

# ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT



## BOARD OF TRUSTEES

Gregory A. Pensa, President  
Hilda Zacarías, Vice President  
Alejandra Enciso  
Suzanne Levy, Ed.D.  
Ken Ostini  
Ora Shrecengost, Student Trustee

## AGENDA Regular Board Meeting Tuesday, December 17, 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: [jmcgee@hancockcollege.edu](mailto:jmcgee@hancockcollege.edu). The leading speaker from the audience on each side of the issue will be limited to five minutes. Additional speakers are limited to two minutes. Please submit an individual comment card for each item.

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

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

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

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

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

Agency designated representative: Ruben Ramirez  
Employee Organization: California School Employees Association (CSEA) Chapter #251

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

- |       |  |         |
|-------|--|---------|
| 4.    | Reconvene to Open Session  | 6:00 PM |
| 5.    | Action Taken in Closed Session   |         |
| 6.    | Pledge of Allegiance   |         |
| 7.    | Approval of Agenda as Presented  |         |
| 8.    | Organizational Meeting   |         |
| 8.A.  | Election of Board of Trustees Officers   | 6       |
|       | A recommendation to elect a president and vice president of the board of trustees.   |         |
| 8.B.  | Determination of Regular Board Meeting Dates in 2025   | 7       |
|       | A recommendation that the board of trustees continue holding board meetings on the third Tuesday of each month at 6:00 p.m.  |         |
| 8.C.  | County Committee on School District Organization   | 9       |
|       | A recommendation that the board of trustees appoint a representative and alternate to the County Committee on School District Organization   |         |
| 8.D.  | Appointment of Trustees to Boards and Committees   | 10      |
|       | A recommendation that the board of trustees appoint trustee representatives to boards and committees   |         |
| 9.    | Public Comment   |         |
|       | Public comments on an agenda item or another topic within the jurisdiction of the board of trustees will be given in person during the meeting or submitted in writing at least 24 hours before the meeting via email to: <a href="mailto:jmcgee@hancockcollege.edu">jmcgee@hancockcollege.edu</a> . The leading speaker from the audience on each side of the issue will be limited to five minutes. Additional speakers are limited to two minutes. Please submit an individual comment for each item. Testimony on specific agenda items will be welcome during consideration of the item by the Board of Trustees. When public testimony is completed regarding a specific agenda item, discussion is then confined to board members only. This practice is in accordance with laws governing Board of Trustees public meetings. |         |
| 10.   | Approval of Minutes  |         |
| 10.A. | Approval of Minutes from the November 19, 2024, regular board meeting.   | 12      |
| 10.B. | Approval of Minutes from the December 3, 2024, special board meeting.  | 19      |

## 11. Presentations

### 11.A. PCPA Overview

PCPA Artistic Director/ Dean Mark Booher will share a brief operational update and staffing overview, including information on the current season of plays.

### 11.B. Changing the Odds Moment

Dr. Walthers will share a Changing the Odds moment.

## 12. Consent Agenda

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

12.A. Approval of Register of Warrants and Payroll Summary 10/01/24 through 10/31/24	21
12.B. Approval of Employee Personnel Actions	24
12.C. Approval of Revised Student Worker Salary Schedule, SS-85	26
12.D. Approval of Revised On-Call/Short-Term/Professional Expert Employee Salary Schedule, SS-80	27
12.E. Approval to Destroy Class 3 – Disposable Records	28
12.F. Approval to Declare and Dispose Surplus District Property	34
12.G. Acceptance of Donations	36
12.H. Acceptance of Grants Approved and Review of Grant Proposals Submitted	37
12.I. Approval of Part-time Faculty Appointments, Regular Faculty Overload Assignments and Special Assignments/Stipends	39
12.J. Approval of Equivalency Certification for Faculty	53
12.K. Approval of Appointment of Department Chair	57
12.L. Approval of Community Services (Fee-Based) Education Courses	58
12.M. Second Review Board Policy 3420, Equal Employment Opportunity	60
12.N. Second Review of Board Policy 7400, Travel	62

13.	Oral Reports	
13.A.	Superintendent/President's Report	
13.B.	Board Member Reports	
13.C.	Association Reports	
	1) Management Association	
	2) Part-Time Faculty Association	
	3) Faculty Association	
	4) Academic Senate	
	5) California School Employees Association	
	6) Associated Student Body Government	
	7) AHC Foundation	
14.	Action Items	
14.A.	Adoption of 2026-2027 and 2027-2028 Academic Calendars	64
14.B.	Adoption of Resolution 24-33, Delegating Authorization of Signature for Continued Funding Application 2025-2026 for California State Preschool Program and General Childcare and Development	67
15.	Information	
15.A.	Acceptance of Employee Retirement and Resignations	69
15.B.	First Review of Revised Board Policy 2015, Student Member	70
15.C.	First Review of Revised Board Policy and Administrative Procedure 3200, Accreditation	72
15.D.	First Review of Board Policy and Administrative Procedure 3440, Service Animals and Other Animals on District Property	75
15.E.	First Review of Revised Board Policy and Administrative Procedure 3501, Campus Security and Access	81
15.F.	First Review of Revised Board Policy and Administrative Procedure 4025, Philosophy and Criteria for Associate Degree and General Education	84
15.G.	First Review of Revised Board Policy and Administrative Procedure 4040, Library and Learning Support Services	89
15.H.	First Review of Board Policy and Administrative Procedure 4060, Delineation of Functions Agreements	92
15.I.	First Review of Administrative Procedure 4610, Instructional Service Agreements	95
15.J.	First Review of Board Policy and Administrative Procedure 4920, Textbook Selection	99



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15.K. First Review of Administrative Procedure 5011 Admissions and Concurrent Enrollment of High School and Other Young Students	102	
15.L. First Review of Administrative Procedure 5203 Lactation Accommodation Reference Update	112	
15.M. First Review of Administrative Procedure 6535, Use of District Equipment	114	
15.N. First Review of Board Policy 7230, Classified Employees	116	
15.O. First Review of Board Policy 7340, Leaves of Absence	119	
15.P. Monthly Report, Associate Superintendent/Vice President, Academic Affairs	122	
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15.U. A Monthly Report on the Year-to-Date Financial Data for Various Funds	128	
16. New Business		
17. Calendar	151	
18. Adjournment		

The next regular meeting of the Board of Trustees will be held on Tuesday, January 21, 2025. Closed session begins at 5:00 p.m. Open session begins at 6:00 p.m.



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

**ACTION ITEM**

To: Board of Trustees	Date:  December 17, 2024
From: Superintendent/President	
Subject: Election of Board of Trustees Officers	Item Number: 8.A.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 1

**BACKGROUND**

In accordance with Education Code 72000, the governing board of each community college district shall hold an annual organizational meeting. At this organizational meeting the board of trustees shall elect the officers of the board. The current officers are the president and vice president. The superintendent/president serves as secretary to the board, in accordance with board policy 2305, Annual Organizational Meeting.

**FISCAL IMPACT**

None

**RECOMMENDATION**

Staff recommends that the board of trustees elect a president and vice president of the board of trustees for 2025.

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

To: Board of Trustees	Date:  December 17, 2024
From: Superintendent/President	
Subject: Determination of Board Meeting Dates in 2025	Item Number: 8.B.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 2

**BACKGROUND**

The purpose of the annual organizational meeting is to elect officers and to set the date, time, and place for all regular board meetings in the subsequent year.

For 2025, staff recommends that the board of trustees continue to hold its regular meetings, in person, on the third Tuesday of each month, except in September. Meetings will be held in the Lahr Family Boardroom, room B-100 at 6:00 p.m. unless otherwise noted on the attached schedule. Closed session would be held prior to the 6:00 p.m. open session as needed.

**FISCAL IMPACT**

None

**RECOMMENDATION**

Staff recommends that the board of trustees continue holding board meetings on the third Tuesday of month, except in September, at 6:00 p.m.

Administrator Initiating Item:  Kevin G. Walthers	Final Disposition:
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 BOARD OF TRUSTEES

**MEETING SCHEDULE FOR 2025**

<b>DATE</b>	<b>LOCATION</b>
January 21	Santa Maria Campus, Lahr Family Boardroom
February 18	Santa Maria Campus, Lahr Family Boardroom
March 18	Santa Maria Campus, Lahr Family Boardroom
<b>April 15</b>	May be held in Santa Ynez
<b>May 20</b>	Santa Maria Campus, Lahr Family Boardroom
June 17	Santa Maria Campus, Lahr Family Boardroom
July 15	Lompoc Valley Center
August 19	Santa Maria Campus, Lahr Family Boardroom
September 9	Santa Maria Campus, Lahr Family Boardroom
October 21	May be held in Guadalupe
November 18	Santa Maria Campus, Lahr Family Boardroom
December 16	Santa Maria Campus, Lahr Family Boardroom

**ACTION ITEM**

To: Board of Trustees	Date:  December 17, 2024
From: Superintendent/President	
Subject: County Committee on School District Organization	Item Number: 8.C.
Institutional Goal: Accreditation Standard IV	Enclosures: Page 1 of 1

**BACKGROUND**

Pursuant to Education Code 72403, the governing board of each community college district, at its annual organizational meeting, selects one of its members as its representative to nominate and elect members to the County Committee on School District Organization. The representative has one vote for each member to be elected to the committee, pursuant to Article 1 (commencing with Section 4000) of Chapter 1 of Part 3 of the California Education Code. Trustee Levy served as representative and Trustee Pensa as alternate in 2024.

The County Committee on School District Organization is comprised of eleven elected members, two from each of the five supervisorial districts and one member at-large.

**FISCAL IMPACT**

None

**RECOMMENDATION**

Staff recommends that the board of trustees appoint one trustee to serve as a member and an alternate on the County Committee on School District Organization.

Administrator Initiating Item:  Kevin G. Walthers	Final Disposition:
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To: Board of Trustees	Date:  December 17, 2024
From: Superintendent/President	
Subject: Appointment of Trustees to Boards and Committees	Item Number: 8.D.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 2

**BACKGROUND**

- A. The bylaws of the Allan Hancock College Foundation specify that two of its directors shall be members of the district board of trustees, and each shall be appointed annually by the board of trustees for a one-year term. Trustee Hall and Trustee Pensa served as representatives on the Allan Hancock Foundation board for 2024.
- B. The bylaws of the PCPA Foundation specify that one of the directors of the foundation shall be designated by the district board of trustees. Trustee Levy served on the PCPA Foundation Board for 2024.
- C. The agreement between Allan Hancock College and Solvang Theaterfest includes the establishment of a coordinating committee composed of three representatives from Solvang Theaterfest and three representatives from the college. Trustee Pensa and Trustee Levy served on the Coordinating Committee with Solvang Theaterfest for 2024. The district superintendent/president serves as the third college representative. The board may appoint two representatives for one year or for a specified period of time.
- D. The bylaws of the Allan Hancock College Auxiliary Programs Corporation specify that a college trustee serve as a non-voting member of its board of directors. Trustee Enciso served as the non-voting member on the Allan Hancock College Auxiliary Programs Corporation for 2024.
- E. The operating agreement between the district and the Allan Hancock College Boosters, Inc. specifies that a college trustee or designee serve as a voting ex-officio member of the Boosters board of directors. Trustee Enciso served on the Allan Hancock College Boosters, Inc. in 2024.

(continued)

**FISCAL IMPACT**

None

**RECOMMENDATION**

Staff recommends that the board of trustees:

- A. Select two trustees to serve on the AHC Foundation Board for 2025.
- B. Select one trustee to serve on the PCPA Foundation Board for 2025.
- C. Select two trustees to serve on the Coordinating Committee with Solvang Theaterfest for 2025.
- D. Select one trustee (non-voting) to serve on the Allan Hancock College Auxiliary Programs Corporation Board of Directors for 2025.
- E. Select one trustee or designee to serve on the Hancock Boosters, Inc. Board of Directors for 2025.
- F. Select one trustee to serve on the Retirement Board of Authority for 2025.
- G. Select one trustee to serve a three-year term beginning July 2025.
- H. Select one trustee to serve on the County School Boards Committee for 2025.

Administrator Initiating Item:  Kevin G. Walthers	Final Disposition:
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- F. Resolution 14-25 specifies one trustee will serve on the Retirement Board of Authority. Trustee Zacarías served on the Retirement Board of Authority for 2024.
- G. The bylaws of the Allan Hancock College Viticulture & Enology Foundation indicate one trustee shall be elected to serve a three-year term on its foundation board. Trustee Levy served on the Viticulture and Enology Foundation Board for 2024.
- H. The county superintendent of schools meets with a representative group of college trustees and school board members on a regular basis. Trustee Pensa has attended the Santa Barbara County School Boards Association (SBCSBA) Executive Committee meetings over the last few years and represented the needs of Hancock in 2024.

# ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT



## MINUTES

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

## BOARD OF TRUSTEES

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

1. Call to Order

Trustee Pensa called the meeting to order at 5:11 p.m. with the following trustees present:  
Hall, Levy, Pensa, Zacarías

Trustees absent: Enciso

Cabinet administrators present: Curry, Siwabessy, Walthers

2. Public Comment to Closed Session

No public comment was made.

3. Adjourn to Closed Session

Trustee Pensa adjourned the meeting to closed session at 5:12 p.m.

4. Reconvene to Open Session

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

Cabinet administrators present: Bach, Curran, Milbourne, Siwabessy, Specht, Walthers

5. Action Taken in Closed Session

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

6. Pledge of Allegiance

Annabelle Ruiz, student, led the audience in the pledge of allegiance.

7. Approval of Agenda as Presented

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

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

Noes: None

Abstentions: None



8. Public Comment

Nancy Jo Ward announced her retirement was included in the board book and publicly acknowledged her appreciation of the board's support during her tenure.

9. Approval of Minutes

9.A Approval of Minutes from the October 15, 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 October 15, 2024, regular board meeting. (Ayes: Student Trustee, Hall, Levy, Pensa, Zacarías; Noes: None; Absent: Enciso)

10. Presentations

10.A Sabbatical Leave Presentation

Julie Knight, professor, English, presented her sabbatical leave topic on the course work in the certificate program in writing at UC Berkeley Extension. Professor Knight shared examples of the coursework completed, research, and interviews conducted. She advocated for student lifelong learners and suggested college messaging for this student population.

10.B University Transfer Center and Puente

Dean Yvonne Teniente introduced the University Transfer Center (UTC) and Puente program staff to present an update on their programs. Maria Arvizu Rodriguez, transfer counselor, shared highlights of university tours held this year. The field trips are beneficial to help students decide which schools to transfer to. She provided information UTC events attributing to transfer success.

Cynthia Diaz, Puente project counselor, described the Puente project and shared the program's mission. She noted participants are assigned a mentor in their first year. Ms. Diaz said there is a staff professional development component of the program. She shared statistics outlining the program's success, events held, and noted Puente also offers leadership opportunities for its students to participate in high school outreach.

10.C Changing the Odds Moment

Dr. Walthers recognized IT Services, Business Services, and Student Services teams for their work in moving Banner to the Amazon Services Cloud. The project took months of planning, was well executed, and will protect data and prevent ransomware risk.

11. Consent Agenda

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

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

Noes: None  
Abstentions: None

12. Oral Reports

12.A. Superintendent/President's Report

Dr. Walthers shared information about a presentation held at the AACC meeting. The Federal Reserve Bank of Richmond, VA used IPEDS data to show success scores, even though data rates were low. He hopes to share more information in the future, as the presentations are being rolled out state by state.

12.B. Board Member Reports

Trustee Pensa attended the ACCT and HACU conferences where he presented with Dr. McNulty and Larry Manalo, attended sessions on artificial intelligence (AI) and micro credentials. Trustee Pensa also attended the grand openings of the Pride Center and Student Health Center. This week, he will be at the CCLC conference to discuss auto-awarding degrees and participate in a presentation as the program co-chair of the DEIA committee.

Trustee Hall attended the ACCT national conference in Seattle, Washington and noted the presentation by Allan Hancock College staff was great. Trustee Hall held Trustee Open Hour at Lompoc Valley Center and attended the CommUnify grand opening in Lompoc along with Trustee Enciso and Trustee Zacarías.

Trustee Levy attended the grand openings of the Pride Center and Student Health Center, and a PCPA Foundation meeting.

Trustee Zacarías commented on the new Connections Center through CommUnify in Lompoc and said it was wonderful. She attended the ACCT national conference in Seattle, Washington noting the highlight of the conference was the Allan Hancock College presentation. Trustee Zacarías attended the Police Advisory Committee meeting and the annual Black & White Ball. She invited everyone to attend the annual event on the third Saturday of October.

Student Trustee Shrecengost reported there were four Bulldog Bound events this semester where 900 students were in attendance. She attended the grand opening of the Student Health Center and said the facility will be a great asset to the college. She shared the Bulldog student ambassadors represented the college at 213 events this semester and thanked the board of trustees for approving the pickleball equipment storage shed.

12.C. Association Reports

- 1) AHC Foundation – No report
- 2) Management Association

Tom Lamica shared information about the Hancock Hangouts and invited

everyone to attend. He provided an overview of the November 7 fire and thanked Campus Safety for their quick and rapid response. Mr. Lamica highlighted student athletes and athletics post-season play-offs. Lastly, he noted a Student Emergency Fund for Public Safety students has been established through the Foundation.

3) Part-Time Faculty Association

Monique Segura shared Mark Miller has been writing grants for AI training, membership, and technology. She thanked Dr. Siwabessy for attending their last meeting and wished everyone a wonderful Thanksgiving.

4) Faculty Association

Roger Hall shared it was important for the board, administration, and faculty to focus on undocumented students and the pandemic generation of students that struggle to be here. He emphasized the importance of supporting these students.

5) Academic Senate

Fred Patrick said he and Alberto Restrepo attended the State Senate Plenary Session in Visalia and shared topics included articulation issues, dual enrollment, minimum qualifications and equivalency, and AI relating to classrooms. He noted Academic Senate is working with the Faculty Association on Chapter 17 of the contract and have outlined some goals.

6) California School Employees Association

Toby McLaughlin thanked the administration and board for the fire evacuation for employee safety. CSEA finished elections and there are no changes to the officers. He attended the CSEA super session in Reno and shared information learned from the conference. Mr. McLaughlin thanked Human Resources for their work on job descriptions and announced there is a new CSEA **labor relations representative**.

7) Associated Student Body Government

Angela Ruiz gave an update on ASBG events held to date and noted ASBG board officers will hold a planning retreat on January 15, 2025 to plan 2025 events.

13. Action Items

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

On a motion by Trustee Zacarias, seconded by Trustee Hall, the board of trustees adopted Resolution 24-29, Title 22, State of California, Health and Welfare Agency,

Department of Social Services, Community Care Licensing Division, Designation of Administrative Responsibility, on a roll-call vote as follows:

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

Noes: None

Abstentions: None

- 13.B. Adoption of Resolution 24-31, Delegation of Governing Board Powers and Duties for the 2025 Calendar Year

On a motion by Trustee Levy, seconded by Trustee Hall, the board of trustees adopted Resolution 24-31, Delegation of Governing Board Powers and Duties for the 2025 Calendar Year, on a roll-call vote as follows:

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

Noes: None

Abstentions: None

14. Information Items

- 14.A. Acceptance of Employee Retirement and Resignations

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

- 14.B. Review of Grant Proposals Submitted

Dr. Walthers highlighted grant proposals submitted.

- 14.C. First Review of Administrative Procedure and Board Policy 3420, Equal Employment Opportunity

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

- 14.D. First Review of Administrative Procedure 3430, Prohibition of Harassment

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

- 14.E. First Review of Board Policy 7400, Travel

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

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

Dr. Curry gave thanks to Sharaya Olmeda, librarian, for coordinating the Strawberry Picker Film Screening event.

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

Dr. Siwabessy highlighted the collaborative work of the AHC Fraud Detection Team and noted 343 fraudulent accounts have been removed. Dr. Walthers explained the details of the fraud taking place.

14.H. Monthly Report, Office of Institutional Effectiveness

Dr. Bach reported that Institutional Effectiveness staff attended the 2024 Strengthening Student Success Conference and announced the college has applied for and received a \$200,000 grant in IEPI funding to support the implementation of Ad Astra to improve scheduling.

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

Lauren Milbourne, director, Public Affairs & Communications, highlighted the work of the Public Affairs and Campus Graphics teams on grand opening events. She thanked Vicki Hernandez, coordinator, for doing a tremendous job. Vicki Hernandez plans the details and logistics to ensure each grand opening event is a success.

Dr. Walthers also thanked Lauren Milbourne for taking the lead on communication regarding the fire. Trustee Pensa complimented the Public Affairs team on the festive decorations for the Student Health Center grand opening and extended his thanks to Robert Nourse and Tihani Moore from Campus Graphics for their work on a DEIA toolkit publication that will be distributed at the upcoming CCLC conference.

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

Associate Superintendent Curran highlighted completed and in-process projects including solar array, temporary east commons, landscape upgrade outside of Boyd Concert Hall, fire alarm, and the Marian Theater sound project.

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

Associate Superintendent Curran reported the State bond passed for a total of \$10 billion. Higher education will receive \$1.5 billion. A group will decide how funds are divided. The college's priority project is building N, the Kinesiology building. He shared current national and state unemployment statistics and noted tax revenue is higher than what was projected in the budget. He reviewed the college's budget report and offered to respond to questions.

15. New Business

Trustee Levy requested information on artificial intelligence (AI) and how it is being used on campus.

Trustee Hall requested information on the programs to support DACA students on campus. Dr. Walthers said the college is 100 percent committed to supporting its students and shared that administrators have emphasized to students that Allan Hancock College is a safe space for all students.

16. Calendar

Dr. Walthers shared events from the calendar including *Disney's Beauty & the Beast* and men's soccer. He announced the special board meeting in Lompoc and acknowledged Trustee Hall's retirement. He thanked Trustee Hall for his service to the college and commitment to the Lompoc community.

17. Adjournment

Trustee Pensa adjourned the meeting at 7:40 p.m.

A handwritten signature in black ink, appearing to read 'K. Walthers', with a long horizontal flourish extending to the right.

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

# ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT



## MINUTES

Special Board Meeting  
Tuesday, December 3, 2024

Allan Hancock College

Lompoc Valley Center  
Closed Session – Building 3 – Room 114  
Open Session – Building 3 – Room 114  
One Hancock Drive, Lompoc, CA 93436

## BOARD OF TRUSTEES

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

### 1. Call to Order

Trustee Pensa called the meeting to order at 5:02 p.m. with the following trustees present:  
Enciso, Hall, Levy, Pensa, Zacarías

Trustees absent: None

Administrators present: Curran, Curry, Ramirez, Siwabessy, Walthers

### 2. Public Comment to Closed Session

No public comment was made.

### 3. Adjourn to Closed Session

Trustee Pensa adjourned the meeting to closed session at 5:03 p.m.

### 4. Reconvene to Open Session

Trustee Pensa reconvened the meeting to open session at 5:13 p.m.

Administrators present: Curran, Curry, Milbourne, Ramirez, Siwabessy, Walthers

### 5. Action Taken in Closed Session

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

### 6. Pledge of Allegiance

Ora Shrecengost, Student Trustee, led the audience in the pledge of allegiance.

### 7. Approval of Agenda as Presented

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

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

Noes: None

Abstentions: None

8. Public Comment

No public comment was made.

9. Oath of Office for Unopposed Board Members

9.A Administration of Oath of Office to Unopposed Board Members

Dr. Walthers, superintendent/president, administered the oath of office to Trustee Suzanne Levy (Area 2), Trustee Ken Ostini (Area 4), and Trustee Hilda Zacarías (Area 1).

10. Presentations

10.A Presentation Honoring Years of Service for Trustee Jeffery C. Hall

A slideshow of pictures commemorating Trustee Hall's years of service on the board of trustees was presented.

11. Action Items

11.A. Adoption of Resolution 24-32, Commending Trustee Jeffery C. Hall on His Years of Service on the Board of Trustees

On a motion by Trustee Zacarías, seconded by Trustee Enciso, the board of trustees adopted Resolution 24-32, Commending Trustee Jeffery C. Hall on His Years of Service on the Board of Trustees, on a roll-call vote as follows:

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

Noes: None

Abstentions: Hall

12. Adjournment

Trustee Pensa adjourned the meeting at 5:28 p.m.



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



**CONSENT ITEM**

To: Board of Trustees	Date:  December 17, 2024
From: Superintendent/President	
Subject: Register of Warrants and Payroll Summary 10/01/24 through 10/31/24	Item Number: 12.A.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 3 Full Warrant Register online

**BACKGROUND**

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

	<u>Fund Expenditures</u>	<u>Total Fund Expenditures</u>
General Fund 9410		
Invoice Warrants	\$2,974,160.12	
Payroll 10/01/24 - 10/31/24	7,514,548.76	
Total General Fund		\$10,488,708.88
Child Development Fund 9433		
Invoice Warrants	20,099.80	
Payroll 10/01/24 – 10/31/24	111,589.80	
Total Child Development Fund		131,689.60
Capital Projects Fund 9440		
Invoice Warrants	0.00	
Payroll 10/01/24 - 10/31/24	0.00	
Total Capital Projects Fund		0.00
Capital Outlay Projects Fund 9441		
Invoice Warrants	300,414.96	
Total Capital Outlay Projects Fund		300,414.96
Go Bond Building Fund 9447		
Invoice Warrants	648,236.36	
Total Go Bond Building Fund		648,236.36
Self-Insurance Dental Fund 9461		
Invoice Warrants	65,927.00	
Total Self-Insurance Dental Fund		65,927.00

(continued)

**FISCAL IMPACT**

None

**RECOMMENDATION**

Staff recommends that the board of trustees approve commercial warrants 25052472 through 25053046 for a subtotal of \$4,008,838.24 and payroll warrants in the amount of \$7,626,138.56 for a grand total of \$11,634,976.80.

Administrator Initiating Item:  Dennis Curran	Final Disposition:
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	<u>Fund Expenditures</u>	<u>Total Fund Expenditures</u>
Self-Insurance Property/Liability Fund 9463		
Invoice Warrants	0.00	
Total Self-Insurance Property/Liability Fund		0.00
Post-Employment Benefits Fund 9469		
Invoice Warrants	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>\$11,634,976.80</u>

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT**  
**10/01/2024 - 10/31/2024**  
**Payroll**

**General Fund 10**

**100 Academic Salaries**

1100A	Academic Salaries Full Time	1,973,930.80
1100B	Administrators (Cert.) Non Teaching	319,488.20
1100D	Part Time Faculty	944,477.99
<b>SUB TOTAL</b>		<b><u>\$3,237,896.99</u></b>

**200 Classified Salaries**

2000A	CSEA	1,552,973.94
2000B	Confidential/Supervisory	217,716.00
2000C	Classified Administrators	290,574.16
2000E	Classified Hourly	178,855.29
2000F	Student Workers	244,262.46
2000G	Board Member	1,323.00
<b>SUB TOTAL</b>		<b><u>\$2,485,704.85</u></b>

**300 Employee Benefits**

3000A	STRS	503,061.84
3000B	PERS	554,961.51
3000C	OASDHI-FICA	202,399.96
3000D	Health & Welfare	468,841.73
3000E	EDD-SUI	2,620.24
3000F	Workers Comp	59,061.64
<b>SUB TOTAL</b>		<b><u>\$1,790,946.92</u></b>
<b>TOTAL FUND 10</b>		<b><u>\$7,514,548.76</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	21,131.41
2000E	Classified Hourly	10,762.12
2000F	Student Workers	49,394.39
<b>SUB TOTAL</b>		<b><u>\$81,287.92</u></b>

**300 Employee Benefits**

3000A	STRS	2,531.42
3000B	PERS	8,379.00
3000C	OASDHI-FICA	2,566.07
3000D	Health & Welfare	2,337.20
3000E	EDD-SUI	22.16
3000F	Workers Comp	1,009.48
<b>SUB TOTAL</b>		<b><u>\$16,845.33</u></b>
<b>TOTAL FUND 33</b>		<b><u>\$111,589.80</u></b>
<b>TOTAL DISTRICT PAYROLL</b>		<b><u>\$7,626,138.56</u></b>

## Allan Hancock College

## Warrant Register

Check Dates from 10/1/2024 to 10/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Mark Booher	Production Research St. George, UT	\$947.69	
		<b>\$947.69</b>	CT 25052472
Benjamin Britten	Starfish Summit Santa Clara, CA	\$111.00	
		<b>\$111.00</b>	CT 25052473
CAPED	Reg Sarah Easton 10.26-30.24	\$765.00	
		<b>\$765.00</b>	CT 25052474
	Reg Karapetian, Lala 10.26-30.24	\$755.00	
		<b>\$755.00</b>	CT 25052475
City of Lompoc	Commercial Light Electric 7.1.2024 - 6.30.2025	\$27,774.68	
		<b>\$27,774.68</b>	CT 25052476
City Of Santa Maria	Water Services and Disposal Site Fees- Utilities,	\$5,146.70	
	Water Services and Disposal Site Fees- Community	\$1,207.25	
	Water Services and Disposal Site Fees- Utilities,	\$14,141.64	
	Water Services and Disposal Site Fees- Community	\$3,317.17	
	Water Services and Disposal Site Fees- Utilities,	\$4,126.29	
	Water Services and Disposal Site Fees- Community	\$967.89	
	Water Services and Disposal Site Fees- Utilities,	\$629.43	
	Water Services and Disposal Site Fees- Community	\$147.64	
	Water Services and Disposal Site Fees- Utilities,	\$5,618.49	
	Water Services and Disposal Site Fees- Community	\$1,317.92	
	Water Services and Disposal Site Fees- Utilities,	\$201.25	
	Water Services and Disposal Site Fees- Community	\$47.21	
	Water Services and Disposal Site Fees- Utilities,	\$3,430.97	
	Water Services and Disposal Site Fees- Community	\$804.80	
	Water Services and Disposal Site Fees- Utilities,	\$4,618.28	
	Water Services and Disposal Site Fees- Community	\$1,083.30	
	Water Services and Disposal Site Fees- Utilities,	\$136.77	
	Water Services and Disposal Site Fees- Community	\$32.08	
	Water Services and Disposal Site Fees- Utilities,	\$227.60	
	Water Services and Disposal Site Fees- Community	\$53.39	
	Water Services and Disposal Site Fees- Utilities,	\$454.23	
	Water Services and Disposal Site Fees- Community	\$106.55	
	Water Services and Disposal Site Fees- Utilities,	\$1,425.25	
	Water Services and Disposal Site Fees- Community	\$334.32	
		<b>\$49,576.42</b>	CT 25052477
Community College Facility Coalition	Reg Bridget Tate	\$299.00	
		<b>\$299.00</b>	CT 25052478
Cynthia Diaz	PREPAY MEALS 10.11-12.24	\$2,520.00	
		<b>\$2,520.00</b>	CT 25052479
Fairfield Inn & Suites Anaheim	SMERF 2024 10.17-18.24 Bracket	\$3,467.11	
		<b>\$3,467.11</b>	CT 25052480
Christine Grelck	Open Mileage 9.18.24	\$35.24	

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## Allan Hancock College

## Warrant Register

Check Dates from 10/1/2024 to 10/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$35.24</b>	CT 25052481
June Henry	Prepay out of pocket 10.8-11.24	\$1,081.94	
		<b>\$1,081.94</b>	CT 25052482
Edwin Hodges	CalWORKs Board Mtg	\$603.92	
		<b>\$603.92</b>	CT 25052483
Ricardo Lopez	I2415181 RI WA 25050799	\$961.51	
		<b>\$961.51</b>	CT 25052484
Christina Nunez	PREPAY OUTFPOCKET&REG 10.8-11.24	\$1,622.41	
		<b>\$1,622.41</b>	CT 25052485
Julia Raybould-Rodgers	PREPAY OUTFPOCKET & REG 10.8-11.24	\$1,879.44	
		<b>\$1,879.44</b>	CT 25052486
Jessica Scarffe	Atlanta Festival Atlanta GA	\$2,893.13	
		<b>\$2,893.13</b>	CT 25052487
Jennifer Schroeder	CCC Starfish Summit 2024 Santa Clara, CA	\$712.85	
		<b>\$712.85</b>	CT 25052488
Southern California Gas Co	Natural Gas Supply 7/01/2024 - 6/30/2025	\$2,268.02	
	Natural Gas Supply 7/01/2024 - 6/30/2025	\$464.54	
		<b>\$2,732.56</b>	CT 25052489
T-Mobile USA Inc	UNLIMITED MOBILE INTERNET HOT SPOTS	\$2,850.72	
		<b>\$2,850.72</b>	CT 25052490
Akeso Occupational Health	TB, X-ray, Medical Physicals: 7-01-24 to 6-30-25	\$955.00	
		<b>\$955.00</b>	CT 25052491
Amazon	Science Lab Supplies July 1, 2024-May 30, 2025	\$52.98	
	FARBIN Mini Air Horn Hand Pumps	\$32.40	
	Shipping and Handling	\$7.60	
	Office Supplies: 7/01/24 - 5/30/25	\$250.56	
	Ergonomic Supplies for 07-01-24 thru 05-30-25	\$72.84	
	TEXTBOOKS/MATERIALS: 8-06-2024 TO 5-31-2025	\$107.66	
	Instructional supplies: 8/23/24 - 12/31/24	\$11.81	
	Ergonomic Supplies for 07-01-24 thru 05-30-25	\$40.23	
	Instructional Supplies for ECS, 9/11/24 - 5/30/25	\$17.60	
	Instructional supplies: 8/23/24 - 12/31/24	\$12.51	
	OFFICE-OPERATIONAL SUPPLIES 07-02-24 TO 05-30-25	\$21.72	
	INSTRUCTIONAL SUPPLIES 07-02-24 TO 05-30-25	\$76.67	
	Operational Supplies- Maintenance: 8/21/24 -	\$39.14	
	Geology Instructional Supplies: 8/05/24 - 5/30/25	\$23.90	
	HP 414X Cyan High Yield Toner Cartridge	\$260.96	
	HP 414X Yellow High Yield Toner Cartridge	\$260.96	
	Office Supplies - paper, paper clips, rubber bands	\$407.77	
	Operational Supplies for ECS, 9/11/24 - 5/30/25	\$85.25	
	INSTRUCTIONAL SUPPLIES 07-02-24 TO 05-30-25	\$159.29	
	CTE Library Books	\$1,089.56	
	Office Supplies - paper, paper clips, rubber bands	\$508.65	
	TEXTBOOKS/MATERIALS: 8-06-2024 TO 5-31-2025	\$349.17	

## Allan Hancock College

## Warrant Register

Check Dates from 10/1/2024 to 10/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Amazon	CTE Library Books	(\$0.50)	
	Instructional Supplies for EMS Academy,	\$36.96	
	OFFICE SUPPLIES VALID 8-06-2024 TO 5-31-2025	\$53.28	
	Office/Operational Supplies ART, 9/18/2024-5/30/25	\$27.71	
	Office Supplies for 07-01-24 thru 05-30-25	\$14.09	
	Instructional Supplies Valid 9-18-24 to 5-30-25	\$250.04	
	HDMI Cables 20FT6M, 4K @ 60 Hz in-Wall CL3 Rated	\$41.71	
	Amazon Basics HDMI Splitter 1 in 2 Out, 4K@30Hz	\$53.81	
	4K HDMI Cable 40ft, High Speed Hdmi 2.0 Cables 4K	\$19.56	
	Amazon Basics HDMI Female to Female Coupler	\$5.63	
	Office/Operational supplies 7/10/24-5/30/25	\$34.47	
	Instructional Supplies for EMS Academy,	\$27.18	
	Instructional Supplies for EMS Academy,	\$56.83	
	HP 414X Magenta High Yield Toner Cartridge	\$265.24	
	INSTRUCTIONAL SUPPLIES; VALID 9-9-24 TO 5-30-25	\$1,010.41	
	FOOD SUPPLIES FOR WELLNESS PROGRAM	\$239.41	
	INSTRUCTIONAL SUPPLIES; VALID 9-9-24 TO 5-30-25	\$68.77	
	MCR Medical Pack of 10 CPR Rescue Mask, Adult	\$782.55	
	Instructional Supplies for Fire Academy,	\$18.46	
	Instructional Supplies for Fire Academy,	\$39.68	
	Office Supplies for 07-01-24 thru 05-30-25	\$136.44	
	Instructional Supplies for EMS Academy,	\$307.39	
	Instructional Supplies, 7/31/24-5/30/25	\$259.95	
	Instructional Supplies, 7/31/24-5/30/25	\$67.28	
	Instructional Dance Supplies 9/18/2024 - 5/30/2025	\$160.68	
	Instructional Supplies 7/1/2024 - 5/31/2025	\$50.01	
	IT Operational Supplies: 7/02/24 - 5/30/25	\$91.11	
	INSTRUCTIONAL SUPPLIES 07-02-24 TO 05-30-25	\$309.50	
	INSTRUCTIONAL SUPPLIES 07-02-24 TO 05-30-25	\$52.16	
	INSTRUCTIONAL SUPPLIES 07-02-24 TO 05-30-25	\$331.54	
	INSTRUCTIONAL SUPPLIES 07-02-24 TO 05-30-25	\$83.02	
		<b>\$8,783.60</b>	CT 25052492
American Business Machines	Canon Copier iR Adv 4251, Serial #RKP06410, ID #	\$7.23	
	Canon Copier iR 2525, Serial #RMU01022, ID # 10966	\$24.92	
	Canon Copier iR Adv 4251, Serial #: RKP09130, ID #	\$121.41	
		<b>\$153.56</b>	CT 25052493
American Fidelity Assurance Co	EE premiums flex spend Sept 2024	\$11,349.57	
		<b>\$11,349.57</b>	CT 25052494
	EE Premiums HSA Sept 2024	\$6,411.00	
		<b>\$6,411.00</b>	CT 25052495
American Star Tours, Inc.	Bus Service - AHC Fall Baseball on 9-20-24	\$2,660.00	
	Bus Service - AHC Womens Soccer on 9-20-24	\$3,195.00	
	Bus Service - AHC Mens Soccer on 9-20-24	\$3,755.00	
	Bus Service - AHC Women's Soccer on 9/24/2024	\$3,075.00	
		<b>\$12,685.00</b>	CT 25052496
Boldyn Networks Higher Ed LLC	AWS Cloud Migration Consulting & Support Services	\$5,162.25	

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**Allan Hancock College**  
**Warrant Register**  
Check Dates from 10/1/2024 to 10/31/2024  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$5,162.25</b>	CT 25052497
Applied Technology Group, Inc	Finance Charge **LINE ADDED 9/24/24**	\$8.36	
	Mobile Radio Item NX1800HNUK2	\$522.00	
	Freight-shipping	\$13.50	
	Mobile Radio Item NX1800HNUK2	\$522.00	
	Freight-shipping	\$13.50	
	Mobile Radio Item NX1800HNUK2	\$522.00	
	Freight-shipping	\$13.50	
		<b>\$1,614.86</b>	CT 25052498
B & B Steel & Supply	Instructional Supplies,	\$1,800.90	
		<b>\$1,800.90</b>	CT 25052499
David Botsford	Provide mental health counseling, alcohol and drug	\$9,240.00	
		<b>\$9,240.00</b>	CT 25052500
Brainfuse LLC	200 Tutoring Hours for Education Services: Online	\$4,800.00	
		<b>\$4,800.00</b>	CT 25052501
Bremer Auto Parts	Parts for Truck Driving Program	\$225.20	
	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	\$614.40	
	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	\$600.83	
	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	\$239.38	
	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	\$286.54	
	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	\$88.74	
	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	\$331.88	
	Operational Supplies for EMS Academy	\$40.22	
	Parts for Truck Driving Program	\$7.06	
	Parts for Truck Driving Program	\$560.67	
		<b>\$2,994.92</b>	CT 25052502
Ca Student Aid Commission	Cal Grant Overpayment	\$5,842.00	
		<b>\$5,842.00</b>	CT 25052503
Cal State Auto Parts	Generator Battery - 26RG, Invoice #303006	\$98.18	
	Battery CORE	\$13.32	
	CA battery fee	\$2.00	
		<b>\$113.50</b>	CT 25052504
Cal-Coast Machinery, Inc.	Parts per Invoice 927368	\$55.87	
		<b>\$55.87</b>	CT 25052505
Card Integrators	PVC Ultra card 30 Mil Q-14215-1	\$326.25	
	Print Services (preprinted back)	\$978.75	
	CIX900 Long Sleeve Cleaning Card Kit, 10cards	\$391.50	
	Freight	\$55.00	
	YMCKO Premium Ribbon Full Color, Black Resin &	\$978.75	
		<b>\$2,730.25</b>	CT 25052506
Cardio Partners Inc	MAN-Laerdal Trainer Cricoid Stick Simulator	\$274.05	
	Shipping Charges	\$10.45	
		<b>\$284.50</b>	CT 25052507
Carolina Biological	Science Lab Supplies July 1, 2024-May 30, 2025	\$242.08	

