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

AGENDA
Regular Board Meeting
Tuesday, June 10, 2025

Boys & Girls Club
Closed Session – Arts and Crafts Room
Open Session – Gym
4689 11th Street, Guadalupe, CA 93434

		Page	Tentative Time
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

		Page	Tentative Time
	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 May 20, 2025, regular board meeting.	6
10.	Presentations	
10.A.	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 04/01/25 through 04/30/25	15
11.B.	Approval of Employee Personnel Actions	18
11.C.	Approval of Part-time Faculty Appointments, Regular Faculty Overload Assignments and Special Assignments/Stipends	22
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11.H.	Approval of Revised Student Worker Salary Schedule, SS-85	90	
11.I.	Approval of Change Orders for the Baseball/Softball Changing Rooms Project (Bid No. 25-01)	91	
11.J.	Approval of 2027-2031 Five-Year Construction Plan	92	
11.K.	Approval of Notice of Completion for the LVC Children's Center Outdoor Play Yard Project (Rebid No. 25-02)	194	
11.L.	Approval of Final Project Proposal for Building N, Gym Renovation	195	
11.M.	Second Review of Revised Board Policy 4021, Program Vitality	228	
11.N.	Second Review of Revised Board Policy 4222, Remedial Coursework	231	
11.O.	Second Review of Revised Board Policy 5015, Residence Determination	233	
11.P.	Second Review of Revised Board Policy 5035, Withholding of Student Records	235	
11.Q.	Second Review of Revised Board Policy 5040, Student Records, Directory Information, and Privacy	237	
11.R.	Second Review of Revised Board Policy 5500, Standards of Student Conduct	241	
11.S.	Second Review of Revised Board Policy 6300, Fiscal Management	245	
11.T.	Second Review of Revised Board Policy 6340, Bids and Contracts	247	
11.U.	Second Review of Revised Board Policy 6400, Financial Audits	250	
11.V	Second Review of Revised Board Policy 6520, Security for District Property	252	

12. Oral Reports
    - 12.A. Superintendent/President's Report
    - 12.B. Board Member Reports
    - 12.C. Association Reports
        1) Academic Senate
        2) California School Employees Association
        3) Associated Student Body Government
        4) AHC Foundation
        5) Management Association

		Page	Tentative Time
	6) Part-Time Faculty Association		
	7) Faculty Association		
13.	Action Items		
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13.B.	Adoption of Resolution 25-27, Reduction in Classified Employees	256	
13.C.	Adoption of the 2025-2026 Tentative Budget	258	
13.D.	Acceptance of Grants Approved and Review of Grant Proposals	287	
13.E.	Approval of Time Change for the July 15 Board Retreat	289	
14.	Information		
14.A.	First Review of K-12 CCAP Agreements with the School Districts	290	
14.B.	Acceptance of Employee Retirements and Resignations	471	
14.C.	2027-2031 Deferred Maintenance Plan	472	
14.D.	First Review of Revised Board Policy 3930, Minors on Campus	473	
14.E.	First Review of Revised Administrative Procedure 5020, Nonresident Tuition	477	
14.F.	First Review of Revised Administrative Procedure 5045, Student Records – Challenging Content and Access Log	480	
14.G.	First Review of Revised Administrative Procedure 5050, Student Success and Support Program	483	
14.H.	First Review of Revised Board Policy and Administrative Procedure 5410, Associated Student Elections	488	
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		Page	Tentative Time
14.O.	A Monthly Report on the Year-to-Date Financial Data for Various Funds	526	
15.	New Business		
16.	Calendar	549	
17.	Adjournment		

The next regular meeting of the Board of Trustees will be held on Tuesday, July 15, 2025, at the Lompoc Valley Center. Open session begins at 10:00 a.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, May 20, 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

1. Call to Order

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

   Trustees absent: Enciso

   Administrators present: Curry, Ramirez, Walthers

2. Public Comment to Closed Session

   No public comment was made.

3. Adjourn to Closed Session

   Trustee Zacarías adjourned the meeting to closed session at 5:05 p.m.

4. Reconvene to Open Session

   Trustee Enciso was present for open session.

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

   Administrators present: Bach, Curry, Hooten, Ramirez, Siwabessy, Specht, Walthers

5. Action Taken in Closed Session

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

6. Pledge of Allegiance

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

7. Approval of Agenda as Presented

   On a motion by Trustee Ostini, 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

8. Public Comment

No public comment was made.

9. Approval of Minutes

9.A. Approval of Minutes from the April 15, 2025, regular board meeting

On a motion by Student Trustee Shrecengost, seconded by Trustee Levy, the board of trustees voted to approve the minutes for the April 15, 2025, regular board meeting. (Ayes: Student Trustee, Enciso, Levy, Ostini, Pensa, Zacarías; Noes: None; Absent: None)

10. Presentations

10.A. Fraud Mitigation Efforts

Dr. David Vasquez, director, Admissions & Records, gave a presentation on fraud mitigation, highlighting institutional risks and key data, including total aid disbursed and suspected fraud cases. He noted fraud diminishes apportionment and increases operational costs. Dr. Vasquez discussed Hancock's mitigation efforts and the strategies implemented to combat fraudulent student accounts.

10.B. Changing the Odds Moment

Dr. Walthers shared Student Trustee Ora Shrecengost, was awarded the Randy Taylor Award by the Alpha Gamma Sigma Honor Society Club. This award recognizes the student with the highest rating for outstanding service.

11. Consent Agenda

On a motion by Trustee Pensa, seconded by Trustee Levy, the board of trustees voted to approve the consent agenda, on a roll-call vote as follows:
Ayes: Student Trustee, Enciso, Levy, Ostini, Pensa, Zacarías
Noes: None
Abstentions: None

12. Oral Reports

12.A. Superintendent/President's Report

Dr. Walthers attended a performance of *Waitress* and enjoyed the show. He shared he is impressed by everyone's hard work in reaching the end of the semester. He noted a dean has been hired for Mary Dominguez's position and HR is currently conducting reference checks for Rick Rantz's replacement. Additionally, he mentioned the board's interest in rescheduling the June board meeting to June 10.

12.B. Board Member Reports

Trustee Zacarías attended the Noncredit Recognition Ceremony and expressed her gratitude to all who contributed to the success of the program. She shared her hope that a trustee would continue to attend this event in the future as a board representative.

Trustee Enciso attended the 2026 CCLC Annual Trustee Conference. She congratulated the noncredit students who participated in the recognition ceremony for their achievements.

Trustee Levy plans to attend all end-of-the-year events this week.

Trustee Ostini attended the MESA/STEM event, as well as the Fire Academy and EMT Academy graduations. He expressed his honor in participating in the Central Coast Honor Flight trip.

Trustee Pensa attended the Public Safety Training Center graduations and commended Dave Whitham for organizing wonderful ceremonies. Additionally, he participated in the CCLC Annual Trustee Conference, noting the league's support for the 50 percent law, and attended the California Community College Trustees (CCCT) Board meeting.

Student Trustee Shrecengost attended the folklórico performance and several end-of-the-year celebrations, including the ASBG year-end banquet, where instructors Tim Doyle, Mark Miller, and Dalila SantaCruz were honored. She highlighted there were 42 active clubs on campus this year and the successful organization of four blood drives. She expressed her gratitude to everyone for their support of the student body.

12.C. Association Reports

1) Faculty Association

Roger Hall commented he will miss retiring dean Rick Rantz’s wealth of knowledge. He shared the association is working on the CCAP MOU and thanked Tom Lamica, Bob Curry, and Ruben Ramirez for their collaboration. Mr. Hall announced he will not be president of the association next year. He commended the spirit of democracy in the board meetings throughout the years.

2) Academic Senate

No Report

3) California School Employees Association

Toby McLaughlin thanked Dr. Curry for the Academic Affairs retreat held during spring break. He reported CSEA has developed a website to provide

members information on how the association advocates on their behalf. Mr. McLaughlin shared CSEA will be holding informational meetings to review 13 job descriptions along with a chapter meeting to discuss the benefits' town hall.

4) Associated Student Body Government

Angela Ruiz shared ASBG students enjoyed dinner and a performance of *Waitress*. She commented Chellis Ying Hood was the keynote speaker for the Asian American and Pacific Islander Celebration. Ms. Ruiz reported ASBG Elections were held, and the newly elected president and student trustee will be at the July board meeting. She is looking forward to participating in commencement on Friday and shared she has committed to UCLA.

5) AHC Foundation

Jon Hooten is looking forward to the Scholarship Awards Banquet on Thursday, May 22. He shared the Foundation will be awarding $605,000 in scholarships to 416 students this year including 18 new scholarships. He noted that current and former faculty and staff are the largest donors to the Foundation.

6) Management Association

Tom Lamica and Yvonne Teniente thanked Dr. Walthers for his leadership this year. They shared the team launched a new and improved financial aid offer letter for the 2025/26 academic year, ensuring compliance for veteran students. They also commended David Whitham for successfully organizing the Public Safety graduations and highlighted the milestone of graduating the first probation cohort this year. Mr. Lamica and Ms. Teniente thanked the board for the opportunity to serve and announced that Laura Becker and Stephanie Robb will be the new co-chairs of the Management Association for next year.

7) Part-Time Faculty Association

Monique Segura congratulated Dean Rick Rantz on his retirement, expressing that she will miss his calm presence as a dean. She shared the association, along with 15,000 educators, participated in a protest against the federal government. She requested that part-time faculty be included in future Retirement & Recognitions events. Ms. Segura also noted the State Academic Senate unanimously adopted a resolution encouraging local academic senates to collaborate more closely with bargaining units for part-time faculty.

13. <u>Action Items</u>

13.A. Adoption of Resolutions 25-09 through 25-25 Honoring Retiring Employees

On a motion by Trustee Levy, seconded by Trustee Enciso, the board of trustees adopted Resolution 25-09 through 25-25 Honoring Retiring Employees on a roll-call vote as follows:

Ayes: Student Trustee, Enciso, Levy, Ostini, Pensa, Zacarías
Noes: None
Abstentions: None

13.B. Approval of 2024-2025 Revised Adopted Budget

On a motion by Trustee Levy, seconded by Trustee Ostini, the board of trustees voted to approve revised adopted budget to the 2024-2025 district budget. (Ayes: Student Trustee, Enciso, Levy, Ostini, Pensa, Zacarías; Noes: None; Absent: None)

13.C. Approval for Rejection of Claim No. 016853915

On a motion by Trustee Pensa, seconded by Trustee Ostini, the board of trustees approved the rejection of claim No. 016853915. (Ayes: Student Trustee, Enciso, Levy, Ostini, Pensa, Zacarías; Noes: None; Absent: None)

13.D. Acceptance of Grant Approved and Review of Grant Proposals Submitted

On a motion by Trustee Enciso, seconded by Trustee Pensa, 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. Information Items

Trustee Zacarías pulled items 14.B. through 14.S. to be reviewed at the July board retreat.

14.A. Acceptance of Employee Retirement and Resignations

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

14.B.-14.S. Trustee Zacarías pulled items 14.B. through 14.S. to be reviewed at the July board retreat.

