

# 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, November 19, 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

	<u>Page</u>	<u>Tentative Time</u>
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- |    |                                  |         |
|----|----------------------------------|---------|
| 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: [melinda.martinez1@hancockcollege.edu](mailto:melinda.martinez1@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: [melinda.martinez1@hancockcollege.edu](mailto:melinda.martinez1@hancockcollege.edu) The leading speaker from the audience on each side of the issue will be limited to five minutes. Additional speakers are limited to two minutes. Please submit an individual comment for each item. Testimony on specific agenda items will be welcome during consideration of the item by the Board of Trustees. When public testimony is completed regarding a specific agenda item, discussion is then confined to board members only. This practice is in accordance with laws governing Board of Trustees public meetings.

- |    |  |   |
|----|--|---|
| 9. | Approval of Minutes  |   |
|    | 9.A. Approval of Minutes from the October 15, 2024, regular board meeting. | 5 |

10. Presentations

10.A. Sabbatical Leave Presentation

Julie Knight, professor, English, will present her sabbatical leave topic on the course work in the certificate program in writing at UC Berkeley Extension.

10.B. University Transfer Center and Puente

Dean Yvonne Teniente will present an update on the University Transfer Center.

10.C. Changing the Odds Moment

Dr. Walthers will share a Changing the Odds moment.

11. Consent Agenda

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

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2) Management Association		
3) Part-Time Faculty Association		
4) Faculty Association		
5) Academic Senate		
6) California School Employees Association		
7) Associated Student Body Government		
13. Action Items		

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13.A. Adoption of Resolution 24-29, Title 22, State of California, Health and Welfare Agency, Department of Social Services, Community Care Licensing Division, Designation of Administrative Responsibility	97	
13.B. Adoption of Resolution 24-31, Delegation of Governing Board Powers and Duties for the 2025 Calendar Year	99	
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14.K. A Monthly Report on the Year-to-Date Financial Data for Various Funds	129	
15. New Business		
16. Calendar	152	
17. Adjournment		

The next regular meeting of the Board of Trustees will be held on Tuesday, December 17, 2024. Closed session begins at 5:00 p.m. Open session begins at 6:00 p.m.



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



# ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT



## MINUTES

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

## BOARD OF TRUSTEES

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

1. Call to Order

Trustee Pensa called the meeting to order at 5:13 p.m. with the following trustees present:  
Enciso, Hall, Levy, Pensa, Zacarías

Trustees absent: None

Administrators present: Walthers, Ramirez

2. Public Comment to Closed Session

No public comment was made.

3. Adjourn to Closed Session

Trustee Pensa adjourned the meeting to closed session at 5:14 p.m.

4. Reconvene to Open Session

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

Administrators present: Bach, Curran, Hooten, Milbourne, Ramirez, Siwabessy, Specht, Walthers

5. Action Taken in Closed Session

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

6. Pledge of Allegiance

Juan Navarette, student, led the audience in the pledge of allegiance.

7. Approval of Agenda as Presented

Item 14.B. Adoption of Resolution 24-29, Authorizing Submittal of CalRecycle Applications and Related Authorization for all Grant Programs, was pulled from the agenda.

Item 12.K. Approval of Contract for Independent Audit Services for Fiscal Years Ending June 30, 2025 through June 30, 2029, was moved before 14.A. Action Item for further discussion.

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: Student Trustee, Enciso, Hall, Levy, Pensa, Zacarías

Noes: None

Abstentions: None

8. Public Comment

No public comment was made.

9. Seating of Student Trustee

Dr. Walthers administered the oath of office to Student Trustee Ora Shrecengost.

10. Approval of Minutes

10.A Approval of Minutes from the September 10, 2024, regular board meeting.

On a motion by Trustee Hall, seconded by Trustee Levy, the board of trustees voted to approve the minutes for the September 10, 2024, regular board meeting. (Ayes: Enciso, Hall, Levy, Pensa, Zacarías; Noes: None; Absent: None; Abstain: Student Trustee)

11. Presentation

11.A. Lompoc Valley Center Degree Plans

Sean Abel, dean, Academic Affairs, provided an update on the Lompoc Valley Center (LVC) degree plans. He presented marketing examples and statistics noting Google brought in the most traffic. He shared there has been a 22 percent increase in enrollment, outperforming the college as a whole. He noted in 2024, 47 students graduated and 406 students had declared majors. He commented there are challenges in staffing faculty in some disciplines. Dean Abel would like to see four full-time faculty members assigned to LVC for English, chemistry, biology, and math and improve direct outreach to high schools.

11.B. Changing the Odds Moment

Dr. Walthers shared the college has received conditional approval from the Chancellor's Office for the bachelor's degree in applied sciences. The Cal State system has until November 26, 2024, to file any objections.

12. Consent Agenda

On a motion by Trustee Zacarías, seconded by Trustee Levy, the board of trustees voted to approve the revised consent agenda (Item 12.K. was removed), on a roll-call vote as follows:

Ayes: Student Trustee, Enciso, Hall, Levy, Pensa, Zacarías

Noes: None

Abstentions: None

### 13. Oral Reports

#### 13.A. Superintendent/President's Report

Dr. Walthers introduced the new Executive Director, Institutional Effectiveness, Dr. Craig Bach.

#### 13.B. Board Member Reports

Trustee Pensa attended the State Board of Trustees meeting in Sacramento. Topics discussed included the budget, implicit and unconscious bias, and continuing to improve communication with the Chancellor's Office. He also attended a Santa Barbara County zoom meeting on housing. Trustee Pensa will be traveling to Seattle to present on Culturally Responsive Curriculum with Dr. LeeAnne McNulty, Rick Rantz, and Larry Manalo.

Trustee Hall welcomed Dr. Craig Bach and newly seated Student Trustee Ora Shrecengost. He will be holding Trustee Open Hour on November 7, 2024 at the Lompoc Valley Center.

Trustee Levy participated in the ASBG blood drive, attended the winery event at Steller's Cellars, and the Karen Kline author event on campus. She held Trustee Open Hour on the Santa Maria campus.

Trustee Enciso attended the Chicano Arts reception fundraiser on October 12, 2024.

Trustee Zacarías attended the Chicano Arts reception fundraiser on Saturday, October 12, 2024. She conveyed, on behalf of the organization that worked with the college, thanks for making them feel very welcome and honored.

Student Trustee Shrecengost reported over 200 students participated in Bulldog Bound on the Santa Maria campus. The next Bulldog Bound will be held in Lompoc on October 25, 2024. She shared the outreach team participated in two large community events, Open Streets and Fiestas Patrias. She noted many requests are coming in for large student groups to tour the campus. She highlighted two upcoming events, Undocu Student Action Week and the Chicano Arts Exhibit.

#### 13.C. Association Reports

##### 1) Associated Student Body Government (ASBG)

Angela Ruiz, ASBG president, reported ASBG held voter registration booth events and had a booth at Career Exploration Day. She shared the leadership class had guest speakers Dr. Siwabessy and Superior Court Judge, Kay Kuns. Ms. Ruiz attended the California Community College Student Affairs Association (CCCSAA) conference and attended workshops on how to become a more well-rounded leader, where she was able to network with other ASBG presidents.

## 2) AHC Foundation

Dr. Jon Hooten shared an update on the Challenge Grant. So far, \$20,000 of the \$30,000 goal has been raised. He highlighted upcoming events; Turkey Drive and Angel Tree Gift Drive.

## 3) Management Association

Steve Marshall shared the fire alarm project is coming to completion. He thanked the many staff members who worked on the project. Mr. Marshall reported 1500 students came to campus for the 19<sup>th</sup> Annual Career Day and mentioned the Pride Center grand opening on October 4, 2024, from 2-4 p.m. He acknowledged Facilities efforts to improve communication alerts for construction projects on campus. Mr. Marshall highlighted the Fine Arts Complex beautification project noting the partnership of the Facilities grounds division and Erin Krier, assistant professor, agriculture, to create an outdoor learning environment for students.

## 4) Part-Time Faculty Association – No report

## 5) Faculty Association – No report

## 6) Academic Senate – No report

## 7) California School Employees Association

Toby McLaughlin reported the chapter has begun the process for nominating officers for the 2025-26 term. He thanked Ruben Ramirez and Janeal Blue for coming to a chapter meeting to review the new classified staff evaluation form. He shared the chapter will be holding informational meetings for 11 revised job descriptions. He thanked Human Resources and Institutional Grants for working on a mid-level grants position to assist with the workload created from district grants. He noted the chapter would like to recognize Boss's Day on October 16, 2024, and First Responder Day on October 26, 2024.

14. Action Items

- 12.K. Approval of Contract for Independent Audit Services for Fiscal Years Ending June 30, 2025 through June 30, 2029

After further discussion, on a motion by Trustee Levy, seconded by Trustee Zacarías, the board of trustees approved, the Contract for Independent Audit Services for Fiscal Years Ending June 30, 2025 through June 30, 2029. (Ayes: Student Trustee, Enciso, Hall, Levy, Pensa, Zacarías; Noes: None; Absent: None)

- 14.A. Adoption of Resolution 24-28, Agreement Between Allan Hancock Joint Community College District and The Santa Barbara County Education Office for the AHC Children's Center Lab Space

On a motion by Trustee Hall, seconded by Trustee Zacarías, the board of trustees adopted Resolution 24-28, Agreement Between Allan Hancock Joint Community College District and The Santa Barbara County Education Office for the AHC Children's Center Lab Space, on a roll-call vote as follows:

Ayes: Student Trustee, Enciso, Hall, Levy, Pensa, Zacarías

Noes: None

Abstentions: None

- 14.B. Adoption of Resolution 24-29, Authorizing Submittal of CalRecycle Applications and Related Authorization for all Grant Programs.

This item was pulled from the agenda.

- 14.C. Adoption of Resolution 24-30, Lease for Use of Space Radio Relay

On a motion by Trustee Hall, seconded by Trustee Zacarías, the board of trustees adopted Resolution 24-30, Lease for Use of Space Radio Relay, on a roll-call vote as follows:

Ayes: Student Trustee, Enciso, Hall, Levy, Pensa, Zacarías

Noes: None

Abstentions: None

15. Information Items

- 15.A. Acceptance of Employee Retirement and Resignations

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

- 15.B. First Review of Revised Board Policy and Administrative Procedure 2015, Student Member

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

- 15.C. First Review of Revised Board Policy and Administrative Procedure 2105, Election of Student Member

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

- 15.D. First Review of Administrative Procedure 3510, Workplace Violence Plan

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

- 15.E. First Review of Administrative Procedure 3435, Discrimination and Harassment Complaints and Investigations

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

15.F. First Review of Board Policy and Administrative Procedure 3820, Gifts and Contributions to the District

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

15.G. First Review of Revised Board Policy and Administrative Procedure 6620, Naming of Buildings and Other Facilities

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

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

Dr. Curry shared the law enforcement training program's contract education acquired a new contract to train law enforcement recruits for the Ventura County Sheriff's office. He noted the Public Safety Training Center is becoming known for its quality education.

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

Dr. Siwabessy reported Student Health Services have moved into the new building J. She highlighted the department will showcase the new facility to the community at the grand opening on November 19, 2024. She shared that Uwill is the college's new mental health online counseling service provider.

15.J. Monthly Report, Executive Director, College Advancement

Dr. Hooten discussed positive news coverage. He noted Public Affairs and Communications and Athletics have worked to increase media coverage. He shared an analysis of "earned" media coverage broken down by different outlets and thanked everyone who reads and comments on the stories.

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

Associate Superintendent Curran gave an overview of three funds managed by the Associated Student Body Government (ASBG), the Student Representation Fee Trust Fund, the Student Body Center Fee Trust Fund, and the Associated Students Trust Fund. He noted the Student Representation Fee Trust Fund charges \$2 per student per semester; one dollar of which supports ASBG. He shared a list of allowable uses for the fund along with fund expenses and revenues.

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

Associate Superintendent Curran gave an overview of year-to-date income and expense accounts. He reported the first two months of fiscal state revenues have exceeded what was budgeted. He noted revenues are at 11 percent of budgeted and expenditures at 16 percent. He shared the PARS fund the college invested in, which took a loss during COVID, is now back above the original amount invested.

16. New Business

There were no requests for new business.

17. Calendar

Dr. Walthers shared events from the calendar including sports, Chicano Art Exhibit, Community Arts Family Day, a world-class pianist hosted by Festival Mosaic, and the Pride Center grand opening.

18. Adjournment

Trustee Pensa adjourned the meeting at 7:14 p.m.

A handwritten signature in black ink, appearing to read 'KW', is written over a horizontal line.

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

To: Board of Trustees	Date:  November 19, 2024
From: Superintendent/President	
Subject: Register of Warrants and Payroll Summary 09/01/24 through 09/30/24	Item Number: 11.A.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 3 Full Warrant Register online

**BACKGROUND**

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

	<u>Fund Expenditures</u>	<u>Total Fund Expenditures</u>
General Fund 9410		
Invoice Warrants	\$2,469,660.10	
Payroll 09/01/24 - 09/30/24	7,285,724.59	
Total General Fund		\$9,755,384.69
Child Development Fund 9433		
Invoice Warrants	5,353.60	
Payroll 09/01/24 – 09/30/24	84,439.51	
Total Child Development Fund		89,793.11
Capital Projects Fund 9440		
Invoice Warrants	0.00	
Payroll 09/01/24 - 09/30/24	0.00	
Total Capital Projects Fund		0.00
Capital Outlay Projects Fund 9441		
Invoice Warrants	683,599.12	
Total Capital Outlay Projects Fund		683,599.12
Go Bond Building Fund 9447		
Invoice Warrants	609,966.44	
Total Go Bond Building Fund		609,966.44
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 25051906 through 25052471 for a subtotal of \$3,827,437.26 and payroll warrants in the amount of \$7,370,164.10 for a grand total of \$11,197,601.36.

Administrator Initiating Item:  Dennis D. Curran	Final Disposition:
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	<u>Fund Expenditures</u>	<u>Total Fund Expenditures</u>
Self-Insurance Property/Liability Fund 9463		
Invoice Warrants	0.00	
Total Self-Insurance Property/Liability Fund		0.00
Post-Employment Benefits Fund 9469		
Invoice Warrants	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>\$11,197,601.36</u>

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT**  
**09/01/2024 - 09/30/2024**  
**Payroll**

**General Fund 10**

**100 Academic Salaries**

1100A	Academic Salaries Full Time	1,928,096.52
1100B	Administrators (Cert.) Non Teaching	307,586.69
1100D	Part Time Faculty	866,823.21
<b>SUB TOTAL</b>		<b><u>\$3,102,506.42</u></b>

**200 Classified Salaries**

2000A	CSEA	1,550,201.66
2000B	Confidential/Supervisory	231,212.95
2000C	Classified Administrators	293,445.25
2000E	Classified Hourly	151,849.09
2000F	Student Workers	178,229.23
2000G	Board Member	1,323.00
<b>SUB TOTAL</b>		<b><u>\$2,406,261.18</u></b>

**300 Employee Benefits**

3000A	STRS	485,314.34
3000B	PERS	557,550.53
3000C	OASDHI-FICA	202,656.78
3000D	Health & Welfare	472,098.99
3000E	EDD-SUI	2,547.27
3000F	Workers Comp	56,789.08
<b>SUB TOTAL</b>		<b><u>\$1,776,956.99</u></b>
<b>TOTAL FUND 10</b>		<b><u>\$7,285,724.59</u></b>

**Child Development Fund 33**

**100 Academic Salaries**

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

**200 Classified Salaries**

2000A	CSEA	21,317.93
2000E	Classified Hourly	6,227.19
2000F	Student Workers	28,288.95
<b>SUB TOTAL</b>		<b><u>\$55,834.07</u></b>

**300 Employee Benefits**

3000A	STRS	2,531.43
3000B	PERS	7,272.78
3000C	OASDHI-FICA	2,251.85
3000D	Health & Welfare	2,337.13
3000E	EDD-SUI	20.00
3000F	Workers Comp	735.70
<b>SUB TOTAL</b>		<b><u>\$15,148.89</u></b>
<b>TOTAL FUND 33</b>		<b><u>\$84,439.51</u></b>
<b>TOTAL DISTRICT PAYROLL</b>		<b><u>\$7,370,164.10</u></b>

## Allan Hancock College

## Warrant Register

Check Dates from 9/1/2024 to 9/30/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Carmen Avila Reyes	Manual Refund Submitted	\$10.00	
		<b>\$10.00</b>	CT 25051906
Alyssa Baldiviez	Manual Refund Submitted	\$248.00	
		<b>\$248.00</b>	CT 25051907
Nicholas Beaman	Manual Refund Submitted	\$1,029.00	
		<b>\$1,029.00</b>	CT 25051908
Angel Catalan	Manual Refund Submitted	\$439.00	
		<b>\$439.00</b>	CT 25051909
Israel De La Cruz	Manual Refund Submitted	\$920.00	
		<b>\$920.00</b>	CT 25051910
Maliya Aguilus	Manual Refund Submitted	\$462.00	
		<b>\$462.00</b>	CT 25051911
Aidan Finn	Manual Refund Submitted	\$219.00	
		<b>\$219.00</b>	CT 25051912
Shane Garcia-Segovia	Manual Refund Submitted	\$463.00	
		<b>\$463.00</b>	CT 25051913
Destiny Hernandez	Manual Refund Submitted	\$1,000.00	
		<b>\$1,000.00</b>	CT 25051914
Jenna Huebner	Manual Refund Submitted	\$623.00	
		<b>\$623.00</b>	CT 25051915
Lillian Lowe	Manual Refund Submitted	\$10.00	
		<b>\$10.00</b>	CT 25051916
Michael Luallen	Manual Refund Submitted	\$216.00	
		<b>\$216.00</b>	CT 25051917
Valerie Marin Arana	Manual Refund Submitted	\$1,674.00	
		<b>\$1,674.00</b>	CT 25051918
Enoch Miller	Manual Refund Submitted	\$2.00	
		<b>\$2.00</b>	CT 25051919
Selena Olivas	Manual Refund Submitted	\$96.00	
		<b>\$96.00</b>	CT 25051920
Angelica Romero	Manual Refund Submitted	\$1,736.00	
		<b>\$1,736.00</b>	CT 25051921
Aneko Sabio	Manual Refund Submitted	\$1,816.00	
		<b>\$1,816.00</b>	CT 25051922
Aracely Solano	Manual Refund Submitted	\$1,359.00	
		<b>\$1,359.00</b>	CT 25051923
Kellyne Tani	Manual Refund Submitted	\$10.00	
		<b>\$10.00</b>	CT 25051924
Michael Bernal	Open Mileage 8.01-30.24	\$383.24	

14-3  
Allan Hancock College  
**Warrant Register**

Check Dates from 9/1/2024 to 9/30/2024  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$383.24</b>	CT 25051925
Ca Community College Chief	1724363474 10.22-25.24 CURRY Registration	\$575.00	
		<b>\$575.00</b>	CT 25051926
City of Lompoc	Commercial Light Electric 7.1.2024 - 6.30.2025	\$26,766.53	
		<b>\$26,766.53</b>	CT 25051927
Comcast Cable	Comcast Monthly Internet Costs: 7/01/24 - 6/30/25	\$182.91	
		<b>\$182.91</b>	CT 25051928
Digital West Networks, Inc	Telephone Service 7/1/2024 - 6/30/2025	\$4,609.10	
	Telephone Service 7/1/2024 - 6/30/2025	\$936.66	
	Telephone Service 7/1/2024 - 6/30/2025	\$851.88	
		<b>\$6,397.64</b>	CT 25051929
	Internet Service 7/1/2024 - 6/30/2025	\$145.00	
		<b>\$145.00</b>	CT 25051930
Weston Guerra	Veterans Symposium Newport Beach, CA	\$579.00	
		<b>\$579.00</b>	CT 25051931
Edwin Hodges	PREPAY OUT OF POCKET 9.11-13.24	\$188.00	
		<b>\$188.00</b>	CT 25051932
Shandy Mann	Millennium Dance Classes Studio City, CA	\$700.00	
		<b>\$700.00</b>	CT 25051933
Sharaya Olmeda	Zine Conf. New York NY	\$1,937.60	
		<b>\$1,937.60</b>	CT 25051934
Kenneth Perez	Open Mileage 8.11-12.24	\$6.16	
	Open Mileage 8.11-12.24	\$0.00	
	Open Mileage 8.26-30.24	\$0.00	
	Open Mileage 8.26-30.24	\$46.90	
		<b>\$53.06</b>	CT 25051935
Maria Ramirez-Camacho	Open Mileage 8.24.24	\$44.76	
		<b>\$44.76</b>	CT 25051936
Stephanie Robb	Open Mileage 7.16,8.5,8.13.24	\$117.65	
		<b>\$117.65</b>	CT 25051937
Lucerito Salgado Olivera	Open Mileage 7.3-31.24	\$11.12	
	Open Mileage 6.5,12,26.24	\$4.82	
		<b>\$15.94</b>	CT 25051938
Southern California Gas Co	Natural Gas Supply 7/01/2024 - 6/30/2025	\$1,816.98	
	Natural Gas Supply 7/01/2024 - 6/30/2025	\$372.15	
		<b>\$2,189.13</b>	CT 25051939
T-Mobile USA Inc	UNLIMITED MOBILE INTERNET HOT SPOTS	\$1,347.31	
		<b>\$1,347.31</b>	CT 25051940
Esther Zamora	Open Mileage 8.1-29.24	\$46.63	
		<b>\$46.63</b>	CT 25051941

## Allan Hancock College

## Warrant Register

Check Dates from 9/1/2024 to 9/30/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
25th Hour Communications, Inc	Digital Marketing Media Buys and Management	\$52,000.00	
		<b>\$52,000.00</b>	CT 25051942
Agile Sports Technologies Inc	Hudl Football Assist Unlimited Game + Scout 12 Hr,	\$135.00	
	Hudl Gold, 7/15/24 - 7/14/25	\$377.00	
	Playtools, 7/15/24 - 7/14/25	\$47.00	
		<b>\$559.00</b>	CT 25051943
All American Screen Printing Inc	AHC Pride Pins with backs per Invoice #0000895	\$1,767.19	
	Spike Pride Pins with backs	\$1,767.19	
		<b>\$3,534.38</b>	CT 25051944
Amazon	Uniforms for FSEMS Mechanic	\$152.20	
	OFFICE/OPERATIONAL SUPPLIES: 7/30/24 - 5/31/25	\$139.06	
	Geology Instructional Supplies: 8/05/24 - 5/30/25	\$131.54	
	Geology Instructional Supplies: 8/05/24 - 5/30/25	\$41.30	
	SmallRig Camera Desk Mount Table Stand	\$32.61	
	SmallRig P200 Led Video Light Panel	\$50.01	
	Operational Supplies for the Paramedic Academy	\$98.96	
	Instructional Supplies for Fire Academy	\$45.20	
	Instructional Supplies for Fire Academy	\$53.28	
	Chemistry Lab Supplies: 7/01/24 - 5/30/25	\$41.88	
	IT Operational Supplies: 7/02/24 - 5/30/25	\$75.00	
	IT Operational Supplies: 7/02/24 - 5/30/25	\$80.62	
	IT Operational Supplies: 7/02/24 - 5/30/25	\$299.29	
	IT Operational Supplies: 7/02/24 - 5/30/25	\$317.57	
	IT Operational Supplies: 7/02/24 - 5/30/25	\$483.50	
	Instructional Supplies, 8/01/24 - 5/30/25	\$38.52	
	Instructional Supplies, 8/01/24 - 5/30/25	\$64.06	
	OFFICE SUPPLIES VALID 8-6-2024 TO 5-31-2025	\$208.56	
	Instructional Supplies July 1, 2024-May 31, 2025	\$54.35	
	Instructional supplies: 8/23/24 - 12/31/24	\$44.39	
	For instructional supplies 8-26-24 to 5-30-25	\$55.79	
		<b>\$2,507.69</b>	CT 25051945
American Fidelity Assurance Co	insurance premiums Aug 2024 VP	\$30,213.19	
		<b>\$30,213.19</b>	CT 25051946
	INSURANCE PREMIUMS AUG 2024 FLEX	\$11,349.57	
		<b>\$11,349.57</b>	CT 25051947
	insurance premiums for Aug 2024	\$6,386.00	
		<b>\$6,386.00</b>	CT 25051948
American Star Tours, Inc.	Bus Service - AHC Mens-Womens Soccer on 8-27-24	\$2,995.00	
	Bus Service - AHC Womens Soccer Team on 8-30-24	\$2,660.00	
		<b>\$5,655.00</b>	CT 25051949
Apogee Telecom Inc	AWS Cloud Migration Consulting & Support Services	\$5,162.25	
		<b>\$5,162.25</b>	CT 25051950
APW Hoods Inc	Annual Exhaust Hood Cleaning Service, Bldg. G per	\$1,300.00	
	Annual Exhaust Hood Cleaning Service, Bldg. I	\$650.00	

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Allan Hancock College  
**Warrant Register**

Check Dates from 9/1/2024 to 9/30/2024  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
APW Hoods Inc	Annual Exhaust Hood Cleaning Service, Bldg. S	\$650.00	CT 25051951
	Fire Department Report Fee	\$105.00	
		<b>\$2,705.00</b>	
Atkinson Andelson Loya Ruud And Romo	General Legal Services	\$160.00	CT 25051952
	General Legal Services	\$1,000.13	
		<b>\$1,160.13</b>	
The Berry Man Inc	Food purchase for Culinary Arts per Invoice	\$101.60	CT 25051953
		<b>\$101.60</b>	
Blick Art Materials	Willow Charcoal, Item #20089-1000	\$95.17	CT 25051954
	General's Charcoal Pencils, Set 72, Item	\$64.62	
	Blick Studio Square Charcoal Sticks, Item	\$28.53	
	Grey Paper Stumps, Set 48, Item #22856-1048	\$17.39	
	Krylon Workable Fixative, 11oz, Item #21703-1003	\$88.85	
		<b>\$294.56</b>	
Bremer Auto Parts	Operational Supplies for Fire Academy	\$60.65	CT 25051955
		<b>\$60.65</b>	
Cal State Auto Parts	Auto Supplies, 07-01-24 thru 05-31-25	\$145.21	CT 25051956
	Auto Supplies, 07-01-24 thru 05-31-25	\$34.97	
	Auto Supplies, 07-01-24 thru 05-31-25	\$235.85	
	Auto Supplies, 07-01-24 thru 05-31-25	\$7.91	
	Auto Supplies, 07-01-24 thru 05-31-25	(\$13.32)	
	Auto Supplies, 07-01-24 thru 05-31-25	(\$19.58)	
		<b>\$391.04</b>	
Caliber Collision	LE Vehicle repairs 08-26-24 to 05-31-25	\$247.00	CT 25051957
		<b>\$247.00</b>	
CalPERS 457 Plan	PAYROLL DEDUCTION 7/31/2024	\$2,500.00	CT 25051958
		<b>\$2,500.00</b>	
CalSoft Water	Reverse Osmosis for Buildings: J,K,M,N,CBC,S2,R2	\$128.95	CT 25051959
	Reverse Osmosis for Buildings: J,K,M,N,CBC,S2,R2	\$55.90	
		<b>\$184.85</b>	
Cardio Partners Inc	MAN-Prestan Cable Electrode Pad Replacements for	\$38.07	CT 25051960
		<b>\$38.07</b>	
Carolina Biological	Biology Labs Supplies: 07-01-24 thru 05-31-25	\$287.10	CT 25051961
		<b>\$287.10</b>	
Community College Facility Coalition	Community College Facility Coalition	\$1,205.00	CT 25051962
		<b>\$1,205.00</b>	
Computerland Of Silicon Valley	Veeam Backup for Microsoft 365. 1 Year	\$4,120.00	CT 25051963
	1 YR OF BASIC MAINTENANCE RENEWAL	\$8,064.00	
		<b>\$12,184.00</b>	
	CREATIVE CLOUD ALL APPS PRO HED FACULTY/STAF	\$20,768.50	
	ETLA		

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Allan Hancock College

**Warrant Register**

Check Dates from 9/1/2024 to 9/30/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Computerland Of Silicon Valley	CREATIVE CLOUD ALL APPS PRO HED FACULTY/STAF ETLA	\$20,768.50	
		<b>\$41,537.00</b>	CT 25051964
Craftmaster Hardware LLC	Master Lock 1525K Control Key for Master Lock 1525	\$75.69	
	Master Lock 1525 Combination Padlock with Key Ove.	\$149.00	
		<b>\$224.69</b>	CT 25051965
Cyber Copy Inc	Online posting of job walk sign-in sheet for	\$8.00	
		<b>\$8.00</b>	CT 25051966
EAB	Starfish Connect Engage	\$89,786.00	
		<b>\$89,786.00</b>	CT 25051967
Earth Systems Pacific	Project Management, Special Inspection Report	\$1,038.50	
		<b>\$1,038.50</b>	CT 25051968
Emerald Wave Media	2024-25 SPONSORSHIP BUNDLE:	\$10,000.00	
		<b>\$10,000.00</b>	CT 25051969
Kim Ensing	Reimbursement for Lunch Purchase for the New	\$1,600.00	
		<b>\$1,600.00</b>	CT 25051970
Angelica Eulloqui	Reimbursement for food supplies for WOD/Week of	\$771.23	
		<b>\$771.23</b>	CT 25051971
Farm Supply Company	Sodium Bicarbonate, 50 lb. per Quote 982525	\$1,217.57	
		<b>\$1,217.57</b>	CT 25051972
Federal Express Corp	Mailings for Acct #1104-8488	\$8.78	
	Mailings for Acct #1104-8488	\$9.39	
		<b>\$18.17</b>	CT 25051973
Fisher Scientific Co Llc	Chemistry Lab Supplies: 7/01/24 - 5/30/25	\$422.96	
		<b>\$422.96</b>	CT 25051974
Franchise Tax Board	VENDOR WITHHOLDING 6/1/24-8/31/24	\$49.39	
		<b>\$49.39</b>	CT 25051975
Galls Llc	Uniforms for CSO from 7/12/24 - 5/30/25	\$29.63	
		<b>\$29.63</b>	CT 25051976
Silvia Gutierrez	Reimbursement for beverages and food purchased for	\$188.17	
		<b>\$188.17</b>	CT 25051977
Hardy Diagnostics	Science Lab Supplies July 1, 2024-May 30, 2025	\$90.92	
	Science Lab Supplies July 1, 2024-May 30, 2025	\$139.98	
	Science Lab Supplies July 1, 2024-May 30, 2025	\$69.14	
		<b>\$300.04</b>	CT 25051978
Hayward Lumber Inc	Med. Density Fiberboard	(\$285.90)	
	CA LPA Fee	(\$2.63)	
	Loctite Pro 300 Spray Adhesive	\$91.29	
	Med. Density Fiberboard	\$285.90	
	CA LPA Fee	\$2.63	

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Allan Hancock College  
**Warrant Register**

Check Dates from 9/1/2024 to 9/30/2024  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$91.29</b>	CT 25051979
Elaine Healy	Reimbursement for Food purchased for Fall 2024	\$50.90	
		<b>\$50.90</b>	CT 25051980
International E-Z Up Inc	Eclipse 10x10 Shelter w/ Fully Printed Top, Quote Shipping	\$2,368.58	
		\$52.07	
		<b>\$2,420.65</b>	CT 25051981
IParq / The Permit Store	System Fees for Permits, Citations and Accounting	\$400.00	
		<b>\$400.00</b>	CT 25051982
J B Dewar	Fuel for AHC Community Ed. Truck Driving Class	\$2,425.34	
		<b>\$2,425.34</b>	CT 25051983
Jay Cee Trophy	Fire Academy Name Tags Fall 2024 to Spring 2025	\$747.92	
		<b>\$747.92</b>	CT 25051984
Johnson Plastics Plus	Office Supplies - Engraver Plastic and supplies	\$42.42	
		<b>\$42.42</b>	CT 25051985
Kelly Spicers Stores	Office Supplies - Paper, Wide Format and Bindery	\$5,077.45	
	Office Supplies - Paper, Wide Format and Bindery	\$142.63	
		<b>\$5,220.08</b>	CT 25051986
Kenco Construction Services, Inc	Onsite DSA Project Inspections for the	\$4,200.00	
		<b>\$4,200.00</b>	CT 25051987
Lehr	Setina#12VS Vinyl Coated Expanded Freight	\$1,181.35	
		\$174.36	
		<b>\$1,355.71</b>	CT 25051988
Linde Gas & Equipment Inc.	Instructional Supplies for Week of Welcome	\$381.37	
	Science Lab Supplies July 1, 2024-May 30, 2025	\$190.69	
		<b>\$572.06</b>	CT 25051989
Lompoc Unified School District	BRAVES CLASSIC GOLF TOURNAMENT SPONSOR	\$1,500.00	
		<b>\$1,500.00</b>	CT 25051990
Lynn Music	Repair/ Maintenance of Instruments for Allan	\$3,190.00	
		<b>\$3,190.00</b>	CT 25051991
McKesson Medical Surgical Inc	Afluria 2023, Quad Syr 0.5ml Pres Free #1221055.	\$162.59	
	Afluria 2023, Quad Syr 0.5ml Pres Free #1221055.	\$162.59	
		<b>\$325.18</b>	CT 25051992
Mcmurray Stern Inc	Prevent. Maint. on Spacesaver Power Mobile Systems	\$1,900.00	
	Prevent. Maint. on Spacesaver Power Mobile Systems	\$2,100.00	
	TPUSB Software Kit per Quote dated 7/17/24	\$58.73	
	Shipping-Handling Charges	\$167.31	
		<b>\$4,226.04</b>	CT 25051993
Mission Linen Supply	Laundry Services for Automotive Technology Program	\$34.60	
	Laundry Services for Automotive Technology Program	\$34.60	
	Laundry Services for Automotive Collision Repair:	\$21.13	
	Laundry Services for Automotive Collision Repair:	\$28.63	



## Allan Hancock College

## Warrant Register

Check Dates from 9/1/2024 to 9/30/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Mission Linen Supply	Uniform Services and Towels, 7-01-24 thru 6-30-25	\$35.05	
		<b>\$154.01</b>	CT 25051994
National Cinemedia Llc	Silver CPT - Onscreen Advertising, 5/03/2024 - 05/	\$1,081.33	
		<b>\$1,081.33</b>	CT 25051995
ODP Business Solutions LLC	Office Supplies:	\$128.49	
	Instructional Supplies,	\$9.14	
	Instructional Supplies,	\$79.58	
	Instructional Supplies,	\$2.85	
	Instructional Supplies,	\$430.79	
	Instructional Supplies,	\$90.68	
	Instructional Supplies,	\$148.73	
	Office Supplies:	\$519.35	
	Office Supplies: 07/01/2024 - 05/30/2025	\$192.04	
	Office Supplies: 07/01/2024 - 05/30/2025	\$44.95	
	Office Supplies: 07/01/2024 - 05/30/2025	\$44.57	
	Office Supplies for General & Noncredit Counseling	\$179.33	
	LE PROGRAM OFFICE SUPPLIES: 07/02/24 - 05/30/25	\$270.47	
	Operational Supplies: 7/12/24 - 5/30/25	\$383.78	
	Office Supplies for General & Noncredit Counseling	\$77.84	
	INSTRUCTIONAL SUPPLIES: 8/21/24 - 12/31/24	\$131.62	
		<b>\$2,734.21</b>	CT 25051996
Otto Frei	Instructor Supplies Non-Credit Jewelry Class	\$438.68	
		<b>\$438.68</b>	CT 25051997
Park Planet	Custom Canopies Shelter - 20' x 50' Cantilevered	\$68,166.68	
	Freight	\$3,600.00	
	Installation	\$54,665.00	
		<b>\$126,431.68</b>	CT 25051998
PPG Architectural Finishes Inc	Paint Supplies, 07-01-24 thru 05-31-25	\$46.10	
	Paint Supplies, 07-01-24 thru 05-31-25	\$48.80	
		<b>\$94.90</b>	CT 25051999
Premier Water Management, LLC	Monthly Water Treatment, Santa Maria Campus	\$197.90	
	Monthly Water Treatment, Lompoc Campus	\$246.20	
		<b>\$444.10</b>	CT 25052000
Ravatt, Albrecht & Associates, Inc.	DSA Approval	\$1,853.70	
	Professional architectural services for the design	\$2,726.00	
		<b>\$4,579.70</b>	CT 25052001
Rays Auto Parts	Parts-Supplies, 07-01-24 thru 5-31-25	\$6.92	
		<b>\$6.92</b>	CT 25052002
Riddell All American	SF Faceframe Left 3/4" Wht	\$65.80	
	SF Faceframe Right 3/4" Wht #R92120007	\$65.80	
	Speed Icon Inf S-Pad Lft 3/4 White #R95880008	\$31.54	
	Speed Icon Inf S-Pad Rt 3/4 White #R95880007	\$31.54	
	Axiom/Speedflex Strap-Loc Black Left	\$13.05	
	Axiom Speedflex Strap-Loc Black Right	\$13.05	

## Allan Hancock College

## Warrant Register

Check Dates from 9/1/2024 to 9/30/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Riddell All American	360/SF Quick Release Mini Pin #R75961	\$57.10	
	Quick Release Receptacle #R45960	\$39.15	
	Short T-Nut S.Steel ST23-32F #R60106	\$81.56	
	Freight/Handling	\$47.47	
	Speed Flex FB_HELMET_SPDFX, White, Flex (S-L).	\$902.63	
	Speed Flex FB_HELMET_SPDFX, White, Flex (XL).	\$467.63	
	Paint 2700	\$38.33	
	Freight	\$48.32	
		<b>\$1,902.97</b>	CT 25052003
RR Donnelley	Stock Laser Checks, Green #MPR3GR per Quote dated	\$1,412.12	
	Shipping Estimate	\$325.15	
		<b>\$1,737.27</b>	CT 25052004
Santa Maria High School Booster	2024 GOLF TOURNAMENT CART SPONSORSHIP,	\$1,500.00	
		<b>\$1,500.00</b>	CT 25052005
Siemens Industry Inc	The Contractor Shall Furnish all Labor, Materials,	\$296,183.22	
		<b>\$296,183.22</b>	CT 25052006
SitelogIQ, Inc	Remaining balance for HVAC Upgrade Project.	\$186,513.00	
		<b>\$186,513.00</b>	CT 25052007
SLO Safe Ride	Bus Service - AHC Volleyball Team on 8-23-24	\$1,905.64	
		<b>\$1,905.64</b>	CT 25052008
Smart & Final	Food for UTC Summer and Fall Workshops: 7/10/24 -	\$78.02	
	Lunch Locker for Lompoc Campus	\$570.25	
	Food for various outreach events and activities.	\$253.04	
	Supplies for various outreach events and	\$22.28	
	Food for various outreach events and activities.	\$180.27	
	Supplies for various outreach events and	\$94.19	
	EOPS+ Food - Student Activities, 7/01/24 - 5/30/25	\$296.59	
	Food and Beverage Purchases for	\$131.16	
	Food and Beverage Purchases for	\$140.35	
	Week of Welcome snacks and drinks for students	\$1,057.21	
	Week of Welcome snacks and drinks for students	\$343.98	
	Week of Welcome snacks and drinks for students	\$394.42	
	Food and Beverage Purchases for	\$601.67	
	Lunch Locker for Santa Maria Campus	\$598.50	
	Supplies for Biology Labs: 07-05-24 thru 05-30-25	\$31.10	
		<b>\$4,793.03</b>	CT 25052009
	Food for Children's Center, 7-1-24 to 6-30-25	\$103.69	
	Food for Children's Center, 7-1-24 to 6-30-25	\$322.29	
	Food for Children's Center, 7-1-24 to 6-30-25	\$127.71	
	Food for Children's Center, 7-1-24 to 6-30-25	\$162.12	
		<b>\$715.81</b>	CT 25052010
	Food for Culinary Arts	\$657.48	
	Food for Culinary Arts	\$88.70	
	Food for Culinary Arts	\$11.53	
	Food for Culinary Arts	\$267.19	

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**Allan Hancock College**  
**Warrant Register**  
Check Dates from 9/1/2024 to 9/30/2024  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$1,024.90</b>	CT 25052011
Source Graphics	Office Supplies - Wide format Paper and Media	\$544.31	
		<b>\$544.31</b>	CT 25052012
Sousa Tire Service	Tires, Toyo Open Country	\$387.90	
	Tire Disposal Fee	\$9.00	
	State Tax Recycle Fee	\$3.50	
	Tire recycling for LE veh. 07-02-24 to 05-30-25	\$40.50	
		<b>\$440.90</b>	CT 25052013
Sport & Cycle Team Athletics Inc	UA M's White Tee to Green Polo w/ Left Chest Emb	\$887.22	
	UA M's White Team Tech Polo w/ Left Chest Emb Logo	\$91.33	
	UA M's Royal Motivate 2.0 Short Sleeve w/ Left	\$1,053.58	
	UA M's Mod Grey Storm Armour Fleece Hoodie w/ Left	\$1,301.53	
	Shipping	\$135.14	
		<b>\$3,468.80</b>	CT 25052014
Student Connections Llc	Borrower Connect Software Service Annual Renewal	\$5,000.00	
		<b>\$5,000.00</b>	CT 25052015
Tales From The Tavern	2024 FALL CONCERT SERIES SPONSORSHIP & COLOR AD	\$2,585.00	
		<b>\$2,585.00</b>	CT 25052016
Bridget Tate	Reimbursement of Operation Supplies	\$36.16	
		<b>\$36.16</b>	CT 25052017
Testa Catering	Continental Breakfast Order for EPIC Santa Barbara	\$358.10	
		<b>\$358.10</b>	CT 25052018
Thomson Reuters-West	CCR T 5 Education Complete Subscription	\$631.84	
		<b>\$631.84</b>	CT 25052019
Trojan Petroleum, Inc	Gasoline Purchases: 07-01-24 thru 6-30-25.	\$9,084.35	
		<b>\$9,084.35</b>	CT 25052020
United Parcel Service	UPS Charges, 7-1-24 thru 6-30-25, Account	\$225.78	
		<b>\$225.78</b>	CT 25052021
US Bank Corporate Payment System	Aug 26, 2024 US BANK STMT	\$39,916.09	
		<b>\$39,916.09</b>	CT 25052022
VTC Enterprises	Collection of Recycling Paper on Main Campus,	\$800.00	
		<b>\$800.00</b>	CT 25052023
Ward's Science Inc	Science Lab Supplies July 1, 2024-May 30, 2025	\$193.40	
		<b>\$193.40</b>	CT 25052024
Luis Aguilar Mariscal	Manual Refund Submitted	\$500.00	
		<b>\$500.00</b>	CT 25052025
Alexis Bazan Tiburcio	Manual Refund Submitted	\$500.00	

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**Allan Hancock College**  
**Warrant Register**  
Check Dates from 9/1/2024 to 9/30/2024  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$500.00</b>	CT 25052026
Fabian Medina	Manual Refund Submitted	\$80.00	
		<b>\$80.00</b>	CT 25052027
Julio Padilla	Manual Refund Submitted	\$500.00	
		<b>\$500.00</b>	CT 25052028
Julie Schierbeek	Manual Refund Submitted	\$187.00	
		<b>\$187.00</b>	CT 25052029
Benita Spaulding	Manual Refund Submitted	\$20.00	
		<b>\$20.00</b>	CT 25052030
Salvador Vela	Manual Refund Submitted	\$412.00	
		<b>\$412.00</b>	CT 25052031
Shane Anderson	PD Photo Exhibit and Photo Studio Tour Sac & SF CA	\$562.64	
		<b>\$562.64</b>	CT 25052032
Jovany Cardenas Vargas	Open Mileage 8.2-30.24	\$0.00	
	Open Mileage 8.2-30.24	\$13.33	
		<b>\$13.33</b>	CT 25052033
City of Lompoc	Waste Disposal-Sewer Fees 7.1.2024 - 6.30.2025	\$619.80	
	Water Services 7.1.2024 - 6.30.2025	\$5,102.07	
		<b>\$5,721.87</b>	CT 25052034
	Waste Disposal-Sewer Fees 7.1.2024 - 6.30.2025	\$1,763.06	
		<b>\$1,763.06</b>	CT 25052035
City Of Santa Maria	Disposal Site Landfill Fees,	\$110.53	
	PCPA Disposal Site Landfill Fees,	\$120.60	
		<b>\$231.13</b>	CT 25052036
Comcast Cable	Comcast Monthly Internet Costs: 7/01/24 - 6/30/25	\$228.91	
		<b>\$228.91</b>	CT 25052037
Sandra Cruz Martinez	Open Mileage 8.16-17.24	\$68.74	
		<b>\$68.74</b>	CT 25052038
Dennis Curran	JPA Board Meeting Monterey, CA	\$44.00	
		<b>\$44.00</b>	CT 25052039
Sara Galindo	Open Mileage 8.13.24	\$31.89	
		<b>\$31.89</b>	CT 25052040
William Garrett	Driver Training	\$1,098.01	
		<b>\$1,098.01</b>	CT 25052041
Jeene Khaykham	Open Mileage 8.16.24	\$8.71	
		<b>\$8.71</b>	CT 25052042
Toby McLaughlin	Open Mileage 8.12-29.24	\$90.11	
		<b>\$90.11</b>	CT 25052043
Timothy Neumann	Driver Training PIT Instructor Training	\$717.38	

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**Allan Hancock College**  
**Warrant Register**  
Check Dates from 9/1/2024 to 9/30/2024  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$717.38</b>	CT 25052044
Pacific Gas & Electric Company	Electricity Services 7.1.2024- 6.30.2025	\$50.00	
	Electricity Services 7/1/2024 - 6/30/2025	\$13.29	
		<b>\$63.29</b>	CT 25052045
	Electricity Services 7.1.2024- 6.30.2025	\$137.70	
	Electricity Services 7/1/2024 - 6/30/2025	\$36.60	
		<b>\$174.30</b>	CT 25052046
	Electricity Services 7.1.2024- 6.30.2025	\$19.62	
	Electricity Services 7/1/2024 - 6/30/2025	\$5.21	
		<b>\$24.83</b>	CT 25052047
	Electricity Services 7.1.2024- 6.30.2025	\$3,430.78	
	Electricity Services 7/1/2024 - 6/30/2025	\$911.98	
		<b>\$4,342.76</b>	CT 25052048
	Electricity Services 7.1.2024- 6.30.2025	\$757.71	
	Electricity Services 7/1/2024 - 6/30/2025	\$194.78	
		<b>\$952.49</b>	CT 25052049
Adelina Pozos	Open Mileage 8.13.24	\$33.90	
		<b>\$33.90</b>	CT 25052050
Henry Schroff	Open Mileage 8.13.24	\$33.90	
		<b>\$33.90</b>	CT 25052051
Maria Suarez	CACFP Training Fresno, CA	\$305.10	
	CACFP Training Fresno, CA	\$305.10	
		<b>\$610.20</b>	CT 25052052
The RP Group	Reg 10.8-11.24 Schroeder	\$797.50	
		<b>\$797.50</b>	CT 25052053
	Reg Arevalo 10.8-11.24	\$797.50	
		<b>\$797.50</b>	CT 25052054
Verizon Select Svc Inc	Long Distance and Toll Free Service Charges	\$11.78	
		<b>\$11.78</b>	CT 25052055
	Long Distance and Toll Free Service Charges	\$7.89	
		<b>\$7.89</b>	CT 25052056
Jeremy Wirth	Open Mileage 8.3,23.24	\$67.54	
		<b>\$67.54</b>	CT 25052057
4imprint Inc.	5-Prong Highlighter	\$264.25	
	Add'l Color Run Charge	\$50.57	
	Set-Up Charge	\$119.63	
	Freight	\$27.10	
	Aurora Retractable Banner Display - 34"	\$205.54	
	Freight	\$15.47	
	Roll-Up Picnic Blanket - Embroidered	\$1,487.70	
	Freight	\$225.52	

