of the Communications Equipment, College will allow City access to the Lease Area during normal business hours. If access is required after normal business hours, College will work with City to establish access on agreed upon terms.

#### **4.2 After Construction Completion.**

- a. **Access to City.** After the Communications Equipment has been installed, College will allow access by City for maintenance and repair as follows: (i) within one (1) hour of notification pursuant to Section 5 if notification occurs during normal business hours; and (ii) within four (4) hours of notification pursuant to Section 5 if notification occurs after normal business hours.
- b. **Restrict Access.** College shall use reasonable efforts to restrict general access to the Lease Area by other persons so as to protect the Communications Equipment.
- c. **Notification of Damage.** If College becomes aware of any damage to the Communications Equipment, College shall promptly notify the City Contact Person (defined below) regarding same.

#### 5. **Contact Persons.**

**5.1 College Contact Person.** College shall furnish City with the names and telephone numbers of two (2) employees of College (“**College Contact Persons**”), each authorized by College to act alone on behalf of College and who will act as the contacts with City concerning this Lease. College shall notify City if a College Contact Person

will no longer serve and will provide the name and telephone number of a new College Contact Person.

- 5.2 City Contact Person.** City shall furnish College with the names and telephone numbers of two (2) employees of City ("**City Contact Persons**"), each authorized by City to act alone on behalf of City and who will act as the contacts with College concerning this Lease. City shall notify College if a City Contact Person will no longer serve and will provide the name and telephone number of a new City Contact Person.

**6. Indemnification**

- 6.1 By College.** College agrees to indemnify and hold harmless City and its authorized agents, officers, volunteers, and employees against any and all claims or actions arising from College's solely negligent acts, errors or omissions and for any cost or expense incurred by the City on account of any claim therefor.

- 6.2 By City.** City agrees to indemnify and hold harmless College and its authorized agents, officers, and employees against any and all claims and actions arising from City's solely negligent, reckless or intentional acts, errors or omissions and for any cost or expense incurred by College on account of any claim therefor.

**7. Insurance.** During the Term, each Party shall maintain the following insurance:

- (a) **Commercial General Liability (CGL):** Insurance on an "occurrence" basis, including products-completed operations, personal & advertising injury, with limits no less than \$2,000,000 per occurrence and \$4,000,000 in the aggregate.
- (b) **Automobile Liability:** Insurance covering any auto with policy limits no less than \$1,000,000 per accident for bodily injury and property damage.
- (c) **Workers' Compensation:** Standard workers' compensation insurance as required by California law.

**8. No Assignment.** Neither Party shall assign this Lease without the prior written consent of the other Party.

**9. Independent Contractor.** City is, for all purposes, an independent contractor and shall not be deemed an employee of College. City and its employees, in the performance of this Lease, shall act in an independent capacity and not as officers, employees or agents of College or the State of California. While City may be required by this Lease to carry Workers' Compensation Insurance, in no event shall City and its employees be entitled to unemployment or workers' compensation benefits from College.

**10. Nondiscrimination.** In compliance with federal law, including provisions of Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, College and City will not discriminate on the basis of race, color, sex, religion, national origin, age, disability, veteran status, sexual orientation or gender identity in their administration of policies, the Program, or activities; admission policies; other programs or employment.

**11. Dispute.** Any dispute arising under the terms of this Lease which is not resolved within a reasonable period of time by authorized representatives of City and College shall be brought to the attention of the City Manager (or designated representative) and the College Business Officer (or

designee) for joint resolution. At the request of either Party, College shall provide a forum for discussion of the disputed incidents, at which time the Vice President of Finance and Administration or designated representative of College shall be available to assist in the resolution by providing advice to both Parties regarding College contracting policies and procedures. If resolution of the dispute through these means is pursued without success, either Party may seek resolution employing whatever remedies exist in law or equity beyond this Lease.

**12. Notices.** Except as provided in Section 5, any notice herein required or permitted to be given shall be deemed given (i) three (3) days following the date the same is mailed, by United States certified mail, postage prepaid, return receipt requested, properly addressed to the Party; or (ii) one (1) day following the date the same is mailed by a national overnight delivery service prepaid and delivery receipt requested, properly addressed to the Party. Notices personally delivered shall be deemed given as of the date of personal delivery. Until changed, as hereinafter provided, notices and communications to the Parties shall be addressed as follows:

<b>To City:</b>	City of Lompoc 100 Civic Center Plaza Lompoc, CA 93436 Attn: Dean Albro, City Manager <a href="mailto:d_albro.lompoc.ca.us">d_albro.lompoc.ca.us</a>
<b>With Copy to:</b>	City of Lompoc 100 Civic Center Plaza Lompoc, CA 93436 Attn: Michael W. Luther, Public Works Director <a href="mailto:m_luther@ci.lompoc.ca.us">m_luther@ci.lompoc.ca.us</a>
<b>To College:</b>	Allan Hancock Community College 800 S College Dr. Santa Maria, CA 93454 Attn: Dennis Curran, Vice President - Finance & Administration <a href="mailto:dennis.curran@hancockcollege.edu">dennis.curran@hancockcollege.edu</a>
<b>With Copy to:</b>	Allan Hancock Community College 800 S College Dr. Santa Maria, CA 93454 Attn: Steve Marshall, Director of Facilities <a href="mailto:steven.marshall@hancockcollege.edu">steven.marshall@hancockcollege.edu</a>

Notice may be provided via email provided concurrently a copy of such notice is sent as provided above. Either Party may change the address for the purpose of this Section by giving written notice of the change to the other Party in the manner provided in this Section.

**13. Miscellaneous.**

**13.1 Entire Agreement.** This Lease contains all agreements and understandings of the Parties and supersedes and cancels any and all prior or contemporaneous written or oral agreements, instruments, understandings, and communications of the Parties with respect to the subject matter herein.

- 13.2 Rights Cumulative.** The rights and remedies of each Party specified in this Lease shall be cumulative and shall inure to the benefit of the Parties and its respective successors and assigns and be in addition to any other rights and remedies provided by law.
- 13.3 Quiet Possession.** College covenants that City, on the performance of its promises, conditions and covenants set forth in this Lease, shall and may peacefully and quietly have, hold and enjoy the use of the Lease Area as provided herein for the Term of this Lease.
- 13.4 Authority.** Each person signing this Lease on behalf of College represents and warrants to City has the authority to enter into this Lease, that the execution and delivery of this Lease has been duly authorized, and that upon such execution and delivery this Lease shall be binding upon and enforceable against College.
- 13.5 Amendment.** This Lease shall not be amended, revised, modified or revoked at any time without the written agreement of both Parties.
- 13.6 Time.** Time is expressly declared to be of the essence of this Lease and of each and every covenant, term, condition, and provision hereof.
- 13.7 Binding Effect.** This Lease shall be binding on the Parties, their representatives, successors, and assigns.
- 13.8 Governing Law.** This Lease shall be governed by, construed, interpreted and enforced in accordance with the laws of the State of California. If any legal action is necessary to enforce the terms and conditions of this Agreement, the Parties agree that a court of competent jurisdiction in the County of Santa Barbara shall be the sole venue and jurisdiction for the bringing of such action.
- 13.9 Construction.** The provisions contained herein shall not be construed in favor of or against either Party but shall be construed as if both Parties prepared this Lease. The headings contained in this Lease are inserted for convenience only and shall not affect in any way the meaning or interpretation of this Lease. The invalidity or unenforceability of any particular provision of this Lease shall not affect the validity or enforceability of the other provisions. In the event of invalidity or unenforceability of a particular provision, this Lease shall be construed in all respects as if the invalid or unenforceable provisions were omitted.
- 13.10 Attorneys' Fees.** If either Party commences litigation against the other Party under this Lease, the prevailing Party shall be entitled to recover from the other Party such costs and reasonable attorneys' fees as may have been incurred, including any and all costs incurred in enforcing, perfecting and executing such judgment.
- 13.11 Good Faith Cooperation.** Each Party will at all times act in good faith in the performance of its duties and responsibilities under this Lease, will use its best efforts to assist the other Party, and will be courteous, helpful, cooperative with, and appreciative of the other Party.
- 13.12 Use of Name.** The Parties agree not to use each other's names in any advertising or other form of publicity without the prior written consent of that Party, except to the

extent that either Party may use the name of the other Party in announcing this MOU through a press release and during the recruitment process.

**13.13 Counterparts.** This Lease may be executed in several counterparts of which each shall be deemed a duplicate original but all of which shall constitute a single document.

**13.14 Electronic Execution.** This Lease may be executed electronically in compliance with UETA and ESIGN using third party providers such as DocuSign or AdobeSign.

**13.15 Exhibit.** Exhibit 1 attached hereto is incorporated herein by reference.

IN WITNESS WHEREOF, the Parties hereto have caused this Lease to be executed at Lompoc, California.

**CITY:**

**CITY OF LOMPOC**, a California municipal corporation

By: \_\_\_\_\_  
Dean Albro City Manager

ATTEST:

\_\_\_\_\_  
Stacey Haddon, City Clerk

Dated: \_\_\_\_\_, 2024

**APPROVED AS TO FORM:**

ALESHIRE & WYNDER, LLP

By: \_\_\_\_\_  
Jeff Malawy, City Attorney

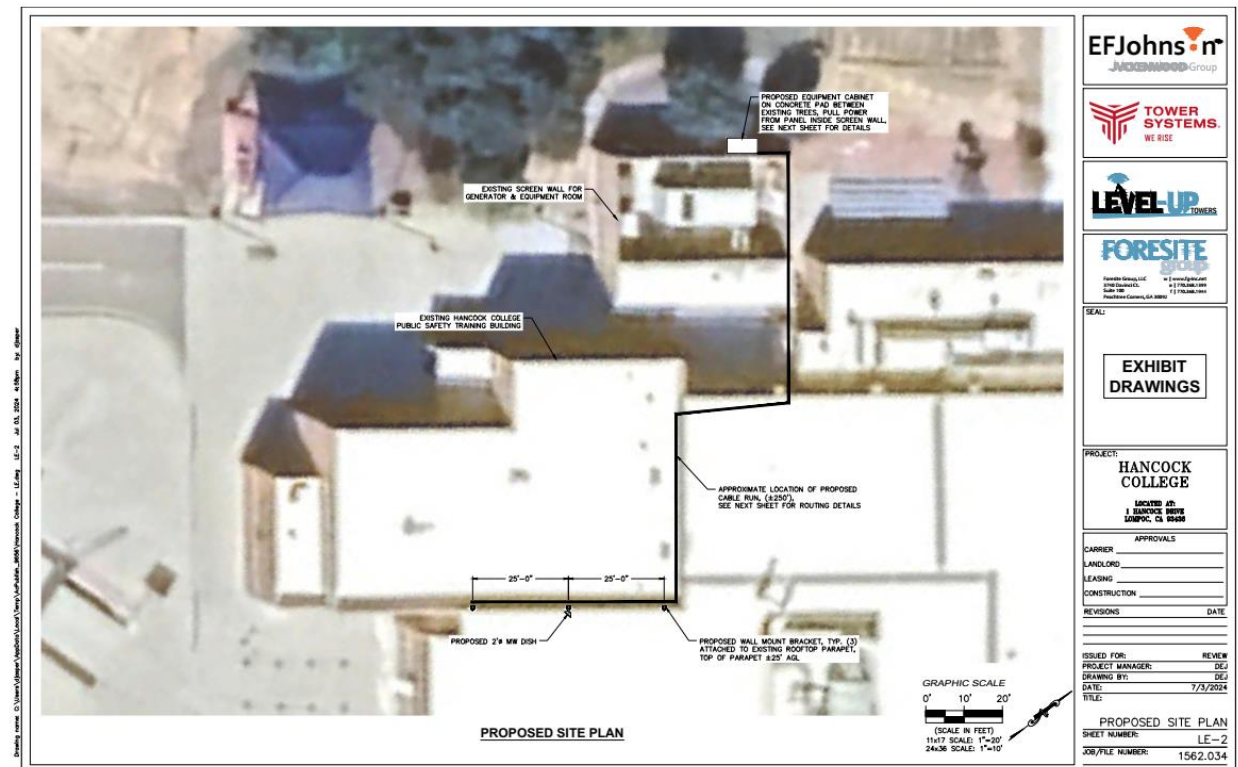
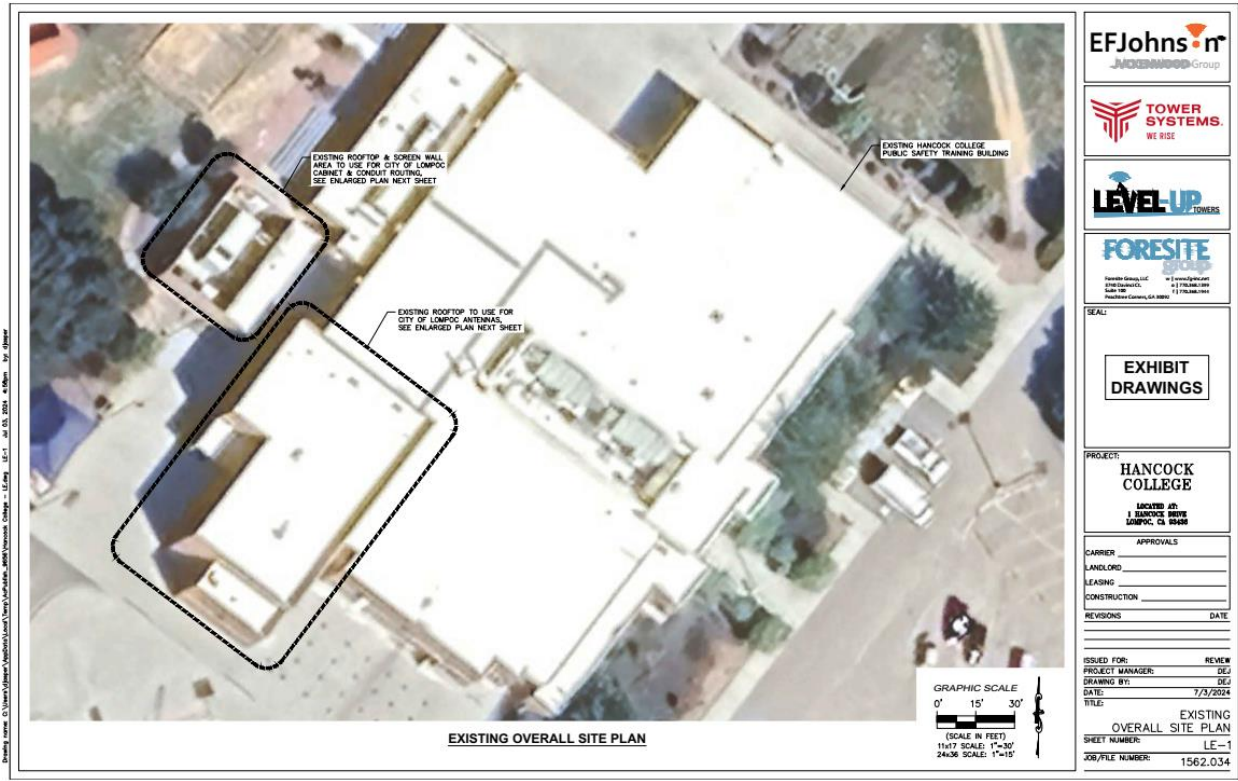
**COLLEGE:**

