

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT



BOARD OF TRUSTEES

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

AGENDA Regular Board Meeting Tuesday, April 15, 2025

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>
1. Call to Order		5:00 PM
2. Public Comment to Closed Session		

This section of the agenda is intended for members of the public to address the Board of Trustees on items involving the community college district that are being considered in Closed Session. *Please note that board members are prohibited by the Brown Act from responding to comments made regarding topics not on the official agenda.* Public comments will be given in person during the meeting or submitted in writing at least 24 hours before the meeting via email to: jmcgee@hancockcollege.edu The leading speaker from the audience on each side of the issue will be limited to five minutes. Additional speakers are limited to two minutes. Please submit an individual comment card for each item.

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

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

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

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

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

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

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

- | | | |
|----|---------------------------------|---------|
| 4. | Reconvene to Open Session | 6:00 PM |
| 5. | Action Taken in Closed Session | |
| 6. | Pledge of Allegiance | |
| 7. | Approval of Agenda as Presented | |
| 8. | Public Comment | |

Public comments on an agenda item or another topic within the jurisdiction of the board of trustees will be given in person during the meeting or submitted in writing at least 24 hours before the meeting via email to: jmcgee@hancockcollege.edu The leading speaker from the audience on each side of the issue will be limited to five minutes. Additional speakers are limited to two minutes. Please submit an individual comment for each item. Testimony on specific agenda items will be welcome during consideration of the item by the Board of Trustees. When public testimony is completed regarding a specific agenda item, discussion is then confined to board members only. This practice is in accordance with laws governing Board of Trustees public meetings.

- | | | |
|----|--|---|
| 9. | Approval of Minutes | |
| | 9.A. Approval of Minutes from the March 18, 2025, regular board meeting. | 5 |

10. Presentations

10.A. Sabbatical Leave Presentation

Robert Jorstad, professor, physics, will present his sabbatical leave to develop content for the Physics Workbook, Volume 3 to be used in PHYS 162 and PHYS 142.

10.B. MESA/STEM Update

Christine Reed, counselor/coordinator, MESA/STEM Academic Success Center, will provide an update on MESA/STEM.

10.C. Changing the Odds Moment

Dr. Walthers will share a Changing the Odds moment.

11. Consent Agenda

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

- | | | |
|-------|---|----|
| 11.A. | Approval of Register of Warrants and Payroll Summary
02/01/25 through 02/28/25 | 13 |
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The next regular meeting of the Board of Trustees will be held on Tuesday, May 20, 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

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT



BOARD OF TRUSTEES

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

MINUTES

Regular Board Meeting
 Tuesday, March 18, 2025

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

1. Call to Order

Trustee Zacarías called the meeting to order at 5:00 p.m. with the following trustees present:
 Enciso, Levy, Ostini, Pensa, Zacarías

Trustees absent: None

Administrators present: Ramirez

2. Special Board Session

2.A. Trustee Training

Ruben Ramirez, executive director, Human Resources and Labor Relations, presented a Diversity in Hiring training for the board of trustees.

3. Public Comment to Closed Session

No public comment was made.

4. Adjourn to Closed Session

Trustee Zacarías adjourned the meeting to closed session at 5:55 p.m.

5. Reconvene to Open Session

Trustee Zacarías reconvened the meeting to open session at 6:03 p.m.

Administrators present: Bach, Curran, Curry, Milbourne, Ramirez

6. Action Taken in Closed Session

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

7. Pledge of Allegiance

Emily Limon, student, led the audience in the pledge of allegiance.

8. Approval of Agenda as Presented

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

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

Noes: None

Abstentions: None

9. Public Comment

No public comment was made.

10. Approval of Minutes

10.A. Approval of Minutes from the February 18, 2025, regular board meeting

On a motion by Trustee Levy, seconded by Trustee Ostini, the board of trustees voted to approve the minutes for the February 18, 2025, regular board meeting.

(Ayes: Student Trustee, Enciso, Levy, Ostini, Pensa, Zacarías; Noes: None; Absent: None)

11. Presentations

11.A. Sabbatical Leave Presentation

Juanita Tuan, professor/EOPS counselor, presented her sabbatical leave topic on the exploration and development of teaching/counseling practices for the first-generation college student. She shared her goal was to better understand the student experience from the first-generation non-traditional student population. Ms. Tuan attended conferences and trainings, as well as interviewed staff and faculty from ten community colleges with first-generation programs. She noted there was no set model as the colleges interviewed were in different phases of their program development. Ms. Tuan shared the framework for the first-generation experience that will be implemented in fall 2025 at Allan Hancock College.

Dr. Walthers arrived at 6:17 p.m.

11.B. Changing the Odds Moment

Dr. Walthers shared the events of last week including Senior Expo and Band-O-Rama, were a success due to the campus-wide effort of Facilities, Athletics, Campus Graphics, and Campus Police.

12. Consent Agenda

Item 12.H., Approval of Change Orders for the Baseball/Softball Changing Rooms Project (Bid No. 25-01) and item 12.M., Second Review of Revised Board Policy 5510, Off-Campus Student Organizations, were pulled from the consent agenda and moved before action item 14.A., Approval of October 2025 Regular Board Meeting Date Change.

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

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

Noes: None

Abstentions: None

13. Oral Reports

13.A. Superintendent/President's Report

Dr. Walthers thanked everyone for their work in bringing bachelor's degrees from Cal Poly to Santa Maria. He commented on the years it took to accomplish and everyone involved including leaders, faculty, and the board. He acknowledged Lauren Milbourne, director, Public Affairs and Communications, for her work putting together the press conference.

13.B. Board Member Reports

Trustee Zacarías attended the planning retreat, Senior Expo, and the Cal Poly/Hancock press conference. She expressed her joy at having bachelor's degrees at Hancock.

Trustee Enciso attended the Cal Poly/Hancock press conference and the classified staff lunch. She noted she was a presenter at the Senior Expo.

Trustee Levy attended her first auxiliary programs corporation board meeting, Statewide Distance Education and Education Technology meeting, Diversity Day, and the Senior Expo. She saw *Sanctuary City* and was proud to attend the Cal Poly/Hancock press conference.

Trustee Ostini attended the Viticulture & Enology Foundation board meeting, annual planning retreat, Foundation brunch, the Senior Expo, the Cal Poly/Hancock press conference, and a staff luncheon at the Lompoc Valley Center.

Trustee Pensa attended the Board of Governors meeting with Dr. Walthers and Dr. Siwabessy, and the men's basketball state playoff game. He noted the Cal Poly/Hancock press conference was the highlight of his 16 years on the board.

Student Trustee Ora Shrecengost attended the staff vs. student basketball game. She shared ASBG hosted a Black History Celebration, Diversity Day, and The Dream Center hosted an International Woman's Day event. Ms. Shrecengost noted several students participated in the annual planning retreat on March 7. She shared upcoming events including student body elections, mid-term break with stress relief activities, the annual Student and Advocacy conference in Washington D.C., and the Student Senate for Community Colleges General assembly at the end of March.

13.C. Association Reports

1) Faculty Association

Roger Hall shared faculty attended Academic Senate to voice their concerns regarding the expansion, quality, and oversight of concurrent enrollment. He noted that better communication would help to build trust moving forward.

2) Academic Senate

No Report

3) California School Employees Association

Toby McLaughlin reported the chapter has selected delegates to go to the annual CSEA conference. Mr. McLaughlin will be attending as the regional representative. He shared classified staff are enjoying the events of CSEA week. Mr. McLaughlin commented the chapter will be holding informational meetings to review and discuss eight job descriptions and two MOUs. He said he attended the CSEA Southern California Union Steward Summit in El Monte, California.

4) Associated Student Body Government

Included in student trustee report.

5) AHC Foundation

No Report

6) Management Association

Mary Patrick shared campus safety is leading Emergency Operation Command training to keep all sections prepared and ready for an emergency situation. Facilities and Campus Safety supported a successful Santa Maria Valley Senior Expo. She shared renovation for K-11 and K-12 has been completed. Dean Patrick noted Band-O-Rama had 500 local students participating and 1200 family and friends in attendance. She thanked everyone for their efforts on the bachelor's degree agreement with Cal Poly.

7) Part-Time Faculty Association

Monique Segura reported that eight part-time faculty took part in the planning retreat. She shared a recent grievance was settled in a satisfactory manner. Ms. Segura thanked the dean and HR staff for their efforts in resolving the issue.

14. Action Items

- 12.H. Approval of Change Orders for the Baseball/Softball Changing Rooms Project (Bid No. 25-01)

On a motion by Trustee Pensa, seconded by Trustee Enciso, the board of trustees voted to approve change orders for the Baseball/Softball Changing Rooms Project (Bid No. 25-01). (Ayes: Student Trustee, Enciso, Levy, Ostini, Pensa, Zacarías; Noes: None; Absent: None)

- 12.M. Second Review of Revised Board Policy 5510, Off-Campus Student Organizations

On a motion by Trustee Pensa, seconded by Trustee Levy, the board of trustees voted to approve revised board policy 5510, Off-Campus Student Organizations, as presented. (Ayes: Student Trustee, Enciso, Levy, Ostini, Pensa, Zacarías; Noes: None; Absent: None)

- 14.A. Approval of October 2025 Regular Board Meeting Date Change

On a motion by Trustee Levy, seconded by Trustee Enciso, the board of trustees voted to change the October 2025 regular board meeting date to Monday, October 20 in Santa Maria. (Ayes: Student Trustee, Enciso, Levy, Ostini, Pensa, Zacarías; Noes: None; Absent: None)

- 14.B. Acceptance of Grants Approved and Review of Grant Proposals Submitted

On a motion by Trustee Pensa, seconded by Trustee Enciso, the board of trustees accepted the approved grants and the review of grants submitted. (Ayes: Student Trustee, Enciso, Levy, Ostini, Pensa, Zacarías; Noes: None; Absent: None)

- 14.C. Discontinuance of the Environmental Health and Safety Program

On a motion by Trustee Ostini, seconded by Trustee Levy, the board of trustees voted to approve the discontinuance of the environmental health and safety program. (Ayes: Student Trustee, Enciso, Levy, Ostini, Pensa, Zacarías; Noes: None; Absent: None)

- 14.D. Adoption of Resolution 25-07, Authorization and Execution of State & Local Cybersecurity Grants Program from Cal OES (Fiscal Year 2024)

On a motion by Trustee Enciso, seconded by Trustee Levy, the board of trustees adopted Resolution 25-07, Authorization and Execution of State & Local Cybersecurity Grants Program from Cal OES (Fiscal Year 2024), on a roll-call vote as follows:

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

Noes: None

Abstentions: None

- 14.E. Approval of Revision of CSEA Salary Schedule #55

On a motion by Trustee Levy, seconded by Trustee Pensa, the board of trustees voted to approve the revision of CSEA salary schedule #55. (Ayes: Student Trustee, Enciso, Levy, Ostini, Pensa, Zacarias; Noes: None; Absent: None)

15. Information Items

15.A. Acceptance of Employee Retirement and Resignations

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

15.B. Student Health Fee Increase

Dr. Walthers shared the student fee increase is in line with state rules.

15.C. First Review of Revised Administrative Procedure 2110, Vacancies on the Board

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

15.D. First Review of Administrative Procedure 2320, Special and Emergency Meetings

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

15.E. First Review of Administrative Procedure 2340, Agendas

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

15.F. First Review of Revised Administrative Procedure 2360, Minutes

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

15.G. First Review of Administrative Procedure 2365, Recording

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

15.H. First Review of Administrative Procedure 2410, Board Policies and Administrative Procedures

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

15.I. First Review of Administrative Procedure 2610, Presentation of Initial Collective Bargaining Proposals

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

15.J. First Review of Administrative Procedure 2735, Board Member Travel

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

- 15.K. First Review of Administrative Procedure 2740, Board Education
The board of trustees did not suggest changes to the administrative procedure.
- 15.L. First Review of Administrative Procedure 3433, Prohibition of Sexual Harassment under Title IX
The board of trustees did not suggest changes to the administrative procedure.
- 15.M. First Review of Administrative Procedure 3434, Responding to Sexual Harassment Based on Sex under Title IX
The board of trustees did not suggest changes to the administrative procedure.
- 15.N. First Review of Revised Administrative Procedure 4021, Program Vitality
The board of trustees did not suggest changes to the revised administrative procedure.
- 15.O. First Review of Revised Administrative Procedure 4103, Work Experience Education
The board of trustees did not suggest changes to the revised administrative procedure.
- 15.P. First Review of Revised Administrative Procedure 5030, Fees
The board of trustees did not suggest changes to the revised administrative procedure.
- 15.Q. First Review of Revised Administrative Procedure 5075, Course Adds Drops and Withdrawals
The board of trustees did not suggest changes to the revised administrative procedure.
- 15.R. First Review of Board Policy 7260, Classified Administrators
The board of trustees did not suggest changes to the board policy.
- 15.S. Monthly Report, Associate Superintendent/Vice President, Academic Affairs
Dr. Curry reported on several topics including hosting the Institutional Partnership Team, which will assist the college with the implementation of scheduling software. He noted the Pathways to Success Early College and Employer Engagement event was a success and thanked Donna Beal and Tom Lamica for their hard work putting together the event. Dr. Curry shared the college has approved courses for the concurrent/dual enrollment program.
- 15.T. Monthly Report, Associate Superintendent/Vice President, Student Services

No oral report was given.

15.U. Monthly Report, Executive Director, Institutional Effectiveness

Dr. Bach reported the Hispanic-Serving Institution application opened this month. He shared the annual planning retreat was a success. Dr. Bach said his team is now working on analyzing the outcomes from the retreat.

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

Dr. Hooten shared the activities behind the scenes of setting up the Cal Poly/Hancock press conference. He thanked the team for all their hard work.

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

Associate Superintendent Curran reported the Santa Maria campus solar array project is nearly complete. The system is projected to be connected in June 2025. Mr. Curran shared the Legislative Analyst's Office released their analysis of the governor's 2025 budget. He noted concerns on three items in the budget: Enterprise Resource Planning, Common Data Platform, and Credit for Prior Learning.

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

Associate Superintendent Curran reported the good news that apportionment funding for the college is projected at 100 percent. He provided an update on revenue and expense accounts.

16. New Business

The vote for California Community College Trustee Board will be on the April board agenda.

17. Calendar

Dr. Walthers shared events from the calendar including baseball, softball, and the opening of *Waitress*. He commented that graduation season is right around the corner.

18. Adjournment

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

The next regular meeting of the Board of Trustees will be held on Tuesday, April 15, 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

To: Board of Trustees	Date: April 15, 2025
From: Superintendent/President	
Subject: Register of Warrants and Payroll Summary 02/01/25 through 02/28/25	Item Number: 11.A.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 53 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	\$ 2,857,129.62	
Payroll 02/01/25 – 02/28/25	7,193,987.86	
Total General Fund		\$ 10,051,117.48
Child Development Fund 9433		
Invoice Warrants	116,275.88	
Payroll 02/01/25 – 02/28/25	93,735.36	
Total Child Development Fund		210,011.24
Capital Projects Fund 9440		
Invoice Warrants	0.00	
Payroll 02/01/25 – 02/28/25	0.00	
Total Capital Projects Fund		0.00
Capital Outlay Projects Fund 9441		
Invoice Warrants	1,013,171.30	
Total Capital Outlay Projects Fund		1,013,171.30
Go Bond Building Fund 9447		
Invoice Warrants	57,577.06	
Total Go Bond Building Fund		57,577.06
Self-Insurance Dental Fund 9461		
Invoice Warrants	0.00	
Total Self-Insurance Dental Fund		0.00

(continued)

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends the board of trustees approve commercial warrants 25054870 through 25055458 and CT X5052058 for a subtotal of \$4,044,153.86 and payroll warrants in the amount of \$7,287,723.22 for a grand total of \$11,331,877.08.

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>\$ 11,331,877.08</u>

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
02/01/2025 - 02/28/2025
Payroll

General Fund 10

100 Academic Salaries

1100A	Academic Salaries Full Time	1,990,618.23
1100B	Administrators (Cert.) Non Teaching	293,003.85
1100D	Part Time Faculty	799,342.61
SUB TOTAL		<u>\$3,082,964.69</u>

200 Classified Salaries

2000A	CSEA	1,528,149.70
2000B	Confidential/Supervisory	222,123.13
2000C	Classified Administrators	292,901.59
2000E	Classified Hourly	128,387.67
2000F	Student Workers	166,459.54
2000G	Board Member	1,389.15
SUB TOTAL		<u>\$2,339,410.78</u>

300 Employee Benefits

3000A	STRS	485,397.73
3000B	PERS	559,438.17
3000C	OASDHI-FICA	198,892.45
3000D	Health & Welfare	469,578.31
3000E	EDD-SUI	2,508.79
3000F	Workers Comp	55,796.94
SUB TOTAL		<u>\$1,771,612.39</u>

TOTAL FUND 10 **\$7,193,987.86**

Child Development Fund 33

100 Academic Salaries

1100A	Academic Salaries Full Time	13,559.42
SUB TOTAL		<u>\$13,559.42</u>

200 Classified Salaries

2000A	CSEA	26,563.84
2000E	Classified Hourly	8,437.12
2000F	Student Workers	27,641.43
SUB TOTAL		<u>\$62,642.39</u>

300 Employee Benefits

3000A	STRS	2,551.08
3000B	PERS	7,469.12
3000C	OASDHI-FICA	2,893.59
3000D	Health & Welfare	3,789.19
3000E	EDD-SUI	24.78
3000F	Workers Comp	805.79
SUB TOTAL		<u>\$17,533.55</u>

TOTAL FUND 33 **\$93,735.36**

Total **\$7,287,723.22**

Allan Hancock College

Warrant Register

Check Dates from 2/1/2025 to 2/28/2025

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Rachael Belunza	Manual Refund Submitted	\$1.00	
		\$1.00	CT 25054870
Kathleen Castruita	Manual Refund Submitted	\$91.00	
		\$91.00	CT 25054871
Phong Chanthara	Manual Refund Submitted	\$1,359.00	
		\$1,359.00	CT 25054872
Kelly Fairbrother	Manual Refund Submitted	\$79.00	
		\$79.00	CT 25054873
Ted Fletcher	Manual Refund Submitted	\$1,849.00	
		\$1,849.00	CT 25054874
Juan Ruiz-Guzman	Manual Refund Submitted	\$493.90	
		\$493.90	CT 25054875
Karlenn Hernandez	Manual Refund Submitted	\$56.00	
		\$56.00	CT 25054876
Alejandra Jimenez	Manual Refund Submitted	\$42.00	
		\$42.00	CT 25054877
Adelina Mares Mateo	Manual Refund Submitted	\$42.00	
		\$42.00	CT 25054878
Lizzie Mejia	Manual Refund Submitted	\$1.00	
		\$1.00	CT 25054879
Lourdes Ramirez	Manual Refund Submitted	\$79.00	
		\$79.00	CT 25054880
Graciela Ramos	Manual Refund Submitted	\$150.00	
		\$150.00	CT 25054881
Kelsey Reed	Manual Refund Submitted	\$81.63	
		\$81.63	CT 25054882
Nathaniel Reedy	Manual Refund Submitted	\$582.00	
		\$582.00	CT 25054883
Brynden Studley	Manual Refund Submitted	\$230.00	
		\$230.00	CT 25054884
Tyler Thanh Thanh	Manual Refund Submitted	\$184.00	
		\$184.00	CT 25054885
Crystal Trevino	Manual Refund Submitted	\$1,743.57	
		\$1,743.57	CT 25054886
Julio Valverde-De Jesus	Manual Refund Submitted	\$1,242.00	
		\$1,242.00	CT 25054887
Karina Velazquez	Manual Refund Submitted	\$1,849.00	
		\$1,849.00	CT 25054888
Florentino Aleman	Lodging 11.15-17.25 not cal card after all	\$778.77	

Allan Hancock College

Warrant Register

Check Dates from 2/1/2025 to 2/28/2025

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$778.77	CT 25054889
Donna Beal	Mid-Year Leadership Workshop San Luis Obispo, CA	\$50.96	
		\$50.96	CT 25054890
Michael Bernal	Open Mileage 1.21-31.25	\$327.60	
		\$327.60	CT 25054891
Martin Castillo	Open Mileage 1.2-24.25	\$155.68	
		\$155.68	CT 25054892
Comcast Cable	Comcast Monthly Internet Costs: 7/01/24 - 6/30/25	\$185.08	
		\$185.08	CT 25054893
Robert Curry	MAP Regional San Diego, CA	\$205.36	
		\$205.36	CT 25054894
Erika Diggs	HR Admin Academy Session 4 Rohnert Park, CA	\$138.24	
		\$138.24	CT 25054895
Digital West Networks, Inc	Telephone Service 7/1/2024 - 6/30/2025	\$4,194.27	
	Telephone Service 7/1/2024 - 6/30/2025	\$1,583.37	
	Telephone Service 7/1/2024 - 6/30/2025	\$1,444.41	
		\$7,222.05	CT 25054896
	Internet Service 7/1/2024 - 6/30/2025	\$145.00	
		\$145.00	CT 25054897
Kim Ensing	COMMODITY FROM GEN. ACCTG. ENC.	\$548.44	
	Program Review LA, CA	\$64.50	
		\$612.94	CT 25054898
Dee Dee Escalante-Ramirez	Mid-Year Leadership Workshop San Luis Obispo, CA	\$25.06	
		\$25.06	CT 25054899
Christine Grelck	Open Mileage 1.16.25	\$36.68	
		\$36.68	CT 25054900
Isabella Jacobo	Open Mileage 12.3,5,7.24	\$60.97	
		\$60.97	CT 25054901
Jennifer Jozwiak	PREPAY OUT OF POCKET	\$2,691.78	
		\$2,691.78	CT 25054902
Frankie Maldonado	Mid-Year Leadership Workshop San Luis Obispo, CA	\$35.14	
		\$35.14	CT 25054903
Toby McLaughlin	Open Mileage 1.15,23.25	\$38.78	
		\$38.78	CT 25054904
Crystal Neal	Open Mileage 11.18,12.02.24	\$6.43	
	Open Mileage 1.13,22.25	\$9.38	
		\$15.81	CT 25054905
Greg Pensa	Effective Trustee/Leg. Conf. Sacramento, CA	\$1,932.19	
		\$1,932.19	CT 25054906
Julia Raybould-Rodgers	OUT OF POCKET 2.20-22.25	\$1,126.90	

Allan Hancock College

Warrant Register

Check Dates from 2/1/2025 to 2/28/2025

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$1,126.90	CT 25054907
Victoria Shifflett	Open Mileage 1.6,20.25	\$76.16	
		\$76.16	CT 25054908
Jesus Solorio	PREPAY MEALS 2.15-17.25	\$4,085.00	
		\$4,085.00	CT 25054909
Southern California Gas Co	Natural Gas Supply 7/01/2024 - 6/30/2025	\$4,155.44	
	Natural Gas Supply 7/01/2024 - 6/30/2025	\$851.12	
		\$5,006.56	CT 25054910
Brian Stokes	Conf. Morro Bay, CA	\$557.36	
		\$557.36	CT 25054911
T-Mobile USA Inc	UNLIMITED MOBILE INTERNET HOT SPOTS	\$2,591.03	
		\$2,591.03	CT 25054912
Kevin Walthers	OCT-DEC 2024 OPEN MILEAGE	\$479.32	
	CCCLC Legislative Conf. Sacramento, Ca	\$1,200.58	
	REACH Santa Barbara, CA	\$85.40	
		\$1,765.30	CT 25054913
David Whitham	CLEC meeting Goleta, CA	\$85.72	
		\$85.72	CT 25054914
Jeremy Wirth	Open Mileage 1.21.25	\$14.28	
		\$14.28	CT 25054915
Esther Zamora	CACFP Fresno, CA	\$51.75	
	CACFP Fresno, CA	\$51.75	
		\$103.50	CT 25054916
AHC - Part-Time Faculty Association	Part-Time Faculty Reimbursement Per Article 11.7	\$2,853.30	
		\$2,853.30	CT 25054917
AHC Foundation	FY 2024 -25 Foundation Adv Salary Reimbursement	\$8,405.83	
		\$8,405.83	CT 25054918
Amazon	INSTRUCTIONAL SUPPLIES 07-02-24 TO 05-30-25	\$63.06	
	INSTRUCTIONAL SUPPLIES 07-02-24 TO 05-30-25	\$82.78	
	INSTRUCTIONAL SUPPLIES 07-02-24 TO 05-30-25	\$94.58	
	Chemistry Lab Supplies: 7/01/24 - 5/30/25	\$56.41	
	Biology Lab Supplies: 07-01-24 thru 05-31-25	\$39.13	
	LE INSTRUCTIONAL SUPPLIES: 07-02-24 TO 05-30-25	\$217.44	
	LE INSTRUCTIONAL SUPPLIES: 07-02-24 TO 05-30-25	\$818.82	
	LVC Library Books: 8.09.24 - 5.31.25	\$188.87	
	Instructional Supplies for ECS, 9/11/24 - 5/30/25	\$27.12	
	Instructional Supplies for Fire Academy,	\$45.63	
	Instructional Supplies for the EMS Academy,	\$28.68	
	Instructional Supplies for MESA/STEM,	\$165.01	
	instructional Supplies 11/01/24 - 5/30/25	\$42.82	
	Operational Supplies - Facilities,	\$15.75	
	Operational Supplies - Facilities,	\$37.60	
	Operational Supplies - Facilities,	\$83.35	

Allan Hancock College

Warrant Register

Check Dates from 2/1/2025 to 2/28/2025

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Amazon	Operational-Office Supplies 12-10-25 to 05-30-25	\$85.89	
	Instructional Supplies: 12/16/24 - 5/30/25	\$100.27	
	Instructional Supplies Film 1/17/2025 - 5/30/2025	\$140.80	
	Photo Instructional Supplies: 1/21/25 - 5/31/25	\$131.81	
	Horizontal Gas Cylinder Storage Cabinet,	\$630.82	
	Medline Protective Disposable Gloves Medium	\$23.34	
	Medline Protective Disposable Gloves Small	\$29.89	
	Medline Protective Disposable Gloves Large	\$27.18	
	Inspire Nitrile Gloved Medical Exam Large	\$10.64	
	Inspire Nitrile Gloves Medical Exam Medium	\$10.64	
	Inspire Nitrile Gloves Medical Exam Small	\$10.64	
	Medline Protective Disposable Gloves X-large	\$29.35	
	Office Supplies 1/23/2025- 5/30/2025	\$32.44	
	Office Supplies 1/23/2025- 5/30/2025	\$138.15	
	For instructional supplies 8-26-24 to 5-30-25	\$40.22	
	Instructional Supplies 1-16-25 to 5-30-25	\$371.72	
	OFFICE SUPPLIES VALID 1-29-25 TO 5-30-25	\$116.53	
	\$3,937.38	CT 25054919	
Amazon Web Services, Inc	Amazon Web Services (AWS),	\$7,703.59	
		\$7,703.59	CT 25054920
American Business Machines	Canon Image Runner Advanced 4925 Digital Copier	\$84.77	
	Canon Image Runner Advanced 4925 Digital Copier	\$4,790.49	
		\$4,875.26	CT 25054921
American Industrial Supply	Operational supplies 07-02-24 to 05-30-25	\$56.71	
	Operational supplies 07-02-24 to 05-30-25	\$67.68	
		\$124.39	CT 25054922
American Library Association	MEMBERSHIP FOR SHARAYA OLMEDA	\$231.00	
		\$231.00	CT 25054923
American Modular Systems Inc.	108x40 Modular Building for the New Health Center/	\$54,372.67	
	Change Order #1 to Include Various Changes Which	\$38,523.40	
	Change Order #2 to Include Various Changes Which	\$10,438.00	
	Change Order #3 to Include Addition of Various	\$12,645.70	
		\$115,979.77	CT 25054924
American Star Tours, Inc.	Transportation for College Corps Mid-Year	\$1,022.00	
	Transportation for College Corps Mid-Year	\$378.00	
	Transportation for Track & Field to Moorpark on	\$2,000.00	
	\$3,400.00	CT 25054925	
Aztec Software, LLC	ABC en Espanol Licenses, Product ID #10021.	\$8,725.00	
	Aztec's Digital Literacy-English,	\$588.00	
	Aztec's Digital Literacy-Spanish,	\$1,470.00	
		\$10,783.00	CT 25054926
Bremer Auto Parts	Operational Supplies for Fire Academy	\$116.72	
		\$116.72	CT 25054927
Ca Fire Tech Directors Assoc	2025 Annual Membership Dues - Leonard Champion	\$100.00	

Allan Hancock College

Warrant Register

Check Dates from 2/1/2025 to 2/28/2025

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$100.00	CT 25054928
Ca Fire Tech Directors Assoc	2025 Annual Membership Dues- John Cecena	\$100.00	
		\$100.00	CT 25054929
	2025 Annual Membership Dues- Dave Whitham	\$100.00	
		\$100.00	CT 25054930
Israel Cabello	Education Enrollment Reimbursement Winter 2025	\$376.63	
		\$376.63	CT 25054931
Califitness Equipment Expert	Fitness Equipment Maintenance Inv#41470	\$407.00	
		\$407.00	CT 25054932
CalSoft Water	Reverse Osmosis for Buildings: J,K,M,N,CBC,S2,R2	\$55.90	
	Reverse Osmosis for Buildings: J,K,M,N,CBC,S2,R2	\$128.95	
		\$184.85	CT 25054933
Carolina Biological	Biology Labs Supplies: 07-01-24 thru 05-31-25	\$578.28	
		\$578.28	CT 25054934
Coast Fluid Aire Inc	Air Compressor Service - Supplies. Invoice #729633	\$2,347.47	
	Field Labor and Service Truck Charge	\$1,049.00	
	Shipping and Handling	\$31.19	
		\$3,427.66	CT 25054935
Lilian De La Torre	Independent contractor agreement for translation	\$2,161.30	
		\$2,161.30	CT 25054936
Dept Of Forestry & Fire Protection	Fire Control 3: Structural Fire Fighting	\$1,950.00	
		\$1,950.00	CT 25054937
	Common Passenger Vehicle Rescue Technician	\$1,875.00	
		\$1,875.00	CT 25054938
Erik Diggs	Reimbursement for Work Boots	\$141.36	
		\$141.36	CT 25054939
Downs Government Affairs, LLC	Services for consortium project 7/1/2024-6/30/2025	\$2,000.00	
		\$2,000.00	CT 25054940
Facilities Planning And Consulting Services	Facilities Related Consulting Services for Fiscal	\$600.00	
		\$600.00	CT 25054941
Federal Express Corp	Mailings for Acct #1104-8488	\$12.65	
		\$12.65	CT 25054942
Myrna Flores	Reimbursement for overnight postage fees, 1/29/25.	\$42.80	
		\$42.80	CT 25054943
Foodbank Of Santa Barbara County	Food for Foodshare and Basic Needs Food Pantry for	\$1,212.80	
	Food for Foodshare and Basic Needs Food Pantry for	\$575.93	
	Food for Foodshare and Basic Needs Food Pantry for	\$1,300.64	
	Food for Foodshare and Basic Needs Food Pantry for	\$689.00	

Allan Hancock College

Warrant Register

Check Dates from 2/1/2025 to 2/28/2025

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Foodbank Of Santa Barbara County	Food for Foodshare and Basic Needs Food Pantry for	\$521.63	
		\$4,300.00	CT 25054944
Frends Beauty Supply Inc	Ben Nye Theatrical Creme Kit TK-5 Brown: Light	\$84.83	
	Ben Nye Theatrical Creme Kit TK-3 Kit Olive Light-	\$169.65	
	Ben Nye Theatrical Creme Kit TK-2 Kit Fair: Medium	\$339.30	
	Ben Nye Theatrical Creme Kit TK-1 Kit Fair: Light-	\$424.13	
	Fedex Standard Overnight Shipping	\$61.64	
		\$1,079.55	CT 25054945
Galls Llc	Street Pro Gear Bag, Item # BG006 BLK.	\$1,613.85	
	Uniforms for CSO from 7/12/24 - 5/30/25	\$78.92	
	Uniforms for CSO from 7/12/24 - 5/30/25	\$87.04	
		\$1,779.81	CT 25054946
GotSafety, LLC	Annual Technology Package - Diamond: 7/01/24 -	\$1,160.00	
		\$1,160.00	CT 25054947
Lee Gottheimer	Reimbursement for Culinary Arts Food Purchase,	\$147.08	
		\$147.08	CT 25054948
H&E Equipment Services Inc	Light Tower Manual solar LED Towers rental.	\$3,262.50	
	Property Tax Recovery Fee	\$24.47	
	Environmental Fee Rental	\$81.56	
		\$3,368.53	CT 25054949
Hardy Diagnostics	Petri Dish, Mono Plate	\$74.97	
	Petri Dish, Large, Mueller Hinton, Sterile	\$70.21	
	Freight	\$14.00	
		\$159.18	CT 25054950
Healy Awards Inc	4 Color Chrome Finish Softball Helmet Decals, Item	\$148.95	
	2 Color Chrome Finish Softball Helmet Decals,	\$135.90	
	Shipping	\$30.92	
		\$315.77	CT 25054951
Historic Santa Maria Inn	Emergency Hotel Room for Student. Folio #65703.	\$1,249.75	
		\$1,249.75	CT 25054952
Hodges Automotive	Smog Testing for Public Safety Training vehicles,	\$59.75	
	Smog Testing for Public Safety Training vehicles,	\$59.75	
		\$119.50	CT 25054953
Home Depot	Instructional Supplies for EMS Academy	\$24.45	
	OPERATIONAL SUPPLIES: 07-02-24 TO 05-30-25	\$348.73	
	OPERATIONAL SUPPLIES: 07-02-24 TO 05-30-25	\$193.53	
	Instructional Supplies for Fire Academy	\$30.91	
	Instructional Supplies for Fire Academy	\$2,769.08	
	Custodial supplies per invoice # 7527684	\$5.42	
	Custodial supplies per invoice # 7541158	\$268.20	
	Custodial supplies per invoice #534392	\$123.63	
	Supplies for grounds per invoice #6522335	\$37.37	

Allan Hancock College

Warrant Register

Check Dates from 2/1/2025 to 2/28/2025

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$3,801.32	CT 25054954
J B Dewar	Fuel for AHC Community Ed. Truck Driving Class	\$1,094.91	
		\$1,094.91	CT 25054955
Jay Cee Trophy	Fire Academy Name Tags Fall 2024 to Spring 2025	\$741.24	
		\$741.24	CT 25054956
Kaplan North America LLC	Kaplan Nursing Complete Program plus CAT for the	\$15,510.00	
		\$15,510.00	CT 25054957
Kenco Construction Services, Inc	Onsite DSA Project Inspections for the	\$5,040.00	
		\$5,040.00	CT 25054958
McDougal Boehmer Foley Lyon Mitchell	General Legal Consulting Services,	\$2,320.00	
		\$2,320.00	CT 25054959
LeeAnne McNulty	Reimbursement for 20 Bus passes for AHC	\$280.00	
		\$280.00	CT 25054960
Mission Linen Supply	Laundry Services for Automotive Collision Repair:	\$21.13	
	Laundry Services for Automotive Technology Program	\$23.98	
	Kitchen linen service for Culinary Arts	\$38.60	
	Laundry Services for Automotive Collision Repair:	\$21.13	
	Laundry Services for Automotive Technology Program	\$34.60	
	Kitchen linen service for Culinary Arts	\$38.60	
		\$178.04	CT 25054961
Nicks Telecom	WHEELLEN, CORE CONTROL POINT, UNIT 31, INVOICE #	\$250.13	
	WHEELLEN, DOOR KILL MODULE	\$65.25	
	12 VOILT 15 AMP RELAY	\$16.31	
		\$331.69	CT 25054962
ODP Business Solutions LLC	Office/Operational Supplies,	\$32.83	
	Office Depot Low-Odor Dry-Erase Markers, blue	\$20.71	
	Office Depot Low-Odor Dry-Erase Markers, green	\$20.96	
	Office Depot Callisto Retractable Pens, Assorted	\$14.78	
	Office Supplies for Outreach: 12/17/24 - 5/30/25	\$17.99	
	Office Supplies for Outreach: 12/17/24 - 5/30/25	\$26.09	
	Office Supplies for Outreach: 12/17/24 - 5/30/25	\$265.75	
	Basic Needs Center Supplies, 7/01/2024 - 5/30/2025	\$11.57	
	Basic Needs Center Supplies, 7/01/2024 - 5/30/2025	\$12.95	
	Basic Needs Center Supplies, 7/01/2024 - 5/30/2025	\$17.45	
	Basic Needs Center Supplies, 7/01/2024 - 5/30/2025	\$37.87	
	Basic Needs Center Supplies, 7/01/2024 - 5/30/2025	\$63.44	
	Basic Needs Center Supplies, 7/01/2024 - 5/30/2025	\$173.00	
	Basic Needs Center Supplies, 7/01/2024 - 5/30/2025	\$638.44	
	Basic Needs Center Supplies, 7/01/2024 - 5/30/2025	\$6.20	
	Office Supplies: 07/01/2024 - 05/30/2025	\$89.62	
	Office Supplies: 07/01/2024 - 05/30/2025	\$114.18	
	Office Supplies: 07/01/2024 - 05/30/2025	\$57.45	
	Logitech H390 Headset with Noise-Cancelling Mic	\$59.96	

Allan Hancock College

Warrant Register

Check Dates from 2/1/2025 to 2/28/2025

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$1,681.24	CT 25054963
PPG Architectural Finishes Inc	Paint Supplies for Maintenance Dept. 1.27.2025 to	\$26.52	
	Paint Supplies for Maintenance Dept. 1.27.2025 to	\$32.49	
	Paint Supplies for Maintenance Dept. 1.27.2025 to	\$125.24	
		\$184.25	CT 25054964
Premier Water Management, LLC	Monthly Water Treatment, Lompoc Campus	\$246.20	
	Monthly Water Treatment, Santa Maria Campus	\$197.90	
		\$444.10	CT 25054965
ProCare Janitorial Supply, Inc.	Custodial supplies for LVC - 1.27.2025 thru 5.30.	\$1,281.56	
		\$1,281.56	CT 25054966
Professional Piano Services, LLC	Tuning and repair services for nine (9) upright	\$450.00	
		\$450.00	CT 25054967
Quinn Company	Instructional Supplies:	\$66.12	
		\$66.12	CT 25054968
Melissa Rudder	Reimbursement for refreshments for Embedded Tutors	\$170.76	
		\$170.76	CT 25054969
Salesforce, Inc	Tableau - Creator (Server) 12 Month Renewal	\$3,375.00	
	Tableau - Viewer (Server) 12 Month Renewal	\$6,075.00	
		\$9,450.00	CT 25054970
Samy's Camera	Canon EOS Rebel T7 Digital SLR Camera,	\$9,831.00	
		\$9,831.00	CT 25054971
Santa Barbara Co Dept Of Social Svc	WRC Lease Operating Costs 7-1-24 to 2-28-25	\$2,513.71	
		\$2,513.71	CT 25054972
Santa Maria Times	Monthly Online Big Ad July 2024-June 2025	\$1,000.00	
	Reveal Ad 2025 Winter Spring Registration	\$350.00	
	Monthly Online Big Ad July 2024-June 2025	\$1,000.00	
	Digital Reveal Ad Spring 2025 Registration	\$350.00	
		\$2,700.00	CT 25054973
Save Mart Supermarkets	Food Supplies for Children's Center,	\$273.90	
	Food Supplies for Children's Center,	\$287.92	
	Food Supplies for Children's Center,	\$291.81	
		\$853.63	CT 25054974
Eva Schiorring	External evaluator for grant project evaluation	\$6,624.00	
		\$6,624.00	CT 25054975
SCN Worldwide LLC	Class Climate Cloud License – SaaS	\$17,000.00	
		\$17,000.00	CT 25054976
Siemens Industry Inc	Intrusion Alarm Annual Service Agreement:	\$16,238.00	
	Fire Alarm Annual Service & Monitoring Agreement:	\$38,098.00	

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Allan Hancock College

Warrant Register

Check Dates from 2/1/2025 to 2/28/2025

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$54,336.00	CT 25054977
Smart & Final	Bulldog Bites 11.14.24 - 6.30.25	\$680.11	
	Lunch Locker for Santa Maria Campus	\$116.88	
	Food for End of 2024 Workshops, 11/08/24 - 5/30/25	\$80.52	
	Food and Beverage Purchases for Men's Support	\$467.97	
	Supplies for Biology Labs: 07-05-24 thru 05-30-25	\$8.32	
	Lunch Locker for Santa Maria Campus	\$218.37	
	Food-JISSP workshops-Activities,	\$247.75	
	Food-JISSP workshops-Activities,	\$247.76	
	Supplies - JISSP workshops-Activities,	\$47.50	
	Supplies - JISSP workshops-Activities,	\$47.51	
	Food and Beverage Purchases for Men's Support	\$93.39	
	Lunch Locker for Santa Maria Campus	\$282.03	
	Food and Beverage Purchases for Men's Support	\$97.75	
	Bulldog Bites 11.14.24 - 6.30.25	\$838.62	
	Bulldog Bites 11.14.24 - 6.30.25	\$131.91	
	Supplies for Biology Labs: 07-05-24 thru 05-30-25	\$14.82	
	Lunch Locker for Santa Maria Campus	\$424.74	
	Food for End of 2024 Workshops, 11/08/24 - 5/30/25	\$11.89	
	Food for End of 2024 Workshops, 11/08/24 - 5/30/25	\$63.09	
	Food and Beverage Purchases for Men's Support	\$295.74	
	Food Supplies: 7/02/24 - 6/30/25	\$119.64	
		\$4,536.31	CT 25054978
	Food for Children's Center 11-1-24 to 6-30-25	\$51.33	
	Food for Children's Center 11-1-24 to 6-30-25	\$329.01	
	Food for Children's Center 11-1-24 to 6-30-25	\$119.81	
	Food for Children's Center 11-1-24 to 6-30-25	\$437.18	
	Food for Children's Center 11-1-24 to 6-30-25	\$273.08	
	Food for Children's Center 11-1-24 to 6-30-25	\$291.24	
	Food for Children's Center 11-1-24 to 6-30-25	\$155.54	
		\$1,657.19	CT 25054979
	Food for Culinary Arts	\$746.36	
	Food for Culinary Arts	\$29.68	
	Food for Culinary Arts	\$506.60	
	Food for Culinary Arts	\$48.80	
		\$1,331.44	CT 25054980
Source Graphics	Office Supplies - Wide format Paper and Media	\$547.42	
		\$547.42	CT 25054981
Specialty Constructors Services Inc	Provide all labor, materials, equipment, utility	\$276,470.90	
	The contractor shall furnish all labor, materials,	\$46,893.90	
		\$323,364.80	CT 25054982
Brian Stokes	Reimbursement for GPTZero Premium subscription.	\$192.00	
		\$192.00	CT 25054983
Strata Information Group	Consulting Financial Aid- Banner Tech Support	\$6,525.00	
	Consulting Financial Aid- Banner Tech Support	\$1,980.00	
	Consulting Financial Aid- Banner Tech Support	\$3,825.00	