## Allan Hancock College

## Warrant Register

Check Dates from 10/1/2024 to 10/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Carolina Biological	Science Lab Supplies July 1, 2024-May 30, 2025	\$211.89	
		<b>\$453.97</b>	CT 25052508
CDW Government Inc	Dell WD22TB4 - Docking Station, Thunderbolt	\$583.14	
	Dell Latitude 5450 - 14" Intel Core Ultra 5	\$3,759.38	
	Recycling Fee 4" to less than 15",	\$12.00	
		<b>\$4,354.52</b>	CT 25052509
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 25052510
Computerland Of Silicon Valley	AZURE-EES - Azure Usage Beyond EES Campus Agmt	\$2,710.19	
	VEEAM Data Platform Foundation Universal 1 Year	\$3,536.04	
		<b>\$6,246.23</b>	CT 25052511
Lilian De La Torre	Spanish translation services for BP/AP 5530:	\$450.00	
	Spanish translation services for BP/AP 5500:	\$300.00	
		<b>\$750.00</b>	CT 25052512
Engel and Gray Inc	Greenwaste Hauling Fee	\$125.00	
	Waste Handling	\$93.07	
	Bin Rental	\$36.00	
	Fuel Surcharge	\$10.90	
	Franchise Fee	\$3.44	
		<b>\$268.41</b>	CT 25052513
Families Rising	Professional Services Agreement to present four	\$1,800.00	
		<b>\$1,800.00</b>	CT 25052514
Farm Supply Company	Instructional Supplies, 9/05/24 to 5/30/25	\$35.11	
		<b>\$35.11</b>	CT 25052515
Federal Express Corp	Mailings for Acct #1104-8488	\$46.66	
		<b>\$46.66</b>	CT 25052516
Fire Safety USA	GAUGE, 2.5 (0-300) WHITE FACE	\$74.95	
	Shipping and Handling	\$20.00	
		<b>\$94.95</b>	CT 25052517
Fisher Scientific Co Llc	Chemistry Lab Supplies: 7/01/24 - 5/30/25	\$86.58	
	Intro. Earth Science Rock Mineral Collection -	\$308.64	
	Shipping Estimate	\$0.00	
		<b>\$395.22</b>	CT 25052518
Foodbank Of Santa Barbara County	Food for Foodshare and Basic Needs Food Pantry for	\$1,970.89	
	Food for Foodshare and Basic Needs Food Pantry for	\$611.43	
		<b>\$2,582.32</b>	CT 25052519
Hanna Instruments US Inc	Sodium Hydroxide 0.1N, 1L, HI70456,	\$27.13	
	Groline pH 4 buffer solution, 500 ml, HI7004-050	\$27.18	
	Groline pH 7 buffer solution, 500 ml, HI7007-050	\$27.18	



## Allan Hancock College

## Warrant Register

Check Dates from 10/1/2024 to 10/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Hanna Instruments US Inc	Stabilized Iodine 0.02N, 1L, HI70440	\$65.24	CT 25052520
	Sodium Hydroxide 0.01N, 1L, HI70455	\$27.18	
	Sulfuric Acid Reagent 25%, 500 mL, HI70444	\$48.93	
	Shipping	\$56.43	
	Sodium Thiosulfate 0.1M, 1L, HI70439	\$43.49	
		<b>\$322.76</b>	
Hardy Diagnostics	Biology Lab Supplies: 07-01-24 thru 05-31-25	\$68.38	CT 25052521
	Science Lab Supplies July 1, 2024-May 30, 2025	\$268.64	
	Science Lab Supplies July 1, 2024-May 30, 2025	\$116.79	
	Science Lab Supplies July 1, 2024-May 30, 2025	\$217.57	
	Science Lab Supplies July 1, 2024-May 30, 2025	\$208.25	
	Biology Lab Supplies: 07-01-24 thru 05-31-25	\$96.95	
		<b>\$976.58</b>	
Lisa Hernandez	Reimbursement for postage for sending POST Pellet	\$7.44	CT 25052522
		<b>\$7.44</b>	
Edwin Hodges	Reimbursement for food for CARE CalWORKs Parent	\$597.58	CT 25052523
		<b>\$597.58</b>	
Home Motors	Door Panel per Invoice 105151	\$671.71	CT 25052524
		<b>\$671.71</b>	
Integrated Industrial Supply Inc	Supplies per Invoice #101374	\$310.80	CT 25052525
		<b>\$310.80</b>	
Johnson Plastics Plus	Office Supplies - Engraver Plastic and supplies	\$148.96	CT 25052526
		<b>\$148.96</b>	
Kone Inc	Elevators Service Agreement, 7-1-24 thru 6-30-25	\$5,704.41	CT 25052527
		<b>\$5,704.41</b>	
Laffort Usa Inc	Vintessentials 4A120 Ammonia - Spec 30 .	\$178.35	CT 25052528
	Vintessentials 4A160 Malic Acid - Spec 30 .	\$239.25	
	Shipping	\$23.39	
		<b>\$440.99</b>	
Richard Leonard	Reimbursement for Automotive Tech Instructional	\$1,417.67	CT 25052529
		<b>\$1,417.67</b>	
McKesson Medical Surgical Inc	Eye cups item #894409	\$22.79	CT 25052530
	Covid 19 antigen 2 kit test #1236833	\$124.63	
		<b>\$147.42</b>	
Mission Linen Supply	Laundry Services for Automotive Technology Program	\$34.60	CT 25052531
	Laundry Services for Automotive Collision Repair:	\$21.13	
	Kitchen linen service for Culinary Arts	\$35.00	
		<b>\$90.73</b>	
Mizuno USA	Samurai Face Mask Royal, Item#3804385252010000.	\$190.86	CT 25052532
	Freight	\$15.17	
		<b>\$206.03</b>	
Niles Biological	Science Lab Supplies July 1, 2024-May 30, 2025	\$88.93	

## Allan Hancock College

## Warrant Register

Check Dates from 10/1/2024 to 10/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$88.93</b>	CT 25052533
ODP Business Solutions LLC	UTC Office Supplies: 7/10/24 - 5/30/25	\$2.38	
	UTC Office Supplies: 7/10/24 - 5/30/25	\$16.28	
	UTC Office Supplies: 7/10/24 - 5/30/25	\$28.48	
	UTC Office Supplies: 7/10/24 - 5/30/25	\$43.49	
	UTC Office Supplies: 7/10/24 - 5/30/25	\$46.99	
	UTC Office Supplies: 7/10/24 - 5/30/25	\$57.18	
	MESA/STEM Operational Supplies: 7/02/24 - 12/15/24	\$15.93	
	MESA/STEM Operational Supplies: 7/02/24 - 12/15/24	\$21.74	
	MESA/STEM Operational Supplies: 7/02/24 - 12/15/24	\$22.61	
	MESA/STEM Operational Supplies: 7/02/24 - 12/15/24	\$24.20	
	MESA/STEM Operational Supplies: 7/02/24 - 12/15/24	\$526.19	
	Office Supplies: 7/02/24 - 5/30/25	\$93.08	
	Office Supplies for General & Noncredit Counseling	\$466.76	
	INSTRUCTIONAL SUPPLIES 07-02-24 TO 05-30-25	\$236.17	
	Office Supplies: 7/16/24 - 5/30/25	\$56.69	
	INSTRUCTIONAL SUPPLIES: 8/21/24 - 12/31/24	\$60.94	
	Office Operational Supplies 9-24-24 to 5-30-25	\$168.30	
	Office Supplies: 07/01/2024 - 05/30/2025	\$62.80	
	INSTRUCTIONAL SUPPLIES:	\$233.68	
	Office Supplies: 07/10/24 - 05/30/25	\$21.02	
		<b>\$2,204.91</b>	CT 25052534
Old Town Shirt Factory	Golf Sweatshirts- Embroidered Left Chest, Invoice	\$364.10	
	Golf Polo/Jacket- Embroidered Left Chest	\$10.11	
	Golf Polo/Jacket- Embroidered Left Chest, Invoice	\$9.98	
	Golf Polos/Jackets- Embroidered Left Chest,	\$91.02	
		<b>\$475.21</b>	CT 25052535
Oracle America Inc	Configuration Management Pack - Named User Plus	\$605.41	
	Oracle Database Enterprise Edition - Named User	\$8,072.15	
	Oracle Diagnostics Pack - Named User Plus	\$605.41	
	Oracle Internet Developer Suite - Named User Plus	\$920.64	
	Oracle Programmer - Named User Plus Perpetual	\$184.13	
	Tuning Pack - Named User Plus Perpetual FULL	\$605.41	
	Configuration Management Pack - Named User Plus	\$198.51	
	Oracle Database Enterprise Edition - Named User	\$2,694.14	
	Oracle Diagnostics Pack - Named User Plus	\$198.52	
	Oracle Tuning Pack - Named User Plus Perpetual	\$198.52	
	Oracle Database Enterprise Edition - Named User	\$4,287.26	
	Oracle Diagnostics Pack - Named User Plus	\$451.29	
	Oracle Tuning Pack - Named User Plus Perpetual	\$451.29	
	Configuration Management Pack - Named User Plus	\$315.91	
		<b>\$19,788.59</b>	CT 25052536
Peacekeeper Products International Llc	Peacekeeperer Covertible Strike Shield,Strike Bag,	\$2,572.49	
	Shipping and Handling	\$199.30	
		<b>\$2,771.79</b>	CT 25052537
Pearson Education	Future 2ed Level 3 Student Book Interactive	\$1,109.25	
	Future 3 Workbook with Audio	\$787.24	

## Allan Hancock College

## Warrant Register

Check Dates from 10/1/2024 to 10/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Pearson Education	Freight	\$173.57	
		<b>\$2,070.06</b>	CT 25052538
Point Of Action	Port Authority Interlock Full-Zip K809	\$167.95	
	Port Authority Interlock Full-Zip K809	\$58.15	
	Nike Therma-FIT Pocket Full-Zip Fleece Hoodie	\$342.35	
	Nike Club Fleece Sleeve Swoosh Full-Zip Hoodie	\$159.43	
	Set Up Fee	\$15.01	
	Port Authority Silk Touch Performance Polo K540	\$1,055.88	
	Port Authority Silk Touch Performance Polo. K540	\$42.91	
	Port Authority Silk Touch Performance Polo. K540	\$50.52	
		<b>\$1,892.20</b>	CT 25052539
Premier Water Management, LLC	Monthly Water Treatment, Santa Maria Campus	\$197.90	
	Monthly Water Treatment, Lompoc Campus	\$246.20	
		<b>\$444.10</b>	CT 25052540
ProCare Janitorial Supply, Inc.	Arm & Hammer Dual HD Liquid Detergent 105 Oz 4/Ct.	\$295.93	
	Easy Trap Duster 8"x125' White Roll, Item Code	\$192.55	
	P/S Ultra Germicidal Bleach 128 Oz 6/CS, Item Code	\$82.35	
		<b>\$570.83</b>	CT 25052541
Quinn Company	Compact Track Loader Rental Fees per Inv. 29180101	\$415.97	
	SSL/CTL Mower Rental Fees	\$184.88	
	Env. Rec Fee	\$15.02	
	1 Ton Delivery	\$92.44	
	Rental Equipment Protection	\$88.40	
	Diese191-Clear Diesel 91	\$99.60	
		<b>\$896.31</b>	CT 25052542
R&M Diesel Service & Towing LLC	RM Labor for Truck Driving Class	\$1,141.86	
	RM Diesel Parts for Truck Driving Class	\$622.95	
		<b>\$1,764.81</b>	CT 25052543
Rays Auto Parts	Parts-Supplies, 07-01-24 thru 5-31-25	\$146.64	
	Parts-Supplies, 07-01-24 thru 5-31-25	\$16.30	
	Parts-Supplies, 07-01-24 thru 5-31-25	\$9.72	
	Parts-Supplies, 07-01-24 thru 5-31-25	\$24.99	
		<b>\$197.65</b>	CT 25052544
Gregory Riley	Independent contractor agreement to provide	\$1,850.00	
		<b>\$1,850.00</b>	CT 25052545
Santa Barbara Cnty Air Pollution Control District	Annual Review Fee per Invoice 62114	\$97.43	
		<b>\$97.43</b>	CT 25052546
SHI International Corp	Bitvise SSH Server (WinSSHD)	\$525.00	
	Bitvise SSH Server (WinSSHD) Upgrade 2 Years	\$500.00	
		<b>\$1,025.00</b>	CT 25052547
Skills Usa California	2024-25 Fall Virtual Leadership Conference	\$75.00	

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## Allan Hancock College

## Warrant Register

Check Dates from 10/1/2024 to 10/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$75.00</b>	CT 25052548
SLO Safe Ride	Bus Service - AHC Cross Country on 9.20.2024	\$3,698.00	
		<b>\$3,698.00</b>	CT 25052549
Smart & Final	Chemistry Lab Supplies: 7/01/24 - 5/30/25	\$13.35	
	Food for UTC Summer and Fall Workshops: 7/10/24 -	\$42.41	
	Lunch Locker for Santa Maria Campus	\$572.85	
	Food and Beverage Purchases for	\$137.18	
	Food for various outreach events and activities.	\$64.72	
	Food and Beverage Purchases for	\$72.83	
	Food and Beverage Purchases for	\$453.10	
	Food & Drink Supplies for Week of Discovery	\$255.81	
	Food and Beverage Purchases for	\$488.03	
	Lunch Locker for Lompoc Campus	\$526.32	
	Lunch Locker for Santa Maria Campus	\$953.63	
	Food Supplies: 7/02/24 - 6/30/25	\$254.05	
	Food Supplies: 7/02/24 - 6/30/25	\$47.80	
		<b>\$3,882.08</b>	CT 25052550
	Food for Children's Center, 7-1-24 to 6-30-25	\$174.78	
	Food for Children's Center, 7-1-24 to 6-30-25	\$327.35	
	Food for Children's Center, 7-1-24 to 6-30-25	\$273.69	
	Food for Children's Center, 7-1-24 to 6-30-25	\$205.79	
	Food for Children's Center, 7-1-24 to 6-30-25	\$296.57	
		<b>\$1,278.18</b>	CT 25052551
	Food for Culinary Arts	\$160.34	
	Food for Culinary Arts	\$329.17	
		<b>\$489.51</b>	CT 25052552
Smith Pipe & Supply Inc	Supplies for AHC Grounds Dept, 7-1-24 thru 5-31-25	\$98.97	
	Supplies for AHC Grounds Dept, 7-1-24 thru 5-31-25	\$142.84	
	Supplies for AHC Grounds Dept, 7-1-24 thru 5-31-25	\$243.14	
		<b>\$484.95</b>	CT 25052553
Source Graphics	Office Supplies - Wide format Paper and Media	\$242.50	
		<b>\$242.50</b>	CT 25052554
Sousa Tire Service	Tire recycling for LE veh. 07-02-24 to 05-30-25	\$40.50	
	Toyo Tires, LT275/65R20 per Invoice #80899.	\$745.63	
	State Tax Recycle Fee	\$3.50	
	Tire Disposal Fee	\$4.50	
		<b>\$794.13</b>	CT 25052555
Sport & Cycle Team Athletics Inc	UA M's Castlerock Gray Team Tipped Polo, 2/2XL,	\$71.75	
	UA M's Black Team Tech Polo, 1/L, 2/2XL,	\$88.06	
	UA M's Royal Tech Polo, 1/L, 2/2XL,	\$88.06	
	UA M's Navy Tech Polo, 2/2XL, Item #1290140-410	\$58.70	
	Shipping	\$28.16	
	AC Oncourt Offcourt Pickleball Net, Item #1363633,	\$750.34	
	Champion Rhino Pickleball Court Marker Set,	\$91.32	
	Champion Rhino Pickleball Edge 2-Player Set,	\$195.70	

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**Allan Hancock College**  
**Warrant Register**  
Check Dates from 10/1/2024 to 10/31/2024  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
Sport & Cycle Team Athletics Inc	Shipping	\$158.14	
		<b>\$1,530.23</b>	CT 25052556
Statpacks Inc	G3+ Clinician Red	\$1,200.00	
	G3 Pinellas County Intubation Cell Red	\$200.00	
	G3+ Airway Cell Green	\$590.00	
	G3+ Intravenous Cell Blue	\$500.00	
	G3+ Medicine Cell Red	\$636.00	
	Shipping	\$112.26	
		<b>\$3,238.26</b>	CT 25052557
Swimcloud	Swimcloud Pro for Teams Invoice #131	\$150.00	
		<b>\$150.00</b>	CT 25052558
Target Specialty Products	Supplies for AHC Grounds Dept, 7-1-24 thru 5-31-25	\$395.10	
	Supplies for AHC Grounds Dept, 7-1-24 thru 5-31-25	\$344.74	
	Supplies for AHC Grounds Dept, 7-1-24 thru 5-31-25	\$360.75	
		<b>\$1,100.59</b>	CT 25052559
The Berry Man Inc	Food purchases for Culinary Arts,	\$102.50	
		<b>\$102.50</b>	CT 25052560
United Parcel Service	UPS Charges, 7-1-24 thru 6-30-25, Account	\$60.54	
		<b>\$60.54</b>	CT 25052561
United Refrigeration Inc	HVAC Supplies, 07-01-24 thru 05-31-25	\$199.32	
	HVAC Supplies, 07-01-24 thru 05-31-25	\$96.50	
	HVAC Supplies, 07-01-24 thru 05-31-25	\$66.27	
	HVAC Supplies, 07-01-24 thru 05-31-25	\$304.43	
	Auxiliary switch for furnace - F274547 - 34 174A	\$209.70	
	Freight	\$30.73	
		<b>\$906.95</b>	CT 25052562
US Bank Corporate Payment System	SEP 25, 2024 US BANK STMT	\$21,991.79	
		<b>\$21,991.79</b>	CT 25052563
Ward's Science Inc	Science Lab Supplies July 1, 2024-May 30, 2025	\$341.30	
		<b>\$341.30</b>	CT 25052564
Margarita Ayala	Manual Refund Submitted	\$500.00	
		<b>\$500.00</b>	CT 25052565
Lizbeth Escandon Arredondo	Manual Refund Submitted	\$486.00	
		<b>\$486.00</b>	CT 25052566
Celicia Gutierrez	Manual Refund Submitted	\$2,029.00	
		<b>\$2,029.00</b>	CT 25052567
Laura Martinez	Manual Refund Submitted	\$925.00	
		<b>\$925.00</b>	CT 25052568
Mathew Martinez	Manual Refund Submitted	\$37.66	
	Manual Refund Submitted	\$25.00	

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**Allan Hancock College**  
**Warrant Register**  
Check Dates from 10/1/2024 to 10/31/2024  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$62.66</b>	CT 25052569
Cai Mccray	Manual Refund Submitted	\$208.00	
		<b>\$208.00</b>	CT 25052570
James Colin O'Dea	Manual Refund Submitted	\$141.00	
		<b>\$141.00</b>	CT 25052571
Veronica Ortiz Vazquez	Manual Refund Submitted	\$2.00	
		<b>\$2.00</b>	CT 25052572
Maria Perez Jacobo	Manual Refund Submitted	\$500.00	
		<b>\$500.00</b>	CT 25052573
Kathia Sanchez	Manual Refund Submitted	\$200.00	
		<b>\$200.00</b>	CT 25052574
Tia Taylor	Manual Refund Submitted	\$625.00	
		<b>\$625.00</b>	CT 25052575
Paola Terronez	Manual Refund Submitted	\$70.00	
		<b>\$70.00</b>	CT 25052576
Stefanie Aye	9.30-10.04.24 Las Vegas, NV	\$282.22	
		<b>\$282.22</b>	CT 25052577
Bach, Craig Nicholas	INTERVIEW REIMBURSEMENT 10.2024	\$826.97	
		<b>\$826.97</b>	CT 25052578
Michael Bernal	Open Mileage 9.3-30.24	\$696.80	
		<b>\$696.80</b>	CT 25052579
Ashley Brackett	Prepay Meals 10.17-18.24	\$4,200.00	
	Open Mileage 9.19.24	\$91.12	
		<b>\$4,291.12</b>	CT 25052580
Cccsaa	Reg Robb, Stephanie 10.10.13.24	\$3,150.00	
		<b>\$3,150.00</b>	CT 25052581
City of Lompoc	Waste Disposal-Sewer Fees 7.1.2024 - 6.30.2025	\$619.80	
	Water Services 7.1.2024 - 6.30.2025	\$5,356.47	
		<b>\$5,976.27</b>	CT 25052582
	Waste Disposal-Sewer Fees 7.1.2024 - 6.30.2025	\$1,763.06	
		<b>\$1,763.06</b>	CT 25052583
Comcast Cable	Comcast Monthly Internet Costs: 7/01/24 - 6/30/25	\$228.91	
		<b>\$228.91</b>	CT 25052584
	Comcast Monthly Internet Costs: 7/01/24 - 6/30/25	\$182.91	
		<b>\$182.91</b>	CT 25052585
Community College Facility Coalition	Reg Steve Marshall 11.7-8.24	\$630.00	
		<b>\$630.00</b>	CT 25052586
Digital West Networks, Inc	Telephone Service 7/1/2024 - 6/30/2025	\$4,181.56	
	Telephone Service 7/1/2024 - 6/30/2025	\$1,965.07	

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**Allan Hancock College**  
**Warrant Register**  
Check Dates from 10/1/2024 to 10/31/2024  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
Digital West Networks, Inc	Telephone Service 7/1/2024 - 6/30/2025	\$1,536.66	
		<b>\$7,683.29</b>	CT 25052587
	Internet Service 7/1/2024 - 6/30/2025	\$145.00	
		<b>\$145.00</b>	CT 25052588
Gerald Domingues	Sustainability Conf. Sacramento, CA	\$172.50	
		<b>\$172.50</b>	CT 25052589
Enterprise Rent-A-Car	Hodges, Edwin 9.30-10.03.24	\$186.97	
		<b>\$186.97</b>	CT 25052590
Sara Galindo	Open Mileage 9.13.24	\$1.14	
		<b>\$1.14</b>	CT 25052591
Holiday Inn Sorrento Valley	Vania Agama Ramirez Lodging10.24-26.24LaJolla, CA	\$3,493.60	
		<b>\$3,493.60</b>	CT 25052592
Janet McGee	Open Mileage 9.11,26.24	\$18.49	
		<b>\$18.49</b>	CT 25052593
Toby McLaughlin	Open Mileage 9.5,9,16,17,23,30.24	\$114.18	
		<b>\$114.18</b>	CT 25052594
Devin Perea	Open Mileage 9.18,23.24	\$40.67	
		<b>\$40.67</b>	CT 25052595
Patricia Prado-Rios	Open Mileage 9.3,9,16,18.24	\$43.55	
		<b>\$43.55</b>	CT 25052596
Stephanie Robb	PREPAY MEALS 10.10-13.24	\$1,540.00	
		<b>\$1,540.00</b>	CT 25052597
Sacramento Co Office Of Education	250689 KEISER, ANDRIA 10.28-30. Reg	\$695.00	
		<b>\$695.00</b>	CT 25052598
	250653 PANIAGUA, ALICIA 10.28-30.24 Reg	\$695.00	
		<b>\$695.00</b>	CT 25052599
	250671 NAVARETTE, DELICIA 10.28-30.24 Reg	\$695.00	
		<b>\$695.00</b>	CT 25052600
Lucerito Salgado Olivera	Open Mileage 9.4,11,18,25.24	\$6.43	
		<b>\$6.43</b>	CT 25052601
Verizon Wireless	iPhone 15, 128GB	\$49.99	
	Sales Tax	\$63.87	
		<b>\$113.86</b>	CT 25052602
Kevin Walthers	Open Mileage 7.01-9.30.24	\$656.80	
		<b>\$656.80</b>	CT 25052603
AAUW Finance	2024-25 COLLEGEUNIVERSITY MEMBERSHIP DUES	\$250.00	
		<b>\$250.00</b>	CT 25052604
ABV Scoreboard Services, Inc	Wireless Control Console, Item #MP-80-0213.	\$1,315.88	
	G3 Outdoor LED Wireless Receiver Kit, Item #00-	\$570.94	

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## Allan Hancock College

## Warrant Register

Check Dates from 10/1/2024 to 10/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
ABV Scoreboard Services, Inc	Hard Carrying Case, Item #C2062	\$70.68	CT 25052605
	Shipping/Freight	\$65.00	
		<b>\$2,022.50</b>	
AHC - Part-Time Faculty Association	Part-Time Faculty Reimbursement Per Article 11.7	\$2,606.29	CT 25052606
		<b>\$2,606.29</b>	
AHC Foundation	FY 2024 -25 Foundation Adv Salary Reimbursement	\$8,195.83	CT 25052607
		<b>\$8,195.83</b>	
All American Screen Printing Inc	Black shirts with the Puente Logo on the left	\$609.00	CT 25052608
		<b>\$609.00</b>	
Amazon	INSTRUCTIONAL SUPPLIES 07-02-24 TO 05-30-25	\$149.72	
	INSTRUCTIONAL SUPPLIES 07-02-24 TO 05-30-25	\$463.80	
	INSTRUCTIONAL SUPPLIES 07-02-24 TO 05-30-25	\$629.10	
	OFFICE-OPERATIONAL SUPPLIES 07-02-24 TO 05-30-25	\$92.41	
	OFFICE-OPERATIONAL SUPPLIES 07-02-24 TO 05-30-25	\$112.84	
	Biology Lab Supplies: 07-01-24 thru 05-31-25	\$24.99	
	LE INSTRUCTIONAL SUPPLIES: 07-02-24 TO 05-30-25	\$345.60	
	IT Operational Supplies: 7/02/24 - 5/30/25	\$43.45	
	IT Operational Supplies: 7/02/24 - 5/30/25	\$54.59	
	IT Operational Supplies: 7/02/24 - 5/30/25	\$97.76	
	MEDICAL SUPPLIES, 7/01/24 - 5/30/25	\$150.30	
	FOOD SUPPLIES FOR WELLNESS PROGRAM	\$228.54	
	Misc. Supplies for Center 7-1-24 to 5-30-25	\$34.08	
	Misc. Supplies for Center 7-1-24 to 5-30-25	\$100.23	
	Misc. Supplies for Center 7-1-24 to 5-30-25	\$199.66	
	Misc. Supplies for Center 7-1-24 to 5-30-25	\$510.30	
	Misc. Supplies for Center 7-1-24 to 5-30-25	\$512.35	
	TEXTBOOKS/MATERIALS: 8-06-2024 TO 5-31-2025	\$88.13	
	OFFICE SUPPLIES VALID 8-6-2024 TO 5-31-2025	\$208.84	
	OFFICE SUPPLIES VALID 8-6-2024 TO 5-31-2025	\$334.79	
	Instructional Supplies July 1, 2024-May 31, 2025	(\$44.97)	
	Instructional Supplies July 1, 2024-May 31, 2025	\$44.97	
	Instructional Supplies July 1, 2024-May 31, 2025	\$79.81	
	Instructional supplies: 8/23/24 - 12/31/24	\$35.90	
	Instructional supplies: 8/23/24 - 12/31/24	\$39.87	
	For instructional supplies 8-26-24 to 5-30-25	\$66.21	
	Instructional Supplies for EMS Academy,	\$42.31	
	Instructional Supplies for EMS Academy,	\$120.16	
	CTE Library Books	(\$0.34)	
	CTE Library Books	\$567.25	
	CTE Library Books	\$648.09	
	Hulameda Paint Tray Palettes, Plastic Paint Pallet	\$7.60	
	20 Pcs Paint Brush Set for Acrylic Painting	\$5.43	
	Shuttle Art Acrylic Paint Set, 36 Colors Acrylic	\$30.43	
	48 Pack Unfinished Wooden Woodland Forest Animal	\$10.82	
	56 Sets Halloween Sugar Skull Crafts Day of Dead	\$18.48	
	48 Sets Day of The Dead Skull Crafts Kits	\$19.56	
	Ever Ready First Aid Adult and Infant CPR Mask	\$2,354.30	



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## Allan Hancock College

## Warrant Register

Check Dates from 10/1/2024 to 10/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Amazon	Instructional Supplies Film, 9/13/2024-5/30/2025	\$125.89	
	6 Pack Baofeng UV-5R Ham Radio Long Range UV5R	\$538.25	
	FACE CUSHION FOR OCULUS	\$113.14	
	HANGING FILE 2 INCH	\$61.96	
	PLASTIC SYRINGES 1ML	\$71.12	
	DISPOSABLE PADS 17X24	\$70.89	
	NEBULIZER MACHINE	\$43.49	
	TAPE DISPENSER	\$13.04	
	DISINFECTING WIPES	\$32.00	
	LANCETS 30 GAUGE	\$8.69	
	SCISSORS	\$10.86	
	3 HOLE PUNCH	\$18.38	
	DIABETES TEST STRIPS	\$71.75	
	STAPLER	\$11.56	
	PULSE OXIMETER	\$53.77	
	ENVELOPE MOISTENER ADHESIVE	\$7.62	
	Office Operational Supplies, 9/23/2024 - 5/30/2025	\$43.47	
	Office Operational Supplies, 9/23/2024 - 5/30/2025	\$83.55	
	Instructional Supplies for CA	\$390.90	
	Instructional Supplies 7/01/24-5/30/25	\$130.33	
	Physics Instructional Supplies: 8/05/24 - 5/30/25	\$54.04	
	Operational Supplies for ECS, 9/11/24 - 5/30/25	\$38.55	
	INSTRUCTIONAL SUPPLIES; VALID 9-9-24 TO 5-30-25	\$64.86	
	Instructional Supplies, 7/31/24-5/30/25	\$55.20	
	INSTRUCTIONAL SUPPLIES VALID 9-18-24 TO 5-30-25	\$159.84	
	INSTRUCTIONAL SUPPLIES VALID 9-18-24 TO 5-30-25	\$186.49	
		<b>\$10,887.00</b>	CT 25052609
Amazon Web Services, Inc	Amazon Web Services (AWS),	\$4,293.41	
		<b>\$4,293.41</b>	CT 25052610
American Business Machines	MAINTENANCE AGREEMENT FOR CANON iR C5030 COPIER	\$100.33	
	MAINTENANCE AGREEMENT FOR CANON iR C5030 COPIER	\$0.62	
		<b>\$100.95</b>	CT 25052611
American Fidelity Assurance Co	Premiums Voluntary Products 9.30.24 Payroll Deduct	\$29,972.45	
		<b>\$29,972.45</b>	CT 25052612
American General Media Inc.	30-second Ad Karin Klein Author Visit	\$300.00	
		<b>\$300.00</b>	CT 25052613
American Star Tours, Inc.	Bus Service - AHC Football on Sept. 28, 2024	\$4,180.00	
	Bus Service - AHC Mens Basketball - 9.28.2024	\$3,895.00	
	Bus Service - AHC Womens Soccer - 9.27.2024	\$2,695.00	
		<b>\$10,770.00</b>	CT 25052614
Amerigas	Propane	\$6,569.38	
	HazMat Fee- T	\$13.99	
	Fuel Recovery Fee- T	\$9.99	
	Paper Invoice Fee-T	\$2.99	

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**Allan Hancock College**  
**Warrant Register**  
Check Dates from 10/1/2024 to 10/31/2024  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
Amerigas	State Sales Tax	\$395.78	CT 25052615
	County Sales Tax	\$82.46	
	Local Sales Tax 1	\$98.94	
		<b>\$7,173.53</b>	
Anthem Sports, LLC	Trigon Heavy-Duty Lockable Ball Locker,	\$619.90	CT 25052616
	Shipping & Handling	\$174.56	
		<b>\$794.46</b>	
Anna Arrowsmith	Reimbursement for Instructional Supplies/Materials	\$790.48	CT 25052617
		<b>\$790.48</b>	
B&H Photo Video	DRAGONFRAME 2024 DOWNLOAD + BLUETOOTHUSB CONTRLR	\$253.69	CT 25052618
		<b>\$253.69</b>	
Bio-Rad Laboratories	ELISA Immuno Explorer Kit, Part #1662400EDU	\$170.37	CT 25052619
		<b>\$170.37</b>	
Blick Art Materials	Art Supplies per quote # QBC0283-89	\$3,158.46	CT 25052620
		<b>\$3,158.46</b>	
Board Of Governors	Prop 39 Program Audit Recovery	\$126,552.00	CT 25052621
		<b>\$126,552.00</b>	
Bound Tree Medical	Surgical Emergency Kit, 400EA/CS,	\$108.29	CT 25052622
	Air Flow Monitor BAAM, 100/CS,	\$52.14	
		<b>\$160.43</b>	
Bremer Auto Parts	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	\$106.25	CT 25052623
	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	\$188.63	
	Parts for Truck Driving Program	\$85.10	
	Parts for Truck Driving Program	\$593.76	
	Operational Supplies for Fire Academy	\$65.23	
	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	\$555.13	
		<b>\$1,594.10</b>	
Burnham Insurance Services	ACA Consulting 7-1-24 to 6-30-25	\$3,250.00	CT 25052624
		<b>\$3,250.00</b>	
Ca Schools Dental Coalition	Insurance Premiums OCT 2024	\$65,927.00	CT 25052625
		<b>\$65,927.00</b>	
California Electric Supply	Electrical-Lighting Supplies, 07-01-24 thru	\$213.37	CT 25052626
	Electrical-Lighting Supplies, 07-01-24 thru	\$238.71	
	Electrical-Lighting Supplies, 07-01-24 thru	\$435.10	
	Electrical-Lighting Supplies, 07-01-24 thru	\$526.35	
		<b>\$1,413.53</b>	
CalSoft Water	Reverse Osmosis for Buildings: J,K,M,N,CBC,S2,R2	\$55.90	CT 25052627
	Reverse Osmosis for Buildings: J,K,M,N,CBC,S2,R2	\$128.95	
	Calsoft Pro Reverse Osmosis System B 105	\$25.95	
	Calsoft Pro Reverse Osmosis System B 207	\$25.95	
		<b>\$236.75</b>	
Campus Marketing Specialists	Shoe Charms with a Custom Imprint,	\$1,475.00	

## Allan Hancock College

## Warrant Register

Check Dates from 10/1/2024 to 10/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Campus Marketing Specialists	Shipping	\$94.07	
		<b>\$1,569.07</b>	CT 25052628
Capitol Advisors Group LLC	Legislative Consulting and Advocacy Services for	\$2,000.00	
		<b>\$2,000.00</b>	CT 25052629
Carolina Biological	Biology Labs Supplies: 07-01-24 thru 05-31-25	\$65.65	
	Desiccator Cabinet #742985, Quote# 595296 SQ	\$294.44	
		<b>\$360.09</b>	CT 25052630
Carr's Boot Shop	Safety boots for employees: 7-01-24 to 6-30-25	\$166.38	
	Safety boots for employees: 7-01-24 to 6-30-25	\$181.06	
		<b>\$347.44</b>	CT 25052631
CDW Government Inc	Dell Latitude 5450-14" - Intel Core Ultra 5	\$6,298.58	
	Recycling Fee, CDW #654809	\$20.00	
		<b>\$6,318.58</b>	CT 25052632
Clawson Automotive Equipment and Service Inc	Lift Inspection on Automotive Lift - Labor,	\$1,500.00	
	Synthetic Lubrication for Automotive Lifts	\$21.74	
	Slide Blocks for Eagle 2-Post Automotive Lift	\$419.17	
	Labor -	\$425.00	
	15k Power Unit - Material Tx. Estimate #1044931950	\$1,014.92	
	Freight	\$76.33	
	Labor -	\$340.00	
	6-gallon Reservoir **LINE ADDED 10/08/24**	\$553.65	
	Tube/Filter **LINE ADDED 10/08/24**	\$42.89	
		<b>\$4,393.70</b>	CT 25052633
College Source Inc	College Source TES Campus Access	\$9,846.17	
		<b>\$9,846.17</b>	CT 25052634
Column Software PBC	Legal advertising in the Santa Maria Times for the	\$662.27	
		<b>\$662.27</b>	CT 25052635
Consolidated Electrical Distributor	LED Lamp - Fluorescent Replacement bulbs,	\$119.41	
	LED -Retrofit-HID Replacement Lamp,	\$162.02	
		<b>\$281.43</b>	CT 25052636
Culligan/Central Coast Water Treatment	Bottled Water Delivery, 7-01-24 thru 6-30-25	\$57.01	
	Stand Rentals (hot and cold) 7-01-24 thru 6-30-25	\$11.00	
		<b>\$68.01</b>	CT 25052637
	Bottled Water Delivery, 7-01-24 thru 6-30-25	\$100.76	
	Stand Rentals (hot and cold) 7-01-24 thru 6-30-25	\$11.00	
		<b>\$111.76</b>	CT 25052638
	Bottled Water Delivery Service 7-1-24 thru 6-30-25	\$55.72	
		<b>\$55.72</b>	CT 25052639
	CAMPUS GRAPHICS DRINKING WATER DELIVERY	\$20.25	
	FUEL SURCHARGE	\$2.72	
	HOT COLD WATER STAND RENTAL	\$11.00	

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**Allan Hancock College**  
**Warrant Register**  
Check Dates from 10/1/2024 to 10/31/2024  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$33.97</b>	CT 25052640
Custom Colors Auto Body Supplies, Inc.	Instructional Supplies	\$48.69	
	Instructional Supplies	\$306.33	
		<b>\$355.02</b>	CT 25052641
Dept Of Forestry & Fire Protection	Low Angle Rope Rescue Operational - LARRO1278 B154	\$2,475.00	
		<b>\$2,475.00</b>	CT 25052642
Downs Government Affairs, LLC	Services for consortium project 7/1/2024-6/30/2025	\$2,000.00	
		<b>\$2,000.00</b>	CT 25052643
Elevate Healthcare Inc	Value Warranty Plan for Apollo Pre-Hospital:	\$5,250.00	
		<b>\$5,250.00</b>	CT 25052644
Eyemed Vision Care	Retiree/COBRA Premiums OCT 2024	\$654.68	
	Active EEs Premiums OCT 2024	\$4,154.90	
		<b>\$4,809.58</b>	CT 25052645
Facilities Planning And Consulting Services	Facilities Related Consulting Services for Fiscal	\$4,400.00	
		<b>\$4,400.00</b>	CT 25052646
Farm Supply Company	Instructional Supplies, 9/05/24 to 5/30/25	\$156.70	
		<b>\$156.70</b>	CT 25052647
Fastenal	Air Filter - 20Hx25Wx4D, Part #4300512. Invoice #	\$400.06	
	Air Filter - 20Hx20Wx4D, Part #4300510.	\$765.88	
		<b>\$1,165.94</b>	CT 25052648
Federal Express Corp	Mailings for Acct #1104-8488	\$24.80	
	Courier/Postage Charges (FedEx) for urgent	\$9.70	
		<b>\$34.50</b>	CT 25052649
Ferguson Enterprises Inc	Plumbing Supplies, 07-01-24 thru 5-31-25	\$236.77	
	Plumbing Supplies, 07-01-24 thru 5-31-25	\$416.74	
		<b>\$653.51</b>	CT 25052650
Fighting Back Santa Maria Valley	PREVENTION PARTNER SPONSOR	\$2,500.00	
		<b>\$2,500.00</b>	CT 25052651
Fisher Scientific Co Llc	Chemistry Lab Supplies: 7/01/24 - 5/30/25	\$136.16	
		<b>\$136.16</b>	CT 25052652
Follett Heg - Ahc Bookstore	Books and supplies for students with 3rd party	\$386.71	
		<b>\$386.71</b>	CT 25052653
	Library Course Reserve Books (Textbooks) for	\$784.63	
		<b>\$784.63</b>	CT 25052654
	Book: House on Mango Street. Quote dated 8/9/2024.	\$353.44	
		<b>\$353.44</b>	CT 25052655
	CTE Library Books	\$5,469.85	

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**Allan Hancock College**  
**Warrant Register**  
Check Dates from 10/1/2024 to 10/31/2024  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$5,469.85</b>	CT 25052656
Foodbank Of Santa Barbara County	Food for Foodshare and Basic Needs Food Pantry for	\$824.03	
	Food for Foodshare and Basic Needs Food Pantry for	\$1,426.49	
		<b>\$2,250.52</b>	CT 25052657
GotSafety, LLC	Annual Technology Package - Diamond: 7/01/24 -	\$1,160.00	
		<b>\$1,160.00</b>	CT 25052658
Hardy Diagnostics	Biology Lab Supplies: 07-01-24 thru 05-31-25	\$13.79	
	Biology Lab Supplies: 07-01-24 thru 05-31-25	\$41.37	
		<b>\$55.16</b>	CT 25052659
Henry Schein Inc	Tape Zinc Oxide M Tape, Item #3648036.	\$3,174.09	
	Underwrap M Wrap Big Go Item#9767370	\$122.32	
	Kinesiology Tape 30M Item#1271561	\$188.37	
	Trueplus Glucose Tabs Item#1317426	\$7.56	
		<b>\$3,492.34</b>	CT 25052660
Home Depot	7.5 CU. FT. TOP FREEZER REFRIGERATOR FOR LVC	\$1,076.15	
		<b>\$1,076.15</b>	CT 25052661
Independent Living Resource Center, Inc	Sign Language Interpreter Services per agreement	\$798.01	
		<b>\$798.01</b>	CT 25052662
Intermountain Lock And Security Supply	Key and Lock Supplies, 07-01-24 thru 5-31-25	\$127.90	
	Key and Lock Supplies, 07-01-24 thru 5-31-25	\$639.65	
	Full Mortise Heavy Duty Continuous Hinge - 83in,	\$160.23	
		<b>\$927.78</b>	CT 25052663
J B Dewar	Fuel for AHC Community Ed. Truck Driving Class	\$2,159.13	
		<b>\$2,159.13</b>	CT 25052664
Johnson Plastics Plus	Office Supplies - Engraver Plastic and supplies	\$203.97	
		<b>\$203.97</b>	CT 25052665
KCBX	15-second Ad Karin Klein Author Visit	\$300.00	
		<b>\$300.00</b>	CT 25052666
Kenco Construction Services, Inc	On Site DSA Project Inspector for the	\$4,840.00	
		<b>\$4,840.00</b>	CT 25052667
Koehler Plumbing Inc	Wilkins 8" R.P. Check Module, Lompoc Campus - Back	\$918.94	
	Labor Charges	\$290.00	
	Backflow Test	\$249.99	
		<b>\$1,458.93</b>	CT 25052668
Kone Inc	Elevators Service Agreement, 7-1-24 thru 6-30-25	\$5,374.41	
		<b>\$5,374.41</b>	CT 25052669
La Tapatia Bakery	Mini Conchas and Champurrado for	\$260.00	