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE**, a California Community College

By: \_\_\_\_\_  
Dennis D. Curran  
Assoc Supt/Vice President, Finance & Administration

**Exhibit 1 - Hancock College Drawings 2024-07-03**

**(Page 1 of 2 pages)**



**Exhibit 1- Hancock College Drawings 2024-07-03**

**(page 2 of 2 pages)**

<p>Annotations:          RUN CABLES ON PARAPET WALL ABOVE WATERPROOFING MEMBRANE          RUN CONDUIT UP WALL &amp; CORE DRILL THROUGH PARAPET ABOVE WATERPROOFING MEMBRANE          RUN CONDUIT ACROSS ROOFTOP ON DURA-BLOCKS OR SIMILAR</p>	<p>Annotations:          CORE THROUGH SCREEN WALL AND RUN POWER CONDUIT ALONG WALL TO EXISTING PANEL          EXISTING MAIN DISCONNECT          EXISTING 120V 3PH/4W SQA PANEL          EXISTING STEP DOWN TRANSFORMER          EXISTING ABOVE PANEL</p>	<p><b>EFJohns</b> JACKSONWOOD Group</p> <p><b>TOWER SYSTEMS</b> WE RISE</p> <p><b>LEVEL-UP</b> TOWERS</p> <p><b>FORESITE</b></p> <p>ForeSite Group, LLC          11111 E. 15th Avenue          Suite 100          Greenwood Village, CO 80120</p>
<p><b>CABLE ROUTING ON BUILDING</b></p>	<p><b>EXISTING &amp; PROPOSED POWER CONFIGURATION</b></p>	<p>SEAL:</p> <p><b>EXHIBIT DRAWINGS</b></p>
<p>Annotations:          RUN CONDUIT ACROSS ROOFTOP ON DURA-BLOCKS OR SIMILAR          CORE THROUGH SCREEN WALL AND RUN CONDUIT ALONG WALL TO EQUIPMENT ROOM          RUN CONDUIT ON WALL ABOVE EXISTING CONDUIT          USE FLEXIBLE CONDUIT FOR TRANSITION BETWEEN BUILDINGS MATCHING EXISTING CONDUIT RUNS          EXISTING SCREEN WALL FOR GENERATOR &amp; EQUIPMENT ROOM</p>	<p>Annotations:          RUN CONDUIT OVER PARAPET WALL TO PRESERVE ROOF WATERPROOFING          RUN CONDUIT ACROSS ROOFTOP ON DURA-BLOCKS OR SIMILAR          RUN CONDUIT ON WALL ABOVE EXISTING CONDUIT AND UP BEHIND PLASTER TO TOP OF PARAPET</p>	<p>PROJECT: <b>HANCOCK COLLEGE</b></p> <p>LOCATED AT: <b>J. HANCOCK DRIVE LEWISVILLE, OH 44641</b></p> <p>CARRIER: _____ APPROVALS: _____          LANDLORD: _____          LEASING: _____          CONSTRUCTION: _____          REVISIONS: _____ DATE: _____</p> <p>ISSUED FOR: _____ REVIEW: _____          PROJECT MANAGER: DEJ          DRAWING BY: DEJ          DATE: 7/5/2024          TITLE: _____          SHEET NUMBER: CONDUIT ROUTING DETAILS          LE-3          JOB/FILE NUMBER: 1562.034</p>
<p><b>CABLE ROUTING FOR SCREEN WALL &amp; EQUIPMENT ROOM</b></p>	<p><b>CABLE ROUTING ON BUILDING</b></p>	

RESOLUTION NO. 24-30  
A RESOLUTION OF THE BOARD OF TRUSTEES OF  
THE ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT

APPROVAL OF COMMUNICATIONS EQUIPMENT SPACE USE LEASE AGREEMENT  
BETWEEN THE CITY OF LOMPOC AND  
ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT

WHEREAS, Allan Hancock Joint Community College District (the "District") owns that certain real property located at One Hancock Drive in the City of Lompoc, County of Santa Barbara (APNs 095-070-005 & 7) ("Real Property") which is improved with a number of multi-story buildings ("Buildings"); and

WHEREAS, City of Lompoc (the "City") requested District to allow the installation of police and emergency communication equipment atop some of the Buildings and adjacent grounds as set forth in Section 3 below ("Communications Equipment"); and

WHEREAS, the District is in possession of space at the Lompoc Valley Center (the "Property") that it has determined is not and will not be needed by the District for educational purposes; and

WHEREAS, City and District have a long history of mutual cooperation which included City donating the Real Property to College in 1999; and.

WHEREAS, District and City are interested in forging stronger ties between the two organizations to benefit the District and the City.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the GOVERNING BOARD of ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT:

1. That all the foregoing recitals are true and correct.
2. That the District vote to declare its intent to make available property for lease by City for the purpose of installing communications equipment as provided by a Lease Agreement whose terms are subject to negotiation.
3. That the Property be offered at no cost due to the location and small amount of space required.
4. That the President of the Governing Board, other presiding officer, or member thereof is directed authority to take all actions necessary and appropriate to the accomplishment of the purposes of this Resolution.

PASSED AND ADOPTED this 15<sup>th</sup> day of October 2024 by the following votes:

AYES: Student Trustee, Enciso, Hall, Levy, Pensa, Zacarias

NOES:

ABSENT:

ABSTAIN:



Gregory A. Pensa  
President, Board of Trustees



## INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	October 15, 2024
Subject: Acceptance of Employee Retirement and Resignations	Item Number: 15.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
Gallien, John	Assistant Professor, Psychology	Social & Behavioral Sciences	12/17/24	08/08/23
Grando, Maria	Title V Grant Coordinator	Title V	09/28/24	11/30/20
Rubalcaba- Munoz, Graciela	Program Specialist Justice Involved Student Support Rising Scholars	EOPS	10/16/24	04/01/24
<b>Drake, Anel</b>	<b>Auxiliary Accounting Technician</b>	<b>Auxiliary Accounting</b>	<b>11/12/24</b>	<b>03/14/16</b>
<b>Harney, Ashley</b>	<b>Campus Security Officer</b>	<b>Campus Police</b>	<b>10/21/24</b>	<b>05/14/18</b>

#### Retirement

Employee Name	Position	Department	Effective Date	Employment Date
Coulter, Lori	Administrative Assistant II	Mathematical Sciences	12/31/24	12/01/15
McCann, Mitch	Dean, Public Safety	Public Safety	02/01/25	08/21/17
Read, James	Professor, English	English Department	05/31/25	01/12/95

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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To: Board of Trustees	Date:
From: Superintendent/President	October 15, 2024
Subject: First Review of Revised Board Policy and Administrative Procedure 2015, Student Member	Item Number: 15.B.
Institutional Goal: Accreditation Standard IV	Enclosures: Page 1 of 3

**BACKGROUND**

Board policy and administrative procedure 2015, Student Member, were reviewed per administrative procedure 2410, Board Policies and Administrative Procedures, which states all policies and procedures are to be reviewed on a five-year cycle. After review, the board policy was revised as recommended by the Community College League of California. The administrative procedure required no revisions.

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

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**BP 2015 STUDENT MEMBER**

The Board of Trustees shall include one non-voting student member. The term of office shall be one year commencing June 1.

The student member shall be enrolled in and maintain at least five semester units in the District at the time of nomination and throughout the term of service. The student member is not required to give up employment with the District. The student shall maintain at least a 2.0 GPA.

The student member shall be seated with the Board during the open session portion of the meetings and shall be recognized as a full member of the Board at meetings. The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for issues and items discussed in closed session). The student member shall be entitled to any mileage allowance necessary to attend Board meetings to the same extent as publicly elected trustees. The student member shall have the opportunity to cast an advisory vote immediately before the regular members of the Board cast votes. The student member's advisory vote shall not be included in determining the vote required to carry any measure before the Board.

On or before May 15 of each year, the Board shall consider whether to afford the student member any of the following privileges; referenced in Education Code 72023.5

- The privilege to make and second motions;
- The privilege to attend closed sessions, other than closed sessions on personnel or collective bargaining matters;
- The privilege to receive compensation for meeting attendance at a level of **\$240** See BP 2725 Board Member Compensation;
- The privilege to serve a term commencing on May 15 instead of on June 1.

Reference: Education Code Section 72023.5



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**Allan Hancock Joint Community College District**  
**Administrative Procedure**  
Chapter 2 – Board of Trustees

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**AP 2015 STUDENT MEMBER**

The student trustee shall have the following responsibilities:

- Attend meetings of the Board of Trustees.
- Study the agenda for each Board meeting in order to be familiar with the items to be discussed and acted upon.
- Gather input and opinions from the students at large and the student government (Associated Students).
- Provide input to the Board of Trustees that reflects the opinions of students at the college they represent.
- Represent, and advocate for, all students of the District.
- Attend commencement and be seated with the Board on the platform.

The student trustee may attend ceremonies (e.g. groundbreaking, ribbon cutting).

The student trustee may attend the Community College League of California (CCLC) Student Trustee training or another appropriate CCLC conference with the Student Trustee travel monies budgeted for that fiscal year.

To: Board of Trustees	Date:  October 15, 2024
From: Superintendent/President	
Subject: First Review of Revised Board Policy and Administrative Procedure 2105, Election of Student Member	Item Number: 15.C.
Institutional Goal: Accreditation Standard IV	Enclosures: Page 1 of 4

**BACKGROUND**

Board policy and administrative procedure 2105, Election of Student Member, were reviewed per administrative procedure 2410, Board Policies and Administrative Procedures, which states all policies and procedures are to be reviewed on a five-year cycle. After review, the board policy was revised to align with current processes. The \$250 book voucher was replaced with an unrestricted scholarship per board policy 2725, Board Member Compensation. The administrative procedure required no revision.

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

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**BP 2105 ELECTION OF STUDENT MEMBER**

In addition to the five elected trustees described in BP 2010 titled Board Membership and BP 2100 titled Board Elections, the Board shall include one non-voting (advisory vote only) student trustee as described in BP 2015 titled Student Member.

The student member shall be chosen by the students enrolled in the District as follows:

The student trustee shall be elected by the student body of Allan Hancock College during the regular election of officers of the Associated Student Body Government (ASBG). Normally, an election will be held in the spring semester so that the office is filled by June 1. If the position is unfilled following the regular ASBG election, a student trustee may be appointed at the beginning of the fall semester by the ASBG board of directors.

The student member may be recalled by all the students of the student body in an election held for that purpose in accordance with administrative procedures established by the Superintendent/President.

Special elections shall be held if the office becomes vacant by reason of the resignation, recall, or disqualification of an elected student member, or by any other reasons. Special elections shall be held within 30 days after notice of the vacancy comes to the attention of the Superintendent/President.

Candidates for the position may nominate themselves or be nominated by others by the filing of an application certifying that the candidate is eligible for service under the criteria set forth in California law and these policies. The election will be conducted in accordance with administrative procedures established by the Superintendent/ President.

The student trustee shall be a member of the executive board of the ASBG, and shall, in the absence of the president of the ASBG from the Board meeting, convey any recommendations of the ASBG. The student trustee shall not be an advocate for specific student issues or single interests but shall provide his/her perspective to ensure students of the future are served well. Throughout the term of office, he/she must be enrolled in at least five semester units and maintain at least a 2.0 cumulative GPA. (pursuant to Education Code Section 72023.5) The student member of the Board is entitled to a \$250

~~book voucher and~~ mileage allowance as prescribed by the Education Code Section 72123 to the same extent as regular members.

The term of the office of the student trustee shall be one year commencing on June 1 of each calendar year and ending on the May 31 following. Should a mid-term vacancy occur, the ASBG shall fill the vacancy in accordance with the ASBG constitution for filling vacant offices. The student selected will serve in that capacity for the remainder of the term expiring on the May 31 following. The student trustee shall be limited to one elected term of office. However, a student could serve more than one term if selected and appointed to serve the unexpired term of an elected student trustee who left office prior to the end of his/her term.

The Board of Trustees hereby implements the specific provisions of the Education Code Section 72023.5 as prescribed above.