- First Review of Board Policy 2010, Board Membership
- First Review of Revised Board Policy 2100, Board Elections
- First Review of Board Policy 2110, Vacancies on the Board
- First Review of Board Policy 2200, Board Duties and Responsibilities
- First Review of Board Policy 2210, Officers
- First Review of Board Policy 2220, Committees of the Board
- First Review of Board Policy 2305, Annual Organizational Meeting
- First Review of Board Policy 2320, Special and Emergency Meetings
- First Review of Board Policy 2330, Quorum and Voting
- First Review of Board Policy 2350, Speakers
- First Review of Board Policy 2360, Minutes
- First Review of Board Policy 2365, Recording

- First Review of Board Policy 2410, Board Policies and Administrative Procedures
- First Review of Revised Board Policy 2430, Delegation of Authority to the Superintendent/President
- First Review of Board Policy 2431, Superintendent/President Selection
- First Review of Board Policy 2432, Superintendent/President Succession
- First Review of Board Policy and Administrative Procedure 2435, Evaluation of the Superintendent/President
- First Review of Board Policy and Administrative Procedure 2510, Shared Governance

14.T. First Review of Revised Board Policy 4021, Program Vitality

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

14.U. First Review of Board Policy and Revised Administrative Procedure 4222, Remedial Coursework

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

14.V. First Review of New Administrative Procedure 4232, Pass/No Pass

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

14.W. First Review of Revised Board Policy and Administrative Procedure 5015, Residence Determination

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

14.X. First Review of Revised Board Policy and Administrative Procedure 5035, Withholding of Student Records

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

14.Y. First Review of Revised Board Policy and Administrative Procedure 5040, Student Records, Directory Information, and Privacy

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

14.Z. First Review of Revised Administrative Procedure 5203, Student Lactation Accommodation

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

14.AA. First Review of Revised Board Policy and Administrative Procedure 5500, Standards of Student Conduct

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

14.BB. First Review of Revised Board Policy and Administrative Procedure 6300, Fiscal Management

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

14.CC. First Review of Revised Administrative Procedure 6325, Payroll

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

14.DD. First Review of Revised Board Policy 6340, Contracts and Revised Administrative Procedure 6340, Bids and Contracts

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

14.EE. First Review of Revised Administrative Procedure 6345, Bids and Contracts – CUPCCAA

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

14.FF. First Review of Revised Administrative Procedure 6360, Contracts – Electronic Systems and Materials

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

14.GG. First Review of Revised Board Policy and Administrative Procedure 6400, Audits

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

14.HH. First Review of Revised Board Policy and Administrative Procedure 6520, Security for District Property

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

14.II. First Review of New Administrative Procedure 7343, Industrial Accident & Illness Leave

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

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

Dr. Curry reported Julia Sokolovska and Deb Pirman represented Hancock at the Lompoc Workforce Pipeline. He noted that former Student Trustee Oscar Rivera shared outcomes and recommendations from a study conducted during his internship with Supervisor Hartmann. Additionally, Dr. Curry shared the Career Center hosted its annual advisory meeting.

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

Dr. Siwabessy reported the Promise Registration Rally was a huge success, with a total of 373 students registered for summer 2025 and 1,039 for fall 2025. She noted the financial aid letter has been upgraded to provide more clarity for students. Additionally, she shared the total amount awarded in federal financial aid this year and observed that Pell awards were down, possibly due to the influence of the Hancock Promise.

14.LL. Monthly Report, Executive Director, Institutional Effectiveness

Dr. Bach shared the Institutional Effectiveness Council presented four recommendations for improvements to the shared governance structure to College Council.

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

Dr. Hooten announced the recipients of the Hancock Honors awards: Jim Glines, the Santa Ynez Valley Foundation, and Dr. Henry Davis. He also shared a list of events—17 this month alone—and praised Public Affairs and Communications, along with Campus Graphics, for their collaborative efforts in making each event a success.

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

Dr. Walthers reported we are ahead of budget.

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

No oral report was given.

15. New Business

The June board meeting date was changed from June 17 to June 10.

16. Calendar

Dr. Walthers shared events from the calendar including celebrations and graduations. He commended the facilities and planning teams for their efforts in organizing the

commencement celebration, and expressed his gratitude to the volunteers for their contributions to the Scholarship Banquet.

17. Adjournment

Trustee Zacarías adjourned the meeting at 7:31 p.m.

The next regular meeting of the Board of Trustees will be held on Tuesday, June 10, 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 COLLEGE

CONSENT ITEM

To:	Board of Trustees	Date:	
From:	Superintendent/President		June 10, 2025
Subject:	Register of Warrants and Payroll Summary 04/01/25 through 04/30/25	Item Number:	11.A.
Institutional Goal:	Accreditation Standard III	Enclosures: Page 1 of 3 Full Warrant Register online	

BACKGROUND

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

	Fund Expenditures	Total Fund Expenditures
General Fund 9410		
Invoice Warrants	$ 3,004,870.24	
Payroll 04/01/25 – 04/30/25	7,551,685.33	
Total General Fund		$ 10,556,555.57
Child Development Fund 9433		
Invoice Warrants	$108,864.45	
Payroll 04/01/25 – 04/30/25	123,347.21	
Total Child Development Fund		232,211.66
Capital Projects Fund 9440		
Invoice Warrants	0.00	
Payroll 04/01/25 – 04/30/25	0.00	
Total Capital Projects Fund		0.00
Capital Outlay Projects Fund 9441		
Invoice Warrants	2,604,734.00	
Total Capital Outlay Projects Fund		2,604,734.00
Go Bond Building Fund 9447		
Invoice Warrants	18,474.12	
Total Go Bond Building Fund		18,474.12
Self-Insurance Dental Fund 9461		
Invoice Warrants	65,927.00	
Total Self-Insurance Dental Fund		65,927.00

(continued)

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends the board of trustees approve commercial warrants CT 25056050 through 25056752 and for a subtotal of $5,802,869.81 and payroll warrants in the amount of $7,675,032.54 for a grand total of $13,477.902.35.

Administrator Initiating Item:	Final Disposition:
Dennis Curran	

	Fund Expenditures	Total Fund Expenditures
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
Grand Total All Funds		$ 13,477,902.35

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
04/01/2025 - 04/30/2025
Payroll

General Fund 10

100 Academic Salaries		
1100A	Academic Salaries Full Time	1,980,256.31
1100B	Administrators (Cert.) Non Teaching	293,685.39
1100D	Part Time Faculty	905,396.35
SUB TOTAL		**$3,179,338.05**
200 Classified Salaries		
2000A	CSEA	1,634,123.94
2000B	Confidential/Supervisory	222,595.79
2000C	Classified Administrators	301,138.70
2000E	Classified Hourly	159,848.88
2000F	Student Workers	223,705.78
2000G	Board Member	1,389.15
SUB TOTAL		**$2,542,802.24**
300 Employee Benefits		
3000A	STRS	497,151.46
3000B	PERS	578,283.62
3000C	OASDHI-FICA	210,524.72
3000D	Health & Welfare	481,955.59
3000E	EDD-SUI	2,628.04
3000F	Workers Comp	59,001.61
SUB TOTAL		**$1,829,545.04**
TOTAL FUND 10		**$7,551,685.33**

Child Development Fund 33

100 Academic Salaries		
1100A	Academic Salaries Full Time	13,559.42
SUB TOTAL		**$13,559.42**
200 Classified Salaries		
2000A	CSEA	27,204.67
2000E	Classified Hourly	13,087.99
2000F	Student Workers	48,675.08
SUB TOTAL		**$88,967.74**
300 Employee Benefits		
3000A	STRS	2,551.08
3000B	PERS	9,536.39
3000C	OASDHI-FICA	3,759.97
3000D	Health & Welfare	3,856.55
3000E	EDD-SUI	26.84
3000F	Workers Comp	1,089.22
SUB TOTAL		**$20,820.05**
TOTAL FUND 33		**$123,347.21**
TOTAL DISTRICT PAYROLL		**$7,675,032.54**

Allan Hancock College

Warrant Register

Check Dates from 4/1/2025 to 4/30/2025
Bank Code: CT

Vendor Name	Description	Amount	Warrant
Shane Anderson	Photo Conf. Reno, NV	$1,739.62	
	AI in Higher Ed San Diego, CA	$1,522.94	
		$3,262.56	CT 25056050
Maria Arvizu-Rodriguez	PREPAY MEALS 4.12.25	$1,150.00	
		$1,150.00	CT 25056051
Dana Avila	Open Mileage 3.4,25.25	$0.00	
	Open Mileage 3.4,25.25	$87.22	
		$87.22	CT 25056052
Jovany Cardenas Vargas	Open Mileage 3.10-28.25	$54.95	
	Open Mileage 3.10-28.25	$0.00	
	Open Mileage 3.10-28.25	$0.00	
		$54.95	CT 25056053
City of Guadalupe	Guadalupe Senior Center Spring 1.25-5.21.2	$6,920.00	
		$6,920.00	CT 25056054
City of Lompoc	Commercial Light Electric 7.1.2024 - 6.30.2025	$17,186.86	
		$17,186.86	CT 25056055
City Of Santa Maria	Water Services and Disposal Site Fees- Utilities,	$651.51	
	Water Services and Disposal Site Fees- Community	$152.82	
	Water Services and Disposal Site Fees- Utilities,	$2,068.38	
	Water Services and Disposal Site Fees- Community	$485.18	
	Water Services and Disposal Site Fees- Utilities,	$3,719.73	
	Water Services and Disposal Site Fees- Community	$872.53	
	Water Services and Disposal Site Fees- Utilities,	$651.51	
	Water Services and Disposal Site Fees- Community	$152.82	
	Water Services and Disposal Site Fees- Utilities,	$565.24	
	Water Services and Disposal Site Fees- Community	$132.59	
	Water Services and Disposal Site Fees- Utilities,	$240.68	
	Water Services and Disposal Site Fees- Community	$56.45	
	Water Services and Disposal Site Fees- Utilities,	$4,006.71	
	Water Services and Disposal Site Fees- Community	$939.85	
	Water Services and Disposal Site Fees- Utilities,	$1,177.85	
	Water Services and Disposal Site Fees- Community	$276.28	
	Water Services and Disposal Site Fees- Utilities,	$119.03	
	Water Services and Disposal Site Fees- Community	$27.92	
	Water Services and Disposal Site Fees- Utilities,	$136.13	
	Water Services and Disposal Site Fees- Community	$31.93	
	Water Services and Disposal Site Fees- Utilities,	$282.04	
	Water Services and Disposal Site Fees- Community	$66.16	
	Water Services and Disposal Site Fees- Utilities,	$1,061.73	
	Water Services and Disposal Site Fees- Community	$249.05	
		$18,124.12	CT 25056056
Columbia Business Center Partners Lp	Monthly utilities expenses for 2024-2025	$7,679.20	
		$7,679.20	CT 25056057
Comcast Cable	Comcast Monthly Internet Costs: 7/01/24 - 6/30/25	$185.08	