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**Allan Hancock College**  
**Warrant Register**  
Check Dates from 10/1/2024 to 10/31/2024  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$260.00</b>	CT 25052670
Laundry Loops Inc	Original Laundry Loop With Single Sock Snare per Shipping	\$318.75 \$14.00	
		<b>\$332.75</b>	CT 25052671
Linde Gas & Equipment Inc.	Instructional Supplies - WLDT program	\$444.58	
	Instructional Supplies - WLDT program	\$103.32	
	Instructional Supplies - WLDT program	\$1,100.30	
		<b>\$1,648.20</b>	CT 25052672
Local Copies Etc. Inc.	Livescan Services: 7-01-24 thru 6-30-25	\$25.00	
		<b>\$25.00</b>	CT 25052673
Lowes	Instructional Supplies, 8/21/24 - 5/31/25.	\$258.27	
	Instructional Supplies Art, 8/29/2024 - 5/30/2025	\$145.96	
		<b>\$404.23</b>	CT 25052674
Maaco Auto Painting & Bodyworks	Parts for 22 Ford Police Interceptor per Invoice #	\$7,151.84	
	Labor Charges	\$3,802.34	
		<b>\$10,954.18</b>	CT 25052675
Mcmurray Stern Inc	Control Assembly Touchpad Eclipse 610404.002	\$559.47	
	Freight	\$191.91	
		<b>\$751.38</b>	CT 25052676
MedCognition Inc	PerSim Pro Base System	\$13,591.03	
	Microsoft Hololens 2 Device	\$4,873.01	
	Microsoft Hololens 2 Device	\$6,545.74	
	PerSim Pro Software Content	\$6,525.00	
	Concierge Delivery	\$3,534.38	
		<b>\$35,069.16</b>	CT 25052677
Media All Stars Inc.	Full-page Ad Inside Front Cover Santa Maria HS	\$1,000.00	
		<b>\$1,000.00</b>	CT 25052678
Metropolitan Life Insurance Co	INSURANCE PREMIUMS SEP 2024	\$7,125.52	
		<b>\$7,125.52</b>	CT 25052679
Mexican Ladies Social Club	GOLD LEVEL SPONSORSHIP	\$5,000.00	
		<b>\$5,000.00</b>	CT 25052680
Mission Linen Supply	Laundry Services for Automotive Technology Program	\$34.60	
	Laundry Services for Automotive Collision Repair:	\$22.25	
		<b>\$56.85</b>	CT 25052681
Modern Campus	OWH1- Modern Campus Hosting for Omni.	\$7,500.00	
		<b>\$7,500.00</b>	CT 25052682
Motor Vehicle Network	30-second ad at DMV Santa Maria and Lompoc for 12	\$15,552.00	
		<b>\$15,552.00</b>	CT 25052683
National Student Clearinghouse	Student Tracker Premium Service 10.01.2024 -	\$1,295.00	
		<b>\$1,295.00</b>	CT 25052684

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## Allan Hancock College

## Warrant Register

Check Dates from 10/1/2024 to 10/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Nicks Telecom	LABOR TO REMOVE OLD EQUIPMENT, REWIRE AND INSTALL	\$910.00	
	TRAVEL CHARGE	\$250.00	
	UHF 1/4 WAVE ROOF MOUNT ANTENNA	\$26.10	
	220 OHMS, 100 WATT RESISTOR	\$11.14	
	BNC TO PL259 ADAPTER	\$2.99	
	HARDWARE	\$10.89	
	LABOR TO REMOVE OLD EQUIPMENT, REWIRE AND	\$770.00	
	TRAVEL CHARGE	\$187.50	
	UHF 1/4 WAVE ROOF MOUNT ANTENNA	\$26.10	
	220OHMS, 100 WATT RESISTOR	\$11.14	
	BNC TO PL259 ADAPTER	\$2.99	
	HADWARE	\$10.89	
	LABOR TO REMOVE OLD EQUIPMENT, REWIRE AND	\$770.00	
	TRAVEL CHARGE	\$187.50	
	UHF 1/4 WAVE ROOF MOUNT ANTENNA	\$26.10	
	220OHMS, 100 WATT RESISTOR	\$11.14	
	BNC TO PL259 ADATER	\$2.44	
	HARDWARE	\$10.89	
		<b>\$3,227.81</b>	CT 25052685
Niles Biological	Supplies for Biology Labs: 07-01-24 thru 05-30-25	\$37.45	
	Supplies for Biology Labs: 07-01-24 thru 05-30-25	\$53.90	
	Supplies for Biology Labs: 07-01-24 thru 05-30-25	\$73.59	
	Supplies for Biology Labs: 07-01-24 thru 05-30-25	\$54.85	
		<b>\$219.79</b>	CT 25052686
ODP Business Solutions LLC	Xerox® Vitality Colors™ Color Multi-Use Printer	\$7.64	
	Duracell® Coppertop AA Alkaline Batteries, Pack Of	\$21.84	
	Astrobrights® Color Multi-Use Printer Copy Pap	\$30.75	
	BIC Round Stick Ballpoint Pens	\$14.24	
	Office Depot Sticky Notes 3x3 18 pack	\$85.13	
	Office Depot Retractable Ballpoint Pens with Grips	\$31.53	
	Office Depot Premium Stapler Combo	\$9.74	
	Brother M-231 Black-on-White Tape	\$25.43	
	Instructional Supplies,	\$40.55	
	Instructional Supplies,	\$72.42	
	Office Supplies: 07/10/24 - 05/30/25	\$34.90	
	Office Supplies for General & Noncredit Counseling	\$66.64	
	OPERATIONAL SUPPLIES: JULY 2024 - MAY 2025	\$200.39	
	Mary Uchida Chalk Markers 9697686	\$38.27	
	Azar Displays Sidewalk A Board 890040	\$156.48	
		<b>\$835.95</b>	CT 25052687
Old Town Shirt Factory	Sport-Tek Colorblock Raglan Anorak - Embroidered	\$32.61	
	Port Authority Short Sleeve SuperPro React Twill	\$25.28	
		<b>\$57.89</b>	CT 25052688
Pacific Pride Foundation	Counseling services for LGBTQ+ students:	\$135.00	
		<b>\$135.00</b>	CT 25052689
PARS Public Agency Retirement	PAYROLL DEDUCTION 10/10/2024	\$8,685.47	

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**Allan Hancock College**  
**Warrant Register**  
Check Dates from 10/1/2024 to 10/31/2024  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$8,685.47</b>	CT 25052690
Part Time Faculty AHC - Member	PAYROLL DEDUCTION 10/10/2024	\$25.95	
		<b>\$25.95</b>	CT 25052691
PCPA	Reimbursement for Fiscal Year 2024-25	\$170,000.00	
	Reimbursement for Fiscal Year 2024-25	\$100,000.00	
		<b>\$270,000.00</b>	CT 25052692
Pioneer Athletics	Brite Stripe, White, 5 GL, Airless,	\$2,596.62	
	Brite Stripe, Black, 5 GL, Item #ATHBLAS	\$338.16	
	Brite Stripe, Blue, 5 GL, Item #ATHBL5	\$595.41	
	Brite Stripe Old Gold, 5 GL, Item #ATHOG5	\$338.16	
	Freight Charges	\$410.52	
		<b>\$4,278.87</b>	CT 25052693
Point Of Action	Nike Therma-FIT Full-Zip Fleece Hoodie. NKAH6259	\$98.80	
	Nike Therma-FIT Pocket Full-Zip Fleece Hoodie	\$83.13	
	Nike Therma-FIT Pocket Full-Zip Fleece Hoodie	\$498.85	
		<b>\$680.78</b>	CT 25052694
Postmaster	Deposit to Periodical Permit 6445	\$15,000.00	
		<b>\$15,000.00</b>	CT 25052695
PPG Architectural Finishes Inc	Paint Supplies, 07-01-24 thru 05-31-25	\$293.39	
	Paint Supplies, 07-01-24 thru 05-31-25	\$28.83	
		<b>\$322.22</b>	CT 25052696
ProCare Janitorial Supply, Inc.	Custodial Supplies, 07-01-24 thru 05-31-25,	\$5,095.41	
		<b>\$5,095.41</b>	CT 25052697
Quadient Leasing USA, Inc	Leasing IS5000 Mail Machine, 7-1-24 thru 6-30-25	\$1,995.75	
		<b>\$1,995.75</b>	CT 25052698
Quest Diagnostics	LABORATORY SERVICES FOR AHC STUDENTS	\$17.92	
		<b>\$17.92</b>	CT 25052699
R&M Diesel Service & Towing LLC	RM Labor for Truck Driving Class	\$351.34	
	RM Diesel Parts for Truck Driving Class	\$119.93	
		<b>\$471.27</b>	CT 25052700
Safety-Kleen Systems, Inc	OIL SERVICES STOP FEE NON-PREQUAL CRANKCASE	\$35.00	
	USED OIL RECYCLE AUTOMOTIVE OIL PART#66636	\$51.00	
	ANTIFREEZE SERVICE NON-PREQUAL STOP FEE	\$100.00	
		<b>\$186.00</b>	CT 25052701
San Diego State Univ Research Foundation	eCHECKUP TO GO Subscription: College Practitioner	\$3,720.00	
		<b>\$3,720.00</b>	CT 25052702
Santa Barbara Co Dept Of Social Svc	WRC Lease Operating Costs 7-1-24 to 2-28-25	\$2,330.89	
		<b>\$2,330.89</b>	CT 25052703



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## Allan Hancock College

## Warrant Register

Check Dates from 10/1/2024 to 10/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Santa Maria Times	Monthly Online Big Ad July 2024-June 2025	\$1,000.00	
		<b>\$1,000.00</b>	CT 25052704
Save Mart Supermarkets	Food Supplies for Children's Center, 10/02/24 -	\$331.82	
	Food Supplies for Children's Center, 10/02/24 -	\$379.86	
	Food Supplies for Children's Center, 10/02/24 -	\$375.20	
	Food Supplies for Children's Center, 10/02/24 -	\$228.67	
	Food Supplies for Children's Center, 10/02/24 -	\$312.77	
	Food Supplies for Children's Center, 10/02/24 -	\$259.53	
	Food Supplies for Children's Center, 10/02/24 -	\$380.07	
	Food Supplies for Children's Center, 10/02/24 -	\$220.79	
	Food Supplies for Children's Center, 10/02/24 -	\$275.90	
	Food Supplies for Children's Center, 10/02/24 -	\$200.63	
		<b>\$2,965.24</b>	CT 25052705
Siemens Industry Inc	The Contractor Shall Furnish all Labor, Materials,	\$17,025.40	
	The Contractor Shall Furnish all Labor, Materials,	\$155,334.70	
	The Contractor Shall Furnish all Labor, Materials,	\$119,823.08	
		<b>\$292,183.18</b>	CT 25052706
SISC III	INSURANCE PREMIUMS OCT 2024	\$574,716.00	
		<b>\$574,716.00</b>	CT 25052707
Smith Pipe & Supply Inc	Supplies for AHC Grounds Program: 10/01/24 -	\$86.58	
		<b>\$86.58</b>	CT 25052708
Source Graphics	Office Supplies - Wide format Paper and Media	\$781.31	
		<b>\$781.31</b>	CT 25052709
Sousa Tire Service	Tires - Toyo Open Country HT II OWL 25570R 17	\$892.17	
	State Tax Recycle Fee	\$7.00	
	Tire Disposal Fee	\$18.00	
		<b>\$917.17</b>	CT 25052710
Specialty Constructors Services Inc	Speciality Constructors, Inc. shall furnish all	\$7,205.75	
		<b>\$7,205.75</b>	CT 25052711
Sport & Cycle Team Athletics Inc	Tandem Quad Blocker, Quote #8803	\$326.24	
	KBA Precision Trainer	\$326.24	
	Blazer Spike/Set Stand Only	\$304.49	
	Shipping	\$138.16	
		<b>\$1,095.13</b>	CT 25052712
St. Joseph High School	PROGRAM AD - WIZARD OF OZ 2024	\$600.00	
		<b>\$600.00</b>	CT 25052713
Stack-Light.com LLC	Ba9s LED Lights	\$21.20	
	Shipping & Handling **LINE ADDED 9/20/24**	\$12.58	
		<b>\$33.78</b>	CT 25052714
Target Specialty Products	Supplies for AHC Grounds Dept, 7-1-24 thru 5-31-25	\$230.35	
		<b>\$230.35</b>	CT 25052715

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Allan Hancock College  
**Warrant Register**

Check Dates from 10/1/2024 to 10/31/2024  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
Testa Catering	Coffee, Hot Tea Station - 7:30 a.m. Delivery	\$171.29	
	Coffee Hot Tea Station 7:30 a.m. Delivery	\$171.29	
	Coffee Hot Tea Station - 7:30 a.m. Delivery	\$171.29	
	Coffee Hot Tea Station 7:30 a.m. Delivery	\$171.29	
	Coffe Hot Tea Station 7:30 a.m. Delivery	\$305.86	
	Coffee and Tea Station 4:00 p.m. Delivery	\$367.04	
	Operations Fee	\$135.76	
	Coffee Hot Tea Station 7:30 Delivery	\$171.29	
	Coffee Hot Tea Station 7:30 Delivery	\$171.29	
	Coffee Hot Tea Station 7:30 a.m. Delivery	\$171.29	
	Coffee Hot Tea Station 7:30 a.m. Delivery	\$171.29	
	Coffee Hot Tea Station 7:30 a.m. Delivery	\$305.86	
	Coffee Hot Tea Station 4:00 p.m. Delivery	\$367.04	
	Operations Fee	\$135.76	
		<b>\$2,987.64</b>	CT 25052716
Texas Life Insurance Co.	INSURANCE PREMIUMS SEP 2024	\$10,482.36	
		<b>\$10,482.36</b>	CT 25052717
The Berry Man Inc	Food purchases for Culinary Arts, Food purchases for Culinary Arts,	\$245.35	
		\$304.40	
		<b>\$549.75</b>	CT 25052718
Trojan Petroleum, Inc	Clear Diesel #2 - Invoice #323958-IN	\$2,932.07	
	Federal DSL Excise Tax	\$193.09	
	Federal Lust Tax	\$0.79	
	State DS: Excise Tax	\$360.75	
	Santa Barbara County	\$422.00	
	Unleaded 87 - Invoice #0323959-IN	\$12,485.37	
	Federal Gas Excise Tax	\$673.99	
	Federal Lust Tax	\$3.68	
	State Gas Excise Tax	\$2,195.07	
	Santa Barbara County	\$422.35	
		<b>\$19,689.16</b>	CT 25052719
Tropics	Aquarium Maintenance Service (2 visits/month):	\$300.00	
	Aquarium Maintenance Service (2 visits/month):	\$300.00	
		<b>\$600.00</b>	CT 25052720
Uline Inc	Bindery Supplies, Lamination	\$1,410.78	
		<b>\$1,410.78</b>	CT 25052721
United Parcel Service	UPS Charges, 7-1-24 thru 6-30-25, Account	\$16.90	
		<b>\$16.90</b>	CT 25052722
United Rentals, Inc	Rental of Trencher 16-27HP. Walk-behind Track.	\$318.64	
	Rental of Trailer Utility 8-10" to 2K Single	\$82.65	
		<b>\$401.29</b>	CT 25052723
Oxnard College	Cost-reimbursement Subaward Agreement for	\$1,198.87	
	Cost-reimbursement Subaward Agreement for	\$1,402.05	
		<b>\$2,600.92</b>	CT 25052724
Vestis Services LLC	Towel Service for PSTC	\$51.40	

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**Allan Hancock College**  
**Warrant Register**  
Check Dates from 10/1/2024 to 10/31/2024  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
Vestis Services LLC	Towel Service for PSTC	\$51.41	
		<b>\$102.81</b>	CT 25052725
Virtual Vri	TypeWell Transcribing: Remote transcribing for	\$6,483.75	
	TypeWell Transcribing: Remote transcribing for	\$2,632.50	
		<b>\$9,116.25</b>	CT 25052726
Vital Records Control	Monthly Shredding Service- Confidential 32 Gallon	\$132.27	
	Shredding Service for Counseling Office Account #	\$95.00	
		<b>\$227.27</b>	CT 25052727
VTC Enterprises	Collection of Recycling Paper on Main Campus,	\$800.00	
		<b>\$800.00</b>	CT 25052728
Washington Music Center	Yamaha YSS-475II Intermediate Soprano Saxophone;	\$2,375.48	
	Yamaha YBS-480 Intermediate Baritone Saxophone;	\$5,583.33	
	Yamaha YTR-8335IIRS Pro Xeno Trumpet Silver Plate	\$5,538.70	
	Yamaha YFH-631G Professional Flugelhorn; Key of BB	\$9,500.82	
		<b>\$22,998.33</b>	CT 25052729
Pacific Gas & Electric Company	Electricity Services 7.1.2023- 6.30.2024	\$143,490.90	
	Electricity Services 7/1/2023 - 6/30/2024	\$38,143.16	
		<b>\$181,634.06</b>	CT 25052730
	Electricity Services 7.1.2024- 6.30.2025	\$40,909.41	
	Electricity Services 7/1/2024 - 6/30/2025	\$10,516.62	
		<b>\$51,426.03</b>	CT 25052731
	Electricity Services 7.1.2024- 6.30.2025	\$76,457.19	
	Electricity Services 7/1/2024 - 6/30/2025	\$20,324.06	
		<b>\$96,781.25</b>	CT 25052732
Alex Alvarez	Manual Refund Submitted	\$304.00	
		<b>\$304.00</b>	CT 25052733
Domingo Arguello	Manual Refund Submitted	\$500.00	
		<b>\$500.00</b>	CT 25052734
Paola Arredondo	Manual Refund Submitted	\$138.00	
		<b>\$138.00</b>	CT 25052735
Salustia Avila	Manual Refund Submitted	\$368.00	
		<b>\$368.00</b>	CT 25052736
Caleb Awai	Manual Refund Submitted	\$560.00	
		<b>\$560.00</b>	CT 25052737
Jose Cortes	Manual Refund Submitted	\$500.00	
		<b>\$500.00</b>	CT 25052738
Beatriz Garcia Mendez	Manual Refund Submitted	\$463.00	
		<b>\$463.00</b>	CT 25052739
Grover Beach Police Department	Vendor Refund	\$25.00	

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**Allan Hancock College**  
**Warrant Register**  
Check Dates from 10/1/2024 to 10/31/2024  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$25.00</b>	CT 25052740
Annel Guerrero Romero	Manual Refund Submitted	\$10.00	
		<b>\$10.00</b>	CT 25052741
Nickolas Hail	Manual Refund Submitted	\$974.00	
		<b>\$974.00</b>	CT 25052742
Venessa Martinez	Manual Refund Submitted	\$189.00	
		<b>\$189.00</b>	CT 25052743
Angela Mendez	Manual Refund Submitted	\$700.00	
		<b>\$700.00</b>	CT 25052744
Emma Mendez	Manual Refund Submitted	\$610.00	
		<b>\$610.00</b>	CT 25052745
Quetzalli Mitchell	Manual Refund Submitted	\$141.00	
		<b>\$141.00</b>	CT 25052746
Ofelia Morales	Manual Refund Submitted	\$500.00	
		<b>\$500.00</b>	CT 25052747
Morro Bay Police Department	Vendor Refund	\$190.20	
		<b>\$190.20</b>	CT 25052748
Douglas Mortensen	Manual Refund Submitted	\$92.00	
		<b>\$92.00</b>	CT 25052749
Alan Navarrete	Manual Refund Submitted	\$500.00	
		<b>\$500.00</b>	CT 25052750
Margarita Orocio	Manual Refund Submitted	\$500.00	
		<b>\$500.00</b>	CT 25052751
Katharine Otto	Manual Refund Submitted	\$143.00	
		<b>\$143.00</b>	CT 25052752
Alizae Partida	Manual Refund Submitted	\$5.00	
		<b>\$5.00</b>	CT 25052753
Christopher Sapey	Manual Refund Submitted	\$500.00	
		<b>\$500.00</b>	CT 25052754
Sofia Soto Torres	Manual Refund Submitted	\$462.00	
		<b>\$462.00</b>	CT 25052755
Martha Valtierra	Manual Refund Submitted	\$500.00	
		<b>\$500.00</b>	CT 25052756
Vania Agama Ramirez	Prepay Meals 10.24-26.24 La Jolla, CA	\$2,826.00	
		<b>\$2,826.00</b>	CT 25052757
Rena Alspaw	DEIA Conf. Irvine, CA	\$420.97	
		<b>\$420.97</b>	CT 25052758
Brandimari Anderson	PREPAY MEALS 10.24-26.24	\$2,669.00	

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Allan Hancock College  
**Warrant Register**

Check Dates from 10/1/2024 to 10/31/2024  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$2,669.00</b>	CT 25052759
Assoc CA Community College Admin	LAMICA, THOMAS REG PLAN 2.19-21.24	\$875.00	
		<b>\$875.00</b>	CT 25052760
Lynn Becerra-Valencia	DEIA Training Irvine, CA	\$402.61	
		<b>\$402.61</b>	CT 25052761
Joann Bellrose	Conf Sacramento, CA	\$276.94	
		<b>\$276.94</b>	CT 25052762
Robert Bryant	Open Mileage 9.3-30.24	\$403.61	
		<b>\$403.61</b>	CT 25052763
Jovany Cardenas Vargas	Open Mileage 9.25,26.24	\$0.00	
	Open Mileage 9.25,26.24	\$45.56	
	Open Mileage 9.9-30.24	\$21.51	
	Open Mileage 9.9-30.24	\$0.00	
		<b>\$67.07</b>	CT 25052764
Constellation Newenergy Inc	Electricity Services 7.1.2024 - 6.30.2025	\$98,034.15	
	Electricity Services 7.1.2024 - 6.30.2025	\$17,300.14	
		<b>\$115,334.29</b>	CT 25052765
	Electricity Services 7.1.2024 - 6.30.2025	\$1.75	
	Electricity Services 7.1.2024 - 6.30.2025	\$0.31	
		<b>\$2.06</b>	CT 25052766
	Electricity Services 7.1.2024 - 6.30.2025	\$135.57	
	Electricity Services 7.1.2024 - 6.30.2025	\$23.93	
		<b>\$159.50</b>	CT 25052767
Robert Curry	Vision 2030 Anaheim, CA	\$376.32	
		<b>\$376.32</b>	CT 25052768
Joanna Davis	EOPS Annual Conf. San Diego, CA	\$1,333.50	
	EOPS Annual Conf. San Diego, CA	\$1,333.49	
		<b>\$2,666.99</b>	CT 25052769
Alicia Delgadillo	Open Mileage 8.16,19,20,26,28.24	\$60.30	
		<b>\$60.30</b>	CT 25052770
Erika Diggs	PREPAY OUT OF POCKET 10.21-25.24	\$1,216.90	
		<b>\$1,216.90</b>	CT 25052771
Mary Dominguez	Open Mileage 8.13-9.30.24	\$206.76	
		<b>\$206.76</b>	CT 25052772
Enterprise Rent-A-Car	Brandi Anderson 9.30-10.04.24	\$186.97	
	Joanna Davis 9.30-10.04	\$96.10	
	Joanna Davis 9.30-10.04	\$96.11	
		<b>\$379.18</b>	CT 25052773
Renae Garcia-Pack	Open Mileage 8.23.24	\$2.68	

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**Allan Hancock College**  
**Warrant Register**  
Check Dates from 10/1/2024 to 10/31/2024  
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Vendor Name	Description	Amount	Warrant
		<b>\$2.68</b>	CT 25052774
Mackenzie Greeley	DEIA Irvine, CA	\$301.00	
	C3Converge Sacramento, CA	\$170.00	
		<b>\$471.00</b>	CT 25052775
Azhane Griggs	LODGING 100 AND OUT OF POCKET 80 10.21-25.24	\$707.66	
		<b>\$707.66</b>	CT 25052776
Siboney Guardado	CCC EOPS San Diego, CA	\$356.22	
		<b>\$356.22</b>	CT 25052777
Marc Hammill	POST Consortium Garden Grove, CA	\$545.64	
		<b>\$545.64</b>	CT 25052778
Holiday Inn Sorrento Valley	10.24-26.24 BRANDIMARI ANDERSON Lodging	\$3,862.96	
		<b>\$3,862.96</b>	CT 25052779
Hyatt Regency Monterey	CONF#5177011 LAMICA lodging 2.19-21.25	\$783.00	
		<b>\$783.00</b>	CT 25052780
Jensen Jeung	Open Mileage 8.20,22,27,29.24	\$135.07	
	Open Mileage 9.3,5,12,17,24,26.24	\$202.61	
		<b>\$337.68</b>	CT 25052781
Lucia Mar Unified School Dist	RET FALL 24 STROMSOE, AUBRILLE	\$2,000.00	
	RET FALL 24 ORTEGA, JONATHAN	\$1,000.00	
		<b>\$3,000.00</b>	CT 25052782
Christopher Martinez	Problem Solving Training Rancho Cucamonga, CA	\$1,902.06	
		<b>\$1,902.06</b>	CT 25052783
Delicia Navarette	NOCE Conf. Anaheim, CA	\$1,328.97	
		<b>\$1,328.97</b>	CT 25052784
Ageo Olivera-Angon	Race Course Road Show Los Alamitos, CA	\$55.50	
		<b>\$55.50</b>	CT 25052785
Pacific Gas & Electric Company	Electricity Services 7.1.2024- 6.30.2025	\$7.54	
	Electricity Services 7/1/2024 - 6/30/2025	\$2.01	
		<b>\$9.55</b>	CT 25052786
	Electricity Services 7.1.2024- 6.30.2025	\$48.02	
	Electricity Services 7/1/2024 - 6/30/2025	\$12.76	
		<b>\$60.78</b>	CT 25052787
	Electricity Services 7.1.2024- 6.30.2025	\$3,826.89	
	Electricity Services 7/1/2024 - 6/30/2025	\$1,017.27	
		<b>\$4,844.16</b>	CT 25052788
	Electricity Services 7.1.2024- 6.30.2025	\$684.66	
	Electricity Services 7/1/2024 - 6/30/2025	\$176.01	
		<b>\$860.67</b>	CT 25052789
Alicia Paniagua	NOCE Conf. San Diego, CA	\$1,348.95	

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**Allan Hancock College**  
**Warrant Register**  
Check Dates from 10/1/2024 to 10/31/2024  
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Vendor Name	Description	Amount	Warrant
		<b>\$1,348.95</b>	CT 25052790
Mary Patrick	Starfish User Group Santa Clara, CA	\$111.00	
		<b>\$111.00</b>	CT 25052791
Andria Perdue-Keiser	NOCE Conf Anaheim, CA	\$1,660.75	
		<b>\$1,660.75</b>	CT 25052792
Kenneth Perez	Open Mileage 9.3,4,10.24	\$0.00	
	Open Mileage 9.3,4,10.24	\$73.23	
	Open Mileage 9.4,7.24	\$16.62	
	Open Mileage 9.4,7.24	\$0.00	
		<b>\$89.85</b>	CT 25052793
Christine Reed	PREPAY MEALS 10.18.24 SLO, CA	\$1,040.00	
		<b>\$1,040.00</b>	CT 25052794
Thesa Roepke	Ca Comm College Early Childhood Sac, CA	\$907.66	
		<b>\$907.66</b>	CT 25052795
Graciela Rubalcaba-Munoz	Open Mileage 8.6,22,9.5,10,11,19,24,25.24	\$187.33	
		<b>\$187.33</b>	CT 25052796
Luz Sahagun	NeoGov Conf. Las Vegas, NV	\$460.95	
		<b>\$460.95</b>	CT 25052797
Santa Maria Joint Union High School District	RET SCHOLARSHIP22-23 FREDY SANCHEZ	\$500.00	
		<b>\$500.00</b>	CT 25052798
Scholarshare Investment Board	RET SCHOLARSHIP23-24 PEDRO DELGADO	\$516.50	
	RET FALL 24 GUADALUPE GONZALEZ	\$1,049.90	
	RET FALL24 GARCIA-VALDEZ, GLADYS	\$523.95	
	RET FALL24 ALVAREZ, ISIAH	\$527.45	
		<b>\$2,617.80</b>	CT 25052799
Sydney Sorenson	Professional Dev. Bellevue, WA	\$2,169.44	
		<b>\$2,169.44</b>	CT 25052800
Anabel Suarez Guzman	Open Mileage 9.16-26.24	\$90.32	
		<b>\$90.32</b>	CT 25052801
Bridget Tate	Professional Development Glendora, CA	\$299.10	
		<b>\$299.10</b>	CT 25052802
Leslie Torres	CCC EOPS Conf. San Diego, CA	\$629.08	
		<b>\$629.08</b>	CT 25052803
Verizon Select Svc Inc	Long Distance and Toll Free Service Charges	\$10.47	
		<b>\$10.47</b>	CT 25052804
David Whitham	POST Garden Grove, CA	\$810.28	
		<b>\$810.28</b>	CT 25052805
Jeremy Wirth	Open Mileage 9.11.24	\$33.77	
		<b>\$33.77</b>	CT 25052806

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## Allan Hancock College

## Warrant Register

Check Dates from 10/1/2024 to 10/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Acupuncture Center of Santa Maria	SERVICE AGREEMENT 21 AUGUST 2024 THRU 30 JUNE 2025	\$500.00	
		<b>\$500.00</b>	CT 25052807
Araceli Agosto	Reimbursement for work pants	\$180.50	
		<b>\$180.50</b>	CT 25052808
Amazon	LE INSTRUCTIONAL SUPPLIES: 07-02-24 TO 05-30-25	\$148.56	
	LE INSTRUCTIONAL SUPPLIES: 07-02-24 TO 05-30-25	\$1,314.70	
	OFFICE-OPERATIONAL SUPPLIES 07-02-24 TO 05-30-25	\$60.89	
	Chemistry Lab Supplies: 7/01/24 - 5/30/25	\$42.06	
	LE INSTRUCTIONAL SUPPLIES: 07-02-24 TO 05-30-25	\$342.80	
	Office Operational Supplies from 7/1/24 to 5/30/25	\$154.11	
	Misc. Supplies for Center 7-1-24 to 5-30-25	\$74.24	
	Misc. Supplies for Center 7-1-24 to 5-30-25	\$108.70	
	Misc. Supplies for Center 7-1-24 to 5-30-25	\$773.51	
	Office Supplies - BD1: 8/20/24 - 5/31/25	\$83.92	
	Instructional supplies: 8/23/24 - 12/31/24	\$60.96	
	Instructional Supplies for EMS Academy,	\$18.46	
	Instructional Supplies for Fire Academy,	\$35.43	
	Office Supplies,	\$66.31	
	Office Supplies,	\$73.91	
	Office/Operational Supplies Art	\$194.42	
	Office/Operational Supplies	\$224.83	
	Canon EOS Rebel T7 Digital SLR Camera with EF-	\$575.29	
	Satco S8738 Hi-Pro 20 Watt A21 LED Light Bulb	\$753.20	
	INSTRUCTIONAL SUPPLIES OPEN UNTIL 5.30.25	\$7.53	
	Apricorn Aegis Secure Key 3 NX 32GB 256-Bit	\$114.98	
		<b>\$5,228.81</b>	CT 25052809
American Heart Association, Inc	Heartsaver First Aid CPR AED eCard	\$4,947.00	
	BLS Provider eCard	\$659.60	
		<b>\$5,606.60</b>	CT 25052810
American Star Tours, Inc.	Bus Service - AHC Baseball - 10/04/2024	\$3,245.00	
	Bus Service - AHC Mens Soccer - 10.8.2024	\$2,660.00	
	Bus Service - AHC Mens Soccer - 10.4.2024	\$3,700.00	
		<b>\$9,605.00</b>	CT 25052811
Apple Inc.	24 Inch iMac w/ Retina 4.5k Display	\$4,652.33	
	Recycle Fee	\$10.00	
	24-Inch iMac -	\$3,869.33	
	Recycling Fee	\$10.00	
	24-Inch iMac -	\$5,803.99	
	Recycling Fee	\$15.00	
	16" MacBook Pro -	\$5,000.33	
	Recycling Fee	\$10.00	
		<b>\$19,370.98</b>	CT 25052812
Stefanie Aye	Reimbursement for supplies for President's	\$28.78	
		<b>\$28.78</b>	CT 25052813



## Allan Hancock College

## Warrant Register

Check Dates from 10/1/2024 to 10/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
B&H Photo Video	Aputure LS 600C Pro II RGB LED Monolight	\$2,477.87	
	Canon XA60 4K HD Pro Camcorder SKU#CAXA60	\$1,504.01	
	Magnus VT 4000 Tripod W/2 Way Fluid Vid Head	\$162.31	
	Watson BP 828 Battery Pack F/ Canon	\$56.28	
	Watson Compact Charger F/Canon BP808/BP809	\$16.27	
	EI Vid 7 4K On Camera Monitor 1920 x 1200	\$154.16	
	Genaray NP-F770 4400Mah Battery w/ Charger	\$39.91	
	E-Waste	\$4.00	
		<b>\$4,414.81</b>	CT 25052814
Boldyn Networks Higher Ed LLC	AWS Cloud Migration Consulting & Support Services	\$5,162.25	
		<b>\$5,162.25</b>	CT 25052815
David Botsford	Provide mental health counseling, alcohol and drug	\$10,560.00	
		<b>\$10,560.00</b>	CT 25052816
Helen Boursier	Reimbursement for instructional materials for OLDR	\$352.21	
		<b>\$352.21</b>	CT 25052817
Bremer Auto Parts	Operational Supplies for Fire Academy	\$24.78	
	Operational Supplies for Fire Academy	\$54.22	
	Operational Supplies for EMS Academy	\$29.34	
	Operational Supplies for Fire Academy	\$25.82	
	Operational Supplies for Fire Academy	\$82.90	
		<b>\$217.06</b>	CT 25052818
Burritos Lalo	Food Purchase for Noncredit Student Orientation:	\$299.31	
		<b>\$299.31</b>	CT 25052819
Calif State Univ-Channel Islands	MESA Student Transfer Awards 2024 for completion	\$1,000.00	
		<b>\$1,000.00</b>	CT 25052820
California Electric Supply	Electrical-Lighting Supplies, 07-01-24 thru	\$47.11	
	Electrical-Lighting Supplies, 07-01-24 thru	\$142.25	
	Electrical-Lighting Supplies, 07-01-24 thru	\$167.48	
	Electrical-Lighting Supplies, 07-01-24 thru	\$191.40	
	Light Bulbs for parking lot lights	\$1,383.30	
		<b>\$1,931.54</b>	CT 25052821
CampusWell	STUDENT HEALTH 101 ONLINE NEWSLETTER TIER 4	\$7,950.00	
		<b>\$7,950.00</b>	CT 25052822
Canon Financial Services Inc	Campus Graphics Copier Maintenance	\$14,050.55	
	Campus Graphics Canon Duplo 150 attachments Lease	\$792.86	
	Campus Graphics Copiers Lease	\$85.68	
	Campus Graphics Copiers Lease	\$1,539.32	
	Campus Graphics Copier Maintenance	\$0.53	
	Campus Graphics Copier Maintenance	\$11.47	
		<b>\$16,480.41</b>	CT 25052823
Cardio Partners Inc	MAN-Laerdal Tape, Crico ALS Manikin, Shipping	\$165.30	
		\$10.50	

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**Allan Hancock College**  
**Warrant Register**  
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Vendor Name	Description	Amount	Warrant
		<b>\$175.80</b>	CT 25052824
Carolina Biological	Science Lab Supplies July 1, 2024-May 30, 2025	\$255.16	
	Biology Labs Supplies: 07-01-24 thru 05-31-25	\$25.85	
		<b>\$281.01</b>	CT 25052825
Carr's Boot Shop	Safety boots for employees: 7-01-24 to 6-30-25	\$130.49	
		<b>\$130.49</b>	CT 25052826
CDW Government Inc	Printer, Brother HL-L2379DW, CDW Part #7176877,	\$207.81	
		<b>\$207.81</b>	CT 25052827
Citrin Cooperman Advisors LLC	Additional Hours for Intune Initiatives Ongoing Ad	\$1,068.75	
	Intune Training - Delivery of Training	\$336.21	
		<b>\$1,404.96</b>	CT 25052828
Compressed Air Specialties Inc	CFS Fill Station Hose; 27" #4 JIC Ends, Item #HOS-	\$135.00	
	Shipping	\$12.00	
		<b>\$147.00</b>	CT 25052829
Computerland Of Silicon Valley	AZURE-EES - Azure Usage Beyond EES Campus Agmt	\$3,182.84	
		<b>\$3,182.84</b>	CT 25052830
Council Of Chief Librarians	MEMBERSHIP RENEWAL, 2024-2025	\$150.00	
		<b>\$150.00</b>	CT 25052831
Culligan/Central Coast Water Treatment	Deionized Water for Bldg M	\$100.00	
		<b>\$100.00</b>	CT 25052832
Custom Colors Auto Body Supplies, Inc.	Instructional Supplies	\$75.60	
		<b>\$75.60</b>	CT 25052833
Cyber Copy Inc	Online posting of bid documents for the LVC	\$29.00	
		<b>\$29.00</b>	CT 25052834
DiaMedical USA Equipment LLC	Laerdal Airway Management Trainer, Item #MS024203	\$5,966.07	
	Shipping	\$271.86	
		<b>\$6,237.93</b>	CT 25052835
Angelica Eulloqui	Reimbursement forCommunity College Counselor Conf	\$143.50	
		<b>\$143.50</b>	CT 25052836
Federal Express Corp	Mailings for Acct #1104-8488	\$51.42	
		<b>\$51.42</b>	CT 25052837
Fisher Scientific Co Llc	Chemistry Lab Supplies: 7/01/24 - 5/30/25	\$217.93	
	Chemistry Lab Supplies: 7/01/24 - 5/30/25	\$78.30	
	Chemistry Lab Supplies: 7/01/24 - 5/30/25	\$42.87	
	Science Lab Supplies July 1, 2024-May 30, 2025	\$367.77	
		<b>\$706.87</b>	CT 25052838
Follett Heg - Ahc Bookstore	Textbooks: "Notes from a Dead House" for English	\$122.34	

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**Allan Hancock College**  
**Warrant Register**  
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Vendor Name	Description	Amount	Warrant
		<b>\$122.34</b>	CT 25052839
Follett Heg - Ahc Bookstore	Books and supplies for students with 3rd party	\$575.92	
		<b>\$575.92</b>	CT 25052840
	Book Vouchers for AIM to Dream Center, \$50.00	\$1,000.00	
	Book Vouchers for AIM to Dream Center, \$25.00	\$500.00	
		<b>\$1,500.00</b>	CT 25052841
Foodbank Of Santa Barbara County	Food for Foodshare and Basic Needs Food Pantry for	\$576.16	
	Food for Foodshare and Basic Needs Food Pantry for	\$991.45	
		<b>\$1,567.61</b>	CT 25052842
Alicia Fox	Reimbursement for Native Plants for Student Garden	\$78.10	
		<b>\$78.10</b>	CT 25052843
Galls Llc	Police Uniforms from 7/12/24 - 5/30/25	\$237.55	
	Uniforms for CSO from 7/12/24 - 5/30/25	\$28.86	
		<b>\$266.41</b>	CT 25052844
Grainger Inc.	Maintenance Supplies, 07-01-24 thru 05-31-25	\$160.63	
		<b>\$160.63</b>	CT 25052845
Hardy Diagnostics	Biology Lab Supplies: 07-01-24 thru 05-31-25	\$277.16	
		<b>\$277.16</b>	CT 25052846
Historic Santa Maria Inn	HOTEL STAY FOR AUTHOR VISIT - KARIN KLEIN	\$210.12	
		<b>\$210.12</b>	CT 25052847
International E-Z Up Inc	Enterprise 10x10 Shelterwith Fully Printed top	\$26,073.90	
	Shipping	\$461.41	
		<b>\$26,535.31</b>	CT 25052848
Kelly Spicers Stores	Office Supplies - Paper, Wide Format and Bindery	\$1,211.71	
		<b>\$1,211.71</b>	CT 25052849
Jeene Khaykham	Reimbursement for supplies purchased - Career Expo	\$47.50	
		<b>\$47.50</b>	CT 25052850
La Tapatia Bakery	Breakfast Purchase for General Counseling	\$90.00	
		<b>\$90.00</b>	CT 25052851
Maya Restaurant	Breakfast Purchase for General Counseling	\$386.06	
	Delivery Fee	\$35.00	
		<b>\$421.06</b>	CT 25052852
Medco Supply Company	Vortex Ice Bags, Item#317944. Quote #ESTMD3142317.	\$527.74	
	Shipping	\$38.01	
		<b>\$565.75</b>	CT 25052853
Mission Linen Supply	Laundry Services for Automotive Technology Program	\$34.60	
	Laundry Services for Automotive Collision Repair:	\$22.25	
	Kitchen linen service for Culinary Arts	\$35.00	
		<b>\$91.85</b>	CT 25052854
NAEYC Academy	Children's Center Accreditation Fee	\$375.00	