References: Education Code Sections 72023.5 and 72103;  
62 Ops. Cal. Atty. Gen. 126, 1979

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<b>Adopted: 6/18/91</b>	<b>Revised: 5/16/95</b>
<b>Revised: 8/18/92</b>	<b>Revised: 3/19/96</b>
<b>Revised: 4/20/93</b>	<b>Revised: 4/21/98</b>
<b>Revised: 4/26/94</b>	<b>Revised: 6/20/00</b>
<b>Revised: 11/22/94</b>	<b>Revised: 5/19/15</b>
<b>Revised: 3/21/95</b>	<b>Reviewed: 9/8/20</b>




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**Allan Hancock Joint Community College District**  
**Administrative Procedure**  
 Chapter 2 – Board of Trustees

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## **AP 2105 ELECTION OF STUDENT MEMBER**

The student member shall be elected by a plurality vote of those voting in a regular election of the student body. All members of the student body may vote. Normally, the election will be conducted during the spring semester and will be completed in time for the student member to take office on June 1.

The student member may be recalled in an election conducted in the same manner as the election to office. An election will be called upon presentation to the Superintendent/President of a petition signed by at least 20 percent of the students enrolled at the time of filing the petition. No recall election will be held if the petition is received within 30 days of a regularly scheduled election for student member.

The office shall become vacant if the student member becomes ineligible for the office, resigns, is recalled, or dies. Upon notice to the Superintendent/President that a vacancy has occurred, the Superintendent/President or designee shall arrange for a special election that provides for:

- Notice communicated to the student body of the result of the recall election, if the vacancy has occurred as the result of a recall election, and arrangements for a special election;
- An application period for students to submit an application to become a candidate for the open position that will be open for at least 10 days on which classes are regularly held;
- Following such application period, a period of time no less than 10 days upon which classes are regularly held for campaigning, and;
- Voting for the special election to be concluded within 30 days following the date upon which the position became vacant.

No special election will be called if the vacancy occurs within 90 days of a regularly scheduled election for student member.

**References:** Education Code Section 72023.5

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**Approved: 4/21/15**

**Reviewed: 1/14/20**

**INFORMATION ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	October 15, 2024
Subject: First Review of Administrative Procedure 3435, Discrimination and Harassment Complaints and Investigations	Item Number: 15.D.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 20

**BACKGROUND**

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

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

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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**Allan Hancock Joint Community College District**  
**Administrative Procedure**  
 Chapter 3 – Human Resources

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## **AP 3435 DISCRIMINATION AND HARASSMENT COMPLAINTS AND INVESTIGATIONS**

### **Title IX Related Complaints**

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

### **I. Reporting and Filing Complaints**

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

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

### **II. Confidential Reporting**

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

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

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

### **III. Outreach**

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

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

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

### **IV. Complaints**

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

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

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

A complaint must meet each of the following criteria:

- A. It must allege facts with enough specificity to show that the allegations, if true, would constitute a violation of District policies or procedures or state or federal law prohibiting discrimination, harassment, or retaliation;
- B. The Complainant must file any complaint not involving employment within one year of the date of the alleged discriminatory, harassing, or retaliatory conduct or within one year of the date on which the Complainant knew or should have known of the facts underlying the allegations of discrimination, harassment, or retaliation; and
  - ⊖—The Complainant must file any complaint alleging discrimination, harassment, or retaliation in employment within ~~180 days~~ three (3) years of the date of the alleged discriminatory, harassing, or retaliatory conduct, except that this period shall be extended by no more than 90 days following the expiration of the 180 days if the Complainant first obtained knowledge of the facts of the alleged violation after the expiration of the ~~180 days~~ three (3) years.

If the complaint does not meet the requirements set forth above, the Chief Human Resources Officer or designee will notify the Complainant within 14 days that the complaint does not contain allegations of unlawful discrimination that are sufficient under this procedure to trigger an investigation. The Chief Human Resources Officer or designee will specify why the complaint is defective.

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

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

#### **V. Oversight of Complaint Procedure**

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

The investigation of complaints must be assigned by the Chief Human Resources Officer or designee to a neutral investigator. A neutral investigator means an outside investigator or an internal investigator who is not in the chain of command of the respondent, not substantially implicated by the allegations in the complaint, and who is otherwise impartial. Neutral investigators must be properly trained to conduct such investigations.

#### **VI. Who May File a Complaint:**

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

#### **VII. Where to File a Complaint:**

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

#### **VIII. Advisers in Student Harassment Complaints**

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

#### **IX. Employment-Related Complaints**

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

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

#### **X. Filing a Timely Complaint:**

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

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

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

### **XI. Communicating that the Conduct is Unwelcome:**

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

### **XII. Intake and Processing of the Complaint**

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

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

Regardless of whether a complaint has been filed under this procedure, if the District knows, or reasonably should know, about possible sexual harassment involving

individuals subject to the District's policies at the time, the District shall promptly investigate to determine whether the alleged conduct more likely than not occurred, or otherwise respond if the District determines that an investigation is not required.

### **XIII. Student Complainant Requests for Confidentiality**

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

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

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

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

#### **XIV. Investigation**

The Chief Human Resources Officer or designee shall:

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

#### **XV. Investigation of the Complaint:**

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

As set forth above, where the Parties opt for an informal resolution, the Chief Human Resources Officer or designee may limit the scope of the investigation, as appropriate. The District will keep the investigation confidential to the extent possible but cannot guarantee absolute confidentiality because release of some information on a "need-to-know-basis" is essential to a thorough investigation. When determining whether to maintain confidentiality, the District may weigh the request for confidentiality against the following factors: the seriousness of the alleged harassment; the Complainant's age; whether there have been other harassment complaints about the same individual; and the accused individual's rights to receive information about the allegations if the

information is maintained by the District as an “education record” under the Family Educational Rights and Privacy Act (FERPA), 20 U.S. Code Section 1232g; 34 Code Federal Regulations Part 99.15. The District will inform the Complainant if it cannot maintain confidentiality.

**XVI. Investigation Steps:**

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

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

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

**XVII. Timeline for Completion:**

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

**XVIII. Cooperation Expected:**

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

**XIX. Written Report**

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

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

**XX. Confidentiality of the Process**

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

**XXI. Evidence of Past Sexual History**

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

- A. The investigator or hearing officer shall not consider prior or subsequent sexual history between the Complainant and anyone other than the Respondent for any reason unless directly relevant to prove that physical injuries alleged to have been inflicted by the Respondent were inflicted by another individual;
- B. The investigator or hearing officer shall not consider the existence of a dating relationship or prior or subsequent consensual sexual relations between the

Complainant and the Respondent unless the evidence is relevant to how the Parties communicated consent in prior or subsequent consensual sexual relations;

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

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

## **XXII. Administrative Determination**

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

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

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

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

The District shall also provide the Respondent the following:

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

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

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

### **XXIII. Discipline for Student Sexual Misconduct Not Subject to Title IX**

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

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

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

At the hearing, the other Party shall have an opportunity to note an objection to the questions posed. The District may limit such objections to written form, and neither the hearing officer nor the District are obligated to respond, other than to include any objection

in the record. The hearing officer shall have the authority and obligation to discard or rephrase any question that the hearing officer deems to be repetitive, irrelevant, or harassing. In making these determinations, the hearing officer is not bound by, but may take guidance from, the formal rules of evidence.

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

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

#### **XXIV. Discipline and Corrective Action**

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

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

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

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

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

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

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

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

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

## **XXV. Appeals**

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

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

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

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

- A.** whether there was a procedural error in violation of this procedure;
- B.** whether there was a defect in the investigation;
- C.** whether new evidence unavailable during the investigation despite the Complainant's due diligence would substantially impact the outcome of the investigation;

- D. whether correct legal standards were applied; and
- E. whether the District's determination was an abuse of discretion.

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

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

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

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

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

#### **XXVI. Remand**

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

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

#### **XXVII. Extension of Time**

A student Complainant or Respondent may request, in writing, an extension of a deadline related to a complaint during periods of examinations or school closures. The District

shall grant the student party's reasonable request for an extension of a deadline related to a complaint during periods of examinations or school closures.

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

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

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

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

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

#### **XXVIII. Disclosures to the California Community Colleges Chancellor's Office**

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

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

**XXIX. Interim and Supportive Measures**

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

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

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

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

**XXX. No-Contact Directives**

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

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

**XXXI. File Retention**

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

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

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

### **XXXII. Dissemination of Policy and Procedures**

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

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

### **XXXIII. Training**

By January 1, 2021, the District shall provide at least two hours of classroom or other effective interactive training and education regarding sexual harassment to all supervisory employees and at least one hour of classroom or other effective interactive training and education regarding sexual harassment to all nonsupervisory employees. All new employees must be provided with training and education within six months of their assumption of his/her/their position. After January 1, 2021, the District shall provide sexual harassment training and education to each employee once every two years. An employee who received this training and education in 2019 is not required to have refresher training until after two years thereafter.

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

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

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

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

The District will also provide training to students who lead student organizations. The District should provide copies of the sexual harassment policies and training to all District law enforcement unit employees regarding the grievance procedures and any other procedures used for investigating reports of sexual violence.

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

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

#### **XXXIV. Education and Prevention for Students**

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

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

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

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**Adopted: 4/10/18**  
**Revised: 6/11/19**  
**Revised: 10/13/20**

**Revised: 10/13/20**  
**Revised: 12/20/22**  
**Revised: 03/19/24**

**INFORMATION ITEM**

To: Board of Trustees	Date:  October 15, 2024
From: Superintendent/President	
Subject: First Review of Administrative Procedure 3510, Workplace Violence Plan	Item Number: 15.E.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 4

**BACKGROUND**

Revised administrative procedure 3510, Workplace Violence Plan, underwent the review process. The league updated this procedure to add citations to the labor code and identify requirements of a workplace violence prevention plan and file retention requirements pursuant to the changes in labor code.

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

Administrator Initiating Item:  Ruben Ramirez	Final Disposition:
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**Allan Hancock Joint Community College District**  
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## **AP 3510   WORKPLACE VIOLENCE PLAN**

The District is committed to providing a safe work environment that is free of violence and the threat of violence.

### **Responding to Threats of Violence**

The top priority in this process is effectively handling critical workplace incidents, especially those dealing with actual or potential violence.

Violence or the threat of violence against or by any employee of the District or any other person is unacceptable.

Should a non-employee on District property demonstrate or threaten violent behavior, he/she may be subject to criminal prosecution.

Should an employee, during working hours, demonstrate or threaten violent behavior he/she may be subject to disciplinary action.

The following actions are considered violent acts:

- Striking, punching, slapping, or assaulting another person.
- Fighting or challenging another person to fight.
- Grabbing, pinching, or touching another person in an unwanted way whether sexually or otherwise.
- Engaging in dangerous, threatening, or unwanted horseplay.
- Possession, use, or threat of use, of a firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, on District property, including parking lots, other exterior premises, District vehicles, or while engaged in activities for the District in other locations, unless such possession or use is a requirement of the job.
- Threatening harm or harming another person, or any other action or conduct that implies the threat of bodily harm.
- Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade longer than 2½ inches upon the grounds, unless the person is authorized to possess such a weapon in the course of his/her employment, has been authorized

by a District employee to have the knife, or is a duly appointed peace officer who is engaged in the performance of his/her duties.

Any employee who is the victim of any violent threatening or harassing conduct, any witness to such conduct, or anyone receiving a report of such conduct, whether the perpetrator is a District employee or a non-employee, shall immediately report the incident to his/her supervisor or other appropriate person.

**Allan Hancock College Police Department**, (805) 922-6966 x3652 (Santa Maria Campus), x5652 (Lompoc Valley Campus)  
[hancockcollege.edu/police/index.php](http://hancockcollege.edu/police/index.php)

**Title IX Coordinator, Vice President Student Services**, (805) 922-6966 x3659  
[hancockcollege.edu/titleix/index.php](http://hancockcollege.edu/titleix/index.php)

**Student Conduct Coordinator, Vice President Student Services**, (805) 922-6966 x3650  
[hancockcollege.edu/complaints/conduct.php](http://hancockcollege.edu/complaints/conduct.php)

**Director, Human Resources** (805) 922-6966 x3969  
[Hancockcollege.edu/hr/index.php](http://Hancockcollege.edu/hr/index.php)

No one, acting in good faith, who initiates a complaint or reports an incident under this policy will be subject to retaliation or harassment.

Any employee reported to be a perpetrator will be provided both due process and representation before disciplinary action is taken.

In the event the District fears for the safety of the perpetrator or the safety of others at the scene of the violent act, Allan Hancock College Police Department, dial 911 immediately; from Santa Maria campus phone dial 3-911 or (805) 922-6966 x3652, from Lompoc Valley Campus phone dial 5-911 or x5652 will be called.

### **File Retention**

The District will create and maintain records of workplace violence hazard identification, evaluation, and correction for a minimum of five years.

The District will create and maintain records of training for a minimum of one year. These records will include training dates, contents or a summary of the training sessions, names and qualifications of persons conducting the training, and names and job titles of all persons attending the training sessions.

The District will create and maintain records of violent incident logs for a minimum of five years.

The District will create and maintain records of workplace violence incident investigations for a minimum of five years.

**References:** Cal/OSHA; Labor Code Sections 6300 et seq., 6401.7, and 6401.9;  
Title 8 Section 3203;  
Code of Civil Procedure Section 527.8;  
Penal Code Sections 273.6, 626.9, 626.10, and 12021

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**Approved: 10/13/20**

*(This is a new procedure)*



**INFORMATION ITEM**

To: Board of Trustees	Date:  October 15, 2024
From: Superintendent/President	
Subject: First Review of Revised Board Policy and Administrative Procedure 3820, Gifts and Contributions to the District	Item Number: 15.F.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 7

**BACKGROUND**

Board policy and administrative procedure 3820, Gifts and Contributions to the District, were reviewed per administrative procedure 2410, Board Policies and Administrative Procedures, which states all policies and procedures are to be reviewed on a five-year cycle. After review, the board policy and administrative procedure were revised to align with current processes.