## Allan Hancock College

## Warrant Register

Check Dates from 9/1/2024 to 9/30/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
4imprint Inc.	Contemporary Zippered Portfolio	\$1,456.16	
	Set-Up Charge	\$43.50	
	Freight	\$224.62	
	Intrepid Vacuum Mug with Straw - 40 oz.	\$1,805.25	
	Add'l Color Run Charge	\$32.63	
	Set-Up Charge	\$87.00	
	Freight	\$182.87	
	4Imprint Heathered 15" Laptop Backpack	\$1,799.81	
	Add'l Color Run Charge	\$70.69	
	Set-Up Charge	\$59.81	
	Freight	\$192.78	
	Ambassador Bound Journal Book	\$1,202.24	
	Freight	\$158.07	
		<b>\$9,711.21</b>	CT 25052058
Action Light Duty Hauling Inc.	Towing fee for PD Unit: 2022 Ford Explorer on	\$165.00	
		<b>\$165.00</b>	CT 25052059
AHC - Part-Time Faculty Association	Part-Time Faculty Reimbursement Per Article 11.7	\$1,459.88	
		<b>\$1,459.88</b>	CT 25052060
AHC Foundation	Food for F2024 College Advancement Retreat, 8/2/24	\$101.01	
		<b>\$101.01</b>	CT 25052061
	JBAY GRANTCHECK FOR INV 24-25AHCF-1	\$2,500.00	
		<b>\$2,500.00</b>	CT 25052062
Alpha Fire Corporation	Service Labor	\$1,000.00	
	Truck Service Charge	\$50.00	
	Steel Pipe	\$15.00	
	Elbow	\$3.50	
	Coupling Red Duct Iron.	\$3.00	
	Sprinkler Head	\$22.00	
		<b>\$1,093.50</b>	CT 25052063
Amazon	Instructional Supplies for EMS Academy	\$9.38	
	Instructional Supplies for EMS Academy	\$40.74	
	Instructional Supplies for EMS Academy	\$92.42	
	Instructional Supplies for EMS Academy	\$147.89	
	Office/Operational supplies 7/10/24-5/30/25	\$49.89	
	Instructional Supplies, 8/01/24 - 5/30/25	\$50.01	
	TEXTBOOKS/MATERIALS: 8-06-2024 TO 5-31-2025	\$203.99	
	OFFICE SUPPLIES VALID 8-6-2024 TO 5-31-2025	\$160.46	
	Office/Operational Supplies: 8/07/2024 - 5/31/2025	\$8.47	
	Office Supplies - BD1: 8/20/24 - 5/31/25	\$40.74	
	Operational Supplies- Maintenance: 8/21/24 -	\$59.44	
	Operational Supplies for the Paramedic Academy	\$95.86	
	Operational Supplies for the Paramedic Academy	\$548.31	
	Operational Supplies for Electronics Program	\$92.51	
	Operational Supplies for Electronics Program	\$472.32	
	Instructional Supplies for Fire Academy	\$284.56	
	Instructional Supplies 7/01/24-5/30/25	\$70.49	

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## Allan Hancock College

## Warrant Register

Check Dates from 9/1/2024 to 9/30/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Amazon	Instructional Supplies Art, 8/29/2024 - 5/30/2025	\$258.75	
	Instructional Supplies for Fire Academy	\$38.05	
	Instructional Supplies 7/1/2024 - 5/31/2025	\$67.80	
	Instructional Supplies 7/1/2024 - 5/31/2025	\$75.70	
	Instructional Supplies, 8/01/24 - 5/30/25	\$24.99	
	Instructional Supplies, 8/01/24 - 5/30/25	\$164.11	
	OFFICE SUPPLIES VALID 8-6-2024 TO 5-31-2025	\$86.82	
	OFFICE SUPPLIES VALID 8-6-2024 TO 5-31-2025	\$402.24	
	OFFICE SUPPLIES VALID 8-6-2024 TO 5-31-2025	\$90.33	
	Instructional Supplies for EMS Academy	\$52.04	
	Instructional Supplies 7/18/2024-5/30/2025	\$314.55	
	Office/Operational Supplies: 8/07/2024 - 5/31/2025	\$42.29	
	Instructional Supplies Ceramics	\$128.80	
		<b>\$4,173.95</b>	CT 25052064
Amazon Web Services, Inc	Amazon Web Services (AWS),	\$3,399.91	
		<b>\$3,399.91</b>	CT 25052065
American General Media Inc.	30-second Ad Fall 2024 Registration	\$600.00	
	30-second Ad 2024 Hancock Hello	\$300.00	
		<b>\$900.00</b>	CT 25052066
American Industrial Supply	Instructional Supplies	\$112.02	
		<b>\$112.02</b>	CT 25052067
	Operational Supplies for Fire Academy	\$9.57	
		<b>\$9.57</b>	CT 25052068
American Star Tours, Inc.	Bus Service - AHC Mens Soccer on 8-30-24	\$3,715.00	
		<b>\$3,715.00</b>	CT 25052069
Assessment Technologies Institute Llc	PN Comprehensive Predictor for 2024 LVN	\$2,590.00	
		<b>\$2,590.00</b>	CT 25052070
B&H Photo Video	WATSON DUO LCD CHARGER FOR SONY BP-U SERIES/REG	\$112.56	
	Shipping	\$18.68	
	BLACK-MAGIC ULTRA-STUDIO RECORDER 3G/REG	\$117.99	
		<b>\$249.23</b>	CT 25052071
The Berry Man Inc	Berries purchased for Culinary Arts per Invoice #	\$132.20	
		<b>\$132.20</b>	CT 25052072
Big Game Sports Inc	Stock Play Footballs TI-MB-CHR-NJCAA Shipping	\$1,848.53	
		\$30.00	
		<b>\$1,878.53</b>	CT 25052073
Maxwell Blankenship	2023-24 MAINTENANCE ALLOWANCE	\$1,943.50	
		<b>\$1,943.50</b>	CT 25052074
Boone Printing & Graphics, Inc	2024/25 Student Academic Planner- quantity: 1,130,	\$9,988.70	
		<b>\$9,988.70</b>	CT 25052075
Bremer Auto Parts	Operational Supplies for Fire Academy	\$96.21	
	Operational Supplies for Fire Academy	\$560.67	

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**Allan Hancock College**  
**Warrant Register**  
Check Dates from 9/1/2024 to 9/30/2024  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
Bremer Auto Parts	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	\$4.98	
	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	\$73.43	
	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	\$91.68	
	Operational Supplies for Fire Academy	\$75.20	
		<b>\$902.17</b>	CT 25052076
Burnham Insurance Services	ACA Consulting 7-1-24 to 6-30-25	\$3,250.00	
		<b>\$3,250.00</b>	CT 25052077
Ca Schools Dental Coalition	75619 Premiums Sept 2024	\$58,858.00	
		<b>\$58,858.00</b>	CT 25052078
CAC CRAO	2024-25 Institutional Membership Dues:	\$500.00	
		<b>\$500.00</b>	CT 25052079
Caliber Collision	LE Vehicle repairs 08-26-24 to 05-31-25	\$1,512.73	
		<b>\$1,512.73</b>	CT 25052080
CalSoft Water	Calsoft Pro Reverse Osmosis System B 105	\$25.95	
	Calsoft Pro Reverse Osmosis System B 207	\$25.95	
		<b>\$51.90</b>	CT 25052081
Capitol Advisors Group LLC	Legislative Consulting and Advocacy Services for	\$2,000.00	
		<b>\$2,000.00</b>	CT 25052082
Carmel & Naccasha LLP	Investigation Services 07-01-24 thru 06-30-25	\$4,263.00	
		<b>\$4,263.00</b>	CT 25052083
Carolina Biological	Science Lab Supplies July 1, 2024-May 30, 2025	\$7.56	
	Science Lab Supplies July 1, 2024-May 30, 2025	\$68.19	
	Science Lab Supplies July 1, 2024-May 30, 2025	\$220.58	
		<b>\$296.33</b>	CT 25052084
Carr's Boot Shop	Safety boots for employees: 7-01-24 to 6-30-25	\$163.11	
	Safety boots for employees: 7-01-24 to 6-30-25	\$212.05	
	Safety boots for employees: 7-01-24 to 6-30-25	\$225.00	
		<b>\$600.16</b>	CT 25052085
Centro de Latino Services	Fingerprinting for Fall 2024 CNA Students,	\$748.00	
		<b>\$748.00</b>	CT 25052086
Culligan Of Lompoc	Monthly rental for 7 mixed bed ID tanks	\$34.21	
		<b>\$34.21</b>	CT 25052087
Culligan/Central Coast Water Treatment	Bottled Water Delivery, 7-01-24 thru 6-30-25	\$49.30	
	Stand Rentals (hot and cold) 7-01-24 thru 6-30-25	\$11.00	
		<b>\$60.30</b>	CT 25052088
	Bottled Water Delivery, 7-01-24 thru 6-30-25	\$155.10	
	Stand Rentals (hot and cold) 7-01-24 thru 6-30-25	\$16.00	
		<b>\$171.10</b>	CT 25052089
	Bottled Water Delivery Service 7-1-24 thru 6-30-25	\$29.80	
		<b>\$29.80</b>	CT 25052090



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## Allan Hancock College

## Warrant Register

Check Dates from 9/1/2024 to 9/30/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Culligan/Central Coast Water Treatment	CAMPUS GRAPHICS DRINKING WATER DELIVERY	\$13.50	
	FUEL SURCHARGE	\$2.80	
	HOT COLD WATER STAND RENTAL	\$11.00	
		<b>\$27.30</b>	CT 25052091
	Deionized Water for Bldg M	\$100.00	
		<b>\$100.00</b>	CT 25052092
Gregory DeLeon	SUM 2024 HORT-412-801 FLORICULTURE CROPS	\$1,500.00	
		<b>\$1,500.00</b>	CT 25052093
DiaMedical USA Equipment LLC	Refill Kit for Loaded Simulated Medication Box -	\$1,165.78	
	Shipping	\$211.52	
	Demo Dose® Adrenaln EPINEPHrin Injection 1 mg mL	\$15.44	
	Demo Dose® Ipratropium Bromide 0.02% Nebules	\$49.58	
	Demo Dose® Epinephrin Ampule 1mL	\$41.76	
	Demo Dose® Ketamin (Ketalr) 10 mL 50 mgmL	\$25.78	
	Demo Dose® Haloperidl 5mg1mL vial 2mL	\$11.31	
	Demo Dose® DilTIAZm Hydrochlorid (Cardizm)	\$12.89	
	Demo Dose® Diazepm Valim 5 mg mL 2 mL	\$37.03	
	Demo Dose® LORazepm (Ativn) 1 mL (2 mgmL) vial -	\$20.12	
	Demo Dose Lidocain HCL 1000 MG in 5% Dextrose	\$76.34	
	Demo Dose® Amber Ampules 2 mL - 10Box	\$118.75	
	Demo Dose® Cyklokaprn (TXA) 10 mL 1000 mg10 mL	\$12.34	
	Demo Dose® Norepinephrin Bitartrat (Levophd)	\$11.31	
	Demo Dose® Clear Ampule, 1mL - Box of 10	\$151.71	
	Demo Dose® Amidat Etomidat 2 mg mL 10 mL	\$12.34	
		<b>\$1,974.00</b>	CT 25052094
Claudia Diaz	Reimbursement for CAL OER Virtual Conference	\$25.00	
		<b>\$25.00</b>	CT 25052095
DMQ Catering LLC	Breakfast Purchase for Early College	\$761.25	
		<b>\$761.25</b>	CT 25052096
Downs Government Affairs, LLC	Services for consortium project 7/1/2024-6/30/2025	\$2,000.00	
		<b>\$2,000.00</b>	CT 25052097
Vicki Edralin	Week of Welcome Event Services on 8/30/24.	\$900.00	
	Continental Breakfast Grazing Tables	\$1,950.00	
	WOW Festive Balloon Garland	\$750.00	
		<b>\$3,600.00</b>	CT 25052098
Eyemed Vision Care	166420323 SEPT 2024 RETIREE/COBRA	\$698.72	
	166444878 SePT 2024 Active EEs	\$4,103.04	
		<b>\$4,801.76</b>	CT 25052099
Federal Express Corp	Mailings for Acct #1104-8488	\$22.20	
		<b>\$22.20</b>	CT 25052100
Ferguson Enterprises Inc	Plumbing Supplies, 07-01-24 thru 5-31-25	\$25.24	
	Plumbing Supplies, 07-01-24 thru 5-31-25	\$148.10	
	Plumbing Supplies, 07-01-24 thru 5-31-25	\$59.57	

## Allan Hancock College

## Warrant Register

Check Dates from 9/1/2024 to 9/30/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Ferguson Enterprises Inc	Plumbing Supplies, 07-01-24 thru 5-31-25	\$220.00	
		<b>\$452.91</b>	CT 25052101
Fisher Scientific Co Llc	Chemistry Lab Supplies: 7/01/24 - 5/30/25	\$33.08	
		<b>\$33.08</b>	CT 25052102
Follett Heg - Ahc Bookstore	Library Course Reserve Books (Textbooks) for	\$11,010.12	
		<b>\$11,010.12</b>	CT 25052103
	Textbooks for the FCC Lompoc Prison Lending	\$247.95	
		<b>\$247.95</b>	CT 25052104
Foundation for California Community Colleges	ESRI Site License Invoice No. CI-00008394	\$2,300.00	
		<b>\$2,300.00</b>	CT 25052105
Franchise Tax Board	PAYROLL DEDUCTION 09/10/2024	\$655.14	
		<b>\$655.14</b>	CT 25052106
Galls Llc	Police Uniforms from 7/12/24 - 5/30/25	\$301.88	
	Uniforms for CSO from 7/12/24 - 5/30/25	\$193.71	
		<b>\$495.59</b>	CT 25052107
Renad Hamed	Reimbursement for chemistry lab coat	\$29.34	
		<b>\$29.34</b>	CT 25052108
Hardy Diagnostics	Science Lab Supplies July 1, 2024-May 30, 2025	\$162.18	
	Biology Lab Supplies: 07-01-24 thru 05-31-25	\$198.12	
		<b>\$360.30</b>	CT 25052109
Henry Schein Inc	Supplies For Athletic Trainers Per Quote Order	\$134.56	
		<b>\$134.56</b>	CT 25052110
International E-Z Up Inc	Enterprise 10x10 Shelter With Fully Printed Top	\$10,864.13	
	Shipping	\$276.70	
		<b>\$11,140.83</b>	CT 25052111
Keenan & Associates	Fine Arts Gallery - Insurance Coverage,	\$1,541.00	
		<b>\$1,541.00</b>	CT 25052112
Kelly Spicers Stores	Office Supplies - Paper, Wide Format and Bindery	\$1,142.26	
	Office Supplies - Paper, Wide Format and Bindery	\$493.63	
		<b>\$1,635.89</b>	CT 25052113
Kenco Construction Services, Inc	On Site DSA Project Inspector for the	\$8,800.00	
	Onsite DSA Project Inspections for the	\$4,200.00	
		<b>\$13,000.00</b>	CT 25052114
KPMR-TV	30-second Ad Fall 2024 Registration	\$575.00	
	30-second Ad Fall 2024 Registration	\$925.00	
		<b>\$1,500.00</b>	CT 25052115
La Tapatia Bakery	Food Purchase for "Cafecito y Chisme" Workshop	\$120.00	
	Food Purchase for "Cafecito y Chisme" Workshop	\$140.00	

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## Allan Hancock College

## Warrant Register

Check Dates from 9/1/2024 to 9/30/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$260.00</b>	CT 25052116
Liebert Cassidy Whitmore	Professional Legal Services: 7/01/24 - 6/28/25	\$384.00	
	Professional Legal Services: 7/01/24 - 6/28/25	\$2,163.00	
	Professional Legal Services: 7/01/24 - 6/28/25	\$246.00	
	Professional Legal Services: 7/01/24 - 6/28/25	\$184.00	
		<b>\$2,977.00</b>	CT 25052117
Linde Gas & Equipment Inc.	Instructional Supplies - WLDT program	\$438.12	
	Instructional Supplies - WLDT program	\$157.99	
	Instructional Supplies - WLDT program	\$99.63	
	Instructional Supplies - WLDT program	\$647.35	
		<b>\$1,343.09</b>	CT 25052118
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	
		<b>\$50.00</b>	CT 25052119
Mathworks Inc	30 Teaching School Suite (TSSSMS) 12 months	\$1,380.00	
	10 Teaching School suite (TSSSMS) 12 months	\$460.00	
		<b>\$1,840.00</b>	CT 25052120
McKesson Medical Surgical Inc	Afluria 2023, Quad Syr 0.5ml Pres Free #1221055.	\$162.59	
		<b>\$162.59</b>	CT 25052121
Metropolitan Life Insurance Co	INSURANCE PREMIUMS AUG 2024	\$6,987.56	
		<b>\$6,987.56</b>	CT 25052122
Mission Linen Supply	Laundry Services for Automotive Technology Program	\$34.60	
	Laundry Services for Automotive Collision Repair:	\$21.13	
	Laundry Services for Automotive Technology Program	\$34.60	
	Laundry Services for Automotive Collision Repair:	\$21.13	
		<b>\$111.46</b>	CT 25052123
Niles Biological	Supplies for Biology Labs: 07-01-24 thru 05-30-25	\$68.77	
	Supplies for Biology Labs: 07-01-24 thru 05-30-25	\$151.99	
	Science Lab Supplies July 1, 2024-May 30, 2025	\$120.73	
		<b>\$341.49</b>	CT 25052124
Noble Power Equipment	Supplies for AHC Grounds Dept. 7-1-24 thru 5-31-25	\$15.88	
	Supplies for AHC Grounds Dept. 7-1-24 thru 5-31-25	\$54.80	
	Supplies for AHC Grounds Dept. 7-1-24 thru 5-31-25	\$15.64	
		<b>\$86.32</b>	CT 25052125
Oakie Smokie BBQ LLC	Food purchase for Week of Welcome Event on	\$380.63	
	SM Style Chicken BBQ Plate	\$761.25	
	Tri Tip Sando Meal	\$706.87	
		<b>\$1,848.75</b>	CT 25052126
ODP Business Solutions LLC	Instructional Supplies 7/1/2024 - 5/31/2025	\$78.43	
	Office Supplies 07-01-24 thru 05-30-25	\$32.29	
	Office Supplies 07-01-24 thru 05-30-25	\$104.55	
	Office Supplies 07-01-24 thru 05-30-25	\$60.69	
	INSTRUCTIONAL SUPPLIES: 8/21/24 - 12/31/24	\$5.43	
	INSTRUCTIONAL SUPPLIES: 8/21/24 - 12/31/24	\$39.57	

## Allan Hancock College

## Warrant Register

Check Dates from 9/1/2024 to 9/30/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
ODP Business Solutions LLC	INSTRUCTIONAL SUPPLIES: 8/21/24 - 12/31/24 Instructional Supplies	\$11.95	CT 25052127
		\$81.01	
		<b>\$413.92</b>	
Old Town Shirt Factory	Allan Hancock College Football lettering in white.	\$195.75	CT 25052128
	3" number lettering in white	\$87.00	
	Screen Print: Sport-Tek-Echo Tee, S/M/L/XL,	\$401.70	
	Screen Print: Sport-Tek-Echo Tee, 2XL, Item #ST760	\$64.57	
	CadCut Heat Apply: Sport-Tek PosiCharge Competitor	\$774.19	
	CadCut Heat Apply: Sport-Tek PosiCharge Competitor	\$116.28	
	CadCut Heat Apply: Sport-Tek PosiCharge Competitor	\$19.38	
		<b>\$1,658.87</b>	
PARS Public Agency Retirement	PAYROLL DEDUCTION 09/10/2024	\$8,006.56	CT 25052129
		<b>\$8,006.56</b>	
Part Time Faculty AHC - Member	PAYROLL DEDUCTION 09/10/2024	\$205.96	CT 25052130
		<b>\$205.96</b>	
Pat's Automotive	Smog Test per Invoice 303242	\$58.25	CT 25052131
		<b>\$58.25</b>	
Diana Perez	Reimbursement for 2024 Virtual UC Counselor	\$45.00	CT 25052132
		<b>\$45.00</b>	
Pharmedix	Prescription Medication July 1, 2024- May 31, 2025	\$134.49	CT 25052133
		<b>\$134.49</b>	
ProCare Janitorial Supply, Inc.	Custodial Supplies, 07-01-24 thru 05-31-25, Custodial Supplies, 07-01-24 thru 05-31-25,	\$208.47	CT 25052134
		\$261.03	
		<b>\$469.50</b>	
Christine Reed	Reimbursement for food supplies for embedded tutor	\$508.94	CT 25052135
		<b>\$508.94</b>	
Santa Barbara Co Dept Of Social Svc	WRC Lease Operating Costs 7-1-24 to 2-28-25	\$2,116.17	CT 25052136
	WRC Lease Operating Costs 7-1-24 to 2-28-25	\$2,404.72	
	WRC Lease Operating Costs 7-1-24 to 2-28-25	\$2,444.39	
		<b>\$6,965.28</b>	
Santa Maria Times	Digital Reveal Ad Fall 2024 Registration	\$350.00	CT 25052137
	Monthly Online Big Ad July 2024-June 2025	\$1,000.00	
	Legal Advertisement for AHC Public Notice	\$83.25	
		<b>\$1,433.25</b>	
Santa Ynez Tribal Health Clinic	N8V SK8 Day: Community Building Event in Lompoc on	\$12,000.00	CT 25052138
		<b>\$12,000.00</b>	
Save Mart Supermarkets	Food Supplies for Children's Center,	\$390.02	
	Food Supplies for Children's Center,	\$349.67	
	Food Supplies for Children's Center,	\$301.32	
	Food Supplies for Children's Center,	\$500.62	

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**Allan Hancock College**  
**Warrant Register**  
Check Dates from 9/1/2024 to 9/30/2024  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$1,541.63</b>	CT 25052139
Signs Of Success Inc	Room Number ID: 7.5"x3", Non-Glare Acrylic with	\$570.94	
	Tamperproof Screws or VHB Adhesive	\$81.56	
	Shipping, Set Up, Paint Match if required	\$103.31	
	Submittals-Design Labor	\$35.00	
		<b>\$790.81</b>	CT 25052140
SISC III	INSURANCE PREMIUMS SEP 2024	\$545,117.00	
		<b>\$545,117.00</b>	CT 25052141
SLO Safe Ride	Bus Service - AHC Volleyball Team on 8-30-24	\$2,435.83	
		<b>\$2,435.83</b>	CT 25052142
Smith Pipe & Supply Inc	Supplies for AHC Grounds Dept, 7-1-24 thru 5-31-25	\$138.17	
	Supplies for AHC Grounds Dept, 7-1-24 thru 5-31-25	\$192.06	
	Supplies for AHC Grounds Dept, 7-1-24 thru 5-31-25	\$819.49	
	Supplies for AHC Grounds Dept, 7-1-24 thru 5-31-25	\$130.27	
	Supplies for AHC Grounds Dept, 7-1-24 thru 5-31-25	\$131.88	
	Supplies for AHC Grounds Dept, 7-1-24 thru 5-31-25	\$250.63	
		<b>\$1,662.50</b>	CT 25052143
Source Graphics	Office Supplies - Wide format Paper and Media	\$1,173.36	
		<b>\$1,173.36</b>	CT 25052144
Splash N Dash	Car Wash Services for Allan Hancock College	\$249.90	
		<b>\$249.90</b>	CT 25052145
Sport & Cycle Team Athletics Inc	Port Authority M's Black Active Hooded Soft Shell	\$867.67	
	2XL Size Fee	\$6.53	
	Shipping	\$58.12	
	Wind & Water Resistant Fee	\$54.37	
	Low Seam Batting Practice Ball Item #BSOLBFS	\$592.69	
	Shipping	\$68.16	
		<b>\$1,647.54</b>	CT 25052146
Christopher Stevens	Reimbursement for meals provided to new student	\$1,283.25	
		<b>\$1,283.25</b>	CT 25052147
Technology West Group LLC	Zoom Lens GS 0.65-0.75	\$3,036.65	
		\$46.88	
		<b>\$3,083.53</b>	CT 25052148
Texas Life Insurance Co.	INSURANCE PREMIUMS AUG 2024	\$10,715.56	
		<b>\$10,715.56</b>	CT 25052149
Typewell/Catalina Solutions Llc	V8 Premium Transcriber - annual license	\$1,122.00	
		<b>\$1,122.00</b>	CT 25052150
United Parcel Service	UPS Charges, 7-1-24 thru 6-30-25, Account	\$16.90	
		<b>\$16.90</b>	CT 25052151
Urbane Cafe	Food Purchase for Portfolio Planning Workshop	\$425.76	
	Delivery Fee	\$15.00	
	Gratuity	\$88.00	

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**Allan Hancock College**  
**Warrant Register**  
Check Dates from 9/1/2024 to 9/30/2024  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$528.76</b>	CT 25052152
Vestis Services LLC	Towel Service for PSTC	\$51.40	
	Towel Service for PSTC	\$51.41	
		<b>\$102.81</b>	CT 25052153
Vital Records Control	Confidential Records Shredding- Human Resources:	\$102.66	
	Shredding Service for Counseling Office Account #	\$102.66	
	Monthly Shredding Service- Confidential 32 Gallon	\$124.61	
		<b>\$329.93</b>	CT 25052154
Washington Music Center	Yamaha YFL-462H/LPGP Same as YFL-462H; Except With	\$3,679.82	
	Yamaha YEP-321 Intermediate Euphonium Key of BB;	\$7,086.28	
	Yamaha TP-7320R 20" Professional Timpano;	\$3,635.76	
	Azumi Flutes AZ3SRBO - Open Hole; Offset G, Low B	\$1,974.22	
		<b>\$16,376.08</b>	CT 25052155
Bailey Adams	Manual Refund Submitted	\$3.00	
		<b>\$3.00</b>	CT 25052156
Violeta Alcala	Manual Refund Submitted	\$483.00	
		<b>\$483.00</b>	CT 25052157
Citlaly Aragon	Manual Refund Submitted	\$375.00	
		<b>\$375.00</b>	CT 25052158
Jerly Banuelos	Manual Refund Submitted	\$1,465.00	
		<b>\$1,465.00</b>	CT 25052159
Gloria Barrios	Manual Refund Submitted	\$3,665.00	
		<b>\$3,665.00</b>	CT 25052160
Matthew Bishop	Manual Refund Submitted	\$248.00	
		<b>\$248.00</b>	CT 25052161
Nevaeh Branch	Manual Refund Submitted	\$138.00	
		<b>\$138.00</b>	CT 25052162
Julian Contreras	Manual Refund Submitted	\$3,811.00	
		<b>\$3,811.00</b>	CT 25052163
Angel Danckert	Manual Refund Submitted	\$483.00	
		<b>\$483.00</b>	CT 25052164
Maliya Aguilus	Manual Refund Submitted	\$462.00	
	Manual Refund Submitted	\$28.00	
		<b>\$490.00</b>	CT 25052165
Gabriel Decker	Manual Refund Submitted	\$24.00	
		<b>\$24.00</b>	CT 25052166
Maria Delgadillo	Manual Refund Submitted	\$23.50	
		<b>\$23.50</b>	CT 25052167
Melanie Dominguez	Manual Refund Submitted	\$375.00	
		<b>\$375.00</b>	CT 25052168

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**Allan Hancock College**  
**Warrant Register**  
Check Dates from 9/1/2024 to 9/30/2024  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
Daniela Dominguez-Juarez	Manual Refund Submitted	\$577.00	
		<b>\$577.00</b>	CT 25052169
Jorge Gaytan	Manual Refund Submitted	\$2,415.00	
		<b>\$2,415.00</b>	CT 25052170
Daniel Hernandez-Salazar	Manual Refund Submitted	\$248.00	
		<b>\$248.00</b>	CT 25052171
Addison Jackson	Manual Refund Submitted	\$138.00	
		<b>\$138.00</b>	CT 25052172
Sarah Moore	Manual Refund Submitted	\$162.00	
		<b>\$162.00</b>	CT 25052173
Matelynn Johnson	Manual Refund Submitted	\$463.00	
		<b>\$463.00</b>	CT 25052174
Letyzia Lopez	Manual Refund Submitted	\$138.00	
		<b>\$138.00</b>	CT 25052175
Luis Navarro Rosas	Manual Refund Submitted	\$138.00	
		<b>\$138.00</b>	CT 25052176
Evolette Pina Ruiz	Manual Refund Submitted	\$138.00	
		<b>\$138.00</b>	CT 25052177
Yasmin Ramirez	Manual Refund Submitted	\$1,877.00	
		<b>\$1,877.00</b>	CT 25052178
David Salmeron Ochoa	Manual Refund Submitted	\$412.00	
		<b>\$412.00</b>	CT 25052179
Vanessa Savala	Manual Refund Submitted	\$212.00	
		<b>\$212.00</b>	CT 25052180
Aracely Solano	Manual Refund Submitted	\$1,386.00	
		<b>\$1,386.00</b>	CT 25052181
Nathan Trevino	Manual Refund Submitted	\$683.00	
		<b>\$683.00</b>	CT 25052182
Leah Truong	Manual Refund Submitted	\$248.00	
		<b>\$248.00</b>	CT 25052183
Corona Yovana	Manual Refund Submitted	\$138.00	
		<b>\$138.00</b>	CT 25052184
Adam, Baba M.	INTERVIEW REIMBURSEMENT 9.24 Executive Search	\$891.50	
		<b>\$891.50</b>	CT 25052185
Vania Agama Ramirez	PREPAY MEALS 9.26.24	\$0.00	
	PREPAY MEALS 9.26.24	\$2,184.00	
		<b>\$2,184.00</b>	CT 25052186
Robert Bryant	Open Mileage 8.19-29.24	\$201.80	

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**Allan Hancock College**  
**Warrant Register**  
Check Dates from 9/1/2024 to 9/30/2024  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$201.80</b>	CT 25052187
Karina Burgos	I2409215 RI Warrant 25047845	\$93.80	
		<b>\$93.80</b>	CT 25052188
Andrea Cabanas	Open Mileage 7.2, 16, 19, 23.24	\$196.71	
		<b>\$196.71</b>	CT 25052189
Constellation Newenergy Inc	Electricity Services 7.1.2024 - 6.30.2025	\$97,904.62	
	Electricity Services 7.1.2024 - 6.30.2025	\$17,277.28	
		<b>\$115,181.90</b>	CT 25052190
	Electricity Services 7.1.2024 - 6.30.2025	\$1.97	
	Electricity Services 7.1.2024 - 6.30.2025	\$0.35	
		<b>\$2.32</b>	CT 25052191
	Electricity Services 7.1.2024 - 6.30.2025	\$203.23	
	Electricity Services 7.1.2024 - 6.30.2025	\$35.86	
		<b>\$239.09</b>	CT 25052192
Jashawn Coulibaly	Open Mileage 8.16-29.24	\$65.26	
		<b>\$65.26</b>	CT 25052193
Alejandra Enciso	Open Mileage 9.10.24	\$13.53	
		<b>\$13.53</b>	CT 25052194
Kim Ensing	Football away game Costa Mesa, CA	\$260.63	
		<b>\$260.63</b>	CT 25052195
Janet Espinoza-Huacuja	Open Mileage 8.7-30.24	\$173.26	
		<b>\$173.26</b>	CT 25052196
Jeffery Hall	Open Mileage 9.10.24	\$37.65	
		<b>\$37.65</b>	CT 25052197
Suzanne Levy	Open Mileage 8.16, 9.10.25	\$25.46	
		<b>\$25.46</b>	CT 25052198
Unique Martinez	Open Mileage 8.6-28.24	\$75.24	
		<b>\$75.24</b>	CT 25052199
Mayra Morales	Open Mileage 8.06.24	\$33.50	
		<b>\$33.50</b>	CT 25052200
Greg Pensa	Open Mileage 9.10.24	\$48.11	
		<b>\$48.11</b>	CT 25052201
Ruben Regalado	Open Mileage 7.2-8.01.24	\$246.43	
		<b>\$246.43</b>	CT 25052202
Sheraton Seattle Hotel	CONF # ZVU80HHA MCNULTY, LEEANNE	\$1,044.31	
	CONF # L002DRTZ MANALO, LAURO	\$1,044.31	
		<b>\$2,088.62</b>	CT 25052203
Robert Taggart	I2408326RI WA 25047499	\$31.00	
		<b>\$31.00</b>	CT 25052204
Kristy Treur	Open Mileage 8.13-20.24	\$139.36	



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**Allan Hancock College**  
**Warrant Register**  
Check Dates from 9/1/2024 to 9/30/2024  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$139.36</b>	CT 25052205
US Department of Veterans Affairs	RETURN VA33 CERVANTES SPR FILE 5578	\$5.36	
		<b>\$5.36</b>	CT 25052206
4imprint Inc.	Post-It Flag Pen and Highlighter Combo	\$1,213.65	
	Freight	\$21.17	
	Incline Soft Touch Stylus Metal Pen - Laser	\$331.69	
	Set-Up Charge	\$32.63	
	Freight	\$18.98	
	Micro Sticky Book	\$475.79	
	Set-Up Charge	\$65.25	
	Delivery	\$43.50	
	Freight	\$67.51	
	Mercury Notebook with Stylus Pen	\$1,327.84	
	Add'l Color Run Charge	\$326.25	
	Set-Up Charge	\$97.88	
	Freight	\$108.96	
	Reflective Zippered Pocket Vest	\$1,671.70	
	Set-Up Charge	\$38.06	
	Freight	\$162.29	
	Bamboo USB Drive - 8GB	\$1,206.05	
	Bamboo USB Drive - 8GB	\$862.38	
	Set-Up Charge (per order line)	\$32.63	
	Freight	\$67.35	
	Cell Phone Jr. Power Bank - 1800 mAh	\$1,672.04	
	Set-Up Charge	\$59.77	
	Freight	\$83.21	
	Serged Closed - Back Table Throw-8'	\$364.53	
	Freight	\$117.42	
	Serged Closed - Back Table Throw-8'	\$1,157.01	
	Freight	\$469.67	
		<b>\$12,095.21</b>	CT 25052207
Allan Hancock College Boosters Inc	GOLD TABLE SPONSOR	\$1,500.00	
		<b>\$1,500.00</b>	CT 25052208
Amazon	IT Operational Supplies: 7/02/24 - 5/30/25	\$181.57	
	IT Operational Supplies: 7/02/24 - 5/30/25	\$598.20	
	Physics Instructional Supplies: 8/05/24 - 5/30/25	\$163.10	
	Instructional Supplies Drama	\$145.09	
	Instructional Supplies for EMS Academy,	\$18.48	
	Instructional Supplies for EMS Academy,	\$284.48	
	Gator Cases Pro Series Rotationally Molded 2U Rack	\$173.99	
	Superbat BNC Cable SDI Cable 6ft, 3G/6G/12G (Belde	\$23.91	
	GearIT Cat 6 Ethernet Cable ft (10-Pack) - Cat6 P	\$26.92	
	Amazon Basics DisplayPort to HDMI Display Cable, U	\$21.34	
	Shipping and Handling	\$0.00	
	Chemistry Lab Supplies: 7/01/24 - 5/30/25	\$106.06	
	MEDICAL SUPPLIES, 7/01/24 - 5/30/25	\$38.06	
	Office Supplies - paper, paper clips, rubber bands	\$391.44	

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Allan Hancock College  
**Warrant Register**

Check Dates from 9/1/2024 to 9/30/2024  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
Amazon	OFFICE/OPERATIONAL SUPPLIES: 7/30/24 - 5/31/25	\$67.60	
	Instructional Supplies 7/1/2024 - 5/31/2025	\$7.82	
	Rear Bumper Steel Bumper Assembly compatible with	\$652.49	
	Office/Operational supplies 7/10/24-5/30/25	\$99.06	
	Office/Operational Supplies 7/18/2024-5/30/2025	\$75.54	
	OFFICE SUPPLIES VALID 8-6-2024 TO 5-31-2025	\$27.70	
	Band Office Operational Supplies 9/4/2024-	\$86.98	
	Band Instructional Supplies, 9/4/2024 - 5/30/2025	\$1,250.49	
	Instructional Supplies Art, 9/09/2024-5/30/2025	\$124.91	
		<b>\$4,565.23</b>	CT 25052209
American Red Cross	Adult CPR/AED, Infant CPR & First Aid: 8/17/24.	\$456.00	
		<b>\$456.00</b>	CT 25052210
American Star Tours, Inc.	Bus Service - AHC Football on 9-07-24	\$7,750.00	
	Bus Service - AHC Mens & Woman's Soccer on 9-10-24	\$3,470.00	
		<b>\$11,220.00</b>	CT 25052211
Appointment LLC	online scheduling software subscription 02/20/2024	\$72.00	
		<b>\$72.00</b>	CT 25052212
The Berry Man Inc	Food purchases for Culinary Arts,	\$271.60	
		<b>\$271.60</b>	CT 25052213
Bremer Auto Parts	Reman Engine Part # ENGINE JAS Quote 371370	\$5,986.69	
	Install Kit Part# INSTALL KIT JAS	\$747.11	
		<b>\$6,733.80</b>	CT 25052214
California Electric Supply	Ballast, LEDVA QHE 2x54T5HO-UNV PSN-HT	\$1,050.53	
	Ballast, LEDVA LHE2x32T8UNVISNSCB	\$187.59	
	Ballast, 1CN4S5490C2LSG per Quote 1191142	\$1,761.75	
	Ballast, LEDVA QHE 2x54T5HO-UNV PSN-HT	\$319.73	
	Ballast, LEDVA LHE2x32T8UNVISNSCB	\$375.18	
		<b>\$3,694.78</b>	CT 25052215
Canon Financial Services Inc	Campus Graphics Copiers Lease	\$3,917.15	
		<b>\$3,917.15</b>	CT 25052216
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 25052217
Computerland Of Silicon Valley	Microsoft 365 A3 per faculty/staff Education	\$10,141.25	
	Microsoft 365 A3 per faculty/staff Education	\$30,423.75	
	Copilot for M365 - for use in Word, PowerPoint,	\$1,080.00	
	Defender for O365 P1 (ATP P1) per fac/staff LIGHT	\$15,600.00	
	Power Apps Premium Per User	\$324.00	
	Power Automate per User -	\$252.00	
	Project Plan 3 (formerly Project Online Pro)	\$216.00	
	Visio Online P2 per fac/staff user -	\$108.00	
	Visual Studio Pro w/ MSDN per user	\$192.00	

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## Allan Hancock College

## Warrant Register

Check Dates from 9/1/2024 to 9/30/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Computerland Of Silicon Valley	Azure Prepayment for usage	\$22,509.46	
	Azure Prepayment for usage	\$1,250.54	
	Defender for Endpoint Server	\$624.00	
	SQL Server Standard Core - 2 Core License pack	\$4,176.00	
	Windows Server Datacenter Core - 16 core license	\$3,600.00	
	DEFENDER FOR ENDPOINT SERVER EDU PER VM/OSE	\$2,496.00	
		<b>\$92,993.00</b>	CT 25052218
James Connolly	Piano tuning service on 7/12/24 in preparation for	\$330.00	
		<b>\$330.00</b>	CT 25052219
Consolidated Electrical Distributor	Light Bulb, RAB PLC9.50840HYBG24Q	\$119.41	
		<b>\$119.41</b>	CT 25052220
Custom Colors Auto Body Supplies, Inc.	Instructional Supplies	\$616.04	
	Instructional Supplies	\$780.30	
		<b>\$1,396.34</b>	CT 25052221
CWDL, CPAs	Allan Hancock College Foundation Audit & Tax	\$4,460.00	
	Viticulture and Enology Foundation Audit & Tax	\$3,672.50	
	Pacific Conservatory of the Performing Arts Audit	\$3,422.50	
		<b>\$11,555.00</b>	CT 25052222
Alexandra De Jounge	Reimbursement for utility cart for Student Health	\$43.48	
		<b>\$43.48</b>	CT 25052223
Dummies Unlimited	Stun Gun Training Vest for Numb John XT	\$1,346.88	
	Shipping	\$22.00	
		<b>\$1,368.88</b>	CT 25052224
Federal Express Corp	Mailings for Acct #1104-8488	\$21.21	
		<b>\$21.21</b>	CT 25052225
Ferguson Enterprises Inc	Plumbing Supplies, 07-01-24 thru 5-31-25	\$8.87	
	Plumbing Supplies, 07-01-24 thru 5-31-25	\$69.58	
	Plumbing Supplies, 07-01-24 thru 5-31-25	\$104.01	
		<b>\$182.46</b>	CT 25052226
Foodbank Of Santa Barbara County	Food for Foodshare and Basic Needs Food Pantry for	\$719.33	
	Food for Foodshare and Basic Needs Food Pantry for	\$756.97	
	Food for Foodshare and Basic Needs Food Pantry for	\$806.46	
	Food for Foodshare and Basic Needs Food Pantry for	\$923.82	
	Food for Foodshare and Basic Needs Food Pantry for	\$1,783.81	
	Food for Foodshare and Basic Needs Food Pantry for	\$2,052.24	
	Food for Foodshare and Basic Needs Food Pantry for	\$2,407.52	
	Food for Foodshare and Basic Needs Food Pantry for	\$3,309.88	
		<b>\$12,760.03</b>	CT 25052227
Grainger Inc.	Maintenance Supplies, 07-01-24 thru 05-31-25	(\$131.02)	
	Maintenance Supplies, 07-01-24 thru 05-31-25	\$143.88	
	Maintenance Supplies, 07-01-24 thru 05-31-25	\$388.94	

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## Allan Hancock College

## Warrant Register

Check Dates from 9/1/2024 to 9/30/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Grainger Inc.	Maintenance Supplies, 07-01-24 thru 05-31-25	(\$72.46)	
		<b>\$329.34</b>	CT 25052228
Hayward Lumber Inc	Hardware-Lumber Supplies, 07-01-24 thru 05-31-25	\$17.61	
		<b>\$17.61</b>	CT 25052229
Health Services Assoc Ca Comm Colleges	2024-25 Regular (Voting) Membership Dues for Alex	\$150.00	
	2024-25 Associate (Non-Voting) Membership Dues for	\$200.00	
		<b>\$350.00</b>	CT 25052230
Henry Schein Inc	Mask CPR Barrier Adult/Child/ Infant Keychain	\$64.77	
	Pack Fanny Strap/ Belt Clip Black Ea Item#1349602	\$486.68	
	Tape M Trainers White Adhesive 1" x 10yd Roll Ctn/	\$67.53	
	Tape M Trainers White Adhesive 1-1/2" x 15yd Roll	\$352.67	
	Underwrap Athletic Black Self-Adhesive 2.75x30 RL	\$66.45	
	Soap Hand Liquid Aloeguard 4oz Antimicrobial	\$119.39	
		<b>\$1,157.49</b>	CT 25052231
Home Depot	Instructional Supplies for Fire Academy	\$21.67	
	Instructional Supplies for Fire Academy	\$23.86	
	Instructional Supplies for Fire Academy	\$29.33	
	Instructional Supplies for Fire Academy	\$53.83	
	OPERATIONAL SUPPLIES: 07-02-24 TO 05-30-25	\$59.73	
	Instructional Supplies for Fire Academy	\$3.66	
	Instructional Supplies for Fire Academy	\$70.63	
	Instructional Supplies for Fire Academy	\$16.29	
	Instructional Supplies for Fire Academy	\$34.01	
	Instructional Supplies for Fire Academy	\$21.72	
	Instructional Supplies for Fire Academy	\$43.97	
	Instructional Supplies for Fire Academy	\$54.35	
	Instructional Supplies:	\$20.63	
	Supplies per Invoice 8013481	\$282.25	
	Supplies per Invoice 8523225	\$71.75	
	Supplies per Invoice 9241344	\$121.77	
	Maintenance Supplies - LVC , 7-1-24 thru 5-30-25	\$18.44	
	Maintenance Supplies - LVC , 7-1-24 thru 5-30-25	\$30.02	
	Maintenance Supplies - LVC , 7-1-24 thru 5-30-25	\$35.17	
	Maintenance Supplies - LVC , 7-1-24 thru 5-30-25	\$43.35	
	Maintenance Supplies - LVC , 7-1-24 thru 5-30-25	\$51.85	
	Maintenance Supplies - LVC , 7-1-24 thru 5-30-25	\$95.28	
	Maintenance Supplies - LVC , 7-1-24 thru 5-30-25	\$97.56	
	Maintenance Supplies - LVC , 7-1-24 thru 5-30-25	\$156.47	
	Maintenance Supplies - LVC , 7-1-24 thru 5-30-25	(\$43.34)	
	Maintenance Supplies - SM, 7-1-24 thru 5-31-25	\$9.40	
	Maintenance Supplies - SM, 7-1-24 thru 5-31-25	\$13.01	
	Maintenance Supplies - SM, 7-1-24 thru 5-31-25	\$14.12	
	Maintenance Supplies - SM, 7-1-24 thru 5-31-25	\$16.46	
	Maintenance Supplies - SM, 7-1-24 thru 5-31-25	\$20.25	
	Maintenance Supplies - SM, 7-1-24 thru 5-31-25	\$21.47	
	Maintenance Supplies - SM, 7-1-24 thru 5-31-25	\$21.50	
	Maintenance Supplies - SM, 7-1-24 thru 5-31-25	\$24.90	