## Allan Hancock College

## Warrant Register

Check Dates from 10/1/2024 to 10/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
NAEYC Academy	Children's Center Accreditation Fee	\$375.00	
		<b>\$750.00</b>	CT 25052855
Noble Power Equipment	Labor for Diagnostic Repair Time	\$50.00	
		<b>\$50.00</b>	CT 25052856
ODP Business Solutions LLC	Office Supplies: 07/10/24 - 05/30/25	\$91.01	
	Office Supplies 07-01-24 thru 05-30-25	\$142.11	
	Operational Supplies - Maintenance, 10/03/24 -	\$50.79	
	HP 80A Black Toner Cartridge	\$125.61	
	Basic Needs- school supplies for students,	\$95.06	
	Basic Needs- school supplies for students,	\$411.04	
	Basic Needs Center Supplies, 7/01/2024 - 5/30/2025	\$58.41	
	Basic Needs Center Supplies, 7/01/2024 - 5/30/2025	\$67.40	
	Basic Needs Center Supplies, 7/01/2024 - 5/30/2025	\$151.33	
	Office Supplies, 7/01/2024 - 5/30/2025	\$243.57	
	EOPS+ Office Supplies: 8/14/24 - 5/30/25	\$10.81	
	EOPS+ Office Supplies: 8/14/24 - 5/30/25	\$22.05	
	EOPS+ Office Supplies: 8/14/24 - 5/30/25	\$25.65	
	EOPS+ Office Supplies: 8/14/24 - 5/30/25	\$30.98	
	EOPS+ Office Supplies: 8/14/24 - 5/30/25	\$31.25	
	EOPS+ Office Supplies: 8/14/24 - 5/30/25	\$54.36	
	EOPS+ Office Supplies: 8/14/24 - 5/30/25	\$62.94	
	EOPS+ Office Supplies: 8/14/24 - 5/30/25	\$503.87	
	Office Supplies: 07/10/24 - 05/30/25	\$11.97	
	Office Supplies: 07/10/24 - 05/30/25	\$14.56	
		<b>\$2,204.77</b>	CT 25052857
Old Town Shirt Factory	Embroidered Polos/Jackets Golf, Invoice #240353.	\$20.23	
	CadCut Heat Apply Sports Medicine, Invoice #	\$9.98	
		<b>\$30.21</b>	CT 25052858
Omnigo Software LLC	Dispatch REX RMS Software: Year 2 of 5.	\$22,025.50	
		<b>\$22,025.50</b>	CT 25052859
Diana Perez	Reimbursement for CSU Counselor Virtual Conference	\$143.50	
		<b>\$143.50</b>	CT 25052860
Adelina Pozos	Reimbursement for rental of tables and chairs for	\$612.00	
		<b>\$612.00</b>	CT 25052861
ProCare Janitorial Supply, Inc.	Custodial Supplies-Lompoc, 07-01-24 thru 05-31-25	\$994.30	
		<b>\$994.30</b>	CT 25052862
Rays Auto Parts	Parts-Supplies, 07-01-24 thru 5-31-25	\$39.14	
		<b>\$39.14</b>	CT 25052863
Righetti High School Football	Full-page Ad Outside Back Cover	\$600.00	
	Renewal of field banner to hang in Warrior Stadium	\$400.00	
		<b>\$1,000.00</b>	CT 25052864
Jennie Robertson	Reimbursement for AutoBookmark Standard	\$44.00	
		<b>\$44.00</b>	CT 25052865
San Jose State University	MESA Student Transfer Awards 2024 for completion	\$500.00	

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## Allan Hancock College

## Warrant Register

Check Dates from 10/1/2024 to 10/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$500.00</b>	CT 25052866
San Luis Obispo County Community College District	Cost-Reimbursement Subaward Agreement for	\$2,024.96	
		<b>\$2,024.96</b>	CT 25052867
Santa Maria Sun LLC	Digital Companion Ad Comm Arts Family Day	\$45.00	
		<b>\$45.00</b>	CT 25052868
Eva Schiorring	External evaluator for grant project evaluation	\$4,542.00	
		<b>\$4,542.00</b>	CT 25052869
SLO Safe Ride	Bus Service - AHC Volleyball @ LA Mission 10.4.202	\$2,326.57	
	55 Prevost Motor Coach	\$1,760.00	
		<b>\$4,086.57</b>	CT 25052870
Smart & Final	Food for Veteran Resource Center,	\$71.22	
	Food and Beverage Purchases for	\$145.09	
	Supplies for Biology Labs: 07-05-24 thru 05-30-25	\$10.80	
	Food and Beverage Purchases for	\$131.35	
	Food and Beverage Purchases for	\$304.38	
	Food for Bulldog Bites for Career Center,	\$481.09	
	Food for Transfer Day and UTC Workshops	\$128.98	
	Food for various outreach events and activities.	\$62.79	
	Supplies for various outreach events and	\$30.58	
	Food and Beverage Purchases for	\$504.36	
	EOPS+ Food - Student Activities, 7/01/24 - 5/30/25	\$63.95	
	EOPS+ Food - Student Activities, 7/01/24 - 5/30/25	\$404.40	
	Lunch Locker for Santa Maria Campus	\$672.81	
		<b>\$3,011.80</b>	CT 25052871
	Food for Children's Center, 7-1-24 to 6-30-25	\$395.22	
	Food for Children's Center, 7-1-24 to 6-30-25	\$253.12	
	Food for Children's Center, 7-1-24 to 6-30-25	\$109.49	
	Food for Children's Center, 7-1-24 to 6-30-25	\$161.07	
	Food for Children's Center, 7-1-24 to 6-30-25	\$186.34	
		<b>\$1,105.24</b>	CT 25052872
	Food for Culinary Arts	\$100.84	
	Food for Culinary Arts	\$53.13	
	Food for Culinary Arts	\$41.99	
	Food for Culinary Arts	\$283.23	
	Food for Culinary Arts	\$201.03	
		<b>\$680.22</b>	CT 25052873
Sport & Cycle Team Athletics Inc	UA M's Orange Maquina 3.0 Jersey Item #1377217-800	\$91.31	
	Shipping	\$22.16	
	UA Fill In White Jersey, Item #UFJI70M, Quote #	\$141.36	
	Shipping	\$22.13	
		<b>\$276.96</b>	CT 25052874
Strata Information Group	Consulting Financial Aid- Banner Tech Support	\$2,598.75	
	Consulting Financial Aid- Banner Tech Support	\$4,042.50	

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**Allan Hancock College**  
**Warrant Register**  
Check Dates from 10/1/2024 to 10/31/2024  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$6,641.25</b>	CT 25052875
Taqueria La Coqueta	Dinner Purchase for Estudiantes Unidos Meeting	\$1,470.05	
	Dinner Purchase for Estudiantes Unidos Meeting	\$1,195.16	
	Dinner Purchase for Estudiantes Unidos Meeting	\$1,673.23	
	Dinner Purchase for Estudiantes Unidos Meeting	\$1,912.26	
	Food Purchase for Noncredit Counseling Workshop:	\$400.00	
	Dinner Purchase for Estudiantes Unidos Meeting	\$717.10	
	Breakfast Purchase for Estudiantes Unidos Meeting	\$991.98	
	Breakfast Purchase for Estudiantes Unidos Meeting	\$991.98	
		<b>\$9,351.76</b>	CT 25052876
Target Specialty Products	Supplies for AHC Grounds Dept, 7-1-24 thru 5-31-25	\$540.53	
	Supplies for AHC Grounds Dept, 7-1-24 thru 5-31-25	\$651.84	
		<b>\$1,192.37</b>	CT 25052877
The Berry Man Inc	Food purchases for Culinary Arts,	\$364.00	
		<b>\$364.00</b>	CT 25052878
Uc Santa Barbara	MESA Student Transfer Awards 2024 for completion	\$2,500.00	
		<b>\$2,500.00</b>	CT 25052879
	MESA Student Transfer Awards 2024 for completion	\$500.00	
		<b>\$500.00</b>	CT 25052880
United Parcel Service	UPS Charges, 7-1-24 thru 6-30-25, Account	\$16.90	
		<b>\$16.90</b>	CT 25052881
United Volleyball Supply	Folding Padded Volleyball Official's Platform, Freight/Shipping	\$1,020.08	
		\$405.10	
		<b>\$1,425.18</b>	CT 25052882
Valley Glass & Mirror Co	Remove and Replace Window, Bldg. A One Stop Bldg.	\$1,164.00	
		<b>\$1,164.00</b>	CT 25052883
VWR International	Instructional Supplies: 8/07/2024 - 05/30/2025	\$157.04	
		<b>\$157.04</b>	CT 25052884
Antonia Espinoza Lopez	Manual Refund Submitted	\$500.00	
		<b>\$500.00</b>	CT 25052885
Joanna Juarez- Alonso	Manual Refund Submitted	\$308.63	
		<b>\$308.63</b>	CT 25052886
Guadalupe Narez	Manual Refund Submitted	\$500.00	
		<b>\$500.00</b>	CT 25052887
Erik Arevalo	Strengthening Student Success Garden Grove, CA	\$1,300.03	
		<b>\$1,300.03</b>	CT 25052888
Columbia Business Center Partners Lp	Lease of 890 E Stowell: Base Rent Lease	\$26,190.00	
		<b>\$26,190.00</b>	CT 25052889
Comcast Cable	Comcast Monthly Internet Costs: 7/01/24 - 6/30/25	\$278.42	

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**Allan Hancock College**  
**Warrant Register**  
Check Dates from 10/1/2024 to 10/31/2024  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$278.42</b>	CT 25052890
Comcast Cable	Comcast Monthly Internet Costs: 7/01/24 - 6/30/25	\$232.37	
		<b>\$232.37</b>	CT 25052891
Alicia Delgadillo	Open Mileage 9.3-19.24	\$57.35	
		<b>\$57.35</b>	CT 25052892
Cynthia Diaz	I2410279 RI WA25048465 DIAZ,CYNTHIA	\$499.38	
		<b>\$499.38</b>	CT 25052893
Kim Ensing	I2410122 RI WA25048340 ENSING,KIM	\$78.03	
		<b>\$78.03</b>	CT 25052894
Renae Garcia-Pack	Open Mileage 9.6,20.24	\$5.36	
		<b>\$5.36</b>	CT 25052895
Danielle Gonzales	Starfish User Summit 2024 Santa Clara, CA	\$111.00	
		<b>\$111.00</b>	CT 25052896
Jeffery Hall	Open Mileage 10.15.24	\$33.90	
		<b>\$33.90</b>	CT 25052897
Suzanne Levy	Open Mileage 9.19.24 10.15.24	\$30.42	
		<b>\$30.42</b>	CT 25052898
Frankie Maldonado	PREPAY OUT OF POCKET 11.3-6.24	\$312.80	
		<b>\$312.80</b>	CT 25052899
Alison Martinez	POST Garden Grove, CA	\$860.56	
		<b>\$860.56</b>	CT 25052900
National Community College Hispanic Council Inc	Reg Siboney Guardado 11.4-7.24 Sac CA	\$700.00	
		<b>\$700.00</b>	CT 25052901
Christina Nunez	Strengthening Student Success Conf. Orange GroveCA	\$172.51	
		<b>\$172.51</b>	CT 25052902
Pacific Gas & Electric Company	Electricity Services 7.1.2024- 6.30.2025	\$372.15	
	Electricity Services 7/1/2024 - 6/30/2025	\$98.93	
		<b>\$471.08</b>	CT 25052903
Greg Pensa	Open Mileage 10.5,15.24	\$108.67	
		<b>\$108.67</b>	CT 25052904
Maria Ramirez-Camacho	Open Mileage 9.3-26.24	\$105.86	
		<b>\$105.86</b>	CT 25052905
Julia Raybould-Rodgers	Strengthening Student Success Conf. Garden GroveCA	\$220.76	
		<b>\$220.76</b>	CT 25052906
Jennifer Schroeder	Student Success Conf. Garden Grove, CA	\$1,359.53	
		<b>\$1,359.53</b>	CT 25052907
Sheraton Grand Sacramento Hotel	Lodging GUARDADO, SIBONEY	\$837.10	

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## Allan Hancock College

## Warrant Register

Check Dates from 10/1/2024 to 10/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$837.10</b>	CT 25052908
Ora Shrecengost	Open Mileage 10.15.24	\$14.07	
		<b>\$14.07</b>	CT 25052909
Southern California Gas Co	Natural Gas Supply 7/01/2024 - 6/30/2025	\$6,800.01	
	Natural Gas Supply 7/01/2024 - 6/30/2025	\$1,404.64	
		<b>\$8,204.65</b>	CT 25052910
	Natural Gas Supply 7/01/2024 - 6/30/2025	\$85.22	
	Natural Gas Supply 7/01/2024 - 6/30/2025	\$17.60	
		<b>\$102.82</b>	CT 25052911
Andrew Specht	Cybersecurity Conf. Irvine, CA	\$333.32	
		<b>\$333.32</b>	CT 25052912
Bridget Tate	C3 Converge Summit Sacramento, CA	\$210.00	
		<b>\$210.00</b>	CT 25052913
Verizon Wireless	Monthly Charges For Athletics Hot Spots,	\$76.02	
		<b>\$76.02</b>	CT 25052914
	Cell Phone Service Fees for Facilities Dept.	\$558.99	
	Verizon Annual Plan -Noncredit Student Navigators	\$174.26	
		<b>\$733.25</b>	CT 25052915
	Cell Phone Service for Campus Police: 7/01/24 -	\$535.26	
		<b>\$535.26</b>	CT 25052916
	iPhone SE Monthly Charges for 4 Outreach/Retention	\$208.04	
	iPhone SE Monthly Charges for 3 Outreach/Retention	\$157.71	
		<b>\$365.75</b>	CT 25052917
	Monthly Charges For Athletics Hot Spots,	\$114.03	
		<b>\$114.03</b>	CT 25052918
19six Architects	DSA Coordination and Approval	\$2,025.00	
	DSA Coordination and Approval	\$0.00	
	Amendment: Plan Revisions Post-DSA Approval, Re-	\$10,300.00	
	Construction Administration	\$860.00	
	DSA Coordination and Approval	\$0.00	
	DSA Coordination and Approval	\$1,620.00	
		<b>\$14,805.00</b>	CT 25052919
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	
	Contemporary Zippered Portfolio	\$1,456.16	
	Set-Up Charge	\$43.50	
	Freight	\$224.62	
	Intrepid Vacuum Mug with Straw - 40 oz.	\$1,805.25	



## Allan Hancock College

## Warrant Register

Check Dates from 10/1/2024 to 10/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
4imprint Inc.	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	
	Supplies for Various Outreach Events,	\$1,145.36	
	Bella + Canvas Crewneck T-shirt - Men's - Screen,	\$399.33	
	Set-up Charge (1st Color)	\$43.50	
	Freight	\$33.03	
		<b>\$11,332.43</b>	CT 25052920
Academic Senate	Academic Senate 2024-2025 Membership Dues	\$4,207.01	
		<b>\$4,207.01</b>	CT 25052921
Amazon	IT Operational Supplies: 7/02/24 - 5/30/25	\$52.69	
	IT Operational Supplies: 7/02/24 - 5/30/25	\$935.00	
	OFFICE-OPERATIONAL SUPPLIES, 7-15-24 TO 5-30-25	\$122.00	
	Library Course Reserves (Textbooks) for Fall 2024	\$116.58	
	Library Course Reserves (Textbooks) for Fall 2024	\$254.23	
	Library Course Reserves (Textbooks) for Fall 2024	\$2,009.35	
	LVC LRC Operational-Office supplies 8.9.24-5.30.25	\$240.09	
	Hygiene and Wellness Supplies for Students	\$1,109.79	
	Hygiene and Wellness Supplies for Students	\$3,158.88	
	Instructional Supplies, 7/31/24-5/30/25	\$43.44	
	Instructional Supplies Valid 9-18-24 to 5-30-25	\$56.56	
	INSTRUCTIONAL SUPPLIES VALID 9-18-24 TO 5-30-25	(\$46.74)	
	INSTRUCTIONAL SUPPLIES VALID 9-18-24 TO 5-30-25	\$125.06	
	Instructional Supplies for Fire Academy,	\$59.76	
	Instructional Supplies for Fire Academy,	\$82.92	
	Office/Operational Supplies Patty Boyd Concert	\$189.38	
	Instructional Supplies for the EMS Academy,	\$51.10	
	Instructional Supplies for the EMS Academy,	\$383.25	
	Instructional Supplies for Paramedic Academy,	\$171.00	
		<b>\$9,114.34</b>	CT 25052922
American Building Automation Inc	Equipment Controller, Automated Logic, SE6104sp	\$1,189.45	
	Shipping-Handling Charges	\$16.41	
		<b>\$1,205.86</b>	CT 25052923
American Library Association	MEMBERSHIP FOR KELLYE COHN	\$201.00	
		<b>\$201.00</b>	CT 25052924
American Star Tours, Inc.	Bus Service - AHC Mens Soccer - Oct. 15, 2024	\$1,720.00	
	Bus Service - AHC Baseball - Sept. 27, 2024	\$3,465.00	
	Bus Service - Womens Soccer - Oct. 11, 2024	\$2,305.00	
	Bus Service - AHC Fall Baseball - Oct.11, 2024	\$2,860.00	
	Bus Service - AHC Womens Soccer 10.1.2024	\$1,720.00	
	Bus Service - AHC Mens Basketball, 10.18.2024	\$4,505.00	

## Allan Hancock College

## Warrant Register

Check Dates from 10/1/2024 to 10/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
American Star Tours, Inc.	Bus Service - Football 10.19.2024	\$5,310.00	
		<b>\$21,885.00</b>	CT 25052925
Apple Inc.	Mac Studio Apple M2 Max,	\$11,740.65	
	3 Year AppleCare + for Schools - Mac Studio,	\$476.00	
	Mac Studio Apple M2 Max,	\$20,546.14	
	3 Year AppleCare + for Schools - Mac Studio,	\$833.00	
	Mac Studio Apple M2 Max,	\$2,935.16	
	3 Year AppleCare + for Schools - Mac Studio,	\$119.00	
	Mac Studio Apple M2 Max,	\$5,870.33	
	3 Year AppleCare + for Schools - Mac Studio,	\$238.00	
	Mac Studio Apple M2 Max,	\$17,610.98	
	3 Year AppleCare + for Schools - Mac Studio,	\$714.00	
	Mac Studio Apple M2 Max,	\$20,546.14	
	3 Year AppleCare + for Schools - Mac Studio,	\$833.00	
		<b>\$82,462.40</b>	CT 25052926
Banner Fire Equipment Inc	VPS REPAIR KIT	\$107.98	
	Shipping and Handling Inbound- Parts	\$35.00	
		<b>\$142.98</b>	CT 25052927
Blick Art Materials	Art Supplies per quote # QBC0283-89	\$12.23	
		<b>\$12.23</b>	CT 25052928
Bremer Auto Parts	Operational Supplies for EMS Academy	\$57.06	
	Operational Supplies for Fire Academy	\$10.83	
		<b>\$67.89</b>	CT 25052929
Cabrillo Community College District	Cost-Reimbursement Subaward Agreement for	\$508.75	
		<b>\$508.75</b>	CT 25052930
Cal Poly State University	MESA Student Transfer Awards 2024 for completion	\$5,500.00	
		<b>\$5,500.00</b>	CT 25052931
Cal State Auto Parts	Auto Supplies, 07-01-24 thru 05-31-25	(\$13.32)	
	Auto Supplies, 07-01-24 thru 05-31-25	\$26.69	
	Auto Supplies, 07-01-24 thru 05-31-25	\$94.79	
	Auto Supplies, 07-01-24 thru 05-31-25	\$103.52	
	Auto Supplies, 07-01-24 thru 05-31-25	\$193.56	
	Auto Supplies, 07-01-24 thru 05-31-25	\$195.21	
		<b>\$600.45</b>	CT 25052932
Calif State Univ Fresno	MESA Student Transfer Awards 2024 for completion	\$500.00	
		<b>\$500.00</b>	CT 25052933
Calif State Univ Sacramento	MESA Student Transfer Awards 2024 for completion	\$500.00	
		<b>\$500.00</b>	CT 25052934
California Department Of Justice	Fingerprint Background Services: 7/01/24 - 6/30/25	\$2,291.00	
		<b>\$2,291.00</b>	CT 25052935
California Peace Officers	Department Membership Invoice #437010	\$425.00	

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**Allan Hancock College**  
**Warrant Register**  
Check Dates from 10/1/2024 to 10/31/2024  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$425.00</b>	CT 25052936
CDW Government Inc	Dell Latitude 5450, Mfg. Part#: WWMYN, CDW Part #:	\$51,798.06	
	Dell WD19S Docking Station,	\$7,763.01	
	Recycling Fee 4" to less than 15",	\$160.00	
		<b>\$59,721.07</b>	CT 25052937
Centro de Latino Services	Live Scan - DOJ and Rolling Fee	\$330.00	
		<b>\$330.00</b>	CT 25052938
Century Auto Electric	Operational Supplies for Fire Academy	\$409.05	
		<b>\$409.05</b>	CT 25052939
Custom Colors Auto Body Supplies, Inc.	Instructional Supplies	\$172.83	
		<b>\$172.83</b>	CT 25052940
Division Of The State Architect	DSA Registration Fees for the Allan Hancock	\$15,589.73	
		<b>\$15,589.73</b>	CT 25052941
DMQ Catering LLC	Food Purchase for the 19th Annual Career	\$11,310.00	
		<b>\$11,310.00</b>	CT 25052942
Ellucian CampusLogic Inc	CampusLogic Student Forms License Fee.	\$35,004.01	
	CampusLogic Student Forms License Fee.	\$17,095.99	
		<b>\$52,100.00</b>	CT 25052943
Tina Esquivel	Reimbursement for On-line Mandatory Nursing Course	\$99.00	
		<b>\$99.00</b>	CT 25052944
Facilitron Inc	Rental of PVHS Field For MW Soccer Games, 11/15/24	\$112.00	
		<b>\$112.00</b>	CT 25052945
Farm Supply Company	Instructional Supplies, 9/05/24 to 5/30/25	\$141.16	
		<b>\$141.16</b>	CT 25052946
Fatte's Pizza of Santa Maria	Food Purchase for National Tutor Appreciation Week	\$299.37	
	Service/Delivery Fees	\$26.00	
		<b>\$325.37</b>	CT 25052947
Federal Express Corp	Mailings for Acct #1104-8488	\$10.43	
		<b>\$10.43</b>	CT 25052948
Ferguson Enterprises Inc	Plumbing Supplies, 07-01-24 thru 5-31-25	\$52.19	
	Plumbing Supplies, 07-01-24 thru 5-31-25	\$101.54	
	Plumbing Supplies, 07-01-24 thru 5-31-25	\$153.33	
	Plumbing Supplies, 07-01-24 thru 5-31-25	\$256.89	
	Plumbing Supplies, 07-01-24 thru 5-31-25	\$315.79	
		<b>\$879.74</b>	CT 25052949
Fisher Scientific Co Llc	Biology Lab Supplies: 07-05-24 thru 05-30-25	\$252.12	
	Biology Lab Supplies: 07-05-24 thru 05-30-25	\$298.56	
		<b>\$550.68</b>	CT 25052950
Follett Heg - Ahc Bookstore	Instructor Loans from Fiscal Year 2022-23	\$151.57	

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**Allan Hancock College**  
**Warrant Register**  
Check Dates from 10/1/2024 to 10/31/2024  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$151.57</b>	CT 25052951
Foodbank Of Santa Barbara County	Food for Foodshare and Basic Needs Food Pantry for	\$768.04	
		<b>\$768.04</b>	CT 25052952
Ana Gomez De Torres	Reimbursement - 2024 Cal OER Conference	\$25.00	
		<b>\$25.00</b>	CT 25052953
Grainger Inc.	Maintenance Supplies, 07-01-24 thru 05-31-25	\$171.31	
	Maintenance Supplies, 07-01-24 thru 05-31-25	\$556.72	
		<b>\$728.03</b>	CT 25052954
Grant Professionals Association	Professional Member Fee. Invoice #300017908.	\$230.00	
		<b>\$230.00</b>	CT 25052955
Marc Hammill	Reimbursement for food provided to Role Players	\$84.78	
		<b>\$84.78</b>	CT 25052956
Hardy Diagnostics	Biology Lab Supplies: 07-01-24 thru 05-31-25	\$37.11	
	Biology Lab Supplies: 07-01-24 thru 05-31-25	\$591.64	
		<b>\$628.75</b>	CT 25052957
Elaine Healy	Reimbursement for Food Purchase for National Tutor	\$77.50	
		<b>\$77.50</b>	CT 25052958
Henry Schein Inc	Supplies For Athletic Trainers Per Quote Order	\$21.08	
		<b>\$21.08</b>	CT 25052959
Intermountain Lock And Security Supply	Key and Lock Supplies, 07-01-24 thru 5-31-25	\$38.03	
	Key and Lock Supplies, 07-01-24 thru 5-31-25	\$61.44	
	Key and Lock Supplies, 07-01-24 thru 5-31-25	\$298.59	
		<b>\$398.06</b>	CT 25052960
J B Dewar	Fuel for AHC Community Ed. Truck Driving Class	\$2,682.15	
		<b>\$2,682.15</b>	CT 25052961
J W Pepper & Son Inc	Instructional supplies 7/18/2024-5/30/2025	\$178.35	
		<b>\$178.35</b>	CT 25052962
J-SMOOV	LIGHT Assessment Tool - Individual Classification	\$2,100.00	
		<b>\$2,100.00</b>	CT 25052963
Jano Printing & Mailworks	2500 Traffic Citation Booklets - Campus Police	\$997.81	
	2500 Traffic Citation Booklets - Campus Police	\$1,081.78	
		<b>\$2,079.59</b>	CT 25052964
Johnson Plastics Plus	Office Supplies - Engraver Plastic and supplies	\$101.86	
		<b>\$101.86</b>	CT 25052965
Kelly Spicers Stores	Office Supplies - Paper, Wide Format and Bindery	\$598.89	
	Office Supplies - Paper, Wide Format and Bindery	\$2,599.22	
	Office Supplies - Paper, Wide Format and Bindery	\$87.63	

## Allan Hancock College

## Warrant Register

Check Dates from 10/1/2024 to 10/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$3,285.74</b>	CT 25052966
Erin Krier	Reimbursement for instructional class supplies	\$1,267.60	
		<b>\$1,267.60</b>	CT 25052967
Life-Assist Inc	IV Set, 10 Drop, 1 Safeline, 1 SafeDay	\$134.64	
		<b>\$134.64</b>	CT 25052968
Linde Gas & Equipment Inc.	Instructional Supplies - WLDT program	\$669.02	
		<b>\$669.02</b>	CT 25052969
Lowes	Instructional supplies 8/1/24-5/30/25	\$151.22	
		<b>\$151.22</b>	CT 25052970
Lucia Mar Unified School Dist	Bus Transportation for Career Exploration Day on	\$216.92	
		<b>\$216.92</b>	CT 25052971
Maya Restaurant	Food for CNET Advisory Committee on 10.16.24.	\$379.31	
		<b>\$379.31</b>	CT 25052972
Metlife Small Market	INSURANCE PREMIUMS SEP 2024	\$7,055.83	
		<b>\$7,055.83</b>	CT 25052973
Mission Linen Supply	Laundry Services for Automotive Collision Repair:	\$21.13	
	Kitchen linen service for Culinary Arts	\$35.00	
	Laundry Services for Automotive Technology Program	\$34.60	
		<b>\$90.73</b>	CT 25052974
National Cinemedia Llc	Silver CPT - Onscreen Advertising, 5/03/2024 - 05/	\$1,081.33	
		<b>\$1,081.33</b>	CT 25052975
ODP Business Solutions LLC	Office Supplies: 07/10/24 - 05/30/25	\$36.98	
	Operational Supplies: 7/12/24 - 5/30/25	\$11.71	
	Operational Supplies: 7/12/24 - 5/30/25	\$818.94	
	Business Source Fold-back Binder Clips - Small -	\$14.06	
	Scotch® Heavy-Duty Shipping Packing Tape, 1-7/8"	\$100.49	
	Scotch® Heavy-Duty Shipping Packing Tape With Disp	\$143.77	
	Office Depot® Brand Binder Clips, Mini, 916 Wide	\$1.58	
	Office Supplies for General & Noncredit Counseling	\$748.93	
	Instructional supplies Oct 9, 2024 - May 30, 2025	\$22.28	
	Instructional supplies Oct 9, 2024 - May 30, 2025	\$115.26	
	Operational Supplies for Outreach,	\$567.29	
	Operational Supplies for Outreach,	\$171.78	
	Operational Supplies for Outreach,	\$63.30	
	Operational Supplies for Outreach,	\$18.06	
	Operational Supplies for Outreach,	\$11.46	
	Operational Supplies for Outreach,	\$7.99	
		<b>\$2,853.88</b>	CT 25052976
Ohio Hydraulic Equipment LLC	Power-Packer - Cab Latch w/ Sensor	\$648.74	
	Shipping Charges	\$31.55	
		<b>\$680.29</b>	CT 25052977
Plemmons Catering	Lunch Purchase for "Undocu Student Success 101"	\$978.75	
	Gratuity	\$120.00	

## Allan Hancock College

## Warrant Register

Check Dates from 10/1/2024 to 10/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$1,098.75</b>	CT 25052978
Adelina Pozos	Reimbursement for raffle items purchased for	\$174.87	
		<b>\$174.87</b>	CT 25052979
PPG Architectural Finishes Inc	Paint Supplies, 07-01-24 thru 05-31-25	\$297.64	
	Paint Supplies, 07-01-24 thru 05-31-25	\$260.99	
		<b>\$558.63</b>	CT 25052980
ProCare Janitorial Supply, Inc.	Custodial Supplies, 07-01-24 thru 05-31-25,	\$3,768.24	
	Custodial Supplies, 07-01-24 thru 05-31-25,	\$238.77	
	Custodial Supplies, 07-01-24 thru 05-31-25,	\$3,898.49	
	Custodial Supplies, 07-01-24 thru 05-31-25,	\$354.42	
	Custodial Supplies, 07-01-24 thru 05-31-25,	\$3,216.27	
	Custodial Supplies, 07-01-24 thru 05-31-25,	\$301.32	
		<b>\$11,777.51</b>	CT 25052981
R&M Diesel Service & Towing LLC	RM Diesel Parts for Truck Driving Class	\$2,618.79	
		<b>\$2,618.79</b>	CT 25052982
Sacramento Co Office Of Education	INV # 250967 REG CAEP 10 28-30AVILA	\$795.00	
		<b>\$795.00</b>	CT 25052983
Santa Barbara Airbus	Bus Transportation for Career Exploration Day on	\$2,150.00	
		<b>\$2,150.00</b>	CT 25052984
Santa Maria Ford Inc	SOCKET AND WIRE ASY LAMP,	\$527.44	
	SOCKET ASY, PART #EB5Z13411C	\$578.19	
	BULB, PART #C2AZ13466C	\$3.72	
	LABOR TO ACCESS AND REPLACE BOTH FRONT WHELEN	\$255.00	
		<b>\$1,364.35</b>	CT 25052985
Santa Maria Sun LLC	Quarter-page Print Display Ad Comm Arts Family Day	\$306.00	
	Digital Companion Ad Comm Arts Family Day	\$45.00	
		<b>\$351.00</b>	CT 25052986
Saxquest	Selmer Paris Mark VI Alto Saxophone repair	\$1,748.00	
	Selmer Paris Mark VI Tenor Saxophone repair	\$2,013.00	
	Selmer Paris Mark VI Alto Saxophone repair	\$1,843.00	
	Selmer Paris Mark VI Tenor Saxophone	\$2,013.00	
		<b>\$7,617.00</b>	CT 25052987
Signs Of Success Inc	Custom Spec Room ID w/window per Bid dated 8-15-24	\$1,043.21	
	Mounting Hardware	\$32.63	
	Paint Setup-Custom Inlay Setup	\$201.19	
		<b>\$1,277.03</b>	CT 25052988
SLO Safe Ride	Bus Service - AHC Cross Country - Oct. 10, 2024	\$4,830.74	
	SLO Safe Ride Invoice# 15926 MESA	\$3,843.44	
	Transportation Services for CSU Channel Islands on	\$3,025.00	
		<b>\$11,699.18</b>	CT 25052989

## Allan Hancock College

## Warrant Register

Check Dates from 10/1/2024 to 10/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Smith Pipe & Supply Inc	Supplies for AHC Grounds Program: 10/01/24 -	\$445.19	CT 25052990
	Supplies for AHC Grounds Program: 10/01/24 -	\$79.34	
	Supplies for AHC Grounds Program: 10/01/24 -	\$193.86	
	EZ Reach Tool - 32" Arcmate 32S, Invoice #4190043.	\$41.00	
		<b>\$759.39</b>	
So Ca Intersegmental Articulation Council	2024-2025 SCIAC Membership Dues, Invoice #3775	\$150.00	CT 25052991
		<b>\$150.00</b>	
Spectrum Reach	Geofenceing Digital Ad Campaign Karin Klein Event	\$1,000.00	CT 25052992
		<b>\$1,000.00</b>	
Sport & Cycle Team Athletics Inc	UA M's Black Motivate 2.0 Short Sleeve, 1/M 1/XL,	\$104.38	CT 25052993
	UA M's Royal Motivate 2.0 Short Sleeve, 1/M 1/XL,	\$104.38	
	UA W's White Knockout Team Hoodie, 1/L 1/2XL,	\$84.80	
	UA W's Royal Knockout Team Hoodie, 1/L 1/2XL,	\$84.80	
	UA M's Dark Navy Tactical UA Tech Ls Shirt, 1/XL,	\$32.61	
	Logo Embroidery	\$54.38	
	Shipping	\$48.16	
		<b>\$513.51</b>	
Strata Information Group	Banner DBA & ODS Support Services per SOW13818-	\$11,385.00	CT 25052994
		<b>\$11,385.00</b>	
Subway	Lunch Purchase for UTC Workshop: Fall 2025 CSU	\$239.76	CT 25052995
		<b>\$239.76</b>	
Taqueria La Coqueta	Food for Undocu Student Success Basic Needs 101	\$283.54	CT 25052996
		<b>\$283.54</b>	
Testa Catering	Stage Rental	\$293.63	CT 25052997
	Skirting	\$32.63	
	Stage - Stairs	\$27.19	
	Delivery - Pick Up Fee	\$65.25	
	Stage Set Up/Break Down	\$32.61	
	Food Purchase for Student Services Registration	\$343.68	
		<b>\$794.99</b>	
The Lincoln Electric Company	Instructional Supplies,	\$549.74	CT 25052998
	Instructional Supplies,	\$1,239.24	
	Instructional Supplies,	\$66.55	
	Instructional Supplies,	\$474.15	
		<b>\$2,329.68</b>	
TRANSFR Inc	Provisioned Virtual Reality Headset Lease	\$870.00	CT 25052999
	Career Exploration 2.0 Virtual Reality Training	\$8,700.00	
		<b>\$9,570.00</b>	
Tropics	Aquarium Maintenance Service (2 visits/month):	\$200.00	CT 25053000
		<b>\$200.00</b>	
United Parcel Service	UPS Charges, 7-1-24 thru 6-30-25, Account	\$16.90	

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**Allan Hancock College**  
**Warrant Register**  
Check Dates from 10/1/2024 to 10/31/2024  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$16.90</b>	CT 25053001
Viking Fence Co Inc	Install approximately 500 linear feet of 6-tall	\$23,450.00	
		<b>\$23,450.00</b>	CT 25053002
Washington Music Center	Azumi Flutes AZ3SRBO - Open Hole; Offset G, Low B	\$1,974.22	
		<b>\$1,974.22</b>	CT 25053003
Jasmin Aguilar	Manual Refund Submitted	\$877.00	
		<b>\$877.00</b>	CT 25053004
Rossana Aguilar	Manual Refund Submitted	\$2,349.00	
		<b>\$2,349.00</b>	CT 25053005
Caleb Awai	Manual Refund Submitted	\$610.00	
		<b>\$610.00</b>	CT 25053006
Renee Bewley	Manual Refund Submitted	\$10.00	
		<b>\$10.00</b>	CT 25053007
Janet Blum	Manual Refund Submitted	\$10.00	
		<b>\$10.00</b>	CT 25053008
Luz Bravo Vargas	Refund Submitted	\$500.00	
		<b>\$500.00</b>	CT 25053009
Grace Bubulka	Manual Refund Submitted	\$20.00	
		<b>\$20.00</b>	CT 25053010
Jacinta Cervantes	Manual Refund Submitted	\$500.00	
		<b>\$500.00</b>	CT 25053011
Chantez Coleman	Manual Refund Submitted	\$5,114.00	
	Manual Refund Submitted	\$1,442.00	
		<b>\$6,556.00</b>	CT 25053012
Jamie Durham	Manual Refund Submitted	\$27.00	
		<b>\$27.00</b>	CT 25053013
Emilio Ferreira	Manual Refund Submitted	\$27.00	
		<b>\$27.00</b>	CT 25053014
Beatriz Garcia Mendez	Manual Refund Submitted	\$462.00	
		<b>\$462.00</b>	CT 25053015
Jocelyn Grigg	Manual Refund Submitted	\$2.00	
		<b>\$2.00</b>	CT 25053016
Marlene Hernandez	Manual Refund Submitted	\$1,821.00	
		<b>\$1,821.00</b>	CT 25053017
Vyllette Lopez	Manual Refund Submitted	\$24.00	
		<b>\$24.00</b>	CT 25053018
Lillian Lowe	Manual Refund Submitted	\$10.00	
		<b>\$10.00</b>	CT 25053019
Laura Martinez	Manual Refund Submitted	\$924.00	



## Allan Hancock College

## Warrant Register

Check Dates from 10/1/2024 to 10/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$924.00</b>	CT 25053020
Micheal Mejia	Manual Refund Submitted	\$166.00	
		<b>\$166.00</b>	CT 25053021
Emma Murguia	Manual Refund Submitted	\$1,373.00	
		<b>\$1,373.00</b>	CT 25053022
Hugh Rafferty	Manual Refund Submitted	\$140.00	
		<b>\$140.00</b>	CT 25053023
Lucrecia Ramirez	Manual Refund Submitted	\$610.00	
		<b>\$610.00</b>	CT 25053024
Nora Ramirez	Manual Refund Submitted	\$10.00	
		<b>\$10.00</b>	CT 25053025
Victor Rosales Alanis	Manual Refund Submitted	\$897.00	
		<b>\$897.00</b>	CT 25053026
Elyssa Ruiz	Manual Refund Submitted	\$486.00	
		<b>\$486.00</b>	CT 25053027
Yasmely Santiago	Manual Refund Submitted	\$979.00	
		<b>\$979.00</b>	CT 25053028
Alexus Simpson	Manual Refund Submitted	\$89.00	
		<b>\$89.00</b>	CT 25053029
Jeanette Weatherall	Manual Refund Submitted	\$10.00	
		<b>\$10.00</b>	CT 25053030
Assoc CA Community College Admin	2025 ACCCA ANNUAL CONF BEAL, DONNA 2.19-21.25	\$875.00	
		<b>\$875.00</b>	CT 25053031
Andrea Cabanas	Open Mileage 8.6,13,20,27.24	\$287.56	
	Open Mileage 9.3,10.24	\$67.54	
		<b>\$355.10</b>	CT 25053032
Martin Castillo	Open Mileage 9.14,18,20,24,28.24	\$83.21	
		<b>\$83.21</b>	CT 25053033
City Of Santa Maria	Water Services and Disposal Site Fees- Utilities,	\$4,018.57	
	Water Services and Disposal Site Fees- Community	\$942.63	
	Water Services and Disposal Site Fees- Utilities,	\$12,497.08	
	Water Services and Disposal Site Fees- Community	\$2,931.41	
	Water Services and Disposal Site Fees- Utilities,	\$4,094.15	
	Water Services and Disposal Site Fees- Community	\$960.35	
	Water Services and Disposal Site Fees- Utilities,	\$629.43	
	Water Services and Disposal Site Fees- Community	\$147.64	
	Water Services and Disposal Site Fees- Utilities,	\$4,823.01	
	Water Services and Disposal Site Fees- Community	\$1,131.32	
	Water Services and Disposal Site Fees- Utilities,	\$208.83	
	Water Services and Disposal Site Fees- Community	\$48.99	
	Water Services and Disposal Site Fees- Utilities,	\$4,507.69	

## Allan Hancock College

## Warrant Register

Check Dates from 10/1/2024 to 10/31/2024

Bank Code: CT

Vendor Name	Description	Amount	Warrant
City Of Santa Maria	Water Services and Disposal Site Fees- Community	\$1,057.36	
	Water Services and Disposal Site Fees- Utilities,	\$4,899.06	
	Water Services and Disposal Site Fees- Community	\$1,149.16	
	Water Services and Disposal Site Fees- Utilities,	\$132.05	
	Water Services and Disposal Site Fees- Community	\$30.98	
	Water Services and Disposal Site Fees- Utilities,	\$172.45	
	Water Services and Disposal Site Fees- Community	\$40.45	
	Water Services and Disposal Site Fees- Utilities,	\$358.97	
	Water Services and Disposal Site Fees- Community	\$84.20	
	Water Services and Disposal Site Fees- Utilities,	\$1,465.43	
	Water Services and Disposal Site Fees- Community	\$343.74	
		<b>\$46,674.95</b>	CT 25053034
	Disposal Site Landfill Fees,	\$446.00	
		<b>\$446.00</b>	CT 25053035
James Colon	Open Mileage 9.9-30.24	\$127.30	
		<b>\$127.30</b>	CT 25053036
Columbia Business Center Partners Lp	Monthly utilities expenses for 2024-2025	\$5,355.73	
	Monthly utilities expenses for 2024-2025	\$6,410.28	
		<b>\$11,766.01</b>	CT 25053037
Ana Gomez De Torres	AI in foreign lang. Glendale, CA	\$524.69	
		<b>\$524.69</b>	CT 25053038
Weston Guerra	Directors Training Sacramento, CA	\$1,023.69	
		<b>\$1,023.69</b>	CT 25053039
Hyatt Regency Monterey	CONF #17618136 BEAL 2.18-21.24	\$783.00	
		<b>\$783.00</b>	CT 25053040
Sherry Loomis	Strengthening Student Conf Garden Grove, CA	\$1,303.20	
		<b>\$1,303.20</b>	CT 25053041
Virginia Martinez Najera	Open Mileage 9.16-30.24	\$100.37	
		<b>\$100.37</b>	CT 25053042
Priscilla Morales	Open Mileage 9.10-25, 10.1-3.24	\$27.74	
		<b>\$27.74</b>	CT 25053043
Victoria Shifflett	Open Mileage 9.16,30.24	\$72.90	
		<b>\$72.90</b>	CT 25053044
Kristy Soriano	Open Mileage 9.11-30.24	\$82.68	
		<b>\$82.68</b>	CT 25053045
Verizon Select Svc Inc	Long Distance and Toll Free Service Charges	\$0.75	
		<b>\$0.75</b>	CT 25053046

**Warrant Register**

Check Dates from 10/1/2024 to 10/31/2024  
Bank Code: CT

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

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Total for General Fund 9410	\$2,974,160.12
Total for Bond Interest & Redemption Fund 9421	\$0.00
Total for Child Development Fund 9433	\$20,099.80
Total for Capital Outlay Project Fund 9441	\$300,414.96
Total for General Obligation Bond Fund 9447	\$648,236.36
Total for Dental Self-Insurance Fund 9461	\$65,927.00
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	
October-24	
ACRONYMS	
AAUW Finance	American Association University Women Finance
ABV Scoreboard Services, Inc	NO ACRONYM
AHC - Part - Time Faculty Association	Allan Hancock College - Part Time Faculty Association
AHC Foundation	Allan Hancock College Foundation
B&B Steel	NO ACRONYM
B&H Photo	NO ACRONYM
CAPED	California Association on Postsecondary Education and Disability
CCCSAA	California Community College Student Affairs Association
CDW Government Inc	Computer Discount Warehouse Government Inc
DMQ Catering	Doug Maria Quintana Catering
E-Z	International Easy Up Inc
FOLLETT HEG-AHC	Follett Higher Education Group-Allan Hancock College
J-SMOOV	Jesus Christ Sherman Maudry Opportunities and Options Vernon
J B DEWAR	NO ACRONYM
J W Pepper & Son Inc	NO ACRONYM
KCBX	NO ACRONYM
MAACO Auto Painting & Bodyworks	Martino Anthony A Company Auto Painting & Bodyworks
NAEYC	National Association for the Education of Young Children
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
PCPA	Pacific Conservatory of the Performing Arts
PPG Architectural Finishes	Pittsburgh Paints & Glass Architectural Finishes
R&M Diesel Service & Towing LLC	NO ACRONYM
SISC III	Self Insured Schools of California
SHI International Corp	Software House International Corp.
SLO Safe Ride	San Luis Obispo Safe Ride
T-Mobile USA Inc	Telekom-Mobile USA Inc
TRANSFR Inc	NO ACRONYM
UC	University of California (and its branches)
VIRTUAL VRI	Virtual Video Remote Interpreting
VTC Enterprises	Vocational Training Center Enterprises
VWR	Van Waters Rogers (Avantor Science)

To: Board of Trustees	Date:  December 17, 2024
From: Superintendent/President	
Subject: Approval of Employee Personnel Actions	Item Number: 12.B.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 2

**BACKGROUND**

In an effort to condense and streamline the information provided to the board of trustees and to eliminate the use of pronouns, the following personnel actions in the subsequent Excel document are recommended:

**FISCAL IMPACT**

The fiscal impact is included in the following pages.