The board policy and administrative procedure are recommended by the California Community College League’s Policy and have been vetted through the shared governance process.

Administrator Initiating Item:  Jon Hooten	Final Disposition:
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**Allan Hancock Joint Community College District  
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**BP 3820 GIFTS AND CONTRIBUTIONS TO THE DISTRICT**

The Board of Trustees accepts its responsibility to provide from public funds, to the extent possible, the necessary supplies, equipment, facilities, and support services programs to fulfill the District's mission. The Board recognizes, however, that individuals and organizations may wish to make contributions to maintain, enhance or expand opportunities for students. Such contributions shall be encouraged and acknowledged by the Board.

The Board of Trustees shall consider all gifts, donations, and bequests made to the District to support college programs and services. The Board reserves the right to refuse any gift which does not contribute toward the goals of the District, or the ownership of which would have the potential to deplete adversely affect district resources. ~~resources of the District.~~

~~Although t~~The District assumes no responsibility for appraising determining the value of gifts made to the District, ~~it may, under extraordinary circumstances, consider assisting the donor in seeking an appraisal for tax purposes. The acceptance of a gift shall not be construed to be an endorsement by the District of a product or enterprise or entity.~~

Acceptance of a gift shall not be considered endorsement by the District of a product, enterprise, or entity.

~~With a donation at the designated level, the Board of Trustees may approve recognition by authorizing placement of a plaque or naming a location. The Board will approve the placement, design and material of the recognition plaque. No cost for the plaque or mounting shall be borne by the District.~~

~~Every approved recognition is intended to be enduring. However, it is foreseeable that situations may arise where the disassociation of a name from a college building, facility, activity or program may be warranted and in the best interest of the District. A recommendation to change or alter, in any way, the name appearing on a previously authorized recognition plaque or named location must be initiated by the Superintendent/President and approved by the Board of Trustees.~~

~~When an approved recognition plaque or named location is proposed for renaming, college representatives will make all reasonable efforts to inform in advance the original donor/honoree and/or their immediate families.~~

In no event shall the District or the Board of Trustees accept a donation from any donor who engages in practices or policies which discriminate against any person on the basis of nationality, religion, age, gender, gender identity, gender expression, race or ethnicity, medical condition, genetic information, ancestry, sexual orientation, marital status, or physical or mental disability; or when the stated purposes of the donation are to facilitate such discrimination in providing educational opportunity.

**References:** Education Code Section 72122

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**Adopted: 2/16/93**  
**Revised: 2/20/96**  
**Revised: 10/9/01**

**Revised: 3/18/03**  
**Revised: 6/18/13**  
**Revised: 7/11/17**




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**Allan Hancock Joint Community College District**  
**Administrative Procedure**  
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## **AP 3820 GIFTS AND CONTRIBUTIONS TO THE DISTRICT**

### **Responsibility**

The Superintendent/President or designee is responsible for the implementation of all procedures regarding gifts, grants, bequests, and fund-raising activities.

~~The District's Allan Hancock College Foundation Board of Directors is the entity which that accepts all cash gifts on behalf of the College District. That Board will establish procedures for the acceptance of donations which that are consistent with the District's Policy and the By-Laws of the Foundation.~~

### **Donation Process**

Anyone wishing to give ~~make a monetary gift to the District in the way form of monetary donations~~ has the option to contact the District directly or the Allan Hancock College Foundation. Gifts in the form of ~~, bequests, or real property should be directed contact to~~ the Allan Hancock College Foundation for appropriate handling and acknowledgment.

All gifts, regardless of the point of contact, will be processed in accordance with District policies and procedures to ensure they are used to support the mission and strategic goals of the District.

### **Reports**

~~The Foundation, on an annual basis, will present a report to the Board of Trustees which summarizes the Foundation's activity for donations received in the prior 12 months.~~

~~Said report will coincide with the Foundation's audit report to the Board of Trustees.~~

### **Acceptance of In-kind Gifts and Contributions**

All potential in-kind gifts or contributions to the District, the Allan Hancock College Foundation, ~~t- or the Allan Hancock College Viticulture & Enology (V&E) Foundation, and the Allan Hancock College Auxiliary Programs Corporation~~ must be evaluated by the receiving department or program to determine their value, working condition, and/or usefulness in meeting District goals and mission. Special emphasis is to be given to potential maintenance costs as well as the function for which the gift would be used. Neither the District, ~~or the Foundations,~~ nor the Auxiliary/Auxiliary/Auxiliary Programs Corporation are ~~not~~ obligated to accept obsolete equipment, items with or high maintenance costs, equipment or any items incompatible with the needs of the District.

In-kind gifts to the District, valued at or less than \$100 that require no maintenance, repair, or additional expenditure or obligation by the District, or the Foundations, or the Auxiliary

Programs Corporation may be accepted with the approval of the appropriate administrator and do not require notification to or approval of the supervising administrator.

Upon an offer of an in-kind gift to the District valued over \$100, the receiving department's representative will provide the donor with the District's Donation Form. ~~(posted in myHancock Portal).~~ The donor completes the section describing the donation and its intended use, the donor's name, address and contact information, the estimated fair market value of the donation and how the item will be ~~received~~ delivered. Once received from the donor, the department representative completes the section identifying the receiving department and contact person. The department prepares a memo explaining the merits of the donation and how it will benefit a specific program and forwards the memo with the original donation form to ~~College Advancement and Administrative Services~~. All gifts estimated by the donor to be valued at \$500 or less may be accepted/rejected by the department without specific board action.

All ~~contributions and~~ gifts estimated by the donor to be valued at over \$500 and determined acceptable by the receiving department shall be submitted by the Superintendent/President to the Board of Trustees for acceptance.

Upon approval by the Board of Trustees, ~~the Office of College Advancement~~ Administrative Services office shall write a letter to the donor acknowledging acceptance of the contribution or gift. Gifts shall be delivered to the department or program receiving the donation and shall not be delivered before Board approval.

Donations unsuitable for active use should be declined by the department. Monies collected from the subsequent disposition of District gifts or contributions shall revert to the general fund or be distributed in compliance with the donor's request.

### **Library Materials**

Individuals wishing to donate in-kind library materials should contact the dean who oversees the library and describe the intended contribution. If the described materials fit the District's curriculum and collection needs, the dean can accept the donation.

Contributors will be informed of the following conditions:

1. The Allan Hancock College Library is unable to keep contributions together as "special" collections. Materials selected for the collection may have a name plate attached, if appropriate.
2. Materials not selected for the library collection will be disposed of by contribution to another organization, e.g., ~~Friends of the Allan Hancock College Library, Gal Poly, UCSB, Men's Colony, Atascadero State Hospital;~~ or organization or, if damaged, outdated, or ephemeral, will be discarded.
3. ~~An in-kind donation letter will be sent, if requested, by the dean to the contributor and will describe the contribution without assigning any value. A copy of the letter will be provided to the office of College Advancement.~~ Administrative Services Office.

### Recognition of Donations

Because the policy of the District and both the Allan Hancock College and Viticulture & Enology Foundations are that naming opportunities be available to recognize very significant monetary contributions, the various types of recognition and levels of financial contribution required will be the following:

1. ~~\$500-\$9,999: recognition plaques may be placed near a tree, bench, boulder, building, or similar monument.~~
2. ~~\$10,000-24,999: recognition plaques can be placed in appropriate locations, for example, in labs, classrooms, and offices.~~
3. ~~\$25,000-\$99,999: parts of buildings, such as classrooms or laboratories, will be named in recognition of a gift.~~
4. ~~\$100,000-\$999,999: campus areas and large parts of buildings, such as plazas, the cafeteria, conference center and other similar places may be named in recognition of the gift, as appropriate.~~
5. ~~\$1,000,000 and above: existing and new buildings may be named for a donor contributing at this level.~~

When designated by the Board of Trustees, the Superintendent/President and the President of the Board of Trustees, in consultation with the president of the Allan Hancock College Foundation or Viticulture & Enology Foundation as appropriate, and the Executive Director of College Advancement will make the determination of specific naming opportunities within these parameters. Donors will be made aware of the provisions of the board policy and are to confirm that understanding.

The amount of funding for recognition will be reviewed periodically by the Board of Trustees.

A recommendation to change or alter, in any way, the name appearing on a previously approved recognition plaque or named location must be initiated by the superintendent/president and approved by the Board of Trustees, and the cost born by the corporation or individual.

Circumstances that may lead to consideration of a name removal/change may include, but shall not be limited to such items as:

- Significant renovation or addition to a previously named space. The replaced or renovated structure may be renamed in recognition of another donor. Appropriate recognition of earlier donors and honorees shall be included in or adjacent to new and renovated facilities, as well as in redeveloped areas.

- ~~• Actions by an honored person and/or company that are no longer in alignment with the District's mission and fundamental values and/or brings discredit to the District,~~
- ~~• Failure of an honored person and/or company to fulfill agreed upon obligations,~~
- ~~• The demolition of a facility or the discontinuation of a program or activity, or~~
- ~~• A corporation or individual has a name change.~~

Reference: ~~Education Code Section 72122~~

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**Approved: 2/16/93**  
**Revised: 2/20/96**  
**Revised: 10/9/01**  
**Revised: 3/18/03**

**Revised: 5/21/13**  
**Revised: 6/13/17**  
**Revised 12/10/19**

To: Board of Trustees	Date:
From: Superintendent/President	October 15, 2024
Subject: First Review of Revised Board Policy and Administrative Procedure 6620, Naming of Buildings and Other Facilities	Item Number: 15.G.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 5

**BACKGROUND**

Board policy and administrative procedure 6620, Naming of Buildings and Other Facilities, were reviewed per administrative procedure 2410, Board Policies and Administrative Procedures, which states all policies and procedures are to be reviewed on a five-year cycle. The California Community College League, which conducts annual reviews of standardized policies and procedures across the system, recommends districts have a board policy and administrative procedure for naming buildings.

Both documents were revised to align with appropriate laws and regulations and include updates to reflect current practices and language. All changes were vetted through the district's shared governance.

Administrator Initiating Item: Dennis Curran	Final Disposition:
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**Allan Hancock Joint Community College District  
Board Policy  
Chapter 6 – Business and Fiscal Affairs**

**BP 6620 NAMING OF BUILDINGS AND OTHER FACILITIES ENTITIES**

All recommendations for naming buildings and other entities shall be submitted to the Board of Trustees by the Superintendent/President for action and if appropriate shall follow guidance in BP 3820.

Facilities, grounds, programs and faculty/professional positions offer the District the opportunity to recognize philanthropic gifts and exceptional service. Such contributions enrich and strengthen the District and its sense of heritage, and are significant events in the history of the institution. Therefore, it is the policy of the Board of Trustees to approve names for buildings, facilities, grounds, programs and positions that recognize a significant contribution to the District through gifts and/or extraordinary service. Recommendations for naming, based upon philanthropic giving, shall be made by the Board of Directors of the AHC Foundation according to its policies and procedures, and shall be submitted to the Superintendent/President for review and action. All recommendations for any naming of facilities shall be submitted to the Board of Trustees by the Superintendent/President for action.

This policy encompasses opportunities for the naming of:

- Buildings and definable portions of buildings and ~~—~~ facilities, including but not limited to foyers, wings, classrooms, conference rooms, labs, offices, studios, auditoria, theaters and dining commons;
- Grounds or landscaping improvements, including but not limited to plazas, courtyards, quads or gardens; architectural features such as fountains, bell or clock towers, gates and art-work; athletic fields and facilities; overlooks and other natural landmarks; campus entries; and roads; and
- Schools, centers, institutes, programs, and departments; and
- Professorships and professional positions.

Facilities and positions may be named to recognize individuals living or deceased, organizations, or businesses ~~who~~ that have made an appropriate philanthropic gift or given exceptional service to the institution.

The Superintendent/President shall develop the procedures for presenting proposed names ~~for facilities~~ to the Board of Trustees for consideration. The procedures will also

provide a guideline for appropriate gift levels, and in the case of facilities reflect criteria for ~~facility~~ de-naming, demolition, and/or replacement.

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**Adopted: 1/16/18**

**Revised: 1/14/20**



**Allan Hancock Joint Community College District**  
**Administrative Procedure**  
 Chapter 6 – Business and Fiscal Affairs

**AP 6620 NAMING OF BUILDINGS AND OTHER FACILITIES ENTITIES**

Requests for naming of District property facilities and entities are to be submitted to the Superintendent/ President and include the following:

- a. A rationale for requesting the name of the building or facility entity;
- b. A description of the proposed memorial lettering or plaque, if appropriate;
- c. Evidence of support for the naming, including complete biographical information about the individual, and distinguishing information about a business or corporation organization;
- d. Specifics of the gift or donation, including maintenance, if appropriate. The Superintendent/President will work in concert with the Foundation on their review and approval;
- e. Duration of the recognition.

**Written Agreement Required**

In the case of recognizing a living individual, ~~a~~An agreement between the ~~gift donor~~ and the District shall be prepared in writing by the Foundation to memorialize the conditions associated with a donation, or donations over time, that result in the name of the District property or entity.

In the case of fundraising campaigns for naming, a plan must be submitted and approved by the Board of Trustees. A recommendation to change or alter, in any way, the name appearing on a previously approved recognition plaque or named location must be initiated by the Superintendent/President and approved by the Board of Trustees, and the cost born by the corporation or individual. The plan shall include the District property to be named, the proposed gift opportunity levels, and the method of recognition.