Allan Hancock College

Warrant Register

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Vendor Name	Description	Amount	Warrant
		$185.08	CT 25056058
David Degroot	Spring Curr. Regional Meeting, Merced, CA	$399.15	
	MAP CPA Training San Diego, CA	$483.05	
		$882.20	CT 25056059
Rosa Delacruz	Basic Needs Training Santa Barbara, CA	$49.00	
		$49.00	CT 25056060
Alicia Delgadillo	Open Mileage 3.7,10.25	$51.94	
		$51.94	CT 25056061
Cynthia Diaz	PREPAY MEALS 4.10-11.25 Diaz, Cynthia	$4,810.00	
		$4,810.00	CT 25056062
Mary Dominguez	Lodging was not pd with cal card afterall	$1,060.28	
		$1,060.28	CT 25056063
Jane Donnelly	COADN Conf. Monterey, CA	$1,107.38	
		$1,107.38	CT 25056064
Enterprise Rent-A-Car	Walters, Jan 3.18-22.25 Long Beach, CA	$303.40	
	CONSOLIDATED INV 38546440 BYARD	$347.90	
		$651.30	CT 25056065
Yvon Frazier	Open Mileage 9.11.24	$88.44	
		$88.44	CT 25056066
Porfirio Garcia Diaz	PREPAY OUT OF POCKET 4.16-20.25	$356.45	
	PREPAY OUT OF POCKET 4.16-20.25	$203.36	
		$559.81	CT 25056067
Christine Grelck	Open Mileage 3.19.25	$36.68	
		$36.68	CT 25056068
James Guzman	Open Mileage 3.10-28.25	$62.86	
		$62.86	CT 25056069
Gerardo Hernandez	Open Mileage 2.3-28.25	$83.37	
		$83.37	CT 25056070
Felicia Martinez	CISOA Tech Summit Burlingame, CA	$1,901.69	
		$1,901.69	CT 25056071
Shavaun Maxson	COADN Conf. Monterey, CA	$1,454.29	
		$1,454.29	CT 25056072
Delicia Navarette	Open Mileage 7.02-3.26.25	$525.00	
		$525.00	CT 25056073
Johnnie Owens	MAP Training San Diego, CA	$589.48	
		$589.48	CT 25056074
Andria Perdue-Keiser	TESOL Conv. Long Beach, CA	$1,257.02	
		$1,257.02	CT 25056075
Kenneth Perez	Open Mileage 2.25-28.25	$0.00	
	Open Mileage 2.25-28.25	$43.54	

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Vendor Name	Description	Amount	Warrant
Kenneth Perez	Open Mileage 2.25-28.25	$0.00	
		$43.54	CT 25056076
Christine Reed	Campus Tour SCU & UC Davis, CA	$839.74	
		$839.74	CT 25056077
Stephanie Robb	ASACC NSA Conf. Washington DC	$444.06	
		$444.06	CT 25056078
Oyuki Santiago	TESOL Conf. Long Beach, CA	$1,233.02	
		$1,233.02	CT 25056079
Scholarshare Investment Board	H20149628 GONZALEZ,ISAAC RINCON Return	$1,070.90	
	H20174269 ESTRADA, GIANNA Return	$534.95	
	H20174563 GAITAN, ADRIANNA Return	$531.45	
	H20174479 VERDIN, ESTRELLA Return	$531.45	
	H20150021 ZARAGOZA, DAVID Return	$530.45	
		$3,199.20	CT 25056080
Victoria Shifflett	Open Mileage 3.3-4.25	$52.36	
		$52.36	CT 25056081
Richard Soto	PREPAY MEALS 4.10-13.25	$23,700.00	
	Open Mileage 3.4-26.25	$61.60	
		$23,761.60	CT 25056082
Maria Suarez	CCC ECE Meeting Santa Barbara, CA	$153.86	
		$153.86	CT 25056083
Anabel Suarez Guzman	Open Mileage 3.28.25	$47.18	
		$47.18	CT 25056084
T-Mobile USA Inc	UNLIMITED MOBILE INTERNET HOT SPOTS	$2,313.74	
		$2,313.74	CT 25056085
Kevin Walthers	College Visit Antelope Valley Lancaster, CA	$235.90	
	CEO Symposium Monterey, CA	$1,420.60	
		$1,656.50	CT 25056086
David Whitham	Basic Course Consortium Del Mar, CA	$1,010.46	
		$1,010.46	CT 25056087
Esther Zamora	Open Mileage 1.17-31.25, 2.3-28.25	$94.08	
		$94.08	CT 25056088
19six Architects	Construction Administration	$1,537.50	
		$1,537.50	CT 25056089
42 Lines Inc	HARMONIZE LICENSE AGREEMENT, 5-23-24 TO 5-22-26	$8,750.00	
		$8,750.00	CT 25056090
AHC Foundation	FY 2024 -25 Foundation Adv Salary Reimbursement	$8,195.83	
		$8,195.83	CT 25056091
Amazon	Supplies for MESA/STEM Robotics Competition	$400.60	
	LE INSTRUCTIONAL SUPPLIES: 07-02-24 TO 05-30-25	$117.30	
	LVC Library Books: 8.09.24 - 5.31.25	$64.44	

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Vendor Name	Description	Amount	Warrant
Amazon	LVC Library Books: 8.09.24 - 5.31.25	$214.30	
	Instructional Supplies for MESA/STEM,	$597.75	
	Instructional Supplies	$264.36	
	Ergomat Polyurethane Anti-Fatigue & Anti-Static	$797.64	
	Office Supplies 7/02/24 - 5/30/25	$15.35	
	Office Supplies 7/02/24 - 5/30/25	$69.85	
	INSTRUCTIONAL SUPPLIES: 8-06-2024 to 5-31-2025	$0.82	
	Instructional Supplies:	$669.78	
	Instructional Supplies Valid 9-18-24 to 5-30-25	$275.49	
	Operational Supplies - Children's Center,	$848.47	
	Operational supplies for maintenance - 2.6.2025 to	$13.64	
	Operational supplies for maintenance - 2.6.2025 to	$100.30	
	Instructional Supplies for EMS Academy	$353.24	
	Film Instructional Supplies (DVDs) 3/7/25-5/30/25	$79.39	
	INSTRUCTIONAL SUPPLIES 07-02-24 TO 05-30-25	$174.84	
	Instructional Supplies for EMS Academy	$103.36	
	6"x9" Scotch-Brite General Purpose Hand Pads	$29.90	
	Instructional Supplies for AOJ Program,	$333.28	
	Instructional Supplies for AOJ Program,	$126.70	
	Instructional Supplies for AOJ Program,	$191.76	
	Instructional Supplies for AOJ Program,	$1,009.90	
	Instructional Supplies: Flash Drives, 3/06/25 -	$525.21	
	Instructional Supplies for AOJ Program	($61.19)	
	Instructional Supplies for AOJ Program	$667.59	
	Instructional Supplies for AOJ Program	$1,062.72	
	Drama Instructional Supplies 10/22/2024-5/30/2025	($21.41)	
	Drama Instructional Supplies 10/22/2024-5/30/2025	($21.41)	
	Instructional Supplies, 3/18/25 - 5/30/25	$271.39	
	48 color permanent marker	$43.46	
	#10 envelopes	$20.04	
	Pencil box holder	$47.81	
	Blue colored paper	$18.75	
	240 color permanent marker	$86.98	
	Orange colored paper	$18.48	
	Clipboard	$119.60	
	Disinfecting wipes	$95.00	
	Printer stand	$28.37	
	Purple colored paper	$19.02	
	15x18 Sticky Mini Easel	$38.01	
	Pink colored paper	$19.02	
	Green colored paper	$19.02	
	3 gallon wastebasket	$159.48	
	Yellow color paper	$18.46	
	Instructional Supplies 7/01/24-5/30/25	$124.60	
	Hygiene and Wellness Supplies for Students	$1,378.80	
	Hygiene and Wellness Supplies for Students	$3,716.57	
	Operational Supplies for the Basic Needs Center	$239.52	
	Instructional Supplies for Fire Academy,	$84.78	
	Instructional Supplies for EMS Academy	$21.63	
	FCS Instructional Supplies: 10/23/24 - 05/30/25	$471.15	
	Instructional Supplies for FCS, 3/18/25 - 5/30/25	$125.64	

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Vendor Name	Description	Amount	Warrant
Amazon	Instructional Supplies, 2-20-25 to 5-30-25.	($30.22)	
	Instructional Supplies, 2-20-25 to 5-30-25.	$60.44	
	Instructional Supplies, 2-20-25 to 5-30-25.	$703.42	
	Supplies for ITS: 3/24/25 - 5/30/25	$309.90	
	Supplies for ITS: 3/24/25 - 5/30/25	$56.48	
	Geelin 6 Pack Acrylic Risers for Display	$84.80	
		$17,374.37	CT 25056092
Amazon Web Services, Inc	Amazon Web Services (AWS),	$7,118.01	
		$7,118.01	CT 25056093
American Business Machines	Wide Format Supplies, Staples	$739.50	
	Canon Copier iR Adv 4251, Serial #: RKP09130, ID #	$96.52	
		$836.02	CT 25056094
American Industrial Supply	Instructional Supplies	$437.86	
	Instructional Supplies	$166.06	
		$603.92	CT 25056095
Atkinson Andelson Loya Ruud And Romo	General Legal Services	$420.00	
		$420.00	CT 25056096
Aztec Software, LLC	GED Ready Official Practice Test, Product #20013,	$1,215.00	
		$1,215.00	CT 25056097
B&H Photo Video	Photo Instructional Supplies 1/23/2025-5/30/2025	$428.86	
		$428.86	CT 25056098
BC Pump Sales And Service	Labor to repair Bell & Gossett Boiler Pump.	$354.98	
	Repair Kit for Bell & Gossett Seals	$731.90	
	Sealed bearing with snap ring	$50.99	
	Sealed bearing	$37.98	
		$1,175.85	CT 25056099
Blum & Sons Electric Inc	All labor and material to provide underground	$9,388.31	
		$9,388.31	CT 25056100
Boldyn Networks Higher Ed LLC	AWS Cloud Migration Consulting & Support Services	$5,162.25	
		$5,162.25	CT 25056101
Bremer Auto Parts	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	$54.65	
	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	$156.05	
	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	$1,277.77	
		$1,488.47	CT 25056102
Ca Schools Dental Coalition	dental insurance premiums April 2025	$65,927.00	
		$65,927.00	CT 25056103
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	$257.90	
	Calsoft Pro Reverse Osmosis System B 105	$25.95	
	Calsoft Pro Reverse Osmosis System B 207	$25.95	