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## Allan Hancock College

## Warrant Register

Check Dates from 9/1/2024 to 9/30/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Home Depot	Maintenance Supplies - SM, 7-1-24 thru 5-31-25	\$26.84	
	Maintenance Supplies - SM, 7-1-24 thru 5-31-25	\$29.54	
	Maintenance Supplies - SM, 7-1-24 thru 5-31-25	\$34.58	
	Maintenance Supplies - SM, 7-1-24 thru 5-31-25	\$35.15	
	Maintenance Supplies - SM, 7-1-24 thru 5-31-25	\$37.16	
	Maintenance Supplies - SM, 7-1-24 thru 5-31-25	\$41.68	
	Maintenance Supplies - SM, 7-1-24 thru 5-31-25	\$49.93	
	Maintenance Supplies - SM, 7-1-24 thru 5-31-25	\$53.34	
	Maintenance Supplies - SM, 7-1-24 thru 5-31-25	\$68.50	
	Maintenance Supplies - SM, 7-1-24 thru 5-31-25	\$130.33	
	Maintenance Supplies - SM, 7-1-24 thru 5-31-25	\$140.82	
	Maintenance Supplies - SM, 7-1-24 thru 5-31-25	\$153.43	
	Maintenance Supplies - SM, 7-1-24 thru 5-31-25	\$155.07	
	Maintenance Supplies - SM, 7-1-24 thru 5-31-25	\$157.49	
	Maintenance Supplies - SM, 7-1-24 thru 5-31-25	\$255.70	
	Maintenance Supplies - SM, 7-1-24 thru 5-31-25	\$339.21	
		<b>\$3,264.13</b>	CT 25052232
J W Pepper & Son Inc	Instructional supplies 7/18/2024-5/30/2025	\$429.56	
	Instructional supplies 7/18/2024-5/30/2025	\$123.96	
	Instructional supplies 7/18/2024-5/30/2025	\$168.56	
	Instructional supplies 7/18/2024-5/30/2025	\$65.25	
	Instructional supplies 7/18/2024-5/30/2025	\$162.79	
		<b>\$950.12</b>	CT 25052233
Johnson Plastics Plus	Office Supplies - Engraver Plastic and supplies	\$111.90	
	Office Supplies - Engraver Plastic and supplies	\$498.73	
		<b>\$610.63</b>	CT 25052234
Kelly Spicers Stores	Office Supplies - Paper, Wide Format and Bindery	\$2,488.99	
		<b>\$2,488.99</b>	CT 25052235
Knorr Systems International	Battery for Pal or Splash Lift	\$421.80	
	Battery Charger for New Style	\$160.71	
	Shipping	\$69.73	
		<b>\$652.24</b>	CT 25052236
Koehler Plumbing Inc	Replace duplex hydronic pump system with a new	\$15,800.00	
		<b>\$15,800.00</b>	CT 25052237
Kone Inc	Furnish all labor and materials to remove car gate	\$5,354.69	
		<b>\$5,354.69</b>	CT 25052238
Lehr	Setina PB400 aluminum push bumper 2020-23 Utility,	\$1,033.45	
	Shipping Charges	\$194.48	
		<b>\$1,227.93</b>	CT 25052239
Ronald Lovell	Reimbursement for Food for Culinary Arts, 9/09/24	\$172.27	
	Reimbursement for instructional food/supplies for	\$180.27	
		<b>\$352.54</b>	CT 25052240
Lowes	Instructional Supplies, 8/21/24 - 5/31/25.	\$50.56	
		<b>\$50.56</b>	CT 25052241

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**Allan Hancock College**  
**Warrant Register**  
Check Dates from 9/1/2024 to 9/30/2024  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
Dorine Mathieu	Reimbursement for waters for workshops and	\$48.86	
		<b>\$48.86</b>	CT 25052242
Metlife Small Market	INSURANCE PREMIUMS AUG 2024	\$7,158.29	
		<b>\$7,158.29</b>	CT 25052243
Mission Linen Supply	Uniform Services and Towels, 7-01-24 thru 6-30-25	\$35.05	
	Kitchen linen service for Culinary Arts	\$35.00	
	Laundry Services for Automotive Technology Program	\$34.60	
	Laundry Services for Automotive Collision Repair:	\$21.13	
		<b>\$125.78</b>	CT 25052244
Mizuno USA	Samurai Mens Box Set - 16 Black-Royal,	\$901.27	
	B6-BT Helmet Solid Adt Royal Item#380388.5252	\$618.23	
		<b>\$1,519.50</b>	CT 25052245
Mr Pool Man	Sodium Bicarbonate, 50 lb. per Invoice 76991	\$53.23	
	Sodium Bicarbonate, 50 lb. per Invoice 76996	\$53.23	
		<b>\$106.46</b>	CT 25052246
Niles Biological	Supplies for Biology Labs: 07-01-24 thru 05-30-25	\$42.38	
	Supplies for Biology Labs: 07-01-24 thru 05-30-25	\$35.84	
		<b>\$78.22</b>	CT 25052247
Noble Power Equipment	Lawn Mower, Stihl, RZA 760, 60 inch Zero-Turn,	\$27,621.41	
	Mulch Kit 60 inch, Stihl, Product #WA00 007 1010	\$259.91	
		<b>\$27,881.32</b>	CT 25052248
Northern Santa Barbara County United Way	MAYOR'S GALA CORPORATE TABLE SPONSORSHIP,	\$2,500.00	
		<b>\$2,500.00</b>	CT 25052249
ODP Business Solutions LLC	Basic Needs Center Supplies, 7/01/2024 - 5/30/2025	\$51.84	
	Basic Needs Center Supplies, 7/01/2024 - 5/30/2025	\$771.74	
	Office Operational Supplies for FSN,	\$75.54	
	Office Operational Supplies for FSN,	\$29.03	
	INSTRUCTIONAL MATERIALS: 8-06-2024 TO 5-31-2025	\$513.20	
	Office Supplies for General & Noncredit Counseling	\$38.82	
	Office Supplies for General & Noncredit Counseling	\$185.21	
	Basic Needs- school supplies for students,	\$1,010.57	
	UTC Office Supplies: 7/10/24 - 5/30/25	\$9.34	
	UTC Office Supplies: 7/10/24 - 5/30/25	\$45.44	
	UTC Office Supplies: 7/10/24 - 5/30/25	\$76.96	
	Office Operational Supplies 7/1/24 to 5/30/25	\$12.87	
	Office Operational Supplies 7/1/24 to 5/30/25	\$285.68	
	Office Operational Supplies 7/1/24 to 5/30/25	\$1.51	
		<b>\$3,107.75</b>	CT 25052250
Old Town Shirt Factory	Front Center Embroidery w/ Navy Background. Quote	\$339.85	
	Richardson Pulse R Flex, Item#4D5	\$367.04	
	Embroidery Spike Head on Back of Hat	\$95.16	
	Shipping	\$24.98	
	Athletics Embroidered Left Chest per Invoice #	\$101.14	
	CadCut Heat Apply: Sports Medicine per Invoice #	\$519.13	

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Allan Hancock College  
**Warrant Register**

Check Dates from 9/1/2024 to 9/30/2024  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
Old Town Shirt Factory	Embroidered Left Chest Polos/Jackets, Golf per	\$141.59	CT 25052251
	Embroidery: Hats	\$119.80	
	Embroidered Left Chest, Volleyball per Invoice #	\$262.96	
	CadCut Heat Apply	\$69.88	
	Embroidered Left Chest, Sports Medicine per	\$101.14	
	Embroidery: Front Center w/ Navy Background,	\$67.97	
	Embroidery: Richardson Pulse R-Flex 4D5 White,	\$73.41	
	Embroidery: Spike Head on back of hat	\$19.03	
		<b>\$2,303.08</b>	
Parker Lighting, Inc	Theatrical Lighting for the Fine Arts Complex,	\$4,730.63	CT 25052252
		<b>\$4,730.63</b>	
Odette Pinheiro	Reimbursement for food purchased from Urbane Cafe	\$233.46	CT 25052253
		<b>\$233.46</b>	
PPG Architectural Finishes Inc	Paint Supplies, 07-01-24 thru 05-31-25	\$49.52	CT 25052254
	Paint Supplies, 07-01-24 thru 05-31-25	\$65.91	
		<b>\$115.43</b>	
Reliable Repairs	Service Call - Washer per Invoice 11161	\$225.00	CT 25052255
	Igniter Assembly and Bracket	\$69.86	
	Handling, Packing and Shipping Charges	\$19.73	
	Service Call - Washer per Invoice 11160	\$320.00	
	Lid Lock Kit	\$104.42	
		<b>\$739.01</b>	
Santa Maria Country Club	Facility Rental Agreement: Golf Team 2024 Season	\$1,500.00	CT 25052256
		<b>\$1,500.00</b>	
Santa Maria Sun LLC	Quarter-page Ad Karin Klein Author Talk	\$306.00	CT 25052257
	Digital Companion Ad to run Sept. 12-18 2024	\$45.00	
		<b>\$351.00</b>	
Santa Maria Valley Discovery Museum	GLOW NIGHT SPONSORSHIP,	\$1,000.00	CT 25052258
		<b>\$1,000.00</b>	
Jennifer Schroeder	Employee Reimbursement for Week of Welcome Food	\$199.96	CT 25052259
	Walmart - chips and water for lunch on 8/29/24	\$90.46	
	Costco - Pizzas for lunch on 8/29/24	\$43.28	
	Dollar Tree - Bins and supplies for welcome	\$18.32	
	Target - Supplies for welcome stations	\$43.50	
	Mobil - Ice for coolers at welcome stations	\$31.96	
	Amazon - Supplies for health sciences activity on	\$144.08	
	Amazon - Supplies for sciences and technologies	\$12.44	
	Amazon - table cloths for week of welcome event on	\$121.37	
		<b>\$705.37</b>	
Siemens Industry Inc	Emergency Call: Smoke Detector in Bldg. R-2 per	\$1,112.00	CT 25052260
		<b>\$1,112.00</b>	
Signs Of Success Inc	Vinyl Wrap on Trailer- Graphics 28'L x 9'6"H x 8"W	\$6,650.06	
		\$4,200.00	

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## Allan Hancock College

## Warrant Register

Check Dates from 9/1/2024 to 9/30/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$10,850.06</b>	CT 25052261
Skidcar System, Inc	ATSS Repair Diagnostic - Light System, Quote dated	\$200.00	
		<b>\$200.00</b>	CT 25052262
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	\$75.00	
	Pest Control Services, 07-01-24 thru 06-30-25	\$85.00	
	Pest Control Services, 07-01-24 thru 06-30-25	\$125.00	
	Pest Control Services, 07-01-24 thru 06-30-25	\$110.00	
	Pest Control Services, 07-01-24 thru 06-30-25	\$80.00	
		<b>\$595.00</b>	CT 25052263
Smart & Final	Food for Veteran Resource Center,	\$220.30	
	Food for Bulldog Bites for Career Center,	\$714.79	
	Food for UTC Summer and Fall Workshops: 7/10/24 -	\$200.18	
	Supplies for Biology Labs: 07-05-24 thru 05-30-25	\$14.47	
	Food and Beverage Purchases for	\$56.23	
	Food for UTC Summer and Fall Workshops: 7/10/24 -	\$44.10	
	Food and Beverage Purchases for	\$372.24	
	Food for various outreach events and activities.	\$30.94	
	Supplies for various outreach events and	\$102.63	
	EOPS+ Food - Student Activities, 7/01/24 - 5/30/25	\$72.94	
	Lunch Locker for Santa Maria Campus	\$649.74	
	Lunch Locker for Santa Maria Campus	\$484.53	
		<b>\$2,963.09</b>	CT 25052264
	Food for Children's Center, 7-1-24 to 6-30-25	\$104.35	
	Food for Children's Center, 7-1-24 to 6-30-25	\$482.86	
	Food for Children's Center, 7-1-24 to 6-30-25	\$246.26	
		<b>\$833.47</b>	CT 25052265
	Week of Welcome snacks and drinks for students	\$180.76	
	Food for Culinary Arts	\$44.34	
	Food for Culinary Arts	\$139.86	
	Food for Culinary Arts	\$486.21	
		<b>\$851.17</b>	CT 25052266
Sydney Sorenson	Reimbursement for Lunch Purchased for the	\$100.63	
	Reimbursement for Lunch Purchased for the	\$31.58	
		<b>\$132.21</b>	CT 25052267
Spectrum Reach	30-second Ad Fall 2024 Registration	\$948.90	
		<b>\$948.90</b>	CT 25052268
Sport & Cycle Team Athletics Inc	UA M's Navy Polo 2/L 1/2XL Item #1376904-410 Quote	\$107.63	
	UA M's Royal Polo 1/2XL Item #1376904-400	\$35.88	
	UA M's Black Jacket 2/L Item #1370392-001	\$78.28	
	UA M's Navy LS 1/4 Zip 1/2 XL Item #1370377-410	\$45.66	
	UA M's Black Tee 1/L Item #1370360-001	\$22.83	
	UA M's Navy Tee 1/L 1/2XL Item #1370360-410	\$45.63	
	UA M's Navy SS 1/2 Zip 1/L Item #1370375-410	\$39.14	
	UA M's Black Coat 1/L Item #1380869-001	\$117.44	



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## Allan Hancock College

## Warrant Register

Check Dates from 9/1/2024 to 9/30/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Sport & Cycle Team Athletics Inc	UA W's Black Polo 2/S 2/L Item #1370431-001	\$117.41	
	UA W's Navy Tee 2/S 2/L Item #1376847-410	\$65.21	
	UA M's Black Polo 2/S 5/M 3/L 4/XL 2/2XL	\$469.63	
	UA M's Navy Tee 2/S 5/M 3/L 4/XL 2/2XL	\$260.83	
	UA W's Black Ls Tee 1/3XL Item #1370419-001	\$26.09	
	UA M's Black Ls Hoodie 1/L Item #1370364-001	\$29.35	
	UA M's Mod Grey Polo 1/L Item #1376907-011	\$48.93	
	Shipping	\$137.16	
	UA M's Black SS 1/2 Zip 1/2XL Item #1370375-001	\$39.14	
	UA Black Visor for Women's Golf, Item #UAB440, Shipping	\$15.00 \$16.18	
		<b>\$1,717.42</b>	CT 25052269
Statewide Traffic Safety & Signs Inc	Signs - "No Dumping" 12x18, Red/White, .080.	\$141.57	
		<b>\$141.57</b>	CT 25052270
Surf Development Company Inc	SPONSORSHIP FOR CYPRESS & 7TH ADOPT-A-ROOM.	\$1,000.00	
		<b>\$1,000.00</b>	CT 25052271
Taqueria La Coqueta	Food for Staff Training on 8/16/24 per Invoice	\$611.31	
	Food for Staff Training on 8/16/24 per Invoice	\$611.31	
		<b>\$1,222.62</b>	CT 25052272
TrailersPlus	Trailer, Victory Cargo, 7K (MSRP), 6x12,	\$7,861.54	
	Hockey Puck Locks, Item No. 09-HPL001-KA	\$52.99	
	Heavy Duty Coupler Lock for 2-5/16 A-frame coupler	\$207.37	
	California State DMV Registration Fee,	\$24.00	
	Electronic Filing Fee,	\$33.00	
	Fastway Zip Trailer Breakaway Cable, 4 Foot,	\$29.02	
	Coupler Latch Pin Simple,	\$5.55	
	Tire Radial 205/75R15C on 5 Hole Blk Mod Wheel,	\$302.76	
	Documentary Service Processing Fee,	\$75.04	
	State Tire Recycling Tax/Fee,	\$8.73	
		<b>\$8,600.00</b>	CT 25052273
Troesh Coleman Pacific Inc	Playground Chips for Children's Center	\$588.80	
		<b>\$588.80</b>	CT 25052274
Trojan Petroleum, Inc	Diesel Purchases: 07-01-24 thru 06-30-25	\$1,740.40	
		<b>\$1,740.40</b>	CT 25052275
United Health Care Insurance Co	RETIREE AARP INSURANCE PREMIUMS OCT 2024	\$331.25	
		<b>\$331.25</b>	CT 25052276
United Parcel Service	UPS Charges, 7-1-24 thru 6-30-25, Account	\$39.78	
		<b>\$39.78</b>	CT 25052277
United Refrigeration Inc	HVAC Supplies, 07-01-24 thru 05-31-25	\$147.75	
		<b>\$147.75</b>	CT 25052278
United Site Services Of California Inc	Services - 3 Portable Toilets, 7-1-24 thru 6-30-25	\$580.50	

## Allan Hancock College

## Warrant Register

Check Dates from 9/1/2024 to 9/30/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$580.50</b>	CT 25052279
VWR International	Instructional Supplies: 8/07/2024 - 05/30/2025	\$26.17	
	Instructional Supplies: 8/07/2024 - 05/30/2025	\$51.97	
	Instructional Supplies: 8/07/2024 - 05/30/2025	\$28.10	
		<b>\$106.24</b>	CT 25052280
Nancy Ward	Reimbursement for Supplies for the "Portfolio	\$147.75	
		<b>\$147.75</b>	CT 25052281
Washington Music Center	Yamaha YAS-480 Intermediate Alto Saxophone Key	\$9,135.95	
		<b>\$9,135.95</b>	CT 25052282
Weyrick Lumber Companies Inc	Sound Board 4x8-1/2", Item #56703010A,	\$178.88	
	Lumber Tax	\$1.64	
		<b>\$180.52</b>	CT 25052283
Kenna Wolter	Reimbursement for fuel charges while on a trip	\$50.73	
		<b>\$50.73</b>	CT 25052284
Central Coast Truck Center	2016 Freightliner Cascadia Stock#281245	\$43,442.36	
	Title Fee for 2016 Freightliner Cascadia	\$25.00	
	Document Fee for 2016 Freightliner Cascadia	\$92.44	
		<b>\$43,559.80</b>	CT 25052285
Nicholas Beaman	Manual Refund Submitted	\$1,849.00	
		<b>\$1,849.00</b>	CT 25052286
Felix Brown	Manual Refund Submitted	\$46.00	
		<b>\$46.00</b>	CT 25052287
Viviana Castillo	Manual Refund Submitted	\$138.00	
		<b>\$138.00</b>	CT 25052288
Jessica Chavez	Manual Refund Submitted	\$10.00	
		<b>\$10.00</b>	CT 25052289
Stephen Emerson	Manual Refund Submitted	\$162.00	
		<b>\$162.00</b>	CT 25052290
Alexander Garcia	Manual Refund Submitted	\$1,298.00	
	Manual Refund Submitted	\$1,849.00	
	Manual Refund Submitted	\$824.00	
	Manual Refund Submitted	\$551.00	
		<b>\$4,522.00</b>	CT 25052291
Shane Garcia-Segovia	Manual Refund Submitted	\$462.00	
		<b>\$462.00</b>	CT 25052292
Roxette Guzman Zamudio	Manual Refund Submitted	\$3,665.00	
		<b>\$3,665.00</b>	CT 25052293
Shawn Hubbell	Manual Refund Submitted	\$300.00	
		<b>\$300.00</b>	CT 25052294
Azucena Jacinto Alejo	Manual Refund Submitted	\$10.00	

## Allan Hancock College

## Warrant Register

Check Dates from 9/1/2024 to 9/30/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$10.00</b>	CT 25052295
Valerie Marin Arana	Manual Refund Submitted	\$28.00	
	Manual Refund Submitted	\$749.00	
		<b>\$777.00</b>	CT 25052296
Jennifer Mehl	Manual Refund Submitted	\$10.00	
		<b>\$10.00</b>	CT 25052297
Ryan Oathout	Manual Refund Submitted	\$197.00	
	Manual Refund Submitted	\$24.00	
		<b>\$221.00</b>	CT 25052298
Selena Olivas	Manual Refund Submitted	\$172.00	
		<b>\$172.00</b>	CT 25052299
Abraham Perez	Manual Refund Submitted	\$28.00	
		<b>\$28.00</b>	CT 25052300
Jenna Ramirez	Manual Refund Submitted	\$24.00	
		<b>\$24.00</b>	CT 25052301
Maria Ramos	Manual Refund Submitted	\$169.00	
		<b>\$169.00</b>	CT 25052302
Omar Reynoso	Manual Refund Submitted	\$947.00	
		<b>\$947.00</b>	CT 25052303
Agustin Ruiz	Manual Refund Submitted	\$28.00	
		<b>\$28.00</b>	CT 25052304
Aneko Sabio	Manual Refund Submitted	\$1,849.00	
		<b>\$1,849.00</b>	CT 25052305
David Salmeron Ochoa	Manual Refund Submitted	\$6,428.00	
		<b>\$6,428.00</b>	CT 25052306
Kathia Sanchez	Manual Refund Submitted	\$200.00	
		<b>\$200.00</b>	CT 25052307
Jesus Sanchez Quintanar	Manual Refund Submitted	\$200.00	
		<b>\$200.00</b>	CT 25052308
Gladys Santiago-Mendoza	Manual Refund Submitted	\$1,701.00	
	Manual Refund Submitted	\$1,673.00	
		<b>\$3,374.00</b>	CT 25052309
Julio Vargas Chavez	Manual Refund Submitted	\$26.00	
		<b>\$26.00</b>	CT 25052310
Heidi Velasquez	Manual Refund Submitted	\$2,745.00	
		<b>\$2,745.00</b>	CT 25052311
Angelica Velez	Manual Refund Submitted	\$7.00	
		<b>\$7.00</b>	CT 25052312
Alex Villanueva Jimenez	Manual Refund Submitted	\$3,374.00	

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Allan Hancock College  
**Warrant Register**

Check Dates from 9/1/2024 to 9/30/2024  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$3,374.00</b>	CT 25052313
Brandimari Anderson	PREPAY OUT OF POCKET 9.30-10.03.24	\$354.80	
		<b>\$354.80</b>	CT 25052314
Michael Ayala	Spring Automotive Conf. Monterey, Ca	\$1,762.28	
		<b>\$1,762.28</b>	CT 25052315
Ramona Bedrosian	Open Mileage 7.12.24	\$34.84	
		<b>\$34.84</b>	CT 25052316
Ccceopsa	CCCEOPSA Conf Leslie Torres	\$775.00	
		<b>\$775.00</b>	CT 25052317
	Reg Hodges, Herrera, Tamblo-Yeh, Guizar	\$3,250.00	
		<b>\$3,250.00</b>	CT 25052318
	Registration Brandi Anderson 9.30-10.03.24	\$775.00	
		<b>\$775.00</b>	CT 25052319
City Of Santa Maria	Disposal Site Landfill Fees,	\$194.34	
	PCPA Disposal Site Landfill Fees,	\$67.50	
		<b>\$261.84</b>	CT 25052320
Columbia Business Center Partners Lp	Lease of 890 E Stowell: Base Rent Lease	\$26,190.00	
		<b>\$26,190.00</b>	CT 25052321
Comcast Cable	Comcast Monthly Internet Costs: 7/01/24 - 6/30/25	\$274.12	
		<b>\$274.12</b>	CT 25052322
	Comcast Monthly Internet Costs: 7/01/24 - 6/30/25	\$232.37	
		<b>\$232.37</b>	CT 25052323
Dennis Curran	Open Mileage 8.16.24	\$37.12	
		<b>\$37.12</b>	CT 25052324
Jason Dickel	Driver PIT Instructor Training Modesto, CA	\$1,102.88	
		<b>\$1,102.88</b>	CT 25052325
Enterprise Rent-A-Car	Edwin Hodges 9.11-13.24 San Francisco, CA	\$178.15	
		<b>\$178.15</b>	CT 25052326
Christian Gardner	Starfish User Group Summit Santa Clara, CA	\$411.16	
		<b>\$411.16</b>	CT 25052327
Christine Grelick	Open Mileage 8.15.24	\$35.24	
		<b>\$35.24</b>	CT 25052328
Edwin Hodges	PREPAY OUT OF POCKET 9.30-10.03.24	\$533.00	
		<b>\$533.00</b>	CT 25052329
Jorge Magana	Driver PIT Instructor Training Modesto, Ca	\$1,097.88	
		<b>\$1,097.88</b>	CT 25052330
Marriott	Lodging 9.30-10.03.24 Hodges	\$1,137.00	

## Allan Hancock College

## Warrant Register

Check Dates from 9/1/2024 to 9/30/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$1,137.00</b>	CT 25052331
Christopher McGuinness	Open Mileage 8.23.24	\$0.00	
	Open Mileage 8.23.24	\$33.77	
		<b>\$33.77</b>	CT 25052332
Lauren Ortega	Open Mileage 7.12.24	\$34.84	
		<b>\$34.84</b>	CT 25052333
Pacific Gas & Electric Company	Electricity Services 7.1.2024- 6.30.2025	\$500.81	
	Electricity Services 7/1/2024 - 6/30/2025	\$133.13	
		<b>\$633.94</b>	CT 25052334
Patricia Prado-Rios	Open Mileage 8.13.24	\$34.84	
		<b>\$34.84</b>	CT 25052335
Residence Inn Berkeley	Lodging 10.11.24 Diaz DTR	\$2,781.32	
		<b>\$2,781.32</b>	CT 25052336
Southern California Gas Co	Natural Gas Supply 7/01/2024 - 6/30/2025	\$5,884.00	
	Natural Gas Supply 7/01/2024 - 6/30/2025	\$1,215.42	
		<b>\$7,099.42</b>	CT 25052337
	Natural Gas Supply 7/01/2024 - 6/30/2025	\$52.36	
	Natural Gas Supply 7/01/2024 - 6/30/2025	\$10.82	
		<b>\$63.18</b>	CT 25052338
The Westin	CONF #95750409 HODGES Lodging San Diego, CA	\$4,183.68	
		<b>\$4,183.68</b>	CT 25052339
Verizon Wireless	Monthly Charges For Athletics Hot Spots,	\$76.02	
		<b>\$76.02</b>	CT 25052340
	Cell Phone Service Fees for Facilities Dept.	\$511.33	
	Verizon Annual Plan -Noncredit Student Navigators	\$174.24	
		<b>\$685.57</b>	CT 25052341
	Monthly Charges For Athletics Hot Spots,	\$535.14	
		<b>\$535.14</b>	CT 25052342
	iPhone SE Monthly Charges for 4 Outreach/Retention	\$208.00	
	iPhone SE Monthly Charges for 3 Outreach/Retention	\$157.68	
		<b>\$365.68</b>	CT 25052343
19six Architects	Monthly Charges For Athletics Hot Spots,	\$114.03	
		<b>\$114.03</b>	CT 25052344
	Construction Administration	\$1,537.50	
Ace Auto Glass Inc	Professional Architectural Services for the PCPA	\$0.00	
	Professional Architectural Services for the PCPA	\$5,780.00	
		<b>\$7,317.50</b>	CT 25052345
Ace Auto Glass Inc	Windshield	\$233.81	
	Urethane Dam Primer	\$21.75	
	Labor Charges	\$155.00	

## Allan Hancock College

## Warrant Register

Check Dates from 9/1/2024 to 9/30/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$410.56</b>	CT 25052346
Agile Sports Technologies Inc	Streaming Services AHC Athletics 8/28/24-8/27/25	\$6,648.65	
	Streaming Services AHC Athletics 8/28/24-8/27/25	\$602.58	
		<b>\$7,251.23</b>	CT 25052347
AHC - District Trust Fund	Payroll deduction 09.27.2024	\$190.00	
		<b>\$190.00</b>	CT 25052348
AHC Foundation	FY 2024 -25 Foundation Adv Salary Reimbursement	\$7,682.95	
		<b>\$7,682.95</b>	CT 25052349
	FY 2024 -25 Foundation Adv Salary Reimbursement	\$7,683.41	
		<b>\$7,683.41</b>	CT 25052350
	Payroll deduction 09.27.2024	\$3,281.96	
		<b>\$3,281.96</b>	CT 25052351
Akeso Occupational Health	TB, X-ray, Medical Physicals: 7-01-24 to 6-30-25	\$3,075.00	
		<b>\$3,075.00</b>	CT 25052352
Amazon	Instructional Supplies for Fire Academy	\$43.48	
	Instructional Supplies for EMS Academy	\$69.78	
	Wireless Barcode Scanner	\$50.01	
	Instructional Supplies July 1, 2024-May 31, 2025	\$10.70	
	Instructional Supplies July 1, 2024-May 31, 2025	\$86.86	
	Instructional Supplies July 1, 2024-May 31, 2025	\$148.95	
	Instructional Supplies for EMS Academy,	\$20.64	
	Instructional Supplies for EMS Academy,	\$42.88	
	MedPride Powder-Free Nitrile Exam Gloves, Medium,	\$77.01	
	MedPride Powder-Free Nitrile Exam Gloves, Large	\$78.17	
	MedPride Powder-Free Nitrile Exam Gloves, X-Large,	\$77.01	
	Instructional Supplies July 1, 2024-May 31, 2025	\$46.92	
	Office Operational Supplies from 7/1/24 to 5/30/25	\$464.95	
	Instructional Supplies 7/1/2024 - 5/31/2025	(\$18.58)	
	Instructional Supplies 7/1/2024 - 5/31/2025	(\$11.67)	
	Instructional Supplies 7/1/2024 - 5/31/2025	\$56.99	
	Instructional Supplies 7/1/2024 - 5/31/2025	\$37.12	
	Instructional Supplies 7/1/2024 - 5/31/2025	\$118.53	
	OFFICE/OPERATIONAL SUPPLIES, 7/01/24 - 5/31/25	\$28.69	
	INSTRUCTIONAL SUPPLIES 07-02-24 TO 05-30-25	\$108.74	
	INSTRUCTIONAL SUPPLIES 07-02-24 TO 05-30-25	\$118.52	
	Instructional Supplies for MESA/STEM	\$102.22	
	Instructional Supplies for MESA/STEM	\$116.10	
	OFFICE-OPERATIONAL SUPPLIES 07-02-24 TO 05-30-25	\$76.11	
	OFFICE-OPERATIONAL SUPPLIES 07-02-24 TO 05-30-25	\$84.90	
	Instructional Supplies 7/18/2024-5/30/2025	\$13.04	
	Instructional supplies: 8/23/24 - 12/31/24	\$44.56	
		<b>\$2,092.63</b>	CT 25052353
American Medical Response West	ALS Standby September 14, 2024, Quote dated 7/09/	\$1,374.08	
	ALS Standby September 21, 2024	\$1,374.08	

## Allan Hancock College

## Warrant Register

Check Dates from 9/1/2024 to 9/30/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$2,748.16</b>	CT 25052354
American Star Tours, Inc.	Bus Service - AHC Mens Basketball on 9-14-24	\$3,050.00	
		<b>\$3,050.00</b>	CT 25052355
American Thermoform	Braille Paper	\$55.45	
		<b>\$55.45</b>	CT 25052356
Applied Technology Group, Inc	Kenwood, Mobile Radio NX-1800HNUK2 400-470 MHz UHF	\$522.00	
	Shipping	\$35.00	
		<b>\$557.00</b>	CT 25052357
Aquapulse Chemicals	Aqua-Chlor 12.5%	\$1,044.00	
	Hydrochloric Acid 15%	\$432.83	
	Energy-Fuel Charge	\$108.64	
	Aqua-Chlor 12.5% per Invoice 2409005535	\$1,722.60	
	Energy-Fuel Charge	\$158.56	
	Hydrochloric Acid 15%	\$432.83	
		<b>\$3,899.46</b>	CT 25052358
Anna Arrowsmith	Reimbursement for Instructional Supplies for	\$539.76	
		<b>\$539.76</b>	CT 25052359
Assoc CA Community College Admin	Payroll Deduction 09.27.2024	\$103.14	
		<b>\$103.14</b>	CT 25052360
Atkinson Andelson Loya Ruud And Romo	General Legal Services	\$3,094.88	
		<b>\$3,094.88</b>	CT 25052361
B&H Photo Video	Profoto Connect Pro Remote for Canon	\$800.40	
	Profoto OCF Magnum Reflector	\$756.90	
	Profoto OCF Beauty Dish	\$261.00	
	Profoto RFI Speed Ring Adapter	\$861.30	
	Impact Improved Parabolic Umbrella	\$98.07	
	Profoto Connect Pro Remote for Nikon	\$800.40	
	Matthews Century C+ Stand w/Turtle Base	\$1,488.02	
	Profoto A10 AIRTTL-C Studio Light for Canon	\$978.75	
	Profoto A10 AIRTTL-C Studio Light for Nikon	\$978.75	
	Profoto B10X Plus OCF Flash Duo Kit	\$8,697.83	
	Westcott Optical Spot by Lindsay Adler	\$476.33	
	Matthews Cordura 25 lb Sandbag	\$230.01	
	Profoto Speed Ring for OCF Flash Heads	\$535.05	
	Profoto OCF Softbox 3' Octa	\$604.65	
	Profoto OCF Softbox 3' Octa	\$174.00	
	Profoto RFI 1x6' Softbox	\$337.12	
	Matthews 15 lb Sandbag	\$98.53	
	Camera Ribbon Rig Shoulder Support	\$1,975.24	
	Proaim Orion Geared Head	\$1,751.03	
	Proaim Heavy Duty Mitchell Base Tripod Stand	\$611.21	
	Instructional Supplies Photo	\$285.61	
		<b>\$22,800.20</b>	CT 25052362

## Allan Hancock College

## Warrant Register

Check Dates from 9/1/2024 to 9/30/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Bailey Pottery Equipment Corp And Ceramic Supply	WHITE V-360 / GAL,	\$232.00	
	JET BLACK V-361/ GAL	\$232.00	
	Freight	\$77.80	
		<b>\$541.80</b>	CT 25052363
Berchtold Equipment Company	Plate, Spring per Invoice P20086	\$12.29	
		<b>\$12.29</b>	CT 25052364
The Berry Man Inc	Food purchases for Culinary Arts,	\$130.75	
		<b>\$130.75</b>	CT 25052365
Bio-Rad Laboratories	pGLO Bacterial Transform Kit, Part #1660003EDU.	\$114.64	
	GMO Investigator Kit, Part #1662500EDU	\$212.94	
	pGLO Kit SDS-PAGE Extension, Part #1660013EDU	\$111.30	
	Shipping Fee	\$23.30	
		<b>\$462.18</b>	CT 25052366
Bound Tree Medical	MEDICATION ADDED TO IV BAG LABELS 600/RL	\$64.15	
	BITE STICK PLASTIC SINGLES 10EA/BG	\$17.18	
	Curaplex Select Endotracheal Tube with Stylette	\$39.04	
	Curaplex Select Endotracheal Tube with Stylette	\$39.04	
	Curaplex Select Endotracheal Tube with Stylette	\$39.04	
	Curaplex Select Endotracheal Tube with Stylette	\$39.04	
	Curaplex Select Endotracheal Tube with Stylette	\$39.05	
		<b>\$276.54</b>	CT 25052367
BPS Tactical Inc	Patrol Duty Vest Cover per Invoice #24031591. Shipping	\$1,381.13	
		\$32.00	
		<b>\$1,413.13</b>	CT 25052368
Bremer Auto Parts	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	\$129.41	
	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	\$52.16	
	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	\$178.33	
	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	\$80.70	
		<b>\$440.60</b>	CT 25052369
C.S.E.A. Chapter 251 Dues - AHC	Payroll Deduction 09.27.2024	\$490.00	
		<b>\$490.00</b>	CT 25052370
C.S.E.A. Victory Club	Payroll Deduction 09.27.2024	\$154.00	
		<b>\$154.00</b>	CT 25052371
CA School Employees Association	Payroll Deduct 09.27.24 & 06.10.24	\$9,182.39	
		<b>\$9,182.39</b>	CT 25052372
Cal State Auto Parts	Auto Supplies, 07-01-24 thru 05-31-25	\$53.86	
	Auto Supplies, 07-01-24 thru 05-31-25	\$40.46	
	Auto Supplies, 07-01-24 thru 05-31-25	\$238.38	
	Auto Supplies, 07-01-24 thru 05-31-25	\$7.18	
	Auto Supplies, 07-01-24 thru 05-31-25	\$35.14	



## Allan Hancock College

## Warrant Register

Check Dates from 9/1/2024 to 9/30/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$375.02</b>	CT 25052373
California Department Of Justice	Fingerprint Background Services: 7/01/24 - 6/30/25	\$6,026.00	
		<b>\$6,026.00</b>	CT 25052374
	Fingerprinting for CNA Fall 24 class	\$1,088.00	
		<b>\$1,088.00</b>	CT 25052375
CalPERS 457 Plan	Payroll Deduction 09.27.2024	\$4,900.00	
		<b>\$4,900.00</b>	CT 25052376
Carolina Biological	Biology Labs Supplies: 07-01-24 thru 05-31-25	\$229.64	
	HEAVY-DUTY ROD-SUPPORTED SKELETON STAND	\$716.58	
		<b>\$946.22</b>	CT 25052377
Carquest Auto Parts	Supplies per Invoice #7315-ID-691230	\$416.95	
		<b>\$416.95</b>	CT 25052378
Carr's Boot Shop	Safety boots for employees: 7-01-24 to 6-30-25	\$108.74	
	Safety boots for employees: 7-01-24 to 6-30-25	\$204.44	
	Safety boots for employees: 7-01-24 to 6-30-25	\$212.05	
	Safety boots for employees: 7-01-24 to 6-30-25	\$225.00	
		<b>\$750.23</b>	CT 25052379
CCLC/CCCAA	2024-25 Tech Hub Portal Membership Dues, Invoice #	\$29.25	
		<b>\$29.25</b>	CT 25052380
CDW Government Inc	Dell P2422H LED Monitor, CDW Part #6562448. Quote	\$1,938.36	
	Recycling Fee, CDW Part #654810	\$50.00	
	HP Fortis Chromebook	\$5,376.44	
	Recycling Fee	\$60.00	
	Google Chromebook Education Upgrade, CDW Part #:	\$628.50	
	HP ScanJet Pro N4000 Sheetfed Scanner	\$565.62	
	Brother HL-L3280CDW Color Printer	\$306.01	
		<b>\$8,924.93</b>	CT 25052381
Central City Tool Supply	Supplies per Invoice 120962	\$34.77	
		<b>\$34.77</b>	CT 25052382
Centro de Latino Services	Live Scan DOJ and rolling fee per Invoice #1002	\$374.00	
		<b>\$374.00</b>	CT 25052383
Citrin Cooperman Advisors LLC	Intune Training - Signing of SOW (Retainer Fee),	\$7,875.00	
	Additional Hours for Intune Initiatives Ongoing Ad	\$1,875.00	
		<b>\$9,750.00</b>	CT 25052384
City Motors Towing Inc	Transport Genie #121376 from AHC Lompoc	\$330.00	
		<b>\$330.00</b>	CT 25052385
City Of Santa Maria	Elks Field Rental for Baseball Games on 3/19/25,	\$532.00	
		<b>\$532.00</b>	CT 25052386
Computerland Of Silicon Valley	Defender for Endpoint P2 for Shared Devices	\$900.00	
	Azure Prepayment for usage	\$1,250.53	
	Azure Prepayment for usage	\$69.47	

## Allan Hancock College

## Warrant Register

Check Dates from 9/1/2024 to 9/30/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$2,220.00</b>	CT 25052387
Council on Alcoholism and Drug Abuse	PATRON SPONSORSHIP - SUMMIT FOR DANNY	\$1,250.00	
		<b>\$1,250.00</b>	CT 25052388
Maria D'Atri	Reimbursement for instructional supplies for	\$188.08	
		<b>\$188.08</b>	CT 25052389
Darren M Simas Trucking Inc	Trucking, per load, of crushed rock delivered to 3/4 Crushed Rock	\$2,240.00	
		\$4,947.88	
		<b>\$7,187.88</b>	CT 25052390
Cynthia Diaz	Reimbursement for Food and Supplies for "Noche de	\$271.05	
		<b>\$271.05</b>	CT 25052391
DoveLewis Animal Hospital	atDove subscription Sep 23, 2024 – Sep 23, 2025	\$535.50	
		<b>\$535.50</b>	CT 25052392
Engel and Gray Inc	Bin Rental	\$135.00	
	Franchise Fee	\$2.70	
		<b>\$137.70</b>	CT 25052393
Envoy Plan Services Inc.	Payroll Deduction 09.27.2024	\$127,189.08	
		<b>\$127,189.08</b>	CT 25052394
FACCC Fac Assoc CA Comm Colleges	Payroll Deduction 09.27.2024	\$239.00	
		<b>\$239.00</b>	CT 25052395
Faculty Association of AHCC	Payroll Deduction 09.27.2024	\$8,178.09	
		<b>\$8,178.09</b>	CT 25052396
Ferguson Enterprises Inc	Hydrant Cap, JJ554P	\$143.63	
	Freight Charges	\$16.30	
	Hydrant Cap, JJ554L	\$252.87	
	Hydrant Cap, JJ554R	\$161.40	
	Freight Charges	\$16.30	
	Ball Valve, LF 12 BRS PXP FP WTR	\$27.83	
	Plumbing Supplies, 07-01-24 thru 5-31-25	\$5.35	
	Plumbing Supplies, 07-01-24 thru 5-31-25	\$70.70	
	Plumbing Supplies, 07-01-24 thru 5-31-25	\$87.62	
	Plumbing Supplies, 07-01-24 thru 5-31-25	\$92.86	
	LS Cart CP BRS Item #A052501 11002, Invoice #	\$100.98	
	Freight	\$16.29	
		<b>\$992.13</b>	CT 25052397
Fire Safety USA	Streamlight Survivor® LED Right Angle Flashlight,	\$510.00	
	Streamlight 5 Bank Charger, 120V	\$359.00	
	Shipping	\$46.00	
		<b>\$915.00</b>	CT 25052398
Follett Heg - Ahc Bookstore	Textbooks: "Notes from a Dead House" for English	\$352.35	
		<b>\$352.35</b>	CT 25052399
Foodbank Of Santa Barbara	Food for Foodshare and Basic Needs Food Pantry for	\$480.90	

## Allan Hancock College

## Warrant Register

Check Dates from 9/1/2024 to 9/30/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
County			
		<b>\$480.90</b>	CT 25052400
	SANTA MARIA EMPTY BOWLS 2024 SPONSORSHIP	\$1,000.00	
	Food for Foodshare and Basic Needs Food Pantry for	\$640.78	
		<b>\$1,640.78</b>	CT 25052401
Franchise Tax Board	Payroll Deduction 09.27.2024	\$625.00	
		<b>\$625.00</b>	CT 25052402
GotSafety, LLC	Annual Technology Package - Diamond: 7/01/24 -	\$1,160.00	
	Annual Technology Package - Diamond: 7/01/24 -	\$1,160.00	
	Annual Technology Package - Diamond: 7/01/24 -	\$1,160.00	
		<b>\$3,480.00</b>	CT 25052403
Grainger Inc.	Tires and Wheels, Item 807V26	\$277.05	
		<b>\$277.05</b>	CT 25052404
Henry Schein Inc	Kit, Membrane Swch Button	\$223.16	
	Kit, Membrane Swch Button	\$74.39	
		<b>\$297.55</b>	CT 25052405
Historic Santa Maria Inn	Lodging for Interview Candidate - Folio 60421	\$167.78	
	Lodging for Interview Candidate - Folio 60409	\$167.78	
		<b>\$335.56</b>	CT 25052406
Donna Hosepian	Reimbursement for food purchase for AHC Lunch	\$782.11	
		<b>\$782.11</b>	CT 25052407
Independent Living Resource Center, Inc	Sign Language Interpreter Services per agreement	\$415.76	
		<b>\$415.76</b>	CT 25052408
Intermountain Lock And Security Supply	KIT - 06A Passage Mortise Lock, 626/US26D Satin	\$4,675.79	
	Grade 1 Privacy Rhodes Lever, 2-3/4in Backset, UL,	\$1,521.16	
		<b>\$6,196.95</b>	CT 25052409
International Writing Centers Association	Annual Membership Invoice IWCA5292 2025-03-07	\$50.00	
		<b>\$50.00</b>	CT 25052410
IRS ACS Support	Payroll Deduction 09.27.2024	\$101.75	
		<b>\$101.75</b>	CT 25052411
J B Dewar	Fuel for AHC Community Ed. Truck Driving Class	\$1,239.59	
	Fuel for AHC Community Ed. Truck Driving Class	\$1,544.35	
		<b>\$2,783.94</b>	CT 25052412
JAMF Software, LLC	EDU-NC Jamf Pro macOS - 100-9999	\$1,293.00	
	EDU-NC Jamf Pro iOS - 100-9999	\$560.30	
		<b>\$1,853.30</b>	CT 25052413
Laerdal Medical Corp	Upper Torso, Infant Airway Management Trainer	\$222.85	
	Shipping	\$32.63	
	Male Multi Venous IV Training Arm Kit-D	\$766.31	
	Femaile Multi Venous IV Training Arm Kit - M	\$766.31	

## Allan Hancock College

## Warrant Register

Check Dates from 9/1/2024 to 9/30/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Laerdal Medical Corp	Female Multi Venous IV Training Arm Kit - D	\$766.31	CT 25052414
	Pediatric Multi Venous IV Training Arm Kit - M	\$479.75	
	Female Multi Venous IV Training Arm Kit - D	\$766.31	
	Shipping & Handling	\$245.74	
		<b>\$4,046.21</b>	
Life-Assist Inc	Taylor Sharps Pocket Shuttle,	\$81.29	CT 25052415
	Kendall Standard Porous Tape, 2"	\$46.27	
	EKG paper, Lifepack 11, 12, 15 Paper	\$75.20	
	HeartSync Defib pads, Adult/Child, Physio,	\$89.72	
	HeartSync Defib pads, Adult/Child, Zoll,	\$90.01	
		<b>\$382.49</b>	
Lifesigns, Inc	Sign Language Interpreter Services, 9/19/2024 -	\$850.10	CT 25052416
	Sign Language Interpreter Services, 9/19/2024 -	\$220.50	
	Sign Language Interpreter Services, 9/19/2024 -	\$820.10	
	Sign Language Interpreter Services, 9/19/2024 -	\$354.00	
	Sign Language Interpreter Services, 9/19/2024 -	\$820.10	
	Sign Language Interpreter Services, 9/19/2024 -	\$220.50	
	Sign Language Interpreter Services, 9/19/2024 -	\$820.10	
	Sign Language Interpreter Services, 9/19/2024 -	\$354.00	
		<b>\$4,459.40</b>	
Los Padres Fire Protection Inc	Nozzle Swivel Adapter - SM Campus, Bldg. S Kitchen	\$26.36	CT 25052417
	Fire Extinguisher Service for Lompoc Campus per	\$1,223.10	
	Fire Extinguisher Service for Santa Maria Campus	\$6,384.40	
	Halon Chemical per Invoice #1296.	\$292.81	
	Fire Extinguishers per Invoice #1296.	\$1,087.02	
	Valve Stem-Kitchen Extinguisher per Invoice #1296.	\$16.25	
	Parts-Bldg. G per Invoice #1298.	\$199.49	
	Kitchen System Service-Bldgs. G, I, S per Invoice	\$600.00	
		<b>\$9,829.43</b>	
Kristen Marshall	PAYROLL DEDUCTION 09/27/2024	\$1,600.00	CT 25052418
		<b>\$1,600.00</b>	
Maya Restaurant	Breakfast Purchase for BIGE Club Leadership	\$179.44	CT 25052419
	Delivery and Disposable Fee	\$30.00	
		<b>\$209.44</b>	
McDougal Boehmer Foley Lyon Mitchell	Legal Services through 8/31/24. Invoice #110112.	\$1,827.00	CT 25052420
		<b>\$1,827.00</b>	
McKesson Medical Surgical Inc	Afluria 2023, Quad Syr 0.5ml Pres Free #1221055.	\$162.59	
	Masks item#1196784	\$56.41	
	Cardiocheck test strips item # 986110	\$869.91	
	Finger bandage item # 466875	\$21.18	
	Small Gloves item #957801	\$38.43	
	Medium Gloves item #957802	\$38.43	
	Large gloves item #957803	\$38.43	
	Sanicloth Super wipes item #928732	\$27.55	
	AF3 Sanicloth wipes item #804411	\$35.27	
	Ear syringe item #487483	\$47.33	