Naming of District property and entities must be approved by the Board of Trustees.

**Recognition of Donations**

Because the policy of the District and ~~both the Allan Hancock College and Viticulture & Enology Foundations are~~ is that naming opportunities be available to recognize very significant monetary contributions or exemplary service to the District, the various types of recognition and levels of financial contribution required will be the following:

1. \$500-\$9,999: recognition plaques may be placed near a tree, bench, boulder, building, or similar monument.
2. \$10,000-24,999: recognition plaques can be placed in appropriate locations, for

example, in labs, classrooms, and offices.

3. \$25,000-\$99,999: parts of buildings, such as classrooms or laboratories, will be named in recognition of a gift.
4. \$100,000-\$999,999: campus areas and large parts of buildings, such as plazas, the cafeteria, conference center and other similar places may be named in recognition of the gift, as appropriate.
5. \$1,000,000 and above: existing and new buildings may be named for a donor contributing at this level.

5-6. \$2,500,000 and above endowments: Professorships and professional positions

When designated by the Board of Trustees, the Superintendent/President and the President of the Board of Trustees, in consultation with the president of the Allan Hancock College Foundation ~~or Viticulture & Enology Foundation~~ as appropriate, and the Executive Director of College Advancement, will make the determination of specific naming opportunities within these parameters. Donors will be made aware of the provisions of the board policy and are to confirm that understanding.

The amount of funding for recognition will be reviewed periodically by the Board of Trustees.

A recommendation to change or alter, in any way, the name ~~appearing on a previously approved recognition plaque or named location~~ must be initiated by the superintendent/president and approved by the Board of Trustees, ~~and the~~ Any cost will be born by the corporation or individual.

Circumstances that may lead to consideration of a name removal/change may include, but shall not be limited to such items as:

- Significant renovation or addition to a previously named space. The replaced or renovated structure may be renamed in recognition of another donor. Appropriate recognition of earlier donors and honorees shall be included in or adjacent to new and renovated facilities, as well as in redeveloped areas.
- Actions by an honored person and/or company that are no longer in alignment with the District's mission and fundamental values and/or brings discredit to the District,
- Failure of an honored person and/or ~~company~~ organization to fulfill agreed upon obligations,
- The demolition of a facility or the discontinuation of a program or activity, or
- A corporation or individual has a name change.

Reference: Education Code Section 72122

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**Approved: 12/12/17**

**Revised: 12/10/19**

To: Board of Trustees	Date:
From: Superintendent/President	October 15, 2024
Subject: Monthly Report, Associate Superintendent/Vice President, Academic Affairs	Item Number: 15.H.
Institutional Goal: Ed Master Plan Goal C. Student Progression through Program of Study	Enclosures: Page 1 of 1

**BACKGROUND**
**Public Safety Training**

The law enforcement training program's contract education picked up another account last month. The Ventura County Sheriff's office trains approximately 100 law enforcement recruits per year and no longer has the ability to train their students for the mandatory 40-hour driver training portion of their academy. The college's Law Enforcement Academy received a request to train their recruits and during the week of September 16, and even with the short notice, the Public Safety Training Center was able to train 32 students in their 40-hour driver training course. We expect to have up to 95 more students from this agency by July 2025.

This training is in addition to already providing the 40-hour driver training to our Allan Hancock College recruits and from the following academies:

- Long Beach Police Department
- Orange County Sheriff's Office
- Riverside County Sheriff's Office
- Rio Hondo College
- Golden West College

Administrator Initiating Item: Robert Curry	Final Disposition:
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To: Board of Trustees	Date:
From: Superintendent/President	October 15, 2024
Subject: Monthly Report, Associate Superintendent/Vice President, Student Services	Item Number: 15.I.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 1

**BACKGROUND**
**Student Health Services Update**

The Student Health Services department started this academic year enjoying the departments new space in Building J. The team moved in and had a soft launch of services in time for the summer term start in June and were well prepared by the time fall semester started.

The Student Health Services team continues to provide students with medical services, health counseling, crisis and mental health counseling, and appropriate referrals to community resources. Regular activities for students to participate in include weekly guided meditations and Wellness Wednesdays at the Commons on the Santa Maria campus where students receive acupuncture, massage, and community health and wellness resources. Special events so far have included a vaccine clinic in partnership with Albertsons and Alcohol Awareness in partnership with the Associated Student Body Government (ASBG). Mental health services continue to be an important part of our offerings and in addition to the regular part-time mental health therapists, a contract sports psychologist has been added to work with student athletes. The college has transitioned to a new online counseling service provider, UWill, and is currently recruiting for a non-tenure track full-time mental health specialist to join the team.

Looking ahead to the rest of the semester, the department is excited to showcase the new space to the community during the Student Health Center grand opening celebration on Tuesday, November 19, 2024, from 3 to 5 p.m. and to host a de-stress event in preparation for finals week on Wednesday, December 4, 2024, when mini horses will be brought back to campus from 11 a.m. to 1 p.m.

Administrator Initiating Item: Genevieve Siwabessy	Final Disposition:
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To: Board of Trustees	Date:
From: Superintendent/President	October 15, 2024
Subject: Monthly Report, Executive Director, College Advancement	Item Number: 15.J.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 1

**BACKGROUND**
**Analysis of Positive News Coverage**

Public Affairs and Communications (PAC) and Athletics have made significant strides in recent years to garner increased earned media coverage in local and regional outlets. On average, Allan Hancock College receives 10-12 media mentions per week, leading to about 40-50 positive media mentions per month. This includes features across television networks such as KCOY/KEYT, KSBY, and KVEC, alongside print and online articles in prominent regional outlets like the Santa Maria Times and Noozhawk. Notably, increased engagement with Spanish-language and bilingual outlets have played a role in expanding the college's reach to a diverse audience.

Hancock's presence in local and regional media has undoubtedly helped enhance its visibility considering the audience reach of these outlets:

- Santa Maria Times: 80,000 readers weekly.
- KSBY: 1.2 million across the Central Coast region.
- KCOY/KEYT: 1 million across Santa Barbara, San Luis Obispo, and Ventura counties.
- Noozhawk: 400,000 monthly visitors.
- Amigos 805 (bilingual news): 25,000 annual visitors

PAC and Athletics strive to keep media coverage balanced. In just the last month, media hits have included a well-rounded representation of its athletic achievements, academic milestones, cultural contributions, and community involvement. Bilingual media outreach is a key strength, expanding the college's impact across language barriers and ensuring greater inclusivity in its communications. Continued engagement with both English and Spanish-speaking media will help maintain and enhance the college's positive public image.

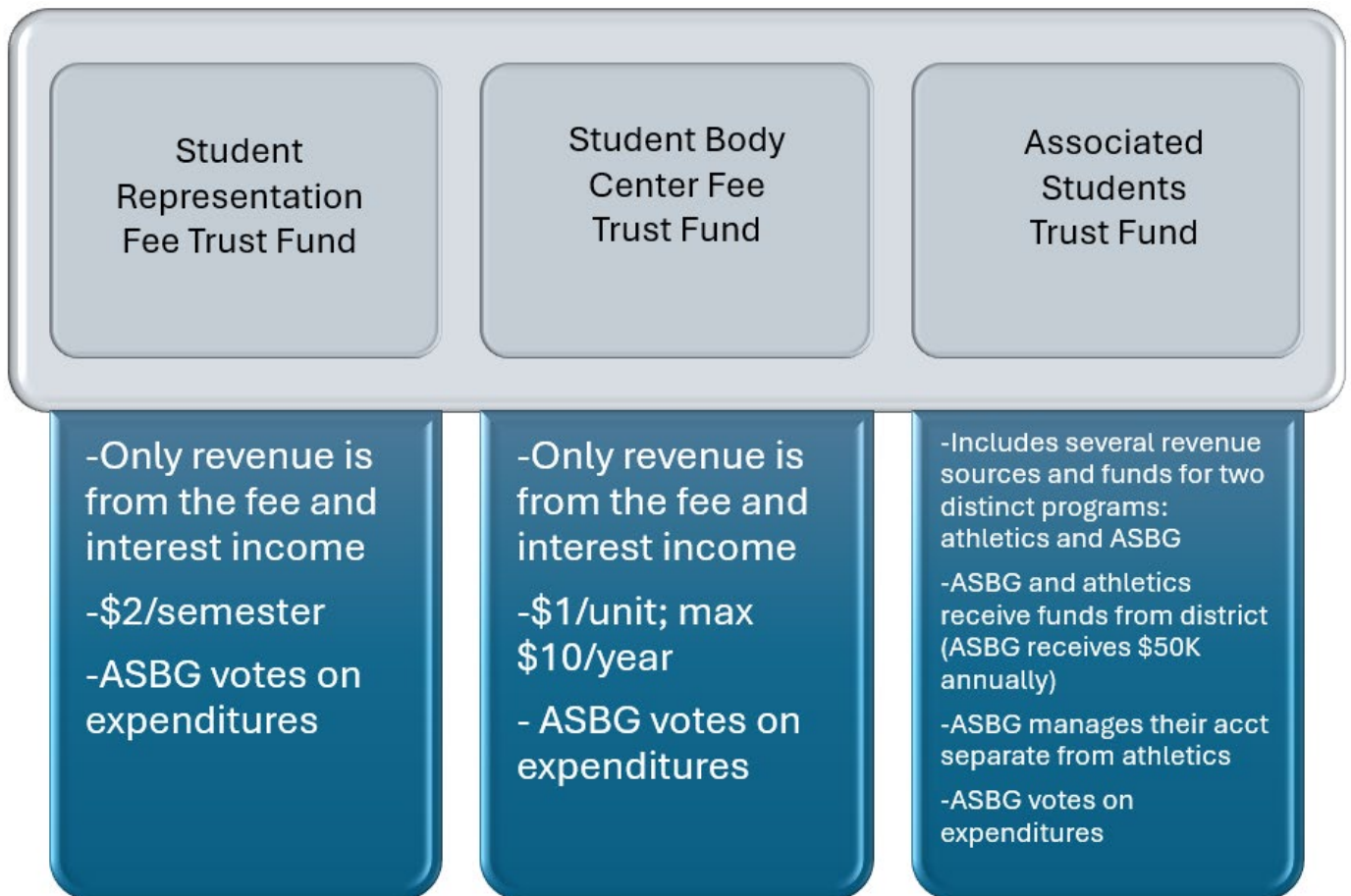
Administrator Initiating Item: Jon Hooten	Final Disposition:
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To: Board of Trustees	Date:
From: Superintendent/President	October 15, 2024
Subject: Monthly Report, Associate Superintendent/Vice President, Finance and Administration	Item Number: 15.K.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 3

**BACKGROUND**

The Associated Student Body Government (ASBG) manages three funds which have different sources of revenue and different purposes for expenditures. District staff advise and guide the ASBG students to manage their budgets and conduct a vote at their public meetings to approve expenditures within the guidance provided. When submitted for payment, expenditures are approved by an employee designated by the governing board (VP of Student Services). In years where spending exceeds revenue, students use reserves from the respective fund to cover the deficit.

An explanation of the three funds follows.



(continued)

Administrator Initiating Item: Dennis Curran	Final Disposition:
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### Student Representation Fee Trust Fund

Students are charged \$2/semester for the student representation fee. One dollar of every fee charged supports the operations of the Student Senate for California Community Colleges (SSCCC) and the remaining \$1 supports the associated student body government (ASBG). Allowable uses for the funds:

- Student attendance at conferences, such as the Annual Statewide ASBG Conference and Hispanic Association of Colleges and Universities (HACU) Annual Conference, SSCCC and region meetings, and events sponsored by the SSCCC or other nonpartisan student organizations that are for the purposes of legislative training, legislative awareness, disbursement of legislative information, or the election of SSCCC officers.
- Visits to legislative offices to lobby and advocate for issues affecting the student body. Hosting costs (food, marketing materials, spirit wear) for on or off-campus meetings, conferences, and events to provide the student body legislative training.
- Awareness and information and to increase engagement in student government and participatory governance.
- Travel costs (flight, mileage, lodging, local transportation, meals, business center use, incidentals & per diem) associated with attending or hosting conferences, meetings, and events.
- Stipends to participate in participatory governance meetings and activities. Organizational dues and or special donations to the SSCCC or any other recognized student lobbying association.
- Local or campus media campaigns to make available information about legislative issues of interest to the student body.
- Purchase of equipment used for lobbying and or advocacy (e.g., computers, printers, Wi-Fi hot spots, tablets, etc.).
- Subscriptions to education-oriented newsletters and or magazines.

<b>Student Representation Fee Trust Fund</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Actual</b>	<b>FY 2024 Actual</b>	<b>FY2025 Budget</b>
Beginning Balance	67,500	64,082	51,319	21,816
Income	33,333	37,876	40,649	38,000
Beginning Balance and Income	100,833	101,958	91,968	59,816
Expenditures				
Travel	14,001	33,717	49,494	2,775
Board of Governor's Expense	17,893	15,500	17,611	17,670
Other Expenses (dues/outgo/etc.)	4,857	1,422	3,047	17,555
Total Expenditures	(36,751)	(50,639)	(70,152)	(38,000)
Ending Balance	64,082	51,319	21,816	21,816

ASBG spent \$49,494 on allowable travel expenses in FY24. They used \$29,504 out of their reserves to fund the travel.

(continued)

### Student Body Center Fee Trust Fund

The fee is \$1 per unit. Ed code allows up to \$10 per academic year and the fee is required of all students attending class(es) on the Santa Maria campus.