Allan Hancock College

Warrant Register

Check Dates from 2/1/2025 to 2/28/2025

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Strata Information Group	Consulting Financial Aid- Banner Tech Support	\$10,755.00	
		\$23,085.00	CT 25054984
Target Specialty Products	Supplies for AHC Grounds Dept, 7-1-24 thru 5-31-25	(\$51.96)	
	Supplies for AHC Grounds Dept, 7-1-24 thru 5-31-25	\$175.68	
		\$123.72	CT 25054985
Testa Catering	Coffee Tea Station-7:30am Delivery Court Yrd Bldg.	\$190.31	
	Coffee Tea Station- 7:30am Delivery Commons Area	\$190.31	
	Coffe Tea Station-7:30 am Delivery near Bldg. M	\$190.31	
	Coffee Tea Station-7:30am Delivery Near Bldg. N	\$190.31	
	Coffee Tea Station-7:30am Delivery front of Bldg.	\$271.88	
	Coffee Tea Station-7:30am Delivery front of Bldg.	\$271.88	
	Operations fee	\$130.50	
	Coffee Station 7:30am Delivery Courtyrd Bldg. G	\$190.31	
	Coffee Station 7:30am Delivery Commons Area	\$190.31	
	Coffee station 7:30am Delivery near Bldg. M	\$190.31	
	Coffee Station 7:30am Delivery Bldg. N (ARC)	\$190.31	
	Coffee Station 7:30am Delivery front of Bldg. S	\$271.88	
	Coffee Station 4:00pm Delivery front of Bldg. S	\$271.88	
	Operations fee	\$130.50	
		\$2,871.00	CT 25054986
The Berry Man Inc	Food purchases for Culinary Arts,	\$138.45	
	Food purchases for Culinary Arts,	\$96.25	
		\$234.70	CT 25054987
Tri County Office Furniture	Hon 10500 Series Double Ped Desk, 3/2 Rect Top, Delivery & Installation	\$1,906.52	
		\$353.44	
		\$2,259.96	CT 25054988
Trojan Petroleum, Inc	Gasoline Purchases: 07-01-24 thru 6-30-25.	\$6,167.49	
	Gasoline Purchases: 07-01-24 thru 6-30-25.	\$10,250.18	
	Diesel Purchases: 07-01-24 thru 06-30-25	\$843.11	
	Gasoline Purchases: 07-01-24 thru 6-30-25.	\$778.65	
		\$18,039.43	CT 25054989
Tropics	Aquarium Maintenance Service (2 visits/month):	\$350.00	
	Aquarium Maintenance Service (2 visits/month):	\$382.63	
		\$732.63	CT 25054990
Trustees of the California State University	CSU Free Application Codes for AHC Students	\$3,500.00	
	CSU Free Application Codes for AHC Students	\$1,750.00	
		\$5,250.00	CT 25054991
United Parcel Service	UPS Charges, 7-1-24 thru 6-30-25, Account	\$18.00	
		\$18.00	CT 25054992
United Site Services Of California Inc	Services - 3 Portable Toilets, 7-1-24 thru 6-30-25	\$627.00	
		\$627.00	CT 25054993
US Bank Corporate Payment System	January 27, 2025 Statement	\$19,311.64	

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Allan Hancock College
Warrant Register
 Check Dates from 2/1/2025 to 2/28/2025
 Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$19,311.64	CT 25054994
Us Postal Service-Hasler	Postage Deposit to Hasler for Meter in	\$10,000.00	
		\$10,000.00	CT 25054995
Oxnard College	Cost-reimbursement Subaward Agreement for	\$11,348.28	
	Cost-reimbursement Subaward Agreement for	\$140.21	
Ventura County Community College District	Cost-Reimbursement Subaward Agreement for	\$20,322.76	
		\$31,811.25	CT 25054996
VTC Enterprises	Collection of Recycling Paper on Main Campus,	\$800.00	
	VTC Mailing Services; prepping for all local high	\$736.44	
	Permit usage fee	\$232.56	
	Delivery/Pick up fee	\$16.00	
	Postage for all local high schools Invoice#250057B	\$1,472.88	
		\$3,257.88	CT 25054997
Ward's Science Inc	Mouthpiece Plastic Disp Spirometer,	\$83.00	
	Freight	\$20.03	
		\$103.03	CT 25054998
Worldwide Environmental Products Inc	Remote Access Labor Fee for EIS5000 (Serial Number	\$115.00	
		\$115.00	CT 25054999
Saeed Afshar	Manual Refund Submitted	\$150.00	
	Manual Refund Submitted	\$500.00	
		\$650.00	CT 25055000
Domingo Arguello	Manual Refund Submitted	\$500.00	
		\$500.00	CT 25055001
Joseph Belunza	Manual Refund Submitted	\$586.50	
		\$586.50	CT 25055002
Monserrat Briones Valdovinos	Manual Refund Submitted	\$500.00	
		\$500.00	CT 25055003
Guadalupe Campos	Manual Refund Submitted	\$166.00	
		\$166.00	CT 25055004
Serina Crum	Manual Refund Submitted	\$21.00	
		\$21.00	CT 25055005
Bryan Cuin-Molinero	Manual Refund Submitted	\$138.00	
		\$138.00	CT 25055006
Manali Dwarakanath	Manual Refund Submitted	\$184.00	
		\$184.00	CT 25055007
Elisha Eldridge	Manual Refund Submitted	\$188.00	
		\$188.00	CT 25055008
Anita Espinoza Ramirez	Manual Refund Submitted	\$500.00	

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Allan Hancock College
Warrant Register
 Check Dates from 2/1/2025 to 2/28/2025
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Vendor Name	Description	Amount	Warrant
		\$500.00	CT 25055009
Joanna Garay	Manual Refund Submitted	\$897.00	
		\$897.00	CT 25055010
Lolita Hopson	Manual Refund Submitted	\$290.00	
		\$290.00	CT 25055011
Maria Islas	Manual Refund Submitted	\$400.00	
		\$400.00	CT 25055012
Susan Klucker	Manual Refund Submitted	\$261.00	
		\$261.00	CT 25055013
Esmeralda Ledesma	Manual Refund Submitted	\$184.00	
		\$184.00	CT 25055014
Alyssa Lopez	Manual Refund Submitted	\$435.00	
		\$435.00	CT 25055015
Valerie Marin Arana	Manual Refund Submitted	\$55.00	
		\$55.00	CT 25055016
Maricela Martinez	Manual Refund Submitted	\$300.00	
		\$300.00	CT 25055017
Curren Nelson	Manual Refund Submitted	\$9.00	
		\$9.00	CT 25055018
Terra Nichols	Manual Refund Submitted	\$20.00	
		\$20.00	CT 25055019
Selena Orozco	Manual Refund Submitted	\$579.00	
		\$579.00	CT 25055020
Michael Raymond	Manual Refund Submitted	\$138.00	
		\$138.00	CT 25055021
Fernanda Rojas Romero	Manual Refund Submitted	\$267.00	
	Manual Refund Submitted	\$105.00	
		\$372.00	CT 25055022
Flor Rojas-Perez	Manual Refund Submitted	\$530.00	
		\$530.00	CT 25055023
Jason Segura	Manual Refund Submitted	\$26.63	
		\$26.63	CT 25055024
Elisa Thompson	Manual Refund Submitted	\$582.00	
		\$582.00	CT 25055025
Victoria Valenzuela-Gutierrez	Manual Refund Submitted	\$203.00	
		\$203.00	CT 25055026
Rick Wooldridge	Manual Refund Submitted	\$250.00	
		\$250.00	CT 25055027
Dalia Zepeda Corona	Manual Refund Submitted	\$2,945.00	

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Allan Hancock College
Warrant Register
Check Dates from 2/1/2025 to 2/28/2025
Bank Code: CT

Vendor Name	Description	Amount	Warrant
Dalia Zepeda Corona	Manual Refund Submitted	\$685.00	
		\$3,630.00	CT 25055028
Braulio Angeles	Open Mileage 1.22-31.25	\$13.30	
		\$13.30	CT 25055029
Valerie Avelino	Open Mileage 1.8-31.25	\$38.71	
		\$38.71	CT 25055030
Jovany Cardenas Vargas	Open Mileage 1.14,16,30,31.25	\$9.52	
	Open Mileage 1.14,16,30,31.25	\$0.00	
	Open Mileage 1.14,16,30,31.25	\$0.00	
		\$9.52	CT 25055031
City of Lompoc	Waste Disposal-Sewer Fees 7.1.2024 - 6.30.2025	\$619.80	
	Water Services 7.1.2024 - 6.30.2025	\$3,676.47	
		\$4,296.27	CT 25055032
	Waste Disposal-Sewer Fees 7.1.2024 - 6.30.2025	\$1,763.06	
		\$1,763.06	CT 25055033
James Colon	Open Mileage 1.2-28.25	\$159.60	
		\$159.60	CT 25055034
Comcast Cable	Comcast Monthly Internet Costs: 7/01/24 - 6/30/25	\$231.08	
		\$231.08	CT 25055035
Constellation Newenergy Inc	Electricity Services 7.1.2024 - 6.30.2025	\$32,533.69	
	Electricity Services 7.1.2024 - 6.30.2025	\$5,741.24	
		\$38,274.93	CT 25055036
	Electricity Services 7.1.2024 - 6.30.2025	\$12.37	
	Electricity Services 7.1.2024 - 6.30.2025	\$2.18	
		\$14.55	CT 25055037
	Electricity Services 7.1.2024 - 6.30.2025	\$27.66	
	Electricity Services 7.1.2024 - 6.30.2025	\$4.88	
		\$32.54	CT 25055038
Jashawn Coulibaly	Open Mileage 1.15-29.25	\$70.63	
		\$70.63	CT 25055039
Alicia Delgadillo	Open Mileage 1.17-30.25	\$93.10	
		\$93.10	CT 25055040
Doaa Elkhatib	Open Mileage 1.3-27.25	\$15.40	
		\$15.40	CT 25055041
Enterprise Rent-A-Car	Ruben Ramirez 1.29-1.31.25	\$297.90	
		\$297.90	CT 25055042
Dee Dee Escalante-Ramirez	Open Mileage 1.23-27.25	\$0.00	
	Open Mileage 1.23-27.25	\$4.97	
	Open Mileage 1.23-27.25	\$0.00	
		\$4.97	CT 25055043
Janet Espinoza-Huacuja	Open Mileage 1.17-31.25	\$122.01	

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Allan Hancock College
Warrant Register
Check Dates from 2/1/2025 to 2/28/2025
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$122.01	CT 25055044
Susana Garcia	Open Mileage 1.8,15,22,29.25	\$39.20	
		\$39.20	CT 25055045
Hostelling International	RES NUMBER 9033908 REED, CHRISTINE 3.17-18.25	\$2,412.91	
		\$2,412.91	CT 25055046
Jeene Khaykham	REIMBURSE PREPAY REG 3.10-13.25	\$169.00	
	Leadership Excellence Conf. Anaheim, CA	\$331.00	
		\$500.00	CT 25055047
Kurt Kruse	Open Mileage 8.20-12.10.24	\$124.35	
		\$124.35	CT 25055048
Veronica Leon	Open Mileage 1.2-31.25	\$105.56	
		\$105.56	CT 25055049
Rosi Lopez Navarro	Open Mileage 1.3-29.25	\$73.08	
		\$73.08	CT 25055050
Unique Martinez	Open Mileage 1.8,15,22,29.25	\$39.20	
		\$39.20	CT 25055051
Virginia Martinez Najera	Open Mileage 1.01-22.25	\$164.78	
		\$164.78	CT 25055052
MeetingWise LLC	Reg CISO-012025-0363 MCMAINS 3.3-6.25	\$645.00	
	CISO25-012025-0361 SPECT, ANDY REG	\$371.25	
		\$1,016.25	CT 25055053
Evelyn Mendoza	Open Mileage 1.03-31.25	\$88.90	
		\$88.90	CT 25055054
Priscilla Morales	Open Mileage 1.6-31.25	\$60.27	
		\$60.27	CT 25055055
Apolinar Morales Pozos	Open Mileage 1.16,23,28.25	\$74.20	
		\$74.20	CT 25055056
Monica Sofia Morelos Vivar	Open Mileage 1.14-31.25	\$18.62	
		\$18.62	CT 25055057
Crystal Neal	Open Mileage 11.29.23-10.08.24	\$35.38	
		\$35.38	CT 25055058
Kenneth Ostini	Effective Trustee Workshop Sacramento, CA	\$870.80	
		\$870.80	CT 25055059
Pacific Gas & Electric Company	Electricity Services 7.1.2024- 6.30.2025	\$83.31	
	Electricity Services 7/1/2024 - 6/30/2025	\$22.14	
		\$105.45	CT 25055060
	Electricity Services 7.1.2024- 6.30.2025	\$73.71	
	Electricity Services 7/1/2024 - 6/30/2025	\$19.59	

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Allan Hancock College
Warrant Register
Check Dates from 2/1/2025 to 2/28/2025
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$93.30	CT 25055061
Pacific Gas & Electric Company	Electricity Services 7.1.2024- 6.30.2025	\$41.74	
	Electricity Services 7/1/2024 - 6/30/2025	\$11.09	
		\$52.83	CT 25055062
	Electricity Services 7.1.2024- 6.30.2025	\$3,075.35	
	Electricity Services 7/1/2024 - 6/30/2025	\$817.50	
		\$3,892.85	CT 25055063
	Electricity Services 7.1.2024- 6.30.2025	\$441.90	
	Electricity Services 7/1/2024 - 6/30/2025	\$117.47	
		\$559.37	CT 25055064
Trevor Passage	Open Mileage 1.22,27,29.25	\$0.00	
	Open Mileage 1.22,27,29.25	\$53.13	
		\$53.13	CT 25055065
Kenneth Perez	Open Mileage 1.28,30.25	\$0.00	
	Open Mileage 1.28,30.25	\$0.00	
	Open Mileage 1.28,30.25	\$39.06	
	Open Mileage 1.6-29.25	\$37.24	
	Open Mileage 1.6-29.25	\$0.00	
	Open Mileage 1.6-29.25	\$0.00	
		\$76.30	CT 25055066
Kathleen Perez Santos	Open Mileage 1.29,31.25	\$12.74	
		\$12.74	CT 25055067
Adelina Pozos	Leadershop Excellence Conf, Anaheim, CA	\$331.00	
		\$331.00	CT 25055068
Maria Ramirez-Garibay	Open Mileage 1.17-29.25	\$91.70	
		\$91.70	CT 25055069
Julie Rios	REIMBURSE REG PREPAY 3.10-13.25	\$169.00	
		\$169.00	CT 25055070
Kristy Soriano	Open Mileage 1.3-31.25	\$22.68	
		\$22.68	CT 25055071
Richard Soto	Open Mileage 1.15-29.25	\$69.30	
		\$69.30	CT 25055072
Joseph Tilley	Open Mileage 8.21-12.11.24	\$571.20	
		\$571.20	CT 25055073
US Department of Veterans Affairs	RETURN VA MADISYN POPE FILE 4000	\$39.00	
		\$39.00	CT 25055074
	RETURN VA33 ENGLAND, J FILE 6140	\$14.92	
		\$14.92	CT 25055075
Verizon Select Svc Inc	Long Distance and Toll Free Service Charges	\$11.54	

Allan Hancock College

Warrant Register

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Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$11.54	CT 25055076
ABV Scoreboard Services, Inc	LED Goal Lights Strips - Wireless, Item #GL-7248-R	\$2,147.81	
	Custom Cut Mascot Logo	\$674.25	
	Custom Cut Mascot Logo	\$163.06	
	Custom Cut Mascot Logo	\$250.19	
	Installation	\$2,200.00	
		\$5,435.31	CT 25055077
AHC Auxiliary Programs Corporation	General Fund Allocation to PCPA	\$501,553.15	
		\$501,553.15	CT 25055078
Amazon	Instructional Supplies for EMS Academy	\$24.90	
	LE INSTRUCTIONAL SUPPLIES: 07-02-24 TO 05-30-25	\$901.52	
	Instructional Supplies 7/1/2024 - 5/31/2025	\$140.53	
	OFFICE/OPERATIONAL SUPPLIES, 7/01/24 - 5/31/25	\$5.86	
	OFFICE/OPERATIONAL SUPPLIES, 7/01/24 - 5/31/25	\$41.95	
	FOOD SUPPLIES FOR WELLNESS PROGRAM	\$47.60	
	FOOD SUPPLIES FOR WELLNESS PROGRAM	\$84.99	
	FOOD SUPPLIES FOR WELLNESS PROGRAM	\$156.67	
	Office Supplies - paper, paper clips, rubber bands	\$130.40	
	Misc. Supplies for Center 7-1-24 to 5-30-25	\$116.09	
	Misc. Supplies for Center 7-1-24 to 5-30-25	\$453.47	
	Misc. Supplies for Center 7-1-24 to 5-30-25	\$1,317.17	
	Physics Instructional Supplies: 8/05/24 - 5/30/25	\$314.49	
	Instructional Supplies for EMS Academy,	\$18.44	
	Office/Operational Supplies	\$40.65	
	Instructional Supplies for Paramedic Academy,	\$163.11	
	Operational Supplies - Facilities,	\$31.53	
	Office/Operational Supplies 12/5/2024 - 5/30/2025	\$52.63	
	Operational Supplies: 12/16/24 - 5/30/25	\$2,712.54	
	Vet Tech Instructional Supplies: 1/29/25 - 5/30/25	\$225.15	
	OFFICE SUPPLIES VALID 1-29-25 TO 5-30-25	\$14.12	
	Instructional Supplies 1/30/25-5/30/25	\$82.60	
	E-riding 5 Step Ladder, Folding Step Stool,	\$118.54	
	Shipping and Handling	\$0.00	
		\$7,194.95	CT 25055079
American Business Machines	Wide Format Supplies, Staples	\$76.13	
	Wide Format Supplies, Staples	\$174.00	
		\$250.13	CT 25055080
American Star Tours, Inc.	Bus Service - AHC Men&Womens Basketball - 2.5.2025	\$1,400.00	
	Bus Service - AHC Baseball - 2.6.2025	\$4,960.00	
	Bus Service - AHC Track - 2.7.2025	\$2,220.00	
		\$8,580.00	CT 25055081
Applied Industrial Technologies - CA LLC	Single Row Ball Bearings for HVAC Unit.	\$38.43	
		\$38.43	CT 25055082
Automotive Electronics Services	2000A-200A Current Clamp #PT-TA167	\$619.88	

Allan Hancock College

Warrant Register

Check Dates from 2/1/2025 to 2/28/2025

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Automotive Electronics Services	Shipping	\$15.00	
		\$634.88	CT 25055083
B & B Steel & Supply	Instructional Supplies,	\$1,800.90	
		\$1,800.90	CT 25055084
Blick Art Materials	Instructional Art Supplies per Quote #QBC0283-91	\$3,085.27	
		\$3,085.27	CT 25055085
Boldyn Networks Higher Ed LLC	AWS Cloud Migration Consulting & Support Services	\$5,162.25	
		\$5,162.25	CT 25055086
Bremer Auto Parts	Operational Supplies for EMS Academy	\$61.29	
	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	\$252.06	
	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	\$65.20	
	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	\$81.55	
		\$460.10	CT 25055087
Burnham Insurance Services	ACA Consulting 7-1-24 to 6-30-25	\$3,250.00	
		\$3,250.00	CT 25055088
Cal State Auto Parts	Supplies for Auto Parts 1.8.2025 to 5.30.2025	\$15.94	
	Supplies for Auto Parts 1.8.2025 to 5.30.2025	\$18.18	
	Supplies for Auto Parts 1.8.2025 to 5.30.2025	\$35.89	
	Supplies for Auto Parts 1.8.2025 to 5.30.2025	\$38.09	
	Supplies for Auto Parts 1.8.2025 to 5.30.2025	\$40.42	
	Supplies for Auto Parts 1.8.2025 to 5.30.2025	\$48.01	
	Supplies for Auto Parts 1.8.2025 to 5.30.2025	\$67.79	
	Supplies for Auto Parts 1.8.2025 to 5.30.2025	\$79.14	
	Supplies for Auto Parts 1.8.2025 to 5.30.2025	\$84.02	
	Supplies for Auto Parts 1.8.2025 to 5.30.2025	\$124.76	
	Supplies for Auto Parts 1.8.2025 to 5.30.2025	\$139.50	
	Supplies for Auto Parts 1.8.2025 to 5.30.2025	\$218.14	
	Supplies for Auto Parts 1.8.2025 to 5.30.2025	\$301.55	
	Supplies for Auto Parts 1.8.2025 to 5.30.2025	\$101.04	
		\$1,312.47	CT 25055089
CalSoft Water	Calsoft Pro Reverse Osmosis System B 105	\$25.95	
	Calsoft Pro Reverse Osmosis System B 207	\$25.95	
		\$51.90	CT 25055090
Camarenas Tire	Tires for LE Vehicles: 07-02-24 to 05-30-25.	\$2,161.12	
		\$2,161.12	CT 25055091
Canon Financial Services Inc	Campus Graphics Copiers Lease	\$292.23	
	Campus Graphics Copiers Lease	\$5,249.92	
	Campus Graphics Canon Duplo 150 attachments Lease	\$700.43	
		\$6,242.58	CT 25055092
Capitol Advisors Group LLC	Legislative Consulting and Advocacy Services for	\$2,000.00	
		\$2,000.00	CT 25055093
Carolina Biological	Biology Labs Supplies: 07-01-24 thru 05-31-25	\$107.47	

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Allan Hancock College

Warrant Register

Check Dates from 2/1/2025 to 2/28/2025

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Carolina Biological	Advanced Anatomy Dissecting Kit	\$914.89	CT 25055094
	Handi-Pins, Box of 400	\$24.08	
		\$1,046.44	
Carr's Boot Shop	Safety boots for employees: 7-01-24 to 6-30-25	(\$168.01)	CT 25055095
	Safety boots for employees: 7-01-24 to 6-30-25	\$173.99	
	Safety boots for employees: 7-01-24 to 6-30-25	\$190.30	
	Safety boots for employees: 7-01-24 to 6-30-25	\$195.74	
		\$392.02	
CDW Government Inc	Poly Voyager 4310 Microsoft Teams Certified USB-A	\$150.60	CT 25055096
	Spectrum Freedom Lectern -	\$20,982.23	
		\$21,132.83	
Central Coast Truck Center	Labor for Truck Driving Class, 10-15-24 to 5-30-25	\$384.05	CT 25055097
	Parts for Truck Driving Class	\$346.49	
	Labor for Truck Driving Class	\$390.85	
		\$1,121.39	
Coast Fluid Aire Inc	Parts for Compressor & service for buildings,	\$1,718.03	CT 25055098
	Labor & service truck charge	\$3,343.00	
	Oil disposal & environmental fee	\$66.34	
	Shipping & handling	\$34.92	
		\$5,162.29	
County of Santa Barbara	Annual Registration Renewal for Permit #5641,	\$233.20	CT 25055099
		\$233.20	
Culligan Of Lompoc	Monthly rental for 7 mixed bed ID tanks	\$35.24	CT 25055100
		\$35.24	
Culligan/Central Coast Water Treatment	Bottled Water Delivery, 7-01-24 thru 6-30-25	\$66.00	CT 25055101
	Stand Rentals (hot and cold) 7-01-24 thru 6-30-25	\$11.00	
		\$77.00	
Culligan/Central Coast Water Treatment	Bottled Water Delivery, 7-01-24 thru 6-30-25	\$73.75	CT 25055102
	Stand Rentals (hot and cold) 7-01-24 thru 6-30-25	\$11.00	
		\$84.75	
Culligan/Central Coast Water Treatment	Bottled Water Delivery Service 7-1-24 thru 6-30-25	\$50.64	CT 25055103
		\$50.64	
Culligan/Central Coast Water Treatment	HOT COLD WATER STAND RENTAL	\$11.00	CT 25055104
		\$11.00	
Culligan/Central Coast Water Treatment	Deionized Water for Bldg M	\$100.00	CT 25055105
		\$100.00	
Custom Colors Auto Body Supplies, Inc.	Acetone, Item #SLV 200-5, Invoice #101KL8588.	\$114.19	CT 25055106
		\$114.19	
Dew Drafting Supplies	RAPIDESIGN TRAFFIC ACCIDENT INVESTIGATOR	\$396.90	
	SHIPPING AND HANDLING	\$5.95	

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Allan Hancock College
Warrant Register
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Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$402.85	CT 25055107
Digi-Key Corporation	MFG: TE Connectivity AMP Connectors.	\$2.24	
	Shipping & Tariff Fees	\$7.19	
		\$9.43	CT 25055108
Vicki Edralin	Balloons and Arches for the DEIA Summit	\$970.00	
		\$970.00	CT 25055109
EKC Enterprises Inc	AAP (1) HDMI F-F 10" Pigtailes	\$54.18	
		\$54.18	CT 25055110
Eyemed Vision Care	vision premiums for February 2025 Retiree/COBRA	\$720.16	
	vision premiums for February 2025 Active Employees	\$4,126.47	
		\$4,846.63	CT 25055111
Federal Express Corp	Mailings for Acct #1104-8488	\$32.40	
		\$32.40	CT 25055112
Follett Heg - Ahc Bookstore	Instructional Supplies: 7/02/24 - 5/30/25	\$84.34	
		\$84.34	CT 25055113
	RESERVE TEXTBOOKS, 7-15-24 TO 5-31-25	\$75.85	
		\$75.85	CT 25055114
	Library Course Reserve Books (Textbooks) for	\$384.70	
		\$384.70	CT 25055115
	EOPS Book Vouchers for Spring 2025	\$31,682.72	
		\$31,682.72	CT 25055116
	EOPS Student Supplies for Spring 2025	\$4,487.44	
		\$4,487.44	CT 25055117
	Phoenix Scholars Books Spring 2025	\$944.83	
		\$944.83	CT 25055118
	Book Vouchers for General Counseling, UTC, &Men's	\$5,000.00	
	Book Vouchers for Puente Program students	\$5,000.00	
		\$10,000.00	CT 25055119
	Book Voucher for NextUp Students, ending 6-30-25	\$978.16	
		\$978.16	CT 25055120
	Phoenix Scholars Supplies Spring 2025	\$66.75	
		\$66.75	CT 25055121
	Rising Scholars Books Spring 2025	\$5,484.45	
	Rising Scholars Books Spring 2025	\$5,484.46	
		\$10,968.91	CT 25055122
	Rising Scholars Supplies Spring 2025	\$584.94	
	Rising Scholars Supplies Spring 2025	\$584.94	
		\$1,169.88	CT 25055123
Foundation for California Community Colleges	Remaining Balance Due per Invoice #CI-00007799.	\$464.82	

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Allan Hancock College

Warrant Register

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Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$464.82	CT 25055124
Franchise Tax Board	Payroll Deduction payroll dated 02.10.25	\$495.66	
		\$495.66	CT 25055125
Global Music Rights, LLC	GMR College and University License 1/1/25-12/31/25	\$1,076.40	
		\$1,076.40	CT 25055126
Hancock College Boosters, Inc.	2025 AHC RODEO SPRING ROUNDUP SPONSOR	\$3,000.00	
		\$3,000.00	CT 25055127
Henry Schein Inc	Supplies For Athletic Trainers Per Quote Order	\$32.07	
		\$32.07	CT 25055128
Home Depot	Instructional Supplies for EMS Academy	\$13.01	
	Instructional Supplies for EMS Academy	\$31.99	
	Instructional Supplies for Fire Academy	(\$74.30)	
	Instructional Supplies for Fire Academy	\$167.31	
		\$138.01	CT 25055129
Humimic Medical LLC	Artificial Blood 1000 mL	\$79.96	
	Shipping	\$14.96	
		\$94.92	CT 25055130
Intermountain Lock And Security Supply	Key and Lock Supplies, 07-01-24 thru 5-31-25	\$330.68	
	Key and Lock Supplies, 07-01-24 thru 5-31-25	\$403.82	
		\$734.50	CT 25055131
Jack's All American Plumbing	Hydrojetting service to clear blockage, roots and/	\$875.00	
	Materials - Gadget FlexShaft	\$125.00	
	Labor fees **LINE ADDED 2/11/25**	\$160.00	
		\$1,160.00	CT 25055132
Job Advertising	Advertising for Student Success Outreach Retention	\$684.00	
		\$684.00	CT 25055133
Kelly Spicers Stores	Office Supplies - Paper, Wide Format and Bindery	\$1,288.38	
	Office Supplies - Paper, Wide Format and Bindery	\$2,672.91	
	Office Supplies - Paper, Wide Format and Bindery	\$967.90	
		\$4,929.19	CT 25055134
Kiwanis Club of Santa Maria	Full-page Ad Inside Back Cover 2025 CC All-Star	\$225.00	
		\$225.00	CT 25055135
Laguna Clay Company	DUAL THERMOCOUPLE 12" TYPE K W/BLOCK	\$90.69	
	THERMOCOUPLE 12" TYPE K WITH BLOCK	\$30.02	
	PACKING & HANDLING CHARGE	\$4.95	
	Shipping Charges-Estimated	\$18.97	
		\$144.63	CT 25055136
LG Inspection LLC	Onsite DSA project inspection for the	\$1,575.00	
		\$1,575.00	CT 25055137
Linde Gas & Equipment Inc.	Instructional Supplies - WLDT program	\$478.08	
	Instructional Supplies - WLDT program	\$1,021.51	

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Allan Hancock College
Warrant Register
Check Dates from 2/1/2025 to 2/28/2025
Bank Code: CT

Vendor Name	Description	Amount	Warrant
Linde Gas & Equipment Inc.	Carbon Dioxide Liquid, 07-01-24 thru 06-30-25	\$162.80	
		\$1,662.39	CT 25055138
Lompoc Hospital District Foundation	2025 FLOWER VALLEY GOLF CLASSIC SPONSOR	\$1,500.00	
		\$1,500.00	CT 25055139
Los Padres Fire Protection Inc	Recertification for kitchens - Bldg. G, I, S	\$1,134.85	
		\$1,134.85	CT 25055140
Lowes	Instructional Supplies, 8/21/24 - 5/31/25.	\$29.91	
		\$29.91	CT 25055141
McKesson Medical Surgical Inc	Sodium Chloride .9% Vial 30ML	\$333.75	
		\$333.75	CT 25055142
McKinley Elevator Corporation	Service on Wheelchair Lift in Building F	\$626.25	
		\$626.25	CT 25055143
Mission Linen Supply	Kitchen linen service for Culinary Arts	\$35.00	
	Kitchen linen service for Culinary Arts	\$47.00	
	Laundry Services for Automotive Technology Program	\$34.60	
	Laundry Services for Automotive Collision Repair:	\$21.13	
		\$137.73	CT 25055144
National Cinemedia Llc	Silver CPT - Onscreen Advertising, 5/03/2024 - 05/	\$1,081.33	
		\$1,081.33	CT 25055145
Niles Biological	Supplies for Biology Labs: 07-01-24 thru 05-30-25	\$44.59	
	Supplies for Biology Labs: 07-01-24 thru 05-30-25	\$56.79	
		\$101.38	CT 25055146
Noble Power Equipment	Supplies for AHC Grounds Dept. 7-1-24 thru 5-31-25	\$40.86	
	Supplies for AHC Grounds Dept. 7-1-24 thru 5-31-25	\$94.23	
	Supplies for AHC Grounds Dept. 7-1-24 thru 5-31-25	\$108.73	
		\$243.82	CT 25055147
OAHS Spartatroniks Robotics Boosters	AHC Changing the Odds Sponsorship 2025	\$1,500.00	
		\$1,500.00	CT 25055148
ODP Business Solutions LLC	INSTRUCTIONAL SUPPLIES:	\$78.13	
	Office Supplies	\$63.61	
	Office Supplies for General & Noncredit Counseling	\$39.73	
	Instructional Supplies, 1/24/25 - 5/30/25	\$509.81	
	Office Supplies for July 1, 2024 to May 30, 2025	\$238.35	
	CAN-TRIO Office Supplies Fall 2024,	\$35.65	
	CAN-TRIO Office Supplies Fall 2024,	\$35.90	
	CAN-TRIO Office Supplies Fall 2024,	\$125.00	
	CAN-TRIO Office Supplies Fall 2024,	\$575.43	
	Operational Supplies: 7/12/24 - 5/30/25	\$217.23	
	LE PROGRAM OFFICE SUPPLIES: 07/02/24 - 05/30/25	\$70.27	
	Office Supplies, 1/30/25 - 5/30/25	\$410.41	
		\$2,399.52	CT 25055149

Allan Hancock College

Warrant Register

Check Dates from 2/1/2025 to 2/28/2025

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Old Town Shirt Factory	Work Apparel for Facilities per Invoice #250012.	\$4,327.42	
		\$4,327.42	CT 25055150
Orcutt Children's Arts Foundation Inc.	Bootlegger Sponsorship for OCAF Gala 2025.	\$1,500.00	
		\$1,500.00	CT 25055151
Sandra Orozco	Reimbursement for Costco food purchase ABS Meeting	\$71.08	
		\$71.08	CT 25055152
Outfront Media	Bulletin Advertising Contract No. 4053624	\$14,999.99	
	Bulletin Advertising Contract No. 4053624	\$33,965.01	
		\$48,965.00	CT 25055153
PARS Public Agency Retirement	PAYROLL DEDUCTION 02/10/2025	\$8,218.02	
		\$8,218.02	CT 25055154
Part Time Faculty AHC - Member	PAYROLL DEDUCTION 02/10/2025	\$90.89	
		\$90.89	CT 25055155
Diana Perez	Reimbursement for food and beverages for winter	\$128.20	
		\$128.20	CT 25055156
Pocket Nurse Enterprises LLC	Demo Dose® Fentanyl 50 mcg/hr Transdermal Patch	\$58.21	
		\$58.21	CT 25055157
Point Of Action	Port Authority Silk Touch Performance #K540	\$28.25	
	Port Authority Tall Silk Touch Performance #TLK540	\$36.95	
	Set Up Fee	\$15.01	
		\$80.21	CT 25055158
Rogers Athletic Company	TEK Sled Lock Plate, Part #408015P. Quote #37302.	\$65.25	
	Shipping & Freight	\$32.00	
		\$97.25	CT 25055159
San Luis Obispo County Community College District	Cost-Reimbursement Subaward Agreement for	\$1,435.94	
		\$1,435.94	CT 25055160
Santa Maria Police Council	2025 GOLF TOURNAMENT CORPORATE SPONSORSHIP	\$2,500.00	
		\$2,500.00	CT 25055161
Santa Maria Sewing Center Inc	Instructional Supplies for Non-Credit Sewing	\$3,079.37	
	Equipment Repairs for noncredit sewing classes,	\$45.00	
	Equipment Repairs for noncredit sewing classes,	\$199.00	
		\$3,323.37	CT 25055162
Santa Ynez Valley Rotary Foundation	2025 SANTA YNEZ VALLEY ROTARY 4TH OF JULY SPONSOR	\$3,000.00	
		\$3,000.00	CT 25055163
Save Mart Supermarkets	Food Supplies for Children's Center,	\$471.95	
	Food Supplies for Children's Center,	\$366.33	

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Allan Hancock College
Warrant Register
Check Dates from 2/1/2025 to 2/28/2025
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$838.28	CT 25055164
SISC III	INSURANCE PREMIUMS FEB 2025	\$565,448.00	
		\$565,448.00	CT 25055165
Slangman Publishing	Instruction supplies for noncredit EDLN courses	\$1,500.99	
		\$1,500.99	CT 25055166
Smith Pipe & Supply Inc	Supplies for AHC Grounds Dept. - 1.28.2025 thru Supplies for AHC Grounds Dept. - 1.28.2025 thru	\$480.37 \$542.39	
		\$1,022.76	CT 25055167
Specialty Constructors Services Inc	The contractor shall furnish all labor, materials,	\$46,893.90	
		\$46,893.90	CT 25055168
Splash N Dash	Car Wash Services for Allan Hancock College	\$249.90	
		\$249.90	CT 25055169
Sport & Cycle Team Athletics Inc	A4 Ws Black Dri-Fit Tee w/ 1-Color Print, A4 Ms Black Dri-Fit Tees w/ 1-Color Print, Shipping	\$179.32 \$326.03 \$47.18	
		\$552.53	CT 25055170
Straumann USA, LLC	Straumann CARES P20+ Straumann CARES P20+ Shipping	\$13,098.25 \$2,718.77 \$420.00	
		\$16,237.02	CT 25055171
Subway	Cash for College food for Arroyo Grande High Cash for College food for Cabrillo High School	\$56.79 \$56.79	
		\$113.58	CT 25055172
SurveyMonkey Inc	Data Subscription 03-16-2025 to 03-15-2026	\$1,200.00	
		\$1,200.00	CT 25055173
The Shack of Lompoc, Inc.	Student Uniforms/Scrubs for RN Program, Student Uniforms/Scrubs for LVN Program, Student Uniforms/Scrubs for CNA Program,	\$9,442.94 \$10,355.19 \$4,137.76	
		\$23,935.89	CT 25055174
Tri County Office Furniture	10500 Series Floor Stand, Item No. H10502 10500 Series Mobile Ped, Item No. H105106 P Shaped w/End, Item No. H10525RE 10500 Series Storage Cabinet, Item No. H105293 10500 Series Bookcase, Item No. H105535 10500 Series Return Shelf, Item No. H10561 Delivery & Installation Fee Cora Guest Chair w/Arms Hexy High Back Mesh Chair, Black	\$439.31 \$457.07 \$665.81 \$1,455.53 \$1,055.33 \$335.70 \$462.20 \$329.87 \$416.27	
		\$5,617.09	CT 25055175
Uline Inc	Supplies for Basic Needs Pantry and Center,	\$622.16	

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Allan Hancock College
Warrant Register
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Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$622.16	CT 25055176
United Parcel Service	UPS Charges, 7-1-24 thru 6-30-25, Account	\$179.17	
		\$179.17	CT 25055177
Vital Records Control	Confidential Records Shredding 7-1-24 - 6-30-25	\$95.00	
	Shredding Service for Counseling Office Account #	\$148.71	
	Monthly Shredding Service- Confidential 32 Gallon	\$184.16	
		\$427.87	CT 25055178
Wayco Disaster Training and Consulting	Disaster Training & Consulting: 7/01/24 - 6/30/25	\$13,333.33	
		\$13,333.33	CT 25055179
Yankee Book Peddler Inc	LVC Library Books: 8.09.24 - 5.31.25	\$208.23	
		\$208.23	CT 25055180
Paul Aguilar-Alcazar	Manual Refund Submitted	\$1.00	
		\$1.00	CT 25055181
Antonio Arango	Manual Refund Submitted	\$1.00	
		\$1.00	CT 25055182
Nicole Bernardo	Manual Refund Submitted	\$437.00	
		\$437.00	CT 25055183
Phong Chanthara	Manual Refund Submitted	\$1,386.00	
		\$1,386.00	CT 25055184
Carina Cirilo Moreno	Manual Refund Submitted	\$3,698.00	
		\$3,698.00	CT 25055185
Oscar Cisneros-Correa	Manual Refund Submitted	\$1,045.00	
		\$1,045.00	CT 25055186
Amy Depazos	Manual Refund Submitted	\$42.00	
		\$42.00	CT 25055187
Diana Duenas	Manual Refund Submitted	\$1.00	
		\$1.00	CT 25055188
Joshua Efron	Manual Refund Submitted	\$534.00	
		\$534.00	CT 25055189
Jacob Garbiso	Manual Refund Submitted	\$1.00	
		\$1.00	CT 25055190
Josue Garcia	Manual Refund Submitted	\$1.00	
		\$1.00	CT 25055191
Omar Garcia	Manual Refund Submitted	\$27.00	
		\$27.00	CT 25055192
Cassandra Garibay Ibarra	Manual Refund Submitted	\$1.00	
		\$1.00	CT 25055193
Maria Gonzalez Cisneros	Manual Refund Submitted	\$462.00	

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Allan Hancock College
Warrant Register
 Check Dates from 2/1/2025 to 2/28/2025
 Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$462.00	CT 25055194
Elijah Hernandez	Manual Refund Submitted	\$3,669.00	
		\$3,669.00	CT 25055195
Jessica Hernandez	Manual Refund Submitted	\$138.00	
		\$138.00	CT 25055196
Lukas Hocking	Manual Refund Submitted	\$3.00	
		\$3.00	CT 25055197
Lucas Janson	Manual Refund Submitted	\$138.00	
		\$138.00	CT 25055198
Jaden Lara	Manual Refund Submitted	\$1.00	
		\$1.00	CT 25055199
Kathleen Marshall	Manual Refund Submitted	\$73.00	
		\$73.00	CT 25055200
Alitea Maruszewski	Manual Refund Submitted	\$414.00	
		\$414.00	CT 25055201
Alexander Mayorga	Manual Refund Submitted	\$48.00	
		\$48.00	CT 25055202
Evangeline Mcalister	Manual Refund Submitted	\$506.00	
		\$506.00	CT 25055203
Sara Mchenry	Manual Refund Submitted	\$47.00	
		\$47.00	CT 25055204
Merli Moreno Membreno	Manual Refund Submitted	\$3,670.00	
		\$3,670.00	CT 25055205
Naomy Polanco	Manual Refund Submitted	\$24.00	
		\$24.00	CT 25055206
Elizabeth Ramirez-Cruz	Manual Refund Submitted	\$1.00	
		\$1.00	CT 25055207
Nathaniel Reedy	Manual Refund Submitted	\$610.00	
		\$610.00	CT 25055208
Emma Reyes	Manual Refund Submitted	\$1.00	
		\$1.00	CT 25055209
Flor Rojas-Perez	Manual Refund Submitted	\$924.00	
		\$924.00	CT 25055210
Sara Savage	Manual Refund Submitted	\$138.00	
		\$138.00	CT 25055211
Abhiraj Singh	Manual Refund Submitted	\$1.00	
		\$1.00	CT 25055212
Elisa Thompson	Manual Refund Submitted	\$610.00	