## Allan Hancock College

## Warrant Register

Check Dates from 9/1/2024 to 9/30/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
McKesson Medical Surgical Inc	Saline wash item #670708	\$11.48	CT 25052421
	lens cleaner wipe item #286830	\$8.22	
	Alcohol 70% item #49176	\$6.54	
	Afluria 2023, Quad Syr 0.5ml Pres Free #1221055.	\$487.77	
		<b>\$1,849.54</b>	
Medco Supply Company	Medical Supplies Per Estimate #ESTMD3133177	\$1.95	CT 25052422
	Medical Supplies Per Estimate #ESTMD3133177	\$4,074.17	
	Medical Supplies Per Estimate #ESTMD3133177	\$7.53	
	Medical Supplies Per Estimate #ESTMD3133177	\$179.69	
		<b>\$4,263.34</b>	
Mission Linen Supply	Kitchen linen service for Culinary Arts	\$35.00	CT 25052423
	Kitchen linen service for Culinary Arts	\$35.00	
	Laundry Services for Automotive Technology Program	\$34.60	
	Laundry Services for Automotive Collision Repair:	\$21.13	
	Kitchen linen service for Culinary Arts	\$35.00	
	Kitchen linen service for Culinary Arts	\$35.00	
		<b>\$195.73</b>	
Marguerite Moreton	Reimbursement for pizza for Pride Alliance meeting	\$116.42	CT 25052424
		<b>\$116.42</b>	
National Cinemedia Llc	Silver CPT - Onscreen Advertising, 5/03/2024 - 05/	\$1,081.33	CT 25052425
		<b>\$1,081.33</b>	
ODP Business Solutions LLC	OFFICE-OPERATIONAL SUPPLIES, 7-15-24 TO 5-30-25	\$5.75	CT 25052426
	OFFICE-OPERATIONAL SUPPLIES, 7-15-24 TO 5-30-25	\$13.30	
	OFFICE-OPERATIONAL SUPPLIES, 7-15-24 TO 5-30-25	\$619.74	
	Operational Supplies: 7/12/24 - 5/30/25	\$52.72	
	Operational Supplies: 7/12/24 - 5/30/25	\$19.54	
	Operational Supplies: 7/12/24 - 5/30/25	\$11.79	
	Office Supplies:	\$31.27	
	Office Supplies:	\$149.48	
	Instructional Supplies 7/1/2024 - 5/31/2025	\$55.06	
	Instructional Supplies,	\$76.70	
	Office Supplies for General & Noncredit Counseling	\$396.23	
	Office Supplies, July 1, 2024-May 31, 2025	\$11.65	
	Office Supplies, July 1, 2024-May 31, 2025	\$325.62	
	Instructional Supplies, July 1, 2024-May 31, 2025	\$37.11	
	Instructional Supplies, July 1, 2024-May 31, 2025	\$45.34	
	Operational Supplies: 7/12/24 - 5/30/25	\$69.21	
	INSTRUCTIONAL MATERIALS: 8-06-2024 TO 5-31-2025	\$86.12	
	Office Supplies 07-01-24 thru 05-30-25	\$189.19	
	Office Supplies for General & Noncredit Counseling	\$25.65	
		<b>\$2,221.47</b>	
On Deck Sports	Baseball Junior Hack Attack Pitching Machine,	\$2,826.41	CT 25052427
		<b>\$2,826.41</b>	
PARS Public Agency Retirement	PAYROLL DEDUCTION 09/27/2024	\$9,291.45	

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Allan Hancock College  
**Warrant Register**

Check Dates from 9/1/2024 to 9/30/2024  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$9,291.45</b>	CT 25052428
Part Time Faculty AHC - Member	PAYROLL DEDUCTION 09/27/2024	\$10,118.51	
		<b>\$10,118.51</b>	CT 25052429
Pharmedix	Prescription Medication July 1, 2024- May 31, 2025	\$106.70	
	Prescription Medication July 1, 2024- May 31, 2025	\$79.84	
		<b>\$186.54</b>	CT 25052430
Pocket Nurse Enterprises LLC	Demo Dose Blank Label Mini	\$117.35	
	Shipping & Handling	\$27.17	
	Demo Dose Blank Labels Standard	\$117.35	
	MILT 4.0 Labeling Download	\$541.58	
	Unlabeled Vial 2mL Filled	\$151.16	
	DEMO-Unlabeled Vial 2mL Filled	\$151.16	
	Needle Blunt Fill with Filter	\$215.29	
	Shipping & Handling	\$70.69	
		<b>\$1,391.75</b>	CT 25052431
Portable Johns, Inc.	Rental-Servicing Portable Toilets and Hand Washing	\$747.77	
		<b>\$747.77</b>	CT 25052432
Powerstride Battery Co Inc	Battery, L16HC XC2 965RC per Estimate 2023-154	\$2,763.73	
	CA Battery Recycling Fee	\$16.00	
		<b>\$2,779.73</b>	CT 25052433
ProCare Janitorial Supply, Inc.	Custodial Supplies-Lompoc, 07-01-24 thru 05-31-25	\$792.78	
	Custodial Supplies-Lompoc, 07-01-24 thru 05-31-25	\$558.06	
	Custodial Supplies-Lompoc, 07-01-24 thru 05-31-25	\$453.88	
	Custodial Supplies, 07-01-24 thru 05-31-25,	\$40.93	
	Custodial Supplies, 07-01-24 thru 05-31-25,	\$5,551.72	
	Custodial Supplies, 07-01-24 thru 05-31-25,	\$113.43	
	Custodial Supplies, 07-01-24 thru 05-31-25,	\$2,608.66	
	Custodial Supplies, 07-01-24 thru 05-31-25,	\$100.01	
	Custodial Supplies, 07-01-24 thru 05-31-25,	\$4,046.64	
	Custodial Supplies, 07-01-24 thru 05-31-25,	\$41.58	
	Liners, Black per Invoice 175423	\$447.48	
		<b>\$14,755.17</b>	CT 25052434
Proforma Green Marketing	8' Wall Display Kit, Bill #BE78007282A	\$942.00	
		<b>\$942.00</b>	CT 25052435
Ravatt, Albrecht & Associates, Inc.	DSA Approval	\$2,780.55	
		<b>\$2,780.55</b>	CT 25052436
Santa Barbara County Sheriff's Office	PAYROLL DEDUCTION 09/27/2024	\$1,497.23	
		<b>\$1,497.23</b>	CT 25052437
Santa Maria Sun LLC	Digital Companion Ad to run Sept. 12-18 2024	\$45.00	
		<b>\$45.00</b>	CT 25052438
Sigma-Aldrich, Inc	Acetone, 100 mL, #270725-100ML, Quote# R-9663604.1	\$203.91	

## Allan Hancock College

## Warrant Register

Check Dates from 9/1/2024 to 9/30/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Sigma-Aldrich, Inc	Freight	\$35.88	
		<b>\$239.79</b>	CT 25052439
Skidcar System, Inc	Fully Assembled Sensor Board Xbee Pro Radio with Shipping	\$581.81 \$698.00	
		<b>\$1,279.81</b>	CT 25052440
SLO Safe Ride	Bus Service - AHC Cross Country Team on 9/13/24 Bus Service - AHC Volleyball Team on 9-13-24	\$1,720.00 \$3,274.50	
		<b>\$4,994.50</b>	CT 25052441
Sport & Cycle Team Athletics Inc	Wilson M's Evo Nxt Basketball, Quote #8791	\$1,196.30	
	Wilson M's Evo Nxt Basketball, Quote #8791	\$56.37	
	Shipping	\$133.16	
	A4 M's Reversible Practice Jersey w/ 1-Color Team	\$260.91	
	Shipping	\$42.17	
	Wilson W's Evo Next Basketball, Quote #8792	\$1,252.67	
	Shipping	\$133.16	
	UA M's Navy Team Tipped Polo 2XL Item #1376904-410	\$71.75	
	UA M's Royal Team Tipped Polo 1XL	\$35.88	
	Shipping	\$26.14	
		<b>\$3,208.51</b>	CT 25052442
Sports Venue Padding	Dugout Rail Padding, 2" Dia, 24' x 4' & 28' x 4', Shipping	\$805.97 \$156.00	
		<b>\$961.97</b>	CT 25052443
Strata Information Group	Banner DBA & ODS Support Services per SOW13818-	\$3,105.00	
		<b>\$3,105.00</b>	CT 25052444
Surgireal Products Inc	Canine Head Vascular Access Simulator	\$2,935.40	
	Shipping and Handling	\$101.14	
		<b>\$3,036.54</b>	CT 25052445
Testa Catering	Food for AIM to Dream Center Reception, 8/27/2024:	\$391.07	
	Assorted Sandwiches	\$347.57	
	Fruit Platter	\$169.22	
	Vegetable Platter	\$212.72	
	Coffee Station	\$119.63	
	Operations Fee	\$129.46	
	Delivery Fee	\$54.35	
	Assorted Sandwiches for UC Santa Cruz "Lunch with	\$173.78	
	Assorted chips	\$38.06	
	Plates, napkins and utensils	\$38.06	
	Operations Fee	\$30.43	
	Delivery Fee	\$54.38	
	COFFEE SERVICE CATERING FOR KARIN KLEIN	\$164.48	
		<b>\$1,923.21</b>	CT 25052446
The Lincoln Electric Company	Instructional Supplies,	\$520.16	
		<b>\$520.16</b>	CT 25052447
The Village Coffee Stop Cafe	Food for Hancock Hello event at the Lompoc Valley	\$2,595.70	

## Allan Hancock College

## Warrant Register

Check Dates from 9/1/2024 to 9/30/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$2,595.70</b>	CT 25052448
Uline Inc	EPOXY MOBILE SHELVING - 72 X 24 X 69", GREEN	(\$1,022.24)	
	Shipping/Handling	(\$0.01)	
	EPOXY MOBILE SHELVING - 72 X 24 X 69", GREEN	\$605.31	
	EPOXY MOBILE SHELVING - 72 X 24 X 69", GREEN	\$163.13	
	Wire Shirt Hangers - 18" white, Item #S-18065,	\$98.00	
	Standard Rolling Z-Rack - Black Item #H-1978BL	\$97.88	
	Add-On Bar For Z-Rack Item #H-2493	\$20.66	
	Shipping	\$73.60	
		<b>\$36.33</b>	CT 25052449
United Parcel Service	UPS Charges, 7-1-24 thru 6-30-25, Account	\$16.90	
		<b>\$16.90</b>	CT 25052450
United Way of the Central Coast	PAYROLL DEDUCTION 09/27/2024	\$30.00	
		<b>\$30.00</b>	CT 25052451
Uwill, Inc.	Unlimited Solution-Focused Behavioral Health	\$161,740.32	
		<b>\$161,740.32</b>	CT 25052452
VTC Enterprises	On- Account Sales - Invoice Number P240433	\$375.94	
		<b>\$375.94</b>	CT 25052453
Wex Bank	Gas Credit Card Purchases: 07-01-24 thru 6-30-25	\$1,397.69	
		<b>\$1,397.69</b>	CT 25052454
Maliya Aguilus	Manual Refund Submitted	\$1,849.00	
		<b>\$1,849.00</b>	CT 25052455
Nicholas Beaman	Manual Refund Submitted	\$820.00	
		<b>\$820.00</b>	CT 25052456
Maria Bogarin	Manual Refund Submitted	\$42.00	
		<b>\$42.00</b>	CT 25052457
Carlos Castellanos	Manual Refund Submitted	\$418.00	
		<b>\$418.00</b>	CT 25052458
Amy Depazos	Manual Refund Submitted	\$84.00	
		<b>\$84.00</b>	CT 25052459
Alexander Garcia	Manual Refund Submitted	\$1,298.00	
		<b>\$1,298.00</b>	CT 25052460
Damon Garcia	Manual Refund Submitted	\$5.00	
		<b>\$5.00</b>	CT 25052461
Jose Garcia	Manual Refund Submitted	\$1,192.00	
		<b>\$1,192.00</b>	CT 25052462
Jacob Hall	Manual Refund Submitted	\$322.00	
		<b>\$322.00</b>	CT 25052463
Poppy-Anne Koch	Manual Refund Submitted	\$42.00	



**Warrant Register**

Check Dates from 9/1/2024 to 9/30/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$42.00</b>	CT 25052464
Richard Mahon	Manual Refund Submitted	\$140.00	
		<b>\$140.00</b>	CT 25052465
Mary Martinez	Manual Refund Submitted	\$75.00	
		<b>\$75.00</b>	CT 25052466
Sariyah Moorehead	Manual Refund Submitted	\$323.00	
		<b>\$323.00</b>	CT 25052467
Eileen Ratcliff	Manual Refund Submitted	\$169.00	
		<b>\$169.00</b>	CT 25052468
Aneko Sabio	Manual Refund Submitted	\$33.00	
		<b>\$33.00</b>	CT 25052469
Jeselle Vega	Manual Refund Submitted	\$68.00	
		<b>\$68.00</b>	CT 25052470
Christina Wood	Manual Refund Submitted	\$42.00	
		<b>\$42.00</b>	CT 25052471

**Warrant Register**

Check Dates from 9/1/2024 to 9/30/2024  
Bank Code: CT

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

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Total for General Fund 9410	\$2,469,660.10
Total for Bond Interest & Redemption Fund 9421	\$0.00
Total for Child Development Fund 9433	\$5,353.60
Total for Capital Outlay Project Fund 9441	\$683,599.12
Total for General Obligation Bond Fund 9447	\$609,966.44
Total for Dental Self-Insurance Fund 9461	\$58,858.00
Total for Self-Insurance Health Exam Fund 9462	\$0.00
Total for Self-Insurance, Property, & Liability Fund 9463	\$0.00
Total for Post-Employment Benefits Fund 9469	\$0.00
Total for Student Body Center Fee Trust Fund 9473	\$0.00

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT	
September-24	
ACRONYMS	
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
APW Hoods Inc	Absolute Power Wash Hoods Inc
B&H Photo	NO ACRONYM
C.S.E.A. Chapter 251 Dues AHC	California School Employees Association Chapter 251 Dues Allan Hancock College
C.S.E.A. Victory Club	California School Employees Association Victory Club
CACCRAO	California Association of Community College Records and Admissions Officers
CCLC	Community College League of California
CDW Government Inc	Computer Discount Warehouse Government Inc
CWDL, CPAs	Cossolias Wilson Dominguez Leavitt CPAs
DMQ Catering	Doug Maria Quintana Catering
EAB	Education Advisory Board
E-Z	International Easy Up Inc
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
IParg/The Permit Store	Intelligent Parking/The Permit Store
IRS ACS Support	Internal Revenue Service Automated Collection System Support
J B DEWAR	NO ACRONYM
J W Pepper & Son Inc	NO ACRONYM
JAMF Software, LLC	Just Another Management Framework Software, LLC
JPA	Joint Powers Authority
KPMR-TV	NO ACRONYM
ODP Business Solutions, LLC	Office Depot Business Solutions, LLC
PARS	Public Agency Retirement System
Part Time Faculty AHC-Member	Part Time Faculty Allan Hancock College Member
PERS	Public Employee Retirement System
PPG Architectural Finishes	Pittsburgh Paints & Glass Architectural Finishes
RP GROUP	Research & Planning Group for California Community Colleges
RR Donnelley	Richard Robert Donnelley
SISC III	Self Insured Schools of California
SLO Pest and Termite	San Luis Obispo Pest and Termite
SLO Safe Ride	San Luis Obispo Safe Ride
Splash N Dash	Splash and Dash
T-Mobile USA Inc	Telekom-Mobile USA Inc
VTC Enterprises	Vocational Training Center Enterprises
WEX Bank	Wright Express Financial Services Corp

To: Board of Trustees	Date:  November 19, 2024
From: Superintendent/President	
Subject: Approval of Employee Personnel Actions	Item Number: 11.B.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 4

**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 Members - Change of Status							
Special Note: Work reduction under California Education Code 87483 (Willie Brown Act)							
Name	Action	Assignment	Department or Division	Effective Date	From	To	Reason/Comment
1 Scarffe, Jessica	reduction of 33 percent equivalency	professor, political science	Behavioral Sciences	spring 2025	100 percent	67 percent	Reduced workload
2 Maxwell, Lydia	reduction of 25 percent equivalency	counselor, EOPS, CARE & CalWORK	EOPS, CARE & CalWORK	spring 2025	100 percent	75 percent	Reduced workload
Fiscal Impact 2024-2025 Fiscal Year							
1	unrestricted general fund						\$ 39,244.81
2	unrestricted general fund						\$ 43,930.73

Appointment of Management Employee(s)						
Special Note: New appointments are contingent upon successful completion of pre-employment requirements.						
Name		Assignment	Department or Division	Effective Date	Salary	Reason/Comment
1	Guerra, Weston	director, Learning Assistance Program (LAP)/Student Health Services & Veteran's Success Center (VSC)	LAP, Student Health Services and VSC	11/20/24	16-A (SS#30)	Replace Stephanie Crosby
Fiscal Impact 2024-2025 Fiscal Year						
1	unrestricted general fund					\$ 112,537.00

Classified Staff - Appointments and Promotions							
Name	Action	Assignment	Department or Division	Effective Date	Salary	Months and FTE	Reason/Comment
1 Aguilera-Galvan, Jose	appointment	auxiliary accounting technician	Auxiliary Accounting	10/30/24	23-A	12-FT	Replace Anel Drake
2 Davis, Joanna	promotion	EOPS program coordinator	EOPS	11/20/24	29-C	12-FT	Replace Fabian Mendoza
3 Nodal, Coryn	appointment	office service technician I	Counseling	11/12/24	16-C	12-FT	Replace Hector Barahona
4 Hernandez Barriga, Marta	appointment	office service technician I	Health Services	11/20/24	16-B	12-FT	Replace Lucy Aquino
5 King, Theresa	appointment	office service technician II	Pride Center	11/20/24	18-B	12-FT	New position
6 Taylor-Burns, Melissa	appointment	curriculum technician	Academic Affairs	12/02/24	28-B	12-FT	New position
Fiscal Impact 2024-2025 Fiscal Year							
1	unrestricted general fund						\$ 61,794.00
2	CAFYES and EOPS						\$ 69,469.00
3	unrestricted general fund						\$ 54,098.00
4	unrestricted general fund						\$ 50,929.00
5	unrestricted general fund						\$ 53,094.00
6	unrestricted general fund						\$ 62,668.00

Classified Staff - Change of Status							
Name	Action	Assignment	Department or Division	Effective Date	From	To	Reason/Comment
1 Maldonado, Frankie	voluntary transfer	interim EOPS technical specialist	EOPS	09/01/24-12/31/24	26-C	26-C	Temporary voluntary transfer
2 Dorado, Yvette	voluntary transfer	administrative assistant II	Facilities	09/23/24-11/29/24	24-F	24-F	Temporary voluntary transfer
Fiscal Impact 2024-2025 Fiscal Year							
1	None						N/A

Reclassification of Classified Bargaining Unit Positions					
A reclassification task force was established in accordance with article 17 of the Agreement between the District and the California School Employees Association, Allan Hancock College Chapter #251 (CSEA). The reclassification task force committee conducted a reclassification review and made recommendations to the superintendent/president who concurred with their recommendations. This concludes the final reclassification task force process as it was negotiated out of the 2023-2026 successor agreement. The recommendations are as follows:					
	Name	Assignment	Department or Division	Retroactive/ Effective Date	New Range
1	Bernardo, Stephen	administrative coordinator, Institutional Effectiveness	Institutional Effectiveness	07/01/24	33
2	Capelle Lopez, Christy	administrative coordinator, Academic Affairs	Academic Affairs	07/01/24	33
3	Grelck, Christine	administrative coordinator, Extended Campus	Lompoc Valley Center	07/01/24	33
4	Navarette, Delicia	coordinator, Community Education	Community Education	07/01/24	N/A
5	Pankonin, Holly	administrative coordinator, Student Services	Student Services	07/01/24	33
6	Prado-Rios, Patricia	community outreach coordinator	Student Services	07/01/24	32
7	Reyes, Veronica	coordinator, Facilities	Facilities	07/01/24	30
8	Rios, Julie	coordinator, Public Safety	Public Safety	07/01/24	31
9	Sokolovska, Julia	coordinator, Contract Education	<b>Public Safety</b>	07/01/24	33
10	Valenzuela, Espie	administrative coordinator, Finance and Administration	Finance and Administration	07/01/24	N/A
total fiscal impact					\$ 57,497.00

Classified Staff - Out-of-Class Assignments						
Special Note: Pursuant to Government Code 20480, effective January 1, 2018, employees may be limited to 960 hours of out-of-classification pay in a fiscal year.						
	Name	Assignment	Department or Division	Effective Dates	From	To Reason/Comment
1	Avila, Dana	coordinator, Community Education	Community Education	10/07/24-06/30/25	28-F	33-D Due to a vacancy in the department
2	Garcia-Pack, Renae	interim instructional assistant	Writing Center	01/01/25-06/30/25	14-B	24-A Due to a vacancy in the department
3	Pinon, Francisco	Science lab specialist	Life & Physical Sciences	11/04/24-02/28/25	20-B	31-A During the recruitment of a permanent employee
4	Trevino, Gabriella	administrative assistant III-Community Education	Community Education	10/14/24-06/30/25	24-C	28-B During the recruitment of a permanent employee
5	Voita, Melissa	interim grant coordinator, Title V	Writing Center	01/01/25-06/30/25	24-B	29-A Due to a vacancy in the department
6	Ramirez Beas, Suria	auxiliary accounting specialist	Finance & Administration	11/12/24-06/30/25	29-C	1-A (SS#40) Assist budget analyst with projects
Fiscal Impact 2024-2025 Fiscal Year						
1	unrestricted general fund					\$ 4,359.00
2	unrestricted general fund and Student Equity and Achievement Program-SEAP					\$ 7,412.00
3	unrestricted general fund					\$ 6,721.00
4	unrestricted general fund					\$ 3,943.00
5	Title V					\$ 3,910.00
6	unrestricted general fund					\$ 9,664.00

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 Brierly, Amanda	short-term	program assistant III	09/09/24-12/20/24	\$ 19.34	Support the Infant 2 classroom in the Children's Center
2 Cabrera, Alondra Lisbeth	substitute	custodian	11/01/24-06/30/25	\$ 17.54	On-call substitute for vacation, sick leave, or vacancy
3 E. Borce, Emilia Myonette	substitute	instructional lab assistant, Writing Center	01/13/25-05/30/25	\$ 19.77	On-call substitute for vacation, sick leave, or vacancy
4 Kereakes-Soboslay, Christianne	short-term	instructional aide V	07/01/24-06/30/25	\$ 26.00	EMS, Fire, Law Enforcement Programs
5 Nett, Keith	short-term	art model	10/16/24-05/21/25	\$ 26.00	To model and assist in the Fine Arts Department
6 Zarate, Odaliss	short-term	program assistant V	10/01/24-06/30/25	\$ 26.00	Support the Twilight Program in the Children's Center
7 Baker, Catherine	short-term	instructional aide VI	11/12/24-06/30/25	\$ 36.00	EMS, Fire, Law Enforcement Programs
8 Dizayee, Dannah	short-term	art model	11/01/24-05/21/25	\$ 26.00	To model and assist in the Fine Arts Department
9 Montes, Francisco	short-term	interpreter I	11/12/24-06/30/25	\$ 45.00	Interpret for deaf and hard-of-hearing students
10 Valero, Ashleigh	short-term	program assistant VI	11/01/24-12/20/24	\$ 36.00	Provide curriculum data entry support

**CONSENT ITEM**

To: Board of Trustees	Date:  November 19, 2024
From: Superintendent/President	
Subject: Approval of New and/or Revised Classified Bargaining Unit Job Descriptions	Item Number: 11.C.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 40

**BACKGROUND**

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

<b>Job Title</b>	<b>Old Range</b>	<b>New Range</b>
1. Administrative Coordinator, Academic Affairs	31	33
2. Administrative Coordinator, Finance & Administration	N/A	N/A
3. Administrative Coordinator, Institutional Effectiveness	31	33
4. Administrative Coordinator, Student Services	31	33
5. Administrative Coordinator, Extended Campus	31	33
6. Automotive Mechanic	21	27
7. Community Outreach Coordinator	27	32
8. Coordinator, Community Education	N/A	N/A
9. Coordinator, Contract Education	31	33
10. Coordinator, Facilities	29	30
11. Coordinator, Public Safety	28	31

**FISCAL IMPACT**

To be determined

**RECOMMENDATION**

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

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

Classified-Professional  
Range 3+33

**ADMINISTRATIVE COORDINATOR, ACADEMIC AFFAIRS/**  
**ADMINISTRATIVE ASSISTANT V**

**DEFINITION:**

Under supervision of the Associate Superintendent/Vice President, Academic Affairs (VPAA) serves as coordinator, ~~secretary~~administrative assistant, and aide to a key cabinet-level administrator, performing complex clerical and administrative details; assists in the faculty/district contract implementation, faculty orientations, and procedures relating to faculty hiring prioritization and equipment prioritization; values and promotes the mission and vision of the college.

**CLASS CHARACTERISTICS:**

Under minimal supervision, the incumbent will independently perform work involving judgment in the interpretations and application of policy and procedure and applicable state and federal law. Incumbents are expected to be flexible in completing work assignments rather than following any specific routine and they may be delegated a substantial amount of administrative detail and non-routine work as well as exercise a high degree of independence of action. Incumbents are required to make independent decisions concerning appropriate procedures of the office which may affect the work performance of other positions. They may direct and give guidance to faculty and other clerical staff, including student help.

**ESSENTIAL FUNCTIONS:**

1. Provides for office management in an administrative division which includes the coordination of certain systems, projects, organizations, and events on campus; may provide backup for other positions in the division.
2. Coordinates and assists in monitoring activities of staff to assure timely completion of instructional administrative operations.
3. Develops and presents in-service training for faculty and staff in accordance with state-mandated requirements and changes in district policy and procedures as related to academic affairs.
4. Acts as a liaison with information technology services to develop and revise various computer programs, databases, and reports necessary to support academic affairs.
5. Assists with contract research and contract administration; reviews full-time faculty and part-time faculty/district contract and assists with the development of procedures to implement sections pertaining to the office of academic affairs.
6. Relieves administrator of administrative detail; coordinates travel and ~~reference~~ conference arrangements; maintains the Vice President's VPAA's calendar; resolves conflictsassists coordination of district-wide division activities, programs, catalogs, and reports; makes

referrals to appropriate technical staff; schedules meetings and makes arrangements; and sets up meetings (including facilities, auditors equipment, and supplies).

~~6-7.~~ Coordinates and monitors with administrators and staff the timely completion of required materials and reports for councils, committees, monthly board agen

~~7. Compiles data and prepares reports from research; assists in background research and preparation of board of trustees and cabinet agenda items.~~

8. Assists in updating District board policies and procedures; monitors cyclical review schedule for Academic Affairs board polices and administrative procedures.

~~8-9.~~ Performs a wide variety of secretarial-administrative assistant duties for a cabinet-level manager; handles urgent or important business, in person and over the telephone, and chooses among alternative courses of action including routing them to other management personnel; prepares agenda and related materials for meetings; and takes notes for councils and committess related to Academic Affairs-group meetings.

9-10. Maintains district and categorical budget records, as appropriate; develops and inputs online purchase requests, initiates budget transfers, and processes invoices.

11. Assist management personnel with staffing budgets and preparation of personnel action requests.

~~10-12.~~ Screens incoming correspondence routed to supervisor, refers to appropriate staff member for reply and follows-up to insure that reply deadlines are met; arranges correspondence for the administrator's personal reply in order of priority with appropriate background material attached for reference; composes correspondence on a wide range of subjects requiring a thorough knowledge of the procedures and policies of the manager's division-academic affairs and the college.

~~11-13.~~ Coordinates and assists with materials, calculations, and timelines for the faculty and instructional equipment prioritization processes; and ensure the collection and coordination of the faculty sabbatical application process and upholding the deadlineses and compiles accreditation data as directed.

~~12-14.~~ Works closely with human resources staff on confidential personnel issues, recruitment, and equivalencies as needed.

~~13-15.~~ Works independently with management personnel and department chairs to assign faculty and counselor offices.

16. Maintains materials of a confidential nature consisting of letters, reports, bulletins, memoranda, and recorded materials; may transcribe dictation.

~~14.~~ Coordinate and compile accreditation data as requested by acreddication liaison officer.

~~15-17.~~ Oversees May supervise the work of clerical staff and student workersassistants.

~~16-18.~~ Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- District instructional policies and procedures;
- Principles and practices of administration, supervision and training;

- Applicable section of State Education Code, California Title 5 regulations, and other applicable laws;
- Office management techniques and organizational skills;
- Written business communications;
- Word/Information processing applications and production;
- Records management;
- Correct English usage, spelling, grammar, and punctuation, and formatting;
- Office methods, procedures, and equipment, including filing systems, receptionist and telephone techniques.
- Best practices in budget management.

**Demonstrated ability to:**

- Develop, implement, review, and revise administrative procedures and operations;
- Read, interpret, apply, and explain rules, regulations, policies and procedures;
- Meet schedules and timelines;
- Understand and carry out oral and written directions;
- Work independently, organize workload and establish priorities;
- Learn and interpret specific rules, laws, and policies and apply them with good judgement in a variety of procedural situations;
- Operate a word processor and computer with accuracy and speed;
- Perform ~~secretarial~~ administrative assistant work of above average difficulty;
- ~~Type at a rate of 60 wpm from clear, legible copy;~~
- Maintain office records and prepare reports;
- Compose correspondence independently.
- Read, interpret, apply, and explain rules, regulations, policies and procedures;
- Meet schedules and timelines.

**Education and Experience:**

A bachelor's degree in a related area of business, administration, and five years of increasingly responsibility in an instructional office OR any equivalent combination of training and experience.

**Working Conditions:**

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

**Physical Demands:**

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

**Special Qualification:**

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

7/2024

R 05/2017

R 06/2016

R 07/12

**ADMINISTRATIVE COORDINATOR, FINANCE & ADMINISTRATION/  
ADMINISTRATIVE ASSISTANT V**

**DEFINITION:**

Under supervision of the associate superintendent/vice president, finance & administration (VPFA) serves as coordinator, secretary, and aide to a key cabinet-level administrator, performing complex clerical and administrative details for administrative services division; assists in the areas of capital planning and finance & administration; coordinates a wide range of activities in support of facilities and construction; and values and promotes the mission and vision of the college.

**CLASS CHARACTERISTICS:**

Under minimal supervision, the incumbent will independently perform work involving judgment in the interpretation and application of policy and procedure and applicable state and federal law. Incumbents are expected to be flexible in completing work assignments rather than following any specific routine and they may be delegated a substantial amount of administrative detail and non-routine work as well as exercise a high degree of independence of action. Incumbents are required to make independent decisions concerning appropriate procedures of the office which may affect the work performance of other positions; and provide guidance to faculty and other clerical staff, including student help.

**ESSENTIAL FUNCTIONS:**

1. Provides for office management in an administrative division, which includes the coordination of certain systems, projects, organizations, and events on campus; may provide backup for other positions in the division, facilitates the work of clerical assistants.
2. Coordinates professional development for faculty and staff in accordance with state-mandated requirements and changes in district policy and procedures as related to finance and administration.
3. Acts as a liaison with information technology services to develop and revise various computer programs, databases, website updates, and reports necessary to support administrative services.
4. Relieves administrator of administrative detail; coordinates travel and conference arrangements; maintains the VPFA's calendar; assists with coordination of district-wide division activities, programs, catalogs, and reports; makes referrals to appropriate technical staff; schedules meetings and makes arrangements; and sets up meetings (including facilities, auditors, contractors, and architects).
5. Compiles data and prepares reports from research; assists in background research and preparation of board of trustees and cabinet agenda items.

6. Performs a wide variety of secretarial duties for a cabinet-level manager; handles urgent or important business, in person and over the telephone, and chooses among alternative courses of action including routing them to other management personnel.
7. Develops and inputs online purchase requests, initiates budget transfers, change orders, and processes invoices for finance and administration and items relating to facilities and construction projects utilizing the current financial system.
8. Screens incoming correspondence routed to supervisor, refers to appropriate staff member for reply and follows-up to ensure that reply deadlines are met; arranges correspondence for the administrator's personal reply in order of priority with appropriate background material attached for reference; composes correspondence on a wide range of subjects requiring a thorough knowledge of the procedures and policies of administrative services and the college.
9. Works closely with human resources staff on confidential personnel issues, recruitment, and evaluations as needed. Explains policies, procedures, and precedence to students, faculty, staff, and the public.
10. Works independently with outside agency personnel, management personnel, and faculty and staff.
11. Assists management personnel with staffing budgets and preparation of personnel action requests/notices of employment (PAR/NEs).
12. Maintains confidentiality and materials of a confidential nature consisting of letters, reports, bulletins, memoranda, and recorded materials.
13. Request and processes certificate of insurance, vehicle insurance, and insurance riders pertaining to new art displayed on campus.
14. Work cooperatively with administrative assistants to cabinet-level administrators on special or ongoing projects.
15. Coordinate and prioritize project timelines.
16. Coordinate and compile accreditation data as requested by accreditation liaison officer.
17. Independently writes correspondence, memoranda, transmittals, and other materials relating to finance and administration and facilities planning and construction projects.
18. Coordinates, compiles, writes, edits, and facilitates submission of documents for state approval of the district's reports, such as five-year construction plan.
19. Coordinates, compiles, and monitor bid opening sign in sheet, notice of intent to award, preliminary notices, stop payments, and notice of completions of construction projects.
20. Assist in all major capital construction projects, coordinates planning functions with project architects and engineers, consultants, inspectors, contractors, and other agencies
21. Work cooperatively with Keenan & Associates as the designated client administrator relating to property and liability claims against the district and risk management practices designed to reduce or eliminate claims.
22. Provides information and resources to facilities coordinator and administrative assistant III on maintenance aspects of administrative assistant and coordinator duties related to assignments under the purview of Finance & Administration and Facilities Department.

23. Respond to request for information of public work projects from various union watchdog groups i.e.; certified payroll, engineering and/or architect reports, award of contract, notice to proceed and notice of completion dates.
24. Work with VPFA to prepare and file appropriate environmental review forms for the California Environmental Quality Act (CEQA) along with the County of Santa Barbara.
25. Work with California Department of Industrial Relations to apply for project ID numbers for new construction projects.
26. Coordinates and monitors with administrators and staff the timely completion of required materials and reports for councils, committees, monthly board agenda items, including retirement board of authorities, in accordance with established procedures and standards in conformance with the Brown Act.
27. Prepare agenda, notes, collect data, and coordinate meetings for the Viticulture & Enology board members.
28. Coordinate and process donations received by the district for \$500 and above.
29. Perform other related duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- District policies pertaining to finance and administration;
- Applicable sections of State Education Code and federal and state regulations;
- Best practices in office management and organizational skills;
- Written business communications;
- Word/information processing applications and production;
- Records management;
- Correct English usage, spelling, grammar, punctuation, and formatting;
- Office methods, procedures, and equipment, including filing systems, receptionist and telephone techniques;
- Best practices in budget management.

#### **Demonstrated ability to:**

- Coordinate and manage events;
- Understand and carry out oral and written directions;
- Work independently, organize workload and establish priorities;
- Learn and interpret specific rules, laws, and policies and apply them with good judgement in a variety of procedural situations;
- Operate a word processor and computer with accuracy and speed;
- Perform secretarial work of above complex difficulty;
- Type at a rate of 50 wpm from clear, legible copy;
- Establish and maintain office records and files;
- Compose correspondence independently;
- Read, interpret, apply, and explain rules, regulations, policies and procedures;

- Meet schedules and timelines.

**Education and Experience:**

A bachelor's degree in a related area of business, administration, and five years of increasingly responsibility in an instructional office OR any equivalent combination of training and experience.

**Working Conditions:**

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

**Physical Demands:**

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

**Special Qualification:**

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

Title Revision 7/2024

11/2022

R 07/16

R9/04

8/99



Allan Hancock College  
Human Resources

Classified-Professional  
Range ~~34~~33

**ADMINISTRATIVE COORDINATOR, INSTITUTIONAL  
EFFECTIVENESS/ADMINISTRATIVE ASSISTANT V**

**DEFINITION:**

Under supervision of appropriate associate superintendent/vice president or vice president, the incumbent is to serve as coordinator, secretary, and aide to a key cabinet-level manager, relieving the manager of complex clerical and administrative details; perform complex and responsible clerical work; and value and promote the mission and vision of the college.

**CLASS CHARACTERISTICS:**

Under minimal supervision, the incumbent will independently perform work involving judgment in the interpretation and application of policy and procedure and applicable state and federal law. Incumbents are expected to be flexible in completing work assignments rather than following any specific routine and they may be delegated a substantial amount of administrative detail and non-routine work as well as exercise a high degree of independence of action. Incumbents are required to make independent decisions concerning appropriate procedures of the office which may affect the work performance of other positions; and may direct and give guidance to faculty and other clerical staff, including student help.

**ESSENTIAL FUNCTIONS:**

1. Explains policies, procedures, and precedence to students, faculty, staff, and the public.
2. Provides office management in an administrative division which includes the coordination of certain systems, projects, organizations, and events on campus; may provide backup for other positions in the division.
3. Coordinates travel and conference arrangements and reservations for the vice president and staff as needed.
4. Coordinates, arranges, reserves and set up facilities, services, supplies and equipment for various meetings and events as needed; notifies appropriate individuals of meetings, appointments, events and related information.
5. Prepares agendas, related materials, and takes notes for group meetings, Institutional Effectiveness Council, Learning Outcomes Committees, and other committees as needed.
6. Relieves administrator of administrative detail; maintains and coordinates the vice president's calendar.
7. Assists with survey preparation, report preparation, and data compilation
8. Resolves conflicts; assists in coordination of district-wide or division activities, programs, catalogs, and reports; makes referrals to appropriate technical staff.
9. Assists with contract research and contract administration; and assists with the development of procedures to implement sections pertaining to the department.

10. Assist accreditation liaison officer with document organization and preparation, including mid-term and institutional self-evaluation reports, coordinates accreditation meetings, correspondence, and college website.
11. Acts as a liaison with information technology services to develop and revise various computer programs, databases, and reports necessary to support the department.
12. Create and maintain the department and special projects webpages; maintain and update the department portal.
13. Plans and writes department items, assists in background research and preparation of board of trustees and cabinet agenda items, and follows up with appropriate actions.
14. Performs a wide variety of secretarial duties for a cabinet-level manager; interviews callers, often with urgent or important business, in person and over the telephone and chooses among alternative courses of action including routing them to other management personnel.
15. Screens incoming correspondence routed to supervisor, refers to appropriate staff member for reply and follows up to ensure that reply deadlines are met; composes correspondence on a wide range of subjects requiring a thorough knowledge of the procedures and policies of the manager's division and the college.
16. Works independently with outside agency personnel, management personnel, and faculty and staff.
17. Maintains district and categorical budget records for a variety of accounts and assists management personnel with staffing budgets and preparation of personnel action requests/notices of employment, or other hiring forms. Prepares faculty stipends paid from categorical funds and monitors grant budgets.
18. Develops and inputs online purchase requests, initiates budget transfers, and processes invoices to Business Services Office after Vice President has approved payment.
19. Maintains confidentiality and materials of a confidential nature consisting of letters, reports, bulletins, memoranda, and recorded materials-
20. Develops and assists with in-service training for faculty and staff in accordance with state-mandated requirements, new procedures and changes in district policy and procedures as related; direct the work of clerical assistants.
21. Work cooperatively with administrative assistants to cabinet-level administrators on special or ongoing projects.
22. Provides assistance in response to data inquiries from college personnel and the community, including location and interpretation of data on the Institutional Effectiveness (IE) website.
23. Coordinate prioritization processes.
24. Assists analysts with survey preparation and report writing.
25. Compiles data and assists analysts and vice president with report preparation.
26. Assists accreditation liaison officer with document organization and preparation, including mid-term and institutional self-evaluation reports; coordinates accreditation meetings, correspondence, and college accreditation website.

27. Coordinates program review process, schedules training, maintains SharePoint site, assists with program review surveys, compiles resource requests for resource allocation process.
28. Coordinates annual college planning retreat, including material preparation, website creation, invitations, and delivery of event food and materials.
29. Perform other related duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

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

#### **Demonstrated ability to:**

- Coordinate and manage events;
- Understand and carry out oral and written directions;
- Work independently, organize workload and establish priorities;
- Learn and interpret specific rules, laws, and policies and apply them with good judgement in a variety of procedural situations;
- Operate a word processor and computer with accuracy and speed;
- Perform secretarial work of above complex difficulty;
- Type at a rate of 50 wpm from clear, legible copy;
- Establish and maintain office records and files;
- Compose correspondence independently;
- Read, interpret, apply, and explain rules, regulations, policies and procedures;
- Meet schedules and timelines.

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

An associate of science degree in secretarial science or word/information processing systems or related subject matter and four years of increasingly responsible secretarial experience, OR equivalent to completion of the 12<sup>th</sup> grade and six years of increasingly responsible secretarial experience, OR at or equivalent to the level of administrative secretary III at Allan Hancock College, OR an equivalent combination of training and experience.

**Working Conditions:**

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

**Physical Demands:**

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

**Special Qualification:**

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

R 07/22

R 07/16

R9/04

8/99

Allan Hancock College  
Human Resources

Classified-Professional  
Range 3433

**ADMINISTRATIVE COORDINATOR, STUDENT SERVICES/ADMINISTRATIVE ASSISTANT V**

**DEFINITION:**

Under minimal supervision of the Associate Superintendent/Vice President, Student Services, serves as coordinator, ~~secretary~~, and administrative assistant ~~aid~~ to the chief student services officer (CSSO), ~~a key cabinet-level administrator~~, performing complex clerical and administrative details; assists in the faculty/district contract implementation and the student discipline process; values and promotes the mission and vision of the college.

**CLASS CHARACTERISTICS:**

Under minimal supervision, the incumbent will independently perform work involving judgment in the interpretations and application of policy and procedure and applicable state and federal law. Incumbents are expected to be flexible in completing work assignments rather than following any specific routine and they may be delegated a substantial amount of administrative detail and non-routine work as well as exercise a high degree of independence of action. Incumbents are required to make independent decisions concerning appropriate procedures of the office which may affect the work performance of other positions. They may ~~direct and give~~ guidance to faculty and ~~other clerical staff~~, including student workers ~~help~~.

**ESSENTIAL FUNCTIONS:**

1. Provides for office management in an administrative division which includes the coordination of certain systems, projects, organizations, and events on campus; may provide backup for other positions in the division.
2. Recieves and coordinates the complaint and student discipline processes; serve as lead and point of contact for conduct/discipline software; coordinates needed system training with vendor and users; communicates with software representative(s); trains and supports employees on software; perform background checks for student discipline history.
- ~~2.3.~~ Assist administrator in Title IX process; schedule meetings; ensure process is followed, proper communication is achieved, appropriate forms are completed and filed; and confirm Title IX webpage is up-to-date and accurate.
- ~~3. Coordinates and assists in monitoring activities of staff to assure timely completion of instructional administrative operations.~~
4. Serves as lead in planning, coordinating, and overseeing annual commencement ceremony; prepares contracts and purchase requisitions related to commencement; meets with contractors/vendors as needed; coordinate and train event staff; communicates with students and fields all questions related to commencement; maintains and updates commencement webpage; runs commencement planning meetings in absene of administrator.

5. Develops and presents in-service training for faculty and staff in accordance with state-mandated requirements and changes in district policy and procedures as related to student services.
- 4.6. Plans and coordinates onboarding procedures for new student services employees.  
~~Acts as a liaison with information technology services to develop and revise various computer programs, databases, and reports necessary to support student services.~~
- 5.7. Assists with contract research and contract administration; reviews full-time faculty and part-time faculty/district contract and assists with the development of procedures to implement sections pertaining to the office of student services.
- 6.8. Relieves administrator of administrative detail; coordinates travel and conference arrangements; maintains the Vice President's calendar; resolves conflicts; assists coordination of district-wide division activities, programs, ~~catalogs~~, and reports; makes referrals to appropriate technical staff; schedules, arranges and ~~meetings and makes arrangements~~; and sets up meetings (including facilities, equipment, and supplies); maintains department website.
9. Tracks, reviews, and revises annual student services catalog pages and ensures updates are submitted by division departments.
- 7.10. Compiles data and prepares reports from research; assists in background research and preparation of agenda items for board of trustees, college council and cabinet ~~meetings~~ agenda items.
11. Assists in updating District board policies and administrative procedures; monitors cyclical review schedule for students services board policies and administrative procedures.
- 8.12. Performs a wide variety of ~~secretarial-administrative assistant~~ duties for CSSO ~~a cabinet-level manager~~; handles urgent or important business, ~~in person and over the telephone~~, and ~~chooses among alternative courses of action including routing them to other management personnel~~; ~~prepares agenda and related materials for meetings~~; and ~~takes notes for group meetings~~.
13. Provides administrative support and coordinaton for councils and committees including, preparing agendas, notes, and related materials for meetings; and post appropriate materials on the district portal.
- 9.14. Maintains district and categorical budget records, as appropriate; develops and inputs online purchase requests, initiates budget transfers, and processes invoices; and assists in annual budget development process.
- 10.15. Screens incoming correspondence ~~routed to supervisor, and~~ refers to appropriate staff member for reply and follows-up to ensure ~~insure that reply~~ deadlines are met; arranges ~~correspondence for the administrator's personal reply in order of priority with appropriate background material attached for reference~~; composes correspondence as needed. ~~on a wide range of subjects requiring a thorough knowledge of the procedures and policies of the manager's division and the college.~~
16. Assists CSSO in collecting, calendaring, and reconciling leaves for staff.
- 11.17. Coordinates and compiles accreditation data as directed.