Revenue may be used to operate the student center and can also be used to support governmental affairs representatives. All expenditures are subject to approval of the ASBG.

<b>Student Body Center Fee Trust Fund</b>	FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY2025 Budget
Beginning Balance	243,793	229,347	206,878	95,030
Income	13,497	24,287	21,499	25,300
Beginning Balance and Income	257,290	253,634	228,377	120,330
Operating Expenditures	(27,944)	(46,756)	(133,347)	(25,300)
Ending Balance	229,347	206,878	95,030	95,030

In FY24, the students voted to install new flooring in the student center at a cost of \$115,014, which was funded from their reserve account. An additional \$16,839 was approved for furniture in the student center.

### Associated Students Trust Fund

The district annually transfers \$50,000 of unrestricted funds to the associated students trust fund. Students may use these funds for any activity they approve through a vote. This includes PCPA tickets for students at a reduced rate, funds for student clubs, Bulldog Bow-WOW events, cultural events, along with various events hosted by ASBG to increase student engagement.

<b>Associated Student Trust - Program Board</b>	FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY2025 Budget
Beginning Balance	107,480	104,956	116,373	110,098
Income	50,056	61,226	54,698	50,000
Beginning Balance and Income	157,536	166,182	171,071	160,098
Operating Expenditures	(52,580)	(49,809)	(60,973)	(50,000)
Ending Balance	104,956	116,373	110,098	110,098

As with the other two funds, end of year deficits were sourced through reserves from the fund.

To: Board of Trustees	Date:
From: Superintendent/President	October 15, 2024
Subject: A Monthly Report on the Year-to-Date Financial Data for Various Funds	Item Number: 15.L.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 23

**BACKGROUND**

Attached are copies of financial statements for the following funds:

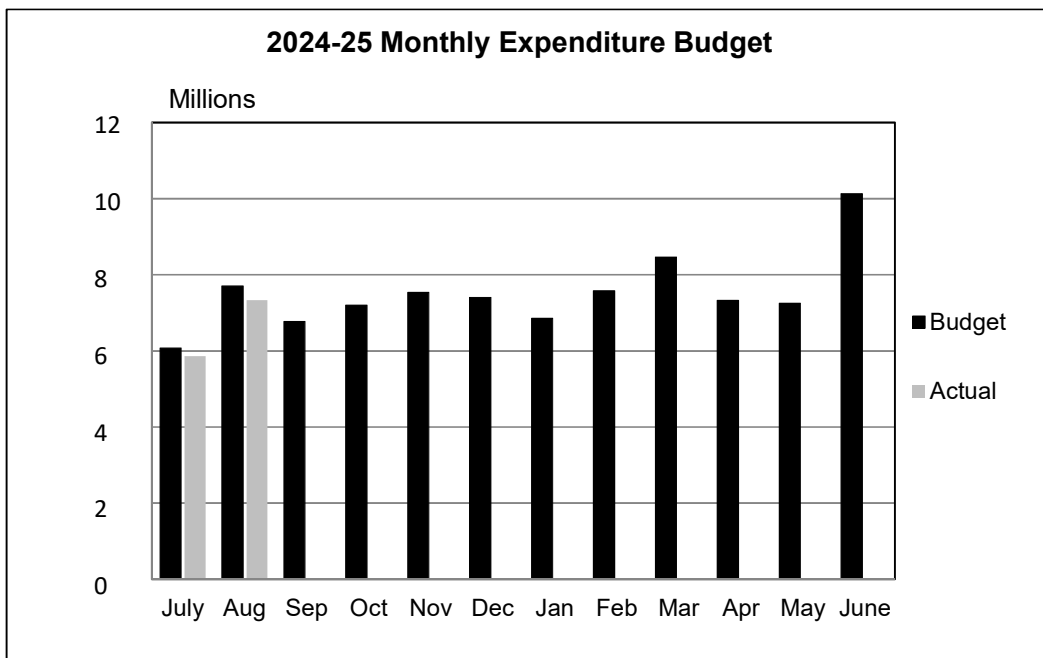
General Fund - Unrestricted  
 General Fund - Restricted  
 Child Development Fund  
 PCPA Fund  
 Capital Outlay Projects Fund  
 General Obligation Bond Building Fund  
 Dental Self-Insurance Fund  
 Property and Liability Self-Insurance Fund  
 Post-Employment Benefits Fund  
 Other Post-Employment Benefits (OPEB) Trust Summary  
 Associated Students Trust Fund  
 Student Representation Fee Trust Fund  
 Student Body Center Fee Trust Fund  
 Student Financial Aid Trust Fund  
 Scholarship and Loan Trust Fund  
 District Trust Fund  
 Student Clubs Agency Fund  
 Foundation Agency Fund  
 AHC Viticulture & Enology Foundation Agency Fund

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

Administrator Initiating Item: Dennis Curran	Final Disposition:
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**GENERAL FUND UNRESTRICTED EXPENDITURE BUDGET**

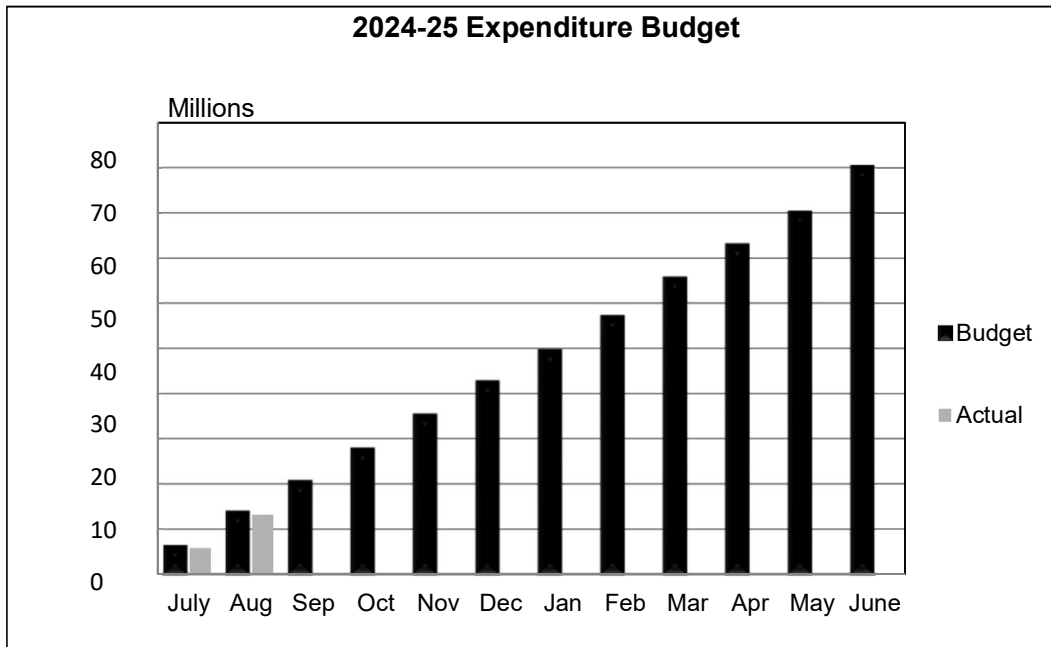
	<b>August Budget</b>	<b>August Expenditures</b>	<b>Percentage Variance</b>
Academic Salaries	3,093,330	3,088,140	99.83%
Classified Salaries	1,811,911	1,763,374	97.32%
Employee Benefits	1,589,938	1,575,593	99.10%
Supplies and Materials	165,583	127,308	76.88%
Other Operating Expenses	699,017	468,764	67.06%
Capital Outlay	75,106	67,355	89.68%
Other Outgo/Transfers	<u>267,920</u>	<u>244,604</u>	91.30%
	<b>7,702,805</b>	<b>7,335,138</b>	<b>95.23%</b>



**GENERAL FUND UNRESTRICTED EXPENDITURE BUDGET**

*Year to Date Expenditures*

	July - August Budget	July - August Year to Date	Percentage Variance
Academic Salaries	4,282,614	4,247,196	99.17%
Classified Salaries	3,567,797	3,364,854	94.31%
Employee Benefits	2,680,094	2,657,861	99.17%
Supplies and Materials	294,886	253,262	85.88%
Other Operating Expenses	2,191,477	1,951,457	89.05%
Capital Outlay	123,267	114,347	92.76%
Other Outgo/Transfers	<u>633,789</u>	<u>604,241</u>	95.34%
	13,773,924	13,193,218	95.78%



Allan Hancock College  
General Fund

Income Statement by Fund  
For Period Ending 08/31/2024

	<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	\$ 5,200	\$ 31,668	609.00%	\$ 4,884,654	\$ 16,493	0.34%
State Revenues	59,044,005	6,649,030	11.26%	33,457,305	21,095,064	63.05%
Local Revenues	27,130,929	2,656,064	9.79%	1,887,874	757,890	40.15%
Total REVENUES	<u>86,180,135</u>	<u>9,336,762</u>	<u>10.83%</u>	<u>40,229,834</u>	<u>21,869,447</u>	<u>54.36%</u>
<b>EXPENDITURES</b>						
Academic Salaries	31,546,287	4,247,196	13.46%	3,807,758	418,972	11.00%
Classified Salaries	23,382,951	3,364,854	14.39%	8,433,689	958,208	11.36%
Employee Benefits	19,052,541	2,657,861	13.95%	4,354,470	422,130	9.69%
Supplies and Materials	1,640,379	253,262	15.44%	3,396,495	220,888	6.50%
Other Operating Exp. and Services	8,669,730	1,951,457	22.51%	6,427,332	836,053	13.01%
Capital Outlay	819,454	114,347	13.95%	3,294,216	61,964	1.88%
Total EXPENDITURES	<u>85,111,341</u>	<u>12,588,978</u>	<u>14.79%</u>	<u>29,713,959</u>	<u>2,918,216</u>	<u>9.82%</u>
Excess of Revenues Over/ (Under) Expenditures	1,068,794	(3,252,217)		10,515,875	18,951,231	
<b>OTHER FINANCING SOURCES (USES)</b>						
Other Financing Sources	0	64,860	0.00%	83,900	0	0.00%
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>64,860</u>	<u>0.00%</u>	<u>83,900</u>	<u>0</u>	<u>0.00%</u>
<b>OPERATING TRANSFERS OUT</b>						
Other Outgo	5,161,877	604,241	11.71%	8,202,998	229,559	2.80%
Total OPERATING TRANSFERS OUT	<u>5,161,877</u>	<u>604,241</u>	<u>11.71%</u>	<u>8,202,998</u>	<u>229,559</u>	<u>2.80%</u>
Excess of Revenues and Other Financing Sources Over/(Under)	(4,093,083)	(3,791,597)		2,396,776	18,721,672	
<b>FUND BALANCE</b>						
Fund Balance, July 1st	<u>32,078,920</u>	<u>32,078,920</u>		<u>11,060,798</u>	<u>11,060,798</u>	
Current Balance	<u>\$ 27,985,838</u>	<u>\$ 28,287,323</u>		<u>\$ 13,457,575</u>	<u>\$ 29,782,471</u>	

Allan Hancock College  
Child Development Fund

Income Statement by Fund  
For Period Ending 08/31/2024

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Federal Revenues	\$ 305,761	\$ 220,636	72.16%
State Revenues	1,322,670	402,496	30.43%
Local Revenues	563,163	46,594	8.27%
Total REVENUES	<u>2,191,594</u>	<u>669,727</u>	<u>30.56%</u>
<b>EXPENDITURES</b>			
Academic Salaries	107,359	26,913	25.07%
Classified Salaries	1,098,893	99,320	9.04%
Employee Benefits	246,826	27,717	11.23%
Supplies and Materials	330,525	9,621	2.91%
Other Operating Exp. and Services	175,754	1,149	0.65%
Capital Outlay	262,237	870	0.33%
Total EXPENDITURES	<u>2,221,594</u>	<u>165,590</u>	<u>7.45%</u>
Excess of Revenues Over/ (Under) Expenditures	(30,000)	504,136	
<b>OTHER FINANCING SOURCES (USES)</b>			
Other Financing Sources	30,000	0	0.00%
Total OTHER FINANCING SOURCES (USES)	<u>30,000</u>	<u>0</u>	<u>0.00%</u>
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>580,666</u>	<u>580,666</u>	
Current Balance	<u>\$ 580,666</u>	<u>\$ 1,084,802</u>	

Allan Hancock College  
PCPA Fund

Income Statement by Fund  
For Period Ending 08/31/2024

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Local Revenues	\$ 2,833,920	\$ 864,528	30.51%
Total REVENUES	<u>2,833,920</u>	<u>864,528</u>	<u>30.51%</u>
<b>EXPENDITURES</b>			
Classified Salaries	3,568,102	565,236	15.84%
Employee Benefits	823,209	126,768	15.40%
Supplies and Materials	387,112	71,915	18.58%
Other Operating Exp. and Services	717,503	266,034	37.08%
Capital Outlay	37,888	284	0.75%
Total EXPENDITURES	<u>5,533,814</u>	<u>1,030,238</u>	<u>18.62%</u>
Excess of Revenues Over/ (Under) Expenditures	(2,699,894)	(165,710)	
<b>OTHER FINANCING SOURCES (USES)</b>			
Other Financing Sources	3,009,320	0	0.00%
Total OTHER FINANCING SOURCES (USES)	<u>3,009,320</u>	<u>0</u>	<u>0.00%</u>
<b>OPERATING TRANSFERS OUT</b>			
Other Outgo	1,125,433	528,996	47.00%
Total OPERATING TRANSFERS OUT	<u>1,125,433</u>	<u>528,996</u>	<u>47.00%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(816,007)	(694,706)	
<b>FUND BALANCE</b>			
Fund balance, July 1	4,029,232	4,029,232	
Current Balance	<u>\$ 3,213,226</u>	<u>\$ 3,334,526</u>	