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Allan Hancock College
Warrant Register
 Check Dates from 2/1/2025 to 2/28/2025
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Vendor Name	Description	Amount	Warrant
		\$610.00	CT 25055213
Crystal Trevino	Manual Refund Submitted	\$1,849.00	
		\$1,849.00	CT 25055214
Julio Valverde-De Jesus	Manual Refund Submitted	\$1,275.00	
		\$1,275.00	CT 25055215
M'Che Velasquez	Manual Refund Submitted	\$28.00	
		\$28.00	CT 25055216
Edwin Zelaya	Manual Refund Submitted	\$166.00	
		\$166.00	CT 25055217
Dalia Zepeda Corona	Manual Refund Submitted	\$113.00	
		\$113.00	CT 25055218
Ricki Barragan	PREPAY OUT OF POCKET 3.2-6.25	\$376.96	
		\$376.96	CT 25055219
Robert Bryant	Open Mileage 1.21,23,28,30.25	\$140.56	
		\$140.56	CT 25055220
Andrea Cabanas	Open Mileage 1.7-28.25	\$143.36	
		\$143.36	CT 25055221
Columbia Business Center Partners Lp	Lease of 890 E Stowell: Base Rent Lease	\$26,190.00	
		\$26,190.00	CT 25055222
Joanna Davis	Next Up Training Sacramento, CA	\$974.17	
		\$974.17	CT 25055223
Alexandra De Jounge	PREPAY OUT OF POCKET 3.5-7.25	\$842.82	
		\$842.82	CT 25055224
Cynthia Diaz	Training Updates SantaBarbara, CA	\$92.40	
		\$92.40	CT 25055225
Mary Dominguez	PREPAY OUT OF POCKET 3.2-6.25	\$376.96	
		\$376.96	CT 25055226
James Guzman	Open Mileage 1.16,30,31.25	\$9.52	
	Open Mileage 10.01-12.23.24	\$13.67	
		\$23.19	CT 25055227
Mariah Lopez	I24CH095 RI WA 25051098	\$8.17	
		\$8.17	CT 25055228
Remington Los	Open Mileage 1.16,23,31.25	\$24.50	
		\$24.50	CT 25055229
Lauren Milbourne	I240CH020 REISSUE WA 25050955	\$33.77	
		\$33.77	CT 25055230
Damaris Montoya	Open Mileage 7.3-12.05.24	\$161.27	

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Vendor Name	Description	Amount	Warrant
		\$161.27	CT 25055231
Nipomo High School Ag Friends	RETURN ZELIS, ANTHONY 24-25 not enrolled	\$1,750.00	
		\$1,750.00	CT 25055232
Pacific Gas & Electric Company	Electricity Services 7.1.2024- 6.30.2025	\$352.32	
	Electricity Services 7/1/2024 - 6/30/2025	\$93.66	
		\$445.98	CT 25055233
Susana Servin	Open Mileage 7.14-12.05.24	\$166.43	
		\$166.43	CT 25055234
Marissa Vela	Open Mileage 7.14-12.10.24	\$115.37	
		\$115.37	CT 25055235
Akeso Occupational Health	TB, X-ray, Medical Physicals: 7-01-24 to 6-30-25	\$710.00	
		\$710.00	CT 25055236
All American Screen Printing Inc	Screen Printed T-Shirts for DEIA Summit	\$269.16	
		\$269.16	CT 25055237
Alpha Fire Corporation	Annual fire Sprinkler Inspection - Building 1,	\$175.00	
	Additional Risers - Building 1 - Annual Inspection	\$150.00	
	Annual Fire Sprinkler Inspection - Building 2	\$200.00	
		\$525.00	CT 25055238
Amazon	INSTRUCTIONAL SUPPLIES 07-02-24 TO 05-30-25	\$54.36	
	Chemistry Lab Supplies: 7/01/24 - 5/30/25	\$51.18	
	Instructional Supplies 7/01/24-5/30/25	\$18.36	
	Instructional Supplies 7/01/24-5/30/25	\$120.68	
	Instructional Supplies 7/01/24-5/30/25	\$368.94	
	Instructional Supplies 7/18/2024-5/30/2025	\$226.09	
	Office/Operational Supplies 7/18/2024-5/30/2025	\$29.31	
	OFFICE/OPERATIONAL SUPPLIES: 7/30/24 - 5/31/25	\$44.66	
	Hygiene and Wellness Supplies for Students	\$108.72	
	Hygiene and Wellness Supplies for Students	\$228.25	
	Instructional Supplies for Fire Academy,	\$45.66	
	Instructional Supplies for Fire Academy,	\$107.66	
	BOOKS FOR LIBRARY	\$102.14	
	INSTRUCTIONAL SUPPLIES OPEN UNTIL 5.30.25	\$119.13	
	Instructional Supplies for the EMS Academy,	\$37.88	
	Operational Supplies for the Basic Needs Center	\$516.38	
	Food for Children's Center: 2/04/25 to 6/30/25	\$107.60	
	Operational Supplies: 2/12/25 - 5/30/25	\$739.19	
	Office & Operational Supplies for Shipping and	\$53.39	
	ECSN FASN Instructional Supplies,	\$729.32	
	Instructional Supplies	\$958.98	
	Instructional Supplies for the EMS Academy,	\$16.43	
		\$4,784.31	CT 25055239
Bedford Enterprises, Inc	Roll Off-Waste Fee and Freight Charges, Invoice #	\$764.30	
	Fuel Surcharge	\$39.50	

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Allan Hancock College
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Vendor Name	Description	Amount	Warrant
Bedford Enterprises, Inc	Municipal Disposal Tax: Santa Maria City - Hauling	\$15.29	
		\$819.09	CT 25055240
Bremer Auto Parts	Parts for Truck Driving Program	\$199.71	
	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	\$10.32	
	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	\$564.30	
	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	\$210.03	
	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	\$135.33	
	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	\$13.45	
		\$1,133.14	CT 25055241
Carolina Biological	Biology Labs Supplies: 07-01-24 thru 05-31-25	\$64.29	
	Biology Labs Supplies: 07-01-24 thru 05-31-25	\$9.89	
		\$74.18	CT 25055242
Carr's Boot Shop	Safety boots for employees: 7-01-24 to 6-30-25	\$225.00	
	Safety boots for employees: 7-01-24 to 6-30-25	\$225.00	
		\$450.00	CT 25055243
CDW Government Inc	VIZIO 50 4K HDR Smart TV, CDW Part #7937580. Quote	\$306.01	
	Recycling Fee, CDW Part #654813.	\$6.00	
	Axiom USB A-B Cable - 10FT	\$195.32	
	C2G 6.6FT A-B USB B Cable	\$319.73	
	StarTech.com 7-Port USB 3.0 Hub -	\$1,511.84	
	Kensington SD4782P Dock -	\$2,350.85	
	Dell Latitude 5450 -	\$33,772.04	
	Dell P2425H Monitor	\$3,998.52	
	Recycling Fee - Laptop	\$100.00	
	Recycling Fee - Monitor	\$100.00	
		\$42,660.31	CT 25055244
Chronicle Of Higher Education	2-YEAR PRINT AND DIGITAL SUBSCRIPTION	\$209.00	
		\$209.00	CT 25055245
Custom Colors Auto Body Supplies, Inc.	Instructional supplies 2.4.25-5.30.25	\$493.75	
		\$493.75	CT 25055246
Victor DeAlba	Independent contractor agreement to provide	\$2,295.00	
		\$2,295.00	CT 25055247
Dept Of Forestry & Fire Protection	CERT TRAINING: Fire Fighter 2A: Structure	\$2,100.00	
		\$2,100.00	CT 25055248
Division Of The State Architect	DSA fees for the construction of (1) 2 story Fine	\$25,047.50	
		\$25,047.50	CT 25055249
EKC Enterprises Inc	USBC-HDMI F-F on Pigtail - Black	\$126.81	
	AAP (1) HDMI F-F 10" Pigtails	\$54.17	
	Freight	\$115.00	
	Freight	\$115.00	
		\$410.98	CT 25055250
Ellucian Company LLC	Human Resources Consulting	\$255.00	

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Vendor Name	Description	Amount	Warrant
Ellucian Company LLC	PM Project Management	\$637.50	
	Banner Student Consulting	\$892.50	
	Banner Student Consulting	\$892.50	
	PM Project Management	\$95.63	
	PM Project Management	\$95.62	
		\$2,868.75	CT 25055251
Federal Express Corp	Mailings for Acct #1104-8488	\$31.51	
		\$31.51	CT 25055252
Fisher Scientific Co Llc	Supplies for the Chem labs 12-09-24 thru 05-30-25.	(\$144.47)	
	Supplies for the Chem labs 12-09-24 thru 05-30-25.	\$144.47	
	Supplies for the Chem labs 12-09-24 thru 05-30-25.	\$556.88	
	Supplies for the Chem labs 12-09-24 thru 05-30-25.	\$52.01	
		\$608.89	CT 25055253
Foodbank Of Santa Barbara County	Food for Foodshare and Basic Needs Food Pantry for	\$1,822.69	
	Food for Foodshare and Basic Needs Food Pantry for	\$1,491.83	
		\$3,314.52	CT 25055254
Hardy Diagnostics	Biology Lab Supplies: 07-01-24 thru 05-31-25	\$72.35	
		\$72.35	CT 25055255
Historic Santa Maria Inn	Emergency Hotel Room for Student. Folio #68810.	\$604.48	
		\$604.48	CT 25055256
Home Depot	Supplies for Bio Labs: 07/01/24 - 05/30/25	\$73.98	
	Instructional Supplies 1-16-25 to 5-30-25	\$155.73	
	Supplies for Bio Labs: 07/01/24 - 05/30/25	\$56.96	
		\$286.67	CT 25055257
Independent Living Resource Center, Inc	Sign Language Interpreter Services per agreement	\$668.50	
		\$668.50	CT 25055258
Integrated Industrial Supply Inc	Glove supply for maintenance per Invoice #103648	\$241.81	
		\$241.81	CT 25055259
Intermountain Lock And Security Supply	Key and Lock Supplies, 02-12-25 thru 5-30-25	\$435.98	
		\$435.98	CT 25055260
J B Dewar	Fuel for AHC Community Ed. Truck Driving Class,	\$1,611.82	
		\$1,611.82	CT 25055261
KPMR-TV	30-second Spanish Ad 2025 Winter Spring Reg	\$1,113.00	
	30-second Spanish Ad 2025 Winter Spring Reg	\$371.00	
	30-second Ad 2025 Spring Registration	\$1,113.00	
	30-second Ad 2025 Spring Registration	\$371.00	
		\$2,968.00	CT 25055262
KTSB-TV	30-Second Ad 2025 Spring Registration	\$4.00	
	30-Second Ad 2025 Spring Registration	\$12.00	
	30-Second Ad 2025 Winter Spring Registration	\$12.00	
	30-Second Ad 2025 Winter Spring Registration	\$4.00	

Allan Hancock College

Warrant Register

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Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$32.00	CT 25055263
La Tapatia Bakery	Mini Conchas. Food for Aim to Dream Welcome	\$80.00	
	Champurrado thermal	\$100.00	
	Coffee thermal	\$50.00	
		\$230.00	CT 25055264
Lane Engineers Inc	Bldg. K: Site Visit (1 max) from structural	\$11,800.00	
		\$11,800.00	CT 25055265
LG Inspection LLC	Inspector of Record Services: All labor, materials	\$5,040.00	
		\$5,040.00	CT 25055266
Lowes	Instructional Supplies, 8/21/24 - 5/31/25.	\$40.60	
	Instructional Supplies, 8/21/24 - 5/31/25.	\$32.81	
	Instructional Supplies, 8/21/24 - 5/31/25.	\$51.09	
		\$124.50	CT 25055267
John Maya	Open Mileage 10.17,18,19,26.24	\$113.77	
		\$113.77	CT 25055268
McKenna Environmental Inc	Additional Laboratory Analysis Services at Bldg. K	\$300.00	
	Asbestos Investigation Services for Building K	\$770.00	
	Asbestos Investigation Services at South Campus	\$670.00	
		\$1,740.00	CT 25055269
Mid State Container Sales Inc	20' Standard One Trip Grade Double Door Container	\$4,078.13	
	Delivery Charge	\$150.00	
		\$4,228.13	CT 25055270
Mission Linen Supply	Laundry Services for Automotive Collision Repair:	\$24.73	
	Laundry Services for Automotive Technology Program	\$34.60	
	Kitchen linen service for Culinary Arts	\$47.00	
		\$106.33	CT 25055271
Christina Nunez	Reimbursement for food for Spring Concurrent	\$33.32	
		\$33.32	CT 25055272
ODP Business Solutions LLC	EOPS+ Office Supplies: 8/14/24 - 5/30/25	\$22.17	
	EOPS+ Office Supplies: 8/14/24 - 5/30/25	\$25.00	
	EOPS+ Office Supplies: 8/14/24 - 5/30/25	\$89.37	
	EOPS+ Office Supplies: 8/14/24 - 5/30/25	\$393.77	
	Office Supplies for General & Noncredit Counseling	\$34.03	
	Instructional Supplies: 12/16/24 - 5/30/25	\$132.41	
	OFFICE-OPERATIONAL SUPPLIES, 7-15-24 TO 5-30-25	\$450.14	
		\$1,146.89	CT 25055273
Portable Johns, Inc.	Rental-Servicing Portable Toilets and Hand Washing	\$747.77	
		\$747.77	CT 25055274
Proquest Llc	BOOKS FOR LIBRARY	\$17.56	
	BOOKS FOR LIBRARY	\$25.85	
	BOOKS FOR LIBRARY	\$32.35	
	BOOKS FOR LIBRARY	\$55.46	
	BOOKS FOR LIBRARY	\$60.09	
	BOOKS FOR LIBRARY	\$95.84	

Allan Hancock College

Warrant Register

Check Dates from 2/1/2025 to 2/28/2025

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$287.15	CT 25055275
Patricia Rodriguez Gallardo	Reimbursement for Costco pizza purchased for Cal-	\$21.64	
		\$21.64	CT 25055276
Sousa Tire Service	Tire recycling 12-16-24 to 5-30-25	\$36.00	
		\$36.00	CT 25055277
St. Mary Of The Assumption School	Basic Needs Emergency Food Cards- \$50 Albertsons	\$5,000.00	
	Basic Needs Emergency Cards Food Cards-	\$3,000.00	
	Basic Needs Emergency Food Cards- \$10 Taco Bell	\$3,000.00	
	Basic Needs Emergency Food Cards- \$50 Walmart	\$7,000.00	
	Basic Needs Emergency Food Cards- \$25 Wendys	\$2,000.00	
	Basic Needs Student Emergency Gas Cards - ARCO	\$6,000.00	
	Basic Needs Student Emergency Gas Cards- Shell	\$3,000.00	
	Basic Needs Student Emergency Support- Visa	\$3,000.00	
	Basic Nees Student Emergency Support- Visa	\$8,000.00	
		\$40,000.00	CT 25055278
Strata Information Group	Consulting Financial Aid- Banner Tech Support	\$4,365.00	
	Degree Works Consulting Support for FY 2024-2025	\$1,710.00	
	Banner DBA & ODS Support Services per SOW13818-	\$2,835.00	
		\$8,910.00	CT 25055279
Sysco Food Services Of Ventura	Food Supplies Children's Center, 1-1-25 to 6-30-25	\$2,497.51	
	Food Supplies Children's Center 10-14-23 to	\$2,007.40	
		\$4,504.91	CT 25055280
Taqueria La Coqueta	Food for Aim to Dream Welcome Reception 2/4/2025.	\$325.16	
		\$325.16	CT 25055281
The Berry Man Inc	Food purchases for Culinary Arts,	\$249.90	
	Food purchases for Culinary Arts,	(\$9.95)	
		\$239.95	CT 25055282
The Williams Institute	EAI Sixth Edition Hardcover Ethics Awareness	\$660.00	
	Shipping	\$45.50	
		\$705.50	CT 25055283
Tri County Office Furniture	Furniture for Allan Hancock College Food Pantry	\$6,615.60	
	Furniture for Allan Hancock College Food Pantry	\$7,660.66	
	Hon 10500 Series Bookcase, 2-shelf,	\$304.21	
	Modular Systems Specialists:	\$190.31	
		\$14,770.78	CT 25055284
Uline Inc	Supplies for Basic Needs Pantry and Center,	\$199.49	
		\$199.49	CT 25055285
United Parcel Service	UPS Charges, 7-1-24 thru 6-30-25, Account	\$97.24	
		\$97.24	CT 25055286
Urbane Cafe	Food for Cash for College event held at Lompoc	\$119.63	

Allan Hancock College

Warrant Register

Check Dates from 2/1/2025 to 2/28/2025

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$119.63	CT 25055287
Work World	Uniforms for LE Mechanic 07-02-24 to 05-30-25	\$154.39	
		\$154.39	CT 25055288
Nicole Bernardo	Manual Refund Submitted	\$462.00	
		\$462.00	CT 25055289
Eloina Espinoza Ramirez	Manual Refund Submitted	\$500.00	
		\$500.00	CT 25055290
Adam Fausel	Manual Refund Submitted	\$500.00	
		\$500.00	CT 25055291
Yerixa Montero Chora	Manual Refund Submitted	\$924.00	
		\$924.00	CT 25055292
Jose Munoz	Manual Refund Submitted	\$300.00	
		\$300.00	CT 25055293
Selena Orozco	Manual Refund Submitted	\$610.00	
		\$610.00	CT 25055294
Sophia Ortiz	Manual Refund Submitted	\$20.00	
		\$20.00	CT 25055295
Maria Perez Jacobo	Manual Refund Submitted	\$500.00	
		\$500.00	CT 25055296
Socorro Rivas	Manual Refund Submitted	\$510.00	
		\$510.00	CT 25055297
David Ryan	Manual Refund Submitted	\$81.63	
		\$81.63	CT 25055298
Gladys Santiago-Mendoza	Manual Refund Submitted	\$1,848.00	
		\$1,848.00	CT 25055299
Ruby Tafolla	Manual Refund Submitted	\$100.00	
		\$100.00	CT 25055300
Gustavo Trejo	Manual Refund Submitted	\$110.00	
		\$110.00	CT 25055301
Roselia Vargas	Manual Refund Submitted	\$500.00	
		\$500.00	CT 25055302
Jessica Zambrano	Manual Refund Submitted	\$1,534.00	
		\$1,534.00	CT 25055303
Vania Agama Ramirez	PREPAY MEALS 3.07.25	\$2,210.00	
		\$2,210.00	CT 25055304
Rena Alspaw	PREPAY MEALS 2.27-28.25	\$619.20	
	PREPAY MEALS 2.27-28.25	\$928.80	
		\$1,548.00	CT 25055305
David Azpeitia	Open Mileage 1.3,10.25	\$22.19	

Allan Hancock College

Warrant Register

Check Dates from 2/1/2025 to 2/28/2025

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$22.19	CT 25055306
Ca Organization Of Assoc Degree Nursing	COADM 25 3.9-11.25 REG MANALO,LARRY	\$650.00	
		\$650.00	CT 25055307
Andrea Cabanas	REIMBURSE LODGING PREPAY 6.22-23.25	\$241.39	
		\$241.39	CT 25055308
City of Lompoc	Sanitary Landfill Fees 7.1.2024 - 6.30.2025.	\$151.20	
		\$151.20	CT 25055309
City Of Santa Maria	Disposal Site Landfill Fees, PCPA Disposal Site Landfill Fees,	\$65.00 \$115.34	
		\$180.34	CT 25055310
Comcast Cable	Comcast Monthly Internet Costs: 7/01/24 - 6/30/25	\$328.09	
		\$328.09	CT 25055311
	Comcast Monthly Internet Costs: 7/01/24 - 6/30/25	\$260.18	
		\$260.18	CT 25055312
Dennis Curran	Open Mileage 12.03.24 Open Mileage 1.8-9.25	\$33.77 \$82.60	
		\$116.37	CT 25055313
Ellucian Company LLC	2907 ELLUCIAN LIVE JESSICA GAO REG	\$1,375.00	
		\$1,375.00	CT 25055314
Alejandra Enciso	Open Mileage 2.18.25	\$38.92	
		\$38.92	CT 25055315
Enterprise Rent-A-Car	Hodges DTR 2.17.25	\$88.37	
		\$88.37	CT 25055316
Foundation for California Community Colleges	2025 Vet Symposium, Andrea Cabanas Registration	\$175.00	
		\$175.00	CT 25055317
Suzanne Lewy	Open Mileage 2.18.25	\$25.06	
		\$25.06	CT 25055318
Alexa Martinez	Open Mileage 1.13-30.25	\$133.56	
		\$133.56	CT 25055319
Juan Medina	Open Mileage 1.21-23.25	\$48.30	
		\$48.30	CT 25055320
MeetingWise LLC	CISO25-012025-0478#VGN488F7PYV Reg FeliciaMartinez	\$495.00	
		\$495.00	CT 25055321
Pacific Gas & Electric Company	Electricity Services 7.1.2024- 6.30.2025	\$42,508.19	
	Electricity Services 7/1/2024 - 6/30/2025	\$11,299.65	
		\$53,807.84	CT 25055322
Greg Pensa	Open Mileage 1.30,2.07,2.18.25 ACCT Washington, D.C.	\$105.70 \$3,325.48	

Allan Hancock College

Warrant Register

Check Dates from 2/1/2025 to 2/28/2025

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$3,431.18	CT 25055323
Ruben Ramirez	LCW Annual Employment Conf. San Diego, CA	\$623.71	
		\$623.71	CT 25055324
Alina Romo	MLA Conf. New Orleans, LA	\$2,203.27	
		\$2,203.27	CT 25055325
Ora Shrecengost	Open Mileage 2.18.25	\$40.32	
		\$40.32	CT 25055326
Southern California Gas Co	Natural Gas Supply 7/01/2024 - 6/30/2025	\$17,682.32	
	Natural Gas Supply 7/01/2024 - 6/30/2025	\$3,652.52	
		\$21,334.84	CT 25055327
	Natural Gas Supply 7/01/2024 - 6/30/2025	\$427.74	
	Natural Gas Supply 7/01/2024 - 6/30/2025	\$88.35	
		\$516.09	CT 25055328
TESOL International Association	ID12370 REGISTRATION OYUKI SANTIAGO	\$495.00	
	ID12473 SAMUEL COLVIN Reg	\$495.00	
	ID 12483 REG WALTERS, JAN	\$495.00	
	ID 10658 PURDUE KEISER, ANDREA REG	\$345.00	
	ID 12476 AMBRIZ DELGADO, ALBERTO REG	\$495.00	
	ID 12367 BERGSTROM, SMITH Reg	\$345.00	
		\$2,670.00	CT 25055329
Verizon Wireless	Monthly Charges For Athletics Hot Spots,	\$76.02	
		\$76.02	CT 25055330
	Cell Phone Service Fees for Facilities Dept.	\$540.66	
	Verizon Annual Plan -Noncredit Student Navigators	\$174.48	
		\$715.14	CT 25055331
	Cell Phone Service for Campus Police: 7/01/24 -	\$802.65	
		\$802.65	CT 25055332
	iPhone SE Monthly Charges for 4 Outreach/Retention	\$208.48	
	iPhone SE Monthly Charges for 3 Outreach/Retention	\$158.04	
		\$366.52	CT 25055333
	Monthly Charges For Athletics Hot Spots,	\$114.03	
		\$114.03	CT 25055334
Kevin Walthers	CCBA National Conf. Austin, TX	\$2,671.63	
	ACCT NLS Washington D.C.	\$1,230.88	
		\$3,902.51	CT 25055335
Hilda Zacarias	Open Mileage 2.18.25	\$39.06	
		\$39.06	CT 25055336
19six Architects	Amendment: Plan Revisions Post-DSA Approval, Re-Bidding	\$112.50	
	Bidding	\$372.50	
	Professional Architectural and Engineering	\$0.00	
		\$12,500.00	

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Allan Hancock College

Warrant Register

Check Dates from 2/1/2025 to 2/28/2025

Bank Code: CT

Vendor Name	Description	Amount	Warrant
19six Architects	Schematic Design	\$2,172.50	
		\$15,157.50	CT 25055337
4imprint Inc.	Malibu Mugs w/ straw, 30oz. Item #166588-30.	\$8,793.53	
	Set Up Charge	\$43.50	
	Freight	\$1,049.04	
	Q-Tees Waist Apron - Item #156660	\$266.44	
	Q-Tees Waist Apron - Item #156660	\$647.06	
	Set-Up Charge	\$12.70	
	Set-Up Charge	\$30.80	
	Freight	\$15.98	
	Freight	\$38.74	
	Ambassador Bound Journal Book, Item #107370-85-D.	\$3,005.85	
	Set up Charge	\$70.69	
	Freight	\$310.73	
	Crossland Packable Puffer Vest Ladies,	\$200.64	
	Freight	\$7.15	
	Renton 10 oz Cotton Tote	\$887.83	
	Additional Color Run Charges	\$70.69	
	Freight	\$68.30	
	Oscar Pen	\$212.06	
	Freight	\$11.92	
	Econscious Organic Cotton T-Shirt, Ladies': 2-	\$247.29	
	Additional Color Run Charge	\$16.97	
	Set-up Charge (1st color)	\$43.50	
	Set-up Charge (addtl color)	\$32.63	
	Freight	\$42.40	
	Hanes Authentic T-Shirt, Screen. 40- Small: Black,	\$1,061.40	
	Additional Color Run Charge	\$83.52	
	Set-up Charge (1st Color)	\$32.62	
	Set-Up Charge (Additional Color)	\$32.63	
	Freight	\$345.56	
	Hanes Authentic T-Shirt, Screen. 1 -Three Extra	\$6.63	
	Additional Color Run Charge **LINE ADDED 2/10/25**	\$1.20	
	Freight **LINE ADDED 2/10/25**	\$8.37	
		\$17,698.37	CT 25055338
AHC - District Trust Fund	Payroll Deduction 02.28.25 Mgmt Assoc	\$210.00	
		\$210.00	CT 25055339
AHC Foundation	Payroll Deduction 02.28.25	\$2,990.96	
		\$2,990.96	CT 25055340
All American Screen Printing Inc	Extra T-Shirts for the AHC DEIA Summit	\$71.78	
		\$71.78	CT 25055341
Amazon	Science Lab Supplies July 1, 2024-May 30, 2025	\$133.71	
	INSTRUCTIONAL SUPPLIES 07-02-24 TO 05-30-25	\$200.04	
	INSTRUCTIONAL SUPPLIES 07-02-24 TO 05-30-25	\$249.53	
	Office Supplies 7/02/24 - 5/30/25	\$122.03	
	OFFICE/OPERATIONAL SUPPLIES, 7/01/24 - 5/31/25	\$67.82	
	MEDICAL SUPPLIES, 7/01/24 - 5/30/25	\$70.68	

Allan Hancock College

Warrant Register

Check Dates from 2/1/2025 to 2/28/2025

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Amazon	Office Operational Supplies from 7/1/24 to 5/30/25	(\$77.87)	
	Office Operational Supplies from 7/1/24 to 5/30/25	\$664.94	
	Geology supplies, 9-4-2024 thru 5-30-2025	\$142.24	
	Instructional Supplies for CA	\$97.20	
	BOOKS FOR LIBRARY	\$103.31	
	Operational-Office Supplies 12-10-25 to 05-30-25	\$55.57	
	Operational-Office Supplies 12-10-25 to 05-30-25	\$63.70	
	Instructional Supplies: 12/16/24 - 5/30/25	(\$100.27)	
	Supplies for Pride Center Events: 1/8/25 - 5/30/25	\$245.99	
	Vet Tech Instructional Supplies: 1/29/25 - 5/30/25	(\$7.30)	
	Vet Tech Instructional Supplies: 1/29/25 - 5/30/25	\$7.30	
	Address Labels	\$16.30	
	Generic Glucose Test Strips	\$71.81	
	Blue File Folders	\$21.39	
	Blood Pressure Cuff	\$105.22	
	Alcohol Prep Pads	\$27.89	
	Kleenex	\$61.83	
	32gb flash drive	\$37.09	
	Parchment paper gold	\$24.09	
	Glo Germ Gel	\$33.70	
	Band aids	\$31.41	
	ECSN FASN Instructional Supplies,	\$96.14	
	ECSN FASN Instructional Supplies,	\$987.94	
	Rose Bundle of 6 Packs Succulents Plants and 2	\$3.99	
	Bostitch Office Twist-N-Sharp Manual Pencil	\$8.69	
	Animal Pun Sticky Note Pads 4 x 3 Clever	\$14.13	
	Easy ESL Crossword Puzzles	\$16.67	
	Buffalo Games - Kim Norlien - Starlit Night - 300	\$11.95	
	JOYIN 300 pcs Multicolor Dogs Puzzles, Jigsaw	\$15.21	
	Crayola Ultra Clean Washable Markers (40ct),	\$15.12	
	Crayola Colored Pencils Set (120ct), Coloring Book	\$22.05	
	Shipping for Succulents	\$7.60	
	Instructional Supplies, 2-20-25 to 5-30-25.	\$286.69	
	NCLEX Flash Notes	\$17.93	
	24 hour urine bottles	\$19.13	
	Cottontip applicator sterile 6inch	\$8.76	
	Certificate holder blue	\$46.64	
	Disposable underpads	\$32.65	
	Autoclave tape	\$8.47	
	Wound Measuring Guide	\$17.39	
	Gauze Rolls	\$17.39	
	Double Glove Box Holder	\$47.57	
	2x2 Gauze Sponge	\$36.96	
	Souffle Medicine Cups	\$14.88	
	Dual Head Stethoscope	\$60.88	
	Disposable Medicine Cups Plastic	\$10.86	
	Adhesive bandage wrap	\$36.95	
	Compression Wrap	\$54.35	
	Double sided tape	\$15.21	
	3v battery	\$10.55	
	8gb Flash Drive	\$28.10	

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Allan Hancock College
Warrant Register
Check Dates from 2/1/2025 to 2/28/2025
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$4,440.20	CT 25055342
American Fidelity Assurance Co	D815660 Voluntary Plan payroll dated 02.28.25	\$38,628.04	
		\$38,628.04	CT 25055343
	employee premiums Flex Accts Payroll 02.28.25	\$13,617.63	
		\$13,617.63	CT 25055344
	employee premiums HSA payroll dated 02.28.25	\$8,871.00	
		\$8,871.00	CT 25055345
American Star Tours, Inc.	Bus Service - 2.13.2025 - AHC Baseball	\$2,245.00	
	Bus Service - 2.15.2025 - AHC Basketball	\$1,690.00	
	Bus Service - 2.15.2025 - AHC Track Invoice # 429	\$2,095.00	
	Bus Service - AHC Softball - 2.20.2025	\$2,485.00	
		\$8,515.00	CT 25055346
Art Central Art Supply	Instructional Supplies Art, 8/29/2024 - 5/30/2025	\$202.16	
		\$202.16	CT 25055347
Assoc CA Community College Admin	Payroll Deduction 02.28.25	\$109.89	
		\$109.89	CT 25055348
B&H Photo Video	Instructional Supplies Photo	\$625.61	
		\$625.61	CT 25055349
Blick Art Materials	Instructional Art Supplies per Quote #QBC0283-91	\$32.10	
		\$32.10	CT 25055350
David Botsford	Provide mental health counseling, alcohol and drug	\$10,560.00	
		\$10,560.00	CT 25055351
Bremer Auto Parts	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	\$42.91	
	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	\$212.39	
	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	\$1,037.49	
	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	\$128.81	
	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	\$1,187.06	
		\$2,608.66	CT 25055352
C.S.E.A. Chapter 251 Dues - AHC	Payroll Deduction 02.28.25	\$477.50	
		\$477.50	CT 25055353
C.S.E.A. Victory Club	Payroll Deduction 02.28.25	\$164.50	
		\$164.50	CT 25055354
CA School Employees Association	Payroll Deduction 02.28.25 & 6.10.24	\$8,995.64	
		\$8,995.64	CT 25055355
Cal State Auto Parts	Supplies for Auto Parts 1.8.2025 to 5.30.2025	(\$13.32)	
	Supplies for Auto Parts 1.8.2025 to 5.30.2025	(\$216.15)	
	Supplies for Auto Parts 1.8.2025 to 5.30.2025	\$10.88	
	Supplies for Auto Parts 1.8.2025 to 5.30.2025	\$12.75	
	Supplies for Auto Parts 1.8.2025 to 5.30.2025	\$23.13	

Allan Hancock College

Warrant Register

Check Dates from 2/1/2025 to 2/28/2025

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Cal State Auto Parts	Supplies for Auto Parts 1.8.2025 to 5.30.2025	\$26.85	
	Supplies for Auto Parts 1.8.2025 to 5.30.2025	\$67.28	
	Supplies for Auto Parts 1.8.2025 to 5.30.2025	\$67.28	
	Supplies for Auto Parts 1.8.2025 to 5.30.2025	\$82.43	
	Supplies for Auto Parts 1.8.2025 to 5.30.2025	\$125.56	
	Supplies for Auto Parts 1.8.2025 to 5.30.2025	\$266.66	
	Supplies for Auto Parts 1.8.2025 to 5.30.2025	(\$132.60)	
	Supplies for Auto Parts 1.8.2025 to 5.30.2025	\$132.60	
		\$453.35	CT 25055356
Cal-Coast Machinery, Inc.	Parts for Grounds reel mower per Invoice #955784	(\$97.62)	
	Parts for Grounds reel mower per Invoice #955784	(\$29.14)	
	Parts for Reel Mower per Invoice #954570	\$51.53	
	Parts for Reel Mower per Invoice #954744	\$51.53	
	Parts for Grounds reel mower per Invoice #955784	\$203.52	
	Freight - Invoice #955784	\$16.00	
		\$195.82	CT 25055357
California Department of Industrial Relations	Permit to Operate Elevator #110229 and #110230	\$675.00	
	Permit to Operate Elevator #110229 and #110230	\$675.00	
		\$1,350.00	CT 25055358
California Department Of Justice	Fingerprinting for CNA Spring 2025 Class	\$1,088.00	
		\$1,088.00	CT 25055359
California Electric Supply	Electrical-Lighting Supplies, 12-09-24 - 05-31-25	\$231.57	
	Electrical-Lighting Supplies, 12-09-24 - 05-31-25	\$273.94	
	Electrical-Lighting Supplies, 12-09-24 - 05-31-25	\$508.04	
		\$1,013.55	CT 25055360
Camarenas Tire	Tires for LE Vehicles: 07-02-24 to 05-30-25.	\$2,088.73	
		\$2,088.73	CT 25055361
Carr's Boot Shop	Safety boots for employees: 7-01-24 to 6-30-25	\$185.95	
	Safety boots for employees: 7-01-24 to 6-30-25	\$215.31	
		\$401.26	CT 25055362
Citrin Cooperman Advisors LLC	Additional Hours for Intune Initiatives Ongoing Ad	\$1,631.25	
		\$1,631.25	CT 25055363
City Of Santa Maria	AHC Swimming & Diving Dual Meet 3/28/2025,	\$820.00	
		\$820.00	CT 25055364
Consolidated Electrical Distributor	Light Bulbs - 4 pin 4K 26w32w42w CFL.	\$113.97	
	Light Bulbs - 4 PIN 4K 26w32w42w CFL.	\$353.31	
		\$467.28	CT 25055365
Crescendo Education Group LLC	Introduction to Grading for Equity Workshop- DEIA	\$10,000.00	
			\$10,000.00
CSC of Santa Maria	Air Blower Duct Hose - 10". Quote #000102849.	\$345.60	

Allan Hancock College

Warrant Register

Check Dates from 2/1/2025 to 2/28/2025

Bank Code: CT

Vendor Name	Description	Amount	Warrant
CSC of Santa Maria	Air Blower Duct Hose - 6"	\$462.19	
		\$807.79	CT 25055367
Custom Colors Auto Body Supplies, Inc.	Instructional supplies 2.4.25-5.30.25	\$121.55	
		\$121.55	CT 25055368
CWDL, CPAs	Allan Hancock College Foundation Audit & Tax	\$892.00	
	Viticulture and Enology Foundation Audit & Tax	\$734.50	
	Pacific Conservatory of the Performing Arts Audit	\$684.50	
		\$2,311.00	CT 25055369
Dept Of Forestry & Fire Protection	CERT TRAINING FIRE FIGHTER 1A: STRUCTURE	\$3,750.00	
		\$3,750.00	CT 25055370
Discount School Supply	Operational Supplies for Children's Center per	\$4,548.90	
		\$4,548.90	CT 25055371
Earth Systems Pacific	Post Installed Anchor Testing	\$751.00	
	Project Management, Special Inspection Report	\$200.00	
	Provide on-site soil and material special	\$5,889.25	
	Provide on-site soil and material special	\$160.00	
		\$7,000.25	CT 25055372
Engel and Gray Inc	Greenwaste Bin Rental - 40 Yard	\$159.00	
	Greenwaste Hauling Fee, Waste Handling , fuel	\$238.75	
	Greenwaste Bin Rental - 40 yard	\$93.00	
	Greenwaste Hauling Fee, Waste Handling , fuel	\$311.11	
		\$801.86	CT 25055373
Envoy Plan Services Inc.	Payroll Deduction 02.28.25	\$134,645.75	
		\$134,645.75	CT 25055374
FACCC Fac Assoc CA Comm Colleges	Payroll Deduction 02.28.25	\$239.00	
		\$239.00	CT 25055375
Faculty Association of AHCC	Payroll Deduction 02.28.25	\$9,967.96	
		\$9,967.96	CT 25055376
Ferguson Enterprises Inc	Plumbing Supplies - 12.5.2024 - 5.30.2024	\$21.74	
	Plumbing Supplies - 12.5.2024 - 5.30.2024	\$28.63	
	Plumbing Supplies - 12.5.2024 - 5.30.2024	\$43.69	
	Plumbing Supplies - 12.5.2024 - 5.30.2024	\$71.65	
	Plumbing Supplies - 12.5.2024 - 5.30.2024	\$77.09	
	Plumbing Supplies - 12.5.2024 - 5.30.2024	\$87.10	
	Plumbing Supplies - 12.5.2024 - 5.30.2024	\$91.18	
	Plumbing Supplies - 12.5.2024 - 5.30.2024	\$332.78	
	Plumbing Supplies - 12.5.2024 - 5.30.2024	\$521.66	
		\$1,275.52	CT 25055377
Fisher Scientific Co Llc	Corning PYREX Low form Griffin Beakers	\$141.18	
	Fisherbrand Disposable SMS Lab Coats 3XL	\$189.54	
	Fisherbrand Disposable SMS Lab Coats 2XL	\$189.54	

Allan Hancock College

Warrant Register

Check Dates from 2/1/2025 to 2/28/2025

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$520.26	CT 25055378
Follett Heg - Ahc Bookstore	Engineer Calculation Pad per Quote dated 12/03/24.	\$977.93	
		\$977.93	CT 25055379
Franchise Tax Board	Payroll Deduction 02.28.25	\$679.86	
		\$679.86	CT 25055380
Full Compass Systems Ltd	Alt Side Arm w/ Tee, 18" Pipe, Item #509-18-1.	\$386.32	
		\$386.32	CT 25055381
Galls Llc	L/S Deluxe Tropical Shirt, Invoice #030288033.	\$176.07	
	Shipping	\$11.87	
	Blackinton Nametag 1/2 in x 2 1/2 in One Line.	\$39.80	
	Shipping	\$2.67	
		\$230.41	CT 25055382
Graduate Communications	Career Education Digital Marketing Campaign, SOW	\$46,925.62	
	Career Education Digital Marketing Campaign, SOW	\$0.00	
	Career Education Digital Marketing Campaign, SOW	\$13,774.38	
	Career Education Digital Marketing Campaign, SOW	\$0.00	
		\$60,700.00	CT 25055383
Hardy Diagnostics	Biology Lab Supplies: 07-01-24 thru 05-31-25	\$223.74	
	Science Lab Supplies July 1, 2024-May 30, 2025	\$55.82	
	Petri Dish, large, "Mueller Hinton"	\$140.42	
	Loop, nichrome, non-calibrated, 3mm	\$149.75	
	Estimated freight	\$28.00	
		\$597.73	CT 25055384
Henry Schein Inc	Thera Band Flexbar Heavy Blue, Item Code 1155105	\$31.42	
	Multi Grip Band Exercises Heavy 30Yd,	\$107.96	
	Mini Bands Exercise Latex Monster Blue, Item Code	\$7.34	
	Mini Bands Exercise Latex Heavy Black,	\$33.41	
	Cone Plastic Orange 6", Item Code 1224669	\$89.09	
	Flexbar Red Light, Item Code 1023288	\$16.04	
	Flexbar Medium Green, Item Code 3946512	\$20.53	
	Dura Stick II Electrode S 2x2", Item Code 5660206	\$64.43	
	Gymnic Exercise Ball 26" Green, Item Code 4842256	\$96.50	
		\$466.72	CT 25055385
Home Depot	Instructional Supplies for Fire Academy	(\$26.02)	
	Instructional Supplies for Fire Academy	\$335.22	
		\$309.20	CT 25055386
IRS ACS Support	Payroll Deduction 02.28.25	\$101.75	
		\$101.75	CT 25055387
Job Advertising	Job Advertising Services Invoice #12093627	\$1,867.00	
	Job Advertising Services Invoice #12093628	\$1,784.00	
		\$3,651.00	CT 25055388
KeithRN	Annual Membership for Nurse Educators Annual	\$1,975.00	
	Processing Fee	\$35.00	