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Vendor Name	Description	Amount	Warrant
		$365.70	CT 25056104
Carolina Biological	Biology Labs Supplies: 07-01-24 thru 05-31-25	$66.05	
		$66.05	CT 25056105
Carr's Boot Shop	Safety boots for employees: 7-01-24 to 6-30-25	$215.31	
		$215.31	CT 25056106
CDW Government Inc	Dell Latitude 5450 (Version 2024) - AI Ready - 14"	$1,271.35	
	Recycling Fee, CDW #654809	$4.00	
	SECUREW2 JOINNOW CONNECTOR	$24,324.67	
	SECUREW2 JOINNOW MGD DEV GTWY	$10,946.09	
	SECUREW2 JOINNOW NETAUTH	$3,564.05	
	SIIG 20-Port Industrial USB Hub -	$257.96	
	C2G 12FT USB-C to A Cable	$462.41	
	Spectrum Freedom Connection Kit -	$696.91	
	Dell Optiplex 7020 -	$10,940.34	
		$52,467.78	CT 25056107
Coast Diesel Service	Parts for Truck Driving Program	$180.04	
	Labor for Truck Driving Program,	$390.00	
		$570.04	CT 25056108
DiaMedical USA Equipment LLC	SimLabSolutions Loaded Simulated Medication Box	$1,820.45	
		$1,820.45	CT 25056109
Discount School Supply	Children's Center Operational Supplies per Quote #	$4,052.01	
	Children's Center Operational Supplies per Quote #	$18.98	
	Operational Supplies for Children's Center per	$1,106.00	
		$5,176.99	CT 25056110
Downs Government Affairs, LLC	Services for consortium project 7/1/2024-6/30/2025	$2,000.00	
		$2,000.00	CT 25056111
EKC Enterprises Inc	Consumables/Supplies to install projection screen	$163.13	
	Da-Lite FC10A72.5X116 Projector Screen	$2,809.40	
	Lift Rental Scissor Lift	$1,024.40	
	Labor	$2,662.79	
	Shipping	$128.41	
		$6,788.13	CT 25056112
Eyemed Vision Care	vision insurance retirees/COBRA April 2025	$693.31	
	vision insurance active employees April 2025	$4,089.94	
		$4,783.25	CT 25056113
Ferguson Enterprises Inc	Plumbing Supplies - 12.5.2024 - 5.30.2024	$18.31	
	Plumbing Supplies - 12.5.2024 - 5.30.2024	$26.46	
	Plumbing Supplies - 12.5.2024 - 5.30.2024	$53.29	
		$98.06	CT 25056114
Fisher Scientific Co Llc	Chemistry Lab Supplies: 7/01/24 - 5/30/25	$69.79	
	Chemistry Lab Supplies: 7/01/24 - 5/30/25	$232.06	
	Chemistry Lab Supplies: 7/01/24 - 5/30/25	$99.12	

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Vendor Name	Description	Amount	Warrant
		$400.97	CT 25056115
Franchise Tax Board	Jan through Mar 2025 vendor 592 Withholding	$410.55	
		$410.55	CT 25056116
Full Compass Systems Ltd	Alt Side Arm w/ Tee, 18" Pipe, Item #509-18-1.	$579.48	
		$579.48	CT 25056117
GotSafety, LLC	Annual Technology Package - Diamond: 7/01/24 -	$1,160.00	
		$1,160.00	CT 25056118
Grant House Sewing Machines	Brother PR1055X Entrepreneur 10 needle WiFi	$15,223.91	
	Kimberbell 20”X10yds WashAway Stabilizer.	$0.00	
	Set 35 Assorted colors of Isacord Embroidery	$0.00	
	Brother PEDesign 11 Digitizing Software.	$3,259.24	
	Mettler Metrosene Thread 500m/547yd,	$399.98	
	Janome Skyline S6 Anniversary Edition Sewing	$29,342.93	
	Janome Concealed (Invisible) zipper feet	$688.84	
	Janome AT2000D Air Thread Serger.	$2,390.33	
	Janome CP3000P Portable Coverstitch Machine.	$1,195.16	
	SunStar SIT-250 Vacuum Ironing Station.	$2,172.83	
	SPLINKBNDL Sublimation Printer.	$433.91	
	Ink Cartridges: 2 - Cyan, SP01CS	$278.31	
	Sublimation Paper 100 sheets, SP01PL	$78.28	
	Set-up onsite (PR1055 and 2 SIT-250)	$750.00	
	Freight	$300.00	
		$56,513.72	CT 25056119
Hayward Lumber Inc	Hardware-Lumber Supplies, 07-01-24 thru 05-31-25	($9.56)	
	Hardware-Lumber Supplies, 07-01-24 thru 05-31-25	$12.76	
	Hardware-Lumber Supplies, 07-01-24 thru 05-31-25	$49.09	
	Hardware-Lumber Supplies, 07-01-24 thru 05-31-25	$109.93	
		$162.22	CT 25056120
Home Depot	Maintenance Supplies - SM, 7-1-24 thru 5-31-25	$108.64	
	Maintenance Supplies - SM, 7-1-24 thru 5-31-25	$251.60	
	Maintenance Supplies - SM, 7-1-24 thru 5-31-25	$546.99	
	Instructional Supplies for Fire Academy	$109.69	
		$1,016.92	CT 25056121
Intermountain Lock And Security Supply	Tailpiece kit per Invoice #4470084	$222.76	
	Houdini Spray per Invoice #4442004	$61.53	
	Heavy Duty closer, Cast Iron surface mount	$1,450.80	
		$1,735.09	CT 25056122
Jack's All American Plumbing	Labor charge for building G - Technician Time	$400.00	
	Camera Equipment Charge	$150.00	
	Catchall for supplies	$27.19	
		$577.19	CT 25056123
Kelly Spicers Stores	Office Supplies - Paper, Wide Format and Bindery	$1,939.70	
	Office Supplies - Paper, Wide Format and Bindery	$87.63	
	Office Supplies - Paper, Wide Format and Bindery	$63.51	

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Vendor Name	Description	Amount	Warrant
		$2,090.84	CT 25056124
Kenco Construction Services, Inc	Onsite DSA Project Inspections for the	$2,520.00	
		$2,520.00	CT 25056125
Daniel Kitayama	Sound Equipment Rental	$100.00	
		$100.00	CT 25056126
Kone Inc	Elevators Service Agreement, 7-1-24 thru 6-30-25	$5,704.41	
		$5,704.41	CT 25056127
Linde Gas & Equipment Inc.	Instructional Supplies 02/07/25 - 05/30/25	$629.59	
		$629.59	CT 25056128
Lowes	Instructional Supplies, 8/21/24 - 5/31/25.	$191.87	
		$191.87	CT 25056129
M & W Pumps Inc	Service Call - Labor per Invoice 15660	$300.00	
		$300.00	CT 25056130
Matrix Security, Inc	Professional IT services to update SiteMaster SQL	$150.00	
		$150.00	CT 25056131
McKesson Medical Surgical Inc	CRYOTHERAPY KIT item #895110	$509.52	
	TAPE MEASURE item #481650	$25.42	
	EAR CURETTE item #231191	$79.75	
	BACITRACIN OINTMENT item #975422	$32.81	
	TRIPLE ANTIBIOTIC item #943299	$35.14	
	BURN CREAM item # 786382	$33.27	
	Shipping on ice	$12.00	
	PPD TUBERSOL item #162671	$669.83	
	TEST KIT, COVID-19FLU item #1266818	$324.40	
		$1,722.14	CT 25056132
Metropolitan Life Insurance Co	INSURANCE PREMIUMS MAR 2025	$6,900.96	
		$6,900.96	CT 25056133
Mission Linen Supply	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	
	Laundry Services for Automotive Collision Repair:	$22.25	
	Kitchen linen service for Culinary Arts	$47.00	
		$136.31	CT 25056134
Mission Paving Inc	Asphalt Patching: Clean, Prep, and patch pot holes	$5,000.00	
		$5,000.00	CT 25056135
ODP Business Solutions LLC	Office Supplies for General & Noncredit Counseling	$238.82	
	Office Supplies for General & Noncredit Counseling	$38.70	
	OFFICE/OPERATIONAL SUPPLIES: 7/29/24 - 5/31/25	$118.16	
	Office Supplies: 07/01/2024 - 05/30/2025	$200.43	
	Instructional Supplies VALID 3-12-25 to 5-30-25	$728.18	
	Office Supplies: 7/02/24 - 5/30/25	$814.28	
	Office Supplies	$113.26	
	Office Supplies: 7/02/24 - 5/30/25	$36.42	
	Office Operational Supplies 7/1/24 to 5/30/25	$62.90	

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Vendor Name	Description	Amount	Warrant
ODP Business Solutions LLC	Basic Needs Center Supplies, 7/01/2024 - 5/30/2025	$130.57	
	Basic Needs Center Supplies, 7/01/2024 - 5/30/2025	$190.07	
	Office Supplies: 3/05/25 - 5/30/25	$87.71	
	Office Supplies	$247.01	
	Office Supplies	$70.22	
	Office Supplies	$5.87	
		$3,082.60	CT 25056136
Oracle America Inc	Configuration Management Pack - Named User Plus	$605.41	
	Oracle Database Enterprise Edition - Named User	$8,072.15	
	Oracle Diagnostics Pack - Named User Plus	$605.41	
	Oracle Internet Developer Suite - Named User Plus	$920.64	
	Oracle Programmer - Named User Plus Perpetual	$184.13	
	Tuning Pack - Named User Plus Perpetual FULL	$605.41	
	Configuration Management Pack - Named User Plus	$198.51	
	Oracle Database Enterprise Edition - Named User	$2,694.14	
	Oracle Diagnostics Pack - Named User Plus	$198.52	
	Oracle Tuning Pack - Named User Plus Perpetual	$198.52	
	Oracle Database Enterprise Edition - Named User	$4,287.26	
	Oracle Diagnostics Pack - Named User Plus	$451.29	
	Oracle Tuning Pack - Named User Plus Perpetual	$451.29	
	Configuration Management Pack - Named User Plus	$315.91	
		$19,788.59	CT 25056137
Outfront Media	Rotating Billboard-Includes Artwork, Installation	$15,650.00	
		$15,650.00	CT 25056138
Perry'S Electric Motors & Controls	Rewind and repair Emerson Motor, Model #	$1,237.03	
		$1,237.03	CT 25056139
Portable Johns, Inc.	Rental-Servicing Portable Toilets and Hand Washing	$747.77	
		$747.77	CT 25056140
Premier Water Management, LLC	Monthly Water Treatment, Lompoc Campus	$246.20	
	Monthly Water Treatment, Santa Maria Campus	$197.90	
		$444.10	CT 25056141
Rays Auto Parts	Parts-Supplies, 07-01-24 thru 5-31-25	$8.47	
	Parts-Supplies, 07-01-24 thru 5-31-25	$47.99	
		$56.46	CT 25056142
Santa Barbara Cnty Air Pollution Control District	Emission & Toxics Fee-11210-Hancock Dr. 1	$831.01	
		$831.01	CT 25056143
	AB2588 State Fee - 01019 - Allan Hancock College	$70.00	
	Emission Fee - 01019-Hancock College	$559.01	
	Toxics Fee - 01019 - Allan Hancock College	$272.00	
		$901.01	CT 25056144
Santa Barbara Co Env Health Svc	Baseball Softball Concession Stand	$261.97	