**RECOMMENDATION**

Staff recommends that the board of trustees approve the following personnel actions as presented.

Administrator Initiating Item:  Ruben Ramirez	Final Disposition:
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Faculty - Tenure Track							
Special Note: New appointments are contingent upon successful completion of pre-employment requirements.							
Name		Assignment	Department or Division	Effective Date	Column and Step	Months	Reason/ Comment
1	Place, Codie	assistant professor, Psychology	Social & Behavioral Sciences	1/16/25	V-5	10-FT	Replace Lubna Haddad
Fiscal Impact 2024-2025 Fiscal Year							
1	unrestricted general fund						\$ 80,136.00

Classified Staff - Appointments, Promotions and Transfers							
Name	Action	Assignment	Department or Division	Effective Date	Salary	Months and FTE	Reason/Comment
1 Ackerman, Lourdes	appointment	lead teacher	Children's Center	01/13/24	27-E	12-FT	Replace Karan Demchack
2 Robles, Fernando	promotion	grants analyst II	Institutional Grants	12/16/24	30-B	12-FT	Replace Mackenzie Greeley
3 Barahona, Hector	transfer	office services technician I	Counseling	01/06/25	16-C	12-FT	Probationary retreat rights
4 Fuller, Dawn	appointment	administrative assistant II	Math Department	01/06/25	24-E	10-FT	Replace Lori Coulter
5 Pinon, Francisco	promotion	science lab specialist	Life & Physical Sciences	12/18/24	31-A	12-FT	Replace Lisa Caesar
6 Pucciarelli, Adam	appointment	campus safety officer	Campus Police	12/18/24	23-B	12-FT	Replace Ashley Harney
Fiscal Impact 2024-2025 Fiscal Year							
1	unrestricted general fund					\$ 54,140.00	
2	unrestricted general fund					\$ 61,173.00	
3	unrestricted general fund					\$ 42,526.00	
4	unrestricted general fund					\$ 53,718.00	
5	unrestricted general fund					\$ 60,350.00	
6	unrestricted general fund					\$ 52,313.00	

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	07/01/24-06/30/25	28-F	28-F, plus 5 percent	During the recruitment of a permanent position
2	Trevino, Gabriella	administrative assistant III	Community Education	07/01/24-06/30/25	24-C	24-C, plus 5 percent	During the recruitment of a permanent position
Fiscal Impact 2024-2025 Fiscal Year							
1	unrestricted general fund						\$ 3,984.00
2	unrestricted general fund						\$ 3,055.00

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 Baro, Maisen	short-term	program assistant III	11/19/24-06/30/25	\$ 19.34	Event staff in Athletics Department	
2 Birkenfeld, Kyle	short-term	instructional assistant IV	12/11/24-06/30/25	\$ 23.54	EMS, Fire, Law Enforcement Programs	
3 Huicochea, Annette	short-term	program assistant VI	11/01/24-06/30/25	\$ 36.00	Provide administrative support in Community Education	
4 Kichler, Glenn	short-term	program assistant III	11/19/24-06/30/25	\$ 19.34	Event staff in Athletics Department	
5 Phillips, Megan	short-term	program assistant III	11/19/24-06/30/25	\$ 19.34	Event staff in Athletics Department	
6 Taylor, Derek	short-term	instructional assistant VI	12/18/24-06/30/25	\$ 36.00	EMS, Fire, Law Enforcement Programs	

**CONSENT ITEM**

To: Board of Trustees	Date:  December 17, 2024
From: Superintendent/President	
Subject: Approval of Revised Student Worker Salary Schedule, SS-85	Item Number: 12.C.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 2

**BACKGROUND**

Salary schedule (SS-85), for student workers, has been adjusted to accommodate the California state minimum wage increase of \$16.50 per hour effective January 1, 2025.

**FISCAL IMPACT**

To be determined.

**RECOMMENDATION**

Staff recommends that the board of trustees approve the proposed revised student worker salary schedule, SS-85, due to California state minimum wage increase to \$16.50 per hour, effective January 1, 2025.

Administrator Initiating Item:  Ruben Ramirez	Final Disposition:
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**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT  
STUDENT WORKER SALARY SCHEDULE**

Category	Hourly Rate January 1, <del>2024</del> 2025
Student Worker 1	<del>\$16.00</del> 16.50
Student Worker 2	<del>\$16.50</del> 17.00
Student Worker 3	<del>\$17.00</del> 17.50
Student Worker 4	<del>\$17.50</del> 18.00
Student Worker 5 (advanced assignment)	<del>\$18.00</del> 18.50
Student Worker 6**	<del>\$16.00</del> 16.50 and up

Student Worker 1: Includes various beginning level assignments under the student worker title, such as:

Peer advisor	Grounds worker	Children's Center worker
Peer educator	Clerical worker	Cafeteria worker
Tutor	Media Services assistant	Cashier
Custodial worker	Reader	*Categorical/grant-funded worker
Maintenance worker	Lab assistant	

Student Worker 2: Requires that a student worker:

1) has worked at least one semester in the position; 2) has received good evaluations; 3) has been assigned advanced responsibilities; and 4) funding is available in the individual department budget. This is not an automatic step up from student worker 1.

Student Worker 3: Requires that a student worker:

1) has worked at least two semesters in the position; 2) has received good evaluations; 3) has been assigned advanced responsibilities; and 4) funding is available in the individual department budget. This is not an automatic step up from student worker 2.

Student Worker 4: Limited to Facilitator, Learning Facilitator, and \*categorical or grant-funded studentworker.

Student Worker 5: Includes student worker Tutors, in Advanced Subjects and Student workers in special assignments as designated by the Dean of overseeing department.

Student Worker 6: Includes (a) **OFF-CAMPUS** Federal Work Study (FWS) and CalWORKs Work Study (CWS) students whose pay is based on specific contract agreements and (b) \*\*grant-funded student workers or student tutors.

**ON-CAMPUS** FWS and CWS Work Study: Pay level is determined by criteria of categories 1 through.

\*Categorical or grant-funded student worker: Student workers funded by various categorical programs or grants whose pay level falls within one of these categories but is determined by the specifics of the grant. Hourly rate must comply with categorical/grant requirements and restrictions.



**CONSENT ITEM**

To: Board of Trustees	Date:  December 17, 2024
From: Superintendent/President	
Subject: Approval of Revised On-Call/Short-Term/Professional Expert Employee Salary Schedule, SS-80	Item Number: 12.D.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 4

**BACKGROUND**

Salary schedule (SS-80), for On-Call/Short-Term/Professional Expert Employees, has been adjusted to accommodate the California state minimum wage increase of \$16.50 per hour effective January 1, 2025.

**FISCAL IMPACT**

To be determined.

**RECOMMENDATION**

Staff recommends that the board of trustees approve the proposed revised salary schedule (SS-80), for on-call/short-term/professional expert employees, due to California state minimum wage increase of \$16.50 per hour, effective January 1, 2025.

Administrator Initiating Item:  Ruben Ramirez	Final Disposition:
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**Allan Hancock College Salary Schedule (SS-80)  
For On-Call / Short-Term / Professional Expert Employees**

Effective January 1, ~~2024~~2025

Range	Hourly Rate	Job Title
21	<del>\$16.44</del> <u>17.00</u>	<del>Cashier</del> Instructional Aide I Program Assistant I
22	<del>\$16.98</del> <u>17.50</u>	Instructional Aide II Program Assistant II
23	<del>\$17.54</del> <u>18.00</u>	Lifeguard <del>Custodial Substitute</del> <del>Groundskeeper</del> <del>Substitute Courier</del> <del>Substitute</del> CSO Substitute
24	\$18.00	//////////
25	\$18.72	//////////
26	<del>\$19.34</del> <u>20.00</u>	Instructional Aide III Program Assistant III  <u>Custodial Substitute</u> <u>Grounds Substitute</u> <u>Courier Substitute</u>
27	\$19.98	//////////
28	\$20.64	<del>Maintenance Assistant</del>
29	\$21.33	//////////
30	\$22.04	//////////
31	\$22.78	//////////
32	<del>\$23.54</del> <u>24.00</u>	<del>Carpenter</del> — <del>Substitute</del> Instructional Aide IV Program Assistant IV  <u>Skilled Trades Substitute</u> <u>CSO Substitute</u> <del>Test Administrator</del>
33	\$26.00	Instructional Aide V Program Assistant V Model <u>Cashier Services Substitute</u>

34	\$36.00	Instructional Aide IV Program Assistant VI Typewell Transcriber I
35	\$40.00	Typewell Transcriber II
36	\$45.00	Interpreter I Typewell Transcriber III
37	\$50.00	Interpreter II
38	\$60.00	Interpreter III
39	\$63	Interpreter IV
40	\$66.00	Interpreter V
41	\$\$	Program Specialist – rate based on grant

**Notations:**

**Cashier:** performs registration cashier functions as well as district cashier functions

**Interpreter I:** *Required Certification* - AHC interpreter evaluation at Communication Facilitator Level

**Interpreter II:** *Required Certification* – Educational Interpreter Performance Assessment level 4.0 (secondary – ASL) or National Interpreter Certification (NIC) or National Association of the Deaf (NAD) or American Consortium of Certified Interpreters (ACCI) Level 3 plus 600 hours of college level interpreting experience

**Interpreter III:** *Required Certification* - Registry of Interpreters for the Deaf (RID) Certified Interpreter (CI) or Registry of Interpreters for the Deaf (RID) Certified Translator (CT) or National Interpreter Certification (NIC) Level 4, plus 800 hours of college level interpreting experience

**Interpreter IV:** *Required Certification* - Registry of Interpreters for the Deaf (RID) Certified Interpreter (CI) and Registry of Interpreters for the Deaf (RID) Certified Translator (CT) or National Interpreter Certification (NIC) or National Association of the Deaf (NAD) or American Consortium of Certified Interpreters (ACCI) Level 5 plus 1200 hours of college level interpreting experience

**Interpreter V:** *Required Certification* - Registry of Interpreters for the Deaf (RID) Certified Interpreter (CI) and Registry of Interpreters for the Deaf (RID) Certified Translator (CT) or National Interpreter Certification (NIC) or National Association of the Deaf (NAD) or American Consortium of Certified Interpreters (ACCI) Level 5 plus 1200 hours of college level interpreting experience plus a bachelor's degree

**Typewell Transcriber I:** Typewell transcriber in training

**Typewell Transcriber II:** TypeWell transcriber – completed TypeWell training course

**Typewell Transcriber III:** TypeWell transcriber – completed training course plus at least 3 years' experience

**Program Assistant I, II, III, IV, V and VI:** all non-instructional appointments based on level of

responsibility and required qualifications.

**Instructional Aide I, II, III, IV, V, and VI:** all instructional positions, including short-term or on-call hires in the Public Safety Programs, based on level of responsibility and required qualifications.

**Professional Expert:** Professional Expert," is an employee with specialized knowledge or expertise not generally required of, or found within, the employee classifications established by the Board pursuant to Section 88001 and recognized in CBA Article 1. The service performed is also described in terms of a discrete and finite project. The term of employment is also finite in nature, meaning that the district need is temporary. The length of service for professional experts is not capped as it is for short-term employees.

**For grant funded positions only:**

**Program Specialist** –Salary based on grant funds solicited for the position responsibilities. The title would be used in the following manner: "Program Specialist – NASA Grant Administrator."

In addition to the above titles, a classified exempt employee may temporarily fill a California School Employees Association (CSEA) position for up to 100 calendar days while recruitment is underway, or an employee is on extended leave. If a CSEA position is temporarily filled during recruitment or extended leave, the classified exempt employee may be compensated at 100% of the salary range, column A (only) for the position. Requests for exceptions to placement on column A must be submitted in writing and forwarded to cabinet for approval prior to advanced placement on columns B-E.

**Ranges and Proposed Titles (page 1) - ///// indicates not currently in use. (Requires Board approval as a revision to the current salary schedule.)**

**CONSENT ITEM**

To: Board of Trustees	Date:  December 17, 2024
From: Superintendent/President	
Subject: Approval to Destroy Class 3 – Disposable Records	Item Number: 12.E.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 6

**BACKGROUND**

In compliance with provisions established under Chapter 2.5 (commencing with Section 59020 of Division 10, Part VI) of Title 5, California Administrative Code, the district retains and stores official records, including but not limited to student records, employment records, and financial records.

Title 5 Section 59025 allows for the destruction of class 3 – disposable records that have been retained for at least three fiscal years after the year in which they were originally created. Class 3 records are those records not identified as Class 1 – Permanent or Class 2 – Optional (records worthy of further preservation, but not identified as Class 1).

In accordance with board policy and administrative procedure 3310, Retention and Destruction of Records, a list of records recommended for destruction must be submitted to the board of trustees for approval. No records included on the attached list are in conflict with applicable laws, regulations, or administrative procedure 3310.

**FISCAL IMPACT**

Estimated cost is \$1,500.

**RECOMMENDATION**

Staff recommends that the board of trustees authorize destruction of the records as listed, in accordance with administrative procedure 3310.

Administrator Initiating Item:  Dennis Curran	Final Disposition:
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**FACILITIES DEPARTMENT**  
**Document Destruction Log**  
**December 17, 2024**

Lot # Box #	Document Date	File Name	Destroy Date
<b>Lot 1</b>			
1	2017-2018	Scanning 5-22-2017 to 6/23/2017 & CARE Car Repair years 09-10 archived 6/16	07/01/2024
1	2017-2018	Scanning Misc. Jan-Feb 2014 & 3-3-2017 to 5/19/2017	07/01/2024
21-009	2019-2020	Description Paid Invoices (Mo-Pa)	07/01/2024
20-010	2018/2019	#A-Br Misc Paid Invoices	07/21/2023
21-013	2019-2020	Paid Invoices (Vi-Z)	07/01/2024
20-003	2018/2019	Paid Invoices (Sa-Slo and We-Z)	07/21/2023
18-026	2017-2018	Business Services Bank Reconciliations Infohouse-Lompoc Unified	07/02/2012
18-027	2017-2018	Business Services Bank Reconciliations Lonceria-Nobel	07/02/2012
20-005	2018-2019	Paid Invoices (Fr-In)	07/21/2023
21-005	2019-2020	Paid Invoices (Ba-C)	07/21/2024
21-011	2019-2020	Paid Invoices (SS Misc-Te)	07/01/2024
21-006	2019-2020	Paid Invoices (D-Fo)	07/01/2024
2	2022-2023	Donation Information	07/01/2024
3	2020-2021	Donation Information	07/01/2024
20-008	2018-2019	Paid Invoices (Cr-Fi)	07/01/2023
21-012	2019-2020	Paid Invoices (Te-Vi)	07/01/2024
21-010	2019-2020	Paid Invoices (Pa-Sr Misc.)	07/01/2024
21-11	2018-2019	Veterans 01/23/2018-01/31/2019	07/01/2023
1	2017-2018	Donation Information	07/01/2024
22-01	2019-2020	Added Info 02/20/2019-06/12/2019	07/01/2023
21-9	2018-2019	Disbursement Reports 3-25-19 to 5-20-19, TSM Process Logs, COD Printouts, MRR & TSM Alert Reports	07/01/2023

**FACILITIES DEPARTMENT**  
**Document Destruction Log**  
**December 17, 2024**

<b>Lot # Box #</b>	<b>Document Date</b>	<b>File Name</b>	<b>Destroy Date</b>
18-028	2017-2018	Business Services Bank Reconciliations Sa-Smart and Final	07/02/2022
18-021	2017-2018	Business Services Bank Reconciliations # - Amazon	07/02/2022
18-024	2017-2018	Business Services Bank Reconciliations Daily – Frontier	07/02/2022
18-025	2017-2018	Business Services Bank Reconciliations Cia-Institute of Beauty and Culture	07/02/2022
20-007	2018-2019	Paid Invoices (J and Mj-Mz)	07/01/2023
20-006	2018-2019	Paid Invoices (Mab-Pa)	07/21/2023
20-012	2018-2019	Paid Invoices (U-We)	07/01/2023
20-019	2017-2018	Journal Vouchers – FY 17-18	07/01/2022
21-004	2019-2020	Paid Invoices (A-Ba)	07/01/2024
21-008	2019-2020	Paid Invoices (Jo-Mo)	07/01/2024
20-009	2018-2019	Paid Invoices (Bs-Co)	07/01/2023
<b>Lot 2</b>			
16-09	2014-2015	Added Info 09/11/2014-11/18/2014	07/01/2022
16-15	2014-2015	Disbursement Reports & Processing Logs 10/27/14-1/26/15	07/01/2022
22-12	2019-2020	FWS reports, R2T4-overpay, enr red inst error, Pell & loan Recon R2T4-summer & fall, SFRNOWD reports-summer & fall, Argos Instr drop reports summer & fall, COD person Pell info, TSM process log & Pell MMR, CG accept/reject	07/01/2023
16-13	2014-2015	VA 11/26/2014 – Spring SAP	07/01/2022
17-06	2015-2016	VA Certified 2/11/2016 – VA Extra Forms & Scholarship 2015-2016	07/01/2023
20-025	2018-2019	Bank Reconciliation	07/01/2022
16-011	2016-2017	Old Director Files A-F	07/01/2022
24-008	2011-2019	Grants	2021
20-026	2017-2018 2018-2019	Grants	12/31/2023

**FACILITIES DEPARTMENT**  
**Document Destruction Log**  
**December 17, 2024**

<b>Lot # Box #</b>	<b>Document Date</b>	<b>File Name</b>	<b>Destroy Date</b>
16-012	2016-2017	Old Director Files D-Z	07/01/2022
18-023 (1)	2017-2018	Business Services Bank Reconciliations Ca-D'atri	07/02/2022
21-003	2017-2018	County Treasury Wires and Deposits Agency Clearing (AGCL) & Payroll Returns, District Invoices (Paid)	07/01/2022
18-023 (2)	2016-2017 2017-2018	Grants	12/31/2022
24-009	2011-2019	Grants	2021
18-001	2017-2018	15/16 Journal Entries Accounts Payable	07/01/2022
18-028	2017-2018	Business Services Bank Reconciliations Pacific Parking System – Rp Group	07/02/2022
21-04	2018-2019	Added Info 10/30/2018-02/11/2019	07/01/2023
12-14	2010-2011	Disbursement Reports for 7/15/10 – 2/14/11	07/01/2017
D	2020-2021	Old Management, Old Fundraising, Old Business Plans	07/01/2024
16-012	2016-2017	Old Director Files Binders and Misc Files	07/01/2022
16-013	2016-2017	Misc Director Files	07/01/2022
16-015	2016-2017	Misc Director Files	07/01/2022
B	2020-2021	Old Budgeting, Old Bank Reconciliations, Actors Equity information and Development Information	07/01/2024
A	2020-2021	Old Contracts, Old Actors Equity Information, Old TCG Information	07/01/2024
C	2020-2021	Old Outreach Reports, Old Employee Handbooks, Old Budgets and Financial Information, Old Grant Files	07/01/2024
16-17	2014-2015	R2T4's (withdrawals, calcs, f letters, collection & overpayment letters), Pell & Loan Reconciliation, Freeze adjustments for 12/13-14/15	07/01/2022
22-08	2019-2020	Disbursement Reports 6-10-19 to 9-9-19	07/01/2023
21-002	2018-2019	County Treasury Wires and Deposits Agency Clearing (AGCL) & Payroll Returns A/R Journal Entries District Invoices (Paid)	07/01/2023
18-022	2017-2018	Business Services Bank Reconciliations Amc – CA	07/02/2022



**FACILITIES DEPARTMENT**  
**Document Destruction Log**  
**December 17, 2024**

<b>Lot # Box #</b>	<b>Document Date</b>	<b>File Name</b>	<b>Destroy Date</b>
18-024	2016-2017 2017-2018	Grants: Categorical and Grants	12/31/2022
<b>Lot 3</b>			
16-07	2014-2015	Added Info 07/10/2014 – 08/11/2014	07/01/2022
1 of 1	2016-2017	CNA Spring 2016 Students/ Did Not Reapply HHA 2016 Summer Students/ Dropped MA Fall 2015 – Spring 2016 Students MB Fall 2015 – Sprint 2016 Students LVN 2017 Did Not Reapply	01/25/2024
813	2019-2020	November & December 2019 Work Envelopes & Logs	07/01/2024
1 of 1	2016-2017	MA 2008 Pharm 2007 – Old Contracts Phlebotomy 2007, 2008 RN 2016 Did Not Reapply CNA Fall 2016 Students/ Did Not Reapply LVN 2016 Drop	01/25/2024
1 of 1	2016-2017	2017 LVN Class 2017 LVN Did Not Show 2016 EKG 2012, 2014 and 2015 Conference Reports & Probation Reports 2016 RN Class	02/16/2024
1 of 1	2016-2017	CNA Fall 2015 Students Did Not Reapply CNA Fall 2015 Students Former Employee Paperwork	10/16/2024
822	2020-2021	Delinquent Fee Removal FY12, FY 15-18, Pass Through Log FY 18-19, VA33 Request FY 18-19, Refund Request Exception FY 18-19, Refund Business Services FY 18-19, F/A Repayment Plan – Paid FY 16-17 Veteran Emergency Loan – Paid FY 16-18, Payment Agreement FY 17-18 Charge Reversal FY 18-20, Misc. Paid: Childcare Contract & NRT Payment Plan	07/01/2024
756	2015-2016	AHC Bookstore – Current AR Individual Account Info – Invoices-Statements-Payments, etc.	07/01/2020
804	2018-2019	AUX: Signed Check Register, AR, District, Club Fundraising Requests, Club Members List Misc: Intercampus 18 & 19 Delivery Slips	07/01/2024
799	2018-2019	November & December 2018 Work Envelopes & Logs	07/01/2024
798	2018-2019	September & October 2018 Work Envelopes & Logs	07/01/2024

**FACILITIES DEPARTMENT**  
**Document Destruction Log**  
**December 17, 2024**

<b>Lot # Box #</b>	<b>Document Date</b>	<b>File Name</b>	<b>Destroy Date</b>
805	2018-2019	FY 19 ASB: Accounts Payable, Cash Receipts, Journal Vouchers, Blue Sheets, Ticket Reports, Accounts Receivable, EDD, Fundraising, Disencumbrance, Equipment Loan Agreements, Check Reversals, Signed Check Registers	07/01/2024
812	2019-2020	September & October 2019 Work Envelopes & Logs	07/01/2024
814	2019-2020	January & February 2020 Work Envelopes & Logs	07/01/2024
808	2018-2019	May & June 2019 Work Envelopes & Logs	07/01/2024
800	2018-2019	BankMobile Address Update Forms – 2017, Charge Reversals – Fiscal Year 18, Childcare Payment Plan Paid – Fiscal Year 91, Credit Card Dispute – Fiscal Year 16 & 18, EOPS Loan – Fiscal Year 16 & 17, Financial Aid Payment Plan Paid – Fiscal Year 15 – 17, Library Holds Paid – Fiscal Year 18 & 19, Non Resident Tuition Payment Plan Paid – Fiscal Year 18 & 19, Non Resident Tuition Payment Plan Paid – Fiscal Year 17, 18 & 19, Payment Agreement – Fiscal Year 16 & 17, Refunds \ Business Services – Fiscal Year 17, refunds \ Denied – Fiscal Year 17, VAFB Deferred TA – Fiscal Year 17 & 18, 1088-Ts – 2015\2016\2027	07/01/2024
802	2018-2019	March & April Work Envelopes & Logs	07/01/2024
807	2018-2019	FY19 AUX: Accounts Payable, Cash Receipts, Journal Vouchers	07/01/2024
809	2018-2019	FY 119 FDTN, Investment Statements, Accounts Receivable, Cash Receipts, Journal Vouchers	07/01/2024
811	2018-2019	FY19 ASB, V & E, Foundation Work Paper Files	07/01/2024
806	2018-2019	FY19 V & E: Cash Receipts, Accounts Receivable, Signed Check Registers, Check Reversals, Count Sheet, Disencumbrances, Journal Vouchers, Accounts Payable	07/01/2024
803	2018-2019	FY19 Accounts Payable, Check Reversals, Cancelled PO's, Journal Entries, Signed Check Registers	07/01/2024
801	2018-2019	January & February 2019 Work Envelopes & Logs	07/01/2024

To: Board of Trustees	Date:  December 17, 2024
From: Superintendent/President	
Subject: Approval to Declare and Dispose Surplus District Property	Item Number: 12.F.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 2

**BACKGROUND**

District personnel have determined the attached list of property can no longer be used by the district. This process ensures that the college does not dispose of any item that still has value to the district. Education Code Section §81450 allows for the sale of district property not required for school purposes. Attached is a list of district property to be declared surplus and subsequently sold at auction.

Education Code Section §81452 (a) provides for the sale of district property at private sale without advertising if the governing board, by a unanimous vote of those members present, finds that the property, whether one or more items, does not exceed in value the sum of \$5,000.

**FISCAL IMPACT**

Total proceeds are dependent on the auction and/or private sale participation level.

**RECOMMENDATION**

Staff recommends that the board of trustees declare the items listed to be surplussed and authorize disposal of the items through the appropriate procedures.

Administrator Initiating Item:  Dennis Curran	Final Disposition:
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## SURPLUS LIST FOR DECEMBER 2024 BOARD MEETING

Location	Description	Qty	Condition	AHC ID #	Grant Tag ID #	Facilities Work Order	Department	Serial #
K-11	Wood Piano Benches	2	Poor	None	N/A	24539639	Academic Affairs	None
K-11	Baldwin Piano	1	Good	711245	N/A	24415236	Academic Affairs	None
K-11	Kawai Upright Piano	1	Good	None	N/A	24415236	Academic Affairs	343413
K-11	Yamaha Clavinova Keyboard	1	Good	None	N/A	24415236	Academic Affairs	None
K-11	Casino Keyboard Base	26	Good	None	N/A	24539598	Academic Affairs	None
K-11	Bookcase	1	Good	None	N/A	24539611	Academic Affairs	None
K-11	Filing Cabinet	1	Good	None	N/A	24539669	Academic Affairs	None

To: Board of Trustees	Date:  December 17, 2024
From: Superintendent/President	
Subject: Acceptance of Donations	Item Number: 12.G.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 1

**BACKGROUND**

The dance program received a \$2,000 donation from Linda Maxwell, former faculty member in the fine arts department. The donation is intended to ensure dance students have essential resources and support for their performances.

The languages and communication department received a sculpture titled “Don Quixote Y Dulcinea” from Bob Segui (husband of deceased Spanish faculty Dolores Duran). The sculptor is Antonio Ramos. It was sculpted in 1994 as a limited-edition piece; only 2500 were made. The sculpture will be displayed in the library for students, staff, and faculty to enjoy. The sculpture is valued at \$3,000.

PCPA received 12 bottles of wine from Presqu’ile Winery in support of PCPA's opening night preshow reception for Beauty and the Beast, also known as our Encore Circle Event. The wine is valued at \$522.

**FISCAL IMPACT**

None

**RECOMMENDATION**

Staff recommends the board of trustees accept the donations as presented.

Administrator Initiating Item:  Dennis Curran	Final Disposition:
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To: Board of Trustees	Date:  December 17, 2024
From: Superintendent/President	
Subject: Acceptance of Grant Approved and Review of Grant Proposals Submitted	Item Number: 12.H.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 2

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

Institutional Grants has been notified of funding for the following grant in the amount of \$600,000.

1. California Community College Chancellors' Office: Acceleration II (\$600,000)

The zero-textbook cost (ZTC) and open educational resources (OER) expansion on campus for degree and certificate pathways proposals include training for faculty, advertisement for new ZTC programs, data analysis of cost savings for students, and creation of OER material for courses in agribusiness and plant science and certificates in crop production and production systems.

The project period is January 1, 2025 – December 31, 2026. (Submitted by Mary Patrick)

**FISCAL IMPACT**

1. California Community College Chancellors Office: Acceleration II (\$600,000)

**RECOMMENDATION**

Staff recommends the board of trustees accept this contract for a total of \$600,000 in restricted funds to the district.

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

Institutional Grants has submitted the following grant applications for a total of \$2,736,744 in requested funds.

1. ZTC Acceleration, Acceleration II, and OER Expansion grants (\$870,000)

The zero-textbook cost (ZTC) and open educational resources (OER) expansion on campus for degree and certificate pathways proposals include training for faculty, advertisement for new ZTC programs, data analysis of cost savings for students, creation of OER material for courses agriculture and early childhood studies as well as general education expansion towards transfer level courses.

The project period is January 1, 2025 – December 31, 2026. (Submitted by Mary Patrick)

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

Proposed alliance activities include annual undergraduate research symposia and alliance gatherings, embedded tutors, research and design projects, networking and mentorship opportunities with industry partners, and faculty professional development to create 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 (\$2,598,751.72)

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 Tom Lamica and Donna Beal)

**CONSENT ITEM**

To: Board of Trustees	Date:  December 17, 2024
From: Superintendent/President	
Subject: Approval of Part-time Faculty Appointments, Regular Faculty Overload Assignments and Special Assignments/Stipends	Item Number: 12.I.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 14

**BACKGROUND**

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

**FISCAL IMPACT**

Budgeted for the 2024-2025 fiscal year.

**RECOMMENDATION**

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

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

<b>INSTRUCTOR</b>	<b>CRN</b>	<b>COURSE</b>	<b>COURSE NAME</b>	<b>FTE</b>
		ENGLISH		
Guido Brunet, Melanie	21994	ENGL 101	Freshman Comp: Exposition	.021
		FAMILY & CONSUMER SCIENCE		
Selby, Megan	20101	FCS 131	Life Management	.075
		MATH		
Kopcrak, Anna	20833	MATH 123	Elementary Statistics	.007

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

<b>INSTRUCTOR</b>	<b>CRN</b>	<b>COURSE</b>	<b>COURSE NAME</b>	<b>FTE</b>
<b>FIRE TECHNOLOGY</b>				
Baker, David	20285	FT 308	Firefighter 1 Academy 1B	.029
Baker, David	22392	FT 306	Firefighter 1 Pre-Academy	.059
Burch, William	20285	FT 308	Firefighter 1 Academy 1B	.118
Burch, William	22392	FT 306	Firefighter 1 Pre-Academy	.059
Crotty, John	20285	FT 308	Firefighter 1 Academy 1B	.029
D'Andrea, Dana	20285	FT 308	Firefighter 1 Academy 1B	.029
Good, Kevin	20285	FT 308	Firefighter 1 Academy 1B	.059
Hart, Stanley	20285	FT 308	Firefighter 1 Academy 1B	.094
Hughey, Thomas	20285	FT 308	Firefighter 1 Academy 1B	.029
Larsen, Patrick	20285	FT 308	Firefighter 1 Academy 1B	.118
Markley, John	22392	FT 306	Firefighter 1 Pre-Academy	.092
Markley, John	22411	FT 306	Firefighter 1 Pre-Academy	.092
Martinez, Essex	20285	FT 308	Firefighter 1 Academy 1B	.059
Martinez, Christopher	20285	FT 308	Firefighter 1 Academy 1B	.162
Montejo, Vincent	20285	FT 308	Firefighter 1 Academy 1B	.029
Owen, Jack	20285	FT 308	Firefighter 1 Academy 1B	.062
Paige, Brandon	20285	FT 308	Firefighter 1 Academy 1B	.147
Shay, Kevin	20285	FT 308	Firefighter 1 Academy 1B	.062
Stevens, Nicole	22392	FT 306	Firefighter 1 Pre-Academy	.059
Stevens, Nicole	20285	FT 308	Firefighter 1 Academy 1B	.118
<b>LAW ENFORCEMENT</b>				
Abbas, Hussein	20777	LE 322	Basic Law Enforcement Academy	.021
Alexander, Eric	22226	LE 330	Core Custody Academy	.033
Bianchi, Catherine	20777	LE 322	Basic Law Enforcement Academy	.094
Bianchi, Catherine	22226	LE 330	Core Custody Academy	.088
Camarena, Juan	20777	LE 322	Basic Law Enforcement Academy	.083
Camarena, Juan	22223	LE 425	PC 832 Firearms	.029
Camarena, Juan	22226	LE 330	Core Custody Academy	.070
Callahan, Kenneth	22226	LE 330	Core Custody Academy	.027
Consorti, Nicholas	22226	LE 330	Core Custody Academy	.025
Day, Alan	20777	LE 322	Basic Law Enforcement Academy	.074
Delgado, Matthew	22226	LE 330	Core Custody Academy	.033
Dickel, Jason	20777	LE 322	Basic Law Enforcement Academy	.048
Esparza, Ruben	20777	LE 322	Basic Law Enforcement Academy	.033
Garcia, Jesse	20777	LE 322	Basic Law Enforcement Academy	.015
Garrett, William	22226	LE 330	Core Custody Academy	.029
Garrett, William	20777	LE 322	Basic Law Enforcement Academy	.114
George, Kenneth	20777	LE 322	Basic Law Enforcement Academy	.107
Gomez, Ruben	20777	LE 322	Basic Law Enforcement Academy	.037
Gomez, Ruben	22223	LE 425	PC 832 Firearms	.051
Gottschall, Christopher	22226	LE 330	Core Custody Academy	.033
Greene, Jeffrey	22226	LE 330	Core Custody Academy	.146
Greene, Jeffrey	20777	LE 322	Basic Law Enforcement Academy	.067
Hiatte, Jay	22226	LE 330	Core Custody Academy	.017
Huddle, Kevin	20777	LE 322	Basic Law Enforcement Academy	.033
Kuhl, Perry	20777	LE 322	Basic Law Enforcement Academy	.091
Lopez, Joe	22226	LE 330	Core Custody Academy	.029
Lopez, Joe	20777	LE 322	Basic Law Enforcement Academy	.033
Magana, Jorge	22226	LE 330	Core Custody Academy	.029

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

<b>INSTRUCTOR</b>	<b>CRN</b>	<b>COURSE</b>	<b>COURSE NAME</b>	<b>FTE</b>
Magana, Jorge	20777	LE 322	Basic Law Enforcement Academy	.135
Martinez, Michael	20777	LE 322	Basic Law Enforcement Academy	.074
McDonald, Jeffrey	20777	LE 322	Basic Law Enforcement Academy	.066
Neumann, Timothy	20777	LE 322	Basic Law Enforcement Academy	.037
Rauchhaus, Kristina	22226	LE 330	Core Custody Academy	.017
Rivera, Lisa	22226	LE 330	Core Custody Academy	.026
Rivera, Lisa	20777	LE 322	Basic Law Enforcement Academy	.015
Ruth, Ross	20777	LE 322	Basic Law Enforcement Academy	.175
Sandu, Daniel	20777	LE 322	Basic Law Enforcement Academy	.015
Siegel, Kimberly	20777	LE 322	Basic Law Enforcement Academy	.071
Smiley, Michael	22223	LE 425	PC 832 Firearms	.093
Smith, Ryan	20777	LE 322	Basic Law Enforcement Academy	.050
Stahnke, Adam	20777	LE 322	Basic Law Enforcement Academy	.074
Valadez, David	22223	LE 425	PC 832 Firearms	.051
Valadez, David	22226	LE 330	Core Custody Academy	.029
Valadez, David	20777	LE 322	Basic Law Enforcement Academy	.023
Valle, Jesus	20777	LE 322	Basic Law Enforcement Academy	.074
Vasquez, Frank	20777	LE 322	Basic Law Enforcement Academy	.048
Vega, Woodrow	20777	LE 322	Basic Law Enforcement Academy	.050
Vega, Woodrow	22226	LE 330	Core Custody Academy	.029
Waits, Jared	22226	LE 330	Core Custody Academy	.042
<b>LIBRARY</b>				
Beck, Colleen	Assigned	LIBR	Librarian-SM	.007

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

<b>INSTRUCTOR</b>	<b>CRN</b>	<b>COURSE</b>	<b>COURSE NAME</b>	<b>FTE</b>
		TRUCK DRIVING PROGRAM		
Diaz, Rodolfo	22421	TRCK 7801	Yard Skills	.027
Diaz, Rodolfo	22422	TRCK 7802	Public Road Truck Driving	.034

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

<b>INSTRUCTOR</b>	<b>CRN</b>	<b>COURSE</b>	<b>COURSE NAME</b>	<b>FTE</b>
		ART		
Thayer, Jill	30132	ART 101	Art Appreciation	.212
		HEALTH SERVICES		
Brummett, Laurie	Assigned	HEALTH	Health Services	.051
SantaCruz, Dalila	Assigned	HEALTH	Health Services	.089
Smith, Dalia	Assigned	HEALTH	Health Services	.038

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

<b>INSTRUCTOR</b>	<b>CRN</b>	<b>COURSE</b>	<b>COURSE NAME</b>	<b>FTE</b>
		<b>ENGLISH LANGUAGE DEVELOPMENT NONCREDIT</b>		
Ambriz-Delgado, Alberto	30082	ELDN 7450	Beginning Conversation	.054
Legaspi Ledezma, Jose	30097	ELDN 7480	Intermediate Conversation	.054
		<b>TRUCK DRIVING PROGRAM</b>		
Diaz, Rodolfo	30118	TRCK 7801	Yard Skills	.027
Diaz, Rodolfo	30120	TRCK 7802	Public Road Truck Driving	.034
Diaz, Rodolfo	30130	TRCK 7801	Yard Skills	.027
Diaz, Rodolfo	30131	TRCK 7802	Public Road Truck Driving	.034
Drake, William	30099	TRCK 7800	Truck Driving Theory	.027
Drake, William	30102	TRCK 7801	Yard Skills	.027
Drake, William	30107	TRCK 7802	Public Road Truck Driving	.034
Drake, William	30133	TRCK 7801	Yard Skills	.027
Fernandez, John	30105	TRCK 7801	Yard Skills	.027
Fernandez, John	30106	TRCK 7802	Public Road Truck Driving	.034
Lowery, Herod	30101	TRCK 7801	Yard Skills	.027
Lowery, Herod	30104	TRCK 7801	Yard Skills	.027
Lowery, Herod	30109	TRCK 7802	Public Road Truck Driving	.034
Lowery, Herod	30121	TRCK 7803	Commercial Vehicle Simulator	.014
Martinez, Merari	30100	TRCK 7800	Truck Driving Theory	.027
Martinez, Merari	30103	TRCK 7801	Yard Skills	.027
Martinez, Merari	30108	TRCK 7802	Public Road Truck Driving	.034
Murray, Thomas	30117	TRCK 7801	Yard Skills	.027
Murray, Thomas	30119	TRCK 7802	Public Road Truck Driving	.034
Oseguera, Rolando	30110	TRCK 7803	Commercial Vehicle Simulator	.017
Oseguera, Rolando	30121	TRCK 7803	Commercial Vehicle Simulator	.017