Allan Hancock College

Warrant Register

Check Dates from 2/1/2025 to 2/28/2025

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$2,010.00	CT 25055389
Kelly Spicers Stores	Office Supplies - Paper, Wide Format and Bindery	\$663.46	
		\$663.46	CT 25055390
KinderSystems Inc	CARE Annual Hosted Subscription: 12/01/24 - 11/30/	\$1,188.00	
	CARE Annual Hosted Subscription: 12/01/24 - 11/30/	\$644.89	
	CARE Annual Hosted Subscription: 12/01/24 - 11/30/	\$644.89	
		\$2,477.78	CT 25055391
La Tapatia Bakery	Food Purchase for Cafecito y Chisme, "Meet your	\$293.80	
	Food Purchase for Cafecito y Chisme, "Meet your	\$460.80	
		\$754.60	CT 25055392
Laguna Clay Company	WHITEWARE W/GROG, ^06 MOIST CLAY,	\$399.11	
	LAGUNA CLAY PALLETS OUT-NON RETURNABLE	\$15.00	
	Shipping Charges	\$315.01	
		\$729.12	CT 25055393
LatPro, Inc	Job Postings, Invoice #INV-0000046565,	\$10,284.35	
		\$10,284.35	CT 25055394
Lowes	122-Piece Household Tool Set with Folding Case	\$30.97	
	Delivery Charges	\$5.99	
		\$36.96	CT 25055395
Kristen Marshall	PAYROLL DEDUCTION 02/28/2025	\$1,600.00	
		\$1,600.00	CT 25055396
Dorine Mathieu	Reimbursement for office and operating supplies	\$7.87	
	Reimbursement for express postage for fieldtrip	\$47.10	
		\$54.97	CT 25055397
Metlife Small Market	INSURANCE PREMIUMS JAN 2025	\$7,186.64	
		\$7,186.64	CT 25055398
MFAC, LLC	Pyramid Spikes Bag of 100 3/16", Item #6650-3/16	\$152.25	
	Pyramid Spikes Bag of 100 1/4", Item #6650-1/4	\$91.35	
	Shipping	\$21.00	
		\$264.60	CT 25055399
Mission Linen Supply	Laundry Services for Automotive Collision Repair:	\$21.13	
	Laundry Services for Automotive Technology Program	\$34.60	
	Uniform Services and Towels, 7-01-24 thru 6-30-25	\$33.53	
	Uniform Services and Towels, 7-01-24 thru 6-30-25	\$33.53	
	Uniform Services and Towels, 7-01-24 thru 6-30-25	\$35.32	
	Uniform Services and Towels, 7-01-24 thru 6-30-25	\$35.32	
	Uniform Services and Towels, 7-01-24 thru 6-30-25	\$35.32	
	Uniform Services and Towels, 7-01-24 thru 6-30-25	\$35.32	
	Uniform Services and Towels, 7-01-24 thru 6-30-25	\$35.32	
	Uniform Services and Towels, 7-01-24 thru 6-30-25	\$35.05	
		\$334.44	CT 25055400
Thomas Murray	Reimbursement for lock for noncredit truck	\$19.26	

Allan Hancock College

Warrant Register

Check Dates from 2/1/2025 to 2/28/2025

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$19.26	CT 25055401
Niles Biological	Supplies for Biology Labs: 07-01-24 thru 05-30-25	\$45.59	
	Science Lab Supplies July 1, 2024-May 30, 2025	\$101.62	
		\$147.21	CT 25055402
North American Technical Services Inc	DSA In-plant Inspection Services for Two (2)	\$8,800.00	
	Concrete Pour Placement, Sample	\$900.00	
		\$9,700.00	CT 25055403
Oakie Smokie BBQ LLC	Food for Baseball and BBQ Week of Welcome Event	\$957.00	
	Hamburger Meals	\$2,088.00	
		\$3,045.00	CT 25055404
ODP Business Solutions LLC	Office Supplies 10/29/24-05/30/25	\$92.32	
	BIC Round Stick Grip Ballpoint Pens	\$70.06	
	Office Depot 2-pocket folders	\$95.92	
	Office Depot Highlighters	\$124.49	
	Office Depot Composition Book	\$90.88	
	Office Supplies for General & Noncredit Counseling	\$215.53	
	Office Supplies (10/18/2024-5/30/2025)	\$3.78	
	Office Supplies (10/18/2024-5/30/2025)	\$48.36	
	Office Supplies (10/18/2024-5/30/2025)	\$148.54	
	Office Supplies, 2/10/25 - 5/30/25	\$327.05	
		\$1,216.93	CT 25055405
Old Town Shirt Factory	Port & Company Fan Favorite Fleece Crewneck	\$408.64	
	Port & Company Fan Favorite Fleece Crewneck	\$33.54	
		\$442.18	CT 25055406
Oracle America Inc	Oracle Linux Basic Support: 8/21/24 - 8/20/25,	\$623.75	
	Oracle Linux Premier Support: 8/21/24 - 8/20/25,	\$3,497.50	
		\$4,121.25	CT 25055407
PARS Public Agency Retirement	PAYROLL DEDUCTION 02/28/2025	\$7,776.14	
		\$7,776.14	CT 25055408
Part Time Faculty AHC - Member	PAYROLL DEDUCTION 02/28/2025	\$9,289.92	
		\$9,289.92	CT 25055409
Patterson Veterinary Supply Inc	Instructional Supplies, 9-19-24 - 5-30-25	\$47.50	
		\$47.50	CT 25055410
Pioneer Athletics	Brite Stripe, White, 5 GL Premix Paint, Item #ATHW	\$2,596.63	
	Freight	\$380.56	
		\$2,977.19	CT 25055411
Point Emblems LLC	Patch 4"x5" Stitch. Invoice #18039.	\$538.31	
	Shipping	\$45.00	
		\$583.31	CT 25055412

Allan Hancock College

Warrant Register

Check Dates from 2/1/2025 to 2/28/2025

Bank Code: CT

Vendor Name	Description	Amount	Warrant
PPG Architectural Finishes Inc	Paint Supplies for Maintenance Dept. 1.27.2025 to	\$55.56	CT 25055413
	Paint Supplies for Maintenance Dept. 1.27.2025 to	\$196.16	
	Paint Supplies for Maintenance Dept. 1.27.2025 to	\$215.34	
		\$467.06	
Premium Quality Lighting	High Wattage Lamp - Item No. 92123	\$954.48	CT 25055414
	Freight	\$21.56	
		\$976.04	
ProCare Janitorial Supply, Inc.	Custodial Supplies, 10/01/2024 thru 5/30/2025	\$2,549.30	CT 25055415
	Custodial Supplies, 10/01/2024 thru 5/30/2025	\$2,998.46	
	Custodial Supplies, 10/01/2024 thru 5/30/2025	\$65.84	
	Custodial Supplies, 10/01/2024 thru 5/30/2025	\$189.68	
	Custodial Supplies, 10/01/2024 thru 5/30/2025	\$447.48	
	Custodial Supplies, 10/01/2024 thru 5/30/2025	\$744.52	
	Custodial Supplies, 10/01/2024 thru 5/30/2025	\$1.09	
	Custodial Supplies, 10/01/2024 thru 5/30/2025	\$192.96	
	Custodial Supplies, 10/01/2024 thru 5/30/2025	\$340.38	
	Custodial Supplies, 10/01/2024 thru 5/30/2025	\$629.12	
	Custodial Supplies, 10/01/2024 thru 5/30/2025	\$2,148.90	
	Custodial Supplies, 10/01/2024 thru 5/30/2025	\$5,699.34	
	Custodial supplies for LVC - 1.27.2025 thru 5.30.	\$881.63	
	Custodial supplies for LVC - 1.27.2025 thru 5.30.	\$562.31	
	\$17,451.01		
Proquest Llc	BOOKS FOR LIBRARY	\$39.29	CT 25055416
	BOOKS FOR LIBRARY	\$48.99	
	\$88.28		
Qualtrics Llc	CoreXM License Renewal with CoreXM Academic	\$3,472.88	CT 25055417
		\$3,472.88	
Quinn Company	Labor to diagnose issues with generator in	\$1,720.00	CT 25055418
		\$1,720.00	
Radiation Detection Co	Student Badges	\$252.80	CT 25055419
		\$252.80	
Rays Auto Parts	Parts-Supplies, 07-01-24 thru 5-31-25	\$7.60	CT 25055420
	Parts-Supplies, 07-01-24 thru 5-31-25	\$25.34	
	Parts-Supplies, 07-01-24 thru 5-31-25	\$28.76	
	Parts-Supplies, 07-01-24 thru 5-31-25	\$39.14	
	Parts-Supplies, 07-01-24 thru 5-31-25	\$52.13	
	Parts-Supplies, 07-01-24 thru 5-31-25	\$52.13	
	\$205.10		
Regional Transit Authority	RTA 31-Day Bus Pass for Students. Invoice #	\$2,350.00	CT 25055421
		\$2,350.00	
Reliable Repairs	Lid Lock Kit for Top load washer in building I	\$104.42	CT 25055422
	Handling, Packing & Shipping charge	\$23.95	
	Labor rate	\$272.50	
	\$400.87		

Allan Hancock College

Warrant Register

Check Dates from 2/1/2025 to 2/28/2025

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Victoria Rivas	HEA 510 Philosophy & History	\$1,500.00	
		\$1,500.00	CT 25055423
Melissa Rudder	Reimbursement for refreshments for Tutor Gallery	\$149.29	
		\$149.29	CT 25055424
Safety-Kleen Systems, Inc	Waste disposal & environmental fees per Invoice #	(\$279.28)	
	Waste disposal & environmental fees per Invoice #	\$343.74	
		\$64.46	CT 25055425
Santa Barbara County Sheriff	PAYROLL DEDUCTION 02/28/2025	\$476.59	
		\$476.59	CT 25055426
Santa Barbara County Sheriff's Office	PAYROLL DEDUCTION 02/28/2025	\$1,232.68	
		\$1,232.68	CT 25055427
Santa Maria Ford Inc	Cable for van #15 per Invoice #302229	\$24.12	
	Latch for vehicle #15 per Invoice #302218	\$131.17	
		\$155.29	CT 25055428
Santa Maria Times	ANNUAL SUBSCRIPTION FOR SANTA MARIA TIMES	\$160.00	
		\$160.00	CT 25055429
Save Mart Supermarkets	Food Supplies for Children's Center,	\$150.92	
	Food Supplies for Children's Center,	\$144.79	
	Food Supplies for Children's Center,	\$246.76	
	Food Supplies for Children's Center,	\$59.45	
	Food Supplies for Children's Center,	\$205.29	
		\$807.21	CT 25055430
Sherwin-Williams	Operational supplies per Invoice #0918-1	\$46.42	
	Paint supplies per Invoice #3670-8	\$47.27	
		\$93.69	CT 25055431
Siemens Industry Inc	Fire Alarm Service Agreement for Lompoc Valley	\$7,351.00	
	Fire Alarm Service Agreement for Lompoc Valley	\$7,351.00	
		\$14,702.00	CT 25055432
Smart & Final	Food and Beverage Purchases for Men's Support	\$297.86	
	Lunch Locker for Lompoc Campus	\$716.83	
	Food and Beverage Purchases for Men's Support	\$85.48	
	Food and Beverage Purchases for Men's Support	\$71.91	
	Supplies for Biology Labs: 07-05-24 thru 05-30-25	\$24.12	
	Food and Beverage Purchases for Men's Support	\$415.11	
	Food & Drink Supplies for MESA/STEM Workshops &	\$306.96	
	Food for various outreach events and activities.	\$193.92	
	Food for End of 2024 Workshops, 11/08/24 - 5/30/25	\$36.62	
	Custodial Supplies, 07-01-24 thru 05-31-25	\$396.10	
	Food for Veteran Resource Center, February 10 -	\$144.64	
	Food-JISSP workshops-Activities,	\$73.24	
	Food-JISSP workshops-Activities,	\$73.23	
	Distilled Water for mechanic shop, Ref. #527966,	\$6.54	
	Lunch Locker for Santa Maria Campus	\$603.80	
	Food and Beverage Purchases for Men's Support	\$103.92	

Allan Hancock College

Warrant Register

Check Dates from 2/1/2025 to 2/28/2025

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Smart & Final	Supplies for Biology Labs: 07-05-24 thru 05-30-25	\$27.83	
	Supplies for various outreach events and	\$95.63	
	Bulldog Bites 11.14.24 - 6.30.25	\$809.86	
	Snacks UTC workshops and Transfer Student Summit,	\$217.22	
	Food for Non-credit HOEC Classes: 2/05/25 to	\$61.37	
	Food and Beverage Purchases for Men's Support	\$159.75	
	Supplies for various outreach events and	\$187.06	
		\$5,109.00	CT 25055433
	Food for Children's Center 11-1-24 to 6-30-25	\$208.03	
	Food for Children's Center 11-1-24 to 6-30-25	\$198.04	
	Food for Children's Center 11-1-24 to 6-30-25	\$303.49	
	Food for Children's Center 11-1-24 to 6-30-25	\$199.40	
		\$908.96	CT 25055434
	Food for Culinary Arts	\$406.87	
Food for Culinary Arts Instruction: 2/05/25 -	\$138.79		
Food for Culinary Arts Instruction: 2/05/25 -	\$49.99		
Food for Culinary Arts Instruction: 2/05/25 -	\$509.87		
Food for Culinary Arts Instruction: 2/05/25 -	\$224.34		
Food for Culinary Arts Instruction: 2/05/25 -	\$48.65		
Food for Culinary Arts Instruction: 2/05/25 -	\$619.30		
	\$1,997.81	CT 25055435	
Specialty Constructors Services Inc	Speciality Constructors, Inc. shall furnish all	\$39,900.00	
		\$39,900.00	CT 25055436
Statewide Traffic Safety & Signs Inc	Stop Sign Post - 2" SQ 14GA X 10' Perf post,	\$480.15	
		\$480.15	CT 25055437
Straightline Equipment Service Inc	Call Out Charge for Wheel Alignment Equipment,	\$250.00	
	Wheel Alignment Machine Labor	\$420.00	
	Camera Assy, UHR	\$2,809.01	
	Wheel Alignment Veh Spec Upd Single	\$755.81	
	Cable Assy, Hub to PC, Ultra	\$131.54	
	\$4,366.36	CT 25055438	
Subway	Cash for College food for Arroyo Grande-2/20/25	\$56.79	
	Cash for College food Pioneer Valley-2/19/25	\$113.58	
	Cash for College food for Paso Robles-2/18/25	\$56.79	
	Cash for College food for Santa Maria HS-2/12/25	\$170.37	
	Cash for College food for Pioneer Valley-2/12/25	\$113.58	
	Cash for College food for Santa Ynez-2/11/25	\$56.79	
	Cash for College food for Paso Robles-2/10/25	\$56.79	
	Cash for College food for McKenzie Jr. High-2/6/25	\$113.58	
	\$738.27	CT 25055439	
Taqueria La Coqueta	Food for Children's Center Student Worker Training	\$353.17	
	Food for Children's Center Student Worker Training	\$353.16	
	Lunch for Estudiantes Unidos Registration, 2/10/25	\$1,293.20	
	Dinner for Estudiantes Unidos Registration,	\$2,586.40	

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Allan Hancock College
Warrant Register
Check Dates from 2/1/2025 to 2/28/2025
Bank Code: CT

Vendor Name	Description	Amount	Warrant
Taqueria La Coqueta	Dinner for Estudiantes Unidos Registration,	\$2,586.40	
	Food for Estudiantes Unidos Registration,	\$2,555.97	
	Lunch for Estudiantes Unidos Registration,	\$1,719.20	
		\$11,447.50	CT 25055440
Testa Catering	Catering for AHC DEIA Summit	\$10,812.90	
		\$10,812.90	CT 25055441
Tri County Office Furniture	Delivery and Installation	\$12,786.83	
	Library Furniture per Proposal #138586 (Project	\$2,973.40	
	Library Furniture per Proposal #138586 (Project	\$52,829.80	
		\$68,590.03	CT 25055442
Trojan Petroleum, Inc	Gasoline Purchases: 07-01-24 thru 6-30-25.	\$399.66	
		\$399.66	CT 25055443
Uline Inc	Economy Folding Table - 72x30 White	\$2,969.01	
	Shipping	\$242.38	
		\$3,211.39	CT 25055444
United Health Care Insurance Co	RETIREE AARP INSURANCE PREMIUMS MAR 2025	\$331.25	
		\$331.25	CT 25055445
United Parcel Service	UPS Charges, 7-1-24 thru 6-30-25, Account	\$49.94	
		\$49.94	CT 25055446
United Refrigeration Inc	HVAC Supplies, 07-01-24 thru 05-31-25	\$148.25	
	HVAC Supplies, 07-01-24 thru 05-31-25	\$43.10	
	HVAC Supplies, 07-01-24 thru 05-31-25	\$81.94	
	HVAC Supplies, 07-01-24 thru 05-31-25	\$109.81	
		\$383.10	CT 25055447
United Way of the Central Coast	PAYROLL DEDUCTION 02/28/2025	\$30.00	
		\$30.00	CT 25055448
Valley Glass & Mirror Co	8"x48" Slimline Vision Lite Kit & 1/4" Clear	\$370.00	
		\$370.00	CT 25055449
Varsity Spirit Fashions & Supplies LLC	Kickoff Shoes, Style #KICKOFF23. Order #76002841.	\$1,739.13	
	Shipping and Handling	\$117.45	
		\$1,856.58	CT 25055450
Oscar Velasco-Vargas	Keynote Speaker at 2nd Annual Transfer Summit on	\$500.00	
		\$500.00	CT 25055451
Vernier Software	Cuvettes for Colorimeter, #CUV, Quote# 1108099	\$391.50	
	Shipping	\$17.95	
		\$409.45	CT 25055452
Vestis Services LLC	Towel Service for PSTC	\$51.40	
	Towel Service for PSTC	\$51.41	
		\$102.81	CT 25055453

Allan Hancock College

Warrant Register

Check Dates from 2/1/2025 to 2/28/2025

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Washington Music Center	Yamaha YSL-8820 Professional Xeno Series Trombone;	\$2,927.78	
		\$2,927.78	CT 25055454
Wex Bank	Gas Credit Card Purchases: 07-01-24 thru 6-30-25	\$278.43	
		\$278.43	CT 25055455
Xello Inc	Career Cruising for Higher Ed- Per Site: 4/01/25 -	\$899.00	
		\$899.00	CT 25055456
Yankee Book Peddler Inc	LVC Library Books: 8.09.24 - 5.31.25	\$129.56	
		\$129.56	CT 25055457
Desiree Zuniga	Keynote Presentation for DEIA Summit on 2/07/25:	\$5,000.00	
		\$5,000.00	CT 25055458
4imprint Inc.	reissue of cancelled warrant 25052058 5-Prong#6622	\$264.26	
	reissue of cancelled warrant 25052058 Color Run	\$50.57	
	reissue of cancelled warrant 25052058 Set-Up Charg	\$119.63	
	reissue of cancelled warrant 25052058 Freight	\$27.10	
	reissue of cancelled warrant 25052058 Item # 147	\$205.54	
	reissue of cancelled warrant 25052058 Freight	\$15.47	
	reissue of cancelled warrant 25052058Item # 7486-E	\$1,487.70	
	reissue of cancelled warrant 25052058 Freight	\$225.52	
	reissue of cancelled warrant 2505205 Item # 103305	\$1,456.16	
	reissue of cancelled warrant 25052058Set-Up Charge	\$43.50	
	reissue of cancelled warrant 25052058 Freight	\$224.62	
	reissue of cancelled warrant 25052058 Item # 165	\$1,805.25	
	reissue of cancelled warrant 25052058Add'l Color	\$32.63	
	reissue of cancelled warrant 25052058Set-Up Charge	\$87.00	
	reissue of cancelled warrant 25052058Freight	\$182.87	
	reissue of cancelled warrant 25052058Item # 14	\$1,799.81	
	reissue of cancelled warrant 25052058Add'l Color	\$70.69	
	reissue of cancelled warrant 25052058Set-Up Charge	\$59.81	
	reissue of cancelled warrant 25052058Freight	\$192.78	
	reissue of cancelled warrant 25052058 Item 107370	\$1,202.23	
	reissue of cancelled warrant 25052058 Freight	\$158.07	
		\$9,711.21	CT X5052058

Warrant Register

Check Dates from 2/1/2025 to 2/28/2025
Bank Code: CT

Fund and Reversal Summary

Totals By Fund:

Total for General Fund 9410	\$2,857,129.62
Total for Bond Interest & Redemption Fund 9421	\$0.00
Total for Child Development Fund 9433	\$116,275.88
Total for Capital Outlay Project Fund 9441	\$1,013,171.30
Total for General Obligation Bond Fund 9447	\$57,577.06
Total for Dental Self-Insurance Fund 9461	\$0.00
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

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Allan Hancock College

Warrant Register

Check Dates from 2/1/2025 to 2/28/2025
Bank Code: RC

Vendor Name	Description	Amount	Warrant
		<hr/> \$0.00	

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT	
February-25	
ACRONYMS	
19six Architects	Nineteen Six Architects (Formerly PMSM)
4imprint	NO ACRONYM
ABV Scoreboard Services, Inc	NO ACRONYM
AHC - Part - Time Faculty Association	Allan Hancock College - Part Time Faculty Association
AHC- District Trust Fund	Allan Hancock College- District Trust Fund
AHC Foundation	Allan Hancock College Foundation
AHC-Auxiliary Corporation	Allan Hancock College - Auxiliary Corporation
B&B Steel	NO ACRONYM
B&H Photo	NO ACRONYM
BBQ	Oakie Smokie Barbecue LLC
C.S.E.A. Chapter 251 Dues AHC	California School Employees Association Chapter 251 Dues Allan Hancock College
C.S.E.A. Victory Club	California School Employees Association Victory Club
Cal-Coast Machinery	NO ACRONYM
CDW Government Inc	Computer Discount Warehouse Government Inc
CSC of Santa Maria	NO ACRONYM
CWDL, CPAs	Cossolias Wilson Dominguez Leavitt CPAs
EKC Enterprises Inc	NO ACRONYM
FACCC	Faculty Association of California Community Colleges
Faculty Association of AHCC	Faculty Association of Allan Hancock Community College
FOLLETT HEG-AHC	Follett Higher Education Group-Allan Hancock College
H&E Equipment Services Inc	Head & Engquist
IRS ACS Support	Internal Revenue Service Automated Collection System Support
J B Dewar	NO ACRONYM
KeithRN	NO ACRONYM
KPMR-TV	NO ACRONYM
KTSB-TV	NO ACRONYM
LatPro	Latinx Professionals
LG Inspection LLC	Leach Group, INC
Metlife Small Market	Metropolitan Life Small Market
MFAC LLC	M-F Athletic Company, LLC
Nipomo High School Ag Friends	Nipomo High School Agriculture Friends
OAHS Spartatroniks	Orcutt Academy High School Spartatroniks Robotics Boosters
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
PPG Architectural Finishes	Pittsburgh Paints & Glass Architectural Finishes
SCN Worldwide LLC	Scantron
SISC III	Self Insured Schools of California
Splash N Dash	Splash and Dash
TESOL International Association	Teachers of English to Speakers of Other Languages International Association
T-Mobile USA Inc	Telekom-Mobile USA Inc
VTC Enterprises	Vocational Training Center Enterprises
WEX Bank	Wright Express Financial Services Corp

To: Board of Trustees	Date: April 15, 2025
From: Superintendent/President	
Subject: Approval of Employee Personnel Actions	Item Number: 11.B.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 3

BACKGROUND

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

FISCAL IMPACT

The fiscal impact is included in the following pages.

RECOMMENDATION

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

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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Classified Staff - Appointments, Promotions and Transfers								
Name	Action	Assignment	Department or Division	Effective Date	Salary	Months and FTE	Reason/Comment	
1	Ambrosi, Richard	transfer	custodian	Facilities	02/24/25	15-F	12-FT	Lateral transfer to day shift
2	Andrade III, Ignacio	appointment	EOPS program specialist	EOPS+	04/16/25	19-C	12-FT	Replace Joanna Davis
3	Brown, Harmony	appointment	program specialist	Public Safety	04/16/25	21-C	12-FT	Replace Ana Gonzalez
4	Dunn, Katherine	appointment	human resources analyst	Human Resources	04/14/25	8-A	12-FT	New position
5	Hanberg, William	promotion	custodian II	Facilities	04/16/25	18-F	12-FT	Replace Craig Rosa
6	Melendrez, David	promotion	student success outreach/retention specialist	EOPS+	03/19/25	26-A	12-FT	Job title correction
7	Nodal, Coryn	promotion	EOPS program specialist	EOPS+	04/01/25	19-D	12-FT	Replace Brandi Andersen
8	Provencio, Nidya	appointment	EOPS assistant	EOPS+	04/16/25	24-C	12-FT	Replace Kris Rickard
9	St. James, Marie	appointment	EOPS program specialist	EOPS+	04/16/25	19-C	12-FT	Replace Leslie Torres
10	Aguilar, Yolanda	appointment	DSPS instructional specialist	LAP	04/16/25	28-B	12-FT	Replace Weston Guerra
11	Badalamenti, Olivia	appointment	teacher, Santa Maria	Children's Center	04/28/25	18-B	11-FT	New position
12	Esparza, Gustavo	appointment	financial aid accounting technician	Financial Aid	04/16/25	26-B	12-FT	Replace Sherry Bell
13	Machuca, Stephania	appointment	student success outreach/retention specialist	EOPS+	04/21/25	26-B	12-FT	New position
14	Medina, Juan	appointment	student success outreach/retention specialist	Counseling	03/01/23	26-B	12-FT	Correction of start date
Fiscal Impact 2024-2025 Fiscal Year								
1	No fiscal impact						\$	-
2	EOPS, Coop Agencies Rscs for Educ, Cal Work Opp and Resp to Kids, CAFYES Program						\$	20,203.00
3	unrestricted general fund						\$	20,996.00
4	unrestricted general fund						\$	30,197.00
5	unrestricted general fund						\$	21,945.00
6	No fiscal impact						\$	-
7	EOPS, Coop Agencies Rscs for Educ, Cal Work Opp and Resp to Kids, CAFYES Program						\$	24,776.00
8	EOPS, Coop Agencies Rscs for Educ, Cal Work Opp and Resp to Kids, CAFYES Program						\$	22,186.00
9	EOPS, Coop Agencies Rscs for Educ, Cal Work Opp and Resp to Kids, CAFYES Program						\$	20,203.00
10	Disabled Students Program						\$	23,345.00
11	Title V/Child Center Care General						\$	15,988.00
12	Local SWF Round 8						\$	34,804.00
13	No fiscal impact						\$	-
14	unrestricted general fund						\$	22,316.00

Reclassification of Classified Bargaining Unit Positions					
A reclassification task force was established in accordance with article 17 of the Agreement between the District and the California School Employees Association, Allan Hancock College Chapter #251 (CSEA). The reclassification task force committee conducted a reclassification review and made recommendations to the superintendent/president who concurred with their recommendations. This concludes the final reclassification task force process as it was negotiated out of the 2023-2026 successor agreement. The recommendations are as follows:					
Name	Assignment	Department or Division	Retroactive/Effective Date	New Range	
1	Adams, Joseph	EOPS+ Program Specialist	EOPS+	07/01/24	26
2	Davis, Joanna	EOPS+ Program Coordinator	EOPS+	11/20/24	31
3	Greeley, Mackenzie	Grants Analyst II	Institutional Grants	10/16/24	34
4	Hodges, Edwin	EOPS+ Program Coordinator	EOPS+	07/01/24	31
5	Langehennig, Johnny	Instructional Assistant, Public Safety/Law Enforcement	Public Safety	07/01/24	24
6	Nodal, Coryn	EOPS+ Program Specialist	EOPS+	04/01/24	26
7	Robles, Fernando	Grants Analyst II	Institutional Grants	12/16/24	34
Total fiscal impact				\$	53,591.00

18-Revised
April 15, 2025
Employee Personnel
Actions

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	Barahona, Hector	office services technician I	Counseling	03/01/25-05/02/25		16-D	16-D, plus 5 percent Performing duties outside of the job description	
2	Delgadillo, Alicia	early college coordinator	Academic Affairs	05/21/25-06/30/25		26-B	26-B, plus 5 percent Performing duties outside of the job description	
3	Nodal, Coryn	EOPS+ program specialist	EOPS+	03/01/25-05/23/25		19-D	19-D, plus 5 percent Performing duties outside of the job description	
4	Pirman, Deborah	director, LVC & Extended Campus	Academic Affairs	01/01/25-06/30/25		18-A (SS#30)	18-A, plus 5 percent Performing duties outside of the job description	
Fiscal Impact 2024-2025 Fiscal Year								
1	unrestricted general fund						\$	428.00
2	unrestricted general fund						\$	308.00
3	unrestricted general fund						\$	667.00
4	unrestricted general fund						\$	4,216.00

Short-Term/On-Call, Substitutes, Professional Experts						
Special Note: The college hires short-term/on-call employees, substitutes, and professional experts exempt from classified service per Education Code Section 88003. The following appointments are contingent upon availability of funding and the ending date could change based on district need.						
** Important Notice: New employees are not to begin working until clearance has been confirmed from the Human Resources office.						
Name	Action	Position Title	Dates	Hourly	Duties/Responsibilities	
1	Broomall, Regina	short-term	program specialist	03/01/25-05/21/25	\$ 18.50	Provide tutoring support for English courses
2	Cuello, Agustin	short-term	program assistant III	04/01/25-06/30/25	\$ 20.00	Assist Student Activities Department with various projects
3	Gutierrez, Alejandro	short-term	program assistant III	04/01/25-09/30/25	\$ 20.00	Temporary grant specialist assistance
4	Lopez, Cynthia	substitute	EOPS+ office services technician I	03/01/25-05/23/25	\$ 21.18	On-call substitute for vacation, sick leave, or vacancy
5	Rowan, Jonah	short-term	instructional aide IV	04/16/25-06/30/25	\$ 24.00	EMS, Fire, Law Enforcement Programs

Coaching Appointments and Stipends						
Special Note: The college reserves the right to cancel any coaching appointment or to reassign the area of service.						
Name	Assignment	Sport	Effective Dates	Stipend		
1	Cross, Donald	assistant coach	football	04/01/25-06/30/25	\$ 5,000.00	
Fiscal Impact 2024-2025 Fiscal Year					\$	5,000.00
unrestricted general fund					\$	5,000.00

To: Board of Trustees	Date: April 15, 2025
From: Superintendent/President	
Subject: Approval of Part-time Faculty Appointments, Regular Faculty Overload Assignments and Special Assignments/Stipends	Item Number: 11.C.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 10

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

Administrator Initiating Item: Robert Curry	Final Disposition:
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**FULL-TIME FACULY OVERLOAD ASSIGNMENTS
SPRING 2025**

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
		COUNSELING		
Arvizu-Rodriguez, Maria	Assigned	COUN	Counseling – SM	.010
Brackett, Ashley	Assigned	COUN	SEAP Counseling	.043
Easton, Sarah	Assigned	COUN	LAP Counseling	.020
Hernandez, David	Assigned	COUN	Counseling – SM	.080
Kelly, Linda	Assigned	COUN	LAP Counseling	.095
Morales, Mayra	Assigned	COUN	Counseling – SM	.145
Navarrette, Krystle	Assigned	COUN	Counseling – SM	.060
Navarrette, Ricardo	Assigned	COUN	SEAP Counseling	.120
Perales, Carissa	Assigned	COUN	Counseling – SM	.015
Runkle, Kerry	Assigned	COUN	LAP Counseling	.115
Souza, Brooke	Assigned	COUN	Counseling – SM	.088
Zepeda De Rosas, Maria	Assigned	COUN	Counseling – SM	.020
		WORK EXPERIENCE EDUCATION		
Blacquierre, Luke	42280	WEE	Work Experience Education	.008
Cecena, John	42096	WEE	Work Experience Education	.024
Frazier, Yvon	41937	WEE	Work Experience Education	.032
Frazier, Yvon	41939	WEE	Work Experience Education	.032
Frazier, Yvon	41940	WEE	Work Experience Education	.064
Frazier, Yvon	41941	WEE	Work Experience Education	.008
Frazier, Yvon	42049	WEE	Work Experience Education	.072
Gloeckner, Robin	42234	WEE	Work Experience Education	.016
Hite, Chris	42248	WEE	Work Experience Education	.008
Krier, Erin	42046	WEE	Work Experience Education	.016
Krier, Erin	42047	WEE	Work Experience Education	.016
Krier, Erin	42289	WEE	Work Experience Education	.008
Krier, Erin	42048	WEE	Work Experience Education	.064
Krier, Erin	42288	WEE	Work Experience Education	.040
Krier, Erin	42313	WEE	Work Experience Education	.024
Kruse, Kurt	42010	WEE	Work Experience Education	.008
Kruse, Kurt	42279	WEE	Work Experience Education	.008
Lovell, Ron	42257	WEE	Work Experience Education	.008
Manalo, Lauro	42098	WEE	Work Experience Education	.008
Provencio, Chuck	42016	WEE	Work Experience Education	.072
Provencio, Chuck	42290	WEE	Work Experience Education	.008
Rice, Amy	42053	WEE	Work Experience Education	.120
Solorio, Jesus	42251	WEE	Work Experience Education	.104

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

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
		COUNSELING		
Machado, Michelle	Assigned	COUN	Counseling/SM – Other	.002
Machado, Michelle	Assigned	COUN	Counseling - SM	.009
		EARLY CHILDHOOD STUDIES		
Morris, Holly	41595	ECS 101	Child, Family and Community	.200
		EMERGENCY MEDICAL SERVICES PARAMEDIC		
Rouleau, Kati	41052	EMSP 343	Paramedic Clinical Practicum	.110
Rouleau, Kati	41053	EMSP 353	Paramedic Internship	.074
Weisenberg, Patrick	41053	EMSP 353	Paramedic Internship	.055
		ENGLISH		
Henderson, Bruce	42312	ENGL 101	Freshman Comp: Exposition	.288
		FIRE TECHNOLOGY		
Asmus, Travis	40755	FT 307	Firefighter 1 Academy 1A	.059
Baldwin, Colby	40756	FT 308	Firefighter 1 Academy 1B	.029
Baldwin, Colby	40755	FT 307	Firefighter 1 Academy 1A	.029
Collins, Brandyn	40755	FT 307	Firefighter 1 Academy 1A	.059
D'Andrea, Dana	40756	FT 308	Firefighter 1 Academy 1B	.188
Crotty, John	40756	FT 308	Firefighter 1 Academy 1B	.029
Good, Kevin	40756	FT 308	Firefighter 1 Academy 1B	.059
Good, Kevin	40755	FT 307	Firefighter 1 Academy 1A	.118
Hart, Kevin	40755	FT 307	Firefighter 1 Academy 1A	.029
Markley, John	40756	FT 308	Firefighter 1 Academy 1B	.091
Markley, John	40755	FT 307	Firefighter 1 Academy 1A	.059
Martinez, Christopher	40755	FT 307	Firefighter 1 Academy 1A	.091
Martinez, Essex	40755	FT 307	Firefighter 1 Academy 1A	.059
McLeod, Derek	40756	FT 308	Firefighter 1 Academy 1B	.059
Montejo, Vincent	40755	FT 307	Firefighter 1 Academy 1A	.059
Paige, Brandon	40756	FT 308	Firefighter 1 Academy 1B	.088
Snodgrass, James	40756	FT 308	Firefighter 1 Academy 1B	.033
Stevens, Nicole	40755	FT 307	Firefighter 1 Academy 1A	.088
Vernon, Sherman	40756	FT 308	Firefighter 1 Academy 1B	.088
		LAW ENFORCEMENT		
Corona, Abel	42315	LE 322	Basic Law Enforcement Academy	.033
Garrett, William	41854	LE 329	State Hospital Academy	.059
George, Kenneth	42315	LE 322	Basic Law Enforcement Academy	.035
Magana, Jorge	41854	LE 329	State Hospital Academy	.059
Valle, Jesus	41854	LE 329	State Hospital Academy	.059
		LIBRARY		
Rivera, Destiny	Assigned	LIBR	Librarian – SM	.004
Velati Tirona, Virginia	40649	LBRY 170	Research Methods	.133
		PARALEGAL		
Anderson, Stephen	40760	PLGL 107	Ethics for Paralegals	.067
		WORK EXPERIENCE EDUCATION		
Carson, Marcus	41951	WEE	Work Experience Education	.016

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

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
Carson, Marcus	41952	WEE	Work Experience Education	.048
Carson, Marcus	41953	WEE	Work Experience Education	.016
Carson, Marcus	41946	WEE	Work Experience Education	.016
Carson, Marcus	41947	WEE	Work Experience Education	.040
Carson, Marcus	41948	WEE	Work Experience Education	.056
Carson, Marcus	41949	WEE	Work Experience Education	.008
Carson, Marcus	42045	WEE	Work Experience Education	.008
Gambriel, Steven	42254	WEE	Work Experience Education	.104
Munoz, Cheo	42058	WEE	Work Experience Education	.016
Segura, Monique	42252	WEE	Work Experience Education	.048
Segura, Monique	42332	WEE	Work Experience Education	.016

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

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
		TRUCK DRIVING PROGRAM		
Diaz, Rodolfo	42344	TRCK 7801	Yard Skills	0.027
Diaz, Rodolfo	42347	TRCK 7802	Public Road Truck Driving	0.034
Hernandez, Armando	41797	TRCK 7802	Public Road Truck Driving	0.034
Hernandez, Armando	42322	TRCK 7801	Yard Skills	0.027
Hernandez, Armando	42348	TRCK 7801	Yard Skills	0.027
Hernandez, Armando	42349	TRCK 7802	Public Road Truck Driving	0.034
Hernandez, Armando	42351	TRCK 7801	Yard Skills	0.027
Hernandez, Armando	42352	TRCK 7802	Public Road Truck Driving	0.034
Hernandez, Armando	42353	TRCK 7801	Yard Skills	0.027
Hernandez, Armando	42354	TRCK 7802	Public Road Truck Driving	0.034
Murray, Thomas	42355	TRCK 7803	Commercial Vehicle Simulator	0.005
Murray, Thomas	42357	TRCK 7803	Commercial Vehicle Simulator	0.005
Murray, Thomas	42358	TRCK 7803	Commercial Vehicle Simulator	0.005
Murray, Thomas	42359	TRCK 7803	Commercial Vehicle Simulator	0.005

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

INSTRUCTOR District Funded	ASSIGNMENT	DOLLAR AMOUNT
Alegre, Richard	Paramedic program accreditation work (8/19/24 - 12/12/24).	\$3,514.78
Beck, Colleen	Per Article 13.5 stipend for serving as evaluator for a part-time evaluation for Ethan Weinschenk (8/19/24 - 12/12/24).	\$200.00
Day, Alan	To provide not-for-credit training via contract education - Ventura County Sheriff's Academy (3/15/25 to 3/18/25).	\$3,314.40
Day, Alan	To provide not-for-credit training via contract education -Ventura County Sheriff's Academy (3/19/25).	\$826.60
Diaz, Rodolfo	Assisting and instructing students with the DMV exam prep and Class A driving exam (3/3/25).	\$217.62
Dickel, Jason	To provide not-for-credit training via contract education - Ventura County Sheriff's Academy (3/21/25 to 3/22/25).	\$1,515.00
Drake, William	Assisting instructing students with the DMV exam prep and Class A driving exam (3/7/25).	\$398.97
Garrett, William	To provide not-for-credit training via contract education - Ventura County Sheriff's Academy (3/15/25 - 3/18/25).	\$2,959.20
Garrett, William	To provide not-for-credit training via contract education (3/19/25 - 3/22/25).	\$2,305.00
George, Kenneth	To provide not-for-credit training via contract education - Ventura County Sheriff's Academy (3/17/25).	\$795.90
George, Kenneth	To provide not-for-credit training via contract education - Ventura County Sheriff's Academy (3/19/25).	\$795.90
Gisclon, Amy	Stipend of \$500 for academic year 2024-25 for dental assisting program review: yearly planning update/core topic: enrollment and efficiency (2/3/25 - 4/30/25).	\$500.00
Halderman, Anthony	To provide asynchronous tutoring for writing center paper submission program (2/16/25).	\$84.59
Henderson, Bruce	To provide a writing center workshop for students. Includes research and presentation (3/12/25).	\$113.38
Huddle, Kevin	To provide not-for-credit training via contract education (3/20/25).	\$870.10
Jozwiak, Jennifer	To provide a writing center workshop for students, "Mindfulness Techniques for College Students" (3/26/25).	\$120.00
Kim, Young	Assist with spring 2025 Folklorico invitational concert auditions, dance concert trust will pay, total payment not to exceed \$1,000.00 (3/24/25 - 5/21/25).	\$1,000.00

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
Kopecky, Susie	Faculty professional development champion for ZTC/OER (7/1/24 - 6/30/24).	\$10,800.00
Lopez, Joe	To provide not-for-credit training via contract education - Ventura County Sheriff's Academy (3/15/25 - 3/17/25).	\$3,050.40
Lopez, Joe	To provide not-for-credit training via contract education - Ventura County Sheriff's Academy (3/19/25 - 3/22/25).	\$2,033.60
Lowery, Herod	Assisting and instructing students with the DMV exam prep and Class A driving exam (3/11/25).	\$199.49
Madrigal, Hector	To provide not-for-credit training via contract education - Ventura County Sheriff's Academy (3/19/25 - 3/22/25).	\$3,342.00
Magana, Jorge	To provide not-for-credit training via contract education - Santa Maria park rangers (2/27/25).	\$591.84
Magana, Jorge	To provide not-for-credit training via contract education (3/15/25 - 3/18/25).	\$2,959.20
Magana, Jorge	To provide not-for-credit training via contract education - Ventura County Sheriff's Academy (3/19/25 - 3/21/25).	\$2,219.40
Mann, Shandy	Assist with spring 2025 Folklorico Invitational Concert auditions, dance concert trust will, total payment not to exceed \$1,500.00 (3/24/25 - 5/21/25).	\$1,500.00
Markee, Bethany	Food and supplies for noncredit HOEC 7036 course (3/8/25).	\$100.00
Martinez, Hector Ramos	Stipend of \$500 for academic year 2024-25 for machining and manufacturing technology program review: yearly planning update/core topic: curriculum design (3/10/25 - 4/30/25).	\$500.00
Maxson, Shavaun	Stipend of \$500 for academic year 2024-25 for licensed vocational nursing program review: yearly planning update/core topic: education and industry (2/3/25 - 4/30/25).	\$500.00
McDonald, Jeffrey	To provide not-for-credit training via contract education - Ventura County Sheriff's Academy (3/15/25 - 3/17/25).	\$1,269.40
McGuire, Patrick	Stipend of \$500 for academic year 2024-25 for automotive technology program review: yearly planning update/core topic: innovative scheduling (3/14/25 - 4/30/25).	\$500.00
McMahon, Michael	To provide asynchronous tutoring for writing center paper submission program (2/16/25).	\$243.36
Meddings, Nancy	Per Article 13.5 stipend for serving as evaluator for a part-time evaluation of Teresa Van Doren's evaluation (8/19/24 - 12/12/24).	\$200.00