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Vendor Name	Description	Amount	Warrant
		$261.97	CT 25056145
Santa Maria Times	Digital Reveal Ad 2025 Term 4 Classes	$350.00	
	Monthly Online Big Ad July 2024-June 2025	$1,000.00	
		$1,350.00	CT 25056146
ServerSupply.com, Inc	HPE JL679A ARUBA 6100 12G CLASS4 4 POE 2G/2SFP+	$1,382.33	
		$1,382.33	CT 25056147
Sousa Tire Service	Tire recycling 12-16-24 to 5-30-25	$40.50	
		$40.50	CT 25056148
Specialty Constructors Services Inc	Speciality Constructors, Inc. shall furnish all	$51,205.00	
		$51,205.00	CT 25056149
Strata Information Group	Consulting Financial Aid- Banner Tech Support	($2,021.25)	
	Consulting Financial Aid- Banner Tech Support	$2,021.25	
	Consulting Financial Aid- Banner Tech Support	$2,205.00	
	Consulting Financial Aid- Banner Tech Support	$345.00	
		$2,550.00	CT 25056150
Texas Life Insurance Co.	INSURANCE PREMIUMS MAR 2025	$14,037.01	
		$14,037.01	CT 25056151
The Berry Man Inc	Instructional Food Supplies for Culinary Arts:	$129.70	
	Instructional Food Supplies for Culinary Arts:	$142.05	
		$271.75	CT 25056152
Tropics	Aquarium Maintenance Service (2 visits/month):	$436.98	
		$436.98	CT 25056153
Uline Inc	Supplies for Basic Needs Pantry and Center,	$528.52	
		$528.52	CT 25056154
United Parcel Service	UPS Charges, 7-1-24 thru 6-30-25, Account	$563.57	
		$563.57	CT 25056155
United Refrigeration Inc	HVAC Supplies, 07-01-24 thru 05-31-25	$504.19	
	Browning Cogged Belt per Invoice 11159196-00	$130.82	
	Freight Charges	$15.56	
		$650.57	CT 25056156
United Site Services Of California Inc	Services - 3 Portable Toilets, 7-1-24 thru 6-30-25	$627.00	
		$627.00	CT 25056157
US Bank Corporate Payment System	Mar 25, 2025 US BANK STMT	$30,556.21	
		$30,556.21	CT 25056158
Virtual Vri	TypeWell Transcribing: Remote transcribing for	$515.00	
		$515.00	CT 25056159
Ward's Science Inc	N-ALPHA-BENZOYL-DL-ARGININE-4-NITR 1G	$87.86	
	Freight	$45.58	
	LACTASE ENZYME 30ML DROPPER BTL 1000 UT	$34.91	

Allan Hancock College

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Vendor Name	Description	Amount	Warrant
Ward's Science Inc	Freight	$18.11	
		$186.46	CT 25056160
Western Propane Service	Propane per Invoice 27203537	$50.36	
		$50.36	CT 25056161
Witmer Public Safety Group Inc	Phenix 1500 NFPA Fire Helmet w Goggles, White	$684.04	
	Phenix 1500 NFPA Fire Helmet w Goggles, White	$142.44	
	Freight	$33.99	
		$860.47	CT 25056162
Yankee Book Peddler Inc	LVC Library Books: 8.09.24 - 5.31.25	$254.06	
	LVC Library Books: 8.09.24 - 5.31.25	$101.80	
		$355.86	CT 25056163
Victoria Aguilar	Manual Refund Submitted	$225.00	
		$225.00	CT 25056164
Ana Cardenas	Manual Refund Submitted	$814.00	
		$814.00	CT 25056165
Rocio Chavez-Varela	Manual Refund Submitted	$25.00	
		$25.00	CT 25056166
Juan Gomez Mora	Manual Refund Submitted	$344.00	
		$344.00	CT 25056167
Yoshino Hongo	Manual Refund Submitted	$500.00	
		$500.00	CT 25056168
Gloria Jasso	Manual Refund Submitted	$138.00	
		$138.00	CT 25056169
Julio Juarez	Manual Refund Submitted	$500.00	
		$500.00	CT 25056170
Maryam Kazemi	Manual Refund Submitted	$138.00	
		$138.00	CT 25056171
Amalia Lopez De Jesus	Manual Refund Submitted	$25.00	
		$25.00	CT 25056172
Araceli Martinez	Manual Refund Submitted	$25.00	
		$25.00	CT 25056173
Mary Martinez	Manual Refund Submitted	$150.00	
		$150.00	CT 25056174
Leonardo Ponce Rodriguez	Manual Refund Submitted	$1,493.00	
	Manual Refund Submitted	$939.00	
		$2,432.00	CT 25056175
Nathan Trevino	Manual Refund Submitted	$163.00	
	Manual Refund Submitted	$225.00	
		$388.00	CT 25056176
Vania Agama Ramirez	PREPAY MEALS 4.18.25 AGAMA RAMIREZ	$1,525.00	

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Vendor Name	Description	Amount	Warrant
		$1,525.00	CT 25056177
Rena Alspaw	PREPAY MEALS 4.15-18.25	$1,887.27	
	PREPAY MEALS 4.15-18.25	$1,944.46	
	PREPAY MEALS 4.15-18.25	$1,887.27	
		$5,719.00	CT 25056178
Braulio Angeles	Open Mileage 3.3-31.25	$34.58	
		$34.58	CT 25056179
Erik Arevalo	RP Conf San Francisco, CA	$977.11	
		$977.11	CT 25056180
Valerie Avelino	Open Mileage 3.5-27.25	$50.33	
		$50.33	CT 25056181
Laura Becker	Open Mileage 3.26,27,28.25	$11.27	
	Pareto Health Conf. San Diego, CA	$496.40	
		$507.67	CT 25056182
Joan Bergstrom Smith	TESOL Conf. Long Beach, CA	$1,226.02	
		$1,226.02	CT 25056183
Michael Bernal	Open Mileage 3.4-31.25	$546.00	
		$546.00	CT 25056184
Ashley Brackett	PREPAY MEALS 4.18.25	$2,250.00	
		$2,250.00	CT 25056185
Martin Castillo	Open Mileage 3.3-31.25	$196.77	
		$196.77	CT 25056186
City of Lompoc	Waste Disposal-Sewer Fees 7.1.2024 - 6.30.2025	$619.80	
	Water Services 7.1.2024 - 6.30.2025	$3,479.67	
		$4,099.47	CT 25056187
	Sanitary Landfill Fees 7.1.2024 - 6.30.2025.	$58.50	
		$58.50	CT 25056188
	Waste Disposal-Sewer Fees 7.1.2024 - 6.30.2025	$1,793.06	
		$1,793.06	CT 25056189
James Colon	Open Mileage 3.2-31.25	$175.42	
		$175.42	CT 25056190
Comcast Cable	Comcast Monthly Internet Costs: 7/01/24 - 6/30/25	$231.08	
		$231.08	CT 25056191
Constellation Newenergy Inc	Electricity Services 7.1.2024 - 6.30.2025	$13.88	
	Electricity Services 7.1.2024 - 6.30.2025	$2.45	
		$16.33	CT 25056192
Sandra Cruz Martinez	Open Mileage 3.12.24	$35.91	
		$35.91	CT 25056193
Dennis Curran	Open Mileage 1.26,2.18.25	$67.48	

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Vendor Name	Description	Amount	Warrant
		$67.48	CT 25056194
Alexandra De Jounge	HSACCC Conf. Simi Valley, CA	$225.52	
		$225.52	CT 25056195
Luz Deleija	Monterey, CA	$1,107.38	
		$1,107.38	CT 25056196
Erik Diggs	Open Mileage 3.3-4.03.25	$163.80	
		$163.80	CT 25056197
Digital West Networks, Inc	Telephone Service 7/1/2024 - 6/30/2025	$4,728.19	
	Telephone Service 7/1/2024 - 6/30/2025	$1,583.13	
	Telephone Service 7/1/2024 - 6/30/2025	$1,577.83	
		$7,889.15	CT 25056198
	Internet Service 7/1/2024 - 6/30/2025	$145.00	
		$145.00	CT 25056199
Doaa Elkhatib	Open Mileage 3.3-31.25	$18.48	
		$18.48	CT 25056200
Veronica Leon	Open Mileage 3.3-27.25	$66.92	
		$66.92	CT 25056201
Monica Lopez Flores	Open Mileage 3.6-28.25	$130.90	
		$130.90	CT 25056202
Remington Los	Open Mileage 3.13,25,26.25	$22.82	
		$22.82	CT 25056203
Toby McLaughlin	Open Mileage 3.3,13,20,24.25	$111.86	
		$111.86	CT 25056204
Geraldine Montoya	Open Mileage 3.12,13,17,26.25	$33.88	
		$33.88	CT 25056205
Priscilla Morales	Open Mileage 3.1-27.25	$144.34	
		$144.34	CT 25056206
Apolinar Morales Pozos	Open Mileage 3.3,13,18,20.25	$78.40	
		$78.40	CT 25056207
Sharaya Olmeda	REIMBURSE PREPAY AIR,LOD,REG 6.25.	$2,635.84	
		$2,635.84	CT 25056208
Alicia Paniagua	ACCE Conf. San Diego, CA	$615.53	
		$615.53	CT 25056209
Trevor Passage	Open Mileage 3.3-31.25	$0.00	
	Open Mileage 3.3-31.25	$123.97	
		$123.97	CT 25056210
Kenneth Perez	Open Mileage 3.7,11,25.25	$80.92	
	Open Mileage 3.7,11,25.25	$0.00	
	Open Mileage 3.7,11,25.25	$0.00	

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Vendor Name	Description	Amount	Warrant
		$80.92	CT 25056211
Kathleen Perez Santos	Open Mileage 3.12-28.25	$46.06	
		$46.06	CT 25056212
Shelby Scott	3C2A Annual Conv. Sacramento, CA	$511.38	
		$511.38	CT 25056213
Sensorio	4.18.25 TRIO PROGRAM ALLAN HANCOCK	$1,474.00	
		$1,474.00	CT 25056214
Kristy Soriano	Open Mileage 3.3-31.25	$25.20	
		$25.20	CT 25056215
Southern California Gas Co	Natural Gas Supply 7/01/2024 - 6/30/2025	$5,572.28	
	Natural Gas Supply 7/01/2024 - 6/30/2025	$1,141.31	
		$6,713.59	CT 25056216
Yvonne Teniente	CSSOA Conf. San Francisco, CA	$133.00	
		$133.00	CT 25056217
Nathan Trevino	Manual Refund SubmittedS0193436 RI WA 25052182 9.1	$683.00	
		$683.00	CT 25056218
Verizon Select Svc Inc	Long Distance and Toll Free Service Charges	$10.75	
		$10.75	CT 25056219
Kevin Walthers	3C2A Annual Conv. Sacramento, CA	$1,095.69	
		$1,095.69	CT 25056220
Jeremy Wirth	Open Mileage 3.20,27.25	$70.56	
		$70.56	CT 25056221
AHC - Part-Time Faculty Association	Part-Time Faculty Reimbursement Per Article 11.7	$2,530.10	
		$2,530.10	CT 25056222
Amazon	Instructional Supplies, 9/23/2024 - 5/30/2025	$87.95	
	Instructional Supplies, 9/23/2024 - 5/30/2025	$932.78	
	Instructional Supplies, 9/23/2024 - 5/30/2025	($0.03)	
	Instructional Supplies, 9/23/2024 - 5/30/2025	($0.04)	
	Instructional Supplies, 9/23/2024 - 5/30/2025	($0.05)	
	Instructional Supplies, 9/23/2024 - 5/30/2025	($0.11)	
	Instructional Supplies, 9/23/2024 - 5/30/2025	($0.17)	
	Instructional Supplies, 9/23/2024 - 5/30/2025	($0.18)	
	Instructional Supplies, 9/23/2024 - 5/30/2025	($0.41)	
	Instructional Supplies, 9/23/2024 - 5/30/2025	($0.76)	
	Instructional Supplies, 9/23/2024 - 5/30/2025	($0.84)	
	Instructional Supplies, 9/23/2024 - 5/30/2025	($1.12)	
	Instructional Supplies, 9/23/2024 - 5/30/2025	($1.52)	
	Instructional Supplies, 9/23/2024 - 5/30/2025	($2.37)	
	Instructional Supplies for Paramedic Academy,	$67.41	
	Instructional Supplies for the Paramedic Academy,	$22.95	
	Office Supplies, 3-11-25 to 5-30-25	$37.09	
	BOOKS FOR LIBRARY, 3/25/25 - 5/30/25	$588.09	