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

<b>INSTRUCTOR District Funded</b>	<b>ASSIGNMENT</b>	<b>DOLLAR AMOUNT</b>
Adams, David	Attended the 30-hour distance education training. Per PFA agreement, article 11.9.1, part-time faculty who attend the training will receive \$60 hourly rate (9/11/24 - 10/22/24).	\$1,800.00
Arivzu-Rodriguez, Maria	Compensation for fall 2024 Student Services Council co-chair. Daily prorated amount of \$565.68 for 4 days. Payment based on full-time faculty agreement 16.7.1b (8/19/24 - 12/12/24).	\$2,262.72
Aye, Tyson	Compensation for fall 2024 Facilities Council co-chair. Daily prorated amount of \$683.66 for 4 days. Payment based on full-time faculty agreement 16.7.1b (8/19/24 - 12/12/24).	\$2,734.64
Bierly, Gary	Compensation for fall 2024 Facilities Council co-chair. Daily prorated amount of \$683.66 for 4 days. Payment based on full-time faculty agreement 16.7.1b (8/19/24 - 12/12/24).	\$2,185.47
Camarena, Juan	To provide not-for-credit training via contract education - Golden West (10/30/24).	\$696.08
Coates, Jenise	Attended the 30-hour distance education training. Per PFA agreement, article 11.9.1, part-time faculty who attend the training will receive \$60 hourly rate (9/11/24 - 10/22/24).	\$1,800.00
Day, Alan	To provide not-for-credit training via contract education - Golden West (10/29/24 - 10/31/24).	\$1,988.64
Diaz, Miguel	Attended the 30-hour distance education training. Per PFA agreement, article 11.9.1, part-time faculty who attend the training will receive \$60 hourly rate (9/11/24 - 10/22/24).	\$1,800.00
Diaz, Rodolfo	Instructor provided assistance for the truck driving program orientation (11/6/24).	\$101.12
Dickel, Jason	To provide not-for-credit training via contract education - driver awareness and firearms (11/13/24).	\$606.00
Dickel, Jason	To provide not-for-credit training via contract education (11/7/24).	\$606.00
Esparza, Ruben	To provide not-for-credit training via contract education - driver awareness (11/15/24).	\$284.36
Esparza, Ruben	To provide not-for-credit training via contract education - Golden West (10/23/24).	\$568.72
Ford, Katharine	To assist students in the writing center during study-a-thon (12/7/24 - 12/11/24).	\$538.89

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

<b>INSTRUCTOR</b>	<b>ASSIGNMENT</b>	<b>DOLLAR AMOUNT</b>
Ford, Katharine	Attended the 30-hour distance education training. Per PFA agreement, article 11.9.1, part-time faculty who attend the training will receive \$60 hourly rate (9/11/24 - 10/22/24).	\$1,800.00
Garrett, William	To provide not-for-credit training via contract education - driver awareness (11/13/24).	\$295.92
Garrett, William	To provide not-for-credit training via contract education - Ventura County probation (11/5/24 - 11/7/24).	\$1,775.52
Garrett, William	To provide not-for-credit training via contract education - Golden West (10/29/24 - 11/1/24).	\$2,367.36
George, Kenneth	To provide not-for-credit training via contract education - driver awareness and firearms (11/13/24).	\$636.72
Henry, June	Attended the 30-hour distance education training. Per PFA agreement, article 11.9.1, part-time faculty who attend the training will receive \$60 hourly rate (9/11/24 - 10/22/24).	\$1,800.00
Hernandez, David	Reviewed program maps within the industrial technology and business education departments (11/11/24 - 11/22/24).	\$270.00
Houlis, James	Attended the 30-hour distance education training (9/11/24 - 10/22/24).	\$1,800.00
Huddle, Kevin	To provide not-for-credit training via contract education - AICC (10/7/24 - 10/11/24).	\$3,480.00
Lopez, Joe	To provide not-for-credit training via contract education - Golden West (11/1/24).	\$813.44
Lopez, Joe	To provide not-for-credit training via contract education (10/22/24).	\$813.44
Lowery, Herod	Assisting and instructing students with the DMV exam prep and Class A driving exam (11/20/24).	\$172.28
Lowery, Herod	Assisting and instructing students with the DMV exam prep and Class A driving exam (11/12/24).	\$199.49
Lowery, Herod	Assisting and instructing students with the DMV exam prep and Class A driving exam (11/7/24).	\$278.08
Lowery, Herod	Assisting and instructing students with the DMV exam prep and Class A driving exam (10/28/24).	\$252.80
Magana, Jorge	To provide not-for-credit training via contract education - driver awareness (11/12/24 - 11/15/24).	\$1,183.68



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

<b>INSTRUCTOR</b>	<b>ASSIGNMENT</b>	<b>DOLLAR AMOUNT</b>
Magana, Jorge	To provide not-for-credit training via contract education - Golden West (10/28/24 - 10/31/24).	\$2,367.36
Magana, Jorge	To provide not-for-credit training via contract education - Ventura County probation (11/4/24 - 11/7/24).	\$2,367.36
Martinez, Merari	Assisting and instructing students with the DMV exam prep and Class A driving exam (11/8/24).	\$409.87
McDonald, Jeffrey	To provide not-for-credit training via contract education - driver awareness (11/8/24 - 11/13/24).	\$507.76
McDonald, Jeffrey	To provide not-for-credit training via contract education - Golden West (10/29/24 - 11/1/24).	\$1,015.52
McMahon, Michael	To provide asynchronous tutoring for writing center paper submission program (10/3/24).	\$30.42
Miller, Andre	To provide not-for-credit training via contract education - driver awareness (11/8/24 - 11/15/24).	\$507.76
Ortega, Tania	Provided assistance for the truck driving program orientation (11/6/24).	\$101.12
Pavlick, Ray	Attended the 30-hour distance education training. Per PFA agreement, article 11.9.1, part-time faculty who attend the training will receive \$60 hourly rate (9/11/24 - 10/22/24).	\$1,800.00
Perales, Carissa	Complete program maps for assigned programs. -update with AHGCE and CalGETC requirements (11/18/24 - 11/22/24).	\$270.00
Quesada Santana, 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 hourly rate (9/11/24 - 10/22/24).	\$1,800.00
Raybould-Rodgers, Julia	Compensation for fall 2024 Facilities Council co-chair. Daily prorated amount of \$673.55 for 4 days. Payment based on full-time faculty agreement 16.7.1b (8/19/24 - 12/12/24).	\$2,693.00
Regalado, Sarina	Attended the 30-hour distance education training. Per PFA agreement, article 11.9.1, part-time faculty who attend the training will receive \$60 hourly rate (9/11/24 - 10/22/24).	\$1,800.00
Reid, Robert	To provide not-for-credit training via contract education - Golden West (10/28/24 - 11/1/24).	\$3,030.00

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

<b>INSTRUCTOR</b>	<b>ASSIGNMENT</b>	<b>DOLLAR AMOUNT</b>
Restrepo, Alberto	Compensation for fall 2024 Facilities Council co-chair. Daily prorated amount of \$742.77 for 4 days. Payment based on full-time faculty agreement 16.7.1b (8/19/24 - 12/12/24).	\$2,971.08
Roepke, Thesa	Compensation for fall 2024 Facilities Council co-chair. Daily prorated amount of \$684.01 for 4 days. Payment based on full-time faculty agreement 16.7.1b (8/19/24 - 12/12/24).	\$2,736.04
Sambrano, Daniel	Attended the 30-hour distance education training. Per PFA agreement, article 11.9.1, part-time faculty who attend the training will receive \$60 hourly rate (9/11/24 - 10/22/24).	\$1,800.00
Sanchez, Veronica	Created degree templates using 2025-2026 requirements (11/8/24 - 11/22/24).	\$270.00
Smiley, Michael	To provide not-for-credit training via contract education - AICC (10/7/24 - 10/11/24).	\$3,106.80
Sorenson, Gregory	To provide not-for-credit training via contract education - Ventura County probation (11/6/24).	\$568.72
Tellefson, Tellef	Attended the 30-hour distance education training. Per PFA agreement, article 11.9.1, part-time faculty who attend the training will receive \$60 hourly rate (9/11/24 - 10/22/24).	\$1,800.00
Thomas, Laura Susan	Ann Foxworthy art gallery, student art gallery and fine arts complex exhibit spaces coordinator (1/21/25 - 5/21/25).	\$9,292.03
Valle, Jesus	To provide not-for-credit training via contract education - Ventura County probation (11/5/24 - 11/6/24).	\$1,137.44
Valle, Jesus	To provide not-for-credit training via contract education - Golden West (10/29/24 - 11/1/24).	\$1,706.16
Vasquez, Frank	To provide not-for-credit training via contract education - Golden West (10/30/24).	\$662.88
Vickers, Corbin	Attended the 30-hour distance education training. Per PFA agreement, article 11.9.1, part-time faculty who attend the training will receive \$60 hourly rate (9/11/24 - 10/22/24).	\$1,800.00
Ying Hood, Chellis	Attended the 30-hour distance education training (9/11/24 - 10/22/24).	\$1,800.00

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

<b>INSTRUCTOR Grant Funded</b>	<b>ASSIGNMENT</b>	<b>DOLLAR AMOUNT</b>
Aguilera, Virginia	Faculty cohorts for retention best practices (10/4/24 - 10/25/24).	\$470.40
Aleman, Florentino	Professional development, reporting, grading and assessments (11/2/24).	\$66.67
Ambriz Delgado, Alberto	Faculty cohorts for retention best practices (9/27/24 - 11/8/24).	\$404.10
Ayres, Amanda	To assist students in the writing center during study-a-thon (12/4/24 - 12/11/24).	\$394.72
Bergstrom Smith, Joan	Faculty cohorts for retention best practices (10/4/24 - 10/25/24).	\$479.40
Cardona, Fabiola	Faculty cohorts for retention best practices (9/27/24 - 11/8/24).	\$370.50
Chung, Eui	Fall 2024 Hancock Academy "Pedagogy and Innovation in the Classroom" professional development series (10/3/24 - 11/8/24).	\$720.00
Dechaine, Nichole	Fall 2024 Hancock Academy "Pedagogy and Innovation in the Classroom" professional development series (10/3/24 - 11/8/24).	\$720.00
DeLeija, Luz Veronica	Fall 2024 Hancock Academy "Pedagogy and Innovation in the Classroom" professional development series (10/3/24 - 11/8/24).	\$720.00
Donnelly, Eileen	Fall 2024 Hancock Academy "Pedagogy and Innovation in the Classroom" professional development series (10/3/24 - 11/8/24).	\$720.00
Dorfhuber, Rosabeth	Fall 2024 Hancock Academy "Pedagogy and Innovation in the Classroom" professional development series (10/3/24 - 11/8/24).	\$640.00
Drake, William	Discussing truck driving program to build awareness of the processes and how to improve program (11/13/24).	\$72.54
Eachus, Christopher	Fall 2024 Hancock Academy "Pedagogy and Innovation in the Classroom" professional development series (10/3/24 - 11/8/24).	\$1,020.00
Espinoza Romero, Guadalupe	Faculty cohorts for retention best practices (10/18/24 - 11/8/24).	\$329.28
Ford, Katharine	Fall 2024 Hancock Academy "Pedagogy and Innovation in the Classroom" professional development series (10/3/24 - 11/8/24).	\$588.00
Garcia, Katherine	Faculty cohorts for retention best practices (10/4/24 - 10/25/24).	\$494.90
Gariepy, Chantal	Fall 2024 Hancock Academy "Pedagogy and Innovation in the Classroom" professional development series (10/3/24 - 11/8/24).	\$628.00

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

<b>INSTRUCTOR</b>	<b>ASSIGNMENT</b>	<b>DOLLAR AMOUNT</b>
Geraghty, Sian	Fall 2024 Hancock Academy "Pedagogy and Innovation in the Classroom" professional development series (10/3/24 - 11/8/24).	\$720.00
Ghanem, Rita Abi	Fall 2024 Hancock Academy "Pedagogy and Innovation in the Classroom" professional development series (10/3/24 - 11/8/24).	\$680.00
Gloeckner, Robin	Provide curriculum and course support to the dental assisting coordinator to complete applications that are required by the Dental Board of California (11/14/24 - 12/31/24).	\$1,168.00
Gutierrez, Jaime	Faculty cohorts for retention best practices (10/18/24 - 11/8/24).	\$282.24
Hadley, Wendy	Fall 2024 Hancock Academy "Pedagogy and Innovation in the Classroom" professional development series (10/3/24 - 11/8/24).	\$300.00
Henderson, Bruce	To assist students in the writing center during study-a-thon (12/4/24 -12/9/24).	\$226.72
Hidinger, Matthew	To assist students in the writing center during study-a-thon (12/3/24).	\$213.28
Hite, Chris	Fall 2024 Hancock Academy "Pedagogy and Innovation in the Classroom" professional development series (10/3/24 - 11/8/24).	\$720.00
Houlis, James	Fall 2024 Hancock Academy "Pedagogy and Innovation in the Classroom" professional development series (10/3/24 - 11/8/24).	\$720.00
Kopcrak, Anna	Fall 2024 Hancock Academy "Pedagogy and Innovation in the Classroom" professional development series (10/3/24 - 11/8/24).	\$720.00
Kopecky, Susannah	Fall 2024 Hancock Academy "Pedagogy and Innovation in the Classroom" professional development series (10/3/24 - 11/8/24).	\$300.00
Lee, Laurene	Fall 2024 Hancock Academy "Pedagogy and Innovation in the Classroom" professional development series (10/3/24 - 11/8/24).	\$300.00
Legaspi Ledezma, Jose	Faculty cohorts for retention best practices (10/4/24 - 11/8/24).	\$394.90
Lombard, Amanda	Fall 2024 Hancock Academy "Pedagogy and Innovation in the Classroom" professional development series (10/1/24 - 11/15/24).	\$780.00

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

<b>INSTRUCTOR</b>	<b>ASSIGNMENT</b>	<b>DOLLAR AMOUNT</b>
Loomis, Sherry	Fall 2024 Hancock Academy "Pedagogy and Innovation in the Classroom" professional development series (10/3/24 - 11/8/24).	\$677.00
Manalo Jr. Larry	Fall 2024 Hancock Academy "Pedagogy and Innovation in the Classroom" professional development series (10/3/24 - 11/8/24).	\$720.00
Maxson, Shavaun	Fall 2024 Hancock Academy "Pedagogy and Innovation in the Classroom" professional development series (10/3/24 - 11/8/24).	\$720.00
Murray, Earl Jr.	Will provide support for the jail programs (11/1/24 - 11/30/24).	\$4,350.00
Novoa, Karina	Fall 2024 Hancock Academy "Pedagogy and Innovation in the Classroom" professional development series (10/3/24 - 11/8/24).	\$720.00
Rattanatray, Vanni	Professional development, reporting, grading and assessments (11/2/24).	\$82.32
Regalado, Sarina	Professional development, reporting, grading and assessments (11/2/24).	\$89.02
Ritter, Laura	Fall 2024 Hancock Academy "Pedagogy and Innovation in the Classroom" professional development series (10/3/24 - 11/8/24).	\$505.00
Roepke, Thesa	Professional development, reporting, grading and assessments (11/2/24).	\$120.00
Rogers, Julia	Fall 2024 Hancock Academy "Pedagogy and Innovation in the Classroom" professional development series (10/3/24 - 11/8/24).	\$496.00
Rucker, Justin	Updating the existing electronics technology program to computer networking electronics technology and to update the curriculum (11/1/24 - 11/30/24).	\$480.00
Ruiz, Melissa	Faculty cohorts for retention best practices (9/27/24 - 11/8/24).	\$404.10
Sadig, Saad	To prepare and present at the 2024 week of discovery event (8/12/24).	\$120.00
Santiago, Oyuki	Faculty cohorts for retention best practices (10/4/24 - 11/8/24).	\$404.10
Segura, Monique	Fall 2024 Hancock Academy "Pedagogy and Innovation in the Classroom" professional development series (10/3/24 - 11/8/24).	\$730.08

To: Board of Trustees	Date:  December 17, 2024
From: Superintendent/President	
Subject: Approval of Equivalency Certification for Faculty	Item Number: 12.J.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 4

**BACKGROUND**

In accordance with California Code of Regulations Title 5, Division 6, Chapter 4, Subchapter 4, Article 2, Section 53410, and Allan Hancock College's board policy 7211, those who have equivalent qualifications to the state minimum qualifications as established by the Board of Governors can teach classes within their designated discipline areas.

Attached is the equivalency certification for a faculty member who has been authorized to teach credit or noncredit classes, as needed, at Allan Hancock College based on equivalency criteria specified in board policy 7211 and as restricted by the equivalency certification document.

**Regular Equivalency Certification**

<u>Name</u>	<u>Discipline</u>
Mills, Daniel	VOCE (Commercial Truck Driving)

**FISCAL IMPACT**

None

**RECOMMENDATION**

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

Administrator Initiating Item:  Robert Curry	Final Disposition:
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**Equivalency Certification for Noncredit  
Short-term Vocational**Name: Daniel MillsDepartment: Community EducationSemester/Year: Fall/2024Discipline/Area: Commercial Truck Driving

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

**Minimum Qualifications**

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

**Criteria for Equivalency**

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

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

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

Signature of Daniel Mills  
11/1/24 15:04 PSTDate 11/1/24

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

<u>Delicia Navarotto</u> Signature of Department Chair	<u>11/1/24</u> Date	<u>Alicia Pariza</u> Signature of Dean	<u>Nov 25, 2024</u> Date
<u>[Signature]</u> Signature of Appropriate Academic Vice President	<u>Dec 1, 2024</u> Date	<u>Carmen Montanez-Rodriguez</u> Signature of Committee Chair Professional Standards Committee	<u>Nov 29, 2024</u> Date

## Commercial Truck Driver Equivalency Template

Candidate's name: Daniel Mills

Term/Year: Fall 2024

Date of submission: October 24, 2024

### GE Area A:

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

### GE Area B:

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

### GE Area C:

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

### GE Area D:

#### D1:

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



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

#### D2:

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

#### D generic:

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

To: Board of Trustees	Date:  December 17, 2024
From: Superintendent/President	
Subject: Approval of Appointment of Department Chair	Item Number: 12.K.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 1

**BACKGROUND**

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

**NAME**

Andrea Sanders

**DEPARTMENT**

Languages and Communication

**TERM OF OFFICE**

Andrea Sanders was elected to serve a term of three years, for the academic years 2025-2026, 2026-2027, and 2027-2028.

**FISCAL IMPACT**

The estimated cost to the unrestricted general fund is approximately \$15,813 for the 2025-2026 fiscal year, which will include department chair stipends, additional contract days, and backfill. Department chair stipends, additional contract days, and backfill for reassigned time for various departments are budgeted for each fiscal year.

**RECOMMENDATION**

Staff recommends that the board of trustees approve the department chair appointment of Andrea Sanders, languages and communication, for the terms stated.

Administrator Initiating Item:  Robert Curry	Final Disposition:
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To: Board of Trustees	Date:  December 17, 2024
From: Superintendent/President	
Subject: Approval of Community Services (Fee-Based) Education Courses	Item Number: 12.L.
Institutional Goal: Ed Master Plan Goal C. Student Progression through Program of Study	Enclosures: Page 1 of 2

**BACKGROUND**

The following page lists the proposed community services (fee-based) courses for spring 2025.

**FISCAL IMPACT**

There is no fiscal impact to the district. Fees collected from students support these courses.

**RECOMMENDATION**

Staff recommends that the board of trustees approve the proposed community services (fee-based) courses for spring 2025.

Administrator Initiating Item:  Robert Curry	Final Disposition:
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**COMMUNITY SERVICES  
(FEE-BASED) EDUCATION COURSES  
SPRING 2025**

<b>Dates</b>	<b>Class</b>	<b>Instructor</b>	<b>Fee</b>
01/21-05/17	CSFT 8019 - Pilates	Dominguez, Vanessa	\$126
01/21-05/14	CSFT 8000 - Physical Fitness Lab	Dutra, Kristopher	\$46
01/27-04/10	CSFT 8030 - Beginning Tai Chi	Mann, Shandy	\$79
01/27-04/14	CSFT 8021 - Beginning Yoga	Mann, Shandy	\$79
01/27-04/10	CSFT 8021 - Beginning Yoga	Mann, Shandy	\$79
01/27-04/10	CSFT 8021 - Beginning Yoga	Mann, Shandy	\$79
01/27-04/10	CSFT 8025 - Latin Salsa Dancing	Mann, Shandy	\$79
01/27-04/14	CSFT 8019 - Pilates	Mann, Shandy	\$79
01/27-04/09	CSFT 8009 - Zumba	Mann, Shandy	\$79
01/21-05/14	CSFT 8005 – Swim Lab	Stevens, Chris	\$46

To: Board of Trustees	Date:  December 17, 2024
From: Superintendent/President	
Subject: Second Review of Board Policy 3420, Equal Employment Opportunity	Item Number: 12.M.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 2

**BACKGROUND**

The revised board policy 3420, Equal Employment Opportunity, was submitted for board's review on November 19, 2024. It is being presented to the board of trustees for adoption.

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

**FISCAL IMPACT** To  
be determined.

**RECOMMENDATION**

Staff recommends the board of trustees adopt board policy 3420, Equal Employment Opportunity, as submitted.

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

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**BP 3420    EQUAL EMPLOYMENT OPPORTUNITY AND STAFF  
DIVERSITY**

The Board of Trustees of the Allan Hancock Joint Community College District supports the intent set forth by the California Legislature to assure that effort is made to build a community in which opportunity is equalized, and community colleges foster a climate of acceptance, with the inclusion of faculty and staff from a wide variety of backgrounds. It agrees that diversity in the academic environment fosters cultural awareness, mutual understanding and respect, harmony and creativity, and suitable role models for all students. The board therefore commits itself to promote the total realization of equal employment through a continuing equal employment opportunity program. Equal employment opportunity includes not only a process for equal opportunity hiring, but also practices and processes that create inclusive, respectful work environments.

The Superintendent/President shall develop, for review and adoption by the Board of Trustees, a plan for equal employment opportunity that complies with the Education Code and Title 5 requirements as from time to time modified or clarified by judicial interpretation.

References: Education Code 87100 et.seq.  
Title 5, California Code of Regulations 51965, 53000, 59000, et.seq.

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**Adopted: 2/19/80**  
**Revised: 10/6/80**  
**Revised: 10/20/81**  
**Revised: 2/20/90**

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**Revised: 9/13/94**  
**Revised: 7/14/15**  
**Reviewed: 5/10/22**

To: Board of Trustees	Date:  December 17, 2024
From: Superintendent/President	
Subject: Second Review of Board Policy 7400, Travel	Item Number: 12.N.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 2

**BACKGROUND**

The revised board policy 7400, Travel, was submitted for board's review on November 19, 2024. It is being presented to the board of trustees for adoption.

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

**FISCAL IMPACT**

To be determined.

**RECOMMENDATION**

Staff recommends the board of trustees adopt board policy 7400, Travel, as submitted.

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.

Also see BP/AP 2735 Board Member Travel

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<b>Reference:</b> Education Code Section 87032	<b>Revised:</b> 3/21/06
<b>Adopted:</b> 8/16/94	<b>Revised:</b> 7/11/17
<b>Revised:</b> 8/16/05	<b>Revised:</b> 7/12/22



To: Board of Trustees	Date:  December 17, 2024
From: Superintendent/President	
Subject: Adoption of 2026-2027 and 2027-2028 Academic Calendars	Item Number: 14.A.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 3

### BACKGROUND

Each year the Calendar Committee recommends the academic calendar for the upcoming year(s). The Calendar Committee is composed of representatives from faculty, classified, students, and administration.

The following dates are recommended:

#### 2026-2027 academic calendar:

- Summer 2026 session begins June 8, 2026, and ends July 16, 2026 (6-week session) and July 30, 2026 (late start 6-week and 8-week session) including final exams.
- Fall 2026 semester begins August 17, 2026, and ends December 10, 2026, including final exams. All staff and professional development days are August 13-14, 2026.
- Winter 2027 intersession begins December 14, 2026, and ends January 14, 2027, including final exams.
- Spring 2027 semester begins January 25, 2027, and ends May 26, 2027, including final exams. All staff and professional development days are January 21-22, 2027. Commencement is on May 28, 2027.

#### 2027-2028 academic calendar:

- Summer 2027 session begins June 7, 2027, and ends July 15, 2027 (6-week session) and July 29, 2027 (late start 6-week and 8-week session) including final exams.
- Fall 2027 semester begins August 16, 2027, and ends December 9, 2027, including final exams. All staff and professional development days are August 12-13, 2027.
- Winter 2028 intersession begins December 13, 2027, and ends January 13, 2028, including final exams.
- Spring 2028 semester begins January 24, 2028, and ends May 24, 2028, including final exams. All staff and professional development days are January 20-21, 2028. Commencement is on May 26, 2028.

The 2026-2027 and 2027-2028 academic calendars have been vetted through the shared governance process and are presented for adoption.

### FISCAL IMPACT

None

### RECOMMENDATION

Staff recommends the board of trustees adopt the 2026-2027 and 2027-2028 academic calendars.

Administrator Initiating Item:  Genevieve Siwabessy	Final Disposition:
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# ALLAN HANCOCK COLLEGE

## 2026-2027 ACADEMIC CALENDAR

JUNE 2026							JUNE 2026		DECEMBER 2026								
wk.	S	M	T	W	TH	F	S		S	M	T	W	TH	F	S	wk.	
		1	2	3	4	5	6					1	2	3	4	5	16
1	7	8	9	10	11	12	13		6	7	8	9	10	11	12	13	17
2	14	15	16	17	18	19	20		13	14	15	16	17	18	19	20	1
3	21	22	23	24	25	26	27		20	21	22	23	24	25	26	27	2
4	28	29	30						27	28	29	30	31				3
JULY 2026							JULY 2026		JANUARY 2027								
	S	M	T	W	TH	F	S		S	M	T	W	TH	F	S		
4				1	2	3	4		3	4	5	6	7	8	9	3	
5	5	6	7	8	9	10	11		10	11	12	13	14	15	16	4	
6	12	13	14	15	16	17	18		17	18	19	20	21	22	23	5	
7	19	20	21	22	23	24	25		24	25	26	27	28	29	30	1	
8	26	27	28	29	30	31	1										
AUGUST 2026							AUGUST 2026		FEBRUARY 2027								
	S	M	T	W	TH	F	S		S	M	T	W	TH	F	S		
	2	3	4	5	6	7	8		31	1	2	3	4	5	6	2	
	9	10	11	12	13	14	15		7	8	9	10	11	12	13	3	
1	16	17	18	19	20	21	22		14	15	16	17	18	19	20	4	
2	23	24	25	26	27	28	29		21	22	23	24	25	26	27	5	
3	30	31							28							6	
SEPTEMBER 2026							SEPTEMBER 2026		MARCH 2027								
	S	M	T	W	TH	F	S		S	M	T	W	TH	F	S		
										1	2	3	4	5	6	6	
3									7	8	9	10	11	12	13	7	
4	6	7	8	9	10	11	12		14	15	16	17	18	19	20	8	
5	13	14	15	16	17	18	19		21	22	23	24	25	26	27		
6	20	21	22	23	24	25	26		28	29	30	31				9	
7	27	28	29	30													
OCTOBER 2026							OCTOBER 2026		APRIL 2027								
	S	M	T	W	TH	F	S		S	M	T	W	TH	F	S		
					1	2	3						1	2	3	9	
7									4	5	6	7	8	9	10	10	
8	4	5	6	7	8	9	10		11	12	13	14	15	16	17	11	
9	11	12	13	14	15	16	17		18	19	20	21	22	23	24	12	
10	18	19	20	21	22	23	24		25	26	27	28	29	30	1	13	
11	25	26	27	28	29	30	31										
NOVEMBER 2026							NOVEMBER 2026		MAY 2027								
	S	M	T	W	TH	F	S		S	M	T	W	TH	F	S		
	1	2	3	4	5	6	7		2	3	4	5	6	7	8	14	
12									9	10	11	12	13	14	15	15	
13	8	9	10	11	12	13	14		16	17	18	19	20	21	22	16	
14	15	16	17	18	19	20	21		23	24	25	26	27	28	29	17	
15	22	23	24	25	26	27	28		30	31							
16	29	30															

\*To be determined

All Staff Day

Classes begin

Classes end &amp; Finals

College Closed

Spring Break

Commencement

# ALLAN HANCOCK COLLEGE

## 2027-2028 ACADEMIC CALENDAR

JUNE 2027						
wk.	S	M	T	W	TH	F S
			1	2	3	4 5
1	6	7	8	9	10	11 12
2	13	14	15	16	17	18 19
3	20	21	22	23	24	25 26
4	27	28	29	30		

**JUNE 2027**

- 7 Summer session begins (6-wk and 8-wk classes)  
 18 Juneteenth Holiday Observed - College Closed  
 21 Late start summer 6-wk classes begin

**JULY 2027**

- 5 Independence Holiday Observed - College Closed  
 14-15 Summer 6-wk classes end & finals  
 28-29 Late start 6-wk and 8-wk classes end & finals

**AUGUST 2027**

- \* Deadline for faculty to submit summer grades  
 12-13 All Staff & Professional Development days  
 16 Fall & Term 1 classes begin

**SEPTEMBER 2027**

- 6 Labor Day - College Closed

**OCTOBER 2027**

- 6-8 Term 1 classes end & finals  
 11 Term 2 classes begin

**NOVEMBER 2027**

- 11 Veteran's Day - College Closed  
 25-27 Thanksgiving Break - College Closed

**DECEMBER 2027**

- 2-9 Fall & Term 2 classes end & finals  
 \* Deadline for faculty to submit fall grades  
 13 Winter session begins  
 23-24 Winter Holiday - College Closed  
 30-31 Winter Holiday - College Closed

**JANUARY 2028**

- 12-13 Winter classes end & finals  
 \* Deadline for faculty to submit winter grades  
 17 Martin Luther King Jr. Day - College Closed  
 20-21 All Staff & Professional Development days  
 24 Spring & Term 3 classes begin

**FEBRUARY 2028**

- 18-21 Lincoln & Washington Days - College Closed

**MARCH 2028**

- 15-17 Term 3 classes end & finals  
 20-25 Spring Recess - No classes  
 24 Spring Holiday - College Closed  
 27 Term 4 classes begin

**MAY 2028**

- 17-24 Spring & Term 4 classes end & finals  
 25 Scholarship Banquet  
 26 Commencement  
 29 Memorial Day - College Closed  
 \* Deadline for faculty to submit spring grades

DECEMBER 2027						
wk.	S	M	T	W	TH	F S
				1	2	3 4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

JANUARY 2028						
wk.	S	M	T	W	TH	F S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY 2028						
wk.	S	M	T	W	TH	F S
			1	2	3	4 5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				

MARCH 2028						
wk.	S	M	T	W	TH	F S
				1	2	3 4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2028						
wk.	S	M	T	W	TH	F S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

MAY 2028						
wk.	S	M	T	W	TH	F S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JULY 2027						
wk.	S	M	T	W	TH	F S
4					1	2 3
5	4	5	6	7	8	9 10
6	11	12	13	14	15	16 17
7	18	19	20	21	22	23 24
8	25	26	27	28	29	30 31

AUGUST 2027						
wk.	S	M	T	W	TH	F S
	1	2	3	4	5	6 7
	8	9	10	11	12	13 14
1	15	16	17	18	19	20 21
2	22	23	24	25	26	27 28
3	29	30	31			

SEPTEMBER 2027						
wk.	S	M	T	W	TH	F S
3				1	2	3 4
4	5	6	7	8	9	10 11
5	12	13	14	15	16	17 18
6	19	20	21	22	23	24 25
7	26	27	28	29	30	

OCTOBER 2027						
wk.	S	M	T	W	TH	F S
7						1 2
8	3	4	5	6	7	8 9
9	10	11	12	13	14	15 16
10	17	18	19	20	21	22 23
11	24	25	26	27	28	29 30

NOVEMBER 2027						
wk.	S	M	T	W	TH	F S
12	31	1	2	3	4	5 6
13	7	8	9	10	11	12 13
14	14	15	16	17	18	19 20
15	21	22	23	24	25	26 27
16	28	29	30			

*\*To be determined*

To: Board of Trustees	Date:  December 17, 2024
From: Superintendent/President	
Subject: Adoption of Resolution 24-33, Delegating Authorization of Signature for Continued Funding Application 2025-26 for California State Preschool Program and General Childcare and Development	Item Number: 14.B.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 2

**BACKGROUND**

The college has been notified of continued funding from the California Department of Education: California State Preschool Program and California Department of Social Services: General Childcare and Development to support the facilitation of a quality preschool program, retain qualified lab school staff, and develop curriculum. Funds will also support evaluating the program's effectiveness, including licensing requirements and accreditation standards for compliance. (Submitted by Maria Suarez)

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

**FISCAL IMPACT**

No matching funds are required. The California Department of Education: California State Preschool Program and California Department of Social Services: General Childcare and Development funding amount will be determined. The project period is July 1, 2025 – June 30, 2026.

**RECOMMENDATION**

Staff recommends the board of trustees adopt resolution 24-33, Delegating Authorization of Signatures for Continued Funding Application 2025-26 for California State Preschool Program and General Childcare and Development.

Administrator Initiating Item:  Jon Hooten	Final Disposition:
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RESOLUTION 24-33  
A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT

DELEGATING AUTHORIZATION OF SIGNATURE FOR CONTINUED FUNDING APPLICATION 2025-  
2026 FOR CALIFORNIA STATE PRESCHOOL PROGRAM AND GENERAL CHILDCARE AND  
DEVELOPMENT

Whereas, the Allan Hancock College Preschool Program, located at 800 South College Drive, Santa Maria, California, has been awarded funds to support its childcare program; and

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

Whereas, the administrative responsibilities for the childcare program will be overseen by the dean of academic affairs and center director; and

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

Kevin G. Walthers, Superintendent/President

Dennis Curran, Associate Superintendent/Vice President, Finance and Administration

Now, therefore, be it resolved, that the Allan Hancock Joint Community College District Board of Trustees hereby authorizes the college to continue the contract with the California Department of Education and California Department of Social Services to receive funds that support the operation of a quality childcare program and that the persons who are listed are authorized to sign the transaction for the Board of Trustees.


PASSED AND ADOPTED this 17<sup>th</sup> day of December 2024, by the following vote:

AYES: Student Trustee, Enciso, Levy, Ostini, Pensa, Zacarías

NOES:

ABSTENT:

ABSTAIN:

  
\_\_\_\_\_  
Secretary to the Board of Trustees

**INFORMATION ITEM**

To: Board of Trustees	Date:  December 19, 2024
From: Superintendent/President	
Subject: Acceptance of Employee Retirement and Resignations	Item Number: 15.A.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 1

**BACKGROUND**

The superintendent/president has accepted the following:

**Resignation(s)**

Employee Name	Position	Department	Effective Date	Employment Date
Anderson, Brandimari	EOPS Program Specialist	EOPS	12/07/24	01/03/23

**Retirement(s)**

Employee Name	Position	Department	Effective Date	Employment Date
Rosa, Craig	Custodian	Facilities	01/04/25	05/22/13

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

To: Board of Trustees	Date:  December 17, 2024
From: Superintendent/President	
Subject: First Review of Revised Board Policy 2015, Student Member	Item Number: 15.B.
Institutional Goal: Accreditation Standard IV	Enclosures: Page 1 of 2

**BACKGROUND**

Board policy 2015, Student Member, was presented to the board for first review at the October 15, 2024, board meeting. The board policy has since been revised to align with Community College League of California Update 45.

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

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

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**BP 2015 STUDENT MEMBER**

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

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

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

A student member may ~~On or before May 15 of each year, the Board shall consider whether to afford the student member any of the privileges referenced in Education Code 72023.5 make and second motions at the discretion of the Board. The student member may receive compensation, at the discretion of the Board, up to the amount prescribed by law. See BP 2725 Board Member Compensation. On or before May 15 of each year, The Board may determine if the student member's term will commence on May 15 instead of June 1.~~

The Board shall, by May 15 of each year, adopt rules and regulations implementing this section. These rules and regulations shall be effective until May 15 of the following year.

Reference: Education Code Section 72023.5



**INFORMATION ITEM**

To: Board of Trustees	Date:  December 17, 2024
From: Superintendent/President	
Subject: First Review of Revised Board Policy and Administrative Procedure 3200, Accreditation	Item Number: 15.C.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 3

**BACKGROUND**

Revised board policy and administrative procedure 3200, Accreditation, were reviewed per administrative procedure 2410, Board Policies and Administrative Procedures, which states all policies and procedures are to be reviewed on a five-year cycle. Update 44 from the Community College League of California required reference-only changes. After review, the board policy and administrative procedure required no additional updates.

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

Administrator Initiating Item:  Robert Curry	Final Disposition:
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## **BP 3200 ACCREDITATION**

The Superintendent/President shall ensure the District complies with the accreditation process and standards of the Western Association of Schools and Colleges (WASC)/Accrediting Commission of Community and Junior Colleges (ACCJC) and of other District programs that seek special accreditation.

The Superintendent/President shall keep the Board of Trustees informed of approved accrediting organizations and the status of accreditations.

The Superintendent/President shall ensure that the Board of Trustees is involved in any accreditation process in which Board participation is required.

The Superintendent/President shall provide the Board with a summary of any accreditation report and any actions taken or to be taken in response to recommendations in an accreditation report.

### **External Accreditation**

Allan Hancock College programs are reviewed periodically. Although the District seeks full accreditation through the ACCJC, some individual programs may be required or may find it desirable to meet national and/or state standards of quality. Therefore, external accreditation may be sought in order for programs to achieve consistency and standardization as defined by a core of professionals in the specific discipline.

College programs seeking external accreditation must receive prior approval from the Superintendent/President.

**References:** Title 5 Section 51016;  
~~WASC/ACCJC Accreditation Eligibility Requirement 21;~~  
~~WASC/ACCJC Accreditation Standards I.C.12 and 13;~~

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**Adopted: 2/21/95**

**Revised: 4/25/01**

**Revised: 5/8/18**

**Revised:**



**Allan Hancock Joint Community College District**  
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## **AP 3200 ACCREDITATION**

In accordance with the standards and guidelines of the Accrediting Commission for Community and Junior Colleges (ACCJC), the college shall conduct an institutional Self-Evaluation Report according to the cycle established by the Commission and will host a visit by an accreditation team. Mandatory reports will be prepared and submitted to the Commission as required and made available to the public.

Those employees who are responsible for the functions related to the accreditation standards must be involved in the Self-Evaluation Report and team visit.

The process for producing the written document that is the comprehensive Self-Evaluation Report shall include:

- An Accreditation Liaison Officer (ALO), appointed by the Superintendent/President
- A Steering Committee, chaired by the ALO.
- Co-Chairs for each standard. Faculty will be appointed as co-chairs per the appropriate bargaining unit contract.
- Active, campus-wide involvement of administrators, faculty, classified staff, and students.

When the Self-Evaluation Report is complete, it shall be reviewed and approved by the Academic Senate.

The Board of Trustees shall review and approve the Self-Evaluation Report prior to submission to the Accrediting Commission, a minimum of 45 days prior to the team visit.

**References:** Title 5 Section 51016;  
~~WASC/ACCJC Accreditation Eligibility Requirement 21;~~  
~~WASC/ACCJC Accreditation Standards I.C.12 and 13;~~

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**Approved: 2/21/95**  
**Revised: 4/25/01**  
**Revised: 4/10/18**  
**Revised:**

**INFORMATION ITEM**

To: Board of Trustees	Date:  December 17, 2024
From: Superintendent/President	
Subject: First Review of Board Policy and Administrative Procedure 3440, Service Animals and Other Animals on District Property	Item Number: 15.D.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 6

**BACKGROUND**

Board policy and administrative procedure 3440, Service Animals and Other Animals on District Property, were reviewed per administrative procedure 2410, Board Policies and Administrative Procedures, which states all policies and procedures are to be reviewed on a five-year cycle. After review, the board policy and administrative procedure required no additional updates.

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

Administrator Initiating Item:  Robert Curry	Final Disposition:
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**Allan Hancock Joint Community College District  
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**BP 3440    SERVICE ANIMALS & OTHER ANIMALS ON DISTRICT  
PROPERTY**

In order to prevent discrimination on the basis of disability, the District will allow an individual with a disability to use a service animal or miniature horse in District facilities and on District campuses in compliance with state and federal law.

The District allows other animals on District-owned or operated property under certain conditions, as specified in Administrative Procedure 3440.

**References:** The Americans with Disabilities Act of 1990 -- 42 United States Code Sections 12101 et seq.;  
28 Code of Federal Regulations Part 35;  
28 Code of Federal Regulations Part 36;  
34 Code of Federal Regulations Part 104.44(b)

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**Adopted:** 2/16/10  
**Revised:** 11/20/12  
**Revised:** 5/9/17  
**Reviewed:**



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## **AP 3440 SERVICE ANIMALS & OTHER ANIMALS ON DISTRICT PROPERTY**

### **Service Animals**

In order to prevent discrimination on the basis of disability, the District will allow an individual with a disability to use a service animal or miniature horse in District facilities and on District campuses in compliance with state and federal law.

The District will allow an individual with a disability to use a service animal in District facilities and on District campuses in compliance with state and federal law.

The District will allow an individual with a disability to use a miniature horse as a service animal in District facilities and on District campuses if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability and the District has determined, based on the assessment factors provided in this procedure, that a reasonable accommodation can be made.

The District will allow an individual with a disability to be accompanied by his/her service animal in all areas of the District's facilities where members of the public, invitees, clients, customers, patrons, or participants in services, programs or activities, as relevant, are allowed to go.