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
Meza, Ryan	To provide a writing center workshop for students (3/12/25).	\$91.44
Miller, Andre	To provide not-for-credit training via contract education - Ventura County Sheriff's Academy (3/15/25).	\$634.70
Miller, Andre	To provide not-for-credit training via contract education - Ventura County Sheriff's Academy (3/22/25).	\$634.70
Murray, Thomas	The instructor provided assistance for the truck driving program (2/10/25).	\$36.27
Nelson, Mary Pat	Stipend of \$500 for academic year 2024-25 for medical assisting and billing program review: yearly planning update/core topic: education and industry (2/3/25 - 4/30/25).	\$500.00
Neumann, Timothy	To provide not-for-credit training via contract education - Ventura County Sheriff's Academy (3/18/25).	\$828.60
Neumann, Timothy	To provide not-for-credit training via contract education - Ventura County Sheriff's Academy (3/19/25 - 3/22/25).	\$3,314.40
Passage, Trevor	Providing continuity and direction for the Lompoc library in the absence of a full-time faculty librarian (1/21/25 - 5/21/25).	\$540.00
Russell, Elizabeth	Coordinator of curations, contracts, and public relation activities for the Ann Foxworthy art gallery, student art gallery, and Fine Arts Complex exhibit spaces during fall 2025 (8/18/25 - 12/10/25).	\$5,839.20
Smith, Brandon	Coordinator of art installations for the Ann Foxworthy art gallery, student art gallery, Fine Arts Complex exhibit spaces during fall 2025 (8/18/25 - 12/10/25).	\$2,803.80
Sorenson, Gregory	To provide not-for-credit training via contract education. - Ventura County Sheriff's Academy (3/19/25 - 3/21/25).	\$2,132.70
Valle, Jesus	To provide not-for-credit training via contract education - Santa Maria Park Rangers (2/27/25).	\$568.72
Valle, Jesus	To provide not-for-credit training via contract education. - Ventura County Sheriff's Academy (3/15/25 - 3/18/25).	\$2,132.70
Valle, Jesus	To provide not-for-credit training via contract education. - Ventura County Sheriff's Academy (3/19/25 - 3/21/25).	\$2,132.70
Vasquez, Frank	To provide not-for-credit training via contract education. - Ventura County Sheriff's Academy (3/15/25 - 3/18/25).	\$1,657.20
Vasquez, Frank	To provide not-for-credit training via contract education. - Ventura County Sheriff's Academy (3/19/25 - 3/22/25).	\$2,485.80

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

INSTRUCTOR Grant Funded	ASSIGNMENT	DOLLAR AMOUNT
Aguilera, Virginia	Professional development training for ELDN faculty gallery walk (12/6/24).	\$94.08
Aleman, Florentino	Professional development training for ELDN faculty gallery walk (12/6/24).	\$89.02
Beccera, Lynn	MESA program mentor spring 2025 (3/1/25 - 4/30/25).	\$240.00
Brackett, Ashley	Assist with associate degree for transfer verification list (2/7/25 - 3/7/25).	\$180.00
Britten, Benjamin	Provided a one-hour workshop at DEIA summit plus prep time (2/7/25).	\$120.00
Caddell, Alice	Research apprenticeships relating to ECS, coordinate apprenticeship opportunities, recruit students into the program and grant reporting (3/10/25 - 5/12/25).	\$10,287.00
Colvin, Samuel	Professional development training for ELDN faculty gallery walk (12/6/24).	\$84.12
Durbin, Danielle	Co-lead for creative arts success team (3/10/25 - 5/16/25).	\$826.40
Eulloqui, Angelica	To serve on the MESA program mentor in spring 2025 (3/1/25 - 4/30/25).	\$225.64
Kopecky, Susie	To provide a writing center workshop for students "Writing a Research Paper" (3/24/25).	\$120.00
Krier, Erin	Co-lead for sciences and technologies success team (3/10/25 - 5/16/25).	\$1,200.00
Lombard, Amanda	Learning community cohort to advance student athletes and increase retention and success (1/22/25 - 5/22/25).	\$1,020.00
Martinez, Merari	Supported simulators for maintenance (3/19/25).	\$103.80
Miller, Mark	Workshop at DEIA summit plus prep time (2/7/25).	\$130.40
Muscio, Michael	Spring 2025 innovation grant: strategies for supporting English language learners in science technology engineering and mathematics majors (1/31/25 - 2/12/25).	\$765.00
Muscio, Michael	Spring 2025 innovation grant: strategies for supporting English language learners in science technology engineering and mathematics majors, CHEM 120 (2/17/25 - 3/24/25).	\$3,400.00
Nunez, Christina	Pilot work to modify the course outline for ENGL 101 to align with AB 1111, common course numbering (8/19/24 - 12/12/24).	\$480.00
Perales, Carissa	Co-lead guided pathways committee (3/10/25 - 5/16/25).	\$1,800.00
Regalado, Sarina	Professional development training for SLO assessments for the ECSN/ELDV courses (1/14/25 - 2/10/25).	\$178.04

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
Roepke, Thesa	Provide coordination support for the ECS apprenticeship planning grant (3/1/25 - 5/12/25).	\$1,200.00
Romo, Alina	Pilot work to modify the course outline for ENGL 101 to align with AB 1111, common course numbering (8/19/24 - 12/12/24).	\$480.00
Runkle, Kerry	MESA program mentor spring 2025 (3/1/25 - 4/30/25).	\$240.00
Sanders, Andrea	Learning community cohort to advance student athletes and increase retention and success (1/22/25 - 5/22/25).	\$1,560.00
Senior, Robert	Learning community cohort to advance student athletes and increase retention and success (1/22/25 - 5/22/25).	\$1,560.00
Souza, Brooke	MESA program mentor spring 2025 (3/1/25 - 4/30/25).	\$240.00
Wills, Kacie	Pilot work to modify the course outline for ENGL 101 to align with AB 1111, common course numbering (8/19/24 - 12/12/24).	\$300.00

To: Board of Trustees	Date: April 15, 2025
From: Superintendent/President	
Subject: Approval of Equivalency Certification for Faculty	Item Number: 11.D.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 3

BACKGROUND

In accordance with California Code of Regulations Title 5, Division 6, Chapter 4, Subchapter 4, Article 2, Section 53410, and Allan Hancock College's board policy 7211, Equivalency to the Minimum Qualifications, 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>
Espinoza-Kulick, Mario	Ethnic Studies

FISCAL IMPACT

None

RECOMMENDATION

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

Administrator Initiating Item: Robert Curry	Final Disposition:
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ALLAN HANCOCK COLLEGE

X	Equivalency Approval Date: April 3, 2025
	Not Approved Date:

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

NAME: Mario Espinoza-Kulick	DIVISION: Academic Affairs
DEPARTMENT: Social Behavioral Science Department	DISCIPLINE: Ethnic Studies

- Master's degree in any discipline; plus 24 units of course work in the discipline of the assignment. At least 18 of these units must be graduate or upper division. (The 24 units may have been either included in or taken in addition to the master's degree.)
- Master's degree in any discipline; plus two years of professional experience related to the discipline of the assignment or two years of successful teaching experience in the discipline of the assignment.
- Completion of the coursework equivalent to a master's degree in the discipline or a related discipline, including at least 24 graduate semester units, when the candidate is enrolled in a Ph.D. program that does not award the master's degree.
- Bachelor's degree in the discipline or related discipline; plus six years of professional experience related to the discipline of the assignment or six years of teaching experience in the discipline of the assignment.
- In rare cases, recognized accomplishments which demonstrate expertise and skill in the field of study beyond that normally achieved through formal education. Candidate must provide conclusive evidence of attaining coursework or experience equal to the components of the required degree, including general education requirements as outlined in Title 5 section 55063. In no case will recognized accomplishments be the sole criterion for granting equivalency. (See Administrative Procedures 7211.)

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

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

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

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

Dr. Mario Espinoza-Kulick earned a Doctor of Philosophy in Sociology degree (2021) and a Master of Arts degree in Sociology (2018) from the University of California, Santa Barbara. He earned a Bachelor of Arts in Comparative Ethnic Studies from the California Polytechnic State University in 2016. Dr. Espinoza-Kulick has submitted an equivalence petition for a Critical Ethnic Studies Master of Arts degree offered by DePaul University. As listed on pages 5-11, he completed 24 units related to ethnic studies topics. Since 2022 Mario has been a tenure-track full-time instructor at Cuesta College teaching ethnic studies courses (see signed VOE).

- Gender, Race, Class and Social Movements (4 units)
- Feminist Epistemology (4 units)
- Sociological Theories of Race, Ethnicity, and Nation (4 units)
- Social Movements (4 units)
- Gender and Work (4 units)
- Immigration (4 units)

I hereby certify that all information submitted above is true and correct. Mario Espinoza-Kulick

Signature of Candidate:



Date:

3/12/2025

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

Signature of Department Chair: <i>Roger Hall</i> <small>Roger Hall (Mar 24, 2025 16:57 PDT)</small>	Date: Mar 24, 2025	Signature of Dean: <i>R. Rantz</i> <small>Rick Rantz (Mar 25, 2025 08:22 PDT)</small>	Date: Mar 25, 2025
Signature of Appropriate Academic or Student Services Vice President: <i>[Signature]</i>	Date: Apr 3, 2025	Signature of Committee Chair Professional Standards Committee: <i>Carmen Montanez-Rodriguez</i>	Date: Apr 3, 2025
Date of Board Approval: April 15, 2025			

**CONSENT ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	April 15, 2025
Subject: Authorization for Out-of-State Travel for the Superintendent/ President	Item Number: 11.E.
Institutional Goal: Accreditation Standard IV	Enclosures: Page 1 of 1

BACKGROUND

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

<u>No.</u>	<u>Meeting With</u>	<u>Location</u>	<u>Date(s)</u>	<u>Purpose of Travel</u>
1.	Association of Community College Trustees (ACCT)	New Orleans, LA	October 21-25, 2025	To attend ACCT Annual Leadership Congress
2.	Hispanic Association of Colleges & Universities (HACU)	Aurora, CO	November 1-3, 2025	To attend HACU Annual Conference

FISCAL IMPACT

1. The estimated cost is approximately \$3,709.22.
2. The estimated cost is to be determined.

RECOMMENDATION

Staff recommends the board of trustees authorize out-of-state travel for the superintendent/president to attend the 2025 ACCT Leadership Congress in New Orleans, LA on October 21-25, 2025 and the 2025 HACU Annual Conference in Aurora, CO on November 1-3, 2025.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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To: Board of Trustees	Date: April 15, 2025
From: Superintendent/President	
Subject: Approval of New and/or Revised Classified Bargaining Unit Job Descriptions	Item Number: 11.F.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 25

BACKGROUND

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

New Job Title	Old Job Title	Old Range	New Range
1. Delivery Driver Children's Center (New)	N/A	N/A	17
2. EOPS+ Program Coordinator	EOPS Program Coordinator (CARE/NextUp/Guardian Scholars)	29	31
3. EOPS+ Program Specialist	EOPS Program Specialist (CARE/NextUp/Guardian Scholars)	19	26
4. Grant Program Specialist (New)	N/A	N/A	26
5. Grants Analyst	N/A	29	31
6. Grants Analyst II	N/A	30	34
7. Instructional Assistant, Public Safety/Law Enforcement	Instructional Assistant, Public Safety	20	24
8. Lead Teacher Children's Center	N/A	4	4

FISCAL IMPACT

The fiscal impact is determined in the Employee Personnel Actions spreadsheet.

RECOMMENDATION

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

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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DELIVERY DRIVER – CHILDREN’S CENTER**DEFINITION:**

Under supervision of the appropriate administrator, the delivery driver will assist in preparing and packaging large quantities and delivers bulk food to Lompoc Valley Children’s Center (LVCC), and values and promotes the vision and mission of the college.

CLASS CHARACTERISTICS:

This position, under minimal supervision, will deliver hot meals to enrolled children at the LVCC daily. Incumbent will understand and follow all Child and Adult Care Food Program (CACFP) guidelines and will apply all CACFP guidelines while packaging and delivering meals.

ESSENTIAL FUNCTIONS:

- Participate in meal preparation for delivery.
- Load and unload items containing hot meals for young children.
- Distributes accurate amounts of food by using portion control scales, utensils, and counting methods.
- Ensures food safety by maintaining proper temperatures at all times by following food handling and sanitation procedures & regulations.
- Maintain a clean work area and ensure it is sanitized, and in an organized manner, as required by sanitation procedures.
- Pick up and deliver food and supplies to various campus locations.
- Participates in creating a teamwork atmosphere by efficiently organizing work tasks, communicating strengths and weaknesses in the system, flexibly changing work tasks as the need arises, and maintains proper paperwork.
- Performs duties while following the proper safety techniques & regulations to prevent physical injury.
- Liaison to report any necessary information from the LVCC staff to the cook and program director
- Delivers meals from the central kitchen to LVCC and adheres to all rules/regulations associated with CACFP program guidelines.
- Maintains and organizes all required paperwork on a daily basis.
- Maintain and track daily mileage sheets for reimbursement.
- Ensures cleanliness of vehicle and safety of equipment used.
- May support Children’s Center Cook as needed.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Understanding of CACFP guidelines.
- Food safety and sanitation.

Demonstrated ability to:

- Complete all training and testing requirements as outlined in CACFP guidelines.
- Read and comprehend simple instructions, short correspondence, and memos.
- Write simple correspondence.
- Effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Make arithmetical computations including but not limited to, add and subtract two-digit numbers and to multiply and divide with 10's and 100's.
- Use units of American money and weight measurement, volume, and distance.
- Carry out detailed written or oral instructions.

Education and Experience:

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

Licenses and Certificates:

Possession of a valid and appropriate California driver's license and copy of driving record. Valid food handler card or ability to obtain within first 30 days of employment.

Physical Demands:

- While performing the duties of this job, the employee is regularly required to talk or hear.
- The employee is frequently required to sit and use hands for various tasks.
- Required to stand; walk; reach with hands and arms and stoop, kneel, crouch, or crawl.
- The employee must lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus with or without corrective lenses.

Special Qualifications:

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

Allan Hancock College
Human Resources

Classified/Professional
Range 2931

EOPS+ PROGRAM COORDINATOR

DEFINITION:

Under minimal supervision of the assigned Director, ~~Extended Opportunities Programs and Services (EOPS) administrator~~, the position will plan, organize, coordinate, facilitate, and oversee a wide range of activities in support of the Extended Opportunities Programs and Services (EOPS+) CARE/CAFYES, or CalWORKs programs; This position provides over, above and in addition to services and guidance to students consistent with the EOPS mission, while valuing and promoting the mission and vision of the college.

CLASS CHARACTERISTICS:

Under minimal supervision, the incumbent's primary responsibilities include facilitation, coordination and implementation of the assigned EOPS+ programs. Including parenting students in Cooperative Agencies Resources for Education (CARE), and California Work Opportunity and Responsibility to Kids (CalWORKs), foster system impacted students in NextUp and/or Guardian Scholars, and EOPS. ~~The Extended Opportunity Programs and Services (EOPS)~~ is a state-funded support program designed to provide academic support, financial assistance and encouragement for eligible, financially disadvantaged, and academically ~~underprepared~~ underserved students. The goal of the program is to help eligible students meet their educational objectives, whether they seek occupational certificates, associate degrees, or transfer to four-year institutions. The incumbent in this position must have a good working knowledge of the processes, procedures, and requirements of ~~EOPS, CARE, CAFYES, or CalWORKs~~ and its supplemental components and various administrative and technical details of the program administration. The position requires independent judgment in the interpretation and application of college policies and procedures, frequent interaction with faculty, support staff, administration, and professionals from community-based organizations, state and federal agencies, and the general public.

ESSENTIAL FUNCTIONS:

1. Plans, organizes, coordinates, and facilitates the district's ~~CARE, CAFYES, or CalWORKs~~ EOPS+ programs and its supplemental components, and works collaboratively with EOPS+ specialists.
2. Plans, organizes, coordinates and facilitates students' intake, orientation, needs assessment for both on and off campus resources, and allocation of program funding in addition to supplemental awards for eligible students ~~other counseling related activities.~~
3. Facilitates coordination with community organizations to determine and document students' eligibility for the district's program services.
4. Interprets and implements federal and state guidelines related to program regulations and in applying procedures to monitor satisfactory academic progress; monitor the academic progress of assigned students, provide support, and coordinate intervention; advises students on maintaining program eligibility.

- ~~4.5.~~ Works with Financial Aid Department to provide financial aid information and advisement for EOPS+ students.
- ~~5.6.~~ Assists in the development, implementation, and monitoring of EOPS+ ~~Monitors and delegates program's~~ fund expenditures to ensure compliance with district, state, and federal guidelines.
- ~~6.7.~~ Coordinates ~~and~~, oversees, ~~and supervises~~ the process for collecting, documenting and tracking data for each student in accordance with state policies and procedures.
- ~~7.8.~~ Responsible ~~Ensures~~ for the coordination of outreach, events, and fundraising, requiring collaboration with the local community and district; helps create community wide co-sponsorship and partnerships.
- ~~8.9.~~ Acts as a ~~Liaison~~ to on and off campus resources and state/federal agencies for the purpose of coordinating service provisions and delivery to ensure program and participant success.
- ~~9.10.~~ Trains, ~~supervises~~ ~~oversees~~, and assists with hiring ~~and supervision~~ of student workers, along with the responsibility and oversight of the daily operations.
- ~~10.11.~~ Develops and prepares correspondence, flyers, handbooks, reports, award notifications and implements outreach presentations.
- ~~11.12.~~ Coordinates, compiles data, researches, writes and edits documents for grant proposals and reports; monitors grant budget procedures and financial record keeping.
- ~~13.~~ Develop, ~~c~~Coordinate, ~~s~~ and conduct workshops and activities as applicable to support student on-boarding, retention, and completion goals within the programs assigned, and monitors master calendar for all program activities and reporting, as necessary.
- ~~12.14.~~ Occasionally provide support to EOPS+ Program Specialist, Counselors, and front desk operations as needed.
- ~~13.15.~~ Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Community resources and services;
- Principles of good customer service;
- Correct English usage, spelling, grammar, and punctuation;
- Grant monitoring, budget procedures, and financial recordkeeping;
- Vocational education and related state and federal grant funding agencies
- Computers, including word processing, spreadsheet, and presentation software, internet usage;
- Records and database management;
- Applicable policies, regulations, procedures and processes;
- Applicable federal, state and local laws and regulations;
- Practices and trends in serving diverse and first-generation student populations
- Techniques of fact finding and interviewing;
- Office methods, procedures, and equipment, including filing systems.

Demonstrated ability to:

- Understand and carry out oral and written directions;
- Train others to perform specific tasks;
- Plan, coordinate, gather information, organize, monitor and maintain records;
- Understand, interpret, explain, and apply laws, regulations, policies, guidelines and procedures;
- Update information in computer database programs;
- Operate office equipment including computers and supporting word processing spreadsheet, database and other applications;
- Work with a high level of accuracy and great attention to detail;
- Investigate, research, and analyze problems, develop solutions and present recommendations;
- Handle a complex, fast-paced work schedule ~~with constant~~ and meet deadlines;
- Maintain composure in difficult situations;
- Communicate effectively, both orally and in writing to individuals and groups.

Education and Experience:

A bachelor's degree in a related area and two years of increasingly responsible of experience ~~as an administrative assistant in student services on a college campus or community agency that provide comparable services to students or diverse community members~~ OR any equivalent combination of education and experience may be substituted whereby an individual has attained the above knowledge and abilities.

Working Conditions:

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

Physical Demands:

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

Special Qualification:

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

| R 7/2025
09/2016

(EOPS+) PROGRAM SPECIALIST**DEFINITION:**

Under supervision of ~~the assigned Director~~, Extended Opportunities Programs and Services (EOPS), ~~administrator~~ the position will plan, organize, coordinate, facilitate, and oversee a wide range of activities in support of ~~the Extended Opportunities Programs and Services (EOPS+) EOPS/CARE/CAFYES, or CalWORKs programs~~; This position provides over and above and in addition to services and guidance to students while valuing and promoting the mission and vision of the college.

CLASS CHARACTERISTICS:

Under minimal supervision, the incumbent in this position must have a good working knowledge of the college's EOPS+ programs which include parenting students (Cooperative Agencies Resources for Education (CARE) and California Work Opportunity and Responsibility to Kids (CalWORKs), foster care impacted students (NextUp an Guardian Scholars), and EOPS. The incumbent in this position will assist and assists the supervisor in routine program administration as well as handling related clerical duties. The Extended Opportunity Programs and Services (EOPS) is a state-funded support program designed to provide academic support, financial assistance and encouragement for eligible, financially disadvantaged, and academically underprepared students. The goal of the program is to help eligible students meet their educational objectives, whether they seek occupational certificates, associate degrees, or transfer to four-year institutions. The incumbent has a high frequency of contact with students, college staff, administration, and general public, requiring tact and excellent oral and written communication skills. will assist in developing and implementing plans to increase awareness of EOPS and its supplemental programs among students, faculty, staff, and the community.

ESSENTIAL FUNCTIONS:

1. Processes student documents related to case load, interprets, analyzes, and determines eligibility ~~of award grants~~, and manages an assigned the case load of EOPS+ programs; ~~CARE, CAFYES, or CalWORKs participants.~~
2. Prepares and presents orientation materials with regard to program requirements and college life on a one-on-one and group setting; assists with admission requirements, and registration forms; assists with financial aid forms; and makes referrals to other college service areas.
3. Interprets and implements federal ~~and state, and local~~ guidelines related to EOPS+ programs, CARE, CAFYES, or CalWORKs regulations, and in applying program procedures, to assist monitor in monitoring satisfactory academic progress, responsible contacts, management of caseload, and advises students on maintaining program eligibility.
4. Assists with budget development and monitoring of EOPS+ programs expenditures and distributes financial resources to students.
5. Liaison to on and off campus resource and state/federal agencies to coordinate and deliver services and provisions, and ensure program and participant eligibility , including but not

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~~limited to wardship letters and cash aid verifications. Confirms information on EOPS aid award letters in order to confer CAFYES and CARE grants, and may contact the Department of Social Services to request information to verify CalWORKs eligibility~~

6. Assists with ~~supervising-overseeing~~ and training student workers.
7. Develops and implements outreach presentations to district high schools ~~teen parent programs~~ and community programs for potential AHC EOPS, CARE, CAFYES & CalWORKs EOPS+ students.
8. Assists in developing and preparing correspondence, flyers, brouchures, handbooks, reports, word documents, ~~and~~ award notifications and notices as necessary.
9. Identifies, develops, and maintains individual files and records of participants.
10. Prepares, generates, and reviews reports for accuracy as requested.
11. ~~Prepares correspondence, flyers, brochures, and notices as necessary;~~ assists ~~Assist in~~ development and facilitation of outreach on campus, and within the local communities to increase awareness of the EOPS/CARE/CAFYES & CalWORKs EOPS+ programs and services; coordinates and collaborates with other student services programs to broaden outreach possibilities.
12. Develops and conducts workshops, events and activities for new, ~~and potential,~~ and current EOPS/CARE/CAFYES, & CalWORKs EOPS+ students.
13. Participates in inter-agency meetings and workshops as required; attends and participates in EOPS/CARE/CAFYES & CalWORKs EOPS+ annual programs conferences to stay current with state regulations governing these programs.
14. ~~Assists with budget development and with monitoring expenditures for EOPS, CARE, CAFYES, or CalWORKs programs.~~
15. Explain written procedures regarding EOPS, CARE, CAFYES, or CalWORKs EOPS+ programs; ~~recruit, orient, train, and monitor peer counselors/tutors and determine eligibility for programs;~~ advise students on program issues, retention, completion, and assist in report preparation.
16. Assist students to complete their financial aid application and follow up with the Financial Aid Department,
17. Conduct one-on-one meetings with students to discuss and assist with compliance and program requirements; makes referrals to other programs and resources on campus.
18. Participate in related meetings, workshops, and events as assigned.
- ~~19.~~ Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Community resources and services;
- Processes, procedures, and requirements of the EOPS+, CARE, CAFYES, or CalWORKs programs;
- Principles of good customer service;
- Correct English usage, spelling, grammar, and punctuation;
- Organizational skills and office techniques;
- Budget procedures;
- Filing systems and word processing;

- Written communications;

Demonstrated ability to:

- Understand, learn, interpret, and apply Title 5 laws, regulations, policies, guidelines and procedures;
- Plan, organize, and conduct group functions and meetings;
- Investigate and research problems, devise solutions, and present recommendations;
- Plan and organize work and establish priorities;
- Work independently, with ability to prioritize to meet frequent and changing deadlines.
- Compile and maintain accurate and complete records;
- Understand and carry out oral and written directions;
- Prepare and present oral and written reports in a clear and concise manner.
- Analyze student financial aid needs.

Education and Experience:

Bachelor's degree in sociology, psychology, education, or related field, OR any equivalent combination of education, training and experience. ~~(Qualifying experience performing duties closely related to this position may be substituted for the required education on the basis of two years experience for one year of education.)~~

Working Conditions:

- Duties are primarily performed in an office environment, at a desk or at a computer.
- The incumbent will experience interruptions while performing normal duties during the regular workday.
- The incumbent will have contact, in person, via email, video conferencing, or on the telephone, with executive, management, supervisory, academic and classified staff and the general public.
- May travel to differing locations for trainings and workshops for students.

Physical Demands:

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

Special Qualification:

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

R7/2024

09/2016

Allan Hancock College
Human Resources

Classified-Professional
Range 26

GRANT PROGRAM SPECIALIST

DEFINITION

Under the general supervision of an administrator specific to the grant, the incumbent will assist with the planning and implementation of the specific program; performs program administrative support duties including maintaining records, tracking data, collecting documentation for reporting, purchasing and assists in other duties as assigned that are in alignment with meeting grant objectives, activities, supporting compliance, and documenting outcomes, while promoting the mission and vision of the college.

CLASS CHARACTERISTICS

This is a classified position. An incumbent in this position performs professional duties and has the responsibility to assist and support the success of the grant project and has more independent decision making for program planning and implementation, based on the grant agreement / objectives outlined in the proposal. The incumbent will be self-directed and will have frequent interaction with faculty, support staff, students, and administration as related to the grant.

ESSENTIAL JOB FUNCTIONS

1. Participates in the day-to-day services and activities of assigned grant project or program; answers questions over the phone or at a front counter and resolves escalated questions and concerns from students, faculty, staff, vendors, and the public regarding assigned program and services; explains program or service processes, procedures, rules and guidelines.
2. Performs administrative or program support functions requiring specialized knowledge of the program or grant and administrative work processes; maintains program calendars and schedules; maintains records, databases and files; verifies participant initial, ongoing program eligibility, tracks program participation, and academic progress for funding or reimbursement purposes; generates and reconciles reports from multiple data sources.
3. Performs intake duties and schedules services or provides referrals to other departments, the county or community services as needed; oversees the distribution and tracking of a variety of vouchers; independently performs research as related to the grant.
4. Acts as a liaison between students, other campus programs and departments and refers students to counselors and to community resources; assists in the placement of students in internships, apprenticeships, or work-based learning experiences.
5. Assist the Project Director / Principal Investigator in monitoring budget allocations and expenditures; maintains financial and statistical records and prepares reports; assists in developing program budgets, objectives and procedures within District guidelines; tracks and maintains payments to students and federal, state and county
6. Assists with the logistics of major events including liaison work with other campus departments and facilities, event participants, vendors and sponsors; oversees logistics for and participates in programs, activities, and workshops as required.
7. Participates in program marketing including preparation of promotional materials, invitations and publications; updates and maintains the department or program website and social media accounts.

8. Assists with recruiting, hiring, and training student employees and monitors their work for accuracy and conformance with applicable requirements and standards.
9. May participate on internal and external committees; interacts with community agencies, business/ industry, local government, local high schools, other colleges and academic institutions.
10. In conjunction with the business services and institutional grants departments; coordinate, compile data, and prepare written grant reports and interact often with grant accounts in the Business Services department to track budget and timeline alignment.
11. If required by the grant, assists in establishing an advisory committee; serves as a member of the committee, coordinates meetings, sets agendas, and maintains meeting records.
12. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Modern office practices, procedures and equipment including advanced knowledge of computers and applicable software programs.
- Program goals, objectives, policies, procedures and practices applicable to area of assignment.
- Compliance with federal, state or local funding requirements / Uniform Administrative Requirements for Federal Awards (2 CFR Part 200)
- District rules, policies and procedures applicable to departmental and division operations.
- Basic research methods and analysis techniques.
- Applicable sections of the California Education Code, Title V and other applicable laws.

Demonstrated ability to:

- Communicate orally, written and interpersonal skills.
- Provide customer service in person and over the phone.
- Knowledge and ability to use a computer and typical office software.
- Excellent organizational skills.
- Work collegially with staff.
- Perform mathematical calculations; assist in monitoring a program or department budget.
- Assist in the planning and implementation of programs and activities in assigned program or department.
- Understand, interpret, explain and apply applicable laws, codes and regulations.

Education and Experience:

Associates degree and two years' experience as related to the grant program or any combination of experience and training that would likely provide the required knowledge and abilities to perform the position.

Working Conditions:

- Duties are primarily performed in an office environment, at a desk or at a computer terminal.

- The incumbent will experience interruptions while performing normal duties during the regular workday.
- The incumbent will have contact, in person, by email, videoconferencing or on the telephone, teleconferencing, with executive, management, supervisory, academic and classified staff and the general public.

Physical Demands:

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

Special Qualification:

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

GRANTS ANALYST**DEFINITION**

The grants analyst is a grants generalist who reports directly to the ~~director of institutional grants~~ appropriate administrator and assists in preparing and writing grant proposals, researching grant opportunities, and reviewing and submitting progress and compliance reports for the institutional grants office. Values and promotes the vision and mission of the college.

CLASS CHARACTERISTICS

Under minimal supervision, the ~~An~~ incumbent in this position independently performs professional work planning, preparing, and researching grant proposals, and monitoring funded projects. The incumbent acts as a resource person to the director of institutional grants and must have excellent technical writing and word processing skills and the ability to locate and interpret data sources. The incumbent is expected to monitor funded projects to ensure compliance with requirements of funding agencies, and to assist the director with developing fundable projects and reporting grant activity for the department. The position requires independent judgment in the interpretation and application of college policies and procedures, and the incumbent will have frequent interaction with district administrators, faculty, and support staff, federal and state agencies, and the general public. ~~The responsibilities requires sound judgment, tact, and excellent oral and written communication skills. The incumbent will be self-directed and able to work with minimal supervision.~~

ESSENTIAL FUNCTIONS

1. Assists with planning, implementing, and coordinating district-wide preparation of applications for federal, state and foundation grants and contracts for instructional programs, student services, and other special projects.
2. Monitors and tracks funded grants activity, maintains files and record-keeping system on grant opportunities and applications, awards, reports and audit trails, assuring project requirements are completed and filed with funding agency on time.
3. Assist Project Director with agency-specific grant program guidelines and electronic submission portals to submit reports.
4. Provide support for closeout of grant projects according to district and funder's regulations, policies and procedures.
5. Research, interpret, and apply federal, state, and local policies, regulations, and guidelines as they relate to grants management.
6. Assist Project Director as they seek clarification and/or resolve problems with agency program and contract officers
- ~~2-7.~~ Assists with locating and distributing funding information to the district staff and departments, via email, web page, and/or by newsletter through Public Affairs and Communication's office.
- ~~3-8.~~ Assists the director in maintaining correspondence and scheduling meetings with deans, directors, department chairpersons and faculty to support the planning and developing of appropriate proposals.
- ~~4.~~ Meets with faculty and staff in a variety of forums to inform them of grant opportunities matched with expressed interests and needs.
- ~~5-9.~~ Assists director in preparing monthly and annual reports on proposals submitted and grants received.

- 6.10. _____ Researches available funding opportunities from federal, state, local and private sources, matches those sources with district needs and strategic priorities and makes recommendations to the director.
- 7.11. _____ Assists faculty and staff in defining and meeting procedures for preparing grant proposals, and ensuring that timelines are met.
- 8.12. _____ Assists staff and faculty with writing and editing grant proposals.
- 9.13. _____ Coordinates and works with project director or principal investigator to ensure budget requirements are adequately and legally met.
- 10.1. _____ ~~Monitors and tracks funded grants activity, maintains files and record-keeping system on grant opportunities and applications, awards, reports and audit trails, assuring project requirements are completed and filed with funding agency on time.~~
11. Assist in all activities of the office to ensure continuity of operations and timely implementation of services. Assists in the preparation of board agendas for grant activities and prepares grants activity reports and annual summary of grant activities.
12. ~~Utilizes PC's and networks for internet searches, computers and the internet for research, word processing, data base management, and spreadsheet development to support grants activity and office management.~~
- 13.14. _____ Attends or participates in national, state, and local professional organizations to develop and improve skills, and knowledge to increase success in funding.
- 14.15. _____ Responds to telephone contacts and collects information through correspondence, e-mail, internet, and other reference sources.
- 15.16. _____ Performs other related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Correct English usage, spelling, grammar, and punctuation;
- Sources of grants for educational programs;
- Methods and techniques of editing and grant writing;
- Demonstrated excellence in oral and written communication;
- Networks and mainframe access for word processing, data base management, and spreadsheet development;
- Federal and state grant guidelines as outlined by the Office of Management and Budget (OMB)'s Uniform Administrative Requirements;
- Financial and project recordkeeping processes and procedures.
- Grants and other funding requirements.
- Internet-based and library research.
- Data management and analysis using multiple sources of information.
- Research methodologies

Demonstrated ability to:

- Use a computer with speed and accuracy;
- Work with high level of accuracy and great attention to details;
- Plan, organize, and prioritize work in order to meet frequent and changing deadlines;
- Communicate effectively both orally and in writing;
- ~~Develop and maintain cooperative working relationships with those contacted during the course of work;~~
- Work with a high degree of independence and initiative.

Education and Experience:

Bachelor's degree in related area required; ~~Master's degree preferred;~~
 3-5 years increasingly responsible experience with federal compliance, budgetary monitoring, data collection / reporting, grant writing, proposal development, grants management; or
 Any equivalent combination of training and experience.

Working Conditions:

Grants Analyst

Duties are primarily performed in an office environment, at a desk or at a computer terminal.

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

The incumbent will have contact, in person, via teleconferencing, or on the telephone with executive management, supervisory, academic and classified staff and the general public.

Physical Demands:

Typically may sit for extended periods of time.

Operates a computer-keyboard.

Communicates over the telephone and in person.

Regularly lifts, carries and/or moves objects weighing up to 10 pounds.

Special Qualification:

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

R 7/2024

R1/11
R7/00
12/96

Allan Hancock College
Human Resources

Classified-Professional
Range ~~30~~34

GRANTS ANALYST II

DEFINITION

The incumbent is a grants generalist who, under the supervision of the ~~Director of Institutional Grants~~ appropriate administrator, coordinates activities related to preparing and writing grant proposals, researching grant opportunities, and reviewing and submitting progress and compliance reports for the institutional grants office. Values and promotes the vision and mission of the college.

CLASS CHARACTERISTICS

An incumbent in this position under minimal supervision plans, prepares, and researches grant proposals and monitors funded projects to ensure compliance with requirements of funding agencies. The incumbent may assist the director with developing fundable projects and at times may be assigned full responsibility for developing and submitting proposals and reporting grant activity for the department. The position requires independent judgment in the interpretation and application of college policies and procedures. The incumbent is expected to keep abreast of changes in sponsored projects administration and to make recommendations for improving procedures and services.

ESSENTIAL FUNCTIONS

1. Coordinate activities related to planning and implementing district-wide preparation of applications for federal, state and foundation grants and contracts for instructional programs, student services, and other special projects.
- ~~2.~~ 2. ~~Correspond with and schedule meetings with administrators, faculty and staff to support the planning and developing of appropriate proposals; inform them of grant opportunities matched with expressed priorities and need; assist them with initial approval to apply.~~
- ~~3.~~ 3. ~~Assist staff and faculty with writing and editing grant proposals; prepare proposal budgets.~~
- ~~2.4.~~ 2.4. ~~Locate and distribute funding information to district staff and departments.~~
- ~~3.~~ 3. ~~Correspond with and schedule meetings with administrators, faculty and staff to support the planning and developing of appropriate proposals; inform them of grant opportunities matched with expressed priorities and need; assist them with initial approval to apply.~~
- ~~4.5.~~ 4.5. ~~Prepare monthly Board agenda items and annual reports on proposals submitted and grants received.~~
- ~~6.~~ 6. ~~Research available funding opportunities matched with district needs and strategic priorities and make recommendations to the director; meets with faculty, administrators, and staff in a variety of forums to inform them of grant opportunities matched with expressed interests and needs.~~
- ~~5.7.~~ 5.7. ~~.~~
- ~~6.8.~~ 6.8. ~~Research, interpret, and apply federal, state, and local policies, regulations, and guidelines as they relate to grants management.~~
- ~~7.9.~~ 7.9. ~~Work with faculty and staff in defining and maintaining calendar of proposal due dates and meeting procedures for preparing grant proposals.~~
- ~~10.~~ 10. ~~Coordinate proper submission process of reporting through shared governance councils and committees.~~
- ~~8.11.~~ 8.11. ~~Compile, interpret, and present statistical data for grant proposals.~~
- ~~9.12.~~ 9.12. ~~Assist staff and faculty with writing and editing grant proposals; prepare proposal budgets.~~
- ~~10.13.~~ 10.13. ~~Coordinate with the project director / principal investigator, director of institutional grants, grant director and Business Services to ensure budget requirements are adequately and legally met.~~

- ~~11.14.~~ Seek clarification and/or resolve problems with agency program and contract officers for grant applications.
- ~~12.15.~~ Monitor and track activity on funded grants, including, maintaining each project's audit file and maintaining a system of notification for report due dates.
- ~~13.16.~~ Oversee the closeout of grant projects according to district and funder's regulations, policies and procedures.
- ~~14.17.~~ Conduct new project director orientations to explain the role and responsibilities of implementing a grant project in compliance with district and agency policies.
- ~~Utilizes computers and the internet for research, word processing, data base management, and spreadsheet development to support grants activity and office management.~~
- ~~18.~~ Responds to telephone contacts and collects information through correspondence, email, internet, and other reference sources.
- ~~15.19.~~ Utilize agency-specific grant program guidelines and electronic submission portals to submit proposals and reports.
- ~~16.20.~~ Attend or participate in national, state, and local professional organizations to develop and improve skills and knowledge to increase success in funding.
- ~~17.21.~~ ~~Assist~~ Coordinate in all activities of the office to ensure continuity of operations and timely implementation of services.
- ~~18.22.~~ Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Trends in the design and administration of specially funded programs;
- Sources of grants for educational programs and respective regulations and guidelines;
- Methods and techniques of writing, and editing grant proposals and preparing grant budgets;
- Correct English usage, spelling, grammar, and punctuation;
- Networks and web-based portals used to prepare, file, and submit grant documents;
- Federal and state grant guidelines as outlined by the Office of Management and Budget (OMB)'s Uniform Administrative Requirements;
- Computer systems and software applications for word processing, data base management, and spreadsheet development;
- Organization and management of records;
- Sources of data for analysis and interpretation.
- Data management and analysis using multiple sources of information.
- Research methodologies

Demonstrated ability to:

- Use a computer keyboard with speed and accuracy;
- Work with high level of accuracy and great attention to details;
- Plan, organize, and prioritize work in order to meet frequent and changing deadlines;
- Communicate effectively both orally and in writing.
- Work with a high degree of independence and initiative.
- ~~Synthesize program needs to specific objectives which should be expanded through writing or research.~~
-

Education and Experience:

Bachelor's degree or higher in related area required and 3-5 years experience ;or a Master's degree preferred. 3-5-3 years increasingly responsible experience with grant writing, proposal

development, grants management; or any equivalent combination of education, training and experience.

Working Conditions:

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

The incumbent will have contact in person, via videoconferencing, or on the telephone with staff and the general public.

Physical Demands:

Typically may sit for extended periods of time;

Operates a computer ~~keyboard~~;

Communicates over the telephone and in person;

Regularly lifts, carries and/or moves objects weighing up to 10 pounds.

Special Qualification:

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

R 7/2024

R 7/13

R1/11

R7/00

12/96

Allan Hancock College
Human Resources

Classified-Professional
Range ~~2024~~

INSTRUCTIONAL ASSISTANT, PUBLIC SAFETY/LAW ENFORCEMENT

DEFINITION

Under general supervision of ~~assigned~~appropriate administrator, assists faculty in the preparation and delivery of instruction and skills training to students enrolled within a designated academic area of the Public Safety Training Department. Values and promotes the mission and vision of the college.

CLASS CHARACTERISTICS

A non-teaching position that assists faculty in reinforcing and illustrating course concepts and skills that are delivered in classrooms, labs, and simulated real-life environments. The position may also assist in fortifying safety protocol, in planning and implementing emergency response exercises/scenarios, and in demonstrating the safe use of vehicles, specialized equipment or weapons and training props. Assists in supporting and strengthening lectures, course objectives, student learning outcomes, and the strategic direction of the department. Requires advanced oral and written communication skills and technical knowledge in the subject area(s) assigned, and a background in experiential learning.

ESSENTIAL FUNCTIONS

1. Assists in the preparation and delivery of instruction and skills training.
2. Prepares and assembles materials/equipment/props for presentations and other instructional activities.
3. Assists in the preparation ~~and of classroom materials~~administration of tests as needed.
4. Monitors the safe and proper use of equipment, tools, and devices.
5. Assists with inventory, storage, distribution, and maintenance of discipline related equipment; provides technical assistance and recommends specifications for equipment and instructional material purchases.
6. Demonstrates emergency vehicle driving procedures, operations, and safety maneuvering; drives, operates, maintains assigned vehicles and specialized equipment.
7. Leads drill and ceremony activities/formations/inspections.
8. Provides assistance to students and instructors in the preparation of props and equipment for campus tours, visitations, and outreach events.
9. Works as a collaborative and contributing member of a professional team; serves as a role model for students; exemplifies and emphasizes the values, ethics, and high standards required of public safety personnel.
- ~~10. Perform other related work as assigned.~~
11. Assist in oversight of students in a strenuous physical fitness program, marching, and drill formations.
12. Conduct uniform-grooming inspections of students.