18. Ensures faculty and staff evaluations for Student Services are completed in a timely manner, coordinates evaluation meetings, and assists with process as needed.
- ~~12.~~19. Works closely with human resources staff on confidential personnel issues, student discipline involving college personnel; and recruitment as needed.
- ~~13.~~20. Maintains materials of a confidential nature consisting of letters, reports, bulletins, memoranda, and various recorded materials; ~~may transcribe dictation.~~
- 14.21. May ~~oversee~~supervise the work of clerical assistants ~~temporary and/or student workers.~~
- ~~15.~~22. Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- District ~~board/instructional~~ policies and administrative procedures;
- Principles and practices of administration, ~~overseeing~~supervision, and training;
- Applicable section of State Education Code, California Title 5 regulations, Title IX and other applicable laws;
- Office management techniques and organizational skills;
- Written business communications;
- Word/Information processing applications and production;
- Records management;
- Correct English usage, spelling, grammar, and punctuation;
- Office methods, procedures, and equipment, including filing systems, ~~receptionist~~ and telephone techniques.

### **Demonstrated ability to:**

- Develop, implement, review, and revise administrative procedures and operations;
- Read, interpret, apply, and explain rules, regulations, policies and procedures;
- Meet schedules and timelines;
- Understand and carry out oral and written directions;
- Work independently, organize workload and establish priorities;
- Learn and interpret specific rules, laws, and policies and apply them with good judgement in a variety of procedural situations;
- Operate a ~~word processor and computer~~ with accuracy and speed;
- Perform secretarial work of above average difficulty;
- ~~Type at a rate of 60 wpm from clear, legible copy;~~
- Maintain office records and prepare reports;
- Compose correspondence independently.

### **Education and Experience:**

A bachelor's degree in a related area of business, administration, and five years of related experience ~~increasingly responsibility in an instructional office~~ OR any equivalent combination of training and experience.

**Working Conditions:**

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

**Physical Demands:**

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

**Special Qualification:**

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

R 7/2024

R 05/17

R 06/16

R 07/12



Allan Hancock College  
Human Resource

Classified-Professional  
Range 3+33

### **ADMINISTRATIVE COORDINATOR, THE EXTENDED CAMPUS**

#### **DEFINITION:**

Under the supervision of the appropriate ~~dean~~ administrator, the incumbent will plan, organize, coordinate, and facilitate a wide variety of administrative support activities and functions related to the successful management and operation of the extended campus. These include, but are not limited to, activities and functions affiliated with academics affairs, administrative services, student services, and facilities and operations. Values and promotes the mission and vision of the college.

#### **CLASS CHARACTERISTICS:**

Under minimal supervision, the incumbent in this position independently performs a wide range of professional work in support of the extended campus. The incumbent must be able to work autonomously, requiring a high degree of independent judgment. Incumbents may give guidance to other clerical staff, including student help and have a high frequency of responsible contact with students, staff, and/or the public requiring tact and good communication skills.

#### **ESSENTIAL FUNCTIONS:**

1. Provides administrative support for the extended campuses, which include coordination of certain systems, projects, organizations and events on campus.
2. Assist management personnel with staffing, budgets, and preparation of personnel action requests.
3. Performs a wide variety of administrative assistant duties for assigned administrator; handles urgent or important business, in person and over the telephone, and chooses among alternative courses of action including routing items to other management personnel; prepares agenda and related materials for meetings; and takes notes for councils and committees as assigned.
4. Maintains budget records as appropriate; develops and inputs online purchase requests, initiates budget transfers, and processes invoices.
5. Oversees the work of student workers.
6. Coordinates travel and conference arrangements; maintains the assigned administrator's calendar; resolves conflicts, assists coordination of district-wide events and activities for the extended campus activities, programs, catalogs, and reports; makes referrals to appropriate technical staff schedules meetings and makes arrangements; and sets up meetings (including facilities, auditors, equipment, and supplies) as needed.
- 1-7. Plans, develops, organizes, and coordinates the campus services, classes, events and activities
- 2-8. Tracks enrollment for all extended campus sites and implements enrollment management parameters in support of the ~~dean~~ appropriate administrator.

- ~~3-9.~~ Coordinates with appropriate department chair and ~~dean-administrator~~ to prepare class schedules and catalogs, monitors faculty teaching schedules, loads, and assignments; ~~confirms faculty availability.~~
- 4-10. Provides administrative support in the faculty evaluation process by coordinating student evaluations.
- ~~5-11.~~ Coordinates and monitors facilities use requests from internal and external entities, to comply with all required documentation and guidelines.
- 6-12. Coordinates and assists in budget development, cost estimates, and service agreements; drafts budget item justifications; provides regular budget updates; processes budget/expense requests and transfers; recommends budget revisions, staffing and equipment for prioritization.
- 7-13. Collects ~~and analyzes~~ financial data; monitors and, tracks ~~and audits~~ expenditures, invoices, and provides regular budget updates.
- ~~8.~~ ~~Assists the appropriate department chair and dean as necessary in the hiring process of personnel assigned to the extended campus; preparing position approval requests and notice of employment (PAR/NE) forms.~~
- 9-14. ~~Coordinates work schedules including the collecting and~~ May assist in tracking of monthly timesheets and absence reports ~~as needed, for all hourly employees.~~
- ~~10-15.~~ Makes recommendations regarding computer, equipment, and supply needs; identifies equipment specifications, explores funding opportunities, and submits funding requests as authorized and required.
- ~~11-16.~~ Coordinates with vendor representatives and independent contractors.
17. Directs Supports faculty for support needs related to textbooks, exam copies, supplemental materials, supplies, and other instructional necessities for all extended campus sites; maintains LVC Faculty Work Room.
- ~~12-18.~~ Maintain and coordinate the inventory and distribution of materials for the lending library for the North County Jail and Prison.
- ~~13-19.~~ Assists in completing, collecting, and processing various forms, contracts, documents, and reports and forwards these to appropriate departments including but not limited to documentation for strategic plans, cost of operation summaries, program reviews, and accreditation activities.
- ~~14. Maintains and updates the office procedure manual for all sites.~~
- ~~15-20.~~ Drafts reports, correspondence, and other written materials; compiles statistics and may develop databases and utilize other tools to assist the administrator regarding projects and programs.
- ~~16-21.~~ Supports council and committee meetings as appropriate.
22. Coordinates and assists with event planning and tours, marketing, communications and public affairs.
- ~~17-23.~~ Coordinates weekly food distribution during fall and spring semesters; orders food, requests facilities setup and supplies, recruits volunteers, submits weekly Foodbank reports, supports and maintains food for students on campus.
24. Assists with the development and implementation of webpage(s),

~~18.~~25. \_\_\_\_\_ Coordinates and delivers orientation sessions.

~~19.~~26. \_\_\_\_\_ Performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

- Coordination techniques and organizational skills;
- Budget preparation and budget reporting;
- Managing an office environment;
- Scheduling and tracking facilities use and maintenance;
- Electronic records and student and financial database management systems;
- Records and database management, including constructing electronic databases to collect, store, and retrieve data;
- Communicate effectively both orally and in writing;
- Correct English usage, spelling, grammar, and punctuation;
- Compose written communications from draft and prepare various reports;
- Present oral and written reports in a clear and concise manner;
- Office methods, procedures, and equipment, including computers, software, and electronic filing systems;
- Familiar with state and federal laws, regulations, and mandates that govern higher education, personnel, and the workplace;
- Learn, understand, interpret, and apply college regulations, policies and guidelines, and procedures.

#### **Demonstrated ability to:**

- Communicate effectively, both orally and in writing, with students, faculty, and staff;
- Work with a high degree of independence and with minimal supervision;
- Plan, coordinate, gather information, organize, monitor and maintain records;
- Multitask and adapt to changing tasks, workflows, and project expectations;
- 
- Analyze operational and procedural problems and develop effective solutions;
- Work with a high level of accuracy and with great attention to detail;
- Independently interpret, explain, and apply complex policies and procedures;
- Establish and maintain well-organized filing systems;
- Plan, organize, and prioritize work in order to meet frequent and changing deadlines.

#### **Licenses and Certifications:**

- Obtain and maintain California Food Handlers (CFH) Card to oversee Foodbank distribution and other food handling on campus.

- Maintain Contractor Application for Installation Access (Form 539) for Vandenberg Space Force Base (VSFB) vouching approval.

### **Education and Experience:**

Possession of a bachelor's degree preferred, or an associate's degree and five years of related experience, or an equivalent combination of education and responsible experience as an administrative assistance or any equivalent combination of training and experience.

### **Working Conditions:**

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

### **Physical Demands:**

- Typically may sit for extended periods of time.
- Operates a computer.
- Communicates over the telephone, by email, and in person.
- Regularly lifts, carries, and/or moves objects weighing up to ~~40~~25 pounds.

### **Special Qualification**

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

7/2024

R 07/2016

5/10

**AUTOMOTIVE MECHANIC****DEFINITION:**

Under general supervision of the appropriate supervisor or administrator, the incumbent is to perform on a journeyman level in the repair of mechanical equipment including trucks, buses, automobiles, power lawn mowers, and other mechanical equipment; and to do other related work as required assigned; promotes the mission and vision of the college.

**CLASS CHARACTERISTICS:**

The incumbent, under limited supervision, is assigned the responsibility for maintenance and repair of mechanical and electrical equipment. In addition to mechanic responsibilities, the incumbent in this class is assigned responsibility for training, assigning, evaluating, and coordinating the bus drivers. Incumbents also coordinate will the ordering of parts of mechanical equipment as needed for repairs.

**ESSENTIAL FUNCTIONS:**

1. Inspects buses, automobiles, trucks, tractors, golf carts and other mechanical equipment used in the college;
2. Maintains general fleet vehicles, completes service updates, dDiagnoses mechanical and electrical defects, orders parts and makes needed repairs to fleet vehicles, electric carts and equipment;
3. Makes general repairs such as but not limited to overhauling small engines, transmissions and differentials fluid changes, fitting pistons and rings, relining-replacing and adjusting brakes, aligning wheels, installing axles, overhauling steering gears and drive shafts;
- 3-4. Inspects, rotates, repairs and changes fleet vehicle and equipment tires and insures that tires are at appropriate operating pressures.
- 4-5. Makesing other mechanical and electrical repairs; makes minor repairs to fenders and other metal surfaces; does electric and acetylene welding;
6. Makes repairs to a wide range of landscape equipment such as but not limited to, edgers, string trimmers, power-lawn mowers and other mechanical equipment;
7. Maintains and use of precision tools and shop equipment in repairs of automotive equipment, including automotive hoists, light-duty automotive repairs, hand tools, power tools, and equipment such as vehicle lifts, impact wrenches, drills, etc.
- 5-8. Identify and correct hazardous problems and use good judgement as to when to report problems and safety hazards. Prepare for disposal of common hazardous waste as it relates to the automotive shop.
9. Services equipment with gasoline and oilgasoline, oil, and; lubricates equipment; changes and repairs tires; cleans and fuels District passenger vehicles.
10. Maintains Transportation Shop and service areas in a clean and safe manner.
11. Assists with material, supplies and parts inventory.

12. May tow a trailer with District vehicle and operation a dump trailer.  
~~6-13. Perform other related duties as assigned.~~  
~~7. Drives bus as necessary,~~  
~~8. Assigns and evaluates student bus drivers.~~

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

Methods, tTools, equipment and procedures used in the service, overhaul, repair and adjustment of motor equipment and of fuel, ignition, electrical, cooling, and braking systems;  
~~Methods and procedures used in the repair, overhaul and adjustment of heavy duty automatic transmission;~~  
Journeyman level knowledge in light-duty automotive repairs.  
Safety precautions and procedures including the proper use of hand tools, power tools and equipment such as vehicle lifts, impact wrenches, drills, etc.  
Proper use of various inspection and diagnostic equipment.  
Proper handling, storage and disposal of common hazardous waste in an automotive shop.

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

Diagnose mechanical and electrical defects;  
 Maintain and make repairs to a variety of mechanical equipment commonly found on campus;  
 Use standard mechanics' tools skillfully and safely;  
 Perform heavy manual labor;  
 Operate a bus, exercising good judgment and extreme caution'  
~~Work cooperatively with those contacted in the course of work;~~  
 Understand and carry out oral and written directions.

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

Individuals ~~possessing with~~ the experience, knowledge and abilities listed above are considered to possess the necessary education.  
 One year of experience as an automotive mechanic at the journeyman level; experience with diesel equipment and repairs is highly desirable.

### **Licenses and Certifications: OTHER REQUIREMENTS:**

A valid California Driver's License; and ability to qualify for district vehicle insurance coverage.  
Forklift certification within 12 months of employment.  
ASE Certification desirable.  
~~Successful completion of the examination for school bus drivers given by the California Highway Patrol;~~  
~~First Aid Certificate~~

#### **Physical Demands:**

~~Strength: h~~Heavy work – lifting, carrying, pushing and/or pulling 100 pounds maximum with frequent lifting, pushing, and/or carrying of objects weighing up to 50 pounds.  
Sitting, standing, walking, bending, or twisting, for long periods of time.

#### **Working Condition:**

Duties are primarily performed on the Santa Maria campus and other off-campus sites, and other locations as assigned.

Duties are performed indoors and outdoors. ~~Work requires standing and walking for prolonged periods.~~

**Special Qualification:**

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

R 11/2024

1/89

Allan Hancock College  
Human Resources

Classified-Professional  
Range ~~27~~32

## **COMMUNITY OUTREACH COORDINATOR**

### **DEFINITION:**

Under supervision of the ~~Director Student Activities & Outreach~~appropriate administrator, the position performs professional work executing and coordinating the outreach and promotional efforts for the college ~~coordinates and participates in the outreach and promotional efforts of the college to further~~ promote the mission and vision of the college.

### **CLASS CHARACTERISTICS:**

The incumbent in this position under ~~day-to-day general~~ minimal supervision, ~~performs professional work executing and coordinating the outreach and promotional efforts for the college. The incumbent exercises independent judgment in the interpretation and application of college policies and procedures. The position has frequent interactions with faculty, staff, administration, students, community-based organizations, and the general public, requiring sound judgment, tact, and excellent communication skills. The assignment may be at any district site and other locations as assigned. The incumbent may be assigned to perform outreach for specific programs or divisions.~~

### **ESSENTIAL FUNCTIONS:**

1. Assists the appropriate administrator ~~director~~ with the coordination, development and execution of the college-wide marketing, outreach and public relations efforts.
2. Coordinates with Public Affairs to p~~Plans, develops, and produces~~ printed collateral material, including flyers, brochures, newsletters, and other products to publicize and market college programs.
3. Coordinates with Public Affairs to p~~Plans, develops, and produces~~ electronic and web communications (new media) to current and future students, including but not limited to web page development and maintenance, social media outlets and blogs.
4. Plans, coordinates, and participates in campus-wide outreach projects and activities.
5. Develops work plans and works collaboratively with college and community leaders to assist in designing, developing, implementing, and evaluating information services and activities.
6. Coordinates and manages college-wide outreach efforts within the community, such as presentations to high schools or service organizations.
7. Oversees and manages the college-wide outreach calendar.
8. Coordinates duties of outreach personnel.
9. Develops, designs, orders, and distributes specialized promotional information and materials about the college, district, programs and services related to Outreach.
10. Monitors and assists in the identification of outreach needs of the college and community; make appropriate recommendations to the appropriate administrator~~Director~~.
11. Prepares and delivers oral presentations on behalf of the college within the community.
- ~~12. Provides information to students, parents and community members regarding~~



- college programs and services;
- ~~13.~~ Writes and edits copy for news releases, Manages the ordering of campus-wide advertising and promotional items.
  - ~~14.~~ 12. Serves as the Public Affairs and Communications' community liaison with other institutions, agencies, community-based organizations, and various departments and programs.
  - ~~15.~~ 13. Represents the college at various community and outreach events, including but not limited to speaking engagements, presentations, career fairs, and events sponsored by the college, district high schools, or community agencies.
  14. Coordinates, oversees, and supervises the process of ~~collecting~~ eng, documenting, and tracking accurate records and reports of outreach efforts
  15. ~~17.~~ Researches current trends and best practices regarding outreach and student engagement. to improve thea diverse student lifve on campus.
  16. ~~18.~~ Coordinates Assists in the hiring, training, and onboarding of student ambassadors.
  17. Coordinates the distribution of student workers and ambassador tasks, and assists in the assignments along with the responsibility and oversight of the daily operations of student workers and /ambassadors.
  18. ~~Ensures Oversees and monitors~~ facilities/instructions to maintenance for on/off-campus events are complete and up-to-date.
  - ~~16.~~ 19. Performs other related functions duties as assigned.

### **MINIMUM OUALIFICATIONS:**

#### **Knowledge of:**

- Techniques of writing and editing copy for print;
- Marketing and advertising techniques;
- Culture, practices and views of the district's and college's diverse populations;
- Public speaking and strong interpersonal communication skills;
- ~~Strong understanding of t~~ The diverse community and student population;
- General principles of successful outreach;
- Basic research, statistical reporting and presentation methods;
- Newspaper, television, social media and radio industry practices for written and oral material.

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

- Read, write and speak correctly and fluently in both English and Spanish;
- Market educational and college programs;
- Direct and evaluate the work of others in English and Spanish;
- Create, coordinate, and execute a marketing/outreach/publicity plan;
- ~~Use proper English usage, grammar, vocabulary and spelling;~~
- Prepare, produce, and disseminate public information;
- Plan, organize, and execute an effective communication program;
- Coordinate, develop and implement services and activities to assist students;
- Establish and maintain effective working relationships;

- Organize and coordinate special events;
- Use initiative and work independently while recognizing matters that should be referred to a supervisor;
- Multi-task while maintaining a high level of excellence, accuracy and timeliness;
- Communicate effectively, orally and in writing;
- Speak in public as a representative of the college;
- Establish and maintain cooperative working relationships;
- Give attention to detail;
- ~~Work with minimum supervision.~~

#### **Other Licenses and Certifications Required:**

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

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

Possession or the equivalent of an ~~associate's degree, or higher, from an accredited institution in journalism, communications, public relations, marketing, English, or a closely-related field, and two~~ bachelor's degree, or higher, from an accredited institution in journalism, communications, public relations, marketing, English, or a closely-related field, and five years ~~combination of related experience or any equivalent combination of education, training, or experience related to the position. A bachelor's degree is preferred. Must be fluent in English/Spanish.~~

#### **Working Conditions:**

- ~~May be required to work some evening hours and occasional weekend assignments.~~
- Duties are primarily performed in an office environment, at a desk, or at a computer.
- The incumbent will experience interruptions while performing normal duties during the regular workday. The incumbent will communicate via ~~have contact, in person, with~~ executive, management, supervisory, faculty, classified staff, students, and the general public via ~~by email, video conferencing, or on the telephone, or in person with executive, management, supervisory, academic and classified staff, students, and the general public.~~
- Work requires travel to other offices or locations to attend meetings or conduct work.

#### **Physical Demands:**

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

#### **Special Qualification:**

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

7/2024

9/18

**COORDINATOR, COMMUNITY EDUCATION****DEFINITION:**

Under direction ~~of the appropriate administrator, the incumbent~~ to plans, organizes, coordinates and ~~supervise-oversees~~ a wide range of activities in support of Community Education; values and promotes the mission and vision of the college.

**CLASS CHARACTERISTICS:**

In this lead position the incumbent works independently and performs professional work in support of Community Education ~~under the direction of the Dean~~ appropriate administrator. This position ~~supports~~ can relieve the immediate supervisor with of various administrative and technical details of program administration. -This involves independent judgment in the interpretation and application of state and college policies and procedures, with ~~and~~ frequent interactions with faculty, support staff, administration, community-based organizations, and the general public requiring sound judgment, tact, and excellent communication skills. The incumbent will be self-directed and able to work with minimal supervision.

**ESSENTIAL FUNCTIONS:**

1. Organizes and coordinates the college's noncredit and fee-based classes and may assist instructors with paperwork to develop new courses ~~and programs and programs.~~
2. ~~Assists the dean with the coordination~~ Coordinates, and the production of Community Education class schedules.
3. Acts as a liaison with the curriculum ~~specialist-analyst~~ and provides support through the curriculum process. the Chancellor's Office in order to submit approved curriculum into the statewide system, including tracking approval status at the state level.
4. Assists dean and faculty on matters related to curriculum and paperwork for Academic Policy and Planning (AP&P) and Chancellor Office approval.
5. Assists ~~the Dean~~ with the development and implementation of policies and procedures related to Community Education.
6. Assesses program scheduling needs and instructor assignments, and submits recommendations to the dean.
7. Maintain and track student records using software as assigned.
8. Coordinate and lead student orientations related to Community Education programs and as necessary provide documentation requirements to students to determine program eligibility.
9. Track and schedule maintenance for program vehicles and equipment and work with Business Services to maintain licensing and insurance.
- ~~6.~~10. Collect data and generate reports as requested.
- ~~7.~~11. Oversees enrollment and makes recommendations to the dean for class additions, revisions, or cancellations.
- ~~8.~~12. Submit to the dean hiring paperwork for new instructors to the appropriate administrator.
- ~~9.~~13. Under direction from the dean, Planning and -implementing the enrollment management parameters set by the college.
- ~~10.~~ Assist prospective faculty in writing narrative for approval of fee based ~~fee-based~~ course proposals.
- ~~11.~~14. Serves as liaison with Public Affairs and staff and provides input into marketing and promotional plans for all Community Education outreach activities.

- ~~12.15.~~ Assists ~~dean~~ with the selection of faculty including, interviewing noncredit and fee-based class instructors.
- ~~13.16.~~ Assists ~~dean~~ with budget requirements for Community Education programs.
- ~~14.~~ May serve as a college representative to address noncredit student and/or faculty complaints.
- ~~17.~~ Assists ~~dean~~ with developing appropriate community co-sponsorships and ~~partnerships~~ partnerships.
- ~~18.~~ Assists ~~dean~~ with noncredit faculty orientation, new faculty onboarding, and ~~explains college policies and procedures to new part-time faculty.~~ faculty forms and explain policies and procedures.
- ~~15.19.~~ Oversee hourly staff and student workers.
- ~~16.20.~~ Works with faculty in identifying software, textbooks, instructional materials, and equipment needs, and ~~submits requests to the Dean~~ immediate supervisor.
- ~~17.21.~~ Assists assigned faculty with program review and student learning outcomes for noncredit programs.
- ~~18.22.~~ Represents the college on organizational committees and external advisory committees related to community education, maintains contact with other organizations and groups to present information about Community Education classes, and events.
- ~~19.23.~~ Attends community meetings and conferences as ~~required~~ necessary; ~~assists in facilitating staff meetings with Community Education classified employees.~~
- ~~20.24.~~ Performs other related duties as ~~assigned~~ required.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Local communities in the college district and educational needs and interests of residents;
- Interviewing techniques and the college's hiring and admissions processes;
- Database and grants management;
- Organizational techniques;
- Office methods, practices and equipment;
- Public information channels and marketing techniques;
- Graphic design and photography;
- Business correspondence and report writing;
- Record keeping.

### **Demonstrated Ability to:**

- Work with a variety of professionals and the general public;
- Assist in the development of curriculum and select programs which meet community needs;
- Plan, coordinate, and execute large publication projects and public performances;
- Plan and coordinate marketing and public relations programs;
- Plans deadlines and keeps staff informed of them;
- Analyze program needs and recommend changes;
- Communicate effectively, both orally and in writing;
- ~~Establish and maintain cooperative working relationships with others;~~
- Work with minimum supervision;
- Operate a ~~personal~~ computer.

### **Education and Experience:**

A bachelor's degree in a related area and experience in journalism, education and public relations, or higher and five years of increasingly responsible experience in areas related to public

information and community education programs, or any equivalent combination of training and experience.

**Working Conditions:**

- Duties are primarily performed in an office environment, at a desk or at a computer.
- The incumbent will experience interruptions while performing normal duties during the regular workday.
- College travel may be required.
- The incumbent will have a contact, in person, with executive, management, supervisory, academic, ~~and~~ classified staff, students, as well as ~~and~~ the general public.

**Physical Demands:**

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

**Special Qualification:**

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

7/2024

Restructure 9/18

R 5/18

R 7/12

R 7/05

4/99

**COORDINATOR, CONTRACT EDUCATION****DEFINITION**

Under direction of the appropriate administrator, the incumbent plans, develops, coordinates, implements, and facilitates a wide range of administrative support activities and functions related to the successful management and operation of contract education; and promotes and values the mission and vision of the college.

**CLASS CHARACTERISTICS**

Under minimal supervision, the incumbent in this position will work with college administrators, faculty, and staff in support of contracts and agreements requested by government, private and public agencies, and industry to coordinate and develop contract education proposals. The incumbent will independently perform professional work involving judgment in the interpretation and application of policy and procedures. They may give guidance to other clerical staff, including student help.

**ESSENTIAL FUNCTIONS**

1. Plans, directs, implements, and coordinates the preparation and implementation for the contract education program and instructional service agreements.
2. Assists in identifying and pursuing contract education opportunities; develops, writes, and submits contract education proposals; prepares reports for submission to agencies and industry.
3. Generates and distributes quarterly reports on contract education developments to college administration.
4. Maintains pertinent files and documentation; monitors master calendar of all contract education activities to comply with all required documentation and guidelines.
5. Serves as a principal liaison in partnerships and collaborations between the district and community, governmental, professional organizations, and private sector companies and organizations in developing contract education proposals.
- ~~5.6. Prepares and drafts instructional service agreements and contracts.~~
7. ~~Manages Oversees~~ budgets for the contract education program.
8. Confirms the availability of funds to support requested contractual matters.
- ~~— Coordinates work with Business Services to ensure timely and complete handling of contractual matters~~
9. Submit purchase orders and requisitions for contract education courses.
10. Prepares and issue invoices to community, governmental, professional organizations, and private sector companies participating in contract education.
- ~~6.11.~~ Tracks payments received from organizations participating in contract education.
- ~~7.12.~~ Assists in the hiring of contract education personnel.
- ~~8.13.~~ Supports negotiations with external agencies and industry on terms of approved contract education proposals.

9.14. \_\_\_\_\_ Represents the district at regional, state, and national conferences and participates in appropriate community organizations and activities.

10.15. \_\_\_\_\_ Serves on a variety of district committees as assigned.

11.16. \_\_\_\_\_ Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Governmental agencies involved in education;
- Preparation of contract education proposals;
- Workforce needs of business, government, and industry;
- Applicable sections of the California Education Code and federal and state regulations;
- Written business communications;
- Records management;
- College policies and procedures.

### **Demonstrated ability to:**

- Plan, coordinate, and implement successful contract education proposals;
- Plan and coordinate the activities ~~and personnel~~ necessary to deliver the contract education program;
- Analyze, evaluate, and recommend innovative solutions to district priorities and goals;
- Collaborate with external agents and follow-up on progress of contract education activities;
- Communicate effectively both orally and in writing;
- ~~Establish and maintain positive working relationships with all segments of the college community, external agencies and industry, and the general public.~~

### **Education and Experience:**

Possession of a bachelor's degree and increasingly responsible professional experience directly related to contract education OR the equivalent combination of education and experience.

### **Physical Demands:**

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

### **Working Conditions:**

- ~~May be required to work a workweek which includes day and evening hours and occasional weekend assignments.~~
- Duties are primarily performed in an office environment, at a desk or at a computer.
- The incumbent will experience interruptions while performing normal duties during the regular workday.

- The incumbent will have a ~~high frequency of responsible~~ contact, in person, via email, video conferencing, or on the telephone, with executive, management, supervisory, academic and classified staff and the general public.
- Work may require travel to other offices or locations to attend meetings or conduct work.

**Special Qualification:**

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

7/2024

07/2016



## **COORDINATOR, FACILITIES**

### **DEFINITION:**

Under direction of the ~~Director, Facilities~~ appropriate administrator, plans, organizes, coordinates, facilitates, and oversees a wide range of activities in support of the Facilities Division, including the department director and all department supervisors; to assist in the implementation and success of facilities and capital projects; ~~to perform related work as required;~~ and values and promotes the mission and vision of the college.

### **CLASS CHARACTERISTICS:**

The incumbent will work independently to perform various administrative, clerical, and technical duties of facilities, maintenance, and capital construction administration, and will perform other duties to support facilities and construction projects. The position requires independent judgment in the comprehension and application of college policies and procedures, as well as have frequent interaction with facilities personnel, architects, contractors, faculty, support staff, administration, state agencies, and the general public. The incumbent will be self-directed and able to work with minimal supervision.

### **ESSENTIAL FUNCTIONS:**

1. Facilitates and assists in planning, organizing, and coordinating of facilities and capital projects including aspects of capital projects but not limited to request for information, investigation and change order notices.
2. Coordinates and schedules planning, pre-construction, and construction meetings with required facilities personnel and outside agencies.
- 2-3. Coordinates, schedules, facilitates, and monitors vendor quotes for maintenance and grounds projects.
- 3-4. Assists director, and department supervisors, and department leadership in the acquisition of furniture and equipment.
- 4-5. Independently compiles and composes correspondence, memoranda, transmittals, reports, equipment list, and other materials relating to the Facilities Department.
6. Compiles equipment and supplies list relating to the Facilities Department.
- 5-7. Coordinates, compiles, writes, edits, and facilitates submission of documents such as the Integrated Waste Management plan, Hazardous Waste permitting, Santa Barbara Air Pollution Control Board permits, and reports to the state or county for approval.
8. Prepares reports and updates progress for the Americans with Disabilities Act (ADA) compliance issues and projects, using programs such as Disability Access Consultants (DACTrak).
- 6-9. Prepares contracts relating to facilities projects.
- 7-10. Recommends procedures, and changes to policies and procedures, for internal documentation processing.
- 8-11. Assist director and supervisors to facilitate the resolution of routine complaints relating to District Facilities issues.
- 9-12. Coordinates, organizes and processes facilities use requests for the college programs and outside entities utilizing district facilities use forms and the District's online rental program, including processing charges when incurred.
- 10-13. Ensures all insurance and required paperwork is processed and submitted properly by outside entities requesting use of facilities, and that the facilities department staff and campus police are notified of upcoming events.

- ~~11.~~14. Coordinates facilities personnel's completion of professional development training including, but not limited to, campus training, safety training, hazardous materials training, any other specific training required for facilities positions, etc., including coordinating travel arrangements, compiling expense reports, and processing conference/training reimbursement and other requests.
- ~~12.~~ Coordinate, schedule, and attend meetings, including meeting minutes or other documents as well as provide support for appropriate committees, and task forces as required.
- ~~13.~~15. Coordinates and schedules planning, pre-construction, and construction meetings with required facilities personnel and outside agencies.
- 14.16. Establishes and maintains filing systems relating to the facilities division.
- ~~17.~~ Designs forms relating to ~~F~~facilities Department, and
- ~~15.~~18. Maintains and updates the Facilities web pages.
- ~~16.~~19. Maintains and update vehicle inventory list for all district vehicles.
- ~~17.~~20. Attends meetings, conferences and trainings as required.
- ~~18.~~21. Provides administrative and budgetary support to facilities division and projects, including project planning, purchase orders, money transfers, receiving, ordering supplies, etc.
- ~~19.~~22. Work closely with business services and the office of the Vice President of Finance and Administration to ensure all transactions are completed.
- ~~20.~~23. Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Computer programs including Microsoft Office and purchasing systems; Records and database management;
- Correct usage of spelling, grammar, and punctuation;
- Office methods, procedures, and equipment, including record keeping and filing systems; Organizational skills and office management techniques;
- Business/construction communications, correspondence and report writing;
- Budget management techniques including budget tracking, reporting, and purchasing systems; Basic accounting principles.

### **Demonstrated ability to:**

- Be self-directed and able to work with minimal supervision;
- Have sound judgment, tact, and excellent oral and written communication skills Evaluate work priorities and maintain flexible schedule;
- Analyze operational and procedural problems and develop effective solutions; Work with a high level of accuracy and great attention to detail; Independently interpret, explain, and apply complex policies and procedures;
- Apply skills to achieve results and expedite project. Ability to work effectively in-Handle a complex, fast-paced work environment ~~schedule~~ with frequent interruptions;
- Plan deadlines and keeps director, supervisors, and staff informed of them; Analyze document process needs and recommend changes to improve efficiency; Communicate effectively, both orally and in writing;
- Develop and maintain cooperative working relationships with those contacted during the course of work;
- ~~Operate a personal computer/word processor~~ Operate a personal computer/word processor with speed and accuracy;
- Operate other standard office equipment.

**Education and Experience:**

53

Associate's degree and five years of related experience, or an equivalent combination of education and responsible experience as an administrative assistance or any equivalent combination of training and experience. Possession of a bachelor's degree preferred.

**Licenses and Certifications**~~**Other Requirements:**~~

Possession of a valid California, Class C driver's license.

**Physical Demands:**

- Typically sits for extended periods of time.
- Operates a computer ~~keyboard~~.
- Communicates electronically and in person.
- Regularly lifts, carries and/or moves objects weighing up to 10 pounds.
- May be required to attend off campus meetings or conferences.

**Working Conditions:**

- Duties primarily performed in an office environment at a desk or ~~personal~~ computer and attending meetings in a construction trailer and other on/off campus buildings.
- The incumbent will experience interruptions while performing normal duties during the regular workday.
- The incumbent will have contact, in person, by email, by video conferencing, or on the telephone, with executive, management, supervisory, academic, classified staff, students, outside agencies, design professionals, architects, project managers, and the general public.
- Work requires travel to off campus meetings or conferences.

**Special Qualification:**

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

R 07/2024  
R 01/21  
07/12

Allan Hancock College  
Human Resources

Classified-Professional  
Range ~~28~~31

## **COORDINATOR, PUBLIC SAFETY**

### **DEFINITION:**

Under limited supervision of ~~appropriate assigned~~ administrator, plans, organizes, coordinates, and facilitates a variety of complex activities that support instructional delivery, training, and operations within the Public Safety Training Complex; values and promotes the mission and vision of the college.

### **CLASS CHARACTERISTICS**

The incumbent will independently perform a wide range of professional work to support the operations of the Public Safety Training Complex. The incumbent is required to make independent decisions concerning appropriate procedures of the office, provide backup for other positions in the division, and may give guidance to other clerical staff, including student ~~workers~~help. The incumbent will provide office management and coordination of certain systems, projects, organizations, and events at the Public Safety Training Complex. Incumbents have a high frequency of ~~responsible~~ contact with students, staff, and/or the public requiring tact and good communication skills.

### **ESSENTIAL FUNCTIONS**

1. Ensures that explanation of~~Responsible for explaining policies, procedures, and practices to~~are shared with students, faculty, staff, and the public.
2. Coordinates facility use for Public Safety Training Complex; tracks facilities utilization and collects necessary documentation including risk and insurance forms; compiles reports; invoices and collects payment.
3. Coordinates and monitors facilities use requests from internal and external entities, to comply with all required documentation and guidelines.
- ~~3.4.~~ Schedules and calendars rooms and training props; monitors facility use conflicts; coordinates and arranges tours.
- ~~4.5.~~ Routes contract education requests.
- ~~5.6.~~ Coordinates the collection and retention of standard operating procedures and standard operating guidelines; maintains and updates office procedure manual.
- ~~6.7.~~ Assists with budget planning, preparation, implementation, and tracking; monitors financial expenditures; collects and reviews hiring and payroll documentation for processing.
8. Coordinates and assists in budget development, cost estimates, and service agreements; drafts budget item justifications; processes budget/expense requests and transfers.
- ~~7.9.~~ Makes recommendations regarding computer, equipment, and supply needs; locates equipment per specifications; investigates funding sources; submits authorized funding requests.

- ~~8-10.~~ \_\_\_\_\_ Compiles statistical data, develops databases, and utilizes electronic tools to assist administrators with projects, programs, and reports; assists in developing and implementing strategic planning documents and other reports.
- ~~9-11.~~ \_\_\_\_\_ Assists with marketing efforts, coordinates and works with Public Affairs.
- ~~10-12.~~ \_\_\_\_\_ Serves as liaison for outside vendors, independent contractors, and district staff; coordinates computer and equipment installations and maintenance.
13. Coordinates, arranges, and supports meetings; provides support to standing and ad hoc committees and other groups as assigned.
14. Assist in completing, collecting, and processing various forms, contracts, documents, and reports and forwards these to appropriate departments.
15. Serves on related committees as assigned.
16. Assists with the development and implementation of webpage(s), coordinates, and delivers orientation sessions.
17. Serves as a principal liaison in partnerships and collaborations between the district and community, governmental, professional organizations, and private sector companies and organizations in developing Exchange of Resources and/or Memorandum of Understanding (MOU) agreements.
18. Supports negotiations with external agencies and industry on terms of approved Exchange of Resources/MOU proposals.
- ~~11-19.~~ \_\_\_\_\_ Assists the appropriate department chair and dean as necessary in the hiring process of personnel assigned to the Public Safety.
- ~~12-20.~~ \_\_\_\_\_ Perform other related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

- Budget preparation and budget reporting;
- Electronic financial recordkeeping;
- Managing an office environment;
- Scheduling and tracking facilities use and maintenance;
- Electronic records and student and financial database management systems;
- Correct English usage, spelling, grammar, and punctuation;
- State and federal laws, regulations, and mandates that govern higher education, personnel, and the workplace.
- Coordination techniques & organizational skills;
- Communicate effectively both orally and in writing;
- Office methods, procedures, and equipment, including computers, software, and electronic filing systems.

#### **Demonstrated ability to:**

- ~~Present oral and written reports in a clear and concise manner;~~

- Compose written communications and prepare and present various reports;
- Coordination techniques and organizational skills;
- Communicate effectively, both orally and in writing, with students, faculty, and staff;
- Plan, coordinate, gather information, organize, monitor and maintain records;
- Multitask and adapt to changing tasks, workflows, and project expectations;
- Prioritize, set, and evaluate work;
- Analyze operational and procedural problems and develop effective solutions;
- Independently interpret, explain, and apply complex policies and procedures;
- Learn, understand, interpret, and apply college regulations, policies and guidelines, and procedures.
- Working with a higher degree of independence and with minimal supervision-;
- Establish and maintain well-organized filing systems-;
- Plan, organize, and prioritize work in order to meet frequent and changing deadlines.

### **Education and Experience:**

Associate's degree and five years of related experience, or an equivalent combination of education and responsible experience as an administrative assistance or any equivalent combination of training and experience. Possession of a bachelor's degree preferred.

### **Working Conditions:**

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

### **Physical Demands:**

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

### **Special Qualification**

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

07/2024

07/2016

To: Board of Trustees	Date:  November 19, 2024
From: Superintendent/President	
Subject: Approval of Part-time Faculty Appointments, Regular Faculty Overload Assignments and Special Assignments/Stipends	Item Number: 11.D.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 18

**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 FACULTY OVERLOAD ASSIGNMENTS  
FALL 2024**

<b>INSTRUCTOR</b>	<b>CRN</b>	<b>COURSE</b>	<b>COURSE NAME</b>	<b>FTE</b>
<b>COUNSELING</b>				
Brackett, Ashley	Assigned	COUN	Counseling – SM	.010
<b>EARLY CHILDHOOD STUDIES</b>				
Roepke, Thesa	20380	ECS 100	Child Growth and Development	.100
<b>NURSING</b>				
Esquivel, Tina	20322	NURS 300	CAN/Acute Care Aide	.059
<b>PSYCHOLOGY</b>				
Melena, Jennifer	20798	PSY 101	General Psychology	.150
Melena, Jennifer	20772	PSY 105	Research Methods in Psychology	.150
Melena, Jennifer	20521	PSY 105	Research Methods in Psychology	.098
Melena, Jennifer	20043	PSY 101	General Psychology	.150
Melena, Jennifer	20468	PSY 101	General Psychology	.150
<b>WORK EXPERIENCE EDUCATION</b>				
Cecena, John	22060	WEE	Work Experience Education	.032
Cecena, John	22061	WEE	Work Experience Education	.016
Conrad, Alexandria	22293	WEE	Work Experience Education	.016
Frazier, Yvon	21878	WEE	Work Experience Education	.016
Frazier, Yvon	21879	WEE	Work Experience Education	.024
Frazier, Yvon	21880	WEE	Work Experience Education	.008
Frazier, Yvon	21881	WEE	Work Experience Education	.032
Frazier, Yvon	22306	WEE	Work Experience Education	.008
Frazier, Yvon	22342	WEE	Work Experience Education	.008
Frazier, Yvon	22358	WEE	Work Experience Education	.008
Hite, Christopher	21914	WEE	Work Experience Education	.008
Krier, Erin	21875	WEE	Work Experience Education	.008
Krier, Erin	21876	WEE	Work Experience Education	.024
Krier, Erin	22355	WEE	Work Experience Education	.072
Krier, Erin	22356	WEE	Work Experience Education	.024
Krier, Erin	22357	WEE	Work Experience Education	.016
Kruse, Kurt	21884	WEE	Work Experience Education	.008
Lovell, Ronald	22229	WEE	Work Experience Education	.008
Manalo, Lauro	22294	WEE	Work Experience Education	.008
Provencio, Charles	22221	WEE	Work Experience Education	.048
Provencio, Charles	22309	WEE	Work Experience Education	.016
Provencio, Charles	22374	WEE	Work Experience Education	.008
Rice, Amy	22340	WEE	Work Experience Education	.008
Selby, Megan	21883	WEE	Work Experience Education	.008

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

<b>INSTRUCTOR</b>	<b>CRN</b>	<b>COURSE</b>	<b>COURSE NAME</b>	<b>FTE</b>
<b>BUSINESS</b>				
Murray, Earl	22059	BUS 149	Work Experience Education	.008
Murray, Earl	22262	BUS 149	Work Experience Education	.008
Murray, Earl	22383	BUS 107	Human Relations in Business	.200
<b>EMERGENCY MEDICAL SERVICES</b>				
Roehl, Susan	22377	EMS 102	First Aid & Safety	.025
Scally, Brian	22377	EMS 102	First Aid & Safety	.042
<b>EMERGENCY MEDICAL SERVICES PARAMEDIC</b>				
Alegre, Richard	21109	EMSP 334	Paramedic Laboratory 2	.017
Alegre, Richard	21108	EMPS 333	Paramedic Theory 2	.031
Green, William	21109	EMSP 334	Paramedic Laboratory 2	.055
Pavlick, Raymond	21108	EMPS 333	Paramedic Theory 2	.042
Pollack, Uri	21106	EMSP 323	Paramedic Theory 1	.023
Pollack, Uri	21107	EMSP 324	Paramedic Laboratory 1	.018
Pollack, Uri	21109	EMSP 334	Paramedic Laboratory 2	.050
Pollack, Uri	21108	EMSP 333	Paramedic Theory 2	.038
Rouleau, Kati	21106	EMSP 323	Paramedic Theory 1	.021
Rouleau, Kati	21107	EMSP 324	Paramedic Laboratory 1	.040
Rouleau, Kati	21109	EMSP 324	Paramedic Laboratory 1	.022
Rouleau, Kati	21108	EMPS 333	Paramedic Theory 2	.013
Weisenberg, Patrick	21109	EMSP 334	Paramedic Laboratory 2	.022
<b>FIRE TECHNOLOGY</b>				
Asmus, Travis	21956	FT 307	Firefighter 1 Academy 1A	.059
Asmus, Travis	20285	FT 308	Firefighter 1 Academy 1B	.029
Baldwin, Colby	21956	FT 307	Firefighter 1 Academy 1A	.015
Collins, Brandyn	21956	FT 307	Firefighter 1 Academy 1A	.029
Crotty, John	20285	FT 308	Firefighter 1 Academy 1B	.214
Davis, Steven	20285	FT 308	Firefighter 1 Academy 1B	.059
D'Andrea, Dana	20285	FT 308	Firefighter 1 Academy 1B	.256
Dickson, Douglas	21956	FT 307	Firefighter 1 Academy 1A	.029
Good, Kevin	21956	FT 307	Firefighter 1 Academy 1A	.029
Good, Kevin	20285	FT 308	Firefighter 1 Academy 1B	.029
Hughey, Thomas	20285	FT 308	Firefighter 1 Academy 1B	.059
Larsen, Patrick	20285	FT 308	Firefighter 1 Academy 1B	.032
Markley, John	21956	FT 307	Firefighter 1 Academy 1A	.088
Martinez, Cesar	20285	FT 308	Firefighter 1 Academy 1B	.044
Martinez, Essex	21956	FT 307	Firefighter 1 Academy 1A	.074
Martinez, Christopher	21956	FT 307	Firefighter 1 Academy 1A	.091
McMann, Scott	20285	FT 308	Firefighter 1 Academy 1B	.029
Montejo, Vincent	20285	FT 308	Firefighter 1 Academy 1B	.029
Osborne, Matthew	20285	FT 308	Firefighter 1 Academy 1B	.029
Orr, Howard	20285	FT 308	Firefighter 1 Academy 1B	.159
Paige, Brandon	20285	FT 308	Firefighter 1 Academy 1B	.076
Shay, Kevin	20285	FT 308	Firefighter 1 Academy 1B	.062
Snodgrass, James	20285	FT 308	Firefighter 1 Academy 1B	.029
Stevens, Nicole	21956	FT 307	Firefighter 1 Academy 1A	.029
Stevens, Nicole	20285	FT 308	Firefighter 1 Academy 1B	.029