These procedures shall also be applicable to an individual who is training a service animal.

### **Service Animal Defined**

A "service animal" for purposes of this procedure means any dog (or miniature horse, as provided herein) that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition.

The work or tasks performed by a service animal must be directly related to the handler's disability. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

### **Exceptions**

The District may ask an individual with a disability to remove a service animal from the premises if:

- The animal is out of control and the animal's handler does not take effective action to control it; or
- The animal is not housebroken.

If a service animal is excluded under one of these exceptions, the District will give the individual with a disability the opportunity to obtain goods, services, and accommodations or to participate in the service, program, or activity without having the service animal on the premises.

### **Assessment Factors for Miniature Horses**

The District shall consider the following factors:

- The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
- Whether the handler has sufficient control of the miniature horse;
- Whether the miniature horse is housebroken; and
- Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

### **Control**

The service animal must have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).

### **Care or Supervision**

The District is not responsible for the care or supervision of the animal.

### **Inquiries by the District**

The District may make two inquiries to determine whether an animal qualifies as a service animal:

- Whether the animal is required because of a disability; and
- What work or task the animal has been trained to perform.

The District will not make either of these inquiries when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).

An individual may choose to produce a county service dog license or identification tag as proof that the animal is a service animal. Licensure or certification is not required in order to meet the definition of service animal under this procedure. There are no licensing or certification requirements for miniature horses.

### **No Surcharge**

The District will not ask or require an individual with a disability to pay a surcharge, even if people accompanied by pets are required to pay fees, or to comply with other requirements generally not applicable to people without pets. If the District normally charges individuals for damage caused by pets, an individual with a disability may be charged for damaged caused by his/her service animal.

### **Other Animals On District Property**

Pets and other animals not native to the natural fauna of District-owned or operated property are allowed on District-owned or operated grounds with the following restrictions for the health and safety of the District campuses in order to comply with local animal ordinances and to ensure public safety. These procedures apply to all animals on campus not related to instructional activity or considered as part of our campus habitat wildlife.

### **Restrictions**

In addition to the following restrictions, all animal handlers and their animals are subject to all federal, state, and municipal statutes.

1. Proof of vaccinations and/or license tags must be displayed on all animals.
2. Animals must be well-behaved. Animals may not invade the space of others, bark excessively, growl, wander about, or engage in other unruly behavior.
3. Animals must be under the control of the handler at all times.
4. The animal handler is responsible for promptly cleaning up after the animal has relieved itself.
5. The animal handler is responsible for any property damage caused by the animal.
6. All animals on campus must be on a leash (six foot or less) or some similar method of restraint (except as specified for service animals).
7. Animal training classes approved or sponsored by the District may be exempt from some of these restrictions.
8. Animals, other than service animals, are not allowed in any District-owned or operated building at any time.



### **Exemptions**

In special circumstances, approval may be obtained from the Vice President, Student Services, or designee for animals to be brought on campus for events involving the display or demonstration of specialized skills or natural behaviors.

### **Enforcement**

All members of the campus community are required to comply with all aspects of this procedure and the related Board policy. Individuals who fail to comply or who interfere with the implementation of this procedure and the related Board policy, including relocation of animals, will be subject to corrective or disciplinary action as determined by the Director of Public Safety/Police Department and/or the Vice President, Student Services.

### **References:** Civil Code Sections 54 et seq.;

Penal Code Section 365.5;

42 United States Code Sections 12101 et seq. (The Americans with Disabilities Act of 1990);

28 Code of Federal Regulations Part 35;

28 Code of Federal Regulations Part 36;

34 Code of Federal Regulations Part 104.44(b)

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**Approved: 2/16/10**

**Revised: 10/16/12**

**Revised: 4/11/17**

**Reviewed:**

**INFORMATION ITEM**

To: Board of Trustees	Date:  December 17, 2024
From: Superintendent/President	
Subject: First Review of Revised Board Policy and Administrative Procedure 3501, Campus Security and Access	Item Number: 15.E.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 3

**BACKGROUND**

Board policy and administrative procedure 3501, Campus Security and Access, were reviewed per administrative procedure 2410, Board Policies and Administrative Procedures, which states all policies and procedures are to be reviewed on a five-year cycle. The California Community College League, which conducts annual reviews of standardized policies and procedures across the system, recommends districts have a board policy and administrative procedure for naming buildings.

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

Administrator Initiating Item:  Dennis Curran	Final Disposition:
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**BP 3501    CAMPUS SECURITY AND ACCESS**

The institution provides safe and effective physical resources at all locations where it offers instruction, student services, and learning supports.

The Superintendent/President shall establish procedures for security and access to District facilities.

**Reference:** 34 Code of Federal Regulations Part 668.46 subdivision (b)(3)  
ACCJC Accreditation Standard 3.8

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**Adopted: 6/13/17**




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## **AP 3501      CAMPUS SECURITY AND ACCESS**

During business hours, the District will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to all District facilities is by key or electronic access, if issued, or by admittance via the District Police Department. In the case of ~~periods of when the campus is closed~~ extended closures, the District will admit only those with prior written approval to all facilities.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic will have regular periodic security surveys. Administrators from Administrative Services, Human Resources, Student Services, and other concerned areas review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications. Additionally, during the academic year, the Director of Facilities, Chief of Police, and Maintenance staff shall meet to discuss campus security and access issues of pressing concern.

**Reference:**    34 Code of Federal Regulations Section 668.46 subdivision (b)(3)  
                       ACCJC Accreditation Standard 3.8

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**Approved: 5/9/17**

**INFORMATION ITEM**

To: Board of Trustees	Date:  December 17, 2024
From: Superintendent/President	
Subject: First Review of Revised Board Policy and Administrative Procedure 4025, Philosophy and Criteria for Associate Degree and General Education	Item Number: 15.F.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 5

**BACKGROUND**

Revised board policy and administrative procedure 4025, Philosophy and Criteria for Associate Degree and General Education, were reviewed per administrative procedure 2410, Board Policies and Administrative Procedures, which states all policies and procedures are to be reviewed on a five-year cycle. Update 44 from the Community College League of California required reference-only changes. After review, the board policy and administrative procedure required no additional updates.

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

Administrator Initiating Item:  Robert Curry	Final Disposition:
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**BP 4025   PHILOSOPHY AND CRITERIA FOR ASSOCIATE DEGREE  
AND GENERAL EDUCATION**

Courses that are designated to fulfill the general education and depth requirements shall meet the following philosophy.

The awarding of an Associate degree is intended to represent more than an accumulation of units. It is to symbolize a successful attempt on the part of the college to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics, to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems, and to develop the capacity for self-understanding.

In addition to these accomplishments, the student shall possess sufficient depth in some field of knowledge to contribute to lifetime interest.

Central to an Associate degree, general education is designed to introduce students to the variety of means through which people comprehend the modern world. It reflects the conviction of colleges that those who receive their degrees must possess in common certain basic principles, concepts, and methodologies both unique to and shared by the various disciplines. College educated persons must be able to use this knowledge when evaluating and appreciating the physical environment, the culture, and the society in which they live. Most important, general education should lead to better understanding.

In the establishing or modifying a general education program, ways shall be sought to create coherence and integration among the separate requirements. It is also desirable that general education programs involve students actively in examining values inherent in proposed solutions to major society problems.

The Academic Senate, through the Academic Policy and Planning Committee, shall establish procedures to assure that courses used to meet general education and associate degree requirements meet the standards in this policy.

**References:** Title 5 Section 55061; ~~55063; 53203~~  
ACCJC Accreditation Standard II.A (formerly II.A.3) 2

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**Adopted: 12/10/19**  
**Revised:**




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## **AP 4025    PHILOSOPHY AND CRITERIA FOR ASSOCIATE DEGREE AND GENERAL EDUCATION**

The Superintendent/President shall ensure that the philosophy and criteria established by the board of trustees in BP 4025 are implemented. The Superintendent/President will also ensure that the procedures are published in the college catalogs and on the District's website.

The District's philosophy and criteria for the associate degree and general education shall comply with Title 5 Regulations and Accreditation Standards. These components include, but are not limited to:

- The programs of the District are consistent with the institutional mission, purposes, demographics and economics of its community.
- The philosophy and criteria regarding the associate degree references the policy of the Board of Governors that the associate degree symbolizes a successful attempt to lead students through patterns of learning experiences designed to develop certain capabilities and insight, including the ability to:
  - Think and communicate clearly and effectively orally and in writing;
  - Use mathematics
  - Understand the modes of inquiry of the major disciplines
  - Be aware of other cultures and times
  - Achieve insights gained through experience in thinking about ethical problems, and
  - Develop the capacity for self-understanding

The philosophy and criteria regarding general education reference the policy of the Board of Governors that general education should lead to better self-understanding, including:

- General education is designed to introduce students to the variety of means through which people comprehend the modern world.
- General education introduces the content and methodology of the major areas of knowledge.
- General education provides an opportunity for students to develop intellectual skills, information technology competencies, critical and creative capabilities, personal ethics, social and civic awareness, an appreciation for cultural diversity, and an interest in life-long learning.



As part of the approval process, each course is reviewed for compliance with minimum requirements for the Associate Degree. The Academic Policy and Planning Committee, as part of the curriculum proposal and review process, shall determine appropriate placement in the General Education areas based upon guidelines established in Title 5 section 55063.

Elements of the review process shall include, at a minimum, the following:

- The alignment of the course to the general education outcome of the proposed area.
- The rigor and comprehensive nature of the course as a lower-division introduction to the discipline.
- Applicability of the course for fulfilling California State University General Education Breadth (CSU GE Breadth) or Intersegmental General Education Transfer Curriculum (IGETC) for transfer.

General education requirements, outcomes, and offerings should be reviewed on a regular basis for continued appropriateness.

**References:** Title 5 Sections 55061; ~~55063~~;  
Accreditation Standard II.A.12

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**Approved:** 11/12/19

**Revised:**

**INFORMATION ITEM**

To: Board of Trustees	Date:  December 17, 2024
From: Superintendent/President	
Subject: First Review of Revised Board Policy and Administrative Procedure 4040, Library and Learning Support Services	Item Number: 15.G.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 3

**BACKGROUND**

Revised board policy and administrative procedure 4040, Library and Learning Support Services, were reviewed per administrative procedure 2410, Board Policies and Administrative Procedures, which states all policies and procedures are to be reviewed on a five-year cycle. Update 44 from the Community College League of California required reference-only changes. After review, the board policy and administrative procedure required no additional updates.

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

Administrator Initiating Item:  Robert Curry	Final Disposition:
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## **BP 4040 LIBRARY AND LEARNING SUPPORT SERVICES**

The District shall have library and learning support services that are an integral part of the institution's educational program and that comply with the requirements of the Reader Privacy Act.

The primary responsibility of the Allan Hancock College library and learning support services is to support the College mission by providing for the educational support needs of all the district's students and faculty and promoting information literacy skills among students and staff. The library provides materials in various formats and delivery modes, including accessible formats, to support teaching and learning and, to a limited degree, the general reading interests of all users.

In addition, the library supports students and faculty who are members of institutions with which agreements for reciprocal use are in effect. The library may also serve members of the local community in accordance with departmental guidelines and college and board policies.

In support of quality education and academic freedom, library users will have access to materials on controversial issues and divergent points of view. Faculty librarians, in consultation with discipline faculty, will determine materials appropriate to the college mission and educational programs.

References: Education Code Section 78100;  
Civil Code Section 1798.90;  
ACCJC Accreditation Standard II.B2.7;  
Allan Hancock College Board Policies 3310 (Retention and Destruction of Records), 3820 (Gifts and Contributions to the District), and 4030 (Academic Freedom)

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**Adopted: 7/15/03**

**Revised: 6/18/13**

**Revised: 2/12/19**

**Revised:**




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## **AP 4040 LIBRARY AND LEARNING SUPPORT SERVICES**

The library's mission is to support all Allan Hancock College students and staff with both immediate research needs and the development of information literacy skills to enhance lifelong learning.

Library materials are purchased to support the mission of the college and the educational support needs of the college students, faculty, and staff. No allotment of district library acquisition funds is made to individual departments for textbooks or other instructional materials used in the classroom.

Librarians and teaching faculty are partners in developing the library collection and form an integral part of the teaching and learning process. As such, faculty librarians will, in consultation with teaching faculty, select materials to add to the library's collections, review unsolicited gifts and recommend the acceptance or return of such materials in accordance with district policies on gifts and donations, and evaluate the collections in order to manage the collections, remove dated items, or respond to changing curriculum.

The dean of the library is responsible for:

1. Developing, in collaboration with faculty librarians, policies for the selection and deselection of materials.
2. Overseeing the sale, return, or removal of items as recommended by faculty librarians. Typically, gifts not retained or discarded due to condition, as well as other discarded library materials, are sold to benefit the Friends of the Allan Hancock College Library or donated to another library or non-profit agency in accordance with California Education Code Section 81452.
3. Developing policies to meet the requirements of the Reader Privacy Act and monitoring for compliance.

**References:** Education Code Sections 78100, 78101, 78103, 81452  
 ACCJC Accreditation Standard ~~II.B.2.7~~

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**Adopted: 7/15/03**  
**Revised: 6/18/13**

**Revised: 1/18/19**  
**Revised:**

**INFORMATION ITEM**

To: Board of Trustees	Date:  December 17, 2024
From: Superintendent/President	
Subject: First Review of Board Policy and Administrative Procedure 4060, Delineation of Functions Agreements	Item Number: 15.H.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 3

**BACKGROUND**

Board policy and administrative procedure 4060, Delineation of Functions Agreements, were reviewed per administrative procedure 2410, Board Policies and Administrative Procedures, which states all policies and procedures are to be reviewed on a five-year cycle. After review, the board policy and administrative procedure required no additional updates.

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

Administrator Initiating Item:  Robert Curry	Final Disposition:
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**BP 4060    DELINEATION OF FUNCTIONS AGREEMENTS**

Whenever a mutual agreement with a school district or other educational entity relating to responsibility for noncredit continuing education programs is required by state law, the Superintendent/President shall present an appropriate memorandum of understanding to the Board of Trustees for approval.

**References:** Education Code Sections 8535 and 8536

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**Adopted: 5/9/17**

**Reviewed:**

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**Allan Hancock Joint Community College District**  
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## **AP 4060    DELINEATION OF FUNCTIONS AGREEMENTS**

Whenever the District is approached by another educational agency (public school district or community college district) to assume responsibility for any or all of that agency's adult education apportionment, the following procedure will be implemented.

The Chief Instructional Officer will receive the proposal from the requesting school district, containing a list of the courses that it wishes to transfer to the District, as well as an enrollment history for these courses for the last two years.

The Chief Instructional Officer will forward the proposal to the Academic Senate or its designee for review to determine whether the proposed classes fit within the District's mission and curriculum. Such review would consist of, but not be limited to, information on course titles, course content, projected enrollment, and faculty credential requirements. The Academic Senate or its designee will present the proposal to the Chief Instructional Officer for review with a recommendation about whether or not the proposed transfer should be accepted.

If approved by the Chief Instructional Officer, a memorandum of understanding specifying a Delineation of Functions Agreement will be developed jointly with the requesting school district. The agreement shall contain all legal and contractual obligations of either or both districts under the program with appropriate time requirements. Furthermore, the written transfer agreement shall specify 1) that only courses that qualify as community college noncredit education under Education Code, Section 84711 shall be transferred and 2) the number of FTES proposed to be transferred from the district with the existing program.

The memorandum of understanding specifying the Delineation of Functions Agreement will be submitted to the Board of Trustees for approval.

If approved by the Board, appropriate paperwork and reports required by the State Chancellor's Office will be completed and submitted for implementation.

**References:**    Education Code Sections 8535 and 8536

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**Approved:** 4/11/17  
**Reviewed:**

**INFORMATION ITEM**

To: Board of Trustees	Date:  December 17, 2024
From: Superintendent/President	
Subject: First Review of Administrative Procedure 4610, Instructional Service Agreements	Item Number: 15.I.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 4

**BACKGROUND**

Administrative procedure 4610, Instructional Service Agreements, was reviewed per administrative procedure 2410, Board Policies and Administrative Procedures, which states all policies and procedures are to be reviewed on a five-year cycle. After review, the administrative procedure required no additional updates.

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

Administrator Initiating Item:  Robert Curry	Final Disposition:
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## **AP 4610 INSTRUCTIONAL SERVICE AGREEMENTS**

The District may enter into an Instructional Service Agreement (ISA) with a public or private agency for the purpose of providing instruction or training. The responsibilities of the District and the Agency under an ISA shall be set forth in a written agreement which shall be reviewed and approved by the Associate Superintendent/Vice President of Academic Affairs and the Associate Superintendent/Vice President of Finance and Administration prior to execution.

ISAs are different from contract education, in which a contractor pays the full cost of instruction in a closed course setting and the District does not receive apportionment. ISAs are mutually beneficial because the instructional costs are shared and students can receive college credit.

Departments offering ISA curricula will provide an annual audit in June to the Vice President, Academic Affairs summarizing 1) the FTES generated, 2) the costs associated with all ISA course offerings during the previous academic year, and 3) any other data necessary to evaluate the impact of the program on college resources.

All ISAs shall include the procedures, terms, and conditions related to: 1) enrollment period, 2) student enrollment fees, 3) the number of class hours sufficient to meet the stated performance objectives, 4) supervision and evaluation of students, 5) withdrawal of students prior to completion of a course or program, and 6) terms and conditions relating to cancellation and termination of the agreement.

Instruction claimed for apportionment under an ISA shall be under the immediate supervision and control of an employee of the District who has met the minimum qualifications for instruction within the relevant discipline.

Where the instructor is not a paid employee of the District, the District shall have a written agreement with each instructor conducting instruction. The agreement shall state that the District has the primary right to control and direct the instructional activities of the instructor.

The District shall list the minimum qualifications for instructors teaching courses under an ISA and ensure that the qualifications are consistent with requirements in other similar District courses.

All courses offered under an ISA must be held at facilities which are clearly identified as being open to the general public. Enrollment must be open to any person who has been admitted to the District and has met any applicable prerequisites. The District policy on open enrollment must be published in the district catalogue, schedule of classes, and any addenda to the schedule of classes, along with a description of the course and information about whether the course is offered for credit and is transferable.

Advanced public safety courses offered under an ISA, including in-service training courses, shall not list public safety employment or possession of a basic course diploma as a prerequisite. Appropriate health and safety prerequisites or enrollment limitations can include the requirement to pass a California Department of Justice Live Scan, or other additional requirements that comply with the law.

A sufficiently detailed list of prerequisites that are directly related to the content of advanced public safety courses, including in-service courses, shall be noted in all course outlines so that all prospective students can be assessed for enrollment eligibility. Prerequisites may not be established or construed to prevent academically qualified persons not employed in public safety agencies from enrolling in and attending courses. A student may request an evaluation of his/her previous experience and coursework to determine if it is equivalent to the listed requirements. A student found not to meet the prerequisite requirements may challenge the prerequisites through the District's prerequisite appeal process. The District must maintain documentation that demonstrates these processes for assessing student eligibility for enrollment were followed.

District publications shall inform students regarding the method by which they may seek an evaluation for equivalent enrollment eligibility for advanced public safety courses. District publications, including the course outlines and syllabi, shall include a notification that approval of equivalent enrollment eligibility is not a guarantee that state regulatory or licensing agencies will also grant equivalency for licensure or employment purposes.

Degree and certificate programs must have been approved by the California Community Colleges Chancellor's Office and courses that make up the programs must be part of the approved programs, or the District must have received delegated authority to approve those courses locally.

The courses of instruction are specified in the agreement, the course outlines of record for such courses and are approved by the District curriculum committee as meeting Title 5 course standards, and the courses shall have been approved by the District Board of Trustees.

Procedures used by the District must assure that faculty teaching different sections of the same course teach in a manner consistent with the approved course outline of record for

that course and that faculty covered under the agreement and students are held to a comparable level of rigor.

Records of student attendance and achievement shall be maintained by the District. Records will be open for review at all times by officials of the District and submitted on a schedule developed by the District.

It is agreed that both contractor and the District shall insure that ancillary and support services are provided for the students.

The District must certify that it does not receive full compensation for the direct education costs of the course from any public or private agency, individual, or group.

The District is responsible for obtaining certification verifying that the instructional activity to be conducted will not be fully funded by other sources.

The District shall comply with the requirements of Title 5 Sections 55230-55232 concerning approval by adjoining high school or community college districts and use of non-district facilities, if classes are to be located outside the boundaries of the District.

**References:** Education Code Section 78015 and 84752;

Title 5 Sections 51006, 53410, 55002, 55003, 55005, 55300-55302, 55600 et seq., 55805.5, 58051(c) – (g), 58051.5, 58055, 58056, 58058(b), and 58102-58108

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**Approved: 5/14/19**

**Reviewed:**

**INFORMATION ITEM**

To: Board of Trustees	Date:  December 17, 2024
From: Superintendent/President	
Subject: First Review of Board Policy and Administrative Procedure 4920, Textbook Selection	Item Number: 15.J.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 3

**BACKGROUND**

Board policy and administrative procedure 4920, Textbook Selection, were reviewed per administrative procedure 2410, Board Policies and Administrative Procedures, which states all policies and procedures are to be reviewed on a five-year cycle. After review, the board policy and administrative procedure required no additional updates.

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

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

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**BP 4920    TEXTBOOK SELECTION**

Upon consideration of recommendations by the discipline faculty, it is the responsibility of academic departments to approve textbooks, consider whether to allow alternatives, decide whether a text is required, and ensure these options are reflected in the official course outline of record.

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**Adopted: 12/17/96  
Revised: 3/11/04  
Revised: 1/16/18  
Revised: 6/12/18  
Reviewed:**



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

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## **AP 4920    TEXTBOOK SELECTION**

For the purposes of these procedures, “textbook” includes any required or recommended instructional materials, including books, lab manuals, electronic or multimedia materials, or open educational resources (OER).

If materials are temporarily made available to students through an access fee or license, those materials must have continuing value to the student after the class ends. The student shall be provided options at the time of purchase to maintain full access to the instructional materials for varying periods of time ranging from the length of the class up to at least two years. The terms of the license or access fee shall be provided to the student in a clear and understandable manner prior to purchase.

Instructors are encouraged to adopt textbooks for a 2-3 year period or the duration of the publishing cycle between editions.

The official Course Outline of Record Should indicate whether textbooks and other instructional materials are required or optional. Because text selection and currency can affect articulation and student transfer, textbooks should be published within the last five years.

All electronic and digital instructional materials must meet Section 508 accessibility standards.

See also Board Policy and Procedures 5031 Instructional Materials

**References:** Education Code Section 76365;  
Title 5 Sections 59400 et seq.

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**Approved:** 12/17/96  
**Revised:** 3/11/04  
**Revised:** 12/12/17  
**Revised:** 5/8/18  
**Reviewed:**

**INFORMATION ITEM**

To: Board of Trustees	Date:  December 17, 2024
From: Superintendent/President	
Subject: First Review of Administrative Procedure 5011, Admission and Concurrent Enrollment of High School and Other Young Students	Item Number: 15.K.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 10

**BACKGROUND**

Administrative procedure 5011, Admission and Concurrent Enrollment of High School and Other Young Students was updated to align with the change of high school student enrollment in college courses within the College and Career Access Pathways (CCAP) framework. CCAP was a result of Assembly Bill 288 and expands access for high school students to enroll in college courses as special part-time or special full-time students between Allan Hancock College and our local school districts within the framework articulated in the administrative procedure.

Administrative procedure 5011, Admission and Concurrent Enrollment of High School and Other Young Students has been vetted through the shared governance process.

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

## **AP 5011    ADMISSION AND CONCURRENT ENROLLMENT OF HIGH SCHOOL AND OTHER YOUNG STUDENTS**

To be considered for admittance as a special part-time or full-time student, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001. All special part-time and full-time students shall receive credit for the community college courses completed in the same manner as regularly enrolled community college students.

Students will not be admitted unless they have availed themselves of all opportunities to enroll in equivalent courses at their schools of attendance. Courses in which high school and other young students are permitted to enroll will be open to the entire college population, and will be taught with the rigor appropriate to college-level courses in accordance with the approved course outline.

### **DEFINITIONS:**

#### **College Now Students**

College Now Students (special part-time or full-time students) are any elementary, secondary, or homeschooled student who attends community college courses during fall or spring semesters and summer or winter sessions and meets certain eligibility standards. –A College Now student is limited to 611 units per semester or session. Concurrent enrollment students are a subset of College Now students. High school students attending a college course under a CCAP agreement are a subset of College Now and many enroll in up to four courses and no more than 15 credits per semester.

#### **High School Students**

High school students enrolled in grades ~~eleven or nine~~ through twelve who plan on enrolling in courses on the college campus or online will have admissions and records staff review the materials and determine if the student is eligible to participate and benefit from instruction at a community college based on established program eligibility criteria. ~~This determination may be done by:~~

- ~~• a review of the materials submitted by the student;~~
- ~~• meeting with the student;~~
- ~~• consultation with admission and records;~~
- ~~• consideration of the welfare and safety of the student and others; and/or~~



- ~~consideration of local, state, and/or federal laws.~~

### **Concurrent Enrollment of High School Students**

~~Concurrent enrollment refers to college credit bearing courses taught to high school students in grades nine through twelve by college-approved high school teachers at the high school campus. Admissions and records staff will review the materials and will determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college. This determination may be done by:~~

- ~~a review of the materials submitted by the student;~~
- ~~meeting with the student;~~
- ~~consultation with admission and records or extended campus staff;~~
- ~~consideration of the welfare and safety of the student and others; and/or~~
- ~~consideration of local, state, and/or federal laws.~~

### **Limitations on Enrollment of High School Students**

- ~~may only enroll in courses that appear on the approved College Now course listing;~~
- ~~are limited to six units or less per fall or spring semesters or 6 units during winter intercession or summer session;~~
- ~~must meet stated prerequisites for all requested courses;~~
- ~~must maintain good academic standing to participate in the program.~~

The student must submit:

- District application for admission;
- Written and signed parental and guardian consent;
- Written and signed approval of his/her/their principal that the student has availed himself/herself/themself of all opportunities to enroll in an equivalent course at his/her/their high school of attendance; and
- Demonstration that the student has adequate preparation in the disciplines to be studied.

Courses in which high school and other young students are permitted to enroll will be open to the entire college population and will be taught with the rigor appropriate to college-level courses in accordance with the approved Course Outline of Record.

If a request for a special part-time or full-time enrollment is denied for a pupil who has been identified as highly gifted, the Board of Trustees shall provide written findings and reasons for the denial within 60 days. A recommendation regarding the request for admission, and the denial shall be submitted to the Board of Trustees at a regularly scheduled meeting that falls at least 30 days after the request for admission has been submitted.

### **College and Career Access Pathways (CCAP)**

The Board of Trustees shall adopt all the legal requirements of Education Code Section 76004 in order to participate in the College and Career Access Pathways (CCAP) partnership with the governing board of a school district for the purpose of offering or

expanding Early College opportunities for students who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school, including continuation high schools, to community college for career technical education or preparation for transfer, improving high school graduation rates, and/or helping high school pupils achieve college and career readiness.

The District may enter into a CCAP partnership with a school district partner that is governed by a CCAP partnership agreement approved by the governing boards of both districts. As a condition of adopting a CCAP partnership agreement, the governing board of each district, shall do both of the following:

- For career technical education pathways to be provided under the partnership, consult with, and consider the input of, the appropriate local workforce development board to determine the extent to which the pathways are aligned with regional and statewide employment needs. The governing board of each district shall have final decision-making authority regarding the career technical education pathways to be provided under the partnership; and
- Present, take comments from the public on, and approve or disapprove the Early College partnership agreement at an open public meeting of the Board of Trustees.

The CCAP partnership agreement shall be filed with California Community Colleges Chancellor's Office and with the department before the start of the CCAP partnership and shall:

- Outline the terms of the CCAP partnership and shall include, but not necessarily be limited to, the total number of high school pupils to be served and the total number of full time equivalent students projected to be claimed by the District for those pupils; the scope, nature, time, location and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses;
- Establish protocols for information sharing, in compliance with all applicable state and federal privacy laws, joint faculties use, and parental consent for high school pupils to enroll in community college courses. The protocols shall only require high school pupil participating in a CCAP partnership to submit one parental consent form and principal recommendation for the duration of the pupil's participation in the CCAP partnership;
- Identify a point of contact from the District and school district partner;
- Certify that any community college instructor teaching -a course on a high school campus has not been convicted of any sex offense as defined in Education Code 87010 or any controlled substance offense as defined in Education Code Section 87011.
- Certify that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the partnering community college campus;
- Include a plan by the District to ensure all the following:
  - A community college course offered for college credit at the partnering high campus does not reduce access to the same course offered at the

- partnering community college campus;
  - A community college course that is oversubscribed or has a waiting list shall not be offered in the CCAP partnership; and
  - Participation in a CCAP partnership is consistent with the core mission of the community colleges pursuant to Education Code Section 66010.4, and pupils participating in a CCAP partnership will not lead to enrollment displacement of otherwise eligible adults in the community college.
- Certify that both the District and the school district partners comply with local and collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP partnership course offering for high school credit.
- Specify both of the following:
  - Which participating district will be the employer of record for purposes of assignment monitoring and reporting to county office of education; and
  - Which participating district will assume reporting responsibilities pursuant to applicable federal teacher quality mandates.
- Certify that any remedial course taught by community college faculty at a partnering high school campus shall be offered to only high school pupils who do not meet their grade level standard in math, English or both on an interim assessment in grade ten or eleven, as determined by the partnering school district, and shall involve a collaborative effort between high school and community college faculty to deliver an innovative remediation course as an intervention in the pupil's junior or senior year to ensure the pupil is prepared for college-level work upon graduation.

The CCAP partnership shall not provide Physical Education course opportunities to high schools pupils or any other course opportunities that do not assist in the attainment of at least one of the following goals:

- Developing seamless pathways from high school to community college for career technical education or preparation for transfer;
- Improving high school graduation rates; or
- Helping high school pupils achieve college or career readiness

A high school pupil enrolled in a course offering through a CCAP partnership shall not be assessed any fee that is prohibited by Education Code Section 49011.

The District may assign priority for enrollment and course registration to a pupil seeking to enroll in a community college course that is required for the pupil's CCAP partnership program that is equivalent to the priority assigned to a pupil attending a middle college high school as described in Education Code Section 11300 and consistent with middle college high school provisions in Education Code Section 76001. Units completed by a pupil pursuant to a CCAP agreement may count towards determining a pupil's registration priority for enrollment and course registration at a community college.

The District may limit enrollment in a community college courses solely to eligible high school students if the course is offered at a high school campus, either in person or using

an online platform, during the regular school day and the community college course is offered pursuant to a CCAP partnership agreement.

The District may allow a special part-time student participating in a CCAP partnership agreement established pursuant to this article to enroll in up to a maximum of 15 units per term if all of the following circumstances are satisfied:

- The units constitute no more than four community college courses per term;
- The units are part of an academic program that is part of a CCAP partnership agreement established pursuant to this article; and
- The units are part of an academic program that is designed to award students both a high school diploma and an associate degree or a certificate or credential.

The Board of Trustees exempts special part-time students from the following fee requirements:

- Student representation fee (Education Code Section 76060.5);
- Nonresident tuition fee and corresponding permissible capital outlay fee processing fee (Education Code Section 76140);
- Transcript fees (Education Code Section 76223);
- Course enrollment fees (Education Code Section 76300)-;
- Apprenticeship course fees -(Education Code Section 76350);
- Student Health fees (Education Code Section 76300); and
- Student Center fees (Education Code Section 76375; Title 5 Section 58510)

The District shall not receive a State allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment.

The attendance of a high school pupil at a community college as a special part-time or full-time student pursuant to this section is authorized attendance for which the community college should be credited or reimbursed pursuant to Education Code Section 48802 or 76002, provided that a school district has not received reimbursement for the same instructional activity. For purposes for calculation classroom-based average daily attendance for classroom-based instruction apportionments, at least eighty percent of the instructional time offered by a charter school pursuant to an authorized CCAP partnership agreement shall be at the school site, and the charter school shall require the attendance of a pupil for a minimum of fifty percent of the minimum instructional time required to be offered pursuant to paragraph (1) of subdivision (a) of Education Code Section 47612.5. If the pupil is also a special part-time student enrolled in a community college pursuant to this section and the pupil will receive academic credit upon satisfactory completion of enrolled courses.

For each CCAP partnership agreement entered into pursuant to this section, the District shall report annually to the California Community Colleges Chancellor's Office, the Legislature, the Director of Finance, and the Superintendent of all the following information:

- The total number of high school pupils by school site enrolled in each CCAP

partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable State and privacy laws;

- The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants;
- The total number and percentage of successful course completions by course category and type and by school site, of CCAP partnership participants;
- The total number of full-time equivalent students generated by CCAP partnership community college district participants; and
- The total number of full-time equivalent students served online generated by CCAP partnership community college district participants.

### **Appeal Process**

~~Students may request through an appeal process to the Dean, Student Services to exceed the allowable 6 units and the AHC GPA requirement. The Dean, Student Services will determine if the student has the abilities and sufficient preparation to benefit from excess units. Enrollment fees are not waived for high school students who are approved to enroll in 12 or more units.~~

### **High School Students Enrolled in College Now in Grades below Eleventh Grade**

~~For students attending grades below eleventh grade, the determination shall be made through an appeal process to the Dean, Student Services. The school must provide transcripts and a letter signed by the principal/designee indicating how in his/her opinion the student can benefit from instruction. The Dean, Student Services will determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college, and that the student's safety and that of others will not be affected. Once a decision has been made, the student, his/her parent or guardian and the school principal shall be informed of the decision. This determination may be done by applying the following criteria:~~

- ~~a review of the materials submitted by the student;~~
- ~~meeting with the student;~~
- ~~consultation with an academic counselor;~~
- ~~consideration of the welfare and safety of the student and others;~~
- ~~consideration of local, state, and/or federal laws;~~
- ~~consultation with the instructor and review of the content of the class in terms of sensitivity and possible effects on the minor;~~
- ~~requirements for supervision of the minor; and/or~~
- ~~times the class(es) meet and the effect on the safety of the minor.~~

### **Admission of K-8 Grade Students**

~~To be considered for admissions as a special part-time student, the student must meet the eligibility standards set forth in Education Codes Sections 48800 and 76001. –A special part-time student may only enroll in one class per semester or session. –The District may admit highly gifted elementary students as special part-time students based on the criteria established herein:~~

- ~~The student must be recommended by the principal of the school of attendance~~

- The recommendation must verify the student will benefit from college instruction
- The student must have a cumulative GPA of 3.0 or better as reflected on their most recent school transcript
- The student must complete the college placement process and meet all stated prerequisites
- The Dean, Student Services will determine upon consultation with the faculty member that the student is capable of profiting from instruction. -This includes the approval of the appropriate AHC Department Chair and Academic Dean
- Students will be permitted to enroll in one course each semester or term
- Students may not enroll in pre-collegiate courses
- Students may only enroll in courses on the approved College Now list
- Must follow all college admission criteria

Admission of K-8 students is subject to seat availability. -The student must:

- Submit an application for admission
- Submit a completed and signed College Now petition for enrollment
- The petition for enrollment must have signed approval of his/her/their principal or designee, an approved school counselor as noted on the College Now Signatories form (NOTE: Home-schooled students must provide Allan Hancock College with a current copy of the private school affidavit on file with the California Department of Education at the time of registration)
- To be considered for admission as a special summer session student, the student must meet the eligibility standards as established in Education Code Section 76001

If a request for special part-time admission is denied for a pupil who has been identified as highly gifted, the Board of Trustees shall provide written findings and reasons for the denial within 60 days. A recommendation regarding the request for admission, and the denial shall be submitted to the Board of Trustees at a regularly scheduled meeting that falls at least 30 days after the request for admission has been submitted.

The Dean, Student Services, in conjunction with the Director, Admissions and Records, shall establish procedures for the admission of high school age and younger students consistent with Education Code regulations. Such students who desire to attend Allan Hancock College must meet qualifications as stated. The Director, Admissions and Records, shall maintain a file copy of the young student supplementary admission application.

### **Application Process**

The college requires that the student complete the following:

1. Apply for admission online.
2. ~~Submit a **College Now!** Petition form including signatures of the parent or guardian and the principal or designee obtained by the applicant. (Forms are available on the District's website.) Courses selected must be on the approved College Now Course Listing.~~

### 3. ~~Submit a copy of high school transcript~~

A student participating in a home-schooling program must submit a copy of his/her/their affidavit of home schooling.

### **Course Offerings**

~~In accordance with established criteria approved by the Academic Senate, each department will develop a list of courses in which College Now students may enroll in the college setting. Eligibility for enrollment in these courses is outlined in the college catalog. Students must maintain good academic and progress standing to participate in the College Now! Program. *Concurrent Enrollment courses are a subset of College Now! courses and will be developed and listed separately.*~~

The District may restrict a course for any student under the age of 18 years old.

If the decision to offer a class on a high school campus is made after publication of the District's regular schedule of classes, and the class is only advertised to the general public through electronic media, the class must be advertised for a minimum of 30 continuous days prior to the first meeting of the class.

If the class is offered on a high school campus, the class may not be held during the time the campus is closed to general public, as defined by the school board.

If the class is a Physical Education class, no more than ten percent of the enrollment of the class may consist of special part-time or full-time students.

To be considered for admittance as a special part-time student, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001.

Course registration is subject to seat availability. The student must submit:

- District application for admission;
- Written and signed parental or guardian consent;
- Written and signed approval of his/her/their principal; and
- Demonstration that the student is capable of profiting from instruction.

To be considered for admission as special full-time student, the student must meet the eligibility standards as established in Education Code Section 48800.5.

### **Publication of Admissions Policies and Procedures**

Admissions policies and procedures will be published in the college catalog. Additional questions may be addressed directly to the Office of Admissions and Records.

### References:

Education Code Sections 11300, 47612.5, 48800, 48802, 48800.5, 49011, 58510,

66010.4, 76001, and 76002, 76004, 76060.5, 76140, 76223, 76300, 76350, 76375, 87010, and 87011.

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**Approved: 3/11/04**

**Revised: 6/19/12**

**Revised: 6/16/15**

**Revised: 5/10/16**

**Revised: 6/12/18**

**Revised: 6/9/20**



**INFORMATION ITEM**

To: Board of Trustees	Date:  December 17, 2024
From: Superintendent/President	
Subject: Administrative Procedure 5203 Lactation Accommodation Reference Update	Item Number: 15.L.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 2

**BACKGROUND**

Update 45 from the Community College League of California required reference-only changes on the following administrative procedures. Pursuant to board policy 2410, Board Policies and Administrative Procedures, "Should a statute or administrative code section of the State of California be added, repealed or amended, or should a court decision or an opinion of the County Counsel or the Attorney General of the State of California make changes in any of the policies of the Board of Trustees, or in the administrative procedures of this District, the policies and procedures shall be considered to be automatically amended to comply." This is the notice to the board of the changes.

Reference revisions do not affect the five-year cycle schedule as no content is being reviewed.

- AP 5203 Lactation Accommodation

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

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## **AP 5203 LACTATION ACCOMMODATION**

The District shall provide reasonable accommodations for a lactating student to express breast milk, breast-feed an infant child, or address other needs related to breast-feeding whenever a student is required to be present on campus. Reasonable accommodations include, but are not limited to, all of the following:

1. Access to a private and secure room, other than a restroom, to express breast milk or breast-feed an infant child. The room shall have a comfortable place to sit and have a table or shelf to place equipment described in paragraph (3).
2. Permission to bring onto a college campus a breast pump and any other equipment used to express breast milk.
3. Access to a power source for a breast pump or any other equipment used to express breast milk.

Lactating students shall be provided a reasonable amount of time to accommodate their need to express breast milk or breast-feed an infant child.

Students shall not incur an academic penalty as a result of their use of the reasonable accommodations, and shall be provided the opportunity to make up any work missed due to such use.

### **Reference:**

34 Code of Federal Regulations Parts 106.1 et seq.; Education Code Section 66271.9

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**Approved: 11/12/19**

**Revised (reference only):**

**INFORMATION ITEM**

To: Board of Trustees	Date:  December 17, 2024
From: Superintendent/President	
Subject: First Review of Administrative Procedure 6535, Use of District Equipment	Item Number: 15.M.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 2

**BACKGROUND**

Administrative procedure 6535, Use of District Equipment, was reviewed per administrative procedure 2410, Board Policies and Administrative Procedures, which states all policies and procedures are to be reviewed on a five-year cycle. After review, the administrative procedure only required a reference update.

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

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

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## **AP 6535    USE OF DISTRICT EQUIPMENT**

Each member of the District staff shall be responsible for equipment under his/her control. Loss of equipment and unauthorized removal of equipment should be reported immediately to the appropriate administrator.

Equipment that is lost or stolen may be replaced upon submission of a request through the appropriate administrative office. The request must include an explanation about the loss or theft of the equipment and a justification that replacement is essential to the activity served.

District equipment shall not be loaned to persons not employed by or enrolled in the District.

Equipment shall only be removed from campus with proper authorization(s).

Reference:    Education Code Section 70902  
                  ACCJC Accreditation Standard 3.8

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**Approved: 5/14/19**

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**INFORMATION ITEM**

To: Board of Trustees	Date:  December 17, 2024
From: Superintendent/President	
Subject: First Review of Board Policy 7230, Classified Employees	Item Number: 15.N.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 3

**BACKGROUND**

Revised board policy 7230, Classified Employees is legally required. The board policy underwent League updates to align with updated Title 5 regulations. The revised board policy is recommended by the California Community College League's Policy and Procedure Services and has been vetted through the shared governance process.