13. Assist in the evaluation and remediation of students in all 42 Learning Domains necessary for them to complete the Basic Academy Course.
14. Assist in incident scenarios and assist in the evaluation, testing and remediation of the students.
15. Review law enforcement reports, memorandums, and all other written work submitted by students for spelling, grammar and content.
16. Meet with students' sponsoring Law Enforcement agencies, Academy Staff and instructors to ensure student has opportunity to progress at a successful rate.
17. Participate in Academy Staff meetings.
18. Oversee part-time temporary employees and student workers.
19. Keep detailed records of students' progress and required California Peace Officers Standards and Training's Learning Mandates and Learning Activities.
20. Keep detailed records of students' attendance and ensure required California Peace Officers Standards and Training's Learning Mandates and Learning Activities are completed, if possible, when student misses a portion of a class.
21. Report student injuries to Academy Staff, Allan Hancock College and, if necessary, sponsoring Law Enforcement Agencies and complete required injury report forms.
22. Provide students feedback on assignments and performance.
23. Guide recruits to develop emotional control, self-discipline and the ability to remain calm and clear headed while under stress.
24. Provide balanced disciplined environment to students when necessary within the guidelines of the Allan Hancock College Basic Recruit Manual for Recruit Training Officers and according to the guidelines set forth by California Peace Officers Standards and Training.
25. Perform other related work duties as assigned

MINIMUM QUALIFICATIONS

Knowledge of:

- Knowledge of training techniques and instructional methodologies;
- Requirements and regulations of governing and certifying agencies;
- Principles and practices of effective leadership;
- California statutes, codes and case law relevant to peace officers
- General policies and procedures for California law enforcement agencies, specifically in Santa Barbara and San Luis Obispo Counties;

Demonstrated ability to:

- Learn, interpret and apply district, program, and courses rules and regulations;
- Analyze situations accurately and adopt an effective course of action;
- Maintain accurate and complete records;
- Utilize computer equipment and technology for record keeping and instructional purposes;
- Understand and carry out oral and written instructions.

Education and Experience

Equivalent to an associate's degree from an accredited college or university with major coursework in public safety technology or a related field OR graduation from high school or its equivalent AND two years of full-time paid experience within a public safety agency.

License and other requirements:

- ~~Must take~~Shall complete required safety course as outlined in the Injury Illness Prevention Plan.
- ~~Fork Lift certification.~~
- Valid Class C driver's license for the ability to qualify for District insurance for operation of district motor vehicles.

Working Conditions:

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

Physical Demands:

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

Special Qualification:

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

R 7/2024

R 11/2016

R 5/03

8/81

LEAD TEACHER, CHILDREN'S CENTER**DEFINITION**

Under the supervision of the ~~Director, Children's Center~~ appropriate administrator the incumbent will provide services in the care, development, and instruction of children; support adult student learners in the Children's Center Lab School; and value and promote the mission and vision of the college.

CLASS CHARACTERISTICS

Under minimal supervision, the incumbent in this position will be responsible for planning, observing, and listening carefully to children to provide meaningful experiences, create engaging learning provocations, and scaffold children's learning through the use of the outdoor and indoor classroom environments. Positions at this level are distinguished by the level of responsibility for carrying out the day-to-day operations of the children's classroom and by the level of collaboration assumed with others to manage the flow of the day, document the child's learning, coach and mentor students, and manage the teacher to child ratios.

ESSENTIAL FUNCTIONS

1. Ensures nurturing and responsive caregiving by assessing the daily health condition of children; generating, implementing, adjusting daily schedule; and modeling competency-based behavior.
2. Carries out professional and effective family and community interactions by providing daily communication with parents and/or family members; assists in delivering the ~~parent~~ parent orientation and developing the newsletter; advocates for children and families.
3. Assists in scheduling of parent volunteers; participates in activities for parent education; conducts parent conferences and provides referral information.
4. Assist the Children's Center Director by coordinating day-to-day operations of the center and assist in the recruitment of staff.
5. Coordinates classroom activities with student workers, student teachers, interns, Early Childhood Studies (ECS) faculty and volunteers.
6. Serves as a liaison between faculty, students, and program director.
7. Refers students to instructor for questions and clarification, as needed; and serves as licensing designee in absence of director.
8. Provides a developmentally appropriate children's classroom by ensuring daily inspection of environment for health and safety; monitors compliance with Title V, Title XXII, National Association for Early Young Children (NAEYC) accreditation and any other center affiliations; reports any issues or concerns with compliance.
9. Plans for classroom supplies and equipment as needed; reports needed repairs, maintenance and replacements; delegates and performs safe and sanitary classroom environment; and implements effective evacuation plan and procedures.
10. Supports the instruction of adult learners in the lab school setting by collaborating with the ECS faculty.
11. Maintains all required documentation by updating child information in classroom; records daily logs; ensures attendance is documented; prepares and maintains individual educational assessments for children; records medication logs and accident reports;

prepares sensitive written and verbal communication to student workers, adult learners, ECS faculty and families.

12. Participates in lab school and college events to include staff meetings, ECS meetings, community and parent meetings (as assigned), personal and staff training.
13. Conducts open and closing procedures.
14. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Goals and objectives of lab school;
- Department of Social Services Community Care Licensing Division Title XXII Regulations;
- California Department of Education Child Development Division Title 5 Regulations;
- National Association for the Education of Young Children Code of Ethical Conduct;
- California Department of Education Child Nutrition Services Division, Child and Adult Care Food Program (CACFP);
- Developmentally appropriate instructional methods including: child development theory, curriculum, group and individual teaching techniques;
- Developmentally appropriate practices for young children;
- Variety of learning styles and characteristics of the child learner;
- Activities appropriate for young children, classroom management, instructional techniques, and teaching results;
- Special needs of exceptional children and their parents;
- Scope, variety, and complexity of work assignment;
- Structure and content of the English language including meaning and spelling of words, rules of composition, and grammar; numbers, their operations and interrelationships including arithmetic, algebra, and their applications;
- Standard operation procedures for emergencies and evacuations;
- General office procedures.

Demonstrated Ability to:

- Understand and carry out oral and written instructions;
- Support the program philosophy and follow program policy and procedures;
- Work independently and organize workload and establish priorities;
- Learn and interpret specific rules, laws, and policies and apply them with good judgement in a variety of procedural situations to include National Association for the Education of Young Children Code of Ethical Conduct; California Department of Education Child Development Division Title 5 Regulations; California Department of Education Child Nutrition Services Division, Child and Adult Care Food Program (CACFP); Department of Social Services Community Care Licensing Division Title XXII Regulations;
- Report child abuse as mandated and understands the responsibility for action as mandated by law;
- Maintains confidentiality regarding all personal information about children, staff, and families;

- Operate a computer ~~with accuracy and speed~~;
- Establishes and maintains appropriate records and files;
- Communicates effectively orally and verbally to a variety of audiences.

Education and Experience:

Completion of 5 years of experience in an instructional capacity in a childcare and development program within the last 10 years. Experience must include at least 3 years of supervision of adults in a childcare and development program. Bachelor's degree or higher in early childhood, child development, or related field; three (3) units infant/toddler college credits required; (6) credits preferred. Site supervisor permit required upon hire.

Required Certification/License:

- The incumbent must meet all laws and regulations associated with Community Care Licensing Title 22 Articles, and other applicable funding requirements.
- Child Development Site Supervisor Permit
- Possess or obtain First Aid and CPR Certification
- Current TB Clearance
- Up-to-date immunizations according to the Department of Social Services, Community Care Licensing; Must include Measles and Pertussis; Flu preferred.

Working Conditions

- This is a FLSA exempt position.
- Duties are primarily performed in a classroom environment, at a desk, or at a computer.
- The incumbent will experience interruptions while performing normal duties during the regular workday.
- The incumbent will have contact, in person, by email, or on the telephone, by videoconferencing with academic, and classified staff, and the general public.

Physical Demands:

- Clarity of vision for the purpose of monitoring children.
- Understand and carry out oral and written directions.
- Communicate effectively via speech, telephone, written correspondence, and/or email.
- Sit or stand for extended periods of time both indoors and outdoors.
- Bend, twist, push and pull, stoop, kneel, crawl, and climb; reaching overhead, above shoulders and horizontally.
- Lift and/or carry 50 lbs. for the purpose of picking up and/or lifting a child.
- Sit on floor and/or small tables and chairs.
- Exert manually dexterity sufficient for keyboard and other office equipment operation.

Special Qualification:

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

To: Board of Trustees	Date: April 15, 2025
From: Superintendent/President	
Subject: Approval to Declare and Dispose Surplus District Property	Item Number: 11.G.
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 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 APRIL 2025 BOARD MEETING

Location	Description	Qty	Condition	AHC ID #	Grant Tag ID #	Facilities Work Order	Department	Serial # / VIN #
T-104	Bridgeport Milling Machine	1	Poor	721742	N/A	27479542	PCPA	J36116
S-2	Major Safe	1	Good	001036	N/A	26176205	Police	F9517
LVC Bldg. 9	Chevrolet Malibu LS	1	Good	None	N/A	N/A	Public Safety Training Center	1G1NE52JX2M696607
LVC Bldg. 9	Dodge Charger	1	Good	None	N/A	N/A	Public Safety Training Center	2B3KA43H58H299616
LVC Bldg. 9	Dodge Charger	1	Good	None	N/A	N/A	Public Safety Training Center	2B3KA43H78H299820

To: Board of Trustees	Date:
From: Superintendent/President	April 15, 2025
Subject: Approval to Solicit Proposals for the Espresso Stand Operations (RFP #25-05)	Item Number: 11.H.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 10

BACKGROUND

The district requests board approval to solicit proposals for the operation of the espresso stand in the G building of the Santa Maria campus. The vendor would also be required to offer a limited coffee service in the Fine Arts Complex two days per week. The existing agreement with Starry Sky Coffee Company (see attached) expires July 1, 2025.

It has been at least 15 years since the district issued a Request for Proposal (RFP) for the espresso stand. The purpose of the RFP process is to ensure fairness, transparency, and competition in the selection process. It also gives the district the opportunity to ensure it is getting the best value for the students and employees.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends the board of trustees approve solicitation of proposals for the Espresso Stand Operations (RFP #25-05) for the Santa Maria campus.

Administrator Initiating Item: Dennis Curran	Final Disposition:
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ESPRESSO BAR OPERATING AGREEMENT
BETWEEN
ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT AND
STARRY SKY COFFEE COMPANY

This agreement is made by and between Allan Hancock Joint Community College District, hereinafter referred to as DISTRICT, and Starry Sky Coffee Company, hereinafter referred to as CONTRACTOR.

MINIMUM HOURS OF OPERATION:

1. Contractor will staff and operate the espresso bar in the student center (building G) at the Santa Maria campus. Contractor will be open and serve beverages and limited “grab and go” items during the hours indicated below when classes are in session:

Fall and spring semesters:

Monday through Thursday	7:30 a.m. to 6:30 p.m.
Friday	8:00 a.m. to 12:00 p.m.

Summer semester:

Monday through Thursday	8:00 a.m. to 12:00 p.m.
Friday	Closed

2. Contractor will staff and operate a coffee bar in the Fine Arts Complex (building F) at the Santa Maria campus. Contractor will be open and serve beverages and limited “grab and go” items during the hours indicated below when classes are in session:

Fall and spring semesters:

Tuesday and Wednesday	8:00 a.m. to 1:30 p.m.
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Summer semester:

Tuesday and Wednesday	8:00 a.m. to 12:00 p.m.
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3. During the operation of this agreement, if circumstances are such that the above hours of operation do not meet the parties' respective needs, the parties, by mutual written agreement, may change the hours of operation of the site as necessary.

In consideration of the reciprocal obligations hereinafter stated, the parties hereto agree as follows:

1. **SERVICING AUTHORIZATION**

- A. District hereby grants the right, and Contractor accepts the duty, to provide the management and operation of the espresso bar at the Santa Maria Campus, located at Santa Maria, California.
- B. Contractor is authorized to offer the following food and beverage items in contractor's proposed menu:
 - Espresso based beverages
 - Coffee based beverages
 - Non-espresso beverages, hot and iced (tea, cocoa, steamers, chai, Italian

- sodas)
 - Blended drinks (milk based, tea based, fruit based smoothies and granitas, nutritional additions)
 - Grab and go items (e.g. vegetable and fruit cups, whole fruit, yogurt parfaits; granola bars; chips)
 - Baked goods (biscotti, muffins, scones, croissants, cookies, cinnamon rolls, bagels, seasonal coffee cakes and breads)
- C. Contractor may be provided an opportunity to submit a proposal for special community events hosted by the District, as well as private events when the organization leases the facility.
- D. Contractor will comply with the requirements set by any company with which the District grants exclusive pouring rights, i.e., special beverages.
- E. The District reserves the right to exclusively control the use of alcoholic beverages at all district locations.

2. FINANCIAL ARRANGEMENT

- A. Contractor agrees to a balance owed of \$4,295.70 for past sales. Contractor agrees to pay this debt to the District at a rate of \$500/month, beginning March 1, 2024 and every first of the month thereafter until fully paid. The final payment will be in the amount of \$295.70. Any payment not made by the fifth day of each month, will incur a late payment of \$25.00. Payments not made by the 15th day of each month will accrue an additional penalty of 5% per month until paid.
- B. Contractor will provide all equipment listed in Exhibit A, as well as small wares and necessary items needed to ensure the smooth operation of the espresso bar.
- C. The District will provide all equipment listed in Exhibit B.
- D. Routine maintenance of District-provided equipment will be the responsibility of the Contractor.
- E. All facility improvements must be approved in advance by the District and, unless expressly agreed otherwise in writing, are the responsibility of the Contractor.
- F. Contractor will be provided access to the District telephone system and will be provided one telephone extension at the espresso bar.
- G. The District will provide the remaining utilities (other than telephone usage), including 220 electrical connections for use by the Contractor. The Contractor will not be billed for these utilities.
- H. The District will provide the Contractor two staff parking permits and two student parking permits. Staff parking permits are for use by Contractor's corporate manager and manager only. Student parking permits are for Contractor's employees. District will not provide student parking permits to employees who are also Allan Hancock College enrollees.
- I. Contractor agrees to provide the District compensation based on 5% of daily gross income supported by cash register receipt totaled at the end of each operating day. Receipt copies and payment are due to the District monthly by the tenth of the following month.
- J. Payment shall be in the name of the District and shall be mailed to Allan Hancock College or provided to the Business Services Office in person.
Business Services (B-204)
800 S. College Drive

Santa Maria, CA 93454

- K. Contractor will provide the District with a monthly report identifying daily sales, monthly total, and year-to-date gross sales. Contractor will also provide year-end financial statements for the contract year. The District will be provided access to Contractor's sales records related to the operation of the espresso bar.

3. RESPONSIBILITIES AND SERVICE

- A. The espresso bar will be under the direct supervision of the Contractor who will be responsible for the management, control, and consistency of products served.
- B. It is expressly agreed and understood that Contractor is and shall be deemed to be an independent contractor with respect to the operation of the espresso bar, and Contractor is in no event an agent or employee of the District. Contractor agrees not to employ any person to aid or assist in the operation at the facility so as to create the relationship of employer/employee between that person and the District. Notwithstanding this restriction, Contractor may engage the services of as many people as necessary to properly operate said services as long as such people each execute a written statement that clearly and unequivocally sets forth the fact that they are not the employee of the District.
- C. Contractor shall have no authority to bind the District in any contractual relationship with third party vendors. Contractor agrees to expressly advise all third party vendors that it is not acting on behalf of the District and that no contract is binding in any way on the District.
- D. Contractor's Employees: Supervision
Contractor will employ only competent persons to perform the services specified in the agreement. Contractor at all times will be an independent contractor with full and complete responsibility for all of its employees, agents, and subcontractors. To that end, Contractor will employ and direct such personnel as it requires to perform said services, will exercise full and complete authority over its personnel, and will have the sole right to hire and discharge said persons. Contractor will ensure that personnel will present a professional image in attire and demeanor.
- E. Contractor will cooperate with District auxiliary corporations' food and beverage sales and student fundraiser sales.
- F. Contractor will work with any food and beverage company with which the District grants exclusive distribution rights. The District currently has a contract with the Pepsi Beverages Company for exclusive distribution and pouring rights.
- G. Contractor agrees to be responsible for marketing the espresso bar at the Santa Maria campus. The District reserves the right to review and approve all marketing and advertising material prepared by the Contractor prior to release and publication, including but not limited to coupons, printed advertising or flyers, and electronic advertising.
- H. Contractor will comply with the District's smoking policy: In the interest of employee health and the general welfare of students and the public, smoking is not permitted in any indoor college facility or in any vehicle owned, operated, leased, or chartered by the District, except as may be

required in theatrical rehearsals and performances. Smoking is not permitted within 20 feet of any district building or leased facility and is permitted only in designated areas.

4. FOOD QUALITY

- A. Contractor warrants that all food and beverage serviced under this agreement will be wholesome and in compliance with all requirements of the Food and Drug Administration (FDA) and the U.S. Department of Agriculture (USDA). District may at any time review the quality of any food or beverage served.
- B. Contractor agrees to comply with all federal, state, county and local regulatory agency requirements applicable to operations, including but not limited to requirements regarding food handling, appropriate sanitation and cleanliness. Failure to be in compliance would be considered cause for termination of this agreement.

5. MENU AND PRICES

- A. Contractor will provide to the District a current menu with related pricing approved by the District.
- B. Contractor will submit any proposed change in menu prices to the District for review and approval at least sixty (60) days prior to implementation. All price changes will be initiated only at the beginning of the semester following approval.
- C. Where identical items are offered at the Espresso Bar and Cafeteria, Contractor will price grab and go items and baked goods at the same amount as the cafeteria operation. Contractor will provide a price list from the cafeteria operators once a year in August, to compare and adjust prices, as necessary.

6. CUSTODIAL AND HOUSEKEEPING

- A. Contractor shall be responsible for the custodial and housekeeping of the designated and assigned food service program areas. These areas shall include the espresso bar facility and designated storage areas.
- B. Contractor will dispose of trash from inside the espresso bar food preparation area. District will dispose of trash from the eating areas.
- C. Contractor shall be responsible for cleaning floor of interior of espresso bar. District shall be responsible for cleaning floor surfaces outside the espresso bar.

7. SIGNAGE

Contractor shall be responsible for any related signage. Type and placement of any signage must be approved in advance by the District.

8. INSURANCE

Contractor agrees to keep in force during the period this agreement is in effect a policy of general liability and professional indemnity liability insurance from a reputable insurance carrier authorized to transact insurance in California, to protect the employees and the District against liability and the risk of injury, death, and damage to persons or property as a result of the acts and/or omissions of Contractor and its agents, servants,

officers and employees. The minimum limits of said general liability policy (including product liability) shall be \$1,000,000.00. Contractor shall furnish the District with a certificate of insurance which evidences coverage in the amounts for the hazards as herein described.

In addition, Contractor shall name the District as an additional insured under any such insurance coverage, and provide for thirty (30) days notice of cancellation or material change in policy.

9. **WORKERS' COMPENSATION**

Contractor will comply with all Workers' Compensation, Employer's Liability and other federal, state, county and municipal laws, ordinances, rules and regulations required of an employer performing services. Contractor will provide the District with a certificate of insurance evidencing this coverage by the beginning of operation and annually thereafter.

10. **PERMITS AND CODE COMPLIANCES**

Contractor will, at its expense, obtain all necessary permits and licenses that may be required in order to perform the services. Contractor must possess a valid business license and health permit.

11. **NON-DISCRIMINATION STATEMENT**

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

12. **MUTUAL HOLD HARMLESS STATEMENT**

- A. The Contractor agrees to indemnify and hold harmless the COLLEGE DISTRICT and its authorized agents, officers, and employees against any and all claims and actions arising from the Contractor's solely negligent, reckless or intentional acts, errors or omissions and for any cost or expense incurred by the COLLEGE DISTRICT on account of any claim therefor.
- B. The Allan Hancock Joint Community College District agrees to indemnify and hold harmless the Contractor and its authorized agents, officers and employees against any and all claims and actions arising from the District's solely negligent, reckless or intentional acts, errors or omissions and for any cost or expense incurred by the Contractor on account of any claim therefor.
- C. In the event of concurrent negligence of the District and Contractor, its officers and/or property which arise out of the terms and conditions of this agreement shall be appointed under the California theory of comparative negligence as presently established or as may hereafter be modified.

13. **OTHER TERMS AND CONDITIONS**

- A. Neither Contractor nor the District shall be liable for failure to perform its part of this agreement when the failure is due to fire, flood, strikes, accidents, war, riot, insurrection, or other like causes.
- B. Contractor shall not assign this agreement or its interest hereunder without the written consent of the District. This shall not preclude the right of

Contractor to use independent contractors, with the consent of the District, to aid in the operation of services from time to time.

- C. No other areas of the facility will be serviced by the Contractor unless authorized in advance by the District.
- D. This agreement is deemed to be made under and shall be governed by the laws of the State of California.
- E. All remedies provided for herein shall be in addition to all remedies provided by law.
- F. All notices shall be directed as follows:

For the District:

Allan Hancock Joint Community College District
Asst.
Superintendent/Vice
President, Finance
and Administration
800 S. College Drive
Santa Maria, CA 93454-6399 (805)
922-6966, ext. 3221

For Contractor:

Starry Sky Coffee Company
Steven P. Funkhouser and Hollie D. Funkhouser
PO Box 6793
Santa Maria, CA 93456
Phone: (805) 348-3120 (mobile)

14. TERM

The term of this agreement is through June 30th, 2025. Thereafter, the agreement shall be renewable upon mutual consent by both parties for one-year increments, not to exceed four renewal terms. Either party may choose not to renew by issuing written notice to the other party no later than June 1st of each year.

15. TERMINATION FOR CAUSE

The District may terminate this agreement upon a showing of cause (breach of contract terms or conditions), in writing, with a thirty (30) day notice for failure to comply with any of the terms and conditions of this agreement. Contractor must comply with the contract during the thirty (30) day period. In the event the breach is incapable of being cured within thirty (30) days, Contractor will have a reasonable amount time to cure the breach. Failure to correct a breach within the above timelines will constitute cause for termination of the contract. The waiver of the District of any particular breach of contract shall not act as a waiver as to any other breach of contract.

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT

BY: 

Dennis Curran
Assoc Supt/Vice President, Finance and Administration

Date: 4/4/2024

CONTRACTOR: Starry Sky Coffee Company

BY: 

Steven Funkhouser

Date: 04/04/2024

EXHIBIT A**Equipment Provided by Starry Sky Coffee Company**

1. Espresso machine
2. Grinder
3. Blenders (2)
4. Cash register
5. Brewer
6. Microwave oven
7. Toaster
8. Cookie oven
9. Small wares
10. Water filtration system with reverse osmosis

EXHIBIT B**Equipment Provided by Allan Hancock College**

1. Preparation area counter space
2. Two (2) stainless steel sinks
3. Refrigerated and dry food display case
4. Water and electricity to support vendor's equipment
5. Two (2) under-the-counter refrigerators
6. One (1) ice machine

In addition to the above, the college will furnish the following:

1. Refrigeration storage
2. Lockable dry storage areas

To: Board of Trustees	Date:
From: Superintendent/President	April 15, 2025
Subject: Approval to Award Contract for the Public Safety Training Complex Restroom Building Project (Bid No. 25-04)	Item Number: 11.I.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 2

BACKGROUND

On February 18, 2025, the board of trustees authorized staff to bid the construction of a restroom facility in the Public Safety Training Complex of the Lompoc Valley Center. The project was listed with Cyber Copy Reprographics and advertised in the Santa Maria Times on February 24 and March 3, 2025. On March 6, 2025, the mandatory job walk was held with three contractors present.

The district received three responsive bids on the March 25, 2025 due date. As indicated on the attached bid tabulation form, the responsive and lowest bidder for this project was Specialty Constructors Services, Inc. with a total bid amount of \$642,993.

FISCAL IMPACT

The bid amount is \$642,993 and will be funded through Measure I Bond Funds.

RECOMMENDATION

Staff recommends the board of trustees award the contract for the construction of the Public Safety Training Complex Restroom Building Project (Bid No. 25-04) to Specialty Constructors Services, Inc. in the amount of \$642,993.

Administrator Initiating Item: Dennis Curran	Final Disposition:
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BID TABULATION
PUBLIC SAFETY TRAINING COMPLEX
RESTROOM BUILDING PROJECT BID NO. 25-04

March 25, 2025 at 2:00 p.m.

BIDDER	BID AMOUNT	SIGNED BID FORM	ADDENDUM ACKNOW.	SUB LIST	WORKERS COMP	NON-COLLUSION	BID BOND	SUBSTITUT. REQUEST	ACKNOW. BIDDING PRACTICES	DRUG FREE
Specialty Constructors Services, Inc.	\$642,993	X	X	X	X	X	X	X	X	X
Quincon, Inc.	\$667,544	X	X	X	X	X	X	X	X	X
PreCon Industries, Inc.	\$758,000	X	X	X	X	X	X	X	X	X

Witnessed by: Helen P., Kiana Quintana, Jose Rodriguez, Steve Marshall

Opened by: Kara Pizano

**CONSENT ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	April 15, 2025
Subject: Adoption of additions and changes in the Academic Policy and Planning Committee Curriculum Report	Item Number: 11.J.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 5

BACKGROUND

The curriculum report for the period March 6, 2025 to April 3, 2025, is attached for consideration by the board of trustees. This report includes a summary of new courses, course reviews and modifications, course conversions to distance education instructional modality, and modified/new programs.

FISCAL IMPACT

The estimated cost for additional library materials for new and modified curricula will be determined at a later date for inclusion in the 2025-2026 and 2026-2027 fiscal year's budget.

RECOMMENDATION

Staff recommends that the board of trustees adopt the curriculum additions and changes reflected in the summary report of the Academic Policy and Planning Committee for the period March 6, 2025 to April 3, 2025.


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


April 15, 2025

For the period March 6, 2025 to April 3, 2025

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

Approved by Academic Senate:  Apr 12, 2025
Alberto Restrepo (Apr 12, 2025 14:45 PDT)

 President, Academic Senate Date
 Allan Hancock College

Adopted by Board of Trustees:  4/15/2025

 President, Board of Trustees Date
 Allan Hancock Joint Community College District

NEW COURSES/PROGRAMS RECOMMENDED FOR ADOPTION

This section lists all new courses and programs including credit, noncredit, experimental, and special topics. Effective summer/fall 2026, unless otherwise noted.*

New Credit Courses

Prefix & Number	Course Title	Units
AG 166	Crop Protection	4.0
AJ 121	Ethical Reasoning in Criminal Justice	3.0

Review and Modify Credit Course: Common Course Numbering

Effective: Catalog 2025-26 Pending Approval by the UC Approval.

Prefix & Number	Course Title	Units
ARTH C1100	Survey of Art from Prehistory to the Medieval Era Former: ART 103.	3.0
ARTH C1200	Survey of Art from Renaissance to Contemporary Former: ART 104	3.0
ECON C2001	Principles of Microeconomics Former: ECON 102	3.0
ECON C2002	Principles of Macroeconomics Former: ECON 101	3.0
ENGL C1002	Introduction to Literature Former: ENGL 102	3.0
HIST C1001	United States History to 1877 Former: HIST 107	3.0
HIST C1002	United States History Since 1865 Former: HIST 108	3.0

Review and Modify Credit Course

Prefix & Number	Course Title	Units
LE 432*	Probation Academy Justification: The number of weeks/hours was miscalculated, and an error was made about the total number of hours for the class. The course outline shows 200 hours of lecture and 72 hours lab. This is an error. It amounts to seven weeks of instruction. The correct number of hours should be 185 lectures and 15 hours lab (5 weeks). Since this was an error, is it possible to make a simple correction on the number of hours for the course to correct it without going through the normal Academic Senate and AP&P approval process? Unfortunately, if a correction in the number of hours can be made, it would need to be expedited as we have a commitment with 6 probation agencies to begin training in April 2025.	5.0
MMAC 112	Responsive Web Design	3.0
COMM 102	Small Group Communication Former: SPCH 102	3.0

*Effective immediately.

Modify Noncredit Course

Prefix & Number	Course Title	Hours
ELDN 7532	Low Advanced Writing	80-90

New Credit Program

Effective: Catalog 2025-26.

Department	Course Title	Units
Counseling	CALGETC Certificate of Achievement Justification: The students will complete the Cal-GETC courses to meet the lower division general education course requirements of CSU or UC.	34

Modify Credit Program

Effective: Catalog 2025-26.

Department	Course Title	Units
Counseling	Liberal Arts: Mathematics & Science Associate in Arts Justification: Since the CALGETC, CSUGE, IGETC, and AHCGE will all be allowed to count for a student's general education, there is no longer a need to have 2 of each Liberal Arts degrees.	18.0
Counseling	Liberal Arts: Arts & Humanities Associate in Arts	18.0
Counseling	Liberal Arts: Social and Behavioral Sciences Associate in Arts	18.0
Life & Physical Sciences	Biology Associate in Science for Transfer Update PLOs	37.0
Life & Physical Sciences	Physics Associate in Science for Transfer Justification: Alignment to most recent update to the CCCC Physics AS-T template.	33.0
Mathematics	Mathematics Associate in Science for Transfer Justification: Remove CS 161 and MATH 123 (STAT C1000) to meet the revised CCCC Feb 2, 2025 Mathematics AS-T template.	21.0

New and Modified Requisites

Prefix & Number	Course Title	Requisites Requests
AG 166	Crop Protection	Prerequisites: AG 161 or AG 130 or BIOL 100
ART 102	Precolonial Arts of Africa, Oceania, and the Americas	Advisory: ENGL C1000

48-5-Revised

Request for Distance Education Modalities

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

Prefix & Number	Course Title	DE Modalities
ART 102	Precolonial Arts of Africa, Oceania, and the Americas	DE Async and Sync

Request for AHC GE, MCGS, Health and Wellness, and Cal-GETC

Prefix & Number	Course Title	AHC GE, MCGS, H&W, and Cal-GETC
AG 166	Crop Protection	AHC GE Area 5. Natural Sciences Cal-GETC Area 5B Biological Sciences and 5C Laboratory.

Miscellaneous

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

Request	Prefix & Number	Course Title
Deactivate Course	GRPH 111	Digital Imagery Lab
Deactivate Course	GRPH 114	Digital Illustration Lab
Deactivate Course	GRPH 360	Applied Design Graphics Lab 1

Deactivate Program

	Program Title	Units
Applied Behavioral Sciences	Early Childhood Studies: Elementary Education Associate in Science Certificate of Achievement Rationale: The program is no longer needed based on the creation of AAT Elementary Education approval and current offering. The program deactivation does not meet the criteria for BP/AP 4021 Program Vitality.	70

To: Board of Trustees	Date: April 15, 2025
From: Superintendent/President	
Subject: Acceptance of Donations	Item Number: 11.K.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 1

BACKGROUND

The Audacious Foundation is generously donating their time and resources as an extension of our ongoing collaboration with the Garden Explorers Initiative, offered through Explore Ecology. This donation will support the enhancement of the new Lompoc Valley Children's Center outdoor spaces by incorporating natural elements.

As part of this contribution, the Audacious Foundation will fund the construction and addition of garden beds to improve the children's yards. They have subcontracted Ramsey Cronk of LifeSource Landscape Inc. to complete the project, ensuring high-quality implementation. The total value of this generous donation is \$10,000, further enriching the outdoor learning and play environment for the children.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends the board of trustees accept the donation(s) as presented.

Administrator Initiating Item: Dennis Curran	Final Disposition:
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To: Board of Trustees	Date: April 15, 2025
From: Superintendent/President	
Subject: Second Review Board Policy 7260, Classified Administrators	Item Number: 11.L.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 2

BACKGROUND

Revised Board Policy 7260, Classified Administrators, was submitted for the board's review on March 18, 2025. It is being presented to the board of trustees for adoption.

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

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends the board of trustees adopt board policy 7260, Classified Administrators as presented.

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

BP 7260 Classified Administrators

Classified administrators are administrators other than those employed as educational administrators.

Classified administrators, regardless of job description, have significant responsibilities for formulating District policies or administering District programs not categorized as educational; also have authority to hire, transfer, suspend, recall, promote, discharge, assign, reward, or discipline employees, or have the responsibility to assign work to and direct them, adjudicate their grievances, or effectively recommend such action.

Classified administrators may be employed by an appointment or contract of up to four years in duration. If a classified administrator is employed by an appointment or contract, the appointment or contract shall be subject to the same conditions as applicable to educational administrators.

The evaluation of classified administrators must include consideration of the employee's demonstrated, or progress toward, proficiency in diversity, equity, inclusion, and accessibility competencies that enable work with diverse communities.

References: Education Code Section 72411;
Government Code Section 3540.1(g) and (m)

Adopted: 10/10/07
Revised: 6/16/15
(Replaces Board Policy 5980)

To: Board of Trustees	Date:
From: Superintendent/President	April 15, 2025
Subject: Election of California Community College Trustees (CCCT) Board of Directors	Item Number: 13.A.
Institutional Goal: Accreditation Standard IV	Enclosures: Page 1 of 2

BACKGROUND

The election of members to the California Community College Trustees (CCCT) Board of Directors takes place each year between March 10 and April 25. There are (4) seats up for election with (3) incumbents running.

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

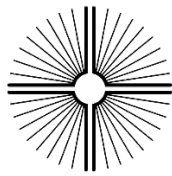
FISCAL IMPACT

None

RECOMMENDATION

Staff recommends the board of trustees vote for up to (4) candidates to serve on the California Community College Trustees Board of Directors.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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2025 CCCT Board Election

*Candidates Listed in Secretary of State's
Random Drawing Order of January 3, 2025*

Voting will take place via eBallot where you can select no more
than **FOUR (4)** candidates

1. Rebecca Barrett, Contra Costa CCD
2. Anne Kepner, West Valley-Mission CCD
3. Carlos Guerrero, Santa Clarita CCD
4. Alejandra Gonzalez, Hartnell CCD
5. Jose Alcala, Riverside CCD*
6. Ines De Luna, Napa Valley CCD*
7. Dyana Delfin-Polk, Peralta CCD
8. Shin Liu, Cerritos CCD
9. Milton Richards, Yosemite CCD
10. Michael Rives, Antelope Valley CCD
11. Uduak-Joe Ntuk, Long Beach CCD
12. Gregory Hanna, Siskiyou Joint CCD
13. Mary Jane Sanchez-Fulton, Desert CCD
14. Julie Schorr, Grossmont-Cuyamaca CCD
15. Tammy Silver, Pasadena Area CCD*
16. Carolyn Inmon, South Orange CCD

**Incumbents*

**ACTION ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	April 15, 2025
Subject: Adoption of Resolution 25-08, Reduction in Classified Employees	Item Number: 13.B.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 2

BACKGROUND

The District hereby recommends to the board of trustees the reduction and non-reemployment of a classified employee for the ensuing academic year 2025-2026, due to lack of work or lack of funds.

The reason for this recommendation is as follows:

The following classified service(s) will be reduced or discontinued for the 2025-2026 academic year:

1. Instructional Assistant, Environmental Health/Safety (.527 FTE)

Because of the foregoing reasons, it is necessary to decrease the number of classified employees of the District.

FISCAL IMPACT

To be determined

RECOMMENDATION

Staff recommends the board of trustees adopt Resolution 25-08, Reduction in Classified Employees as presented.

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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To: Board of Trustees	Date: April 15 2025
From: Superintendent/President	
Subject: Acceptance of Grants Approved and Review of Grant Proposals Submitted	Item Number: 13.C.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 2

BACKGROUND**Acceptance of Grants Approved**

Institutional Grants has been notified of funding for the following grants in the amount of \$274,244.

1. Central Coast K-16 Regional Collaborative: Advancing Student Opportunities for Upward Mobility in Advanced Manufacturing and STEM Pathways (\$236,744)

Funding will align strategic efforts for regional collaboratives for local education agencies to recruit, retain, and support socioeconomically disadvantaged students for two educational pathways. As a partner, the college will prepare a new agriculture mechanics class for concurrent enrollment, host a manufacturing bootcamp, hire an industry coach, and work with an advisory committee to support machining and manufacturing technology. In the second career pathway for engineering, computing, and data science, the college will work with students on career guidance and connect pathway participants with industry-based work opportunities providing targeted counseling support, bilingual marketing strategies, work-based learning opportunities, and embedded multi-language course support.

No matching funds are required. The project period is from January 1, 2025 – June 30, 2026. (Submitted by Donna Beal and Thomas Lamica)

(continued)

FISCAL IMPACT

1. Central Coast K-16 Regional Collaborative: Advancing Student Opportunities for Upward Mobility in Advanced Manufacturing and STEM Pathways (\$236,744)
2. Arthur N. Rupe Foundation: 2025 Dorothy Rupe CNA Program Grant (\$37,500)

RECOMMENDATION

Staff recommends the board of trustees accept these contracts for a total of \$274,244 in restricted funds to the district.

Administrator Initiating Item: Jon Hooten	Final Disposition:
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2. Arthur N. Rupe Foundation: 2025 Dorothy Rupe Certified Nursing Assistant (CNA) Program Grant (\$37,500)

Funding will provide 80 CNA students with \$450 to assist with the cost of a textbook, uniform, blood pressure kit, and the state board exam fee. Funding will also provide 24 home health aid students with \$70 to purchase course textbook and clinical workbook.

No matching funds are required. The project period from August 1, 2025 – July 30, 2026. (Submitted by Joann Bellrose, Larry Manalo, and Thomas Lamica)

Review of Grant Proposals Submitted

Institutional Grants has submitted the following grant applications for a total of \$3,025,000 in requested funds.

1. 2026 Programmatic and Congressionally Directed Spending (CDS): Office of Senator Alex Padilla (\$1,500,000)

Funding will be used for the construction of a nurse training facility at Allan Hancock College to expand instructional capacity and supply the region with healthcare professionals capable of earning a livable wage and fill the regional nursing employment gaps.

No matching funds are required. The project period is for three years from November 1, 2026 to August 31, 2029 (Submitted by Dennis Curran)

2. 2026 Programmatic and Congressionally Directed Spending (CDS): Office of Senator Adam Schiff (\$1,500,000)

Funding will be used for the construction of a nurse training facility at Allan Hancock College to expand instructional capacity and supply the region with healthcare professionals capable of earning a livable wage and fill the regional nursing employment gaps.

No matching funds are required. The project period is for three years from November 1, 2026 to August 31, 2029 (Submitted by Dennis Curran)

3. Michelson 20MM Foundation: 2025 Open Educational Resources (OER) Spark Grant (\$25,000)

Funding will be used for an OER English expansion summit to create a framework for the implementation of zero textbook costs (ZTC) certification and degree programs, considering the unique legislative requirements for dual enrollment. Collaborative meetings between administrators, faculty and high school teachers will identify system barriers for ZTC adoption and implementation and will be replicable for other institutions of higher education.

No matching funds are required. The project period is from May 1, 2025 to October 30, 2026 (Submitted by Mary Patrick).

To: Board of Trustees	Date:
From: Superintendent/President	April 15, 2025
Subject: Adoption of Resolution 25-06, Approval of Amendment #1 to Space Use Agreement Between Manzanita Charter School and Allan Hancock Joint Community College District	Item Number: 13.D.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 5

BACKGROUND

On June 18, 2024, the board approved a space use agreement between the district and Manzanita Public Charter School, allowing Manzanita to lease classroom and office space at the Lompoc Valley Center from July 1, 2024 through June 30, 2027. The first year has gone so well that the charter school requested additional classroom, office, and other space for the second and third year of the agreement. The attached amendment to the space use agreement lists the changes to years two and three of the original agreement. The monthly fee charged to Manzanita will vary each month depending on usage and will be assessed as follows:

- Office: \$500/month
- Classroom: \$1,500/classroom/month
- Large Room (2-102): \$1,500/month
- Gym Room (3-116): \$1,500/month

Education Code section 81360 authorizes the governing boards of community colleges to lease property for up to 99 years. The district determined that all requested space is available and that we can fully meet the needs of the charter school in year two. Manzanita requested up to six classrooms in year three, which the district agreed to provide on a space available basis. As of now, we are confident we can provide four classrooms and will work on identifying two more. The amendment states that the district will provide up to six classrooms, on a space available basis.

FISCAL IMPACT

The district expects to earn \$102,000 in year two of the agreement and a maximum of \$156,000 in year three.

RECOMMENDATION

Staff recommends the board of trustees adopt Resolution 25-06, Approval of Amendment #1 to Space Use Agreement Between Manzanita Charter School and Allan Hancock Joint Community College District.

Administrator Initiating Item: Dennis Curran	Final Disposition:
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**RESOLUTION NO. 25-06
A RESOLUTION OF THE BOARD OF TRUSTEES OF
THE ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT**

**APPROVAL OF AMENDMENT #1 TO SPACE USE AGREEMENT BETWEEN MANZANITA
CHARTER SCHOOL AND ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT**

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

WHEREAS, Allan Hancock Joint Community College District (the "District") and Manzanita Charter School ("MCS") signed a space use agreement to allow MCS to lease space from the District from July 1, 2024, to June 30, 2027; and

WHEREAS, the partnership is satisfactory to both parties such that MCS desires to expand its operations and requires more space beginning in July 2025; and

WHEREAS, the District is in possession of property at the Lompoc Valley Center (the "Property") that it has determined is not and will not be needed by the District for school classroom buildings; and.

WHEREAS, MCS and the District believe a strong partnership between the two organizations will open up future opportunities for MCS students by making them aware of and comfortable with the operations of a college campus.

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

1. That all of the foregoing recitals are true and correct.
2. That the District vote to declare its intent to make available property for lease by MCS for the purpose of providing an on-site program and classes for MCS programs as provided by Amendment 1 to the Space Use Agreement whose terms are subject to negotiation.
3. That the Property be offered for lease at a minimum price of one thousand and five hundred (\$1,500) dollars a month per classroom rented, five hundred (\$500) dollars a month per each office rented and one thousand and five hundred (\$1,500) dollars a month per additional other space rented.
4. That the President of the Governing Board, other presiding officer, or member thereof is directed authority to take all actions necessary and appropriate to the accomplishment of the purposes of this Resolution.