Allan Hancock College  
Capital Outlay Project Fund

Income Statement by Fund  
For Period Ending 08/31/2024

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
State Revenues	\$ 0	\$ 0	0.00%
Local Revenues	25,000	0	0.00%
Total REVENUES	<u>25,000</u>	<u>0</u>	<u>0.00%</u>
<b>EXPENDITURES</b>			
Supplies and Materials	27,133	2,117	7.80%
Other Operating Exp. and Services	17,253	5,433	31.49%
Capital Outlay	7,032,343	445,895	6.34%
Total EXPENDITURES	<u>7,076,729</u>	<u>453,445</u>	<u>6.41%</u>
Excess of Revenues Over/ (Under) Expenditures	(7,051,729)	(453,445)	
<b>OTHER FINANCING SOURCES (USES)</b>			
Other Financing Sources	2,737,960	0	0.00%
Total OTHER FINANCING SOURCES (USES)	<u>2,737,960</u>	<u>0</u>	<u>0.00%</u>
<b>OPERATING TRANSFERS OUT</b>			
Other Outgo	0	0	0.00%
Total OPERATING TRANSFERS OUT	<u>0</u>	<u>0</u>	<u>0.00%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(4,313,769)	(453,445)	
<b>FUND BALANCE</b>			
Fund balance, July 1	14,076,905	14,076,905	
Current Balance	<u>\$ 9,763,135</u>	<u>\$ 13,623,459</u>	

Allan Hancock College  
General Obligation Bond Fund

Income Statement by Fund  
For Period Ending 08/31/2024

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Local Revenues	\$ 75,000	\$ 0	0.00%
Total REVENUES	<u>75,000</u>	<u>0</u>	<u>0.00%</u>
<b>EXPENDITURES</b>			
Supplies and Materials	114	0	0.00%
Other Operating Exp. and Services	39,945	1,350	3.38%
Capital Outlay	5,393,032	470,608	8.73%
Total EXPENDITURES	<u>5,433,091</u>	<u>471,958</u>	<u>8.69%</u>
Excess of Revenues Over/ (Under) Expenditures	(5,358,091)	(471,958)	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>6,309,167</u>	<u>6,309,167</u>	
Current Balance	<u>\$ 951,076</u>	<u>\$ 5,837,209</u>	

Allan Hancock College  
Dental Self Insurance Fund

Income Statement by Fund  
For Period Ending 08/31/2024

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Local Revenues	\$ 714,425	\$ 103,783	14.53%
Total REVENUES	<u>714,425</u>	<u>103,783</u>	<u>14.53%</u>
<b>EXPENDITURES</b>			
Other Operating Exp. and Services	709,425	117,716	16.59%
Total EXPENDITURES	<u>709,425</u>	<u>117,716</u>	<u>16.59%</u>
Excess of Revenues Over/ (Under) Expenditures	5,000	(13,933)	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>979,127</u>	<u>979,127</u>	
Current Balance	<u>\$ 984,127</u>	<u>\$ 965,194</u>	

Allan Hancock College  
Self Ins - Property & Liab. Fund

Income Statement by Fund  
For Period Ending 08/31/2024

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Local Revenues	\$ 4,000	\$ 0	0.00%
Total REVENUES	<u>4,000</u>	<u>0</u>	<u>0.00%</u>
<b>EXPENDITURES</b>			
Supplies and Materials	0	0	0.00%
Other Operating Exp. and Services	15,000	0	0.00%
Capital Outlay	<u>0</u>	<u>0</u>	<u>0.00%</u>
Total EXPENDITURES	<u>15,000</u>	<u>0</u>	<u>0.00%</u>
Excess of Revenues Over/ (Under) Expenditures	(11,000)	0	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>855,019</u>	<u>855,019</u>	
Current Balance	<u>\$ 844,019</u>	<u>\$ 855,019</u>	

Allan Hancock College  
Post Employment Benefits Fund

Income Statement by Fund  
For Period Ending 08/31/2024

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Local Revenues	\$ 4,000	\$ 0	0.00%
Total REVENUES	<u>4,000</u>	<u>0</u>	<u>0.00%</u>
<b>EXPENDITURES</b>			
Other Operating Exp. and Services	31,300	3,300	10.54%
Total EXPENDITURES	<u>31,300</u>	<u>3,300</u>	<u>10.54%</u>
Excess of Revenues Over/ (Under) Expenditures	(27,300)	(3,300)	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>1,018,975</u>	<u>1,018,975</u>	
Current Balance	<u>\$ 991,675</u>	<u>\$ 1,015,675</u>	

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RHBPT-HANCOCK-DELEGATED DISCRETION  
ACCOUNT 6746018043

Period from August 1, 2024 to August 31, 2024

### MARKET AND COST RECONCILIATION

	08/31/2024 MARKET	08/31/2024 BOOK VALUE
<b>Beginning Market And Cost</b>	<b>10,723,754.74</b>	<b>10,424,360.09</b>
<b>Investment Activity</b>		
Interest	2,234.42	2,234.42
Dividends	16,159.37	16,159.37
Realized Gain/Loss	3,240.99	3,240.99
Change In Unrealized Gain/Loss	179,830.77	.00
Net Accrued Income (Current-Prior)	- 2,001.34	- 2,001.34
<b>Total Investment Activity</b>	<b>199,464.21</b>	<b>19,633.44</b>
<b>Plan Expenses</b>		
Administrative Expenses*	- 9,011.98	- 9,011.98
<b>Total Plan Expenses</b>	<b>- 9,011.98</b>	<b>- 9,011.98</b>
<b>Other Activity</b>		
Transfers Out	- 350,000.00	- 350,000.00
<b>Total Other Activity</b>	<b>- 350,000.00</b>	<b>- 350,000.00</b>
<b>Net Change In Market And Cost</b>	<b>- 159,547.77</b>	<b>- 339,378.54</b>
<b>Ending Market And Cost</b>	<b>10,564,206.97</b>	<b>10,084,981.55</b>

### MARKET AND COST RECONCILIATION MESSAGES

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

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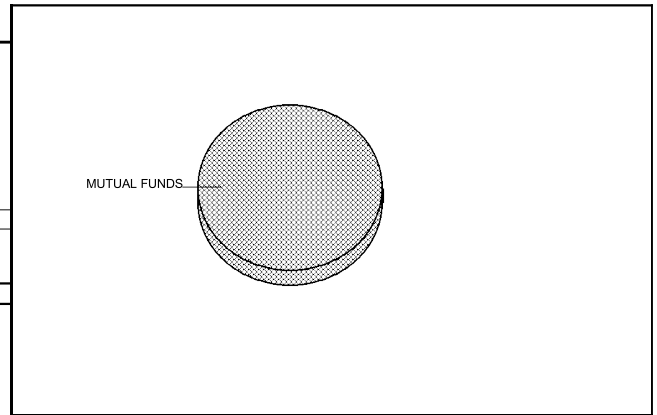
RHBPT-HANCOCK-DELEGATED DISCRETION  
 ACCOUNT 6746018043

Period from August 1, 2024 to August 31, 2024

**ASSET SUMMARY**

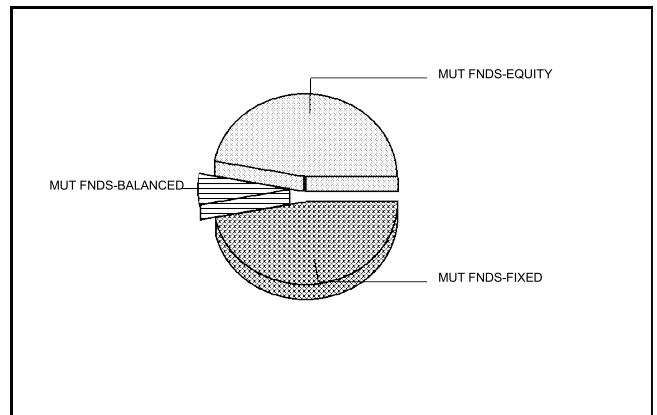
ASSETS	08/31/2024 MARKET	08/31/2024 BOOK VALUE	% OF MARKET
Cash And Equivalents	10,988.15	10,988.15	0.10
Mutual Funds-Equity	4,949,094.25	4,191,500.93	46.86
Mutual Funds-Fixed Income	4,990,855.84	5,350,043.13	47.24
Mutual Funds-Balanced	613,018.23	532,198.84	5.80
<b>Total Assets</b>	<b>10,563,956.47</b>	<b>10,084,731.05</b>	<b>100.00</b>
Accrued Income	250.50	250.50	0.00
<b>Grand Total</b>	<b>10,564,206.97</b>	<b>10,084,981.55</b>	<b>100.00</b>

**Estimated Annual Income**                      **312,982.22**



**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 08/31/2024

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Local Revenues	\$ 38,804	\$ 5,827	15.02%
Total REVENUES	<u>38,804</u>	<u>5,827</u>	<u>15.02%</u>
<b>EXPENDITURES</b>			
Supplies and Materials	294,345	190,375	64.68%
Other Operating Exp. and Services	92,415	29,314	31.72%
Total EXPENDITURES	<u>386,760</u>	<u>219,689</u>	<u>56.80%</u>
Excess of Revenues Over/ (Under) Expenditures	(347,956)	(213,863)	
<b>OTHER FINANCING SOURCES (USES)</b>			
Other Financing Sources	360,136	360,136	100.00%
Total OTHER FINANCING SOURCES (USES)	<u>360,136</u>	<u>360,136</u>	<u>100.00%</u>
<b>OPERATING TRANSFERS OUT</b>			
Other Outgo	131,970	0	0.00%
Total OPERATING TRANSFERS OUT	<u>131,970</u>	<u>0</u>	<u>0.00%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(119,790)	146,273	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>303,998</u>	<u>303,998</u>	
Current Balance	<u>\$ 184,208</u>	<u>\$ 450,271</u>	

Allan Hancock College  
Student Representation Fee Trst Fnd

Income Statement by Fund  
For Period Ending 08/31/2024

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Local Revenues	\$ 38,000	\$ 23,987	63.12%
Total REVENUES	<u>38,000</u>	<u>23,987</u>	<u>63.12%</u>
<b>EXPENDITURES</b>			
Other Operating Exp. and Services	<u>21,670</u>	<u>0</u>	<u>0.00%</u>
Total EXPENDITURES	<u>21,670</u>	<u>0</u>	<u>0.00%</u>
Excess of Revenues Over/ (Under) Expenditures	16,330	23,987	
<b>OPERATING TRANSFERS OUT</b>			
Other Outgo	<u>1,330</u>	<u>0</u>	<u>0.00%</u>
Total OPERATING TRANSFERS OUT	<u>1,330</u>	<u>0</u>	<u>0.00%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	15,000	23,987	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>21,814</u>	<u>21,814</u>	
Current Balance	<u>\$ 36,814</u>	<u>\$ 45,800</u>	

Allan Hancock College  
Student Body Center Fee Trust Fund

Income Statement by Fund  
For Period Ending 08/31/2024

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Local Revenues	\$ 25,300	\$ 21,274	84.09%
Total REVENUES	<u>25,300</u>	<u>21,274</u>	<u>84.09%</u>
<b>EXPENDITURES</b>			
Supplies and Materials	4,616	0	0.00%
Other Operating Exp. and Services	65	0	0.00%
Capital Outlay	<u>0</u>	<u>0</u>	<u>0.00%</u>
Total EXPENDITURES	<u>4,680</u>	<u>0</u>	<u>0.00%</u>
Excess of Revenues Over/ (Under) Expenditures	20,620	21,274	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>95,030</u>	<u>95,030</u>	
Current Balance	<u>\$ 115,649</u>	<u>\$ 116,304</u>	

Allan Hancock College  
Student Financial Aid Trust Fund

Income Statement by Fund  
For Period Ending 08/31/2024

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Federal Revenues	\$ 11,178,459	\$ 3,784,605	33.86%
State Revenues	2,417,652	3,244,305	134.19%
Local Revenues	0	4	0.00%
Total REVENUES	<u>13,596,111</u>	<u>7,028,914</u>	<u>51.70%</u>
<b>OTHER FINANCING SOURCES (USES)</b>			
Other Financing Sources	634,762	198,671	31.30%
Total OTHER FINANCING SOURCES (USES)	<u>634,762</u>	<u>198,671</u>	<u>31.30%</u>
<b>OPERATING TRANSFERS OUT</b>			
Other Outgo	14,230,873	3,882,388	27.28%
Total OPERATING TRANSFERS OUT	<u>14,230,873</u>	<u>3,882,388</u>	<u>27.28%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	0	3,345,197	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>21,809</u>	<u>21,809</u>	
Current Balance	<u>\$ 21,809</u>	<u>\$ 3,367,006</u>	

Allan Hancock College  
Scholarship and Loan Trust Fund

Income Statement by Fund  
For Period Ending 08/31/2024

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</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 08/31/2024

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Local Revenues	\$ 133,186	\$ 237,723	178.49%
Total REVENUES	<u>133,186</u>	<u>237,723</u>	<u>178.49%</u>
<b>EXPENDITURES</b>			
Academic Salaries	14,212	0	0.00%
Classified Salaries	3,000	0	0.00%
Supplies and Materials	58,513	23,059	39.41%
Other Operating Exp. and Services	31,193	4,382	14.05%
Capital Outlay	0	0	0.00%
Total EXPENDITURES	<u>106,918</u>	<u>27,442</u>	<u>25.67%</u>
Excess of Revenues Over/ (Under) Expenditures	26,268	210,282	
<b>OPERATING TRANSFERS OUT</b>			
Other Outgo	31,579	2,329	7.38%
Total OPERATING TRANSFERS OUT	<u>31,579</u>	<u>2,329</u>	<u>7.38%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(5,312)	207,952	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>5,789,497</u>	<u>5,789,497</u>	
Current Balance	<u>\$ 5,784,185</u>	<u>\$ 5,997,449</u>	