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Vendor Name	Description	Amount	Warrant
		$1,728.67	CT 25056223
American Business Machines	Canon Copier iR 2525, Serial #RMU01022, ID # 10966	$17.48	
	MAINTENANCE AGREEMENT FOR CANON iR C5030 COPIER	$89.41	
	MAINTENANCE AGREEMENT FOR CANON iR C5030 COPIER	$2.81	
	Canon Copier iR/Advance 4235, ID #10845, Serial #	$76.02	
	Canon Copier iR/Advance 4235, ID #10846, Serial #	$19.04	
	Canon Copier iR Adv 4251, Serial #RKP06410, ID #	$6.48	
		$211.24	CT 25056224
David Botsford	Provide mental health counseling, alcohol and drug	$7,920.00	
		$7,920.00	CT 25056225
Bremer Auto Parts	Parts for Truck Driving Program	$880.25	
	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	$11.30	
	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	$121.97	
	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	$183.79	
	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	$767.97	
		$1,965.28	CT 25056226
Carolina Biological	Refill Disp PH 1-14	$192.06	
	Lazy-L-Spreader(TM) Box of 500	$90.57	
	Scalpel, disposable, No.3 plastic handle	$109.84	
	Bibulous paper, 4x6 in, 50 sheets	$119.89	
	Labmat Liner, Scienceware, 20in x 15.2m	$145.73	
	Nichrome wire needle	$147.20	
		$805.29	CT 25056227
Centricity	Men's Official White Polo - Medium	$156.00	
	Men's Official White Polo - X Large	$130.00	
	Women's Official White Polo - X Large	$26.00	
	Men's Official White Polo - 2X Large	$26.00	
	Blue Oxford Work Shirt - X Large	$74.00	
	Scrub Top - X Large	$60.00	
	Scrub Pant - X Large	$48.00	
	Blue Oxford Work Shirt - Medium	$37.00	
	Men's Official White Polo - Large	$26.00	
	Chef's Jacket	$198.00	
	Official Work Apron	$108.00	
	Chef's Hat and Scarf Set	$132.00	
	Newly Redesigned Men's SkillsUSA Blazer	$534.00	
	Newly Redesigned Women's SkillsUSA Blazer	$178.00	
		$1,733.00	CT 25056228
Culligan Of Lompoc	Monthly rental for 7 mixed bed ID tanks	$35.24	
		$35.24	CT 25056229
Culligan/Central Coast Water Treatment	Bottled Water Delivery, 7-01-24 thru 6-30-25	$66.20	
	Stand Rentals (hot and cold) 7-01-24 thru 6-30-25	$11.00	

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Vendor Name	Description	Amount	Warrant
		$77.20	CT 25056230
Culligan/Central Coast Water Treatment	CAMPUS GRAPHICS DRINKING WATER DELIVERY	$18.50	
	FUEL SURCHARGE	$2.80	
	HOT COLD WATER STAND RENTAL	$11.00	
		$32.30	CT 25056231
	Deionized Water for Bldg M	$100.00	
		$100.00	CT 25056232
	Bottled Water Delivery Service 7-1-24 thru 6-30-25	$68.80	
		$68.80	CT 25056233
	Bottled Water Delivery, 7-01-24 thru 6-30-25	$153.70	
	Stand Rentals (hot and cold) 7-01-24 thru 6-30-25	$11.00	
		$164.70	CT 25056234
E3 Diagnostics Inc.	Calibration Services on MAICO MA25	$165.00	
	Calibration Services on Starkey SA10 315	$178.00	
	Travel Fee	$65.00	
		$408.00	CT 25056235
Earth Systems Pacific	On-site soil and material special inspection and	$1,370.00	
		$1,370.00	CT 25056236
Enviro-Rite Products and Services	Air Sampling LVC Bldg 2 Rm 103 (4 samples total)	$540.00	
		$540.00	CT 25056237
Federal Express Corp	Mailings for Acct #1104-8488	$32.11	
		$32.11	CT 25056238
FireHoseDirect	Aluminum 1" Female NPT to 1" Male NH	$95.74	
	Shipping	$14.11	
		$109.85	CT 25056239
Fisher Scientific Co Llc	Science Lab Supplies July 1, 2024-May 30, 2025	$502.46	
	Fisherbrand Powder Free Nitrile Gloves; X-Large	$99.07	
		$601.53	CT 25056240
Future Leaders Of America	LATINO LEGACY AWARDS 2025 SPONSORSHIP	$2,500.00	
		$2,500.00	CT 25056241
Grainger Inc.	Maintenance Supplies 3.6.2025 to 5.30.2025	$305.59	
	Maintenance Supplies 3.6.2025 to 5.30.2025	$214.40	
		$519.99	CT 25056242
Hardy Diagnostics	Science Lab Supplies July 1, 2024-May 30, 2025	$41.93	
		$41.93	CT 25056243
Home Depot	Welder - Storm 215C 200 AMP	$1,520.01	
		$1,520.01	CT 25056244
Knn Public Finance Llc	MA fee for non-transactional consulting	$2,500.00	

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Vendor Name	Description	Amount	Warrant
		$2,500.00	CT 25056245
Kone Inc	Service Call - Jan 2025 per Invoice 1158893084	$3,826.96	
		$3,826.96	CT 25056246
Lompoc Valley Chamber of Commerce & Visitors Bureau	OLD TOWN MARKET 2025 - TITLE SPONSORSHIP	$5,000.00	
		$5,000.00	CT 25056247
McKesson Medical Surgical Inc	CONTROL, COVID-19FLU item #1266820	$86.51	
	TB syringe item #475	$56.12	
	Basin item #150948	$57.68	
		$200.31	CT 25056248
Morris Pi Group	Police Background Investigation Services, Invoice	$400.00	
		$400.00	CT 25056249
ProCare Janitorial Supply, Inc.	Custodial supplies for LVC - 1.27.2025 thru 5.30.	$556.45	
	Custodial supplies for LVC - 1.27.2025 thru 5.30.	$193.96	
	Custodial supplies for LVC - 1.27.2025 thru 5.30.	$620.27	
		$1,370.68	CT 25056250
Proquest Llc	BOOKS FOR LIBRARY: 3/18/25 - 5/30/25	$32.36	
	BOOKS FOR LIBRARY: 3/18/25 - 5/30/25	$748.95	
	BOOKS FOR LIBRARY: 3/18/25 - 5/30/25	$593.32	
		$1,374.63	CT 25056251
	6 GENERATIONS STREAMING	$350.00	
		$350.00	CT 25056252
Quadient Leasing USA, Inc	Leasing IS5000 Mail Machine, 7-1-24 thru 6-30-25	$1,995.75	
		$1,995.75	CT 25056253
Regional Transit Authority	RTA 31-Day Bus Pass for Students. Invoice #	$3,243.00	
	RTA 31-Day Bus Pass for Students. Invoice #	$3,807.00	
		$7,050.00	CT 25056254
Safety-Kleen Systems, Inc	Waste disposal & environmental fees per Invoice #	$279.28	
		$279.28	CT 25056255
Santa Barbara Co Dept Of Social Svc	WRC Lease Operating Costs 3-1-25 to 6-30-25	$2,421.04	
		$2,421.04	CT 25056256
Santa Maria Philharmonic Society	TITANIUM SPONSOR - 2025 GARDEN PARTY GALA	$1,500.00	
		$1,500.00	CT 25056257
Shoes For Students	SPONSORSHIP 2025 SHOES FOR STUDENTS POKER	$1,000.00	
		$1,000.00	CT 25056258
SLO Pest And Termite	Pest Control Services, 07-01-24 thru 06-30-25	$120.00	
	Pest Control Services, 07-01-24 thru 06-30-25	$80.00	
	Pest Control Services, 07-01-24 thru 06-30-25	$75.00	
	Pest Control Services, 07-01-24 thru 06-30-25	$75.00	
	Pest Control Services, 07-01-24 thru 06-30-25	$125.00	
	Pest Control Services, 07-01-24 thru 06-30-25	$85.00	