Administrator Initiating Item:  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 7230      CLASSIFIED EMPLOYEES**

Classified employees are those who are employed in positions that are not academic positions. The employees and positions shall be known as the classified service.

The classified service does not include:

- Substitute and short-term employees who are employed and paid for less than 75 percent of the fiscal year.
- Part-time apprentices and professional experts employed on a temporary basis for a specific project, regardless of length of employment.
- Full time students employed part time, and part-time students employed part time in any college work-study program or in a work experience education program conducted by the District.

The Board of Trustees shall fix and prescribe the duties of the members of the classified service. (See BP 7110 titled Delegation of Authority, Human Resources)

Before a short-term employee is employed, the Board, at a regularly scheduled meeting, shall specify the service required to be performed and certify the ending date of the service. The Board may later act to shorten or extend the ending date, but shall not extend it beyond 75 percent of an academic year.

The Superintendent/President shall establish procedures to assure that the requirements of state law and regulations regarding the classified service are met.

The probationary period for classified employees shall be six months or 130 days of paid service whichever is longer. A permanent employee who accepts a promotion and fails to complete the probationary period for that promotional classification shall be employed in the position from which the employee was promoted.

The probationary period for campus law enforcement officers and dispatchers is one year.  
(site ed code)

### **Applicants**

In addition to the public, classified service personnel will be given notice of, and the opportunity to apply for, any vacancy and/or new position that may develop. In the event of comparable qualifications, classified service personnel will be given preference in the offer of employment for the position.

### **Offer of Employment**

All official offers of employment and actual placement on existing salary schedules shall be made by the Director of Personnel, subject to the approval of the Superintendent/President and the Board of Trustees.

Assignment and Transfer

The Superintendent/President shall have authority to assign each classified employee. Such assignment shall be made in accordance with the employee's qualifications and the needs and best interests of the District. Transfer of an employee from one position to another position not involving a change of classification may be made by the Superintendent/President at any time.

Also see BP/AP 7120 titled Recruitment and Hiring as well as BP/AP 7232 titled Classification Review

**References:** Education Code Sections 88003, 88004, 88009, and 88013

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**Adopted:**

**Revised: 9/11/18**

**INFORMATION ITEM**

To: Board of Trustees	Date:  December 17, 2024
From: Superintendent/President	
Subject: First Review of Board Policy 7340, Leaves of Absence	Item Number: 15.O.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 3

**BACKGROUND**

Revised board policy 7340, Leaves of Absence, is legally required. The board policy underwent League updates to add a citation to Government Code and add language providing leave for reproductive loss pursuant to changes in the Government Code. The revised board policy is recommended by the California Community College League's Policy and Procedure Services and has been vetted through the shared governance process.

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

## **BP 7340 LEAVES OF ABSENCE**

The superintendent/president shall establish procedures for employee leaves as authorized by law and by any collective bargaining agreements entered into by the district. Such leaves shall include, but are not limited to, the following:

- Illness or injury leaves for all classes of permanent employees; (Education Code Sections 87781 and 88191);
- Paid sick leave (Labor Code Section 246);
- Vacation leave for members of the classified service, administrators, and supervisors; and managers (Education Code Section 88197)
- Leave for service as an elected official of a community college district public employee organization or of any statewide or national employee organization with which the local organization is affiliated or leave for a reasonable number of unelected classified employees for the purpose of enabling an employee to attend important organizational activities authorized by the public employee organization (Education Code Sections 87768.5; 88210); Government Code Section 3558.8);
- Leave of absence for permanent academic employees to serve as an elected member of the State legislature (Education Code Section 87701);
- Pregnancy leave (Education Code Section 87766; 88193; Government Code Section 12945);
- Leave to bond with a new child (Education Code Sections 87780.1, 87784.5, 88196.1, and 88207.5);
- Family care and medical leave (Government Code Sections 12945.1 and 12945.2);
- Use of illness leave for personal necessity (Education Code Sections 87784; 88207);

- ~~Industrial accident leave; (Education Code Sections 87787 and 88192);~~
- Bereavement leave; (Government Code Section 12945.7 and Education Code Sections 87788 and 88194);
- Jury service or appearance as a witness in court (Education Code Section 87035 87036);
- Military service (Education Code Section 87700); and
- ~~Family leave (Government Code Section 12945.2)~~
- Sabbatical leaves ~~for permanent faculty and administrators.~~  
~~*number*] days of paid leave or ] hours of paid leave.~~

The Board retains the power to grant leaves with or without pay for other purposes or for other periods of time.

Reference: Educational Code Sections 87763 et seq., 88190 et seq;

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**Adopted: 6/10/03**

**Revised: 9/10/04**

**Revised:**

**Revised (reference only)**

*(Replaces Board Policy 3210)*

To: Board of Trustees	Date:  December 17, 2024
From: Superintendent/President	
Subject: Monthly Report, Associate Superintendent/Vice President, Academic Affairs	Item Number: 15.P.
Institutional Goal: Ed Master Plan Goal C. Student Progression through Program of Study	Enclosures: Page 1 of 1

**BACKGROUND****Public Safety Training Center (PSTC)**

It has been busy at the public safety training with student graduations:

On Wednesday, December 4, Law Enforcement Academy class 128 graduated. Twenty-six officers and deputies were sworn in as peace officers by their respective agencies prior to the ceremony, including the following:

- Atascadero Police Department
- Santa Maria Police Department
- San Luis Obispo Police Department
- Pismo Beach Police Department
- Paso Robles Police Department
- Lompoc Police Department
- Morro Bay Police Department
- Santa Barbara County Sheriff's Office
- San Luis Obispo County Sheriff's Office

On Thursday, December 5, the Emergency Medical Services Academy graduated twenty-eight students, several of whom will move into the next fire academy. Others will be moving on into careers in the medical fields.

On Friday, December 6, the CORE Custody Academy graduation took place. Thirteen students, all sponsored by the Santa Barbara County Sheriff's Office, graduated and moved directly into their careers as custody deputies.

On Thursday, December 12, the Fire Academy graduated twenty-five fire academy students upon their completion of all training and testing for Firefighter I certification.

During November, the PSTC conducted two new courses to give prospective fire cadets an insight into what academy life will be like. FT 306 Firefighter Pre-Academy was created for this purpose, and it successfully reduced the number of early withdrawals from the upcoming academies. Both classes were a success, and we will be offering the pre-academy in all future semesters.

Administrator Initiating Item:  Robert Curry	Final Disposition:
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To: Board of Trustees	Date:  December 17, 2024
From: Superintendent/President	
Subject: Monthly Report, Associate Superintendent/Vice President, Student Services	Item Number: 15.Q.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 1

**BACKGROUND****Enrollment Services**

Earlier this year, the Admissions and Records and Community Education front counter staff merged to form an Enrollment Services Team. One of the team's phase one objectives was to transition the Community Education office into a paperless environment while teaching students how to utilize online services and registration tools effectively.

Previously, over 85 percent of Community Education registrations were completed using paper forms, which were manually processed by a technician. However, significant progress has been made during the current spring registration cycle. By hosting registration rallies in collaboration with Counseling, Outreach, and Community Education staff, offering video tutorials, and providing other support services, **an impressive 97 percent of registrations (or 866 unique students so far) have been completed online through the student portal.**

This represents a monumental and cultural shift for both the department and the student population. The transition not only enhances operational efficiency but also equips students with the skills and confidence needed to navigate online systems. Furthermore, this shift lays the groundwork for a smoother transition from noncredit to credit programs, aligning with the institution's broader goals of student success and persistence.

Administrator Initiating Item:  Genevieve Siwabessy	Final Disposition:
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To: Board of Trustees	Date:  December 17, 2024
From: Superintendent/President	
Subject: Monthly Report, Executive Director, Institutional Effectiveness	Item Number: 15.R.
Institutional Goal: Accreditation Standard I	Enclosures: Page 1 of 1

**BACKGROUND****Councils and Committees Pathways to Decisions (CCPD) Survey Report**

Staff recently worked with the Institutional Effectiveness Council to prepare a presentation for College Council of the Councils and Committees Pathways to Decisions (CCPD) survey that was conducted last spring. The survey was developed to help Allan Hancock College evaluate its current shared governance structure. This review is part of a regular evaluation process that is also a part of our ongoing accreditation efforts. The presentation to College Council informed discussions among council members as they evaluate the need for changes to the current CCPD structure.

**Hancock Hangouts**

To conclude the fall activities for Guided Pathways, the final Hancock Hangout of the year was held on December 4, 2024. Each hangout has averaged approximately 60 attendees from across campus. The hangouts have been a great way to bring staff and faculty together for engaging conversations and collaborations. Attendees have reported they have enjoyed meeting new people and learning about the various departments. The Institutional Effectiveness (IE) office hosted the final hangout. Approximately 100 colleagues and students attended for conversations and to learn about the staff and functions of the IE office.

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

To: Board of Trustees	Date:  December 17, 2024
From: Superintendent/President	
Subject: Monthly Report, Executive Director, College Advancement	Item Number: 15.S.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 1

**BACKGROUND**

In conjunction with the Institutional Advancement Committee, the College Advancement and Public Affairs departments are conducting a comprehensive study on internal and external perception of the college and the characteristics of its brand. The results of an initial perception survey (1,083 responses) were generally positive and enlightening.

- Allan Hancock College provides quality educational programs: 85 percent strongly/somewhat agree
- Hancock prepares students for successful careers: 82 percent strongly/somewhat agree
- Hancock faculty are knowledgeable in their field: 80 percent strongly/somewhat agree
- Hancock offers high-quality student services: 78 percent strongly/somewhat agree

The top five attributes Hancock is known for include: affordability, PCPA, university transfer, academics, and career training/preparation. The top five areas the respondents would like Hancock to be known for include: academics, affordability, career training/preparation, university transfer, and career/vocational education.

In the coming months, we will conduct several focus groups to gain additional insight into several questions from the survey results. The study will ultimately produce a new brand guide for the college as well as a positioning strategy for various constituencies and stakeholders.

Administrator Initiating Item:  Jon Hooten	Final Disposition:
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To: Board of Trustees	Date:
From: Superintendent/President	December 17, 2024
Subject: Monthly Report, Associate Superintendent/Vice President, Finance and Administration	Item Number: 15.T.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 2

### BACKGROUND

#### **Arts on Campus Committee**

The Arts on Campus Committee is organized under the Facilities Council according to the college governance structure. They develop guidance and commission projects to display works of art on campus. They also have a modest budget to purchase artwork. The committee recently recommended two new art projects to be displayed on campus.

#### **Swallows in Flight**

This beautiful artwork is displayed in the Fine Arts Complex. Purchased from alumnus Angelina LaPointe for \$3,000, Swallows in Flight depicts 30 birds in flight and hangs above a student lounge area. The artist used wood, high-quality inks and a laser cutter to create the shapes. A final coat of varnish ensures their longevity.



Administrator Initiating Item: Dennis Curran	Final Disposition:
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**Electrical Box Beautification**

This project, commissioned for \$800 to local artist and current Allan Hancock College student Dominique Padron (pictured), consists of painting the metal utility box between the K and F buildings.





**INFORMATION ITEM**

To: Board of Trustees	Date:  December 17, 2024
From: Superintendent/President	
Subject: A Monthly Report on the Year-to-Date Financial Data for Various Funds	Item Number: 15.U.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 23

**BACKGROUND**

Attached are copies of financial statements for the following funds:

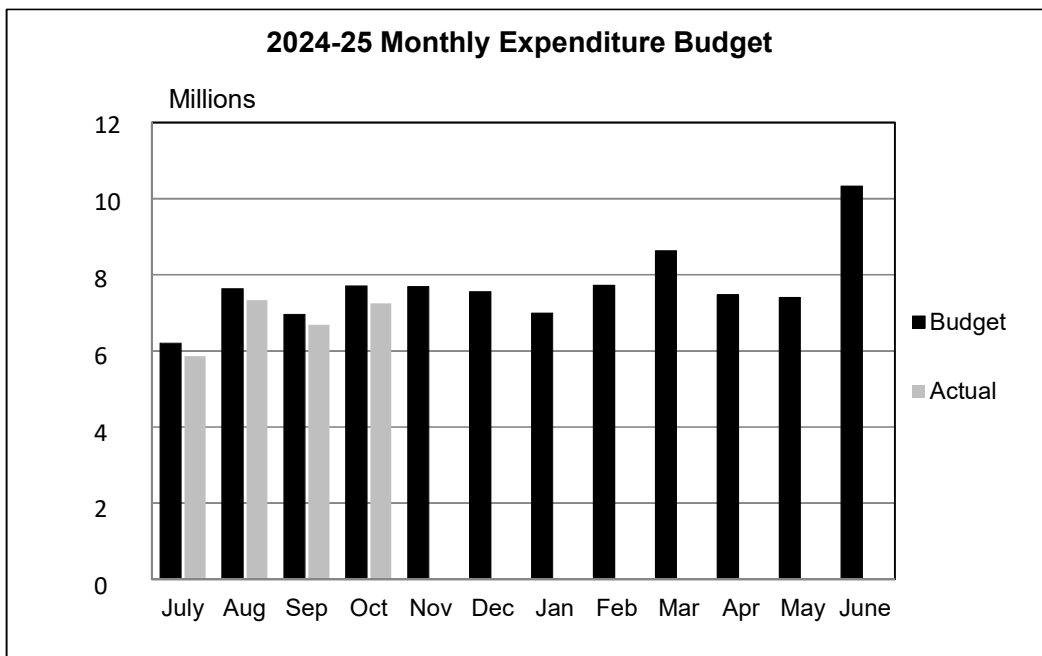
General Fund - Unrestricted  
 General Fund - Restricted  
 Child Development Fund  
 PCPA Fund  
 Capital Outlay Projects Fund  
 General Obligation Bond Building Fund  
 Dental Self-Insurance Fund  
 Property and Liability Self-Insurance Fund  
 Post-Employment Benefits Fund  
 Other Post-Employment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

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

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

	October Budget	October Expenditures	Percentage Variance
Academic Salaries	3,057,705	3,054,747	99.90%
Classified Salaries	2,019,826	1,870,183	92.59%
Employee Benefits	1,557,635	1,273,573	81.76%
Supplies and Materials	200,143	195,372	97.62%
Other Operating Expenses	796,728	792,131	99.42%
Capital Outlay	64,753	60,402	93.28%
Other Outgo/Transfers	<u>2,106</u>	<u>-1,387</u>	-65.86%
	7,698,896	7,245,021	94.10%

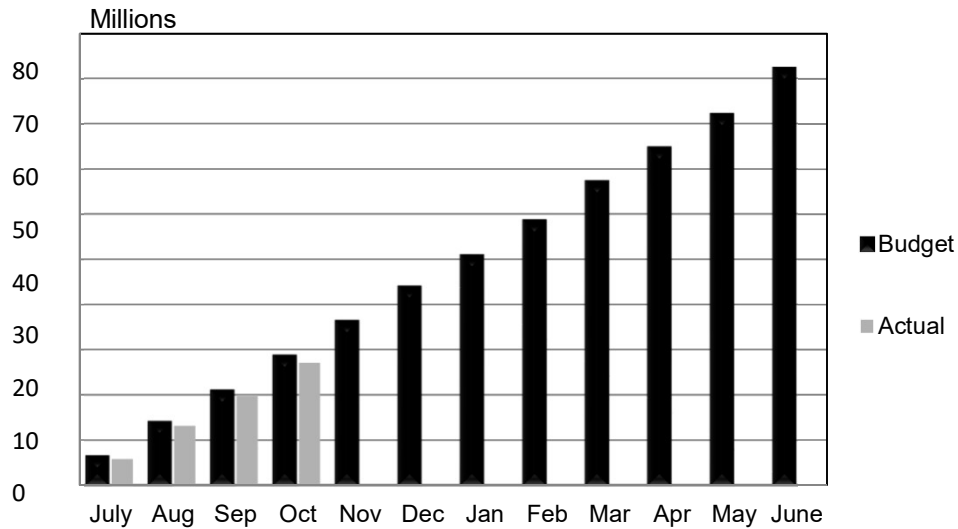


### GENERAL FUND UNRESTRICTED EXPENDITURE BUDGET

#### *Year to Date Expenditures*

	July - October Budget	July - October Year to Date	Percentage Variance
Academic Salaries	10,119,238	10,057,768	99.39%
Classified Salaries	7,479,191	7,030,570	94.00%
Employee Benefits	5,992,229	5,435,306	90.71%
Supplies and Materials	605,966	596,411	98.42%
Other Operating Expenses	3,403,979	3,171,700	93.18%
Capital Outlay	233,107	225,426	96.70%
Other Outgo/Transfers	<u>657,734</u>	<u>605,204</u>	92.01%
	28,491,444	27,122,385	95.19%

#### **2024-25 Expenditure Budget**



Allan Hancock College  
General Fund

Income Statement by Fund  
For Period Ending 10/31/2024

	<u>Unrestricted Budget</u>	<u>Unrestricted Actual</u>	<u>% Budget</u>	<u>Restricted Budget</u>	<u>Restricted Actual</u>	<u>% Budget</u>
<b>REVENUES</b>						
Federal Revenues	\$ 5,200	\$ 31,683	609.29%	\$ 5,613,816	\$ 147,091	2.62%
State Revenues	59,442,965	15,816,655	26.61%	34,480,319	24,602,488	71.35%
Local Revenues	27,130,929	3,861,760	14.23%	1,887,874	987,616	52.31%
Total REVENUES	<u>86,579,095</u>	<u>19,710,098</u>	<u>22.77%</u>	<u>41,982,009</u>	<u>25,737,194</u>	<u>61.31%</u>
<b>EXPENDITURES</b>						
Academic Salaries	31,554,143	10,057,768	31.87%	3,791,008	1,116,804	29.46%
Classified Salaries	23,366,200	7,030,570	30.09%	9,040,448	2,175,021	24.06%
Employee Benefits	20,559,541	5,435,306	26.44%	4,388,117	963,128	21.95%
Supplies and Materials	1,781,171	596,411	33.48%	3,653,767	717,276	19.63%
Other Operating Exp. and Services	9,032,893	3,171,700	35.11%	6,562,953	1,452,779	22.14%
Capital Outlay	812,537	225,426	27.74%	3,517,273	451,354	12.83%
Total EXPENDITURES	<u>87,106,485</u>	<u>26,517,182</u>	<u>30.44%</u>	<u>30,953,566</u>	<u>6,876,362</u>	<u>22.22%</u>
Excess of Revenues Over/ (Under) Expenditures	(527,390)	(6,807,084)		11,028,443	18,860,833	
<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	605,204	11.72%	8,659,943	1,046,198	12.08%
Total OPERATING TRANSFERS OUT	<u>5,161,877</u>	<u>605,204</u>	<u>11.72%</u>	<u>8,659,943</u>	<u>1,046,198</u>	<u>12.08%</u>
Excess of Revenues and Other Financing Sources Over/(Under)	(5,689,267)	(7,347,427)		2,452,400	17,814,635	
<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>\$ 26,389,653</u>	<u>\$ 24,731,493</u>		<u>\$ 13,513,198</u>	<u>\$ 28,875,433</u>	

Allan Hancock College  
Child Development Fund

Income Statement by Fund  
For Period Ending 10/31/2024

	<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	60,295	10.71%
Total REVENUES	<u>2,275,773</u>	<u>913,653</u>	<u>40.15%</u>
<b>EXPENDITURES</b>			
Academic Salaries	107,359	53,826	50.14%
Classified Salaries	1,250,282	236,442	18.91%
Employee Benefits	252,683	59,711	23.63%
Supplies and Materials	313,921	22,191	7.07%
Other Operating Exp. and Services	190,154	5,565	2.93%
Capital Outlay	249,497	11,170	4.48%
Total EXPENDITURES	<u>2,363,896</u>	<u>388,906</u>	<u>16.45%</u>
Excess of Revenues Over/ (Under) Expenditures	(88,124)	524,747	
<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>\$ 522,542</u>	<u>\$ 1,105,413</u>	

Allan Hancock College  
PCPA Fund

Income Statement by Fund  
For Period Ending 10/31/2024

	<u><b>Budget</b></u>	<u><b>Actual</b></u>	<u><b>% Budget</b></u>
<b>REVENUES</b>			
Local Revenues	\$ 2,833,920	\$ 1,715,331	60.53%
Total REVENUES	<u>2,833,920</u>	<u>1,715,331</u>	<u>60.53%</u>
<b>EXPENDITURES</b>			
Classified Salaries	3,568,102	1,104,370	30.95%
Employee Benefits	823,209	248,094	30.14%
Supplies and Materials	390,369	142,826	36.59%
Other Operating Exp. and Services	714,447	386,640	54.12%
Capital Outlay	37,688	8,116	21.53%
Total EXPENDITURES	<u>5,533,814</u>	<u>1,890,046</u>	<u>34.15%</u>
Excess of Revenues Over/ (Under) Expenditures	(2,699,894)	(174,715)	
<b>OTHER FINANCING SOURCES (USES)</b>			
Other Financing Sources	3,009,320	270,000	8.97%
Total OTHER FINANCING SOURCES (USES)	<u>3,009,320</u>	<u>270,000</u>	<u>8.97%</u>
<b>OPERATING TRANSFERS OUT</b>			
Other Outgo	1,125,433	601,047	53.41%
Total OPERATING TRANSFERS OUT	<u>1,125,433</u>	<u>601,047</u>	<u>53.41%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(816,007)	(505,763)	
<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>\$ 3,523,470</u>	

Allan Hancock College  
Capital Outlay Project Fund

Income Statement by Fund  
For Period Ending 10/31/2024

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
State Revenues	\$ 0	\$ 0	0.00%
Local Revenues	25,000	118,715	474.86%
Total REVENUES	<u>25,000</u>	<u>118,715</u>	<u>474.86%</u>
<b>EXPENDITURES</b>			
Supplies and Materials	27,133	2,117	7.80%
Other Operating Exp. and Services	53,093	21,031	39.61%
Capital Outlay	7,025,949	470,808	6.70%
Total EXPENDITURES	<u>7,106,175</u>	<u>493,956</u>	<u>6.95%</u>
Excess of Revenues Over/ (Under) Expenditures	(7,081,175)	(375,241)	
<b>OTHER FINANCING SOURCES (USES)</b>			
Other Financing Sources	2,737,960	0	0.00%
Total OTHER FINANCING SOURCES (USES)	<u>2,737,960</u>	<u>0</u>	<u>0.00%</u>
<b>OPERATING TRANSFERS OUT</b>			
Other Outgo	0	0	0.00%
Total OPERATING TRANSFERS OUT	<u>0</u>	<u>0</u>	<u>0.00%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(4,343,215)	(375,241)	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>14,076,905</u>	<u>14,076,905</u>	
Current Balance	<u>\$ 9,733,690</u>	<u>\$ 13,701,663</u>	

Allan Hancock College  
General Obligation Bond Fund

Income Statement by Fund  
For Period Ending 10/31/2024

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Local Revenues	\$ 75,000	\$ 46,940	62.59%
Total REVENUES	<u>75,000</u>	<u>46,940</u>	<u>62.59%</u>
<b>EXPENDITURES</b>			
Supplies and Materials	114	0	0.00%
Other Operating Exp. and Services	36,295	600	1.65%
Capital Outlay	5,396,682	803,976	14.90%
Total EXPENDITURES	<u>5,433,091</u>	<u>804,576</u>	<u>14.81%</u>
Excess of Revenues Over/ (Under) Expenditures	(5,358,091)	(757,636)	
<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>\$ 5,551,531</u>	



Allan Hancock College  
Dental Self Insurance Fund

Income Statement by Fund  
For Period Ending 10/31/2024

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Local Revenues	\$ 714,425	\$ 268,012	37.51%
Total REVENUES	<u>714,425</u>	<u>268,012</u>	<u>37.51%</u>
<b>EXPENDITURES</b>			
Other Operating Exp. and Services	769,917	308,428	40.06%
Total EXPENDITURES	<u>769,917</u>	<u>308,428</u>	<u>40.06%</u>
Excess of Revenues Over/ (Under) Expenditures	(55,492)	(40,416)	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>979,127</u>	<u>979,127</u>	
Current Balance	<u>\$ 923,635</u>	<u>\$ 938,711</u>	

Allan Hancock College  
Self Ins - Property & Liab. Fund

Income Statement by Fund  
For Period Ending 10/31/2024

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Local Revenues	\$ 4,000	\$ 6,548	163.71%
Total REVENUES	<u>4,000</u>	<u>6,548</u>	<u>163.71%</u>
<b>EXPENDITURES</b>			
Supplies and Materials	0	0	0.00%
Other Operating Exp. and Services	40,846	0	0.00%
Capital Outlay	0	0	0.00%
Total EXPENDITURES	<u>40,846</u>	<u>0</u>	<u>0.00%</u>
Excess of Revenues Over/ (Under) Expenditures	(36,846)	6,548	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>855,019</u>	<u>855,019</u>	
Current Balance	<u>\$ 818,173</u>	<u>\$ 861,567</u>	

Allan Hancock College  
Post Employment Benefits Fund

Income Statement by Fund  
For Period Ending 10/31/2024

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Local Revenues	\$ 4,000	\$ 7,585	189.62%
Total REVENUES	<u>4,000</u>	<u>7,585</u>	<u>189.62%</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)	4,285	
<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>\$ 1,023,260</u>	

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RHBPT-HANCOCK-DELEGATED DISCRETION  
ACCOUNT 6746018043

Period from October 1, 2024 to October 31, 2024

### MARKET AND COST RECONCILIATION

	10/31/2024 MARKET	10/31/2024 BOOK VALUE
<b>Beginning Market And Cost</b>	<b>10,746,576.87</b>	<b>10,160,312.92</b>
<b>Investment Activity</b>		
Interest	46.09	46.09
Dividends	19,200.91	19,200.91
Realized Gain/Loss	- 50,556.37	- 50,556.37
Change In Unrealized Gain/Loss	- 178,105.15	.00
Net Accrued Income (Current-Prior)	91.31	91.31
<b>Total Investment Activity</b>	<b>- 209,323.21</b>	<b>- 31,218.06</b>
<b>Net Change In Market And Cost</b>	<b>- 209,323.21</b>	<b>- 31,218.06</b>
<b>Ending Market And Cost</b>	<b>10,537,253.66</b>	<b>10,129,094.86</b>

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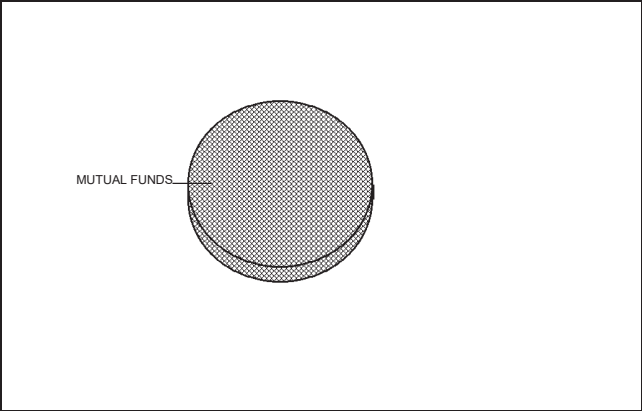
RHBPT-HANCOCK-DELEGATED DISCRETION  
ACCOUNT 6746018043

Period from October 1, 2024 to October 31, 2024

ASSET SUMMARY

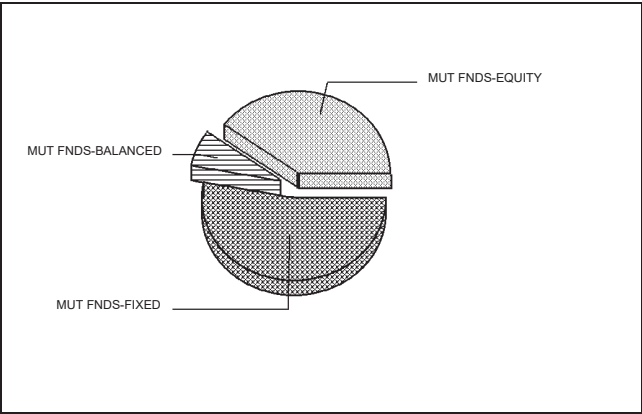
ASSETS	10/31/2024 MARKET	10/31/2024 BOOK VALUE	% OF MARKET
Cash And Equivalents	37,250.96	37,250.96	0.35
Mutual Funds-Equity	4,175,781.85	3,560,589.84	39.63
Mutual Funds-Fixed Income	5,633,318.19	5,923,897.11	53.46
Mutual Funds-Balanced	690,744.55	607,198.84	6.56
Total Assets	10,537,095.55	10,128,936.75	100.00
Accrued Income	158.11	158.11	0.00
Grand Total	10,537,253.66	10,129,094.86	100.00

Estimated Annual Income 341,779.73



ASSET SUMMARY MESSAGES

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



Allan Hancock College  
Associated Students Trust Fund

Income Statement by Fund  
For Period Ending 10/31/2024

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Local Revenues	\$ 38,804	\$ 60,067	154.80%
Total REVENUES	<u>38,804</u>	<u>60,067</u>	<u>154.80%</u>
<b>EXPENDITURES</b>			
Supplies and Materials	291,446	389,178	133.53%
Other Operating Exp. and Services	95,516	34,760	36.39%
Total EXPENDITURES	<u>386,962</u>	<u>423,938</u>	<u>109.56%</u>
Excess of Revenues Over/ (Under) Expenditures	(348,158)	(363,871)	
<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)	(74,595)	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>303,998</u>	<u>303,998</u>	
Current Balance	<u>\$ 184,006</u>	<u>\$ 229,403</u>	

Allan Hancock College  
Student Representation Fee Trst Fnd

Income Statement by Fund  
For Period Ending 10/31/2024

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Local Revenues	\$ 38,000	\$ 28,151	74.08%
Total REVENUES	<u>38,000</u>	<u>28,151</u>	<u>74.08%</u>
<b>EXPENDITURES</b>			
Other Operating Exp. and Services	<u>22,928</u>	<u>644</u>	<u>2.81%</u>
Total EXPENDITURES	<u>22,928</u>	<u>644</u>	<u>2.81%</u>
Excess of Revenues Over/ (Under) Expenditures	15,073	27,507	
<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	15,073	27,507	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>21,814</u>	<u>21,814</u>	
Current Balance	<u>\$ 36,886</u>	<u>\$ 49,320</u>	

Allan Hancock College  
Student Body Center Fee Trust Fund

Income Statement by Fund  
For Period Ending 10/31/2024

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Local Revenues	\$ 25,300	\$ 20,273	80.13%
Total REVENUES	<u>25,300</u>	<u>20,273</u>	<u>80.13%</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	20,273	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>95,030</u>	<u>95,030</u>	
Current Balance	<u>\$ 115,649</u>	<u>\$ 115,303</u>	



Allan Hancock College  
Student Financial Aid Trust Fund

Income Statement by Fund  
For Period Ending 10/31/2024

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Federal Revenues	\$ 11,178,459	\$ 8,412,815	75.26%
State Revenues	2,417,652	3,253,041	134.55%
Local Revenues	0	12	0.00%
Total REVENUES	<u>13,596,111</u>	<u>11,665,868</u>	<u>85.80%</u>
<b>OTHER FINANCING SOURCES (USES)</b>			
Other Financing Sources	634,762	434,771	68.49%
Total OTHER FINANCING SOURCES (USES)	<u>634,762</u>	<u>434,771</u>	<u>68.49%</u>
<b>OPERATING TRANSFERS OUT</b>			
Other Outgo	14,230,873	10,008,796	70.33%
Total OPERATING TRANSFERS OUT	<u>14,230,873</u>	<u>10,008,796</u>	<u>70.33%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	0	2,091,843	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>21,809</u>	<u>21,809</u>	
Current Balance	<u>\$ 21,809</u>	<u>\$ 2,113,652</u>	

Allan Hancock College  
Scholarship and Loan Trust Fund

Income Statement by Fund  
For Period Ending 10/31/2024

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

Allan Hancock College  
District Trust Fund

Income Statement by Fund  
For Period Ending 10/31/2024

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Local Revenues	\$ 134,215	\$ 292,515	217.95%
Total REVENUES	<u>134,215</u>	<u>292,515</u>	<u>217.95%</u>
<b>EXPENDITURES</b>			
Academic Salaries	14,448	4,682	32.41%
Classified Salaries	3,000	0	0.00%
Supplies and Materials	62,936	31,860	50.62%
Other Operating Exp. and Services	32,358	9,228	28.52%
Capital Outlay	0	0	0.00%
Total EXPENDITURES	<u>112,741</u>	<u>45,770</u>	<u>40.60%</u>
Excess of Revenues Over/ (Under) Expenditures	21,474	246,745	
<b>OPERATING TRANSFERS OUT</b>			
Other Outgo	<u>33,741</u>	<u>2,329</u>	<u>6.90%</u>
Total OPERATING TRANSFERS OUT	<u>33,741</u>	<u>2,329</u>	<u>6.90%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(12,268)	244,416	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>5,789,497</u>	<u>5,789,497</u>	
Current Balance	<u>\$ 5,777,229</u>	<u>\$ 6,033,912</u>	

Allan Hancock Joint Community College District  
Plan Activity Report - Pension  
As of October 31, 2024



Month		Balance at the 1st of the Month	Contributions	Earnings	Expenses	Distributions	Transfers	Balance at the End of Month
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
October 2024	\$	5,049,989.61	\$0.00	(\$111,353.39)	(\$1,357.88)	\$0.00	\$0.00	\$ 4,937,278.34

Allan Hancock College  
Student Clubs Agency Fund

Income Statement by Fund  
For Period Ending 10/31/2024

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Local Revenues	\$ 12,569	\$ 16,470	131.03%
Total REVENUES	<u>12,569</u>	<u>16,470</u>	<u>131.03%</u>
<b>EXPENDITURES</b>			
Supplies and Materials	17,238	3,893	22.58%
Other Operating Exp. and Services	<u>3,286</u>	<u>100</u>	<u>3.05%</u>
Total EXPENDITURES	<u>20,523</u>	<u>3,993</u>	<u>19.46%</u>
Excess of Revenues Over/ (Under) Expenditures	(7,954)	12,476	
<b>OPERATING TRANSFERS OUT</b>			
Other Outgo	<u>6,530</u>	<u>0</u>	<u>0.00%</u>
Total OPERATING TRANSFERS OUT	<u>6,530</u>	<u>0</u>	<u>0.00%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(14,483)	12,476	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>64,195</u>	<u>64,195</u>	
Current Balance	<u>\$ 49,712</u>	<u>\$ 76,672</u>	

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ALLAN HANCOCK COLLEGE FOUNDATION  
STATEMENT OF OPERATIONS  
FOR THE PERIOD ENDING 10/31/2024

	Cash Admin	General Operations	Restricted	Scholar- ships	Endowment Principal	Endowment Rev/Exp	Total
<b>REVENUES:</b>							
Contributions,Gifts,Grants&Endwmnts	0	34,258	315,883	140,590	60,350	0	551,081
Non Cash Contribution	0	0	9,432	0	0	0	9,432
Interest and Investment Income	0	14,269	0	0	0	231,536	245,805
Realized Gain/Loss on Invest	0	2,147	0	0	0	281,757	283,904
Unrealized Gain/Loss on Invest	0	18,226	0	0	0	240,303	258,529
Other Local Revenues	0	1,201	1,597	1,640	0	0	4,438
Total Revenues	0	70,101	326,912	142,230	60,350	753,596	1,353,189
<b>EXPENSES:</b>							
Non Bargaining Unit	0	98,851	0	0	0	0	98,851
Benefits	0	22,098	0	0	0	0	22,098
Instructional Printing	0	0	1,517	0	0	0	1,517
Public Relations/Recognitions	0	297	13	0	0	0	310
Office/Operational Supplies	0	900	8,604	0	0	0	9,504
Non Instr Printing	0	37	1,374	0	0	0	1,411
Food - Business Meetings/Events	0	1,961	45,722	0	0	0	47,683
In-Kind Food Supplies	0	0	185	0	0	0	185
Indep Contractor (Individuals)	0	4,306	34,928	0	0	0	39,234
Service Contracts (Businesses)	0	1,183	37,675	0	0	0	38,858
In-Kind Service Contracts (Busnss)	0	0	3,302	0	0	0	3,302
Travel - All Travel Costs	0	795	487	0	0	0	1,282
In-Kind Travel Expense	0	0	946	0	0	0	946
Foundation Community Activities	0	11,867	0	0	0	0	11,867
Dues & Memberships	0	3,309	294	0	0	0	3,602
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	734	17,497	0	0	0	18,231
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	120	366	0	0	0	486
Investment Brokerage Fees	0	1,069	0	0	0	63,343	64,412
Cash Over and Short	0	0	0	0	0	0	0
PCPA Support	0	0	0	39,048	0	0	39,048
Equipment	0	631	4,618	0	0	0	5,249
Student Assistance	0	0	2,891	0	0	0	2,891
Scholarships	0	794	2,250	477,990	0	0	481,034
Total Expenses	0	180,171	172,480	517,038	0	63,343	933,032
Net Income (Loss)	0	(110,071)	154,432	(374,808)	60,350	690,253	420,157
<b>OTHER FINANCING SOURCES/OUTGO:</b>							
Intrafund Transfer-In	0	45,226	6,013	4,500	12,372	0	68,111
Intrafund Transfers-Out	0	0	29,523	2,000	0	44,921	76,444
Other Transfer-In	0	272,320	0	0	0	0	272,320
Net Transfers	0	317,546	(23,510)	2,500	12,372	(44,921)	263,987
Net Inc/Dec in Fund Bal	0	207,475	130,923	(372,308)	72,722	645,332	684,144
<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	942,680	1,793,033	464,180	17,604,000	5,263,108	26,067,001

AHC Viticulture & Enology Foundation  
Statement of Operations  
For The Period Ending 10/31/2024

	<b>Budget</b>	<b>Actual</b>	<b>% Budget</b>
<b>Revenue</b>			
Contributions, Gifts, Grants & Endwmnts	1,500	1,741	116.04%
Non Cash Contribution	19,980	8,506	42.57%
Single Tickets	<u>5,000</u>	<u>0</u>	<u>0.00%</u>
Net Revenue	<u>26,480</u>	<u>10,247</u>	<u>38.70%</u>
<b>Wine Operations</b>			
Shipping Fee Revenue	1,300	265	20.39%
Sales and Commission	90,000	57,412	63.79%
Sales Discounts	<u>(31,500)</u>	<u>(21,094)</u>	<u>66.97%</u>
Net Sales	<u>59,800</u>	<u>36,582</u>	<u>61.17%</u>
Cost of Goods Sold	<u>(45,000)</u>	<u>(23,175)</u>	<u>51.50%</u>
Gross Profit	<u>14,800</u>	<u>13,408</u>	<u>90.59%</u>
Total REVENUES	<u>41,280</u>	<u>23,654</u>	<u>57.30%</u>
<b>Expenditures</b>			
Office/Operational Supplies	18,924	2,038	10.77%
In Kind Supply Expense	1,200	1,021	85.09%
Inventory Allocation Expense	(58,466)	(22,431)	38.37%
Non Instr Printing	2,650	21	0.81%
Food - Business Meetings/Events	1,200	218	18.14%
Indep Contractor (Individuals)	500	0	0.00%
Service Contracts (Businesses)	35,200	18,599	52.84%
Travel - All Travel Costs	6,000	1,420	23.67%
Non-Tech Licenses, Permits, Fees	520	163	31.35%
In Kind-Software/Technlgy Licenses	19,980	6,660	33.33%
Insurance	300	181	60.33%
Facility Leases	100	0	0.00%
Land Lease	400	0	0.00%
Repairs (Labor-Diagnostic)	3,716	2,677	72.04%
Technology Hosting Services	60	0	0.00%
Legal Fees	415	0	0.00%
In Kind-Legal Fees	325	0	0.00%
Excise Tax	35	12	34.34%
Sales Tax Expense	400	60	14.95%
Postage/Express Services	1,600	338	21.14%
Advertising/Sponsorships	1,886	162	8.60%
Bank Service Charges	25	0	0.00%
Merchant Fees	2,200	462	21.01%
Cash Over and Short	5	1	26.80%
Equipment	2,121	825	38.90%
Equipment-In Kind	1,870	825	44.11%
Restricted Reserve-Other	<u>6,098</u>	<u>0</u>	<u>0.00%</u>
Total EXPENDITURES	<u>49,264</u>	<u>13,254</u>	<u>26.90%</u>
<b>Fund Balance</b>			
Net Income (Loss)	(7,984)	10,401	(130.27%)
Fund Balance, July 1	165,319	165,319	165,319
Current Balance	<u>\$157,335</u>	<u>\$175,720</u>	<u>111.68%</u>

# 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. Holiday Celebration 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. Holiday Celebration 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				



# JANUARY 2025

ALLAN HANCOCK COLLEGE

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Winter Holiday College Closed	2	3	4 8:00 a.m. <i>Community Food Share</i> 1st & 3rd Saturday  3:00 p.m. Men's Basketball vs. Lemoore College
5	6	7	8	9	10	11 1:00 p.m. Women's Basketball vs. Cuesta College  3:00 p.m. Men's Basketball vs. Cuesta College
12	13	14	15 Winter Classes End	16 Winter Final Exams  All Staff Day	17 Professional Development Day	18
19	20 Martin Luther King, Jr. Day College Closed	21 Spring Classes Begin  6:00 p.m. <b>Board of Trustees Meeting</b>	22 5:00 p.m. Women's Basketball vs. Santa Barbara City College  7:00 p.m. Men's Basketball vs. Santa Barbara City College	23	24	25 12:00/2:00 p.m. Softball vs. Ohlone College
26	27	28 12:00 p.m. Softball vs. L.A. Valley College  2:00 p.m. Baseball vs. Long Beach City College	29	30	31	