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

<b>INSTRUCTOR</b>	<b>CRN</b>	<b>COURSE</b>	<b>COURSE NAME</b>	<b>FTE</b>
<b>LAW ENFORCEMENT</b>				
Abbas, Hussein	20777	LE 322	Basic Law Enforcement Academy	.032
Alexander, Eric	22226	LE 330	Core Custody Academy	.058
Altavilla, Alexander	21376	LE 352	Field Training Officer Update	.033
Bianchi, Catherine	20777	LE 322	Basic Law Enforcement Academy	.115
Burns, Jeremy	20777	LE 321	Basic Law Enforcement Academy	.121
Camarena, Juan	20777	LE 322	Basic Law Enforcement Academy	.080
Callahan, Kenneth	22226	LE 330	Core Custody Academy	.021
Consorti, Nicholas	22226	LE 330	Core Custody Academy	.017
Culver, David	20777	LE 322	Basic Law Enforcement Academy	.048
Day, Alan	20777	LE 322	Basic Law Enforcement Academy	.074
Delgado, Matthew	20777	LE 322	Basic Law Enforcement Academy	.038
Dickel, Jason	21376	LE 352	Field Training Officer Update	.067
Dillard, Bryan	20777	LE 322	Basic Law Enforcement Academy	.066
Garrett, William	22226	LE 330	Core Custody Academy	.029
George, Kenneth	20777	LE 322	Basic Law Enforcement Academy	.278
Gomez, Ruben	20777	LE 322	Basic Law Enforcement Academy	.074
Greene, Jeffrey	22226	LE 330	Core Custody Academy	.050
Kuhl, Perry	20777	LE 322	Basic Law Enforcement Academy	.112
Olmstead, Brian	20777	LE 322	Basic Law Enforcement Academy	.159
Huddle, Kevin	20777	LE 322	Basic Law Enforcement Academy	.037
Huddle, Kevin	22083	LE 355	Leadership Development	.033
Lopez, Joe	22226	LE 330	Core Custody Academy	.029
Magana, Jorge	22226	LE 330	Core Custody Academy	.029
Martinez, Michael	20777	LE 322	Basic Law Enforcement Academy	.048
McDonald, Jeffrey	22226	LE 330	Core Custody Academy	.029
Neumann, Timothy	20777	LE 322	Basic Law Enforcement Academy	.067
Neumann, Timothy	20790	LE 318	Traffic Collision Invest	.147
Rivera, Lisa	20777	LE 322	Basic Law Enforcement Academy	.063
Ruth, Ross	20777	LE 322	Basic Law Enforcement Academy	.265
Sandu, Daniel	20777	LE 322	Basic Law Enforcement Academy	.066
Stahnke, Adam	20777	LE 322	Basic Law Enforcement Academy	.037
Sullivan, Ryan	22226	LE 330	Core Custody Academy	.058
Valadez, David	22226	LE 330	Core Custody Academy	.033
Valadez, David	20777	LE 322	Basic Law Enforcement Academy	.158
Valle, Jesus	20777	LE 322	Basic Law Enforcement Academy	.037
Vasquez, Frank	20777	LE 322	Basic Law Enforcement Academy	.054
Vega, Woodrow	20777	LE 322	Basic Law Enforcement Academy	.029
<b>LIBRARY</b>				
Weinschenk, Ethan	Assigned	LIBR	Librarian-SM	.009
<b>THEATRE</b>				
Brenneman, James	20460	THEA 101	Applied Professional Acting I	.091
Cannon, Jacob	20460	THEA 101	Applied Professional Acting I	.372
Cannon, Jacob	20461	THEA 120	Advanced Professional Acting I	.282
<b>WORK EXPERIENCE EDUCATION</b>				
Carson, Marcus	21889	WEE	Work Experience Education	.008
Carson, Marcus	21890	WEE	Work Experience Education	.008
Carson, Marcus	21891	WEE	Work Experience Education	.048
Carson, Marcus	22348	WEE	Work Experience Education	.016

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

<b>INSTRUCTOR</b>	<b>CRN</b>	<b>COURSE</b>	<b>COURSE NAME</b>	<b>FTE</b>
Carson, Marcus	22349	WEE	Work Experience Education	.016
Carson, Marcus	22350	WEE	Work Experience Education	.008
Carson, Marcus	22352	WEE	Work Experience Education	.008
Carson, Marcus	22398	WEE	Work Experience Education	.008
Espinoza, Christina	22292	WEE	Work Experience Education	.008
Espinoza, Christina	22305	WEE	Work Experience Education	.008
Espinoza, Christina	22399	WEE	Work Experience Education	.024
George, Kayla	22035	WEE	Work Experience Education	.048
George, Kayla	22036	WEE	Work Experience Education	.032
George, Kayla	22037	WEE	Work Experience Education	.056
Munoz, Cheo	21885	WEE	Work Experience Education	.008
Munoz, Cheo	22312	WEE	Work Experience Education	.008
Munoz, Cheo	22351	WEE	Work Experience Education	.024
Murray, Earl	22059	WEE	Work Experience Education	.008
Murray, Earl	22062	WEE	Work Experience Education	.008
Segura, Monique	22321	WEE	Work Experience Education	.056
Segura, Monique	22322	WEE	Work Experience Education	.224

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

<b>INSTRUCTOR</b>	<b>CRN</b>	<b>COURSE</b>	<b>COURSE NAME</b>	<b>FTE</b>
		<b>ADULT BASIC SKILLS</b>		
Wambolt, Lilia	22384	BASK 7005	High School Equivalency Exam Prep.	.162
		<b>TRUCK DRIVING PROGRAM</b>		
Diaz, Rodolfo	22122	TRCK 7801	Yard Skills	.027
Drake, William	22119	TRCK 7802	Public Road Truck Driving	.034
Fernandez, John	22401	TRCK 7801	Yard Skills	.027
Fernandez, John	22403	TRCK 7801	Yard Skills	.027
Fernandez, John	22405	TRCK 7801	Yard Skills	.027
Fernandez, John	22402	TRCK 7802	Public Road Truck Driving	.034
Fernandez, John	22404	TRCK 7802	Public Road Truck Driving	.034
Fernandez, John	22406	TRCK 7802	Public Road Truck Driving	.034
Fernandez, John	22395	TRCK 7803	Commercial Simulator Vehicle	.020
Lowery, Herod	22055	TRCK 7802	Public Road Truck Driving	.034
Oseguera, Rolando	22416	TRCK 7801	Yard Skills	.027
Oseguera, Rolando	22417	TRCK 7802	Public Road Truck Driving	.034

**FULL-TIME FACULTY OVERLOAD ASSIGNMENTS  
WINTER 2025**

<b>INSTRUCTOR</b>	<b>CRN</b>	<b>COURSE</b>	<b>COURSE NAME</b>	<b>FTE</b>
<b>ACCOUNTING</b>				
Darwin, Brent	30036	ACCT 131	Financial Accounting 1	.212
Darwin, Brent	30037	ACCT 132	Financial Accounting 2	.212
<b>ANTHROPOLOGY</b>				
Stokes, Brian	30006	ANTH 101	Intro to Biological Anthro	.212
Stokes, Brian	3007	ANTH 102	Intro to Cultural Anthro	.212
<b>ART</b>				
Hood, John	30041	ART 101	Art Appreciation	.212
Hood, John	30081	ART 101	Art Appreciation	.212
<b>BUSINESS</b>				
Bryant, Robert	30038	BUS 101	Introduction to Business	.212
Bryant, Robert	30003	BUS 106	Small Business Management	.212
Comstock, Marie	30004	BUS 107	Human Relations in Business	.212
Comstock, Marie	30039	BUS 110	Business Law	.212
<b>COMPUTER SCIENCE</b>				
Wagner, Michael	30005	CS 102	Intro to Computing with HTML	.212
Wagner, Michael	30043	CS 111	Fundamentals of Programming 1	.283
<b>EARLY CHILDHOOD STUDIES</b>				
Ramos, Magdalena	30060	ECS 102	Child Health, Safety, & Nutrition	.212
Roepke, Thesa	30044	ECS 102	Child, Family, and Community	.212
<b>EMERGENCY MEDICAL SERVICES</b>				
Newton, Sean	30086	EMS 309	PHTLS	.067
Newton, Sean	30113	EMS 321	Advanced Cardiac Life Support	.067
Newton, Sean	30114	EMS 322	Pediatric Advanced Life Support	.067
<b>ENVIRONMENTAL HEALTH &amp; SAFETY</b>				
Treur, Kristy	30048	ENVT 454	Respiratory Protection/QNFT	.033
Treur, Kristy	30056	ENVT 454	Respiratory Protection/QNFT	.033
<b>ETHNIC STUDIES</b>				
Becerra-Valencia, Lynn	30066	ES 120	Chicano History	.212
<b>FILM</b>				
Webb, Timothy	30025	FILM 101	Film Art & Communication	.272
<b>HEALTH EDUCATION</b>				
Aye, Tyson	30057	FILM 101	Film Art & Communication	.272
<b>HISTORY</b>				
Bierly, Gary	30009	HIST 101	World Civilizations to 1660	.212
Bierly, Gary	30011	HIST 102	World Civilizations Since 1500	.212
Hall, Roger	30020	HIST 107	US History to 1877	.212
Hall, Roger	30021	HIST 108	US History 1877 to Present	.212

**FULL-TIME FACULTY OVERLOAD ASSIGNMENTS  
WINTER 2025**

<b>INSTRUCTOR</b>	<b>CRN</b>	<b>COURSE</b>	<b>COURSE NAME</b>	<b>FTE</b>
		<b>LIBRARY</b>		
Kopecky, Susannah	Assigned	LIBR	Librarian-SM	.123
Olmeda, Sharaya	Assigned	LIBR	Librarian-SM	.140
		<b>PERSONAL DEVELOPMENT</b>		
Souza, Brooke	30018	PD 115	Career Planning	.075
		<b>PHOTOGRAPHY</b>		
Anderson, Shane	30065	PHTO 101	History of Photography	.212
		<b>POLITICAL SCIENCE</b>		
Patrick, Frederic	30023	POLS 103	American Government	.212
Patrick, Frederic	30022	POLS 103	American Government	.212
		<b>PSYCHOLOGY</b>		
Conrad, Alexandria	30013	PSY 101	General Psychology	.212
Conrad, Alexandria	30046	PSY 101	General Psychology	.212
Melena, Jennifer	30054	PSY 101	General Psychology	.212
Melena, Jennifer	30055	PSY 119	Abnormal Psychology	.212
		<b>SCIENCE TECH ENGINEERING MATH</b>		
Reed, Christine	30062	STEM 100	STEM Success Strategies	.075

**PART-TIME FACULTY ASSIGNMENTS - CREDIT**  
**WINTER 2025**

<b>INSTRUCTOR</b>	<b>CRN</b>	<b>COURSE</b>	<b>COURSE NAME</b>	<b>FTE</b>
		ART		
Tye Talkin, Helen	30028	ART 101	Art Appreciation	.212
		BUSINESS INFORMATION SYSTEMS		
Reed, Christine	30062	STEM 100	STEM Success Strategies	.075
		BUSINESS OFFICE TECHNOLOGY		
Ramirez, Elisa	30015	CBOT 100	Keyboarding	.075
		DENTAL ASSISTING		
Gomez, Michael	30122	DA 327	Dental Screening	.066
Titus, Maureen	30122	DA 327	Dental Screening	.066
		ECONOMICS		
Curry, Barbara	30008	ECON 101	Principles of Macro-Economics	.212
Curry, Barbara	30024	ECON 102	Principles of Micro-Economics	.212
		ETHNIC STUDIES		
Botelho, Kaitlyn	30079	ES 120	Chicano History	.212
Perez, Benjamin	30069	ES 121	African American History	.212
Perez, Benjamin	30068	ES 121	African American History	.212
		FILM		
Simonsen, Michele	30042	FILM 101	Film Art & Communication	.272
		FOOD SCIENCE AND NUTRITION		
Gariepy, Chantal	30115	FSN 109	Basic Nutrition for Health	.212
		GEOGRAPHY		
Chaudhari, Rajni	30017	GEOG 101	Physical Geography	.212
Chaudhari, Rajni	30016	GEOG 101	Physical Geography	.212
Chaudhari, Rajni	30026	GEOG 102	Human Geography	.212
		HEALTH EDUCATION		
Nickason, Scott	30019	HED 100	Health and Wellness	.212
		HISTORY		
Buckarma, Chad	30049	HIST 105	Western Civilization Since 165	.212
Gamboa, Miguel	30033	HIST 107	US History to 1877	.212
Gamboa, Miguel	30071	HIST 120	Chicano History	.212
Severn, Joshua	30031	HIST 101	World Civilizations to 1600	.212
Severn, Joshua	30034	HIST 108	US History 1877 to Present	.212
		MUSIC		
Becker, David	30029	MUS 106	World Music Appreciation	.212
		PHILOSOPHY		
Tennberg, Chris	30051	PHIL 101	Survey of Philosophy	.212
Tennberg, Chris	30052	PHIL 105	Ethics	.212



**PART-TIME FACULTY ASSIGNMENTS - CREDIT**  
**WINTER 2025**

<b>INSTRUCTOR</b>	<b>CRN</b>	<b>COURSE</b>	<b>COURSE NAME</b>	<b>FTE</b>
		<b>PHYSICAL EDUCATION</b>		
Schuetz-Jones, Deborah	30127	PE 129	First Aid-CPR: Educator/Coach	.033
Schuetz-Jones, Deborah	30127	PE 129	First Aid-CPR: Educator/Coach	.034
		<b>POLITICAL SCIENCE</b>		
Alvarez, Scott	30053	POLS 103	American Government	.212
Alvarez, Scott	30058	POLS 103	American Government	.034
		<b>PSYCHOLOGY</b>		
Mandziara, Maria	30014	PSY 118	Lifespan Development	.212
Oneill, Kathleen	30047	PSY 117	Child Psychology	.212

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

<b>INSTRUCTOR District Funded</b>	<b>ASSIGNMENT</b>	<b>DOLLAR AMOUNT</b>
Bierly, Gary	Fall 2024 large class stipend, term two, HIST/HUM 102 (CRN 20013 and 20029) had 62 students enrolled at census. Per faculty agreement 14.6.2, \$600.00 x 3 units = \$1,800 (10/14/24 - 12/7/24).	\$1,800.00
Bierly, Gary	Stipend of \$500 for academic year 2024-25 for the history/humanities program review: yearly planning update/core topic: efficiency and enrollment (8/19/24 - 5/21/25).	\$500.00
Camarena, Juan	To provide not-for-credit training via contract education - Golden West (10/24/24).	\$696.08
Day, Alan	To provide not-for-credit training via contract education - Golden West (10/24/24).	\$1,988.64
Diaz, Christopher	Stipend of \$500 for academic year 2024-25 for the sound technology program review: yearly planning update/core topic: innovative scheduling (1/21/25 - 5/21/25).	\$500.00
Diaz, Rodolfo	Training for the Truck Driving Program (10/5/24 - 10/12/24).	\$290.16
Dickel, Jason	To provide not-for-credit training via contract education (10/14/24).	\$606.00
Dickel, Jason	To provide not-for-credit training via contract education (10/11/24).	\$606.00
Dickel, Jason	To provide not-for-credit training via contract education - San Luis Obispo Police Department (10/8/24).	\$303.00
Dickel, Jason	To provide not-for-credit training via contract education - San Luis Obispo Police Department (10/4/24).	\$606.00
Dillard, Bryan	To provide not-for-credit training via contract education - Golden West (10/25/24).	\$643.44
Dillard, Bryan	To provide not-for-credit training via contract education (10/11/24).	\$80.43
Esparza, Ruben	To provide not-for-credit training via contract education - CAL OES Fire (10/18/24).	\$568.72
Fox, Alicia	Work on site with the open anatomy lab workers (12/21/24 - 5/22/25).	\$600.00
Garcia, Jesus	To provide not-for-credit training via contract education - Golden West (10/22/24).	\$568.72
Garrett, William	To provide not-for-credit training via contract education (10/22/24 - 10/25/24).	\$2,367.36
Garrett, William	To provide not-for-credit training via contract education - CAL OES (10/10/24).	\$591.84

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

<b>INSTRUCTOR</b>	<b>ASSIGNMENT</b>	<b>DOLLAR AMOUNT</b>
Garrett, William	To provide not-for-credit training via contract education - San Luis Obispo Police Department (10/8/24).	\$295.92
George, Kenneth	To provide not-for-credit training via contract education - CAL OES (10/10/24).	\$636.72
George, Kenneth	To provide not-for-credit training via contract education - Ventura Sheriff's office (9/16/24 - 9/17/24).	\$1,591.80
Lopez, Joe	To provide not-for-credit training via contract education - San Luis Obispo Police Department (10/4/24).	\$813.44
Lowery, Herod	Assisting and instructing students with the DMV exam prep and Class A driving exam (11/1/24).	\$328.64
Lowery, Herod	Assisting and instructing students with the DMV exam prep and Class A driving exam (10/30/24).	\$252.80
Lowery, Herod	Assisting and instructing students with the DMV exam prep and Class A driving exam (10/25/24).	\$581.44
Lowery, Herod	Assisting and instructing students with the DMV exam prep and Class A driving exam (10/21/24).	\$278.08
Lowery, Herod	Assisting and instructing students with the DMV exam prep and Class A driving exam (10/18/24).	\$303.36
Lowery, Herod	Assisting and instructing students with the DMV exam prep and Class A driving exam (10/15/24).	\$252.80
Lowery, Herod	Assisting and instructing students with the DMV exam prep and Class A driving exam (10/14/24).	\$404.48
Lowery, Herod	Assisting and instructing students with the DMV exam prep and Class A driving exam (10/7/24).	\$417.12
Magana, Jorge	To provide not-for-credit training via contract education - Golden West (10/21/24 - 10/25/24).	\$2,959.20
Magana, Jorge	To provide not-for-credit training via contract education - CAL OES Fire (10/18/24).	\$591.84
Magana, Jorge	To provide not-for-credit training via contract education (10/11/24).	\$591.84
Magana, Jorge	To provide not-for-credit training via contract education (10/4/24).	\$591.84
Martin, Justin	"All Hands on" EMS meeting for fall 2024 (10/4/24).	\$89.82
Martinez, Merari	Assisting and instructing students with the DMV exam prep and Class A driving exam (10/18/24).	\$458.09

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

<b>INSTRUCTOR</b>	<b>ASSIGNMENT</b>	<b>DOLLAR AMOUNT</b>
Martinez, Merari	Assisting and instructing students with the DMV exam prep and Class A driving exam (10/11/24).	\$361.65
Martinez, Merari	Assisting and instructing students with the DMV exam prep and Class A driving exam (10/7/24).	\$554.53
Martinez, Merari	Assisting and instructing students with the DMV exam prep and Class A driving exam (8/30/24).	\$289.32
Miller, Andre	To provide not-for-credit training via contract education - CAL OES Fire (10/18/24).	\$507.76
Miller, Andre	To provide not-for-credit training via contract education - Ventura Sheriff's office (9/16/24).	\$317.35
Miramontes, Maria	Attended the 30-hour distance education training. Per PFA agreement, article 11.9.1, part-time faculty who attend the training will receive \$60 per hour (6/17/24 - 7/21/24).	\$1,800.00
Moretti, Alicia	Guest lectured for the dental assisting program and medical assisting program (8/1/24 - 8/20/24).	\$500.96
Neumann, Timothy	To provide not-for-credit training via contract education (10/14/24).	\$662.88
Neumann, Timothy	To provide not-for-credit training via contract education (8/5/24 - 8/6/24).	\$1,325.76
Nishimori, Melinda	Stipend of \$250 for academic year 2023-2024 for ELD program review: yearly planning update/core topic: curriculum and teaching design. The \$500 annual stipend is split with George Phelan (1/22/24 - 5/25/24).	\$250.00
Osegura, Rolando	Provide instructor training to Rodolfo Diaz (10/5/24 - 10/12/24).	\$290.16
Pavlick, Raymond	EMS "All Hands on" meeting for fall 2024 (10/2/24).	\$113.38
Phelan, George	Stipend of \$250 for academic year 2023-2024 for ELD program review: yearly planning update/core topic: curriculum and teaching design. The \$500 annual stipend is split with Melinda Nishimori (1/22/24 - 5/25/24).	\$250.00
Rouleau, Kati	EMS "All Hands on" meeting for fall 2024 (10/2/24).	\$89.82
Sorenson, Gregory	To provide not-for-credit training via contract education - Golden West (10/24/24).	\$568.72
Trimbath, Patrick	Stipend of \$500 for academic year 2024-25 for the art program review: yearly planning update/core topic: innovative scheduling (8/19/24 - 5/21/25).	\$500.00

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

<b>INSTRUCTOR</b>	<b>ASSIGNMENT</b>	<b>DOLLAR AMOUNT</b>
Valadez, David	To provide not-for-credit training via contract education - Arrest & Control (10/11/24, 8:00 a.m. -12:00 p.m.).	\$284.36
Valadez, David	To provide not-for-credit training via contract education - Arrest and Control and Use of Force (10/9/24, 8:00 a.m.- 12:00 p.m. and 10/11/24, 1:00-5:00 p.m.)	\$568.72
Valadez, David	To provide not-for-credit training via contract education, Use of Force (10/9/24, 1:00-5:00 p.m.).	\$284.36
Valle, Jesus	To provide not-for-credit training via contract education - Golden West (10/24/24).	\$568.72
Valle, Jesus	To provide not-for-credit training via contract education - Golden West (10/22/24 - 10/23/24).	\$1,137.44
Valle, Jesus	To provide not-for-credit training via contract education (10/14/24).	\$568.72
Valle, Jesus	To provide not-for-credit training via contract education - CAL OES (10/10/24).	\$568.72
Vasquez, Frank	To provide not-for-credit training via contract education - Golden West (10/25/24).	\$662.88
Wambolt, Lilia	Stipend for part-time faculty evaluation per Article 13.5.1 for completing the classroom/worksite observation for: William Drake, John Fernandez, Steven Molina, and Clemente Moreno (10/1/24 - 10/7/24).	\$800.00
Wong, Sebastian	EMS "All Hands on" meeting for fall 2024 (10/2/24).	\$89.82

**Grant Funded**

Aleman, Florentino	Burling English Training professional development (8/16/24).	\$111.28
Astacio, Jaime	Fall 2024 Title V training (10/1/24 - 12/12/24).	\$1,260.00
Ayres, Amanda	Fall 2024 Title V training (10/1/24 - 12/12/24).	\$1,128.00
Brennan, Marcia	Fall 2024 Title V training (10/1/24 - 12/12/24).	\$1,369.00
Britten, Benjamin	Title V grant faculty lead coordination (10/1/24 - 12/20/24).	\$2,400.00
Brunet, Melanie	To provide asynchronous tutoring for writing center paper submission program (10/3/24 - 10/27/24).	\$690.00
Brunet, Melanie	To provide asynchronous tutoring for writing center paper submission programs (9/5/24 - 9/29/24).	\$1,650.00
Carroll, Christopher	Fall 2024 Title V training (10/1/24 - 12/12/24).	\$1,260.00

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

<b>INSTRUCTOR</b>	<b>ASSIGNMENT</b>	<b>DOLLAR AMOUNT</b>
Carson, Marcus	This is part of an initiative to connect classrooms to careers. This assignment will involve the following three elements: 1) Workplace opportunities: collaborate and coordinate with industry partners within STEM and IT to explore and establish internship opportunities 2) Industry coaching: provide guidance to students, and 3) Administrative components/reports: responsible for tracking and maintaining data (11/1/24 - 12/31/24).	\$3,516.00
Chung, Eui	Fall 2024 Title V training (10/1/24 - 12/12/24).	\$1,200.00
Davis, Natalia	Fall 2024 Title V training (10/1/24 - 12/12/24).	\$170.00
Dimick, Janae	Fall 2024 Title V training (10/1/24 - 12/12/24).	\$1,200.00
Eachus, Chris	Fall 2024 Title V training (10/1/24 - 12/12/24).	\$1,260.00
Espinoza, Christine	This assignment will connect classrooms to career and will involve the following elements: workplace opportunities, industry coaching, and administrative components (10/1/24 -11/29/24).	\$3,658.00
Fox, Alicia	Fall 2024 Title V training (10/1/24 - 12/12/24).	\$1,200.00
Freeland, Clint	Completion of ZTC/OER professional development training and submission of proposal (10/1/24 - 10/31/24).	\$480.00
Gottheimer, Lee	Completion of ZTC/OER faculty professional development training and submission of proposal (10/1/24 - 10/31/24).	\$359.28
Guido Brunet, Melanie	Fall 2024 Title V training (10/1/24 - 12/12/24).	\$1,260.00
Gutierrez, Jaime	Burling English Training professional development (8/16/24).	\$117.60
Hadley, Wendy	Prepare and facilitate workshop for Week of Welcome (WOW) event (8/26/24 - 8/30/24).	\$180.00
Halderman, Anthony	To provide asynchronous tutoring for writing center paper submission program (10/3/24 - 10/27/24).	\$140.98
Halderman, Anthony	Fall 2024 Title V training (10/1/24 - 12/12/24).	\$1,184.00
Halderman, Anthony	To provide asynchronous tutoring for writing center paper submission program (9/6/24 - 9/29/24).	\$28.20
Harford-Nourse, Elisabeth	Fall 2024 Title V training (10/1/24 - 12/12/24).	\$952.00
Healy, Elaine	Title V grant faculty lead coordination (10/1/24 - 12/20/24).	\$4,800.00

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

<b>INSTRUCTOR</b>	<b>ASSIGNMENT</b>	<b>DOLLAR AMOUNT</b>
Henderson, Bruce	To provide a Writing Center workshop for students. Includes research and presentation. "Research Paper" (11/13/24).	\$56.69
Henderson, Bruce	To provide asynchronous tutoring for writing center paper submission program (10/3/24 - 10/27/24).	\$28.35
Henderson, Bruce	To provide asynchronous tutoring for writing center paper submission program (9/12/24 - 9/29/24).	\$198.42
Henry, June	Fall 2024 Title V training (10/1/24 - 12/12/24).	\$914.00
Hidinger, Matthew	Fall 2024 Title V training (10/1/24 - 12/12/24).	\$1,066.00
Houlis, Jim	Completion of ZTC/OER professional development training and submission of proposal (10/1/24 - 10/31/24).	\$480.00
Hughes, Michael	Fall 2024 Title V training (10/1/24 - 12/12/24).	\$1,200.00
Jozwiak, Jennifer	Fall 2024 Title V training (10/1/24 - 12/12/24).	\$480.00
Jozwiak, Jennifer	This activity is designed to research the successful implementation of mindfulness practices at other colleges and gather information on how a thematic course of mindfulness could be successfully applied to English corequisite courses. This activity aligns with the college's AB1705 plan (6/1/24 - 8/1/24).	\$1,800.00
King, Suzanne	Food Share lab supervision (10/3/24 - 5/29/24).	\$3,364.56
Kopcrak, Ana	Fall 2024 Title V training (10/1/24 - 12/12/24).	\$1,260.00
Kopecky, Susie	Writing center workshop for students. Includes research and presentation. "Research Paper" (11/13/24).	\$60.00
Landeros, Martin	Fall 2024 Title V training (10/1/24 - 12/12/24).	\$1,260.00
Licoscas, Christine	Fall 2024 Title V training (10/1/24 - 12/12/24).	\$1,120.00
Lombard, Amanda	Fall 2024 Title V training (10/1/24 - 12/12/24).	\$1,260.00
Lopez, Santino	Completion of ZTC/OER professional development training and submission of proposal (10/1/24 - 10/31/24).	\$359.28
Mahon, Richard	Fall 2024 Title V training (10/1/24 - 12/12/24).	\$1,134.00
Mann, Shandy	Healing yoga, tai chi course for stress buster event (12/4/24).	\$106.64
Martinez, Merari	Represented the truck driving program at the Cops N Cars show (10/19/24).	\$242.20

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

<b>INSTRUCTOR</b>	<b>ASSIGNMENT</b>	<b>DOLLAR AMOUNT</b>
McMahon, Michael	To provide asynchronous tutoring for writing center paper submission program (10/3/24 - 10/27/24).	\$243.36
McMahon, Michael	To provide asynchronous tutoring for writing center paper submission program (9/5/24 - 9/29/24).	\$212.94
Miller, Mark	Fall 2024 Title V training (10/1/24 - 12/12/24).	\$1,227.00
Morris, Jennifer	Fall 2024 Title V training (10/1/24 - 12/12/24).	\$1,200.00
Navarrette, Ricardo	Checking spring 2024 final grades and finalizing graduate degrees. Contacting students if they need to take more classes, making sure students are registered for summer, and helping check for eligibility (5/28/24 - 8/8/24).	\$1,200.00
Novoa, Karina	Fall 2024 Title V training (10/1/24 - 12/12/24).	\$1,260.00
Nunez, Christina	Fall 2024 Title V training (10/1/24 - 12/12/24).	\$1,260.00
Raybould-Rodgers, Julia	Fall 2024 Title V training (10/1/24 - 12/12/24).	\$1,200.00
Raybould-Rodgers, Julia	Title V grant faculty lead coordination (10/1/24 - 12/20/24).	\$4,800.00
Ritter, Laura	Fall 2024 Title V training (10/1/24 - 12/12/24).	\$885.00
Romo, Alina	Fall 2024 Title V training (10/1/24 - 12/12/24).	\$1,260.00
Schroeder, Feride	Fall 2024 Title V training (10/1/24 - 12/12/24).	\$1,260.00
Schroeder, Feride	Title V grant faculty lead coordination (10/1/24 - 12/20/24).	\$4,800.00
Schroeter, Robert	Fall 2024 Title V training (10/1/24 - 12/12/24).	\$1,260.00
Schultz, Spencer	Fall 2024 Title V training (10/1/24 - 12/12/24).	\$1,260.00
Scopatz, Stephen	Fall 2024 Title V training (10/1/24 - 12/12/24).	\$885.00
Segura, Monique	Completion of ZTC/OER professional development training and submission proposal (10/1/24 - 10/31/24).	\$489.72
Senior, Robert	Fall 2024 Title V training (10/1/24 - 12/12/24).	\$1,260.00
Sullivan, Darren	Fall 2024 Title V training (10/1/24 - 12/12/24).	\$1,120.00
Sutter, Wendy	Fall 2024 Title V training (10/1/24 - 12/12/24).	\$1,260.00



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

<b>INSTRUCTOR</b>	<b>ASSIGNMENT</b>	<b>DOLLAR AMOUNT</b>
West, Liz	Faculty professional development champion for ZTC/OER: develop, organize, and facilitate professional development sessions (7/1/24 - 6/30/25).	\$10,800.00
West, Liz	Fall 2024 Title V training (10/1/24 - 12/12/24).	\$1,260.00
West, Liz	Title V grant faculty lead coordination (10/1/24 - 12/20/24).	\$4,800.00
Wills, Kacie	Fall 2024 Title V training (10/1/24 - 12/12/24).	\$1,260.00
Yavari, Mina	Fall 2024 Title V training (10/1/24 - 12/12/24).	\$1,200.00
Ying Hood, Chellis	Fall 2024 Title V training (10/1/24 - 12/12/24).	\$1,200.00
Youngblood, Brian	To serve as the 2024 research symposium presenter mentor (8/1/24 - 10/18/24).	\$1,500.00
Yundt, David	Fall 2024 Title V training (10/1/24 - 12/12/24).	\$320.00
Zhang, Cheng	Fall 2024 Title V training (10/1/24 - 12/12/24).	\$914.00

**CONSENT ITEM**

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

**BACKGROUND**

The curriculum report for the period May 2, 2024 to November 7, 2024, is attached for consideration by the board of trustees. This report includes a summary of new courses, course reviews and modifications, course conversions to distance education instructional modality, and modified/new programs.

**FISCAL IMPACT**

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

**RECOMMENDATION**

Staff recommends that the board of trustees adopt the curriculum additions and changes reflected in the summary report of the Academic Policy and Planning Committee for the period May 2, 2024 to November 7, 2024.

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

November 19, 2024

For the period May 2, 2024 to November 7, 2024

Larry Manalo Jr., Committee Chairperson  
Dave DeGroot, Vice Chair/Technical Review Committee Chair  
Christine Bisson, Applied Behavioral Sciences  
Brent Darwin, Business  
Ricardo Navarette, Counseling  
Kacie Wills, English  
Shane Anderson, Fine Arts  
Patricia Koivisto, Kinesiology, Recreation, & Athletics  
Leanne Wolfram, Health Sciences  
Loren Bradbury, Industrial Technology  
Andria Perdue-Keiser, Languages & Communication  
Kerry Runkle, Academic/Student Services  
Brian Youngblood, Life and Physical Sciences  
Chris Eachus, Mathematical Sciences  
Kurt Kruse, Public Safety  
Lexy Conrad, Social & Behavioral Sciences  
Vacant, Associated Student Body Government  
Josie Cabanas and Luis Martinez, Admissions & Records Representative (non-voting)  
Andria Perdue-Keiser, Non-Credit Education (non-voting)  
Susie Kopecky, Library Ex-officio (non-voting)  
Dave DeGroot, Articulation Officer (non-voting)  
Robert Curry, Vice President, Academic Affairs (non-voting)  
Deborah Pirman, Vickey Smith, & Ashleigh Valero, Curriculum Analysts (non-voting)

Approved by Academic Senate:	 <u>Alberto Restrepo (Nov 14, 2024 17:12 PST)</u>	Nov 14, 2024
	President, Academic Senate Allan Hancock College	Date
Adopted by Board of Trustees:	 <u>Guy A. Tan</u>	11/19/24
	President, Board of Trustees Allan Hancock Joint Community College District	Date

**NEW COURSES/PROGRAMS RECOMMENDED FOR ADOPTION**

This section lists all new courses and programs including credit, noncredit, experimental, and special topics. Effective summer/fall 2025, unless otherwise noted\*

**New Credit Courses**

Prefix & Number	Course Title	Units
AJ 160	Introduction to Cybercrime	3.0
AJ 162	Ethical Hacking	3.0
ENGR 122	Programming and Problem-Solving in MATLAB	3.0
HLCR 100	Introduction to Health Careers	1.0
HIT 135	Basic Medical Terminology Distance Education	3.0
MMAC 131	3D Character Creation	3.0
KIN/PE 128	Sport Psychology Justification: Cross list PE 128. Exclusion statement: The course is not open to students who are currently enrolled or have received credit for PE 128. Align PE 128 with Cal-GETC requirements. Cal-GETC Area 4 Social and Behavioral Sciences DE Async. DE Adjustments.	3.0
PE 124	Advanced Swimming	1.0
PE 136	Intermediate Self Defense	1.0
PE 137	Intermediate Cardio Kickboxing	1.0
PE 155	Intermediate Jogging/Walking	1.0
PE 162	Intermediate Tennis	1.0
PE 169	Intermediate Basketball	1.0
PE 173	Intermediate Volleyball	1.0
PE 178	Intermediate Pickleball	1.0
PHTO 152	Introduction to Drone Photography and Cinematography	2.0
RT 100	Radiography and Health Care Distance Education	3.0
RT 101	Introduction to Radiography Distance Education	3.0

**New Noncredit Courses**

Prefix & Number	Course Title	Hours
ELDN 7426	ELD Reading & Writing Lab	64-160
ECSN 7149	Work Experience Education	60-150
EDUN 7149	Work Experience Education	60-150
OLDR 7411	Barbershop Harmony Chorus	37-42
PDNC 7200	Exploring Careers in STEM	1-32
TRCK 7805	DMV Refresher Prerequisite: TRCK 7802	8-16
WEEX 7149	Work Experience Education	60-150

## Review and Modify Credit Course

Prefix & Number	Course Title	Units
CA 119	Introduction to Hospitality Industry Justification: Hospitality AS-T requires HOSP 100 Introduction to Hospitality Management be a minimum of 3 units <u>C-ID HOSP 100.doc</u> . DE asynchronous	3.0
CNET 104	Introduction to Robotics and Mechatronics Cross list: ET 104, CEL 104, ET 104 Old EL 104.	3.0
CNET 105	PC Preventive Maintenance and Upgrading Old: EL 105	3.0
CNET 106	Networking Essentials 1 Old: EL 106	3.0
CNET 107	Networking Essentials 2 Old: EL 107	3.0
CNET 108	Networking Essentials 3 Old: EL 108	4.0
CNET 118	Fundamentals of DC and AC Circuits Analysis OLD: EL 118	3.0
CNET 119	Fundamentals of DC and AC Circuits Analysis Laboratory OLD: EL 119	2.0
CNET 122	Electronic Devices and Circuits Old: EL 122	3.0
CNET 123	Electronic Devices and Circuits Laboratory Old: EL 123	2.0
CNET 125	Digital Devices and Circuits Old: EL 125	3.0
CNET 126	Digital Devices and Circuits Lab Old: EL 126	2.0
CNET 128	Introduction to Renewable Energy Old: EL 128 Cross list: ET 128	3.0
CNET 131	Programmable Logic Controllers and Control Design Old: EL 131 Cross list: CEL 131 and ET 131	3.0
CNET 133	Mechatronic Systems 1 Old: EL 133 Cross list: CEL 133 and ET 133	3.0
CNET 135	Electronic Measurement and Instrumentation Old: EL 135	3.0
CNET 136	Electronics Measurement and Instrumentation Laboratory Old: EL 136.	2.0
CNET 139	Electrical Power, Motors, and Controls Cross list: ET 139	3.0
CNET 146	Electronic Product Design, Fabrication and Documentation Old: EL 146	2.0
CNET 162	Fluid Power and Control Cross list: CEL 162 or ET 162. Old: EL 162	2.0

## 76-5-Revised

CNET 320	A+ Certification Old: EL 320	2.5
CNET 332	Wireless Network Administrator Old: EL 332	3.0
CNET 333	Introduction to Network Security OLD: EL 333	2.0
CNET 370	SkillsUSA Repeat: 3 Cross list: AB 370, ARCH 370, AT 370, ET 370, MT 370 or WLDT 370 Old: EL 370	3.0
COMM 100	Survey of Communication Studies	3.0
COMM 102	Small Group Communication	3.0
COMM 103	Interpersonal Communication	3.0
COMM 106	Argumentation and Debate	3.0
COMM 110	Intercultural Communication	3.0
CS 102	Introduction to Computing with HTML Modification: Text update.	3.0
ECS 105	Observation and Assessment	3.0
ECS 106	Introduction to Early Childhood Curriculum	3.0
ECS 116	Teaching in a Diverse Society	3.0
ECS 118	Practicum: Preschool	3.0
ECS 119	Practicum: Infant/Toddler	3.0
EMSP 300	Anatomy & Physiology to Prehospital Personnel Justification: This course is a way for the paramedic student to take a anatomy and physiology fundamental course without impacting the 100 transfer courses that tend to have a longer wait list. This fulfills the requirements set forth by Title 22.	3.0
EMSP 343	Paramedic Clinical Practicum	4.0
EMSP 353	Paramedic Field Internship	10.0
ELD 533/ ELDN 533	Advanced Writing Mirror: ELDN 7533 Advanced Writing (Noncredit) Justification: Increase units to 4 to allow students time to develop and practice in the class. ENGL 101/112 sections were created to increase the time for students to learn and apply course concepts, and students at this level need this as well. It's currently being taught at 3 units and students are requesting more time in the class.	4.0
FASH 103	Textiles	3.0
FASH 104	Historic Fashion/Costume	3.0
FILM 123	Directing for the Camera Change: Changed offering from Fall to Spring.	2.0
GRPH 118	User Interface Design	3.0
GRPH/MMAC 129	Digital Tools for Visual Media Modification: Revise catalog description, content, and text. Exclusion: The course is not open to students who are enrolled or have completed GRPH/MMAX 129.	3.0
HOSP 110-130. Culinary Arts refers to cooking and baking, which is a subsector of the hospitality industry. Introduction to Food and Beverage Management likewise is a subsector of the hospitality industry. Now that we are implementing a Hospitality Management program, we need to change the prefixes of six courses to C-ID standards for Hospitality Management.		

## 76-6-Revised

HOSP 110	Sanitation and Safety Old: CA 124	3.0
HOSP 118	Beverage Management Old: CA 118	1.0
HOSP 120	Hospitality Cost Control Old: CA 126 Food Production Cost, Control and Management	3.0
HOSP 129	Catering and Events Management Old: CA 129	3.0
HOSP 130	Introduction to Food and Beverage Management Old: CA 125 Supervision and Training Techniques.	3.0
INTD 170	Interior Design	3.0
KIN 100	Introduction to Kinesiology OLD: PE 100. Justification: Update and clarify the course. College Now. Program Selection. Text. ILO. Program Impact: AAT Kinesiology AS Sports Medicine AA Kinesiology	3.0
MATH 100	Nature of Modern Mathematics Justification: Update prerequisites to comply with AB 705.	3.0
NURS 320	Care of Older Adults Justification: DOE mandate to reduce hours from 2 hours to 1.8 hours.	1.5
NURS 328	Clinical Lab 2 Justification: DOE Mandate to reduce hours from 9 hours to 8.6 hours.	3.0
PE 133	Beginning Fitness Yoga	1.0
PD 101	Success in College	3.0

**Review and Modify Credit Course: Common Course Numbering (Phase 1)**

The discipline faculty modified the course outlines to fit the CCN templates. These courses are not open to students who are enrolled or have completed the “original courses”.

Prefix & Number	Course Title	Units
COMM C1000	Introduction to Public Speaking OLD: SPCH 101 and COMM 101. Taught in English.	3.0
ENGL C1000	Academic Reading and Writing OLD: ENGL 101	4.0
ENGL C1001	Critical Thinking and Writing OLD: ENGL 103	3.0
POLS C1000	Introduction to Am Government and Politics OLD: POLS 103	3.0
PSYC C1000	Introduction to Psychology OLD: PSY 101	3.0
STAT C1000	Introduction to Statistics OLD: MATH 123 Elementary Statistics	4.0

**Review and Modify Credit Course: Ethnic Studies**

Prefix & Number	Course Title	Units
These proposals are existing courses that are modified to meet the standards and specifications of the transfer institutions. The transfer status of these courses will be posted in the catalog upon approval by the transfer institutions.		
ES 101/SOC 120	Introduction to Racial and Ethnic Groups	3.0
ES/ANTH 107	Indigenous People of California	3.0
ES/FILM 122	Race and Representation in American Cinema	3.0
ES/ENGL 135	Introduction to Poetry: Ethnic Studies, Social Movements, and Activism	3.0
ES/ENGL 139	Ideas of Difference: Ethnic Studies Literature and Advocacy Composition	3.0
ES/ENGL 150	Introduction to Asian Pacific American Studies Through Literature	3.0
ES /ENGL 151	Introduction to African American Studies Through Literature	3.0
ES/ENGL 152	Introduction to Latina/o Studies Through Literature	3.0
ES/ENGL 153	Introduction to Native American and Indigenous Studies Through Literature	3.0

**Modify Noncredit Course**

Prefix & Number	Course Title	Hours
BASK 7008A	Success in College Lab Modifications: Catalog description and objective.	45-51
OLDR 7215	Mixed Media 1 Mirrored Course. ART 124.	96-108
WKPR 7000	Planning Your Next Job/Career	2-8
WKPR 7001	Planning a Job Search	2-8
WKPR 7002	Impression Management	2-8

**New Credit Program**

Department	Course Title	Units
Health Sciences	Pre-radiography Certificate of Achievement	17-19



**New Noncredit Program**

Department	Course Title	Hours
Community Education	Advanced English Language Development Cert of Competency	224-412
Community Education	Spanish Literacy Cert of Competency Justification: A second course, level 2, was added due to student demands as students became more advanced. The instructor needed to separate the students by skill level for the more advanced ones to improve and become literate. Students have inquired with noncredit counseling about a certificate for these courses, and now that there are two, it will allow for a certificate. This will encourage and reward students for gaining literacy in Spanish.	168-204

**Modify Credit Program**

Department	Program Title	Units
App Behave Sciences	Early Childhood Studies Associate Teacher Certificate Certificate of Achievement	16
App Behave Sciences	Early Childhood Studies Master Teacher Certificate of Achievement	6
App Behave Sciences	Early Childhood Studies Teacher Certificate Certificate of Achievement	26
App Behave Sciences	Early Childhood Studies Site Supervisor Permit Certificate of Achievement	32
Fine Arts	Animation Foundation Certificate of Achievement	18
Fine Arts	Animation & Game Art Certificate of Achievement	33
Fine Arts	Game Art & Design Foundation Certificate of Achievement	18-19
Fine Arts	Media Arts: Photography Associate in Science Remove MMAC 102 from degree requirements. Add PHTO 152 to electives.	34
Fine Arts	Multimedia Certificate of Achievement	34
Fine Arts	Multimedia Foundation Certificate of Achievement	18
Mathematics	Engineering Associate in Arts Modification: Align with Scheduling Map.	36
Public Safety	Emergency Medical Services: Paramedic Cert of Achievement 16 or more units Justification: Modification: Update units from 32-33 to 34-35 due to EMSP 333 going from 4 to 6 units based on regulatory requirements.	34-35

**Modify Noncredit Program**

Department	Program Title	Hours
Community Education	Basic English Language Development Cert of Competency Modification: Remove elective courses.	120-390
Community Education	Intermediate English Language Development Cert of Competency	112-150

**New and Modified Requisites**

Prefix & Number	Course Title	Requisites Requests
ART 113	Three-Dimensional Design	Prerequisite: ART/GRPH 108 and ART 110.
MATH 100	Nature of Modern Mathematics	Prerequisite: MATH 331 or Placement according to AHC Placement Policy.
TRCK 7805	DMV Refresher	Prerequisite: TRCK 7802

**Request for General Education AHC General Education and Graduation Requirement and Cal-GETC**

Prefix & Number	Course Title	GE and GR Requests
ES 101/ SOC 120	Introduction to Racial and Ethnic Groups	AHC GE Area 4A Social and Behavioral Sciences AHC GE Area 6 Ethnic Studies Cal-GETC Area 4 Social and Behavioral Sciences. Sociology & Criminology Cal-GETC Area 6 Ethnic Studies
ES/ANTH 107	Indigenous People of California	AHC GE Area 4A Social and Behavioral Sciences AHC GE Area 6 Ethnic Studies Cal-GETC Area 4 Anthropology and Archaeology Cal-GETC Area 6 Ethnic Studies
ES/FILM 122	Race and Representation in American Cinema	AHC GE Area 3A Arts and Humanities AHC GE Area 6 Ethnic Studies Cal-GETC Area 3A Arts Cal-GETC Area 3B Humanities Cal-GETC Area 4 Social & Behavioral Sciences Ethnic Studies Cal-GETC Area 6 Ethnic Studies
ES/ENGL 135	Introduction to Poetry: Ethnic Studies, Social Movements, and Activism	AHC GE 3 Arts and Humanities Cal-GETC Area 3B Humanities Cal-GETC Area 6 Ethnic Studies
ES/ENGL 139	Ideas of Difference: Ethnic Studies Literature and Advocacy Composition	AHC Area 3 Arts and Humanities AHC Area 6 Ethnic Studies Cal-GETC Area 1B Critical Thinking Cal-GETC Area 3B Humanities Cal-GETC Area 6 Ethnic Studies
ES/ENGL 150	Introduction to Asian Pacific American Studies Through Literature	AHC Area 3 Arts and Humanities AHC Area 6 Ethnic Studies Cal-GETC Area 3B Humanities Cal-GETC Area 6 Ethnic Studies

## 76-10-Revised

ES /ENGL 151	Introduction to African American Studies Through Literature	AHC Area 3 Arts and Humanities AHC Area 6 Ethnic Studies Cal-GETC Area 3B Humanities Cal-GETC Area 6 Ethnic Studies
ES/ENGL 152	Introduction to Latina/o Studies Through Literature	AHC Area 3 Arts and Humanities AHC Area 6 Ethnic Studies. Cal-GETC Area 3B Humanities Cal-GETC Area 6 Ethnic Studies
ES/ENGL 153	Introduction to Native American and Indigenous Studies Through Literature	AHC GE Area 3 Arts and Humanities Cal-GETC Area 3B Humanities Cal-GETC Area 6 Ethnic Studies
KIN/PE 128	Sport Psychology	Cal-GETC Area 4 Social and Behavioral Sciences
STAT C1000	Introduction to Statistics	Cal-GETC Area 2A Mathematics

### Request for Distance Education Modalities

These modalities allow additional course offering options to in-person modality.