PASSED AND ADOPTED this 15th day of April 2025 by the following votes:

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

NOES: None

ABSENT: None

ABSTAIN: None



Hilda Zacarías
President, Board of Trustees

AMENDMENT #1 TO
SPACE USE AGREEMENT BETWEEN
Manzanita Charter School AND
Allan Hancock Community College District

This first amendment (“Amendment”) is made as of July 1, 2025 between Manzanita Charter School (the Charter School) located at Vandenberg Space Force Base (SFB), CA and Allan Hancock Joint Community College District (the District) located in Santa Maria, CA.

WHEREAS: the District and the Charter School entered into a Space Use Agreement dated July 12, 2024. The parties desire to amend Appendix A of the Agreement as set forth herein.

NOW, THEREFORE, the parties agree to amend Appendix A as follows:

1. Amend section 1 of Appendix A by replacing it with the following:

PREMISES

The District agrees to allow the Charter School the use of the following described premises:

At the Lompoc Valley Campus:

Year 1: one office, one classroom, and an outdoor space (specified in Appendix B) for morning outdoor use by the students

Year 2: two offices, gym space, a large room, three classrooms, and an outdoor space (specified in Appendix B) for morning outdoor use by the students

Year 3: two offices, gym space, a large room, up to six classrooms (space available), and an outdoor space (specified in Appendix B) for morning outdoor use by the students

Except in cases of natural disaster, should the described premises become unavailable to the Charter School for any reason, The District agrees to provide similar accommodations to the Charter School. Except in cases of natural disaster, The Charter School will be notified by THE DISTRICT of any need to alter or adjust the premises occupied by the Charter School in writing at least ninety (90) days prior to the occupied space needing to be vacated. THE DISTRICT agrees to assist the Charter School in the movement of furniture, computer equipment, office equipment, files, books, and published materials from occupied spaces to new facilities without additional costs to the Charter School

2. Amend Section 2 of Appendix A by replacing it with the following:

USE FEES

The use fees shall be payable in monthly installments at the rate listed below. Payment shall be at the end of each month upon submission of properly executed vouchers. The Charter School agrees that should this agreement go beyond June 30, 2027, the Charter School will adjust the use fee by an increase of 4% per year.

<u>Rooms</u>	<u>Use Period</u>	<u>Monthly Use Fee</u>
One Office	July 1, 2024 – June 30, 2025	\$500.00
Two Offices	July 1, 2025 – June 30, 2027	\$1,000.00
One classroom	July 1, 2024 – June 30, 2025 (for use Monday through Friday from 7:30am to 12:30pm)	\$1,500.00
Three Classrooms	July 1, 2025 – June 30, 2026 (for use Monday through Friday from 7:30am to 12:30pm)	\$4,500.00
Up to Six Classrooms (space available)	July 1, 2026 – June 30, 2027 (for use Monday through Friday from 7:30am to 12:30pm)	\$9,000.00
Gym Space (room 3-116)	July 1, 2025 – June 30, 2027 (for use Monday through Friday from 12:30pm – 4:30pm)	\$1,500
Large Room (room 2-102)	July 1, 2025 – June 30, 2027 (for use Monday through Friday from 12:30pm – 3:30pm)	\$1,500

This Amendment, consisting of 2 pages, is executed by the persons signing below, who warrant that they have the authority to execute the Agreement.

Manzanita Charter School

Allan Hancock Community College District

Date

Date

Name:

Title:

Name: Dr. Kevin G. Walthers

Title: Superintendent/President

To: Board of Trustees	Date:
From: Superintendent/President	April 15, 2025
Subject: Approval of Memorandum of Understanding (MOU) for California School Employees Association (CSEA) for Longevity	Item Number: 13.E.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 3

BACKGROUND

Following a CalPERS review of the College's longevity practices for classified employees, CalPERS determined that the previously negotiated language for classified longevity was "ambiguous" regarding longevity amounts beyond eight (8) years. CalPERS directed the District and the Association to revise Article 9.2.1, Longevity, to clarify the conditions of payment and language regarding longevity after eight years of service.

CSEA and the District have reached an agreement on the revised language, and the agreement has been locally ratified. These changes will ensure that longevity is protected for current and future retirees.

FISCAL IMPACT

To be determined

RECOMMENDATION

Staff recommends the board of trustees adopt the MOU for CSEA for longevity as presented.

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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SIDE LETTER OF AGREEMENT

between the

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION

AND ITS ALLAN HANCOCK COLLEGE CHAPTER #251

and

ALLAN HANCOCK COMMUNITY COLLEGE DISTRICT

Friday, February 26, 2025

The following Tentative Agreement reflects the full and complete agreement of the California School Employees Association and its Allan Hancock College Chapter #251 (hereinafter "Association") and the Allan Hancock Community College District (hereinafter "District") regarding the following:

WHEREAS CalPERS has determined that the District and the Association must revise Article 9.2.1, Longevity, to clarify the conditions of payment and language regarding longevity after eight years of service.

WHEREAS the proposed language does not alter current practice.

THEREFORE, Article 9.2.1 shall read:

Effective July 1, 2017, bargaining unit employees shall be entitled to Longevity pay in addition to their regular pay. This longevity pay computed from the date of hire, shall be paid as follows:

Upon the employee's anniversary date at the beginning of the sixth year of service, employees will earn an amount equal to 1.75% of monthly salary.

Upon the employee's anniversary date at the beginning of the seventh year of service, employees will earn an amount equal to an additional 1.75% of monthly salary for a total of 3.5%.

Employees will receive an amount equal to an additional 0.5% of monthly salary starting on the eighth anniversary date and continuing each year thereafter. As an example, an employee beginning the tenth year of service would earn 5% of longevity.

The Association and the District will operate under the modified language until it can be added to the 2026 successor agreement.

This MOU does not prevent the parties from making additional changes, outside of the subject matter agreed to herein, to Article 9 during the course of contract negotiations

The Tentative Agreement becomes final upon adoption by the Allan Hancock Community College District Board of Trustees per the Collective Bargaining Agreement.

This agreement is subject to CSEA's 610 process.

FOR THE ASSOCIATION:

Toby McLaughlin


Toby McLaughlin
President
CSEA and its Chapter #251

Stephen Magnifico

Stephen Magnifico (Feb 26, 2025 12:58 PST)

Stephen Magnifico
Labor Relations Representative
CSEA

FOR THE DISTRICT:



Ruben Ramirez (Feb 26, 2025 11:53 PST)

Ruben Ramirez
Executive Director, Human Resources
Allan Hancock Community College District

INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	April 15, 2025
Subject: Bond Measure I Citizens' Oversight Committee 2024 Annual Report	Item Number: 14.A.
Institutional Goal: Accreditation Standard IV	Enclosures: Page 1 of 9

BACKGROUND

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

At the April 15, 2025 board meeting, the annual report will be presented to the district on behalf of the Citizens' Oversight Committee for the period of January 1 through December 31, 2024.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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2024 Annual Report to the Board of Trustees



Bond Measure I
Citizens' Oversight Committee

Presented April 15, 2025



2024 Citizens' Oversight Committee members

Leigh Collier
Community at-large

Judith Dale
Support Organization

Lynette Dunn
Community at-large

Edgar Gascon
Business Representative

Larry Lahr
Taxpayers Association

Samantha Martinez
Student Representative

Arlene Peterson
Senior Organization

DISTRICT STAFF

Kevin G. Walthers, Ph.D.
Superintendent/President

Dennis Curran
Associate Superintendent/
Vice President, Finance &
Administration

Melinda Martinez
Executive Secretary
Office of the
Superintendent/President

Lauren Milbourne
Director, Public Affairs
& Communications

*Cover Image:
Administration, building B*

Annual Report

Editors:
Melinda Martinez
Lauren Milbourne

Design & Printing:
Tihani Moore
Allan Hancock College
Campus Graphics



LETTER FROM THE THE CHAIR

On behalf of the Allan Hancock College Measure I Citizens' Oversight Committee, it is my privilege as Chair to present the 2024 Measure I Annual Report to the Board of Trustees.

Since the community approved the bond in 2006, Measure I has transformed and modernized our college. While 2024 has been a quieter year for bond projects, it has also been a significant one. In 2023, the new 88,000-square-foot Fine Arts Complex opened its doors to hundreds of students, and by 2024, it had become a vibrant hub for the arts, hosting numerous community events and providing a state-of-the-art space for students pursuing dance, drama, film, graphics, music, photography, and multimedia arts. Current projects for 2024 include campus-wide fire alarm upgrades, the demolition of Building O-300, and the construction of a temporary maintenance yard. The ongoing transformation of the college will continue to benefit our community for generations.

The committee regularly reviews detailed reports from the college's management and staff regarding the progress and expenditures of Measure I projects. Our role is crucial in ensuring transparency and accountability, making certain that bond funds are spent as promised to the voters.

Based on our oversight activities, along with the independent financial and performance audits detailed in this report, the committee affirms that the college remains fully compliant with Article XIII A, Section 1(b)(3) of the California Constitution.

We trust that you will find the 2024 Annual Report to be accurate, informative, and comprehensive.

Very yours truly,

Judith Dale
Chair
Measure I Citizens' Oversight Committee



Bond Measure I Overview

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

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

The Citizens' Oversight Committee

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

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

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

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

Recognition

Thank you to Samantha Martinez and Sue Slavens for their service on the Bond Measure I Citizens' Oversight Committee.



Samantha Martinez, 2022-2024



Sue Slavens, 2020-2024

Committee Meetings

The Citizens' Oversight Committee held their annual meeting on February 23, 2024.

Period covered by the report

This report covers the time period of January 1 – December 31, 2024.

Statement of purpose/ responsibilities of the Citizens’ Oversight Committee

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

Report on independent financial and performance audits

The district has received, and the Citizens’ Oversight Committee has reviewed, the financial and performance audit for the Measure I Bond Construction Fund for the fiscal year ending June 30, 2024. COSSOLIAS/WILSON/DOMINGUEZ/ LEAVITT (CWDL), Certified Public Accountants, prepared the report to comply with Proposition 39 accountability within the California Constitution.

CWDL stated, “In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Measure I General Obligation Bond Funds of the District at June 30, 2024, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.” The auditors further noted, “There were no audit findings reported in the prior year’s Financial Statement Findings.”

Financial compliance confirmation

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

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

Allan Hancock Joint Community College District

General Obligation Bond Expenditure Report

September 1, 2006 – December 31, 2024

Total General Obligation	
Bond Authorization:	\$180,000,000
Series A Issuance	(68,000,000)
Series B and B1 Issuance	(29,999,556)
Series C Issuance	(38,996,200)
Series D Issuance	(8,773,376)
Series E Issuance	(23,000,000)
Series F Issuance	(11,200,000)
GENERAL OBLIGATION BOND	
REMAINING AUTHORIZATION	\$30,868

REVENUE

Series A Issuance	\$68,000,000
Cost of Issuance	0
Series B and B1 Issuance	29,999,556
Cost of Issuance	0
Series C Issuance	38,996,200
Cost of Issuance	(145,000)
Series D Issuance	8,773,376
Cost of Issuance	(151,000)
Series E Issuance	23,000,000
Cost of Issuance	(270,000)
Series F Issuance	11,200,000
Cost of Issuance	(140,915)
Interest	8,451,138
TOTAL AVAILABLE REVENUE	\$187,713,356

EXPENDITURES (January 1 - December 31, 2024)

Project Management	\$15,745
Fine Arts Complex	16,844
PCPA-Stage Craft Bldg Relocation	276,680
Demolition Bldg E & F	3,054
Demolition Bldg O-300	370,411
Fine Arts Alarm Project	29,775
Fine Arts Alarm Retrofit	1,303,944
Facilities Yard	61,908
TOTAL EXPENDITURES 2024	\$2,078,362
Total Prior Period Expenditures	181,508,481
SUBTOTAL EXPENDITURES	\$183,586,843
Prior Period Adjustments	(1,410,969)
GRAND TOTAL EXPENDITURES	\$182,175,874
ENDING BALANCE	\$5,537,482

Measure I Projects Status

Current Capital Construction Projects

TEMPORARY FACILITIES YARD PROJECT

The district will improve the grounds and add utilities on the surface where building 0-300 was demolished. These upgrades will serve as the foundation for a temporary meeting space for the maintenance team along with an area to place containers for storing equipment and supplies. The permanent location, noted in the facilities master plan, will require funding in the future. Additionally, this project will add a concrete walkway and landscaping all leading to the front entrance of the PCPA Stagecraft facility.

Architect: 19Six Architects
Construction Manager: Allan Hancock College
Contractor: Awaiting Bids
Total Project Budget: \$610,351



Projects Successfully Completed by Bond Measure I Capital Construction

Santa Maria Campus



Academic Resource Center

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



Science Building

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



Community Education Building

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



Childcare Center Addition

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

Santa Maria Campus (continued)



Student Services Center

Project total:
\$20,893,316

Year Completed:
2013



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

Project total: \$39,558,106

Year Completed:
2014



MESA/STEM Academic Success Center

Project total:
\$1,807,813

Year Completed:
2021



Fine Arts Complex

Project total:
\$57,681,414

Year Completed:
2023



Buildings E & F Demolition

Project total:
\$424,266

Year Completed:
2023



PCPA Stagecraft

Project total:
\$6,204,456

Year Completed:
2024



Building 0-300 Demolition

Project total:
\$441,886

Year Completed:
2024



Lompoc Valley Center



Public Safety Training Complex

Project total:
\$40,503,730

Year Completed: 2017



Completed Scheduled Maintenance Projects

SANTA MARIA CAMPUS PROJECTS

Building D Repairs and Upgrades	Building N Roof, Phase III	Audio Visual, Skills & Science
Parking Lot 1 Expansion	M300 Heating, Ventilation and Air Conditioning (HVAC) Upgrades Phase I	Underground Fuel/Oil Tank Repair & Replacement
Copper Cabling Project	Phase I Energy Projects	Campus Upgrade to Voice over Internet Protocol (VOIP)
Building C Roof, Paint, and Flooring	Roof Repair and Replacement, Buildings E, F, G, H, & M300	District Wide Fire Alarm Project
Pool Resurfacing		

LOMPOC VALLEY CENTER PROJECTS

Chiller Replacement	Emergency Medical Services (EMS) Upgrade & Heating, Ventilation and Air Conditioning (HVAC) Repair
---------------------	--

Completed Scheduled Maintenance Total: \$15,503,431



Measure I Citizens' Oversight Committee

To contact Allan Hancock College regarding Bond Measure I, or members of the Citizens' Oversight Committee, please call or email:

Melinda Martinez
 Executive Secretary
 Office of the Superintendent/President
 805-922-6966 ext. 3454
melinda.martinez1@hancockcollege.edu

Measure I online

The agendas, minutes, and annual reports for Bond Measure I Citizens' Oversight Committee meetings are posted on the college's website. To learn more about Measure I, visit www.hancockcollege.edu/measurei.

2024 Allan Hancock Joint Community College District Board of Trustees

Gregory A. Pensa, President

Area 5 (Santa Ynez Valley, Vandenberg Space Force Base, East Santa Maria, and the Cuyama Valley)

Hilda Zacarias, Vice President

Area 1 (Northern Santa Maria)

Alejandra Enciso, Trustee

Area 3 (Central Santa Maria, Guadalupe)

Jeffery Hall, Trustee

Area 4 (Lompoc Valley)

Suzanne Levy, Ed.D., Trustee

Area 2 (Casmalia, South Santa Maria, Orcutt)

Oscar Rivera, Student Trustee

Kevin G. Walthers, Ph.D.

Superintendent/President



800 South College Drive,
Santa Maria, CA 93454-6399
www.hancockcollege.edu/measurei
805-922-6966

To: Board of Trustees	Date: April 15, 2025
From: Superintendent/President	
Subject: Acceptance of Employee Retirement and Resignations	Item Number: 14.B.
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
Maldonado, Frankie	Career Center Program Specialist	Career Center	04/16/25	09/19/18
Norris, Kelsie	Winery Operations/Lab Specialist	Agriculture	04/17/25	02/01/20

Retirement(s)

Employee Name	Position	Department	Effective Date	Employment Date
Maxwell, Lydia	Counselor	EOPS/CARE & CalWORKs	05/24/25	10/10/88

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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To: Board of Trustees	Date:
From: Superintendent/President	April 15, 2025
Subject: Board Policy and Administrative Procedure Reference Updates	Item Number: 14.C.
Institutional Goal: Accreditation Standard I	Enclosures: Page 1 of 3

BACKGROUND

Update 44 from the Community College League of California required reference-only changes on the following board policies and 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.

- BP/AP 6200, Budget Preparation

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

BP 6200 BUDGET PREPARATION

Each year, the Superintendent/President shall present a budget, prepared in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual, to the Board of Trustees. The schedule for presentation and review of budget proposals shall comply with state law and regulations, and provide adequate time for Board study.

Budget development shall meet the following criteria:

- The annual budget shall support the District's strategic and educational plans and be developed in consultation with appropriate groups.
- Assumptions upon which the budget is based are presented to the Board for review.
- A schedule is provided to the Board by June of each year that includes dates for presentation of the tentative budget, required public hearing(s), Board study session(s), and approval of the final budget. At the public hearings, interested persons may appear and address the Board regarding the proposed budget or any item in the proposed budget.
- Budget projections address long-term goals and commitments.

References: Education Code Section 70902(b)(5)
Title 5 Sections 58300 et seq.
~~WASC/ACCJC Accreditation Standard III.D3~~

Adopted: 7/11/17
Revised: 12/20/22



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

AP 6200 BUDGET PREPARATION

The District's budget planning supports institutional goals and is linked to other institutional planning efforts (per AP 3250 Institutional Planning). The Councils and Committees, Pathways to Decision Making (CCPD) at Allan Hancock College establishes the budget processes, procedures, and timelines. The tentative budget shall be presented no later than July 1 [*Title 5 Section 58305 subdivision (a)*], and the final budget no later than September 15 [*Title 5 Section 58305 subdivision (c)*]. A public hearing on the budget shall be held on or before September 15 [*Title 5 Section 58301*].

Budget development processes include consultation with appropriate groups. A copy of the adopted annual financial and budget report shall be submitted to the California Community College Chancellor's Office on or before October 10 [*Title 5 Section 58305 subdivision (d)*]. Appropriate budget and financial information shall be submitted to the California Community College Chancellor's Office.

References: Education Code Section 70902 subdivision (b)(5);
 Title 5 Sections 58300 et seq.;
 ACCJC Accreditation Standard 3 ~~III.D~~

Approved: 11/12/19
Revised: 5/21/24

To: Board of Trustees	Date: April 15, 2025
From: Superintendent/President	
Subject: First Review of Revised Board Policy 2710, Conflict of Interest	Item Number: 14.D.
Institutional Goal: Accreditation Standard IV	Enclosures: Page 1 of 5

BACKGROUND

Board policy 2710, Conflict of Interest, has been revised to reflect the addition of new positions and updated position titles.

The board policy has been vetted through the shared governance process. In addition, the policy has been submitted to the Fair Political Practices Commission for review to ensure positions meet all conflict of interest requirements.

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**

BP 2710 CONFLICT OF INTEREST

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. Sec. 18730) that contains the terms of a standard conflict-of-interest code, which can be incorporated by reference in an agency's code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices, designating officials and employees and establishing disclosure categories, shall constitute the conflict-of-interest code of the Allan Hancock Joint Community College District (District).

Designated positions shall file their statements with the District, which will make the statements available for public inspection and reproduction. (Gov. Code Section 81008.) Statements for all designated positions will be retained by the District.

Adopted: 12/17/92
Revised: 8/18/04
Revised: 11/18/08
Revised: 9/13/11

Revised: 11/18/14
Revised: 2/9/16
Revised: 12/15/20
Revised: 2/21/23

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
CONFLICT-OF-INTEREST CODE
APPENDIX A - DESIGNATED POSITIONS**

POSITION	CATEGORY
Academic Specialist/Mathematics, Engineering, & Science Achievement	3
Associate Superintendent/Vice President, Academic Affairs	1, 2
Associate Superintendent/Vice President, Student Services	1, 2
Deans	3
Deans, Associate	3
Department Chairs	3
Director, Artistic/Associate Dean, PCPA	3
Director, Admissions and Records	3
Director, Business Services	1
Director, Cal-SOAP	3
Director, Children's Center	3
Director, K-12 Partnership, Cooperative Work Experience, Career Development	3
Director, <u>Executive, Human Resources and Labor Relations</u>	3
Director, Assistant, Human Resources <u>and Labor Relations</u>	3
Director, <u>Executive, Information Technology</u>	3
Director, Institutional Grants	3
Director, EOPS and Special Outreach	3
Director, Executive, College Advancement	3
Director, Public Safety Education	3
Director, Learning Assistance Program	3
<u>Director, Lompoc Valley Center and Extended Campus</u>	<u>3</u>
Director, Managing, PCPA	3
Director, Marketing, PCPA	3
Director, Facilities	3
Director, Public Affairs and Communications	3
Director, Chief of Police	3
Director, Special Projects (Grants)	3
Director, Student Financial Aid	3
Director, <u>Student Activities Engagement and Community Outreach</u>	3
Director, Technical, PCPA	3
Landscape Supervisor	3
Maintenance Supervisor	3
Production Manager, PCPA	3
Purchasing Supervisor	1
Purchasing Coordinator, PCPA	1
Director Supervisor, Basic Needs	3
Vice President <u>Director, Executive, Institutional Effectiveness</u>	1

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
CONFLICT-OF-INTEREST CODE
APPENDIX A - DESIGNATED POSITIONS**

POSITION	CATEGORY
Board Members, Retirement Board of Authority	1
Board Members, Viticulture and Enology Foundation	3, 4
Consultants/New Positions	*

NOTE: Board Members of the Retirement Board of Authority and Board Members of the Viticulture and Enology Foundation should file under the broadest assigned disclosure if he/she also files under another position designated in the code or is listed as an 87200 filer.

* Consultants/new positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The Superintendent/President may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant/new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The Superintendent/President's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)

The following positions are not covered by the code because the positions manage public investments. Individuals holding such positions must file under Government Code Section 87200 and are listed for informational purposes only. Section 87200 requires disclosure of all investments and business positions in business entities, all income, including gifts, loans and travel payments, and real property.

Board of Trustees

Superintendent/President

Associate Superintendent/Vice President, ~~Administrative Services~~ Finance and Administration

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
CONFLICT-OF-INTEREST CODE
APPENDIX B-DISCLOSURE CATEGORIES**

Category 1: All investments and business positions in business entities, and sources of income, (including receipt of gifts, loans, and travel payments) from business entities that provide services, supplies, materials, machinery, vehicles or equipment of the type purchased or leased by the District.

Category 2:

- a. Interests in real property within the boundaries of the District that are used by the District or are of the type that could be acquired by the District as well as real property within two miles of the property used or the potential site.
- b. Investments and business positions in business entities or income (including receipt of gifts, loans, and travel payments) from sources of the type that engage in the acquisition or disposal of real property or are engaged in building construction or design for school districts.

Category 3: All investments and business positions in, and sources of income, (including receipt of gifts, loans, and travel payments) from business entities that provide services, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the designated position's department.

Category 4: Interests in real property that are used by the Foundation or are of the type that could be acquired by the Foundation.

**INFORMATION ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	April 15, 2025
Subject: First Review of Administrative Procedure and Board Policy 7120, Recruitment & Hiring	Item Number: 14.E.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 10

BACKGROUND

Revised administrative procedure and board policy 7120, Recruitment and Hiring, underwent the review process. During the review, the administrative procedure and board policy received updates recommended by the league and to closely align with current practice.

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

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

BP 7120 RECRUITMENT AND HIRING

The Board of Trustees of the Allan Hancock College Joint Community College District is committed to employing qualified faculty, classified staff, supervisory/confidential and administrators who are dedicated to student success. The board recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The board is committed to hiring processes that support the goals of equal opportunity and staff diversity and assure that all employees and applicants for employment will enjoy equal opportunity regardless of ethnic group identification, race, color, religion, gender, national origin, ancestry, age, physical or mental disability, sexual orientation, marital status, medical condition, and/or Vietnam-era veteran status. The board also commits the district to vigorous staff diversity/equal employment opportunity in all aspects of its employment program including recruitment, hiring, assignment, compensation, promotion, transfer, and with respect to all faculty classifications.

The board recognizes that to be effective, a staff diversity/equal employment opportunity program must be fully institutionalized to the extent that all members and employees of the Allan Hancock Joint Community College District have roles and responsibilities to achieve staff diversity and equal employment opportunities. The district is committed to involving all staff in the active promotion of campus diversity including recruitment of members of underrepresented groups and provision of a work and learning environment conducive to open discussion and free of intimidation, harassment, and unlawful discrimination.

The Superintendent/President shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria:

- I) An Equal Employment Opportunity plan shall be implemented according to Title 5 and Board Policy 3420, Equal Employment Opportunity.
- II) Academic employees shall possess the minimum qualifications prescribed for their positions by the Board of Governors.

- III) The criteria and procedures for hiring academic employees shall be established and implemented in accordance with Board policies and administrative procedures regarding the Academic Senate's role in local decision-making.
- IV) The criteria and procedures for hiring classified employees shall be established after first affording CSEA an opportunity to participate in the decisions under the Board's policies regarding local decision-making.

Education Code Sections 70901.2, 70902 subdivisions (b)(7) & (d), 87100 et seq.,
~~and 87458, and 87604.5;~~
Title 5 Sections 51023.5 and 53000 et seq.;
ACCJC Accreditation Standard-III.A.1.3

Adopted: 6/19/90
Revised: 12/13/04
Revised: 3/21/06

Revised: 10/2020
Revised: 5/10/22



Allan Hancock Joint Community College District
Administrative Procedure
 Chapter 7 – Human Resources

AP 7120 RECRUITMENT & HIRING

District Recruitment and Hiring Processes; Definitions

The District shall recruit and hire highly qualified employees who are skilled in serving the needs of a culturally and ethnically diverse student population, dedicated to the mission of meeting the educational and workforce needs of our community, and who embrace the mission, vision, and values of the district.

Recruitment Methods

Consistent with Title V's requirements for the recruitment and hiring of individuals so that all qualified individuals have an equal opportunity for employment and advancement in employment, the District uses a variety of recruitment efforts to attract qualified applicants to its workforce. The District will continually make efforts to assess outreach success and utilize new recruitment sources that help ensure a broad and diverse pool of candidates.

Open Recruitments

The District actively recruits from both within and outside the District work force to attract qualified applicants for all vacancies. This shall include outreach designed to ensure that all persons are provided the opportunity to seek employment with the District. The requirement of open recruitment shall apply to all full-time and part-time vacancies in all job categories and classifications, including faculty, classified employees, confidential employees, categorically funded positions, and all executive and administrative positions. Recruitment for regular full-time faculty and educational administrator positions shall be at least statewide and, at a minimum, shall include seeking qualified applicants and posting job announcements with the California Community College Registry. Recruitment for part-time faculty positions may be conducted separately for each vacancy or by annually establishing a pool of eligible candidates, but in either case full and open recruitment is required consistent with this section.

Recruitment Periods

The District shall set its recruitment periods so that it can maximize the opportunity to get a broad, diverse pool of qualified candidates for consideration. The following guidance will be used to set minimum recruitment periods, ~~though~~ ~~the~~ The District will use its experience in recruiting for particular disciplines or positions to shorten or lengthen the

time period, with the approval of the Chief Human Resources Officer (CHRO), in order to achieve the above objective. The District also may extend recruitment periods if that objective has not been met by the original recruitment period. The minimum period for shortened or extended recruitments is seven (7) days.

Minimum Recruitment Periods:

1. Academic/Classified Administrators – 4 weeks open until filled with an initial review date no sooner than four weeks.
2. Full-time faculty – 4 weeks
3. Part-time faculty – open, continuous recruitment (renewed each academic year)
4. Supervisory/Confidential staff – 3 weeks
5. Classified staff – 2 weeks

Any recruitment may be listed as “open until filled” as determined by the area administrator in consultation with human resources. For recruitments that specify a priority recruitment or first review deadline, and state that the recruitment is “open until filled,” the District will consider all applications received before the priority or first review deadline. If no selection is made, the committee will consider applications received after first review deadline, and all applications received prior to commencing second review.

Advertising and Outreach

Recruitment for all open positions will normally include, but not be limited to, placement of job announcements in the following instruments:

1. District career website
2. District social media and other electronic media outlets.
3. Local and regional community publications or job boards.
4. Publications, including electronic media that are distributed to the general market and to newspapers, publications whose primary audience is comprised of groups found to be underrepresented in the District’s workforce.
5. California Community Colleges Registry
6. Publications, including electronic media, that are targeted to the professions and/or disciplines appropriate to the position.
7. Recruitment booths at job fairs or conferences oriented to both the public and economically disadvantaged as well as those events drawing significant participation by groups found to be underrepresented in the District’s workforce

Job Announcements

Job announcements shall state clearly the job specifications setting forth the knowledge, skills, and abilities necessary to job performance; representative duties of the job, and the educational and experience minimum qualifications for the job.

For all district positions, job requirements shall include a demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

Job specifications, including any “required,” “desired,” or “preferred” qualifications beyond the state minimum qualifications that the District wishes to utilize, shall be reviewed by the CHRO before the position is announced, to ensure conformity with the requirements of equal employment regulations and state and federal nondiscrimination laws, and to be consistent with the District’s Equal Employment Opportunity (EEO) Plan.

Application Requirements

All applications for full-time and part-time faculty, management, classified, and confidential positions shall be submitted to the Human Resources Office through its online applicant tracking system. Applicants may contact the human resources department if they need assistance in applying for a district position. A complete application profile must be received by the posted deadline and must include the following:

A. ~~Candidate Information~~ District job application.

B. Additional specified documentation, which may include:

- A resume/CV
- Copies of college transcripts
- Cover letter for the position
- Evidence of required licenses/certificates as appropriate
- A list of professional references, including a recent supervisor
- Any other requested materials appropriate to the advertised position

Application materials ~~Materials not required by the job announcement will not be reviewed by the hiring committee. submitted but not requested will not be reviewed by the screening committee. Submitted application materials will not be returned to applicants.~~

Applicants who apply for more than one position must submit an application to each position separately.

Only completed applicant profiles will be forwarded to the committee.

Minimum Qualifications Screening Review of Applicants

The CHRO or designee will validate that the applicant pool is sufficiently qualified and diverse. If it is not, the CHRO may make a recommendation to the superintendent/president to extend or cancel the recruitment, or to proceed with the current pool. For regular full-time faculty recruitments, this process is completed in consultation with the Diversity Resource Specialist (DRS).

If the applicant pool is deemed sufficient, the CHRO or designee will review all applications for minimum qualifications and forward all qualified candidates to the Screening and Interview Committee for consideration. In consultation with the committee chair, the CHRO or designee will review applicants in question in meeting minimum

qualifications and err on the side of inclusion in including them in the final pool of applicants released to the committee.

Faculty applicants seeking an equivalency to the established minimum qualifications must submit an equivalency form with their application materials. Human resources will forward all requests for equivalency to the Professional Standards Committee for review in accordance with AP 7211.

When a recruitment yields a small pool, in cases where the position is specialized, the CHRO or designee may forward all candidates to the committee without review and will inform the committee chair that no initial screening was done.

Screening and Interview Committee

Consistent with Title V, section 53024, all screening and interview committees should have diverse membership, considering such factors as gender, race, ethnicity, age, sexual orientation, and experience.

The appointing groups and individuals should work with the Human Resources Office prior to making appointments, to further the District's obligations to have diverse membership on its committees. Committee members will come from the regular District workforce, though the CHRO can make exceptions in compelling circumstances, as outlined below.

Additional Considerations:

In order to achieve a diverse committee membership, the CHRO may appoint additional members to any committee. The CHRO also may appoint committee members from outside the District's workforce where it serves the District's interests to do so. A recommendation to make these appointments may be made by the committee chair.

If the appointing bodies or individuals, after being given adequate notice and opportunity to make an appointment, are not able to make an appointment in a timely manner, the CHRO, in consultation with appropriate area administrators, will select members to serve on a committee. A determination of "adequate notice" shall consider the urgency of the timeline of the recruitment and hire and shall be at least five working days.

Except where a different minimum size of committee is stated, the minimum size of a screening and interview committee for regular college positions is three (3) people. Larger committees are allowed.

Obligations of Screening and Interview Committee Members

Employees must have received anti-bias, diversity hiring training within the last two years to be qualified to serve on a hiring committee. The Human Resources Office shall track the date of the training of all employees.

Committee members must attend all meetings of the hiring committee, including the committee orientation, final screening, interview sessions, and the deliberation meeting. Failure to attend all meetings and interviews disqualifies the member from further service on the committee.

Committee members must understand and agree to all confidentiality and conflict of interest rules and requirements. All committee members will sign a statement acknowledging their assumed responsibilities as committee members.

Committee members will review the job description and announcement, including the minimum qualifications and preferred or desired qualifications. With the guidance of the CHRO or designee to limit its screening and inquiries to job-related criteria, and under the leadership of the committee chair, members are responsible to develop screening criteria, scales, rubrics, and forms to use during the screening process, and questions, scales, rubrics, and forms to use during the interviews. The committee also should agree on an appropriate follow-up questions procedure. All screening criteria will be decided on before any applications are reviewed by the committee.

The committee also will determine whether the position requires any pre-employment tests or demonstration of skills and will recommend the content and format of such tests.

All pre-employment testing and demonstration of skills will be approved, conducted, and monitored by the Human Resources Office, except that teaching demonstrations will be conducted by the committee, and monitored by the committee chair.

The committee will establish its timelines for screening and interviews, with a goal of completing the tasks in as short a time frame as is consistent with a thorough and careful review, and consistent with best practices.

The committee will determine the number of candidates to invite for interview, using a natural break in scores as one of its guides. After interviews, the committee will determine, for faculty and administrative hires, which candidates to forward to the superintendent/president for final interviews. For classified and supervisory/confidential positions, the committee determines which candidate to recommend for hire; the chair may recommend a second interview with the area Vice President in cases where consensus cannot be reached on a final candidate. In any case, where no recommendation is made to forward or hire, the chair shall consult with the CHRO to discuss options for moving forward.

Remote Interviews

Remote Interview as an Individual Accommodation

Candidates may request a remote interview to accommodate geographic or other barriers to traveling for interviews. Such accommodations may be made for first-

round initial interviews, and teaching demonstrations; however, candidates may be required to travel for final interviews.

Remote Interview as Initial/First-round/Screening

Remote interviewing may be used for an “initial” or “first-round” interview whereby all initially selected candidates receive a remote interview to determine who shall proceed to the next process. These distance interviews should be technical (discipline/expertise specific) in nature and may not include teaching demonstrations or presentations. The decision to conduct Initial/First-round interviews remotely for all candidates shall be made by committee consensus at the committee orientation.

Skills and Teaching Demonstrations and Writing Samples

Committees may require that candidates provide some performance indicator that they have the skills, knowledge, and ability to perform the job. The candidate shall be apprised in advance if such additional performance indicators are to be part of the interviewing process. Writing samples and/or performance indicators, if any, shall be developed by the committee.

All evaluation procedures, including teaching demonstrations (if appropriate), writing samples, and/or other performance indicators, will be reviewed by the Chief Human Resources Officer/Equal Employment Officer for conformance with EEO principles. When the final candidates are forwarded to the superintendent/president for final interview, the CHRO/EEO Officer will confirm in writing that the evaluation procedures were in conformance.

Conditions of Employment

Following an offer of employment, but prior to assuming position with the District candidates must:

1. Submit to criminal background investigation
2. Demonstrate freedom from tuberculosis consistent with AP 7336
3. Undergo a general physical examination at district expense
4. Provide proof of minimum qualifications as appropriate (e.g., official transcripts)
5. Complete all new hire paperwork to include government form I-9 and tax forms
6. Complete mandatory sexual harassment/non-discrimination training (within six months of hire date)
7. Other mandated/regulatory requirements as appropriate

Conformance with EEO principles

The CHRO/EEO Officer or designee will affirm whether the interview questions, composition of the committee, and other evaluation procedures conform to EEO principles and requirements. Affirmation of compliance will be forwarded to the

superintendent/president with the final candidates for interview (for faculty and administrators) or recommendation for hire (for classified and confidential staff).

If the CHRO/EEO Officer finds at any stage of the process that EEO principles or procedures were violated and creates an adverse impact, they will stop the process and attempt to implement solutions to the problem, the violation will also be reported to the superintendent/president.

The CHRO/EEO Officer in consultation with the hiring committee may determine specific interview and selection techniques be used to ensure an accurate and fair selection process. These techniques may include, but are not limited to, competency-based and behavioral interviewing, "blind" review and selection, remote interviews, rating scales/rubrics, and other strategies to support fair and equitable selection processes.

References:

Education Code Sections 87100 et seq., 87400, 87604.5, and 88003;

ACCJC Accreditation Standard III.A.13

Approved: 6/19/90
Revised: 12/13/04
Revised: 3/21/06

Revised: 10/2020
Revised : 4/19/22



INFORMATION ITEM

To: Board of Trustees	Date: April 15, 2025
From: Superintendent/President	
Subject: First Review of Board Policy 7250, Educational Administrators	Item Number: 14.F.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 4

BACKGROUND

Revised board policy 7250, Educational Administrators, underwent the review process. During the review, the board policy received updates recommended by the league and to closely align with current practice.

The board policy is recommended by the Community College League of California'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 7250 EDUCATIONAL ADMINISTRATORS

An educational administrator is a person employed by the Board of Trustees in a supervisory or management position as defined in Government Code Sections 3540 et seq.

~~It is the responsibility of the Superintendent/President and Board of Trustees to create and fill administrative positions at their discretion. The creation and filling of positions will be reviewed through the shared governance process.~~

Educational administrators are those who exercise direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services programs of the District.

~~Any provisions for retreat rights shall be in accordance with the following:~~

~~An educational administrator who has not previously acquired tenure as a faculty member in the District shall have the right to become a first year probationary faculty member once his/her administrative assignment expires or is terminated, if all of the following criteria are met:~~

- ~~• The process by which the Board reached the determination shall be developed and agreed upon. The administrator meets the criteria established by the District for minimum qualifications for a faculty position, in accordance with procedures developing jointly by representatives of the Board and the Academic Senate and approved by the Board. The agreed upon process shall include reasonable procedures to ensure that [the Board relies shall rely primarily on the advice and judgment of the Academic Senate to determine that an administrator possesses minimum qualifications for employment as a faculty member.~~
- ~~— The requirements of Education Code Section 87458(c) and (d), or any successor statute, are met with respect to prior satisfactory service and reason for termination of the administrative assignment.~~
- ~~• The District has a vacancy for which the administrator meets minimum qualifications. A vacancy means that a position is available within the District, and the District has appropriately allocated, budgeted, and prioritized in accordance with District practice.~~

- ~~An educational administrator who had previously acquired tenure within the district shall retain retreat rights to that previously held instructional or service faculty position per Education Code Section 87454.~~

Educational administrators shall be compensated in the manner provided for by the appointment or contract of employment not to exceed four years duration. Compensation shall be set by the Board upon recommendation by the Superintendent/President. Educational Administrators shall further be entitled to health and welfare benefits made available by action of the Board upon recommendation by the Superintendent/President.

Educational administrators shall be entitled to vacation leave, sick leave, and other leaves as provided by law, these policies, and administrative procedures adopted by the Superintendent/President.

~~For educational administrators, the Board may, with the consent of the administrator concerned~~ The Board may, with the consent of the administrator concerned, terminate, (effective on the next succeeding first day of July,) the terms of employment and any contract of employment with the administrator and reemploy the administrator in another administrative assignment on any terms and conditions as may be mutually agreed upon by the Board of Trustees and the administrator for a new term to commence on the effective date of the termination of the existing term of employment.

If the Board determines that the administrator is not to be reemployed in any administrative position when ~~his/ her/their~~ contract expires, notice to an educational administrator shall be in accordance with the terms of the existing contract. If the contract is silent, notice shall be in accordance with Education Code Section 72411.

The evaluation of the educational administrators must include consideration of the employee's demonstrated, or progress toward, proficiency in diversity, equity, inclusion, and accessibility competencies that enable work with diverse communities.

An educational administrator who has not previously acquired tenure as a faculty member in the District shall have the right to become a first-year probationary faculty member once his/her their administrative assignment expires or is terminated, if all of the following criteria are met:

- The administrator meets the criteria established by the District for minimum qualifications for a faculty position, in accordance with procedures developing jointly by representatives of the Board and the Academic Senate and approved by the Board. The Board shall rely primarily on the advice and judgment of the Academic Senate to determine that an administrator possesses minimum qualifications for employment as a faculty member.
- The requirements of Education Code Section 87458(c) and (d), or any successor statute, are met with respect to prior satisfactory service and reason for termination of the administrative assignment.
- The District has a vacancy for which the administrator meets minimum qualifications. A vacancy means that a position is available within the District, and

the District has appropriately allocated, budgeted, and prioritized in accordance with District practice.

Also see BP/AP 7120 titled Faculty Hiring as well as BP/AP 7260 titled Classified Administrators.

References: Education Code Sections 72411 et seq., 87002(b), 87457-87460, 88013, and 88027-88029;
Government Code Section 3540.1(g) and (m);
Federal Fair Labor Standards Act

Adopted: 10/89 (for 2010), **1979** (for 2040), **4/21/98** (for 2200), & **5/21/91** (for 4950)

Revised: 6/93 (for 2010) & **8/18/98** (for 2040)

Revised: 1/4/95

Revised: 1/20/04

Revised: 5/19/15

(Replaces Board Policies 2010, 2040, and 2200)

To: Board of Trustees	Date:
From: Superintendent/President	April 15, 2025
Subject: Monthly Report, Associate Superintendent/Vice President, Academic Affairs	Item Number: 14.G.
Institutional Goal: Ed Master Plan Goal C. Student Progression through Program of Study	Enclosures: Page 1 of 1

BACKGROUND
Carceral Programs Professional Development

In March, faculty and staff participated in a professional development session focused on academic programs in carceral settings, led by Deborah Pirman, Rena Alspaw, and Stefanie Aye. Participants toured the Lompoc Federal Prison and the North County Jail, heard from incarcerated students, had discussions with faculty who have taught in these facilities, and engaged in Q & A with consultants who are leading the way in best practices for supporting students and faculty in similar programs across the state. The result has increased awareness of and enthusiasm for teaching in these locations and serving these populations.