**Allan Hancock Joint Community College District**  
 Plan Activity Report - Pension  
 As of August 31, 2024



Month		Balance at the 1st of the Month	Contributions	Earnings	Expenses	Distributions	Transfers	Balance at the End of Month
June 2024	\$	4,707,766.55	\$0.00	\$52,790.32	(\$1,271.15)	\$0.00	\$0.00	\$ 4,759,285.72
July 2024	\$	4,759,285.72	\$0.00	\$115,284.33	(\$1,287.18)	\$0.00	\$0.00	\$ 4,873,282.87
August 2024	\$	4,873,282.87	\$0.00	\$91,575.08	(\$1,315.26)	\$0.00	\$0.00	\$ 4,963,542.69

Allan Hancock College  
Student Clubs Agency Fund

Income Statement by Fund  
For Period Ending 08/31/2024

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Local Revenues	\$ 913	\$ 9,474	1,037.63%
Total REVENUES	<u>913</u>	<u>9,474</u>	<u>1,037.63%</u>
<b>EXPENDITURES</b>			
Supplies and Materials	8,541	951	11.13%
Other Operating Exp. and Services	827	1	0.07%
Total EXPENDITURES	<u>9,368</u>	<u>951</u>	<u>10.15%</u>
Excess of Revenues Over/ (Under) Expenditures	(8,455)	8,522	
<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	(9,455)	8,522	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>64,195</u>	<u>64,195</u>	
Current Balance	<u>\$ 54,740</u>	<u>\$ 72,718</u>	

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**ALLAN HANCOCK COLLEGE FOUNDATION**  
**STATEMENT OF OPERATIONS**  
**FOR THE PERIOD ENDING 08/31/2024**

	Cash Admin	General Operations	Restricted	Scholar- ships	Endowment Principal	Endowment Rev/Exp	Total
<b>REVENUES:</b>							
Contributions,Gifts,Grants&Endw mnts	0	7,315	240,300	65,045	10,200	0	322,860
Interest and Investment Income	0	7,956	0	0	0	144,170	152,125
Realized Gain/Loss on Invest	0	185	0	0	0	154,702	154,887
Unrealized Gain/Loss on Invest	0	22,299	0	0	0	512,646	534,945
Other Local Revenues	0	1,201	0	0	0	0	1,201
<b>Total Revenues</b>	<b>0</b>	<b>38,956</b>	<b>240,300</b>	<b>65,045</b>	<b>10,200</b>	<b>811,517</b>	<b>1,166,018</b>
<b>EXPENSES:</b>							
Non Bargaining Unit	0	49,054	0	0	0	0	49,054
Benefits	0	11,485	0	0	0	0	11,485
Instructional Printing	0	0	1,517	0	0	0	1,517
Public Relations/Recognitions	0	297	0	0	0	0	297
Office/Operational Supplies	0	624	2,067	0	0	0	2,690
Non Instr Printing	0	37	515	0	0	0	551
Food - Business Meetings/Events	0	505	5,557	0	0	0	6,062
Indep Contractor (Individuals)	0	0	16,300	0	0	0	16,300
Service Contracts (Businesses)	0	647	14,192	0	0	0	14,838
Travel - All Travel Costs	0	0	197	0	0	0	197
Foundation Community Activities	0	1,028	0	0	0	0	1,028
Dues & Memberships	0	2,862	133	0	0	0	2,995
Non-Tech Licenses,Permits,Fees	0	44	1,492	0	0	0	1,536
Software License/Subscription Agrmt	0	29,767	0	0	0	0	29,767
Insurance	0	0	190	0	0	0	190
Equipment Rental	0	0	2,524	0	0	0	2,524
District/College Support	0	0	12,221	0	0	0	12,221
Postage/Express Services	0	6	566	0	0	0	572
Advertising/Sponsorships	0	155	39	0	0	0	194
Bank Service Charges	0	46	199	0	0	0	245
Investment Brokerage Fees	0	528	0	0	0	31,228	31,756
PCPA Support	0	0	0	19,524	0	0	19,524
Student Assistance	0	0	2,891	0	0	0	2,891
Scholarships	0	0	1,500	352,754	0	0	354,254
<b>Total Expenses</b>	<b>0</b>	<b>97,085</b>	<b>62,097</b>	<b>372,278</b>	<b>0</b>	<b>31,228</b>	<b>562,689</b>
<b>Net Income (Loss)</b>	<b>0</b>	<b>(58,129)</b>	<b>178,202</b>	<b>(307,233)</b>	<b>10,200</b>	<b>780,289</b>	<b>603,329</b>
<b>OTHER FINANCING SOURCES/OUTGO:</b>							
Intrafund Transfer-In	0	22,397	6,013	4,500	8,057	0	40,968
Intrafund Transfers-Out	0	0	16,683	2,000	0	22,285	40,968
Other Transfer-In	0	255,928	0	0	0	0	255,928
<b>Net Transfers</b>	<b>0</b>	<b>278,326</b>	<b>(10,670)</b>	<b>2,500</b>	<b>8,057</b>	<b>(22,285)</b>	<b>255,928</b>
<b>Net Inc/Dec in Fund Bal</b>	<b>0</b>	<b>220,197</b>	<b>167,533</b>	<b>(304,733)</b>	<b>18,257</b>	<b>758,004</b>	<b>859,257</b>
<b>FUND BALANCE:</b>							
Fund Equity, July 1	0	735,205	1,662,110	836,488	17,531,279	4,617,775	25,382,858
<b>Current Balance</b>	<b>0</b>	<b>955,402</b>	<b>1,829,643</b>	<b>531,755</b>	<b>17,549,536</b>	<b>5,375,779</b>	<b>26,242,115</b>

AHC Viticulture & Enology Foundation  
Statement of Operations  
For The Period Ending 08/31/2024

	<b>Budget</b>	<b>Actual</b>	<b>% Budget</b>
<b>Revenue</b>			
Contributions, Gifts, Grants & Endwmnts	1,500	1,481	98.71%
Non Cash Contribution	19,980	4,351	21.78%
Single Tickets	<u>5,000</u>	<u>0</u>	<u>0.00%</u>
Net Revenue	<u>26,480</u>	<u>5,832</u>	<u>22.02%</u>
<b>Wine Operations</b>			
Shipping Fee Revenue	1,300	199	15.34%
Sales and Commission	90,000	28,574	31.75%
Sales Discounts	<u>(31,500)</u>	<u>(11,229)</u>	<u>35.65%</u>
Net Sales	59,800	17,544	29.34%
Cost of Goods Sold	<u>(45,000)</u>	<u>(12,363)</u>	<u>27.47%</u>
Gross Profit	14,800	5,181	35.00%
Total REVENUES	41,280	11,012	26.68%
<b>Expenditures</b>			
Office/Operational Supplies	15,460	1,254	8.11%
In Kind Supply Expense	1,200	1,021	85.09%
Inventory Allocation Expense	(53,444)	(10,421)	19.50%
Non Instr Printing	2,650	0	0.00%
Food - Business Meetings/Events	1,600	0	0.00%
Indep Contractor (Individuals)	500	0	0.00%
Service Contracts (Businesses)	35,200	8,651	24.58%
Travel - All Travel Costs	6,000	1,357	22.62%
Non-Tech Licenses, Permits, Fees	520	145	27.88%
In Kind-Software/Technlgy Licenses	19,980	3,330	16.67%
Insurance	300	181	60.33%
Facility Leases	100	0	0.00%
Land Lease	400	0	0.00%
Repairs (Labor-Diagnostic)	2,731	1,336	48.93%
Technology Hosting Services	60	0	0.00%
Legal Fees	415	0	0.00%
In Kind-Legal Fees	325	0	0.00%
Excise Tax	35	4	12.80%
Sales Tax Expense	400	0	0.00%
Postage/Express Services	1,600	55	3.43%
Advertising/Sponsorships	566	0	0.00%
Bank Service Charges	25	0	0.00%
Merchant Fees	2,200	289	13.16%
Cash Over and Short	5	2	40.40%
Equipment	2,121	0	0.00%
Equipment-In Kind	897	0	0.00%
Restricted Reserve-Other	<u>6,098</u>	<u>0</u>	<u>0.00%</u>
Total EXPENDITURES	<u>47,944</u>	<u>7,205</u>	<u>15.03%</u>
<b>Fund Balance</b>			
Net Income (Loss)	(6,664)	3,807	(57.13%)
Fund Balance, July 1	165,319	165,319	165,319
Current Balance	<u>\$158,655</u>	<u>\$169,126</u>	<u>106.60%</u>



ALLAN HANCOCK COLLEGE

# OCTOBER 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		<p>1</p> <p>4:00 p.m. Men's Soccer vs. Pasadena City College</p> <p>Tibetan Buddhist Monks through October 4 Ann Foxworthy Gallery</p>	2	<p>3</p> <p>11:30 a.m. <i>Student Food Share</i> every Thursday</p>	<p>4</p> <p>9:00 a.m. Career Exploration Day</p> <p>4:00 p.m. Women's Soccer vs. L.A. Pierce College</p> <p>7:30 p.m. Jazz Band Concert Boyd Concert Hall</p>	<p>5</p> <p>8:30 a.m. <i>Community Food Share</i> every 1st and 3rd Saturday</p> <p>2:00 p.m. Football vs. Moorpark College</p>
6	<p>7</p> <p>7:30 p.m. Symphonic Band Concert Boyd Concert Hall</p>	<p>8</p> <p>10:00 a.m. LVC Blood Drive</p> <p>4:00 p.m. Women's Soccer vs. Oxnard College</p>	<p>9</p> <p>6:00 p.m. Volleyball vs. L.A. Pierce College</p>	10	<p>11</p> <p>6:00 p.m. Volleyball vs. Moorpark College</p> <p>8:00 a.m. Bulldog Bound Santa Maria Campus</p>	12
13	<p>14</p> <p>Term 2 Classes Begin</p> <p>The Sanchez Collection of Chicano Art through December 13 Ann Foxworthy Gallery</p> <p>Oct. 14-19 Undocumented Student Week of Action</p>	<p>15</p> <p>6:00 p.m. <b>Board of Trustees Meeting Guadalupe Senior Center</b></p>	16	<p>17</p> <p>1:00 p.m. Festival Mosaic Masterclass Boyd Concert Hall</p>	<p>18</p> <p>1:30 p.m. Women's Soccer vs. Moorpark College</p> <p>4:00 p.m. Men's Soccer vs. Los Angeles Mission College</p> <p>6:00 p.m. Film Screening &amp; Artist Talk <i>Strawberry Picker</i> by Juan Fuentes</p>	<p>19</p> <p>12:00 p.m. Community Arts &amp; Family Day Santa Maria campus</p>
20	<p>21</p> <p>11:00 a.m. Women's Golf Santa Maria Country Club</p>	22	<p>23</p> <p>6:00 p.m. Volleyball vs. Santa Barbara City College</p>	<p>24</p> <p>10:00 a.m. Writing Center Book Giveaway Santa Maria Campus Commons</p>	<p>25</p> <p>12:00 p.m. Applied Music Concert Boyd Concert Hall</p> <p>4:00 p.m. Women's Soccer vs. Santa Barbara City College</p>	<p>26</p> <p>2:00 p.m. Football vs. College of the Canyons</p>
27	28	<p>29</p> <p>10:30 a.m. University Fair Santa Maria Campus Commons</p>	<p>30</p> <p>2:00 p.m. Pride Center Grand Opening</p> <p>6:00 p.m. Volleyball vs. L.A. Mission College</p>	31		



ALLAN HANCOCK COLLEGE

# NOVEMBER 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 4:00 p.m. Men's Soccer vs. Santa Barbara City College	2 8:30 a.m. <i>Community Food Share</i> every first and third Saturday 2:00 p.m. Women's Basketball vs. Hartnell College
3	4 5:00 p.m. Men's Basketball vs. Bakersfield College	5 3:00 p.m. Women's Soccer vs. Ventura College	6	7 11:30 a.m. <i>Student Food Share</i> every Thursday  <i>Disney's Beauty and the Beast</i> through Dec. 22 Marian Theatre  <i>Dimensions in Dance</i> through Nov. 9 Boyd Concert Hall	8 3:00 p.m. Men's Soccer vs. Oxnard College  6:00 p.m. Volleyball vs. Ventura College	9
10	11 Veteran's Day College Closed	12 3:00 p.m. Men's Soccer vs. L.A. Pierce College	13 6:00 p.m. Volleyball vs. Cuesta College	14	15 1:30 p.m. Women's Soccer vs. Cuesta College 3:00 p.m. Men's Soccer vs. Moorpark College 5:00 p.m. Men's Basketball vs. Citrus College	16 1:00 p.m. Football vs. El Camino College
17	18	19 3:00 p.m. Student Health Center Grand Opening 6:00 p.m. <b>Board of Trustees Meeting</b> 6:00 p.m. Women's Basketball vs. College of the Sequoias	20	21	22 12:00 p.m. Applied Music Recital Boyd Concert Hall 5:00 p.m. Men's Basketball vs. San Jose City College	23 7:00 p.m. Choir Concert Boyd Concert Hall  3:00 p.m. Men's Basketball vs. Barstow College
24 1:00 p.m. Men's Basketball vs. San Diego City College	25	26 3:00 p.m. Women's Basketball vs. Reedley College	27	28 Thanksgiving College Closed	29 Thanksgiving College Closed	30