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Vendor Name	Description	Amount	Warrant
SLO Pest And Termite	Pest Control Services, 07-01-24 thru 06-30-25	$110.00	
	Pest Control Services, 07-01-24 thru 06-30-25	$120.00	
	Pest Control Services, 07-01-24 thru 06-30-25	$75.00	
	Pest Control Services, 07-01-24 thru 06-30-25	$75.00	
	Pest Control Services, 07-01-24 thru 06-30-25	$125.00	
	Pest Control Services, 07-01-24 thru 06-30-25	$85.00	
	Pest Control Services, 07-01-24 thru 06-30-25	$110.00	
	Pest Control Services, 07-01-24 thru 06-30-25	$80.00	
		$1,340.00	CT 25056259
Smart & Final	Bulldog Bites 11.14.24 - 6.30.25	$804.69	
	Supplies for Biology Labs: 07-05-24 thru 05-30-25	$26.57	
	Food for Non-credit HOEC Classes: 2/05/25 to	$111.66	
	Snacks UTC workshops and Transfer Student Summit,	$52.00	
	Supplies for Biology Labs: 07-05-24 thru 05-30-25	$31.04	
	Food for Non-credit HOEC Classes: 2/05/25 to	$100.30	
	Snacks UTC workshops and Transfer Student Summit,	$45.45	
	Food/Drink Supplies for MESA/STEM Events: 3/18/25	$263.99	
		$1,435.70	CT 25056260
	Food for Culinary Arts Instruction: 2/05/25 -	$111.91	
	Food for Culinary Arts Instruction: 2/05/25 -	$42.15	
	Food for Culinary Arts Instruction: 2/05/25 -	$162.05	
	Food for Culinary Arts Instruction: 2/05/25 -	$755.77	
	Food for Culinary Arts Instruction: 2/05/25 -	($416.88)	
	Food for Culinary Arts Instruction: 2/05/25 -	($416.88)	
	Food for Culinary Arts Instruction: 2/05/25 -	$416.88	
	Food for Culinary Arts Instruction: 2/05/25 -	$416.88	
		$1,071.88	CT 25056261
Smith Pipe & Supply Inc	Supplies for AHC Grounds Dept. - 1.28.2025 thru	$240.63	
	Supplies for AHC Grounds Dept. - 1.28.2025 thru	$476.10	
	Supplies for AHC Grounds Dept. - 1.28.2025 thru	$63.92	
	Supplies for AHC Grounds Dept. - 1.28.2025 thru	$607.65	
	Supplies for AHC Grounds Dept. - 1.28.2025 thru	$319.21	
	Supplies for AHC Grounds Dept. - 1.28.2025 thru	$189.45	
		$1,896.96	CT 25056262
Sport & Cycle Team Athletics Inc	UA Ms Sublimated Gametime Crew Jersey,	$1,467.80	
	UA Ms Stock Challenger Short 7.5", Item #1390105	$391.18	
	Shipping	$93.11	
	UA W's Sublimated Gametime Crew Jersey 2.0,	$1,467.80	
	UA W's Stock Challenger Short- 4.5" Inseam, Item #	$391.18	
	Shipping	$93.11	
		$3,904.18	CT 25056263
The Baldwin Group	ACA Consulting 7-1-24 to 6-30-25	$3,250.00	
		$3,250.00	CT 25056264
The Berry Man Inc	Instructional Food Supplies for Culinary Arts:	$165.25	
		$165.25	CT 25056265

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Vendor Name	Description	Amount	Warrant
Uline Inc	PEGBOARD WIRE BASKET-14" WIDE, ZINC-PLATED	$19.58	
	43-PIECE PEGBOARD ASSORTMENT - ZINC-PLATED	$40.24	
	POLY PEGBOARD - 48 X 24", WHITE	$68.51	
	WALL-MOUNT WIRE SHELVING - 48 X 12 X 34"	$152.25	
	Shipping and Handling	$81.20	
		$361.78	CT 25056266
Ward's Science Inc	Supplies for Biology Labs: 07-05-24 thru 05-30-25	$10.27	
		$10.27	CT 25056267
Wex Bank	Gas Credit Card Purchases, 03-01-25 thru 6-30-25	$712.25	
		$712.25	CT 25056268
Yankee Book Peddler Inc	BOOKS FOR LIBRARY	$191.51	
		$191.51	CT 25056269
19six Architects	Architectural services to provide a Final Project	$12,155.00	
	Construction Administration	$215.00	
	Professional Services: PCPA Signage Schematic	$1,935.00	
	Schematic Design	$17,380.00	
		$31,685.00	CT 25056270
25th Hour Communications, Inc	Digital Marketing Media Buys and Management	$10,000.00	
	Digital Marketing Media Buys and Management	$15,000.00	
	Digital Marketing Media Buys and Management	$48,000.00	
		$73,000.00	CT 25056271
Sonia Aguirre	Reimbursement for instructional supplies, 2/22/25	$107.74	
	Reimbursement for instructional supplies, 2/20/25	$174.77	
		$282.51	CT 25056272
AHC - District Trust Fund	F2024 Police Academy Class 128: PCPA Co-op Actors	$2,070.00	
		$2,070.00	CT 25056273
AHC Auxiliary Programs Corporation	General Fund Allocation to PCPA	$501,553.15	
		$501,553.15	CT 25056274
Arclight Media	Special Project Consulting Services for the Zero	$1,675.00	
		$1,675.00	CT 25056275
Big Brand Tire Company	Tire	$165.15	
	Tire Recycling	$5.90	
	High Speed Wheel Balance	$21.00	
	Premium Wheel Weights	$4.83	
	Calif State Tire Fee	$1.75	
	Tire, Item #17417N. Invoice #1012-6232028.	$167.46	
	Calif State Tire Fee	$1.75	
		$367.84	CT 25056276
Biometrics4ALL Inc	Standard Maintenance Plan Fees, includes hardware	$960.00	
		$960.00	CT 25056277
Bubbles on the go	Semi-truck and trailer washes per Estimate #1	$150.00	
	Semi-truck and trailer washes per Estimate #1	$0.00	

Allan Hancock College

Warrant Register

Check Dates from 4/1/2025 to 4/30/2025
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Vendor Name	Description	Amount	Warrant
		$150.00	CT 25056278
Ca Dept Of Public Health	2025 Annual Registration Fee for Medical Waste	$25.00	
		$25.00	CT 25056279
Califitness Equipment Expert	Service call to install replacement parts per	$95.00	
		$95.00	CT 25056280
City of Santa Maria Alarm Program	False Alarm Charges, 2-15-2025. Invoice #27722.	$1,080.00	
		$1,080.00	CT 25056281
Clay'S Septic & Jetting Inc	Pump Grease Trap, Bldg. G per Invoice 82729	$443.16	
		$443.16	CT 25056282
Downtown Fridays LLC	Sponsorship for Downtown Fridays	$3,000.00	
		$3,000.00	CT 25056283
Epilog Laser	Mirror Assy, CO2, 1in Dia, Item #LF0905. Estimate	$278.40	
	Lens 2 Focal Length, .75OD, Item #260558	$167.48	
	Window Optics, Item #TT0122	$125.06	
	T10 POS Head FL Cable L36EX, Item #LF0016	$30.46	
		$601.40	CT 25056284
Angelica Eulloqui	Reimbursement for food for pre-travel meeting,	$221.81	
		$221.81	CT 25056285
Facilities Planning And Consulting Services	Facilities Related Consulting Services for Fiscal	$1,500.00	
		$1,500.00	CT 25056286
Follett Heg - Ahc Bookstore	Spring 2025 Inclusive Access Program	$19,989.30	
		$19,989.30	CT 25056287
Franchise Tax Board	PAYROLL DEDUCTION 04/10/2025	$508.59	
		$508.59	CT 25056288
Grainger Inc.	Ceiling Tile , Manufacturer #1761C	$385.87	
	Ceiling Tile, Manufacturer #2989	$251.05	
	Safety Sign,10x14	$37.06	
	Floor Tape, Black/Yellow	$16.45	
		$690.43	CT 25056289
H&E Equipment Services Inc	Light Tower Manual Solar LED Tower Rental	$3,262.50	
	Property Tax Recovery Fee	$24.47	
	Environmental Rental Fee	$81.56	
	Light Tower Manual Solar LED Tower Rental	$3,262.50	
	Property Tax Recovery Fee	$24.47	
	Environmental Rental Fee	$81.56	
		$6,737.06	CT 25056290
Lisa Hernandez	Reimbursement for food for LE Advisory Committee	$95.47	
		$95.47	CT 25056291
Integrated Industrial Supply Inc	Dielectric Union, FPT X FPT 2 Inch	$190.31	

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Vendor Name	Description	Amount	Warrant
		$190.31	CT 25056292
J B Dewar	Fuel for AHC Community Ed. Truck Driving Class,	$1,079.29	
		$1,079.29	CT 25056293
Lexipol Llc	Annual Law Enforcement Policy Manual & Daily	$3,346.88	
		$3,346.88	CT 25056294
LG Inspection LLC	Onsite DSA project inspection for the	$5,880.00	
	Inspector of Record Services: All labor, materials	$12,600.00	
		$18,480.00	CT 25056295
Lompoc Unified School District	Reimbursement for Concur Enroll ATH 104	$3,000.00	
	Reimbursement for Concur Enroll AG 156 AG 158	$6,000.00	
	Reimbursement for Concur Enroll ART 120	$3,000.00	
	Reimbursement for Concur Enroll AT 100	$4,000.00	
	Reimbursement for Concur Enroll ECS 100	$3,000.00	
	Reimbursement for Concur Enroll ENGL100 101	$16,000.00	
	Reimbursement for Concur Enroll GRPH 113	$3,000.00	
	Reimbursement for Concur Enroll HIST 108	$9,000.00	
	Reimbursement for Concur Enroll POLS 103	$6,000.00	
	Instructional Payroll per Addendum	$240.00	
	Instructional Payroll per Addendum	$122.50	
	Instructional Payroll per Addendum	$480.00	
	Instructional Payroll per Addendum	$367.50	
	Instructional Payroll per Addendum	$245.00	
	Instructional Payroll per Addendum	$240.00	
	Instructional Payroll per Addendum	$122.50	
		$54,817.50	CT 25056296
Michael Mcnutt	Reimbursement for Ceramics teaching demo supplies,	$23.37	
		$23.37	CT 25056297
Modern Campus	Annual license for CMS Integrated Calendar	$3,500.00	
		$3,500.00	CT 25056298
Old Town Shirt Factory	Embroidered Hanes EcoSmart Jersey Knit Sport Shirt	$50.57	
	Sweatshirt	$50.57	
	Embroidered Jacket, Invoice #250109	$80.91	
		$182.05	CT 25056299
Outfront Media	Annual Renewal Santa Maria Rotating Billboard	$15,650.00	
		$15,650.00	CT 25056300
PARS Public Agency Retirement	PAYROLL DEDUCTION 04/10/2025	$9,524.53	
		$9,524.53	CT 25056301
Part Time Faculty AHC - Member	PAYROLL DEDUCTION 04/10/2025	$197.58	
		$197.58	CT 25056302
Amy Rice	Reimbursement for membership renewals, Invoice #	$138.20	
		$138.20	CT 25056303

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Vendor Name	Description	Amount	Warrant
Gregory Riley	Provide accompaniment services for voice and	$1,500.00	
		$1,500.00	CT 25056304
Safety-Kleen Systems, Inc	30G PARTS WASHER LG-AQUEOUS	$261.00	
	30G PARTS WASHER LG-AQUEOUS PART#90837 19002869	$261.00	
	GASTEC AQUEOUS PW SAMPLE TUBE PART#10001	$13.05	
	FUEL SURCHARGE FEE PART#10005	$16.81	
	CHEMISTRY FEE	$49.59	
		$601.45	CT 25056305
Santa Ynez Valley Western Heritage Foundation	OLD SANTA YNEZ DAYS RODEO 2025 SPONSOR	$1,500.00	
		$1,500.00	CT 25056306
Joseph Shelly Jr.	Reimbursement for fuel purchased for truck #50	$95.54	
		$95.54	CT 25056307
Sherwin-Williams	Supplies per Invoice 3706-0	$33.73	
		$33.73	CT 25056308
Signs Of Success Inc	1 Side of Vehicle Door Lettering, Invoice #78145	$904.76	
	1 Side of Vehicle- Lettering Installation	$370.00	
	1 Side of Vehicle Stripe Graphic	$271.83	
	1 Side of Vehicle- Stripe Installation	$189.58	
	Rear of Vehicle-Printed Reflective Lettering	$144.44	
	Installation Labor- Rear of Vehicle	$65.00	
	Removal Labor	$440.00	
		$2,385.61	CT 25056309
SISC III	INSURANCE PREMIUMS APR 2025	$587,568.00	
		$587,568.00	CT 25056310
SLO Safe Ride	Bus Charter to Seal Beach for CSULB Women in	$4,546.06	
		$4,546.06	CT 25056311
Specialty Constructors Services Inc	Speciality Constructors, Inc. shall furnish all	$252,518.55	
		$252,518.55	CT 25056312
Subway	Cash for College Food for Santa Maria High School	$170.37	
	Cash for College Food for Nipomo High School	$56.79	
	Cash for College Food for Righetti High School	$113.58	
	Cash for College food for Santa Maria High School	$170.37	
	Cash for College Food for Pioneer Valley High	$113.58	
	Cash for College food for Righetti High School	$113.58	
		$738.27	CT 25056313
Trojan Petroleum, Inc	Regular Gasoline, Invoice #332067.	$11,639.92	
	Clear Diesel	$2,966.50	
	Federal Diesel Excise Tax	$206.55	
	Federal Gas Excise Tax	$641.60	
	Federal Lust Tax	$4.36	
	CA Clear Diesel Sales Tax	$412.61	
	CA Diesel Excise Tax	$385.90	