Public Safety Training

The law enforcement program will kick off their first 5-week probation course in April. Upon completion, students will receive a California certificate enabling them to immediately be hired by probation departments in all 58 counties. The first cohort will have both independent and agency sponsored students.

The CORE custody academy will graduate 13 recruits for the Santa Barbara Sheriff's Department on April 30 who will begin their careers as custody deputies.

Administrator Initiating Item: Robert Curry	Final Disposition:
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To: Board of Trustees	Date: April 15, 2025
From: Superintendent/President	
Subject: Monthly Report, Associate Superintendent/Vice President, Student Services	Item Number: 14.H.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 2

BACKGROUND
Counseling – Student Education Plans & Retention Support

This year, the general counseling team of counselors and specialists have been focused on increasing student education plan completion and engaged in retention activities to support students' academic success. Last year, Counseling Department Chair, Ben Britten, Ph.D., launched a successful SEPtember campaign that increased Comprehensive Student Education Plan (CSEP) completion. In an attempt to generate similar increases in the spring semester, the team added the following CSEP awareness campaigns:



In addition to bringing awareness to the importance of student education plans, counselors and specialists have partnered to provide networking opportunities to introduce students to the general counseling team through activities like Cafecito y Chisme, Coachella y Chisme, cultural movie nights, and a Student Services Lotería with the hopes that the familiarity will bring a better response rate to the email and call follow-ups that the team has been engaged in this academic year.

Administrator Initiating Item: Genevieve Siwabessy	Final Disposition:
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ALLAN HANCOCK COLLEGE
 ALLAN HANCOCK COLLEGE COUNSELING PRESENTS
COACHELLA Y CHISME

Join us for music, food, fun, and connection!

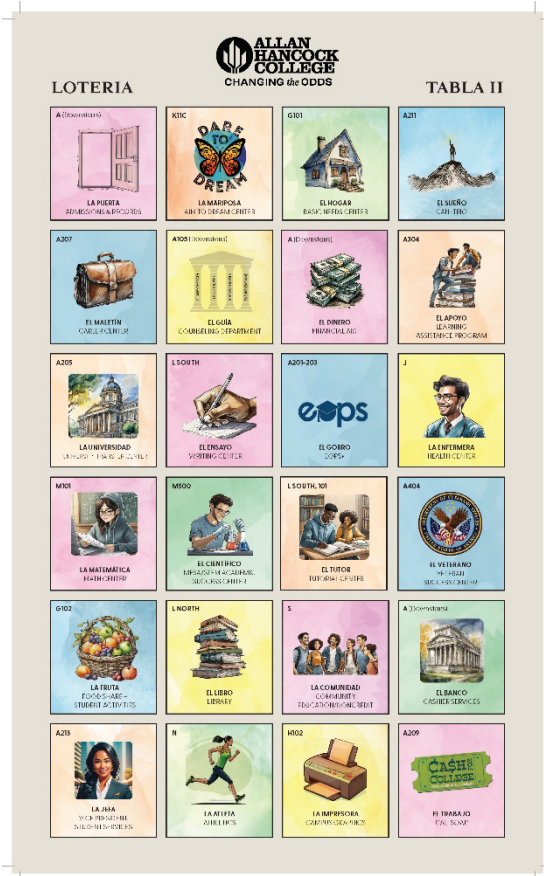
This is your chance to get to know your counselors in a laid-back, fun setting.

Santa Maria Campus
 Monday, April 7 • 10-11:30 a.m.
 Mechanics Bank Student Center
 Room G 106 A&B

Lompoc Valley Center
 Thursday, April 10 • 10:30 a.m.-12 p.m.
 Bldg. 1 Conference Room

Scan Here!

All interpretive services are live captioning available upon request. Please email jdowning@ahc.ccd.edu. This event will be photographed by an AH-C photographer. Your presence constitutes consent to be photographed for any purpose.



ALLAN HANCOCK COLLEGE
 CHANGING the ODDS

LOTERIA

A (Decoración) LA PUERTA DEBESO/HA BASTO/CIERRO	K11C LA MARIPOSA AHÍ YO DEBÍA CHEF'S	G301 EL HOGAR EASY/NEEDS CHEF'S	A21 EL SUERO CASH TRO
A307 EL MALETÍN CASH TRO/US	A301 (Universidad) LA OGGIA COMUNIDAD/DEPENDIENTE	A. EL LIBRO EL LIBRO FRANCÉS/US	A304 EL APYO EL LIBRO ASISTENTE PROGRAM
A205 LA UNIVERSIDAD UNIVERSITY/FRANCÉS/US	L SOUTH EL LIBRO VOTING CENTER	A205-203 eops EL GOBRO EOPS	J LA INFERMERA HEALTH CENTER
M01 LA MATEMÁTICA MATH CENTER	M100 EL CIENTÍFICO DESIGNER/US/FRANCÉS SUCESOS/US/US	L SOUTH, 101 EL TUTOR TUTOR/US/US/US	A404 EL VETERANO FR. 1028 SUCESOS/US/US/US
G102 LA TROTA FOODS/ABC STUDENT SERVICES	L NORTH EL LIBRO LIBRARY	S LA COMUNIDAD COMUNITY FACULTAD/INSTRUMENT	A (Universidad) EL BANCO CASH/EDUCACIÓN
A215 LA JISA US/FRANCÉS/US SUCESOS/US/US	H LA ALFIFA JOURNAL/US	H102 LA IMPRESORA CASH/US/US/US	A209 CASH COLLEGE EL TRABAJO CASH/US/US

TABLA II

Ultimately, this work and so much more, has been funded by the Student Equity and Achievement Program (SEAP) allocation, managed by Dean, Student Services, Yvonne Teniente and supported by Administrative Assistant III James Coon, in executing the plan to reduce opportunity gaps for students. To date, SEAP funding has also provided funding for the college's tutoring programs; student milestone celebrations; orientation events; registration events; student field trips and competitions; guest speakers; peer mentors and embedded tutors; open anatomy lab and math center facilitators; various club activities; faculty research and professional development; supplies and instructional materials for carceral courses; and direct aid to students.

To: Board of Trustees	Date:
From: Superintendent/President	April 15, 2025
Subject: Monthly Report, Executive Director, Institutional Effectiveness	Item Number: 14.I.
Institutional Goal: Accreditation Standard I	Enclosures: Page 1 of 1

BACKGROUND
Program Review Support

Institutional Effectiveness (IE) staff continue to support the collegewide program review process by providing data, consultation, and survey development. Each year, programs analyze one core topic and respond to annual prompts. This spring, Ms. Erica Biely supported the development and administration of 10 program review surveys used to gather faculty and student input for analysis. Dr. Erik Arevalo met with faculty to provide data and guidance related to student learning outcomes, assessment, and the use of Strategic Planning Online (SPOL) software. Mr. Armando Cortez has been improving and updating the program review dashboard to enhance data accessibility, and Dr. Craig Bach is leading the evaluation of the process with Institutional Effectiveness colleagues and the Institutional Effectiveness Council (IEC). This collaborative support ensures that departments have access to relevant, disaggregated data needed to complete their annual program planning updates and core topic reflections.

Annual Retreat Follow-up

Following up on the work completed at the annual planning retreat, the IE office is working with the IEC to put forward three recommendations to College Council. The first is focused on prioritizing enhancements to Councils and Committees Pathways to Decisions (CCPD) in the areas of participation, communication, and efficiency. The second is focused on ideas supporting the college's achievement of its three prioritized key performance indicators (KPIs) (comprehensive student education plan completion, unit completion in the first term, and math/English completion in the first year). The third recommendation is focused on enhancing the college's effectiveness at moving from the collaborative decisions that come out of the CCPD to the actions and follow-up needed to implement those decisions.

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

To: Board of Trustees	Date: April 15, 2025
From: Superintendent/President	
Subject: Monthly Report, Executive Director, College Advancement	Item Number: 14.J.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 1

BACKGROUND
Public Affairs and Communications Submits Entries for Statewide Awards

This month, the Public Affairs and Communications department attended the annual California Community Colleges Public Relations Organization (CCPRO) conference in San Diego. Prior to the conference, our team submitted entries of their creative and strategic work in a variety of categories for the 2025 CCPRO Awards to be judged in a competition among our peers. Since this report is submitted before the announcement of the awards, we will report on any awards the office receives during the board meeting.

Administrator Initiating Item: Jon Hooten	Final Disposition:
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To: Board of Trustees	Date:
From: Superintendent/President	April 15, 2025
Subject: Monthly Report, Associate Superintendent/Vice President, Finance and Administration	Item Number: 14.K.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 1

BACKGROUND

Position management, which consists of the tracking of details, including funding, for every position on campus is time intensive but extremely important. Salary and benefits make up a significant portion of the budget so it's important to ensure the details of each position are regularly updated and accurate. About 15 months ago the district formed a working group to assess and review how the district manages positions.

The group meets monthly and includes members from human resources, information technology services, budget, finance, payroll, and other administrative areas. They discuss technical issues, identify and solve problems and assess current processes to recommend improvements.

Over the last 12 months the group has implemented a number of changes in our banner financial system to improve how positions are tracked and identified. The team also developed and published an automated position report for all supervisors. The report was developed through the combined efforts of information technology services, human resources, and the budget office. It provides information on every position within each supervisor's organization. Details provided for each position include:

- Position Number
- Position Title
- Status of Position (i.e. Active)
- Employee ID
- Employee Last Name
- Employee First Name
- Fund Code
- Organization Code
- Account Code
- Program Code
- Budget Percent
- Annual Salary
- FTE
- Salary Grade
- Salary Step
- Salary Amount Expended
- Supervisor Last Name

Supervisors can use the report to ensure the accuracy of their positions, to track changes, and to plan for future organizational needs. It also improves transparency by decentralizing the information from a single budget analyst out to every person who oversees full-time employees.

Administrator Initiating Item: Dennis Curran	Final Disposition:
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To: Board of Trustees	Date: April 15, 2025
From: Superintendent/President	
Subject: A Monthly Report on the Year-to-Date Financial Data for Various Funds	Item Number: 14.L.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 22

BACKGROUND

Attached are copies of financial statements for the following funds:

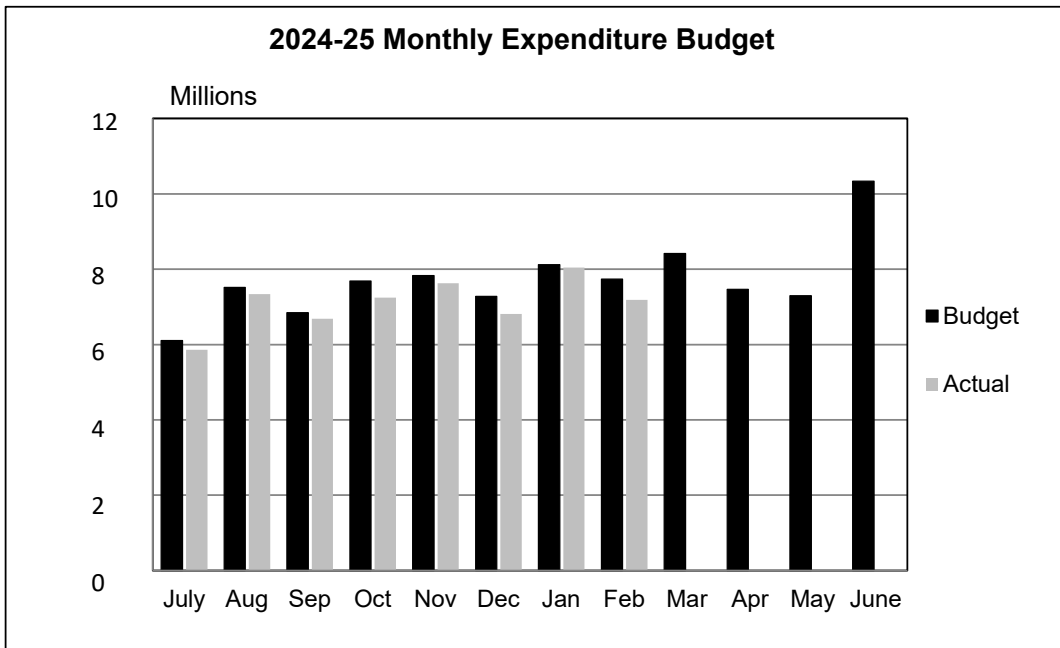
General Fund - Unrestricted
 General Fund - Restricted
 Child Development Fund
 PCPA Fund
 Capital Outlay Projects Fund
 General Obligation Bond Building Fund
 Dental Self-Insurance Fund
 Property and Liability Self-Insurance Fund
 Post-Employment Benefits Fund
 Other Post-Employment Benefits (OPEB)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

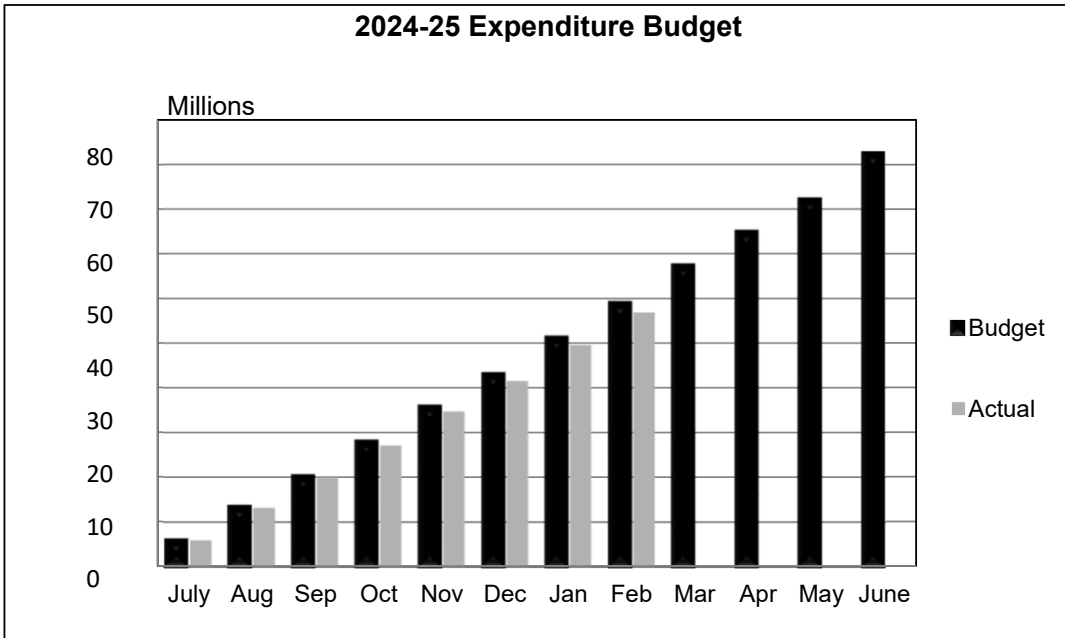
	February Budget	February Expenditures	Percentage Variance
Academic Salaries	2,861,487	2,774,548	96.96%
Classified Salaries	1,860,662	1,777,345	95.52%
Employee Benefits	1,571,448	1,514,610	96.38%
Supplies and Materials	101,307	95,582	94.35%
Other Operating Expenses	699,483	468,105	66.92%
Capital Outlay	84,116	37,248	44.28%
Other Outgo/Transfers	<u>558,755</u>	<u>515,121</u>	92.19%
	7,737,258	7,182,559	92.83%



GENERAL FUND UNRESTRICTED EXPENDITURE BUDGET

Year to Date Expenditures

	July - February Budget	July - February Year to Date	Percentage Variance
Academic Salaries	21,788,033	21,705,312	99.62%
Classified Salaries	15,450,216	14,759,725	95.53%
Employee Benefits	12,282,652	11,595,411	94.40%
Supplies and Materials	1,162,358	1,033,917	88.95%
Other Operating Expenses	5,968,523	5,720,977	95.85%
Capital Outlay	461,490	397,915	86.22%
Other Outgo/Transfers	<u>2,013,907</u>	<u>1,577,389</u>	78.32%
	59,127,179	56,790,646	96.05%



Allan Hancock College
General Fund

Income Statement by Fund
For Period Ending 02/28/2025

	<u>Unrestricted Budget</u>	<u>Unrestricted Actual</u>	<u>% Budget</u>	<u>Restricted Budget</u>	<u>Restricted Actual</u>	<u>% Budget</u>
REVENUES						
Federal Revenues	\$ 5,200	\$ 31,683	609.29%	\$ 5,534,174	\$ 1,037,695	18.75%
State Revenues	59,442,965	31,247,153	52.57%	38,282,069	31,053,342	81.12%
Local Revenues	27,136,229	16,761,575	61.77%	2,092,874	1,614,568	77.15%
Total REVENUES	<u>86,584,394</u>	<u>48,040,411</u>	<u>55.48%</u>	<u>45,909,117</u>	<u>33,705,605</u>	<u>73.42%</u>
EXPENDITURES						
Academic Salaries	31,492,537	21,705,312	68.92%	5,374,208	2,447,558	45.54%
Classified Salaries	23,312,969	14,759,725	63.31%	9,324,449	4,523,357	48.51%
Employee Benefits	20,578,643	11,595,411	56.35%	4,729,781	1,997,817	42.24%
Supplies and Materials	1,859,804	1,033,917	55.59%	3,893,382	1,515,721	38.93%
Other Operating Exp. and Services	9,392,988	5,720,977	60.91%	7,410,665	2,644,666	35.69%
Capital Outlay	842,714	397,915	47.22%	3,664,712	1,336,527	36.47%
Total EXPENDITURES	<u>87,479,654</u>	<u>55,213,257</u>	<u>63.12%</u>	<u>34,397,197</u>	<u>14,465,646</u>	<u>42.05%</u>
Excess of Revenues Over/ (Under) Expenditures	(895,260)	(7,172,847)		11,511,920	19,239,959	
OTHER FINANCING SOURCES (USES)						
Other Financing Sources	0	75,474	0.00%	83,900	0	0.00%
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>75,474</u>	<u>0.00%</u>	<u>83,900</u>	<u>0</u>	<u>0.00%</u>
OPERATING TRANSFERS OUT						
Other Outgo	5,161,877	1,577,389	30.56%	9,090,847	2,297,362	25.27%
Total OPERATING TRANSFERS OUT	<u>5,161,877</u>	<u>1,577,389</u>	<u>30.56%</u>	<u>9,090,847</u>	<u>2,297,362</u>	<u>25.27%</u>
Excess of Revenues and Other Financing Sources Over/(Under)	(6,057,137)	(8,674,762)		2,504,973	16,942,597	
FUND BALANCE						
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>\$ 26,021,783</u>	<u>\$ 23,404,159</u>		<u>\$ 13,565,771</u>	<u>\$ 28,003,395</u>	

Allan Hancock College
Child Development Fund

Income Statement by Fund
For Period Ending 02/28/2025

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Federal Revenues	\$ 391,156	\$ 338,575	86.56%
State Revenues	1,423,227	952,271	66.91%
Local Revenues	563,163	146,048	25.93%
Total REVENUES	<u>2,377,546</u>	<u>1,436,894</u>	<u>60.44%</u>
EXPENDITURES			
Academic Salaries	104,459	107,858	103.25%
Classified Salaries	1,265,582	509,294	40.24%
Employee Benefits	230,887	123,207	53.36%
Supplies and Materials	326,136	61,124	18.74%
Other Operating Exp. and Services	45,653	11,649	25.52%
Capital Outlay	435,334	80,501	18.49%
Total EXPENDITURES	<u>2,408,051</u>	<u>893,633</u>	<u>37.11%</u>
Excess of Revenues Over/ (Under) Expenditures	(30,505)	543,260	
OTHER FINANCING SOURCES (USES)			
Other Financing Sources	30,000	20,000	66.67%
Total OTHER FINANCING SOURCES (USES)	<u>30,000</u>	<u>20,000</u>	<u>66.67%</u>
FUND BALANCE			
Fund balance, July 1	<u>580,666</u>	<u>580,666</u>	
Current Balance	<u>\$ 580,161</u>	<u>\$ 1,143,926</u>	

Allan Hancock College
PCPA Fund

Income Statement by Fund
For Period Ending 02/28/2025

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	\$ 2,833,920	\$ 2,409,124	85.01%
Total REVENUES	<u>2,833,920</u>	<u>2,409,124</u>	<u>85.01%</u>
EXPENDITURES			
Classified Salaries	3,568,102	2,211,952	61.99%
Employee Benefits	823,209	519,444	63.10%
Supplies and Materials	398,902	255,201	63.98%
Other Operating Exp. and Services	707,497	606,041	85.66%
Capital Outlay	36,104	21,042	58.28%
Total EXPENDITURES	<u>5,533,814</u>	<u>3,613,680</u>	<u>65.30%</u>
Excess of Revenues Over/ (Under) Expenditures	(2,699,894)	(1,204,556)	
OTHER FINANCING SOURCES (USES)			
Other Financing Sources	3,009,320	1,273,106	42.31%
Total OTHER FINANCING SOURCES (USES)	<u>3,009,320</u>	<u>1,273,106</u>	<u>42.31%</u>
OPERATING TRANSFERS OUT			
Other Outgo	1,125,433	763,696	67.86%
Total OPERATING TRANSFERS OUT	<u>1,125,433</u>	<u>763,696</u>	<u>67.86%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(816,007)	(695,146)	
FUND BALANCE			
Fund balance, July 1	4,029,232	4,029,232	
Current Balance	<u>\$ 3,213,226</u>	<u>\$ 3,334,086</u>	

Allan Hancock College
Capital Outlay Project Fund

Income Statement by Fund
For Period Ending 02/28/2025

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
State Revenues	\$ 0	\$ 0	0.00%
Local Revenues	25,000	304,331	1,217.32%
Total REVENUES	<u>25,000</u>	<u>304,331</u>	<u>1,217.32%</u>
EXPENDITURES			
Supplies and Materials	47,133	2,117	4.49%
Other Operating Exp. and Services	107,323	22,048	20.54%
Capital Outlay	6,739,865	1,314,507	19.50%
Total EXPENDITURES	<u>6,894,321</u>	<u>1,338,672</u>	<u>19.42%</u>
Excess of Revenues Over/ (Under) Expenditures	(6,869,321)	(1,034,341)	
OTHER FINANCING SOURCES (USES)			
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>
OPERATING TRANSFERS OUT			
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	(4,131,361)	(1,034,341)	
FUND BALANCE			
Fund balance, July 1	14,076,905	14,076,905	
Current Balance	<u>\$ 9,945,544</u>	<u>\$ 13,042,563</u>	

Allan Hancock College
General Obligation Bond Fund

Income Statement by Fund
For Period Ending 02/28/2025

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	\$ 75,000	\$ 89,546	119.39%
Total REVENUES	<u>75,000</u>	<u>89,546</u>	<u>119.39%</u>
EXPENDITURES			
Supplies and Materials	0	0	0.00%
Other Operating Exp. and Services	61,343	42,037	68.53%
Capital Outlay	6,061,574	873,501	14.41%
Total EXPENDITURES	<u>6,122,916</u>	<u>915,538</u>	<u>14.95%</u>
Excess of Revenues Over/ (Under) Expenditures	(6,047,916)	(825,992)	
FUND BALANCE			
Fund balance, July 1	<u>6,309,167</u>	<u>6,309,167</u>	
Current Balance	<u>\$ 261,251</u>	<u>\$ 5,483,175</u>	

Allan Hancock College
Dental Self Insurance Fund

Income Statement by Fund
For Period Ending 02/28/2025

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	\$ 714,425	\$ 497,928	69.70%
Total REVENUES	<u>714,425</u>	<u>497,928</u>	<u>69.70%</u>
EXPENDITURES			
Other Operating Exp. and Services	769,917	506,209	65.75%
Total EXPENDITURES	<u>769,917</u>	<u>506,209</u>	<u>65.75%</u>
Excess of Revenues Over/ (Under) Expenditures	(55,492)	(8,281)	
FUND BALANCE			
Fund balance, July 1	<u>979,127</u>	<u>979,127</u>	
Current Balance	<u>\$ 923,635</u>	<u>\$ 970,846</u>	

Allan Hancock College
Self Ins - Property & Liab. Fund

Income Statement by Fund
For Period Ending 02/28/2025

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	\$ 4,000	\$ 13,134	328.36%
Total REVENUES	<u>4,000</u>	<u>13,134</u>	<u>328.36%</u>
EXPENDITURES			
Supplies and Materials	0	0	0.00%
Other Operating Exp. and Services	51,187	40,846	79.80%
Capital Outlay	15,875	8,698	54.79%
Total EXPENDITURES	<u>67,063</u>	<u>49,544</u>	<u>73.88%</u>
Excess of Revenues Over/ (Under) Expenditures	(63,063)	(36,410)	
FUND BALANCE			
Fund balance, July 1	<u>855,019</u>	<u>855,019</u>	
Current Balance	<u>\$ 791,956</u>	<u>\$ 818,609</u>	

Allan Hancock College
Post Employment Benefits Fund

Income Statement by Fund
For Period Ending 02/28/2025

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	\$ 4,000	\$ 15,427	385.67%
Total REVENUES	<u>4,000</u>	<u>15,427</u>	<u>385.67%</u>
EXPENDITURES			
Other Operating Exp. and Services	31,300	3,300	10.54%
Total EXPENDITURES	<u>31,300</u>	<u>3,300</u>	<u>10.54%</u>
Excess of Revenues Over/ (Under) Expenditures	(27,300)	12,127	
FUND BALANCE			
Fund balance, July 1	<u>1,018,975</u>	<u>1,018,975</u>	
Current Balance	<u>\$ 991,675</u>	<u>\$ 1,031,102</u>	

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0101 -11-03818-04



RHBPT-HANCOCK-DELEGATED DISCRETION
ACCOUNT 6746018043

Period from February 1, 2025 to February 28, 2025

MARKET AND COST RECONCILIATION

	02/28/2025 MARKET	02/28/2025 BOOK VALUE
Beginning Market And Cost	10,690,825.21	10,320,396.21
Investment Activity		
Interest	139.53	139.53
Dividends	19,567.01	19,567.01
Change In Unrealized Gain/Loss	94,103.76	.00
Assets Received Or Delivered Adjustment	86,394.57	.00
Total Adj Change In Unrealized Gain/Loss	180,498.33	.00
Net Accrued Income (Current-Prior)	- 15.53	- 15.53
Total Investment Activity	200,189.34	19,691.01
Plan Expenses		
Administrative Expenses*	- 8,904.77	- 8,904.77
Total Plan Expenses	- 8,904.77	- 8,904.77
Other Activity		
Free Receipts	.00	82,148.00
Free Deliveries	- 86,394.57	- 82,148.00
Total Other Activity	- 86,394.57	.00
Net Change In Market And Cost	104,890.00	10,786.24
Ending Market And Cost	10,795,715.21	10,331,182.45

MARKET AND COST RECONCILIATION MESSAGES

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

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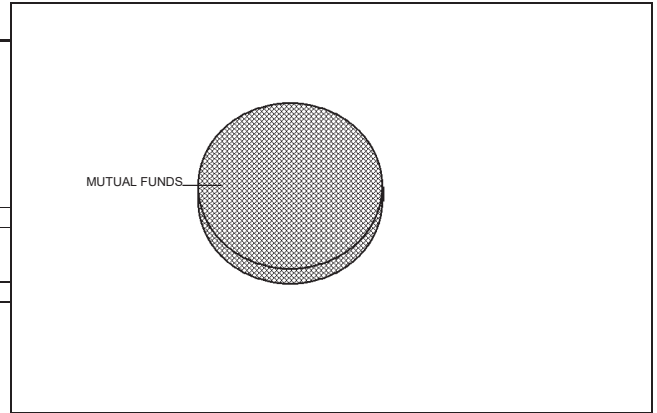
RHBPT-HANCOCK-DELEGATED DISCRETION
 ACCOUNT 6746018043

Period from February 1, 2025 to February 28, 2025

ASSET SUMMARY

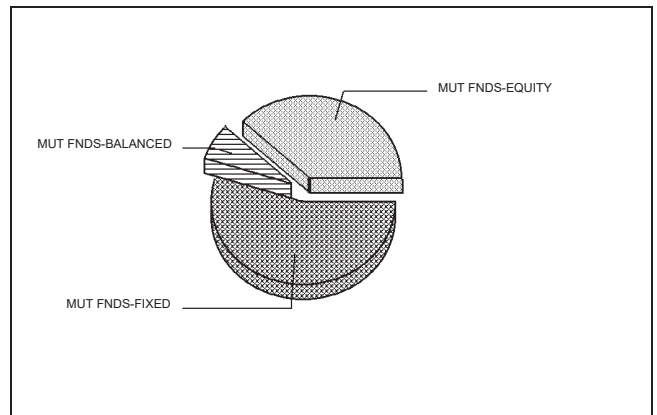
ASSETS	02/28/2025 MARKET	02/28/2025 BOOK VALUE	% OF MARKET
Cash And Equivalents	30,128.78	30,128.78	0.28
Mutual Funds-Equity	4,061,505.25	3,396,242.92	37.62
Mutual Funds-Fixed Income	5,998,102.34	6,261,105.47	55.56
Mutual Funds-Balanced	705,835.76	643,562.20	6.54
Total Assets	10,795,572.13	10,331,039.37	100.00
Accrued Income	143.08	143.08	0.00
Grand Total	10,795,715.21	10,331,182.45	100.00

Estimated Annual Income **370,404.18**



ASSET SUMMARY MESSAGES

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



Allan Hancock College
Associated Students Trust Fund

Income Statement by Fund
For Period Ending 02/28/2025

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	\$ 93,061	\$ 120,821	129.83%
Total REVENUES	<u>93,061</u>	<u>120,821</u>	<u>129.83%</u>
EXPENDITURES			
Supplies and Materials	323,094	281,226	87.04%
Other Operating Exp. and Services	108,117	88,738	82.08%
Total EXPENDITURES	<u>431,211</u>	<u>369,964</u>	<u>85.80%</u>
Excess of Revenues Over/ (Under) Expenditures	(338,150)	(249,143)	
OTHER FINANCING SOURCES (USES)			
Other Financing Sources	428,270	428,270	100.00%
Total OTHER FINANCING SOURCES (USES)	<u>428,270</u>	<u>428,270</u>	<u>100.00%</u>
OPERATING TRANSFERS OUT			
Other Outgo	192,475	189,245	98.32%
Total OPERATING TRANSFERS OUT	<u>192,475</u>	<u>189,245</u>	<u>98.32%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(102,354)	(10,118)	
FUND BALANCE			
Fund balance, July 1	<u>303,998</u>	<u>303,998</u>	
Current Balance	<u>\$ 201,644</u>	<u>\$ 293,881</u>	

Allan Hancock College
Student Representation Fee Trst Fnd

Income Statement by Fund
For Period Ending 02/28/2025

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	\$ 41,120	\$ 40,974	99.64%
Total REVENUES	<u>41,120</u>	<u>40,974</u>	<u>99.64%</u>
EXPENDITURES			
Other Operating Exp. and Services	<u>29,378</u>	<u>20,111</u>	<u>68.46%</u>
Total EXPENDITURES	<u>29,378</u>	<u>20,111</u>	<u>68.46%</u>
Excess of Revenues Over/ (Under) Expenditures	11,742	20,863	
OPERATING TRANSFERS OUT			
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	11,742	20,863	
FUND BALANCE			
Fund balance, July 1	<u>21,814</u>	<u>21,814</u>	
Current Balance	<u>\$ 33,556</u>	<u>\$ 42,677</u>	

Allan Hancock College
Student Body Center Fee Trust Fund

Income Statement by Fund
For Period Ending 02/28/2025

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	\$ 25,300	\$ 24,950	98.62%
Total REVENUES	<u>25,300</u>	<u>24,950</u>	<u>98.62%</u>
EXPENDITURES			
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	24,950	
FUND BALANCE			
Fund balance, July 1	<u>95,030</u>	<u>95,030</u>	
Current Balance	<u>\$ 115,649</u>	<u>\$ 119,980</u>	

Allan Hancock College
Student Financial Aid Trust Fund

Income Statement by Fund
For Period Ending 02/28/2025

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Federal Revenues	\$ 11,178,459	\$ 16,303,447	145.85%
State Revenues	3,965,246	4,026,077	101.53%
Local Revenues	0	7	0.00%
Total REVENUES	<u>15,143,705</u>	<u>20,329,531</u>	<u>134.24%</u>
OTHER FINANCING SOURCES (USES)			
Other Financing Sources	634,762	635,546	100.12%
Total OTHER FINANCING SOURCES (USES)	<u>634,762</u>	<u>635,546</u>	<u>100.12%</u>
OPERATING TRANSFERS OUT			
Other Outgo	15,778,467	19,288,418	122.25%
Total OPERATING TRANSFERS OUT	<u>15,778,467</u>	<u>19,288,418</u>	<u>122.25%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	0	1,676,658	
FUND BALANCE			
Fund balance, July 1	<u>21,809</u>	<u>21,809</u>	
Current Balance	<u>\$ 21,809</u>	<u>\$ 1,698,467</u>	

Allan Hancock College
Scholarship and Loan Trust Fund

Income Statement by Fund
For Period Ending 02/28/2025

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

Allan Hancock Joint Community College District
 Plan Activity Report - Pension
 As of February 28, 2025



Month	Balance at the 1st of the Month	Contributions	Earnings	Expenses	Distributions	Transfers	Balance at the End of Month
December 2024	\$ 5,056,725.28	\$0.00	(\$112,649.96)	(\$1,358.20)	\$0.00	\$0.00	\$ 4,942,717.12
January 2025	\$ 4,942,717.12	\$0.00	\$76,912.06	(\$1,329.31)	\$0.00	\$0.00	\$ 5,018,299.87
February 2025	\$ 5,018,299.87	\$0.00	\$55,454.60	(\$1,346.81)	\$0.00	\$0.00	\$ 5,072,407.66

Allan Hancock College
Student Clubs Agency Fund

Income Statement by Fund
For Period Ending 02/28/2025

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	\$ 29,096	\$ 31,582	108.55%
Total REVENUES	<u>29,096</u>	<u>31,582</u>	<u>108.55%</u>
EXPENDITURES			
Supplies and Materials	19,074	7,702	40.38%
Other Operating Exp. and Services	9,477	2,586	27.28%
Total EXPENDITURES	<u>28,551</u>	<u>10,287</u>	<u>36.03%</u>
Excess of Revenues Over/ (Under) Expenditures	544	21,295	
OPERATING TRANSFERS OUT			
Other Outgo	20,530	19,530	95.13%
Total OPERATING TRANSFERS OUT	<u>20,530</u>	<u>19,530</u>	<u>95.13%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(19,985)	1,766	
FUND BALANCE			
Fund balance, July 1	<u>64,195</u>	<u>64,195</u>	
Current Balance	<u>\$ 44,210</u>	<u>\$ 65,961</u>	

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ALLAN HANCOCK COLLEGE FOUNDATION
STATEMENT OF OPERATIONS
FOR THE PERIOD ENDING 02/28/2025

	Cash Admin	General Operations	Restricted	Scholar- ships	Endowment Principal	Endowment Rev/Exp	Total
REVENUES:							
Contributions, Gifts, Grants & Endwmnts	0	123,940	420,743	342,650	135,011	0	1,022,344
Non Cash Contribution	0	0	9,432	0	0	0	9,432
Interest and Investment Income	0	29,819	0	0	0	569,333	599,152
Realized Gain/Loss on Invest	0	5,692	0	0	0	455,394	461,086
Unrealized Gain/Loss on Invest	0	18,578	0	0	0	484,065	502,642
Other Local Revenues	0	1,201	7,305	3,550	0	0	12,056
Total Revenues	0	179,230	437,480	346,200	135,011	1,508,792	2,606,712
EXPENSES:							
Non Bargaining Unit	0	199,369	0	0	0	0	199,369
Benefits	0	47,546	0	0	0	0	47,546
Instructional Printing	0	0	1,517	0	0	0	1,517
Public Relations/Recognitions	0	1,756	13	0	0	0	1,769
Office/Operational Supplies	0	1,698	10,829	0	0	0	12,528
Non Instr Printing	0	6,313	1,652	0	0	0	7,965
Food - Business Meetings/Events	0	11,570	47,758	0	0	0	59,329
In-Kind Food Supplies	0	0	185	0	0	0	185
Indep Contractor (Individuals)	0	12,820	37,328	0	0	0	50,148
Service Contracts (Businesses)	0	6,228	37,675	0	0	0	43,903
In-Kind Service Contracts (Busnss)	0	0	3,302	0	0	0	3,302
Travel - All Travel Costs	0	4,380	1,653	0	0	0	6,033
In-Kind Travel Expense	0	0	946	0	0	0	946
On-Site-Prof. Develop/Webinars	0	888	200	0	0	0	1,088
District Community Activities	0	750	0	0	0	0	750
Foundation Community Activities	0	17,703	0	0	0	0	17,703
Dues & Memberships	0	5,195	294	0	0	0	5,488
Non-Tech Licenses, Permits, Fees	0	446	1,863	0	0	0	2,309
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	10,614	45,759	0	0	0	56,372
Postage/Express Services	0	2,407	566	0	0	0	2,973
Advertising/Sponsorships	0	3,575	39	0	0	0	3,614
In-Kind Advertising	0	0	5,000	0	0	0	5,000
Bank Service Charges	0	878	379	0	0	0	1,257
Investment Brokerage Fees	0	2,138	0	0	0	111,746	113,884
Cash Over and Short	0	0	0	0	0	0	0
PCPA Support	0	0	0	58,572	0	0	58,572
Equipment	0	631	9,176	0	0	0	9,807
Student Assistance	0	0	6,991	0	0	0	6,991
Scholarships	0	2,461	3,500	549,919	0	0	555,879
Total Expenditures	0	369,132	219,338	608,491	0	111,746	1,308,707
Net Income (Loss)	0	(189,902)	218,141	(262,291)	135,011	1,397,046	1,298,005
OTHER FINANCING SOURCES/OUTGO:							
Intrafund Transfer-In	0	95,696	226,029	282,174	41,737	0	645,636
Intrafund Transfers-Out	0	19	51,223	2,000	0	592,394	645,636
Other Transfer-In	0	305,750	0	0	0	0	305,750
Net Transfers	0	401,427	174,807	280,174	41,737	(592,394)	305,750
Net Inc/Dec in Fund Bal	0	211,525	392,948	17,883	176,748	804,652	1,603,755
FUND BALANCE:							
Fund Equity, July 1	0	735,205	1,662,110	836,488	17,531,279	4,617,775	25,382,858
Current Balance	0	946,730	2,055,058	854,371	17,708,027	5,422,427	26,986,613

AHC Viticulture & Enology Foundation
Statement of Operations
For The Period Ending 02/28/2025

Revenue

Contributions, Gifts, Grants & Endowments	1,741
Non Cash Contribution	15,271
Other Local Revenues	100
Net Revenue	17,112

Wine Operations

Shipping Fee Revenue	579
Sales and Commission	88,265
Sales Discounts	(33,599)
Net Sales	55,245

Cost of Goods Sold	(32,834)
Gross Profit (Loss)	22,411
Gross Profit Margin	40.6%

Total Revenues 39,523

Expenditures

Office/Operational Supplies	7,454
In Kind Supply Expense	1,966
Inventory Allocation Expense	(35,481)
Non Instr Printing	21
Food - Business Meetings/Events	345
Service Contracts (Businesses)	24,762
Travel - All Travel Costs	1,563
Non-Tech Licenses, Permits, Fees	699
In Kind-Software/Technology Licenses	11,655
Insurance	181
Facility Leases	100
Land Lease	400
Repairs (Labor-Diagnostic)	3,652
Excise Tax	19
Sales Tax Expense	84
Postage/Express Services	822
Advertising/Sponsorships	1,482
Merchant Fees	1,303
Gain/Loss-Disposal of Assets	3,763
Cash Over and Short	5
Equipment	2,070
Equipment-In Kind	1,650
Total Expenditures	28,516

Net Income (Loss) 11,007

Fund Balance

Fund Balance, July 1	165,319
Current Balance	<u>\$176,326</u>

APRIL 2025

ALLAN HANCOCK COLLEGE

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 2:30 p.m. Softball vs. Santa Barbara City College	2	3 2:00 p.m. Baseball vs. Santa Barbara City College	4	5 8:00 a.m. <i>Community Food Share 1st & 3rd Saturday</i> 9:00 a.m. VITA Tax Prep Community Ed Building S 12:00/2:00 p.m. Softball vs. Ohlone College
6	7	8 2:30 p.m. Softball vs. Cuesta College	9	10 2:00 p.m. Baseball vs. Ventura College	11	12 1:00 p.m. Softball vs. Fresno City College
13	14 3:00 p.m. Softball vs. Pasadena City College	15 6:00 p.m. Board of Trustees Meeting 2:30 p.m. Softball vs. Oxnard College	16	17 3:00 p.m. Baseball vs. L.A. Pierce College 1:00 p.m. Softball vs. Santa Monica College	18 9:00 a.m. AI Summit Fine Arts Complex	19 1:00 p.m. Baseball vs. Cuesta College
20	21	22 2:30 p.m. Softball vs. Ventura College	23	24 <i>Waitress through May 11</i> Marian Theatre 2:00 p.m. Baseball vs. Santa Barbara City College	25 2:00 p.m. Baseball vs. Ventura College	26
27	28	29	30 10:00 a.m. CORE Custody Graduation LVC PSTC			

MAY 2025

ALLAN HANCOCK COLLEGE

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 <i>Waitress</i> through May 11 Marian Theatre 7:00 p.m. Folklorico Invitational Concert through May 3 Boyd Concert Hall	2 4:00 p.m. MESA/STEM Student Recognition Celebration ARC Patio	3 8:00 a.m. <i>Community Food Share</i> 1st & 3rd Saturday
4	5	6	7	8	9 5:30 p.m. Noncredit Recognition Ceremony Boyd Concert Hall	10
11	12	13	14 Spring Classes End	15 Spring Final Exams through May 21	16 10:00 a.m. Fire Academy Graduation LVC PSTC 11:00 a.m. Transfer Stars Celebration Boyd Concert Hall 12:30 p.m. EMS Graduation LVC PSTC	17
18	19	20 6:00 p.m. Board of Trustees Meeting	21 2:00 p.m. Retirements Recognitions Celebration Fine Arts Complex Courtyard	22 5:30 p.m. Scholarship Banquet Joe White Memorial Gym	23 10:30 a.m. Commencement Football Field	24
25	26 Memorial Day College Closed	27	28	29	30	31