Prefix & Number	Course Title	DE Modalities
CA 119	Introduction to Hospitality Industry	DE Sync and Async
EMSP 300	Anatomy & Physiology to Prehospital Personnel	DE Sync and Async
FASH 104	Historic Fashion/Costume	DE Sync and Async
GRPH 118	User Interface Design	DE Sync
HIT 135	Basic Medical Terminology	DE Sync and Async
INTD 170	Interior Design	DE Sync and Async
PE 128	Sport Psychology	DE Async
PE 133	Beginning Fitness Yoga	DE Async
RT 100	Radiography and Health Care	DE Sync and Async
RT 101	Introduction to Radiography	DE Sync and Async
WKPR 7000	Planning Your Next Job/Career	DE Sync and Async
WKPR 7001	Planning a Job Search	DE Sync and Async
WKPR 7002	Impression Management	DE Sync and Async

### Request for College Now, Dual Enrollment, and Early Start

These course attributes may be added to a course proposal or sent as a committee memo. The course outline will be modified accordingly to ensure consistent information.

Prefix & Number	Course Title	Units/Hours
FASN 7000	Introduction to Basic Sewing	48-54
PD 101	Success in College	3.0

### Miscellaneous

These proposals include but not limited to course deactivation, text change, and minor changes.

Request	Prefix & Number	Course Title
Deactivate	ASL 130	Conversational American Sign Language
Deactivate	DRMA 179A	Beginning Makeup for Stage/TV Impact: Prerequisite DRMA 179B
Deactivate	ENGL 511	Writing Skills 1
Deactivate	ENGL 512	Writing Skills 2
Deactivate	ENGL 513	Writing Skills 3
Deactivate	ENGL 514	Writing Skills 4

## 76-11-Revised

Deactivate	ECS 130	Exploring Teaching Impact: Cross list: EDUC 130 AS ECS: Elementary Education in Diversity Studies C Achieve ECS Elementary Education. C Achieve ECS Elementary Education in Diversity Studies
Deactivate	ECS 132	Child Identity and Learning
Deactivate	ESL 572	Public Speaking for ESL No impact.
Deactivate	MMAC 102	Introduction to Multimedia Lab Impact Cross list: FILM 127 AS Film and Video Production CoA Film and Video Production. CoA Media Arts: Animation
Deactivate	MMAC 127	Digital Video Post-Production Cross list: FILM 127 AS Film and Video Production CoA Film and Video Production CoA Media Arts: Animation. Cert of Achievement
Text Change	ARCH 101	Principles of Environmental Design
Text Change	CHEM 140	Introduction to Organic and Biochemistry
Text Change	FCS 130	Consumer and Family Finance
Minor Change	ART 113	Three-Dimensional Design Change advisories to prerequisites. NEW Prerequisite: ART/GRPH 108 and ART 110.
Minor Change	ECS 117	NEW: Teaching Strategies for Multilingual Learners OLD: Teaching Strategies for Dual Language Learners Program Impact: AA Spanish AS Cosmetology AS Childhood Studies: Elementary Education CoA Childhood Studies: Elementary Education AS CS: Elementary Education in Diversity Studies CoA CS: Elementary Education in Diversity Studies AS ECS: General CoA ECS: General CoA ECS Master Teacher

To: Board of Trustees	Date:  November 19, 2024
From: Superintendent/President	
Subject: Adoption of the 2024-25 Education Protection Account Expenditure Plan	Item Number: 11.F.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 3

**BACKGROUND**

Proposition 30, Schools and Local Public Safety Protection Act, was passed in November 2012. This proposition temporarily raised the sales and use tax by .25 cents for four years ending December 31, 2016, and raised the income tax rate for high income earners (\$250,000 for individuals and \$500,000 for couples) for seven years to provide continuing funding for local school districts and community colleges. Proposition 30 created an Education Protection Account (EPA) within the general fund to receive and disburse these temporary tax revenues. Proposition 55, passed in November 2016, extended the income tax for high-income earners until December 31, 2030.

Districts have sole authority to determine how the money received from the EPA is spent, provided that the governing board makes these spending determinations in open session of a public meeting of the governing board. Each entity receiving funds must annually publish on its internet website an accounting of how much money was received from the EPA and how that money was spent. Additionally, the annual independent financial and compliance audit required of community colleges verifies whether the funds provided from the EPA have been properly disbursed and expended as required by law. Expenses incurred that comply with these additional audit requirements may be paid from the EPA.

Proposition 30 specifically prohibits the expenditure of EPA funds for administrative salaries and benefits or any other administrative costs. It also prohibits using EPA funds for district-wide administrative activities, such as district-level fiscal and personnel services; activities concerned with directing and managing the operation of a particular campus; and activities for assisting instructional staff in planning, developing, and evaluating the process of providing learning experiences for students.

The EPA expenditure report form and the related reporting guidelines are provided by the California Community Colleges Chancellor's Office. Attached is the 2024-25 expenditure plan for the board's adoption.

Also attached, for public record, is the report of the actual EPA proceeds and expenditures in 2023-24.

**FISCAL IMPACT**

The proposed expenditures are included in the 2024-25 adopted budget.

**RECOMMENDATION**

Staff recommends that the board of trustees adopt the 2024-25 Education Protection Account Expenditure Plan.

Administrator Initiating Item:  Dennis Curran	Final Disposition:
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**CALIFORNIA COMMUNITY COLLEGES**  
**Annual Financial and Budget Report**  
**SUPPLEMENTAL DATA**

Schools and Local Public Safety Protection Act  
**EPA Expenditure Report**

For Expenditure Year : 2023 - 2024

District ID: 610

Name: Allan Hancock Joint  
Community College  
District

Activity Classification	Object Code	Unrestricted			
EPA Proceeds:	8630	5,318,396			
Activity Classification	Object Code	Salaries and Benefits (1000 - 3000)	Operating Expenses (4000 - 5000)	Capital Outlay (6000)	Total
Instructional Activities	0100-5900	5,318,396			5,318,396
Other Support Activities (list below)	6XXX				
<b>Total Expenditures for EPA*</b>		5,318,396	0	0	5,318,396
<b>Revenues less Expenditures</b>					0
<b>*Total Expenditures for EPA may not include Administrator Salaries and Benefits or other administrative costs.</b>					

**CALIFORNIA COMMUNITY COLLEGES**  
**Annual Financial and Budget Report**  
**SUPPLEMENTAL DATA**

Schools and Local Public Safety Protection Act  
**EPA Expenditure Report**

For Budget Year: 2024 - 2025

District ID: 610

Name: Allan Hancock Joint  
Community College  
District

Activity Classification	Object Code	Unrestricted			
EPA Proceeds:	8630	15,401,926			
Activity Classification	Object Code	Salaries and Benefits (1000 - 3000)	Operating Expenses (4000 - 5000)	Capital Outlay (6000)	Total
Instructional Activities	0100-5900	15,401,926			15,401,926
Other Support Activities (list below)	6XXX				
<b>Total Expenditures for EPA*</b>		15,401,926	0	0	15,401,926
<b>Revenues less Expenditures</b>					0
<b>*Total Expenditures for EPA may not include Administrator Salaries and Benefits or other administrative costs.</b>					

To: Board of Trustees	Date:  November 19, 2024
From: Superintendent/President	
Subject: Approval to Award Contract for the LVC Children's Center Outdoor Play Yard Project (Rebid No. 25-02)	Item Number: 11.G.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 2

**BACKGROUND**

On January 17, 2023, the board of trustees authorized staff to reject the bid and rebid the construction of the Lompoc Valley Center Children's Center Outdoor Play Yard Project (Bid No. 23-02) and issue a new Rebid No. 25-02. The project was listed with Cyber Copy Reprographics and advertised in the Santa Maria Times on September 17 and September 24, 2024. On October 1, 2024, the mandatory job walk was held with three contractors present.

On October 24, 2024, bids were due and three responsive bids were received. As indicated on the Bid Tabulation form, the responsive and lowest bidder for this project was Specialty Constructors Services, Inc. with a total bid amount of \$244,490.

**FISCAL IMPACT**

The bid amount is \$244,490 and will be funded by the Orfalea Foundation Grant.

**RECOMMENDATION**

Staff recommends the board of trustees award the contract for the construction and installation of the LVC Children's Center Outdoor Play Yard Project (Rebid No. 25-02) to Specialty Constructors Services, Inc. in the amount of \$244,490.

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

## LOMPOC VALLEY CENTER CHILDREN’S CENTER OUTDOOR PLAY YARD PROJECT REBID NO. 25-02

October 24, 2024 at 2:00 p.m.

BIDDER	BID AMOUNT	SIGNED BID FORM	ADDENDUM 1 & 2 ACKNOW.	SUB LIST	WORKERS COMP	NON-COLLUSION	BID BOND	SUBSTITUT. REQUEST	ACKNOW. BIDDING PRACTICES	DRUG FREE
Specialty Constructors Services, Inc.	\$244,490	X	X	X	X	X	X	X	X	X
Quincon, Inc.	\$254,910	X	X	X	X	X	X	X	X	X
Pre Con Industries, Inc.	\$297,300	X	X	X	X	X	X	X	X	X

Opened by:

Witnessed by:

Kara Pizano

Laura Becker, Helen Plouffe, Kiana Quintana, Jose Rodriguez

To: Board of Trustees	Date:  November 19, 2024
From: Superintendent/President	
Subject: Approval to Request Bids for the Temporary Facilities Yard Project (Bid No. 25-03)	Item Number: 11.H.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 2

**BACKGROUND**

On October 9, the California Division of the State Architect (DSA) approved plans and specifications for construction of the temporary facilities yard and a concrete walkway that connects existing sidewalks to the T building (Stagecraft). This work will occur in the area where building O-300 was demolished on the Santa Maria campus. The attached design document depicts the project layout.

The temporary facilities yard provides storage and administrative space on a portion of the area that was formerly occupied by building O-300. The space will be used by the grounds and custodial teams. The district considers the yard “temporary” because the facility master plan calls for a new maintenance facility, pending adequate funding, on the southeast corner of the Santa Maria campus. The district does not plan to construct the permanent maintenance facility for at least three years.

The DSA approved design includes the following:

- A Concrete Masonry Unit (CMU) wall to complete the stagecraft yard, landscaping, irrigation and a walkway connecting the front entrance of the T building to existing walkways
- Site work to include electrical, water, lighting, grading, infill and a concrete slab for the trailer
- A fence surrounding the area where building O-300 was demolished. This fence is already in place
- A trailer for the facilities team. The trailer will only be accessed by facilities personnel
- Storage containers for facilities equipment and supplies

The district requests board authorization to solicit bids for the construction of this project. The estimated cost of the site work is \$351,000.

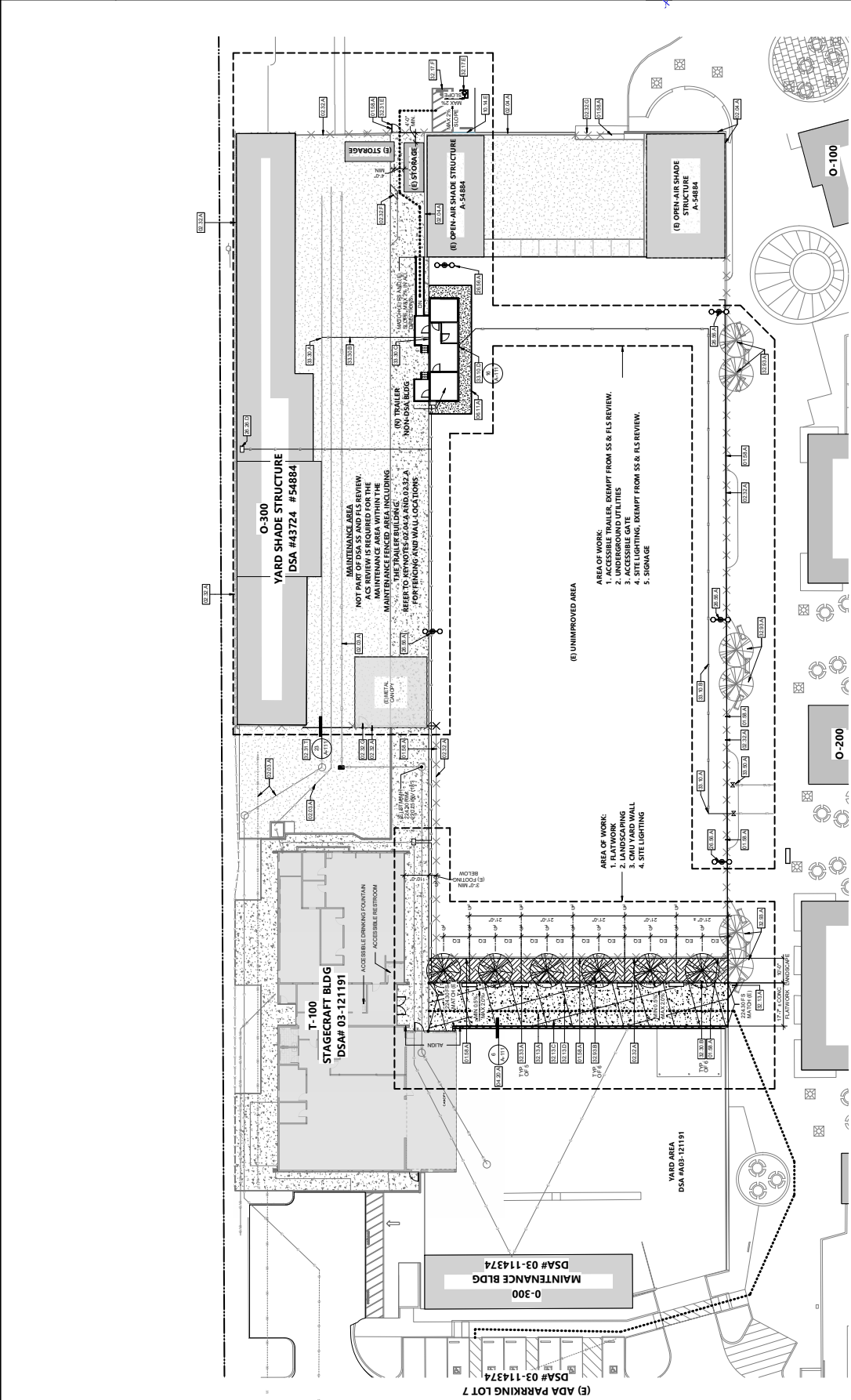
**FISCAL IMPACT**

The estimated project cost is \$558,126, which includes design, inspection and testing costs (\$80,077), equipment purchases (\$90,000), site work (\$351,000) and other costs for fencing and temporary lighting (\$37,049). The district will source the project through the Measure I Bond Funds.

**RECOMMENDATION**

Staff recommends the board of trustees approve the solicitation of bids for the Temporary Facilities Yard Project (Bid No. 25-03).

Administrator Initiating Item:  Dennis Curran	Final Disposition:
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[illegible]

**CONSENT ITEM**

To: Board of Trustees	Date:  November 19, 2024
From: Superintendent/President	
Subject: Approval of First Quarter Financial Status Report	Item Number: 11.I.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 4

**BACKGROUND**

The first quarter financial status report is a routine report, which must be submitted to the State Chancellor's Office on a quarterly basis. It is used to monitor the financial health of a district as to cash flow and fiscal solvency.

**FISCAL IMPACT**

None

**RECOMMENDATION**

Staff recommends that the board of trustees approve the first quarter financial status report.

Administrator Initiating Item:  Dennis Curran	Final Disposition:
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**Fiscal Year: 2024****Quarter Ended: 1**

As of June 30 for the fiscal year specified

Line	Description	Actual 2021-2022	Actual 2022-2023	Actual 2023-2024	Projected 2024-2025
<b>Unrestricted General Fund Revenue, Expenditure and Fund Balance:</b>					
A.	<b>Revenues:</b>				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	75,143,858	83,337,753	88,052,018	86,579,095
A.2	Other Financing Sources (Object 8900)	9,320,040	222,092	1,675	0
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	84,463,898	83,559,845	88,053,693	86,579,095
B.	<b>Expenditures:</b>				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	67,844,192	71,106,386	77,515,813	86,895,924
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	12,946,256	7,138,691	6,372,899	5,161,877
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	80,790,448	78,245,077	83,888,712	92,057,801
C.	<b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>	3,673,450	5,314,768	4,164,981	(5,478,706)
D.	<b>Fund Balance, Beginning</b>	18,925,704	22,599,154	27,913,922	32,078,920
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	18,925,704	22,599,154	27,913,922	32,078,920
E.	<b>Fund Balance, Ending (C. + D.2)</b>	22,599,154	27,913,922	32,078,903	26,600,214
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	28.0%	35.7%	38.2%	28.9%

As of the specified quarter ended for each fiscal year

Line	Description	2021-2022	2022-2023	2023-2024	2024-2025
<b>Total General Fund Cash Balance (Unrestricted and Restricted)</b>					
H.1	Cash, excluding borrowed funds	41,887,308	48,717,663	53,581,354	51,644,117
H.2	Cash, borrowed funds only	0	0	0	0
H.3	<b>Total Cash (H.1+ H.2)</b>	41,887,308	48,717,663	53,581,354	51,644,117

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col 2.)
<b>Unrestricted General Fund Revenue, Expenditure and Fund Balance:</b>					
I.	<b>Revenues:</b>				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	86,166,191	86,579,095	14,261,343	16.5%
I.2	Other Financing Sources (Object 8900)	0	0	64,860	
I.3	<b>Total Unrestricted Revenue (I.1 + I.2)</b>	86,166,191	86,579,095	14,326,203	16.5%
J.	<b>Expenditures:</b>				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	86,555,952	86,895,924	19,270,774	22.2%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	5,152,870	5,161,877	606,591	11.8%
J.3	<b>Total Unrestricted Expenditures (J.1 + J.2)</b>	91,708,822	92,057,801	19,877,365	21.6%
K.	<b>Revenues Over(Under) Expenditures (I.3 - J.3)</b>	(5,542,631)	(5,478,706)	(5,551,162)	
L.	<b>Fund Balance, Beginning</b>	32,079,472	32,078,920	32,078,920	
L.1	Prior Year Adjustments + (-)	0	0	0	
L.2	<b>Adjusted Fund Balance, Beginning (L + L.1)</b>	32,079,472	32,078,920	32,078,920	
M.	<b>Fund Balance, Ending (K. + L.2)</b>	26,536,841	26,600,214	26,527,758	
N.	Percentage of GF Fund Balance to GF Expenditures (M. / J.3)	28.9%	28.9%		

**Has the district settled any employee contracts during this quarter?**

NO

**Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?**

NO

If yes, list events and their financial ramifications.

--

**Does the district have significant fiscal problems that must be addressed?**

**This Year?**

NO

If yes, what are the problems and what actions will be taken?

**Next Year?**

NO

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Allan Hancock College  
General Fund

Income Statement by Fund  
For Period Ending 09/30/2024

	<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	\$ 31,683	609.29%	\$ 5,821,140	\$ 34,390	0.59%
State Revenues	59,442,965	11,663,596	19.62%	34,259,143	23,473,194	68.52%
Local Revenues	27,130,929	2,566,064	9.46%	1,887,874	862,029	45.66%
Total REVENUES	<u>86,579,095</u>	<u>14,261,343</u>	<u>16.47%</u>	<u>41,968,158</u>	<u>24,369,612</u>	<u>58.07%</u>
<b>EXPENDITURES</b>						
Academic Salaries	31,554,143	7,003,021	22.19%	3,771,620	764,653	20.27%
Classified Salaries	23,368,645	5,160,387	22.08%	9,142,835	1,563,892	17.11%
Employee Benefits	20,559,541	4,161,733	20.24%	4,456,271	697,815	15.66%
Supplies and Materials	1,646,128	401,039	24.36%	3,587,411	406,573	11.33%
Other Operating Exp. and Services	8,965,477	2,379,569	26.54%	6,556,254	1,241,948	18.94%
Capital Outlay	801,990	165,024	20.58%	3,414,199	174,838	5.12%
Total EXPENDITURES	<u>86,895,924</u>	<u>19,270,774</u>	<u>22.18%</u>	<u>30,928,590</u>	<u>4,849,718</u>	<u>15.68%</u>
Excess of Revenues Over/ (Under) Expenditures	(316,829)	(5,009,431)		11,039,568	19,519,894	
<b>OTHER FINANCING SOURCES(USES)</b>						
Other Financing Sources	0	64,860	Cannot divide	83,900	0	0.00%
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>64,860</u>	<u>Cannot</u>	<u>83,900</u>	<u>0</u>	<u>0.00%</u>
<b>OPERATING TRANSFERS OUT</b>						
Other Outgo	5,161,877	606,591	11.75%	8,660,068	636,954	7.36%
Total OPERATING TRANSFERS OUT	<u>5,161,877</u>	<u>606,591</u>	<u>11.75%</u>	<u>8,660,068</u>	<u>636,954</u>	<u>7.36%</u>
Excess of Revenues and Other Financing Sources Over/(Under)	(5,478,706)	(5,551,161)		2,463,400	18,882,940	
<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>\$ 26,600,214</u>	<u>\$ 26,527,759</u>		<u>\$ 13,524,198</u>	<u>\$ 29,943,739</u>	

To: Board of Trustees	Date:  November 19, 2024
From: Superintendent/President	
Subject: Second Review of Board Policy 2105, Election of Student Member	Item Number: 11.J.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 3

**BACKGROUND**

Board policy 2105, Election of Student Member, was submitted for the board's review on October 15, 2024. It is being presented to the board of trustees for adoption.

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

**FISCAL IMPACT**

To be determined.

**RECOMMENDATION**

Staff recommends the board of trustees adopt board policy 2105, Election of Student Member, as submitted.

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

To: Board of Trustees	Date:  November 19, 2024
From: Superintendent/President	
Subject: Second Review of Revised Board Policy 3820, Gifts and Contributions to the District	Item Number: 11.K.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 2

**BACKGROUND**

Board Policy 3820, Gifts and Contributions to the District, is recommended by the California Community College League's Policy and Procedure Services and has been vetted through the shared governance process and revised to align current processes.

The board policy was submitted for the board's review on October 15, 2024. It is being presented to the board of trustees for adoption.

**FISCAL IMPACT**

To be determined.

**RECOMMENDATION**

Staff recommends the board of trustees adopt board policy 3820, Gifts and Contributions to the District, as submitted

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

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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 adversely affect district resources.

The District assumes no responsibility for determining the value of gifts made to the District.

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

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**

**CONSENT ITEM**

To: Board of Trustees	Date:  November 19, 2024
From: Superintendent/President	
Subject: Second Review of Revised Board Policy 6620, Naming of Buildings and Entities	Item Number: 11.L.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 3

**BACKGROUND**

Board policy 6620, Naming of Buildings and Entities, was submitted for the board's review on October 15, 2024. It is being presented to the board of trustees for adoption.

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

**FISCAL IMPACT**

To be determined.

**RECOMMENDATION**

Staff recommends the board of trustees adopt board policy 6620, Naming of Buildings and Entities, as submitted.

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**

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## **BP 6620 NAMING OF BUILDINGS AND 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 artwork; 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 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 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 de-naming, demolition, and/or replacement.

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**Adopted: 1/16/18**

**Revised: 1/14/20**

**CONSENT ITEM**

To: Board of Trustees	Date:  November 19, 2024
From: Superintendent/President	
Subject: Authorization for Out-of-State Travel for the Superintendent/ President	Item Number: 11.M.
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)	Arlington, VA	November 12-14, 2024	To attend AACC Fall Meeting
2.	Community College Baccalaureate Association (CCBA)	Austin, TX	February 4-8, 2025	To attend CCBA National Conference
3.	Association of Community College Trustees (ACCT)	Washington, DC	February 8-12, 2025	To attend National Legislative Summit
4.	American Association of Community Colleges (AACC)	Nashville, TN	April 11-15, 2025	To attend AACC Annual Convention

**FISCAL IMPACT**

1. The estimated cost is approximately \$1,897.84.
2. The estimated cost is approximately \$3,810.54.
3. The estimated cost is approximately \$2,817.95.
4. The estimated cost is to be determined.

**RECOMMENDATION**

Staff recommends that the board of trustees authorize out-of-state travel for the superintendent/president to attend the 2024 AACC Fall Meeting in Arlington, VA on November 12-14, 2024; the CCBA National Conference in Austin, TX on February 4-8, 2025; the 2025 ACCT National Legislative Summit in Washington, DC on February 8-12, 2025; and the AACC Annual Convention in Nashville, TN on April 11-15, 2025.

Administrator Initiating Item:  Kevin G. Walthers	Final Disposition:
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To: Board of Trustees	Date:  November 19, 2024
From: Superintendent/President	
Subject: Adoption of Resolution 24-29, Title 22, State of California, Health and Welfare Agency, Department of Social Services, Community Care Licensing Division, Designation of Administrative Responsibility	Item Number: 13.A.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 2

**BACKGROUND**

Per Title 22 requirements from the State of California, Health and Welfare Agency, Department of Social Services, Community Care Licensing Division, a board resolution is required regarding the Designation of Administrative Responsibility for both the Allan Hancock College Orfalea Children's Center Lab School in Santa Maria and Lompoc Valley Children's Center Lab School.

**FISCAL IMPACT**

None

**RECOMMENDATION**

Staff recommends that the board of trustees adopt Resolution 24-29, Title 22, State of California, Health and Welfare Agency, Department of Social Services, Community Care Licensing Division, Designation of Administrative Responsibility certifying approval of designation of administrative responsibility for both the Allan Hancock College Orfalea Children's Center Lab School in Santa Maria and Lompoc Valley Children's Center Lab School to Maria Suarez, director.

Administrator Initiating Item:  Robert Curry	Final Disposition:
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RESOLUTION NO. 24-29  
A RESOLUTION OF THE BOARD OF TRUSTEES OF  
THE ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT

TITLE 22, STATE OF CALIFORNIA, HEALTH AND WELFARE AGENCY,  
DEPARTMENT OF SOCIAL SERVICES, COMMUNITY CARE LICENSING DIVISION,  
DESIGNATION OF ADMINISTRATIVE RESPONSIBILITY

WHEREAS, both the Allan Hancock College Orfalea Children's Center Lab School in Santa Maria located at 800 S. College Street, Santa Maria California and Lompoc Valley Children's Center Lab School, located at One Hancock Drive, Lompoc, California, is required to designate administrative responsibility; and

Whereas, the superintendent/president, as the chief executive officer of the district, is responsible for the overall operation of the institution; and

WHEREAS, the administrative responsibilities for both the Allan Hancock College Orfalea Children's Center in Santa Maria and the Lompoc Valley Children's Center Lab School will be overseen by the dean of academic affairs, Thomas Lamica, and program director, Maria Suarez; and

WHEREAS the Allan Hancock Joint Community College District Board of Trustees delegates authority to the following district personnel to act as agents on its behalf:

Kevin G. Walthers, Superintendent/President  
Robert Curry, Associate Superintendent/Vice President, Academic Affairs

NOW, THEREFORE, BE IT RESOLVED, that the Allan Hancock Joint Community College District Board of Trustees hereby designates administrative responsibility to Maria Suarez, director, as required by Title 22, the State of California, Health and Welfare Agency, Department of Social Services, Community Care Licensing Division, to support the operation of both children's center programs, and that the persons who are listed above are authorized to sign the transaction for the Board of Trustees.

PASSED AND ADOPTED this 19<sup>th</sup> day of November 2024, by the following vote:

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

NOES:

ABSTENTIONS:

ABSENT: Enciso

  
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Secretary to the Board of Trustees

**ACTION ITEM**

To: Board of Trustees	Date:  November 19, 2024
From: Superintendent/President	
Subject: Adoption of Resolution 24-31, Delegation of Governing Board Powers and Duties for the 2025 Calendar Year	Item Number: 13.B.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 2

**BACKGROUND**

Pursuant to Education Code Section 70902(d), which enables the governing board, by majority vote, to delegate its vested powers to the chief executive officer or any other employee of the district, so long as the board retains the ultimate responsibility for the performance of those powers and prescribes the limits of the delegation.

Resolution 24-31, Delegation of Governing Board Powers and Duties for the 2025 Calendar Year, authorizes the superintendent/president, the associate superintendent/vice president of Finance and Administration, the director of Business Services, and the associate superintendent/vice president of Academic Affairs to make cash and budget transfers through the year-end accrual phase without submitting the transfers as part of a specific board resolution.

**FISCAL IMPACT**

None

**RECOMMENDATION**

Staff recommends the board of trustees adopt Resolution 24-31, Delegation of Governing Board Powers and Duties for the 2025 Calendar Year.

Administrator Initiating Item:  Dennis Curran	Final Disposition:
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RESOLUTION NO. 24-31  
ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT  
DELEGATION OF GOVERNING BOARD POWERS AND DUTIES  
FOR THE 2025 CALENDAR YEAR

WHEREAS, Education Code Section 70902(d) provides that "Wherever in this section or any other statute a power is vested in the governing board, the governing board of a community college district, by majority vote, may adopt a rule delegating the power to the district's chief executive officer or any other employee or committee as the governing board may designate...;" and

WHEREAS, Education Code Section 70902(d) further provides, "However the governing board shall not delegate any power that is expressly made nondelegable by statute. Any rule delegating authority shall prescribe the limits of the delegation;" and

WHEREAS, the governing board of the Allan Hancock Joint Community College District recognizes that, while the authority provided in Education Code Section 70902(d) authorizes the board to delegate its vested powers, the governing board retains the ultimate responsibility over the performance of those vested powers; and

WHEREAS, the governing board further recognizes that where other statutory provisions make certain powers nondelegable, the governing board shall not delegate those powers, and that any rule delegating authority shall prescribe the limits of the delegation.

NOW, THEREFORE, BE IT RESOLVED that, in accordance with the authority provided in Education Code Section 70902(d), the governing board of the Allan Hancock Joint Community College District hereby delegates to the following officers or employees of the district, the authority to make cash and budget transfers between and within district funds as necessary for the payment of obligations of the district effective November 19, 2024, through December 31, 2025 without submitting the transfers as part of a specific board resolution.

Authorized District Employee/Officer:	Dr. Kevin G. Walthers, Superintendent/President
Authorized District Employee/Officer:	Dennis Curran, Associate Superintendent/Vice President, Finance and Administration
Authorized District Employee/Officer:	Laura Becker, Director, Business Services
Authorized District Employee/Officer:	Dr. Robert Curry, Associate Superintendent/Vice President, Academic Affairs

PASSED and ADOPTED this 19<sup>th</sup> day of November 2024, by the following vote:

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

NOES:

ABSENT: Enciso

ABSTAIN:

  
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 President, Board of Trustees

**INFORMATION ITEM**

To: Board of Trustees	Date:  November 19, 2024
From: Superintendent/President	
Subject: Acceptance of Employee Retirement and Resignations	Item Number: 14.A.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 1

**BACKGROUND**

The superintendent/president has accepted the following:

**Resignation(s)**

Employee Name	Position	Department	Effective Date	Employment Date
Campoamor, Claudia	Financial Aid Analyst	Financial Aid	11/16/24	11/01/22

**Retirement**

Employee Name	Position	Department	Effective Date	Employment Date
Ward, Nancy Jo	Professor, Graphics	Fine Arts	05/26/25	08/15/97
<b>Lewis, Barry</b>	<b>Library Services Technician</b>	<b>Library</b>	<b>01/03/25</b>	<b>01/01/20</b>

Administrator Initiating Item:  Ruben Ramirez	Final Disposition:
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To: Board of Trustees	Date:  November 19, 2024
From: Superintendent/President	
Subject: Review of Grant Proposals Submitted	Item Number: 14.B.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 1

**BACKGROUND****Review of Grant Proposals Submitted**

Institutional Grants has submitted the following grant applications for a total of \$2,736,774 in requested funds.

1. Regional Central Coast: K-16 Pathways (\$236,744)

The southern subregion, supported by cycle 2 subgrant funds, is focused on creating equitable engineering and computer science pathways across K-12 and higher education. The initiative targets two primary goals: establishing seamless engineering and computer science pathways with targeted support at critical transition points and launching a data science summer bridge program for “transfer intending” and historically marginalized students to facilitate successful transitions into higher education at local two-year and four-year institutions (UC and CSU).

The project period is January 1, 2025 – June 30, 2028. (Submitted by Thomas Lamica and Donna Beal)

2. National Science Foundation: The Louis Stokes Alliances for Minority Participation (\$1,500,000)

Proposed alliance activities include annual undergraduate research symposia and alliance gatherings, embedded tutors, on and off-campus research and design projects, networking and mentorship opportunities with industry partners, as well as faculty professional development around creating culturally sensitive classroom environments.

The project period is July 1, 2025 – June 30, 2030. (Submitted by Sean Abel, Dom Dal Bello, and Christine Reed)

3. California Workforce Development Board: High Road Training Partnership Healthcare Grant (\$1,000,000)

The High Road Training Partnership Healthcare grant will support various programs such as nursing, medical assisting, dental assisting, and emergency medical services. The funds will cover part-time faculty for clinical supervision, uniforms, nursing supplies, textbooks, National Council Licensure Examination (NCLEX) exam and prep courses, and travel costs. Match is required which includes in-kind and leveraged grant funding.

The project period is July 1, 2025 – June 30, 2027. (Submitted by Sean Abel, Dom Dal Bello, and Christine Reed)

Administrator Initiating Item:  Jon Hooten	Final Disposition:
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**INFORMATION ITEM**

To: Board of Trustees	Date:  November 19, 2024
From: Superintendent/President	
Subject: First Review of Board Policy and Administrative Procedure 3420, Equal Employment Opportunity	Item Number: 14.C.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 10

**BACKGROUND**

The revised Board Policy and Administrative Procedure 3420, Equal Employment Opportunity, underwent the review process. During the review, the board policy and administrative procedure received updates recommended by the league to revise the accreditation standards pursuant to the 2024 changes in the ACCJC Accreditation Standards.

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:  Ruben Ramirez	Final Disposition:
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AP 3420

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

## **AP 3420    EQUAL EMPLOYMENT OPPORTUNITY AND STAFF DIVERSITY**

### **I.        Implementation of District EEO Program**

The EEO Plan should be a District-wide, written plan that implements the District's EEO Program, includes the definitions contained in Title 5 Section 53001 and must:

- Be developed in collaboration with the District's Equal Employment Opportunity Advisory Committee;
- Be reviewed and adopted at a regular meeting of the governing board where it is agendaized as a separate action item and not part of the consent agenda;
- Cover a period of three years, after which a new or revised plan shall be adopted: and
- Be submitted to the California Community Colleges Chancellor's Office at least 90 days prior to its adoption. Comments received from the California Colleges Chancellor's office on the proposed plan must be presented to the governing board prior to adoption.

### **II.        Equal Employment Opportunity Plan**

The EEO Plan must include the following:

~~The Allan Hancock Joint Community College District's Equal Employment Opportunity (EEO) Plan is a written plan that implements the District's EEO Program, which includes the definitions contained in Title 5 Section 53001 and addresses the following:~~

- ~~A. Submission of plans and revisions to the California Community Colleges Chancellor's Office (CCCCO) for review and approval as required;~~
- ~~A. Specific pre-hiring, hiring, and post-hiring EEO strategies the District intends to implement each year over the life of the plan;~~
- ~~B. A schedule identifying the timetables for implementation of the identified EEO strategies~~



- C. Identification of the District EEO officer with delegated responsibility and authority for implementing the EEO Plan and assuring compliance with Title 5 regulations.
- ~~B. The designation of the District employee or employees who have been delegated responsibility and authority for implementing the plan and assuring compliance with the requirements of this Procedure;~~
- ~~C.D.~~ The procedure for filing complaints and the person with whom such complaints are to be filed;
- ~~D.E.~~ A process for notifying all District employees of the provisions of the plan and the policy statement required;
- F. A process for ensuring that District employees/individuals who participate on screening or selection committees prior to their participation receive training on the requirements of the applicable Title 5 regulations and of state and federal nondiscrimination laws, the educational benefits of workforce diversity, the elimination of bias in hiring decisions, and best practices in serving on a screening or selection committee;
- ~~E.G.~~ A process for providing annual written notice of appropriate community-based and professional organizations concerning the District's plan and the need for assistance from such organizations in identifying qualified, diverse pools of applicants for openings within the District;
- ~~F.~~ A process for gathering information and periodic, longitudinal analysis of the District's employees and applicants, broken down by number of persons from "monitored groups" as defined by Title 5 Section 53001, subdivision (i), who are employed in the District's workforce and those who have applied for employment in each of the job categories listed below. in each job category to determine whether additional diversification measures are required and to implement and evaluate the effectiveness of those measures. The District shall conduct a data review as part of its plan renewal, and may conduct periodic data reviews more frequently; and
- ~~G.H.~~ To the extent data regarding potential job applicants is provided by the CCCCO, a process for utilizing data available from reliable public and private sources to determine whether an analysis of the degree to which monitored groups are underrepresented in comparison to their representation in the field or job category in numbers of persons from such groups whom the California Community Colleges Chancellor's Office determines to be available and qualified to perform the work required for each such job category and whether or not the underrepresentation is significant within District job categories and strategies for addressing any underrepresentation;
- ~~H.I.~~ The steps the District will take to promote diversity in its work force;

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~~J. The methods for addressing any discrimination that is detected in the District's hiring practices.~~

~~I.K. The District will post a copy of the EEO plan on the District's website.~~

~~J.L. The Plan shall be a public record and the District shall make a continuous good faith effort to comply with the requirements of the Plan.~~

### III, Annual Evaluation

A. The District shall annually collect the demographic data of its employees and applicants for employment in order to evaluate progress in implementing the EEO Plan and to provide data needed for required analyses as required by Title 5-

B. The District shall submit an annual report to the CCCCCO, in a manner prescribed by the Chancellor, of this demographic data. The report shall identify each employee as belonging to one of the following seven job categories:

1. Executive/administrative/managerial
2. Faculty and other instructional staff
3. Professional non-faculty
4. Secretarial/clerical
5. Technical and paraprofessional
6. Skilled crafts
7. Service and maintenance

C. The District shall provide an opportunity for each employee to identify their gender (including non-binary options), ethnicity group(s) identification, and, if applicable, disability in a manner prescribed by the California Community Colleges Chancellor's Office consistent with state and federal law. This opportunity must allow for a person to designate multiple ethnic groups with which they identify. However, the person may only be counted in one group for reporting purposes.

D. The District shall review the annually collected demographic data to determine if significant underrepresentation of a monitored group may be the result of non-job-related factors in the employment process. ~~For the purposes of this subdivision,~~ The phases of the employment process include but are not limited to recruitment, hiring, retention and promotion. The information to be reviewed shall include, but need not be limited to, a longitudinal analysis of data regarding job applicants to identify whether, over multiple job searches, a monitored group is disproportionately failing to move from the initial applicant pool to the qualified applicant pool. The District also shall provide analysis of

data regarding potential job applicants, to the extent provided by the CCCCCO, which may indicate significant underrepresentation of a monitored group.

**IV. ~~Equal Employment Opportunity and Staff Diversity Committee~~Diversity, Equity, Inclusion, and Access/Equal Employment Opportunity Committee (DEIA/EEO)**

- A. The District shall establish a Diversity, Equity, Inclusion, and Access/Equal Employment Opportunity Committee (DEIA/EEO) ~~n Equal Employment Opportunity (EEO) and Staff Diversity Committee~~ which shall include a diverse membership and include members from District stakeholder groups, including but not limited to, students, faculty and classssifiedclassified staff whenever possible.
- B. This committee as well as members foof the District governing board shall receive training in all of the following: applicable Title 5 regulations and state and federal nondiscrimination laws; the educational benefits of workforce diversity; the identification and elimination of bias in hiring decisions; and the role of this advisory committee in carrying out drafting and implementing the District's EEO Plan.

The responsibilities of the Committee shall include but not be limited to the following:

- 1. promote communication with community groups and organizations for people with disabilities;
- ~~1-2.~~ Review and advise on recruitment efforts; job announcements, interview protocols, retention efforts and other aspects of the hiring, retention, and promotion processes that impact the District's ability to attract and retain a diverse faculty and staff.
- ~~2-3.~~ review the District's obligation to hire faculty, staff, and administrators with a demonstrated sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students;
- ~~3-4.~~ promote hiring of faculty and administrators who have attended and/or graduated from a community college;
- ~~4-5.~~ develop communications among departments to foster understanding of the Plan;
- ~~5-6.~~ to advise the HR Council and College Council regarding special training or staff development needs;
- ~~6-7.~~ review the Plan and monitor its progress; recommend changes needed in the Plan; and;
- ~~7-8.~~ review and submit the annual completed EEO report to the HR Council and College Council, and the California Community Colleges Chancellor's Office.

## **V.Employment Procedures**

### **A. Job Analysis and Validation**

The Human Resources Department shall assure that a proper job analysis is performed for every job filled by the District to determine and validate the knowledge, skills, abilities, and characteristics an employee must possess to perform the job satisfactorily. A statement of bona fide essential functions and minimum qualifications shall be developed for all positions.

### **B. Job Description**

Every job description shall provide a general statement of job duties and responsibilities. Job specifications shall include functions and tasks; knowledge; skills; ability; and job-related personal characteristics, including but not limited to sensitivity to and understanding of the diverse academic, socioeconomic, cultural, linguistic, disability, and ethnic backgrounds of community college staff and students.

### **C. Recruitment**

1. Recruitment must be conducted actively within and outside of the District work force. Open recruitment is mandated for all new full-time and part-time positions, except under limited circumstances involving interim hires.
2. Recruitment must utilize outreach strategies designed to ensure that all qualified individuals are provided the opportunity to seek employment with the District. Recruitment for administrative and faculty positions (full and part-time) may include advertisement in appropriate websites, professional journals, job registries and newspapers of general circulation; distribution of job announcements to the EEO Registry, TK-12 Districts, two and four-year colleges, and graduate schools where appropriate candidates might be enrolled; recruitment at conferences, fairs, and professional meetings; notices to institutions and professional organizations.
3. Recruitment for classified positions shall include notice to all District personnel; notice to Employment Development Department; and advertising in area newspapers of general circulation and appropriate websites.

### **D. Applicant Pools**

1. The application for employment shall afford each applicant an opportunity to identify himself/herself/themselves voluntarily as to gender, ethnicity and, if applicable, his/her/their disability. This information shall be maintained in

confidence and shall be used only for research, validation, monitoring, evaluation of the effectiveness of the Plan, or as authorized by law.

2. After the application deadline has passed, the initial applicant pool shall be recorded and reviewed by the Director of Human Resources or designee. All initial applications shall be screened to determine which candidates satisfy job specifications set forth in the job announcement. The group of candidates who meet the job specifications shall constitute the "qualified applicant pool."
3. Once the qualified applicant pool is formed, the pool must again be analyzed. If the Director of Human Resources or designee finds that the composition of the qualified applicant pool may have been influenced by factors which are not job related, the District may immediately, and before the selection process continues, consult with legal counsel to determine what, if any, corrective action is required by law.

#### E. Screening and Selection

1. Screening, selecting and interviewing candidates for all positions shall include thorough and fair procedures that are sensitive to issues of diversity. Procedures to be used must address or include that:
  - a. Hiring procedures will be provided to the CCCCCO on request.
  - b. All tests conform to generally applicable legal standards for uniformity.
  - c. A reasonable number of candidates are identified for interview.
  - d. Screening and selection committees are developed that are representative of the District community and campus; include administrators, faculty, and classified staff members; include a diverse membership when possible; do not include applicants or persons who have written letters of recommendation.
  - e. Every screening and selection committee includes an individual trained to monitor conformance with EEO requirements. The Director of Human Resources or designee assures that the screening and selection process conforms to accepted principles and practices, including preparation of job-related questions in advance; maintains records of screening checklists and rating scales, which shall be signed and kept on file; maintains notes for all interviews and record relevant factual reasons stating why a candidate was not hired or was not invited to interview; and monitors the hiring process for adverse impact.
  - f. Selection shall be based solely on the stated job criteria.
  - g. For faculty and administrative positions, candidates shall be required to demonstrate sensitivity to diversity in ways relevant to the specific position.

2. If the District determines that a particular monitored group is significantly underrepresented with respect to one or more job categories, the District shall take the following additional steps:
  - a. review its recruitment procedures; review and advise on recruitment efforts; job announcements, interview protocols,
  - b. consult with counsel to determine whether there are other additional measures that may be undertaken that are required or permitted by law;
  - c. consider various other means of reducing the underrepresentation which do not involve taking monitored group status into account and implement any such techniques that are feasible;
  - d. if significant underrepresentation persists:
  - e. review each locally- established job qualification to determine if it is job related and consistent with business necessity;
  - f. discontinue the use of any non-job-related local qualification;
  - g. continue using job-related local qualifications only if no alternative standard is reasonably available;
  - h. consider the implementation of additional measures designed to promote diversity;
  - i. review retention efforts and other aspects of the hiring, retention, and promotion processes that impact the District's ability to attract and retain a diverse faculty and staff.

## **VI Delegation of Authority**

Allan Hancock College shall be responsible for the designation of a single person as the "EEO Officer" charged with overseeing the day-to-day implementation of the EEO Plan, policies, and program. The District has designated the Director of Human Resources, as its Equal Employment Opportunity Officer who is responsible for the day-to-day implementation of the EEO Plan and procedures. Allan Hancock College shall adopt processes to assign responsibilities when the EEO Officer is named in a complaint or implicated by the allegations in a complaint.

## **II. Complaint Procedure**

Any person may file a complaint alleging the District violated this policy and procedures. An individual should file a written complaint with the Chief Human Resources Officer. ~~The District shall immediately forward a copy of the complaint to the California Community Colleges Chancellor's Office, which may require that the District provide a written investigative report within ninety (90) days.~~ The District shall also process complaints that allege unlawful discrimination according to the procedures set forth in AP 3430 Prohibition of Harassment and AP 3435 Discrimination and Harassment Complaints and Investigations.

## **VIII Job Announcements**

All job announcements shall contain a statement in substantially the following form:

- A. The District is an equal opportunity employer.
- ~~B.~~ The policy of the District is to encourage applications from ~~ethnic and racial minorities, women, persons with disabilities, and veterans.~~ Persons who are economically disadvantaged and individuals belonging to significantly underrepresented groups within the District's workforce, including ethnic and racial minorities, women and persons with disabilities.
- ~~C.B.~~ No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, age, religion, marital status, physical and mental disability, sexual orientation, national origin, medical conditions, status as a veteran or military status, ancestry, or political or organizational affiliation.

## **IX. Dissemination and Revision of the Plan**

- a) The Plan shall be posted to the District's website. Upon request, all managers and supervisors shall be given paper copies of the Plan as revised from time to time and any guidelines for implementing the Plan. The web link to the Plan shall be provided to the Academic Senate and the exclusive representatives of any units of employees.
- b) Statements of nondiscrimination shall be posted at locations where applications for employment are distributed. The Plan shall be reviewed at least every three years and, if necessary, revised and submitted to the CCCCCO within ninety (90) days of the effective date of the revision or amendment(s). If the CCCCCO determines that the District's policies are not in compliance with Title 5 Sections 59300 et seq., the CCCCCO may require the District to modify its policies.

## **X. Accountability and Corrective Action**

The District shall certify annually to the CCCCCO that they have timely:

- ~~D.C.~~ Recorded, reviewed and reported the data required regarding qualified applicant pools;
- ~~E.D.~~ Reviewed and updated, as needed, the Strategies Component of the District's EEO Plan; and
- ~~F.E.~~ 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.

**References:**

Education Code Sections 87100 et seq.;

Title 5 Sections 53000 et seq. and Sections 59300 et seq.

ACCJC Accreditation Standard III.A.12

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**Approved: No date**

**Revised: 6/16/15**

**Revised: 4/19/22**



**INFORMATION ITEM**

To: Board of Trustees	Date:  November 19, 2024
From: Superintendent/President	
Subject: First Review of Administrative Procedure 3430, Prohibition of Harassment	Item Number: 14.D.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 7

**BACKGROUND**

Revised Administrative Procedure 3430, Prohibition of Harassment, underwent the review process. During the review, the administrative procedure received updates recommended by the league to closely align with Title IX changes.

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 – General Institution

## **AP 3430 PROHIBITION OF HARASSMENT**

The District is committed to providing an academic and work environment free of unlawful harassment. This procedure defines ~~sexual harassment and other forms of harassment on campus~~ AP 3435 Discrimination and Harassment Complaints and Investigations and sets forth a procedure for the investigation and resolution of complaints of harassment by or against any students, employees, unpaid interns, or volunteers ~~staff or faculty member or student within the District.~~

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

For information on the District's prohibition of sex-based harassment under Title IX, see BP 3433 Prohibition of Sex Discrimination under Title IX, AP 3433 Prohibition of Sex Discrimination under Title IX, and AP 3434 Responding to Sex Discrimination under Title IX. For other forms of harassment, Complainants should use this procedure.

### **I. Definitions:**

#### **A. General Harassment:**

1. Harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, or sexual orientation, or military and veteran status, or the perception that a person has one or more of these characteristics is illegal and violates District policy. Harassment shall be found where a reasonable person with the same characteristics as the victim of the harassing conduct would be adversely affected to a degree that interferes with his/her/their ability to participate in or to realize the intended benefits of an institutional activity, employment, or resource
2. For sexual harassment under Title IX, complainants must proceed under BP 3433 Prohibition of Sexual Harassment under Title IX, AP 3433 Prohibition of

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

3. Gender-based harassment does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment. For example, repeated derisive comments about a person's competency to do the job, when based on that person's gender, could constitute gender-based harassment. Harassment comes in many forms, including but not limited to the following conduct:

**a) Verbal:**

Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person's race gender, sexual orientation, or other protected status. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation; or sexist, patronizing or ridiculing statements that convey derogatory attitudes based on gender, race nationality, sexual orientation or other protected status.

**b) Physical:**

Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against, or blocking another person, whistling or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person's gender, race, national origin, sexual orientation, or other protected status. Physical sexual harassment includes acts of sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability.

**c) Visual or Written:**

The display or circulation of visual or written material that degrades an individual or group based on gender, race, nationality, sexual orientation, or other protected status. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics or electronic media transmissions.

**d) Environmental:**

A hostile academic or work environment exists where it is permeated by sexual innuendo; insults or abusive comments directed at an individual or group based on gender, race, nationality, sexual orientation or other protected status; or gratuitous comments regarding gender, race, sexual orientation, or other protected status that are not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. It can also be created by an unwarranted focus on, or stereotyping of, particular racial or ethnic groups, sexual orientations, genders or other protected statuses. An environment may also be hostile toward anyone who merely witnesses unlawful harassment in his/her immediate surroundings, although the conduct is directed at others. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

## **II. Sexual Harassment:**

In addition to the above, sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature when:

- A.** submission to the conduct is made a term or condition of an individual's employment, academic status, or progress;
- B.** submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;
- C.** the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment; or
- D.** submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the community college.

This definition encompasses two kinds of sexual harassment:

- 1.** "Quid pro quo" sexual harassment occurs when a person in a position of authority makes educational or employment benefits conditional upon an individual's willingness to engage in or tolerate unwanted sexual conduct.
- 2.** "Hostile environment" sexual harassment occurs when unwelcome conduct based on a person's gender is sufficiently severe or pervasive so as to alter the conditions of an individual's learning or work environment, unreasonably

interfere with an individual's academic or work performance, or create an intimidating, hostile, or abusive learning or work environment. The victim must subjectively perceive the environment as hostile, and the harassment must be such that a reasonable person of the same gender would perceive the environment as hostile. A single or isolated incident of sexual harassment may be sufficient to create a hostile environment if it is severe, i.e., a sexual assault.

Sexually harassing conduct can occur between people of the same or different genders. The standard for determining whether conduct constitutes sexual harassment is whether a reasonable person of the same gender as the victim would perceive the conduct as harassment based on sex.

### **III. Examples:**

Harassment includes, but is not limited to the following misconduct:

#### **A. Verbal:**

Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person's protected status, including but not limited to sex. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation of a sexual nature; or sexist, patronizing or ridiculing statements that convey derogatory attitudes about a particular gender.

#### **B. Physical:**

Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures.

#### **C. Visual or Written:**

The display or circulation of offensive sexually oriented or other discriminatory visual or written material. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics or electronic media transmissions.

#### **D. Environmental:**

An academic or work environment that is permeated with racially or sexually-oriented talk, innuendo, insults or abuse not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. An environment may be hostile if unwelcome sexual behavior or other harassing behavior based on a protected status is directed specifically at an individual or if the individual merely witnesses unlawful harassment in his/her immediate surroundings. The determination of whether an environment is hostile

is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

**E. Consensual Relationships:**

Romantic or sexual relationships between supervisors and employees, or between administrators, faculty or staff members and students are discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships. A conflict of interest may arise if the administrator, faculty or staff member must evaluate the student's or employee's work or make decisions affecting the employee or student. The relationship may create an appearance of impropriety and lead to charges of favoritism by other students or employees. A consensual sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing. In the event that such relationships do occur, the District has the authority to transfer any involved employee to eliminate or attenuate the supervisory authority of one over the other, or of a teacher over a student. Such action by the District is a proactive and preventive measure to avoid possible charges of harassment and does not constitute discipline against any affected employee.

Also see BP/AP 3410 titled Nondiscrimination as well as AP 3435 titled Discrimination and Harassment Investigations and BP 4030 Academic Freedom.

**References:** Education Code Sections 212.5, 44100, 66281.5, and 66281.8;

Title 5, Sections 59320 et seq.;  
Title VII of the Civil Rights Act of 1964 (42 U.S. Code Section 2000e)

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**Approved: 4/10/18**

**Revised: 10/13/20**

**Revised: 12/20/22**

**INFORMATION ITEM**

To: Board of Trustees	Date:  November 19, 2024
From: Superintendent/President	
Subject: First Review of Board Policy 7400, Travel	Item Number: 14.E.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 2

**BACKGROUND**

The revised Board Policy 7400, Travel, underwent the review process. During the review, the board policy received updates recommended by the league to remove the out-of-state travel ban pursuant to changes in the Government Code.

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

Administrator Initiating Item:  Ruben Ramirez	Final Disposition:
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**Allan Hancock Joint Community College District**  
**Board Policy**  
 Chapter 7 – Human Resources

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**BP 7400 TRAVEL**

The Superintendent/President shall establish procedures regarding the attendance of employees at conferences, meetings, or activities. The procedures shall include authorized expenses, advance of funds, and reimbursement.

The Superintendent/President is authorized to attend conferences, meetings, and other activities that are appropriate to the functions of the District. Out-of-state travel by the Superintendent/President must be approved in advance by the Board of Trustees.

Travel requests for participation in conferences, workshops, symposiums, lectures, administrative meetings, and other employment-related activities must be approved in advance by the supervising administrator and the appropriate cabinet-level administrator. Out-of-state travel must also be approved by the Superintendent/ President or designee.

All travel outside the United States must be approved in advance by the Board of Trustees.

~~With respect to participation in conferences, meetings or activities authorized by this policy, district employees shall not travel to any state identified by the California Attorney General that has enacted a law that authorizes or requires discrimination against same-sex couples or their family members or on the basis of sexual orientation, gender identity, or gender expression. Some exceptions apply as outlined in Government Code § 11139.8.~~

~~A current listing of states that are subject to California's ban on state-funded and state-sponsored travel can be found at <https://oag.ca.gov/ab1887>.~~

Also see BP/AP 2735 Board Member Travel

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**Reference:** Education Code Section 87032  
**Adopted:** 8/16/94  
**Revised:** 8/16/05

**Revised:** 3/21/06  
**Revised:** 7/11/17  
**Revised:** 7/12/22

To:	Board of Trustees	Date:	
From:	Superintendent/President		November 19, 2024
Subject:	Monthly Report, Associate Superintendent/Vice President, Academic Affairs	Item Number:	14.F.
Institutional Goal:	Ed Master Plan Goal C. Student Progression through Program of Study	Enclosures:	Page 1 of 1

## **BACKGROUND**

### **Juan Fuentes Artwork and The Strawberry Picker Film Screening**

On Friday, October 18, 2024, Allan Hancock College welcomed the community to a film screening of Strawberry Picker. The film is about artist Juan Fuentes' life growing up in migrant farm camps and a community installation of his artwork. After the film, the artist and filmmakers, Eugenia Renteria and Maria Cano-Bonner, participated in an open question and answer session about their work, inspiration, and next projects. There were between 130-150 attendees, including a group of high school students participating in a field trip with One Community Action, students from Cal Poly, the mayor of Guadalupe, the Sanchez family, as well as students and staff from Allan Hancock College. Our thanks to Sharaya Olmeda, Allan Hancock College librarian, for helping arrange the event.



Administrator Initiating Item:

Robert Curry

Final Disposition:

To: Board of Trustees	Date:  November 19, 2024
From: Superintendent/President	
Subject: Monthly Report, Associate Superintendent/Vice President, Student Services	Item Number: 14.G.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 1

**BACKGROUND****Fraud Enrollments**

The Allan Hancock College Fraud Detection Team, consisting of representatives from Admissions and Records, Financial Aid, Cashiering, and Information Technology Services, continues to make significant strides in identifying and reducing fraud on campus. During the fall term, the team has successfully flagged, investigated, and dropped 343 fraudulent accounts (1,257 course registrations were removed in 146 unique courses), helping protect the integrity of the college's financial resources. The highly collaborative approach of our team has distinguished our college as a leader within the California Community College (CCC) system in effective fraud mitigation.

Data from the CCC system underscores the gravity of fraud across the state, with up to 20 percent of applications being flagged as suspicious. This represents over 460,000 applications out of 2.3 million, resulting in millions in lost financial aid funds. From 2021 to 2024, fraud-related disbursements exceeded \$5 million in federal aid and nearly \$1.5 million in state and local aid, often stemming from misuse of student information for non-educational purposes.

To bolster fraud awareness and improve transparency, the team has developed a dedicated fraud prevention webpage: [Fraud Detection and Reporting](#). An upcoming fraud prevention webinar will also be scheduled to inform and engage faculty and staff on this critical issue.

Administrator Initiating Item:  Genevieve Siwabessy	Final Disposition:
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To: Board of Trustees	Date:  November 19, 2024
From: Superintendent/President	
Subject: Monthly Report, Executive Director, Institutional Effectiveness	Item Number: 14.H.
Institutional Goal: Accreditation Standard I	Enclosures: Page 1 of 1

**BACKGROUND****Strengthening Student Success Conference**

Staff from the Institutional Effectiveness office attended the 2024 Strengthening Student Success Conference, sponsored by the Research and Planning Group for California Community Colleges (RP Group), from October 9-11, 2024, in Garden Grove, CA. The conference provided an opportunity for a wide cross-section of California community college professionals including faculty, deans, student services staff, and institutional research, planning, and effectiveness (IRPE) staff to engage with each other. The conference allowed for collaboration on strategies for increasing equitable outcomes, institutional effectiveness, leadership capacity, and other important topics. The theme of the 2024 conference was "Teaching and Learning at a Crossroads: Where Do We Go from Here?" and focused on how the higher education landscape has shifted in the last few years. Dr. Erik Arevalo, institutional effectiveness analyst, attended a post-conference workshop titled "Open for Antiracism (OFAR): Antiracism and Open Educational Resources for Strengthening Student Success." This interactive workshop was designed to provide a deep dive into teaching practices focused on antiracism, open education, and identity.

**Institutional Effectiveness Partnership Initiative (IEPI) Funding**

To support our enrollment management plan to increase student success, Allan Hancock College has secured the California Community Colleges Institutional Effectiveness Partnership Initiative (IEPI) funding of up to \$200,000. This funding will support the purchase and implementation of Ad Astra scheduling software. The IEPI offers technical assistance to institutions through full partnership resource teams (PRT) and mini-partnership resource teams (Mini-PRT). Through this partnership, Hancock seeks to achieve the following outcomes aligned to the college's strategic enrollment management plan:

- Successfully implement new scheduling software (Ad Astra)
- Decrease average time to degree
- Prioritize use of student course-taking patterns and cross-department scheduling to inform course scheduling
- Increase course and program efficiency by increasing FTES/FTEF and average class size
- Increase persistence among historically underrepresented populations
- Increase the percent of students who complete math and English in the first year

These outcomes are aligned with the Chancellor's Office Vision 2030 goals of student completion, student participation, and reducing the number of units to completion.

Administrator Initiating Item:  Craig N. Bach	Final Disposition:
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**INFORMATION ITEM**

To: Board of Trustees	Date:  November 19, 2024
From: Superintendent/President	
Subject: Monthly Report, Executive Director, College Advancement	Item Number: 14.I.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 1

**BACKGROUND**

This fall, Allan Hancock College celebrated the grand opening of two vital student support facilities planned and coordinated by the Public Affairs & Communications department (PAC). Both public events marked significant steps in the college's commitment to wellness and inclusivity.

On October 30, 2024, the college opened the Pride Center, a 500-square-foot safe space in the Mechanics Bank Student Center on the Santa Maria campus. The Pride Center provides LGBTQ+ students and allies with a welcoming environment to connect, find support, and access essential mental health and wellness resources. The event was well-attended by internal and external stakeholders, including the mayor of Santa Maria.

On November 15, 2024, Hancock opened its new 4,246 square-foot Student Health Center, a modern facility that offers a range of health services, including medical and mental health care, and wellness resources. The center also houses the Basic Needs Food Pantry. This comprehensive center is designed to support students' well-being, equipping them to succeed in their academic pursuits.

PAC managed all event planning and logistics, including the design and distribution of invitations and programs, the creation of event announcements and posters, speeches, and more. Special recognition goes to Campus Safety, Facilities, and the additional departments that collaborated closely with PAC to ensure both events were successful and ran smoothly. Through the dedicated efforts of these teams, both grand openings were celebrated with wide community support reaffirming Hancock's commitment to fostering a supportive campus environment for all students.

Administrator Initiating Item:  Jon Hooten	Final Disposition:
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To: Board of Trustees	Date:  November 19, 2024
From: Superintendent/President	
Subject: Monthly Report, Associate Superintendent/Vice President, Finance and Administration	Item Number: 14.J.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 3

## BACKGROUND

### **Solar Array**

After several setbacks and delays, the solar array project is nearing completion. The north battery yard is the final phase of the project and is making steady progress. Concrete slabs are scheduled to be poured on November 12, 2024. Fencing and batteries will be installed over the course of the next couple of months. Forefront projects will energize the system by April 1, 2024.



In a related improvement, the area on the south side of the Temporary East Commons (TEC: site of now demolished buildings E & F) is now fully covered with hard scape (decomposed granite or “DG”) and the fence was removed. This site serves as an open outdoor area until the district commits funds to construct a new facility there.

(continued)

Administrator Initiating Item:  Dennis Curran	Final Disposition:
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### **Landscape Upgrade**

The landscaping outside Boyd Concert Hall (Fine Arts Complex) is complete. What was formerly an unsightly dirt lot with weeds is now a low maintenance rock garden with potential for future enhancements. This project was designed and completed by the district grounds team.



**Fire Alarm Project**

The district contracted with Siemens Industry, Inc., to upgrade fire alarm systems throughout our facilities in Santa Maria, South Campus and Lompoc Valley Center. The construction portion of this \$1.4M project is complete and all systems were successfully tested and activated. The setup of the control center is in progress and, once finished, integrates the district alarms into a single system across all three campuses.

**Marian Theater Sound Project**

The district is in the process of replacing an outdated sound system in the Marian Theater. Speakers, microphones and control equipment are ordered and will soon arrive for installation. The project is expected for completion in the spring.



**INFORMATION ITEM**

To: Board of Trustees	Date:  November 19, 2024
From: Superintendent/President	
Subject: A Monthly Report on the Year-to-Date Financial Data for Various Funds	Item Number: 14.K.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 23

**BACKGROUND**

Attached are copies of financial statements for the following funds:

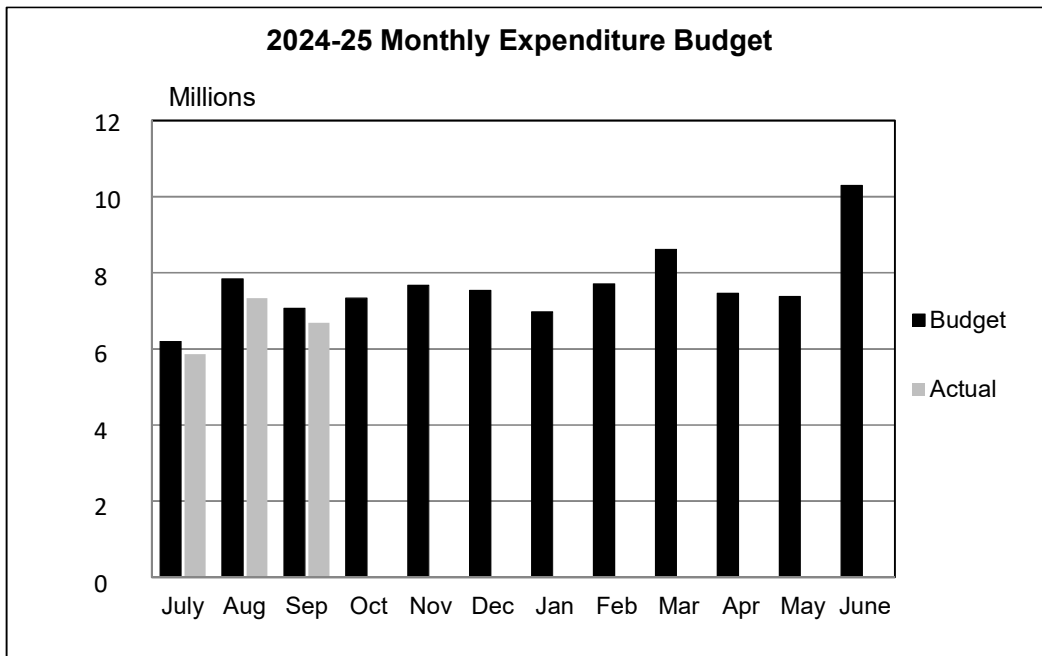
General Fund - Unrestricted  
 General Fund - Restricted  
 Child Development Fund  
 PCPA Fund  
 Capital Outlay Projects Fund  
 General Obligation Bond Building Fund  
 Dental Self-Insurance Fund  
 Property and Liability Self-Insurance Fund  
 Post-Employment Benefits Fund  
 Other Post-Employment 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**

	September Budget	September Expenditures	Percentage Variance
Academic Salaries	2,877,893	2,755,825	95.76%
Classified Salaries	1,894,322	1,795,533	94.78%
Employee Benefits	1,559,123	1,503,872	96.46%
Supplies and Materials	151,346	147,777	97.64%
Other Operating Expenses	499,851	428,112	85.65%
Capital Outlay	60,095	50,677	84.33%
Other Outgo/Transfers	21,839	2,350	10.76%
	7,064,469	6,684,146	94.62%

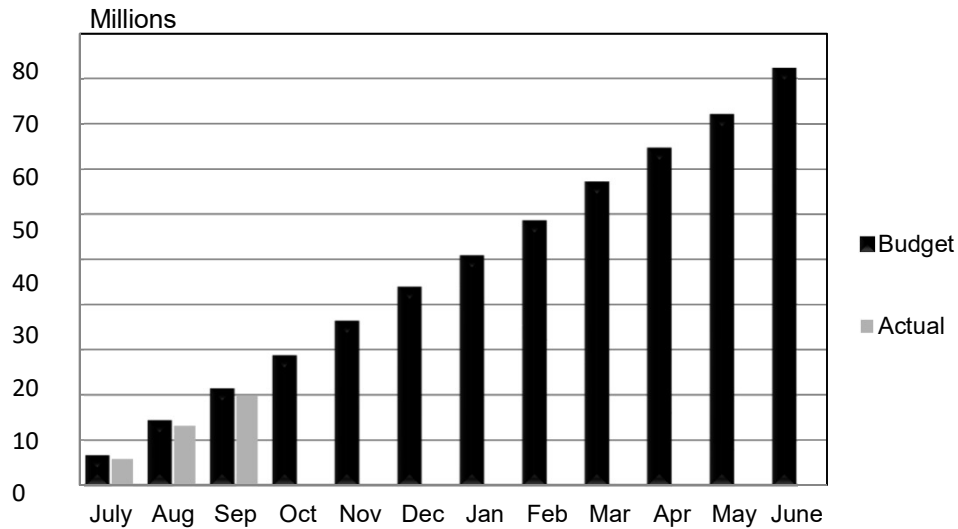


## GENERAL FUND UNRESTRICTED EXPENDITURE BUDGET

### *Year to Date Expenditures*

	July - September Budget	July - September Year to Date	Percentage Variance
Academic Salaries	7,161,533	7,003,021	97.79%
Classified Salaries	5,459,936	5,160,387	94.51%
Employee Benefits	4,434,594	4,161,733	93.85%
Supplies and Materials	441,950	401,039	90.74%
Other Operating Expenses	2,758,239	2,379,569	86.27%
Capital Outlay	182,014	165,024	90.67%
Other Outgo/Transfers	<u>655,628</u>	<u>606,591</u>	92.52%
	21,093,894	19,877,364	94.23%

### 2024-25 Expenditure Budget



Allan Hancock College  
General Fund

Income Statement by Fund  
For Period Ending 09/30/2024

	<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	\$ 31,683	609.29%	\$ 5,821,140	\$ 34,390	0.59%
State Revenues	59,442,965	11,663,596	19.62%	34,259,143	23,473,194	68.52%
Local Revenues	27,130,929	2,566,064	9.46%	1,887,874	862,029	45.66%
Total REVENUES	<u>86,579,095</u>	<u>14,261,343</u>	<u>16.47%</u>	<u>41,968,158</u>	<u>24,369,612</u>	<u>58.07%</u>
<b>EXPENDITURES</b>						
Academic Salaries	31,554,143	7,003,021	22.19%	3,771,620	764,653	20.27%
Classified Salaries	23,368,645	5,160,387	22.08%	9,142,835	1,563,892	17.11%
Employee Benefits	20,559,541	4,161,733	20.24%	4,456,271	697,815	15.66%
Supplies and Materials	1,646,128	401,039	24.36%	3,587,411	406,573	11.33%
Other Operating Exp. and Services	8,965,477	2,379,569	26.54%	6,556,254	1,241,948	18.94%
Capital Outlay	801,990	165,024	20.58%	3,414,199	174,838	5.12%
Total EXPENDITURES	<u>86,895,924</u>	<u>19,270,774</u>	<u>22.18%</u>	<u>30,928,590</u>	<u>4,849,718</u>	<u>15.68%</u>
Excess of Revenues Over/ (Under) Expenditures	(316,829)	(5,009,431)		11,039,568	19,519,894	
<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	606,591	11.75%	8,660,068	636,954	7.36%
Total OPERATING TRANSFERS OUT	<u>5,161,877</u>	<u>606,591</u>	<u>11.75%</u>	<u>8,660,068</u>	<u>636,954</u>	<u>7.36%</u>
Excess of Revenues and Other Financing Sources Over/(Under)	(5,478,706)	(5,551,161)		2,463,400	18,882,940	
<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>\$ 26,600,214</u>	<u>\$ 26,527,759</u>		<u>\$ 13,524,198</u>	<u>\$ 29,943,739</u>	

Allan Hancock College  
Child Development Fund

Income Statement by Fund  
For Period Ending 09/30/2024

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Federal Revenues	\$ 389,940	\$ 131,612	33.75%
State Revenues	1,322,670	721,746	54.57%
Local Revenues	563,163	50,594	8.98%
Total REVENUES	<u>2,275,773</u>	<u>903,952</u>	<u>39.72%</u>
<b>EXPENDITURES</b>			
Academic Salaries	107,359	40,370	37.60%
Classified Salaries	1,210,282	155,154	12.82%
Employee Benefits	252,639	42,866	16.97%
Supplies and Materials	341,181	14,010	4.11%
Other Operating Exp. and Services	190,154	2,885	1.52%
Capital Outlay	262,237	870	0.33%
Total EXPENDITURES	<u>2,363,852</u>	<u>256,155</u>	<u>10.84%</u>
Excess of Revenues Over/ (Under) Expenditures	(88,079)	647,797	
<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	580,666	580,666	
Current Balance	<u>\$ 522,586</u>	<u>\$ 1,228,462</u>	

Allan Hancock College  
PCPA Fund

Income Statement by Fund  
For Period Ending 09/30/2024

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Local Revenues	\$ 2,833,920	\$ 1,488,218	52.51%
Total REVENUES	<u>2,833,920</u>	<u>1,488,218</u>	<u>52.51%</u>
<b>EXPENDITURES</b>			
Classified Salaries	3,568,102	832,221	23.32%
Employee Benefits	823,209	186,049	22.60%
Supplies and Materials	390,069	118,205	30.30%
Other Operating Exp. and Services	714,747	353,574	49.47%
Capital Outlay	37,688	6,275	16.65%
Total EXPENDITURES	<u>5,533,814</u>	<u>1,496,324</u>	<u>27.04%</u>
Excess of Revenues Over/ (Under) Expenditures	(2,699,894)	(8,106)	
<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	554,859	49.30%
Total OPERATING TRANSFERS OUT	<u>1,125,433</u>	<u>554,859</u>	<u>49.30%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(816,007)	(562,965)	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>4,029,232</u>	<u>4,029,232</u>	
Current Balance	<u>\$ 3,213,226</u>	<u>\$ 3,466,268</u>	

Allan Hancock College  
Capital Outlay Project Fund

Income Statement by Fund  
For Period Ending 09/30/2024

	<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	32,843	5,441	16.57%
Capital Outlay	<u>7,016,754</u>	<u>462,742</u>	<u>6.59%</u>
Total EXPENDITURES	<u>7,076,729</u>	<u>470,301</u>	<u>6.65%</u>
Excess of Revenues Over/ (Under) Expenditures	(7,051,729)	(470,301)	
<b>OTHER FINANCING SOURCES (USES)</b>			
Other Financing Sources	<u>2,737,960</u>	<u>0</u>	<u>0.00%</u>
Total OTHER FINANCING SOURCES (USES)	<u>2,737,960</u>	<u>0</u>	<u>0.00%</u>
<b>OPERATING TRANSFERS OUT</b>			
Other Outgo	<u>0</u>	<u>0</u>	<u>0.00%</u>
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)	(470,301)	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>14,076,905</u>	<u>14,076,905</u>	
Current Balance	<u>\$ 9,763,135</u>	<u>\$ 13,606,604</u>	

Allan Hancock College  
General Obligation Bond Fund

Income Statement by Fund  
For Period Ending 09/30/2024

	<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	35,695	600	1.68%
Capital Outlay	<u>5,397,282</u>	<u>479,408</u>	<u>8.88%</u>
Total EXPENDITURES	<u>5,433,091</u>	<u>480,008</u>	<u>8.83%</u>
Excess of Revenues Over/ (Under) Expenditures	(5,358,091)	(480,008)	
<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>\$ 5,829,159</u>	



Allan Hancock College  
Dental Self Insurance Fund

Income Statement by Fund  
For Period Ending 09/30/2024

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Local Revenues	\$ 714,425	\$ 160,465	22.46%
Total REVENUES	<u>714,425</u>	<u>160,465</u>	<u>22.46%</u>
<b>EXPENDITURES</b>			
Other Operating Exp. and Services	769,917	176,574	22.93%
Total EXPENDITURES	<u>769,917</u>	<u>176,574</u>	<u>22.93%</u>
Excess of Revenues Over/ (Under) Expenditures	(55,492)	(16,109)	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>979,127</u>	<u>979,127</u>	
Current Balance	<u>\$ 923,635</u>	<u>\$ 963,018</u>	

Allan Hancock College  
Self Ins - Property & Liab. Fund

Income Statement by Fund  
For Period Ending 09/30/2024

	<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 09/30/2024

	<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	<u>31,300</u>	<u>3,300</u>	<u>10.54%</u>
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 September 1, 2024 to September 30, 2024

## MARKET AND COST RECONCILIATION

	09/30/2024 MARKET	09/30/2024 BOOK VALUE
<b>Beginning Market And Cost</b>	<b>10,564,206.97</b>	<b>10,084,981.55</b>
<b>Investment Activity</b>		
Interest	233.14	233.14
Dividends	32,536.52	32,536.52
Realized Gain/Loss	42,745.41	42,745.41
Change In Unrealized Gain/Loss	107,038.53	.00
Net Accrued Income (Current-Prior)	- 183.70	- 183.70
<b>Total Investment Activity</b>	<b>182,369.90</b>	<b>75,331.37</b>
<b>Net Change In Market And Cost</b>	<b>182,369.90</b>	<b>75,331.37</b>
<b>Ending Market And Cost</b>	<b>10,746,576.87</b>	<b>10,160,312.92</b>

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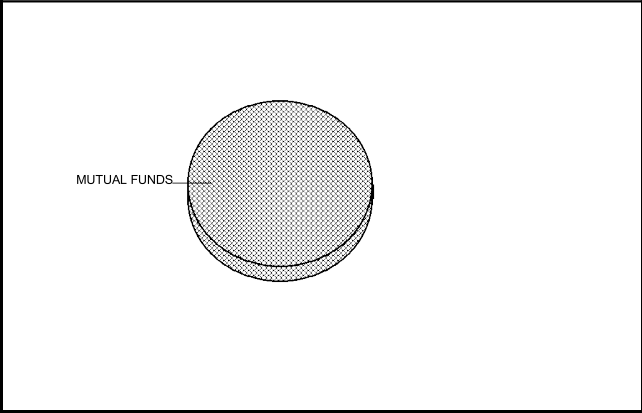
RHBPT-HANCOCK-DELEGATED DISCRETION  
ACCOUNT 6746018043

Period from September 1, 2024 to September 30, 2024

ASSET SUMMARY

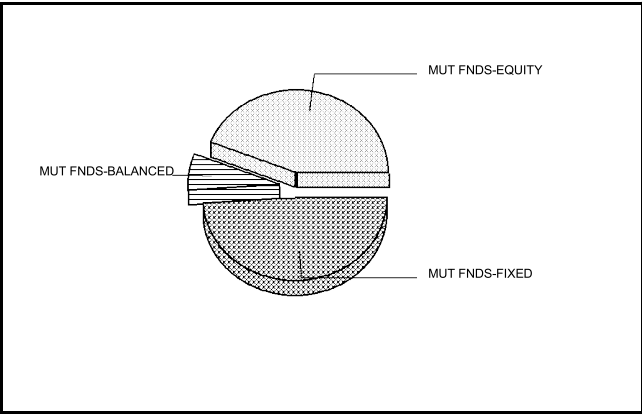
ASSETS	09/30/2024 MARKET	09/30/2024 BOOK VALUE	% OF MARKET
Cash And Equivalents	11,221.29	11,221.29	0.10
Mutual Funds-Equity	4,702,520.04	3,896,109.94	43.77
Mutual Funds-Fixed Income	5,328,351.64	5,645,716.05	49.58
Mutual Funds-Balanced	704,417.10	607,198.84	6.55
Total Assets	10,746,510.07	10,160,246.12	100.00
Accrued Income	66.80	66.80	0.00
Grand Total	10,746,576.87	10,160,312.92	100.00

Estimated Annual Income 317,308.47



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 09/30/2024

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Local Revenues	\$ 38,804	\$ 19,558	50.40%
Total REVENUES	<u>38,804</u>	<u>19,558</u>	<u>50.40%</u>
<b>EXPENDITURES</b>			
Supplies and Materials	291,814	330,009	113.09%
Other Operating Exp. and Services	95,148	33,110	34.80%
Total EXPENDITURES	<u>386,962</u>	<u>363,119</u>	<u>93.84%</u>
Excess of Revenues Over/ (Under) Expenditures	(348,158)	(343,561)	
<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	70,860	53.69%
Total OPERATING TRANSFERS OUT	<u>131,970</u>	<u>70,860</u>	<u>53.69%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(119,992)	(54,285)	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>303,998</u>	<u>303,998</u>	
Current Balance	<u>\$ 184,006</u>	<u>\$ 249,713</u>	

Allan Hancock College  
Student Representation Fee Trst Fnd

Income Statement by Fund  
For Period Ending 09/30/2024

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Local Revenues	\$ 38,000	\$ 23,798	62.63%
Total REVENUES	<u>38,000</u>	<u>23,798</u>	<u>62.63%</u>
<b>EXPENDITURES</b>			
Other Operating Exp. and Services	22,928	325	1.42%
Total EXPENDITURES	<u>22,928</u>	<u>325</u>	<u>1.42%</u>
Excess of Revenues Over/ (Under) Expenditures	15,073	23,473	
<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	15,073	23,473	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>21,814</u>	<u>21,814</u>	
Current Balance	<u>\$ 36,886</u>	<u>\$ 45,287</u>	

Allan Hancock College  
Student Body Center Fee Trust Fund

Income Statement by Fund  
For Period Ending 09/30/2024

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Local Revenues	\$ 25,300	\$ 19,656	77.69%
Total REVENUES	<u>25,300</u>	<u>19,656</u>	<u>77.69%</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	19,656	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>95,030</u>	<u>95,030</u>	
Current Balance	<u>\$ 115,649</u>	<u>\$ 114,685</u>	



Allan Hancock College  
Student Financial Aid Trust Fund

Income Statement by Fund  
For Period Ending 09/30/2024

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Federal Revenues	\$ 11,178,459	\$ 7,520,413	67.28%
State Revenues	2,417,652	3,249,305	134.40%
Local Revenues	0	10	0.00%
Total REVENUES	<u>13,596,111</u>	<u>10,769,728</u>	<u>79.21%</u>
<b>OTHER FINANCING SOURCES (USES)</b>			
Other Financing Sources	634,762	404,071	63.66%
Total OTHER FINANCING SOURCES (USES)	<u>634,762</u>	<u>404,071</u>	<u>63.66%</u>
<b>OPERATING TRANSFERS OUT</b>			
Other Outgo	14,230,873	9,196,376	64.62%
Total OPERATING TRANSFERS OUT	<u>14,230,873</u>	<u>9,196,376</u>	<u>64.62%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	0	1,977,423	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>21,809</u>	<u>21,809</u>	
Current Balance	<u>\$ 21,809</u>	<u>\$ 1,999,232</u>	

Allan Hancock College  
Scholarship and Loan Trust Fund

Income Statement by Fund  
For Period Ending 09/30/2024

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

Allan Hancock College  
District Trust Fund

Income Statement by Fund  
For Period Ending 09/30/2024

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Local Revenues	\$ 133,186	\$ 368,847	276.94%
Total REVENUES	<u>133,186</u>	<u>368,847</u>	<u>276.94%</u>
<b>EXPENDITURES</b>			
Academic Salaries	14,212	3,560	25.05%
Classified Salaries	3,000	0	0.00%
Supplies and Materials	62,134	27,831	44.79%
Other Operating Exp. and Services	31,960	6,156	19.26%
Capital Outlay	0	0	0.00%
Total EXPENDITURES	<u>111,306</u>	<u>37,547</u>	<u>33.73%</u>
Excess of Revenues Over/ (Under) Expenditures	21,880	331,300	
<b>OPERATING TRANSFERS OUT</b>			
Other Outgo	<u>31,579</u>	<u>2,329</u>	<u>7.38%</u>
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	(9,699)	328,971	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>5,789,497</u>	<u>5,789,497</u>	
Current Balance	<u>\$ 5,779,798</u>	<u>\$ 6,118,468</u>	

Allan Hancock Joint Community College  
District Plan Activity Report - Pension  
As of September 30, 2024



Month		Balance at the 1st of the Month	Contributions	Earnings	Expenses	Distributions	Transfers	Balance at the End of Month
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
September 2024	\$	4,963,542.69	\$0.00	\$87,783.63	(\$1,336.71)	\$0.00	\$0.00	\$ 5,049,989.61

Allan Hancock College  
Student Clubs Agency Fund

Income Statement by Fund  
For Period Ending 09/30/2024

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Local Revenues	\$ 11,164	\$ 11,959	107.11%
Total REVENUES	<u>11,164</u>	<u>11,959</u>	<u>107.11%</u>
<b>EXPENDITURES</b>			
Supplies and Materials	11,641	1,383	11.88%
Other Operating Exp. and Services	868	6	0.71%
Total EXPENDITURES	<u>12,509</u>	<u>1,389</u>	<u>11.11%</u>
Excess of Revenues Over/ (Under) Expenditures	(1,345)	10,569	
<b>OPERATING TRANSFERS OUT</b>			
Other Outgo	8,944	0	0.00%
Total OPERATING TRANSFERS OUT	<u>8,944</u>	<u>0</u>	<u>0.00%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(10,289)	10,569	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>64,195</u>	<u>64,195</u>	
Current Balance	<u>\$ 53,907</u>	<u>\$ 74,765</u>	

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**ALLAN HANCOCK COLLEGE FOUNDATION**  
**STATEMENT OF OPERATIONS**  
**FOR THE PERIOD ENDING 09/30/2024**

	Cash Admin	General Operations	Restricted	Scholar- ships	Endowment Principal	Endowment Rev/Exp	Total
<b>REVENUES:</b>							
Contributions,Gifts,Grants&Endwmnts	0	15,901	261,419	97,671	10,250	0	385,240
Non Cash Contribution	0	0	9,432	0	0	0	9,432
Interest and Investment Income	0	11,253	0	0	0	198,918	210,172
Realized Gain/Loss on Invest	0	764	0	0	0	197,937	198,701
Unrealized Gain/Loss on Invest	0	26,936	0	0	0	778,804	805,740
Other Local Revenues	0	1,201	0	30	0	0	1,231
Total Revenues	0	56,055	270,851	97,701	10,250	1,175,659	1,610,516
<b>EXPENSES:</b>							
Non Bargaining Unit	0	74,183	0	0	0	0	74,183
Benefits	0	17,032	0	0	0	0	17,032
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	783	7,569	0	0	0	8,352
Non Instr Printing	0	37	515	0	0	0	551
Food - Business Meetings/Events	0	505	41,320	0	0	0	41,825
In-Kind Food Supplies	0	0	185	0	0	0	185
Indep Contractor (Individuals)	0	2,153	29,856	0	0	0	32,009
Service Contracts (Businesses)	0	756	35,795	0	0	0	36,551
In-Kind Service Contracts (Busnss)	0	0	3,302	0	0	0	3,302
Travel - All Travel Costs	0	445	487	0	0	0	932
In-Kind Travel Expense	0	0	946	0	0	0	946
Foundation Community Activities	0	3,028	0	0	0	0	3,028
Dues & Memberships	0	3,038	294	0	0	0	3,332
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	1,405	39	0	0	0	1,444
In-Kind Advertising	0	0	5,000	0	0	0	5,000
Bank Service Charges	0	93	208	0	0	0	300
Investment Brokerage Fees	0	793	0	0	0	39,466	40,259
PCPA Support	0	0	0	19,524	0	0	19,524
Equipment	0	631	0	0	0	0	631
Student Assistance	0	0	2,891	0	0	0	2,891
Scholarships	0	794	1,500	452,070	0	0	454,364
Total Expenses	0	135,789	148,415	471,594	0	39,466	795,265
Net Income (Loss)	0	(79,734)	122,436	(373,893)	10,250	1,136,193	815,251
<b>OTHER FINANCING SOURCES/OUTGO:</b>							
Intrafund Transfer-In	0	33,914	6,013	4,500	12,372	0	56,799
Intrafund Transfers-Out	0	0	21,063	2,000	0	33,736	56,799
Other Transfer-In	0	264,124	0	0	0	0	264,124
Net Transfers	0	298,038	(15,050)	2,500	12,372	(33,736)	264,124
Net Inc/Dec in Fund Bal	0	218,304	107,386	(371,393)	22,622	1,102,457	1,079,376
<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
Current Balance	0	953,509	1,769,497	465,095	17,553,900	5,720,232	26,462,233

AHC Viticulture & Enology Foundation  
Statement of Operations  
For The Period Ending 09/30/2024

	Budget	Actual	% Budget
<b>Revenue</b>			
Contributions, Gifts, Grants & Endwmnts	1,500	1,481	98.71%
Non Cash Contribution	19,980	6,016	30.11%
Single Tickets	<u>5,000</u>	<u>0</u>	<u>0.00%</u>
Net Revenue	<u>26,480</u>	<u>7,497</u>	<u>28.31%</u>
<b>Wine Operations</b>			
Shipping Fee Revenue	1,300	247	19.03%
Sales and Commission	90,000	50,144	55.72%
Sales Discounts	<u>(31,500)</u>	<u>(18,326)</u>	<u>58.18%</u>
Net Sales	<u>59,800</u>	<u>32,065</u>	<u>53.62%</u>
Cost of Goods Sold	<u>(45,000)</u>	<u>(19,806)</u>	<u>44.01%</u>
Gross Profit	<u>14,800</u>	<u>12,259</u>	<u>82.83%</u>
Total REVENUES	<u>41,280</u>	<u>19,755</u>	<u>47.86%</u>
<b>Expenditures</b>			
Office/Operational Supplies	18,924	1,696	8.96%
In Kind Supply Expense	1,200	1,021	85.09%
Inventory Allocation Expense	(57,493)	(14,290)	24.85%
Non Instr Printing	2,650	21	0.81%
Food - Business Meetings/Events	1,600	0	0.00%
Indep Contractor (Individuals)	500	0	0.00%
Service Contracts (Businesses)	35,200	12,294	34.93%
Travel - All Travel Costs	6,000	1,420	23.67%
Non-Tech Licenses, Permits, Fees	520	145	27.88%
In Kind-Software/Technlgy Licenses	19,980	4,995	25.00%
Insurance	300	181	60.33%
Facility Leases	100	0	0.00%
Land Lease	400	0	0.00%
Repairs (Labor-Diagnostic)	3,316	1,336	40.30%
Technology Hosting Services	60	0	0.00%
Legal Fees	415	0	0.00%
In Kind-Legal Fees	325	0	0.00%
Excise Tax	35	8	24.23%
Sales Tax Expense	400	60	14.95%
Postage/Express Services	1,600	338	21.14%
Advertising/Sponsorships	566	162	28.65%
Bank Service Charges	25	0	0.00%
Merchant Fees	2,200	371	16.85%
Cash Over and Short	5	1	27.00%
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>9,762</u>	<u>20.36%</u>
<b>Fund Balance</b>			
Net Income (Loss)	(6,664)	9,994	(149.97%)
Fund Balance, July 1	165,319	165,319	165,319
Current Balance	<u>\$158,655</u>	<u>\$175,313</u>	<u>110.50%</u>

## 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 every 1st and 3rd Saturday</i> 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. Student <i>Food Share</i> every Thursday 1:00 p.m. First Gen Day Fine Arts Courtyard <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 5:30 p.m. Cultural Movie Night Fine Arts F-251	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



# DECEMBER 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	<b>5:00 p.m.</b> <b>Special Board of Trustees Meeting</b> <b>Lompoc Valley Center</b>  5:00 p.m. Men's Basketball vs. Hartnell College	10:00 a.m. Law Enforcement Graduation LVC PSTC  11:30 a.m. Angel Tree Lompoc Valley Center	Fall Classes End  10:00 a.m. EMS Academy Graduation LVC PSTC  11:30 a.m. <i>Student Food Share</i> every Thursday through Dec. 19  1:00 p.m. Angel Tree Santa Maria campus Lahr Family Boardroom, B-100  7:00 p.m. Women's Basketball vs. Fresno City College	Final Exams through December 12  10:00 a.m. CORE Custody Graduation LVC PSTC  12:00 p.m. Applied Music Recital Boyd Concert Hall  5:00 p.m. Women's Basketball vs. Folsom Lake College  7:30 p.m. Jazz Band Concert Boyd Concert Hall	8:30 a.m. <i>Community Food Share</i> every 1st and 3rd Saturday  1:00 p.m. Women's Basketball vs. Cerritos College
8	2:00 p.m. Voice Recital Boyd Concert Hall  7:30 p.m. Symphonic Band Concert Boyd Concert Hall	10	11	12  10:00 a.m. Fire Academy Graduation LVC PSTC  5:00 p.m. Women's Basketball vs. Los Angeles Trade Technical College	13	14  3:00 p.m. Women's Basketball vs. Taft College
15	16  Winter Classes Begin	17  <b>6:00 p.m.</b> <b>Board of Trustees Meeting</b>	18	19	20	21
22	23	24  Winter Holiday College Closed	25  Winter Holiday College Closed	26  Reduced Staffing	27  Reduced Staffing	28
29  3:00 p.m. Men's Basketball vs. Shasta College	30  Reduced Staffing  3:00 p.m. Men's Basketball vs. Palo Verde College	31  Winter Holiday College Closed				