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Vendor Name	Description	Amount	Warrant
Trojan Petroleum, Inc	CA Gas Excise Tax	$2,089.58	
	CA Gas Sales Tax	$323.43	
	CA Santa Barbara County Tax	$87.74	
		$18,758.19	CT 25056314
United Parcel Service	UPS Charges, 7-1-24 thru 6-30-25, Account	$46.29	
		$46.29	CT 25056315
Santiago Ayala	Manual Refund Submitted	$500.00	
		$500.00	CT 25056316
Maria Bravo	Manual Refund Submitted	$350.00	
		$350.00	CT 25056317
Cristina Cabrera Mendoza	Manual Refund Submitted	$28.00	
		$28.00	CT 25056318
Felipe Guevara Leal	Manual Refund Submitted	$350.00	
		$350.00	CT 25056319
Brianna Hawley	Manual Refund Submitted	$518.00	
		$518.00	CT 25056320
Reezah Quitevis	Manual Refund Submitted	$100.00	
		$100.00	CT 25056321
Jennie Robertson	Manual Refund Submitted	$23.50	
		$23.50	CT 25056322
Erick Torres	Manual Refund Submitted	$173.19	
		$173.19	CT 25056323
Maria Uribe	Manual Refund Submitted	$350.00	
		$350.00	CT 25056324
Craig Bach	RP Conf. San Francisco, CA	$688.74	
		$688.74	CT 25056325
David Beil	Professions Development Fremont, CA	$800.00	
		$800.00	CT 25056326
Stephen Bernardo	RP Conf San Francisco, CA	$977.11	
		$977.11	CT 25056327
Erica Biely	RP Conf. San Francisco, CA	$977.11	
		$977.11	CT 25056328
Gregory Byard	OUT OF POCKET LODGING 4.25-26.25	$392.54	
	PREPAY MEALS 4.25-26.25	$960.00	
	REIMBURSE PREPAY TICKETS 4.25-26.25	$1,480.00	
		$2,832.54	CT 25056329
Columbia Business Center Partners Lp	Monthly utilities expenses for 2024-2025	$7,590.83	
		$7,590.83	CT 25056330
Constellation Newenergy Inc	Electricity Services 7.1.2024 - 6.30.2025	$36,150.58	
	Electricity Services 7.1.2024 - 6.30.2025	$6,379.51	

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Vendor Name	Description	Amount	Warrant
		$42,530.09	CT 25056331
Constellation Newenergy Inc	Electricity Services 7.1.2024 - 6.30.2025	$0.09	
	Electricity Services 7.1.2024 - 6.30.2025	$0.01	
		$0.10	CT 25056332
	Electricity Services 7.1.2024 - 6.30.2025	$36.04	
	Electricity Services 7.1.2024 - 6.30.2025	$6.36	
		$42.40	CT 25056333
Armando Cortez	RP Conf. San Francisco, CA	$1,063.74	
		$1,063.74	CT 25056334
Dennis Curran	Open Mileage 3.10,14,24.25	$167.58	
		$167.58	CT 25056335
Joanna Davis	Foster Youth Summit Orange, CA	$418.00	
		$418.00	CT 25056336
Erik Diggs	Open Mileage 1.23-2.27.25	$182.00	
		$182.00	CT 25056337
Christian Gardner	RP Conf. San Francisco, CA	$1,372.11	
		$1,372.11	CT 25056338
Erin Krier	Open Mileage 2.3-3.31.25	$495.88	
		$495.88	CT 25056339
Alexa Martinez	Open Mileage 3.3-28.25	$239.68	
		$239.68	CT 25056340
Jose Millan	PREPAY MEALS 4.24-25.25	$6,384.00	
		$6,384.00	CT 25056341
Monica Sofia Morelos Vivar	Open Mileage 3.3-26.25	$50.40	
		$50.40	CT 25056342
Pacific Gas & Electric Company	Electricity Services 7.1.2024- 6.30.2025	$45,605.36	
	Electricity Services 7/1/2024 - 6/30/2025	$12,122.95	
		$57,728.31	CT 25056343
	Electricity Services 7.1.2024- 6.30.2025	$2.02	
	Electricity Services 7/1/2024 - 6/30/2025	$0.54	
		$2.56	CT 25056344
	Electricity Services 7.1.2024- 6.30.2025	$47.26	
	Electricity Services 7/1/2024 - 6/30/2025	$12.56	
		$59.82	CT 25056345
	Electricity Services 7.1.2024- 6.30.2025	$20.22	
	Electricity Services 7/1/2024 - 6/30/2025	$5.38	
		$25.60	CT 25056346
	Electricity Services 7.1.2024- 6.30.2025	$3,027.80	
	Electricity Services 7/1/2024 - 6/30/2025	$804.86	

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Vendor Name	Description	Amount	Warrant
		$3,832.66	CT 25056347
Pacific Gas & Electric Company	Electricity Services 7.1.2024- 6.30.2025	$472.51	
	Electricity Services 7/1/2024 - 6/30/2025	$125.60	
		$598.11	CT 25056348
Greg Pensa	Open Mileage 2.25,3.17,3.18.25	$166.04	
		$166.04	CT 25056349
Kenneth Perez	Open Mileage 3.26.25	$0.00	
	Open Mileage 3.26.25	$14.00	
	Open Mileage 3.26.25	$0.00	
		$14.00	CT 25056350
RBA Attorney Services Inc	22449 PROCESS SERVICE M Hernandez	$75.00	
		$75.00	CT 25056351
Christine Reed	MESA Student Leadership Santa Cruz, CA	$296.80	
		$296.80	CT 25056352
Spencer Schultz	AI Conf. San Diego, CA	$1,666.74	
		$1,666.74	CT 25056353
Jennifer Schwartz	URTA Negotiations New York, New York	$33.98	
		$33.98	CT 25056354
The Hadsten Solvang	DEPOSIT 6.4-6.25 ALLAN HANCOCK COLLEGE	$3,363.00	
		$3,363.00	CT 25056355
Jan Walters	TESOL Conf. Long Beach, CA	$1,671.52	
		$1,671.52	CT 25056356
Andrea Cabanas	Map Conf. Sacramento, CA	$784.20	
		$784.20	CT 25056357
Isabella Jacobo	Open Mileage 3.3-24.25	$29.12	
		$29.12	CT 25056358
Ricardo Navarrette	Counselor Training Sacramento, CA	$1,603.32	
		$1,603.32	CT 25056359
19six Architects	Amendment: Plan Revisions Post-DSA Approval, Re-	$637.50	
		$637.50	CT 25056360
25th Hour Communications, Inc	Digital Marketing Media Buys and Management	$19,000.00	
		$19,000.00	CT 25056361
Akeso Occupational Health	TB, X-ray, Medical Physicals: 7-01-24 to 6-30-25	$115.00	
		$115.00	CT 25056362
Amazon	Instructional Supplies for EMS Academy	$274.38	
	Uniform for New CSO Employee, Invoice #	$131.56	
	Shipping & handling	$7.60	
	Police Vehicle Side Mirror,	$32.57	
	Shipping & handling	$7.60	
	Chemistry Lab Supplies: 7/01/24 - 5/30/25	$108.74	

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Vendor Name	Description	Amount	Warrant
Amazon	Ergonomic Supplies for 07-01-24 thru 05-30-25	$51.06	
	Ergonomic Supplies for 07-01-24 thru 05-30-25	$119.61	
	Office Operational Supplies from 7/1/24 to 5/30/25	$210.83	
	Instructional Supplies for ECS, 9/11/24 - 5/30/25	$5.28	
	Operational Supplies for ECS, 9/11/24 - 5/30/25	$6.66	
	Instructional Supplies for the EMS Academy,	$35.93	
	Instructional Supplies for the EMS Academy,	$55.52	
	Office Supplies	$199.24	
	Instructional Supplies for Paramedic Academy	$45.27	
	Instructional Supplies 1/30/25-5/30/25	$43.48	
	Office Supplies, 3-11-25 to 5-30-25	$9.77	
	Office Supplies, 3-11-25 to 5-30-25	$12.35	
	Office Supplies (3/11/25 to 5/30/25)	$681.78	
	FASN Instructional Supplies LVC,	$148.49	
	FASN Instructional Supplies LVC,	$953.98	
	FASN Instructional Supplies LVC,	$1,231.76	
	Supplies for ITS: 3/24/25 - 5/30/25	$208.13	
	Supplies for ITS: 3/24/25 - 5/30/25	$310.08	
	Supplies for ITS: 3/24/25 - 5/30/25	$15.19	
	Supplies for ITS: 3/24/25 - 5/30/25	$42.30	
	Supplies for ITS: 3/24/25 - 5/30/25	$358.63	
	Awards Banquet supplies May 2, 2025	$54.36	
	LVC Library Books 4.1.25 - 5.30.25	$209.38	
	LVC Library Books: 8.09.24 - 5.31.25	$334.57	
	iPad Case with Keyboard (11th/10th Generation)	$39.13	
	FASN Storage Supplies: 4/9/25 - 5/30/25	$304.04	
	LVC LRC Operational-Office supplies 8.9.24-5.30.25	($13.04)	
		$6,236.23	CT 25056363
American General Media Inc.	30-second Ad 2025 Term 4 Classes	$500.00	
		$500.00	CT 25056364
American Industrial Supply	Operational supplies 07-02-24 to 05-30-25	$294.89	
		$294.89	CT 25056365
American Star Tours, Inc.	Bus Transportation from AHC to Ontario CA for	$1,900.00	
	Bus Transportation from AHC to Ontario CA for	$2,095.00	
	Bus Service - AHC Softball on 3-25-25	$2,615.00	
	Bus Service - AHC Softball on 3/27/25 thru 3/29/25	$6,600.00	
	Bus Service - AHC Baseball on 3-27-25	$1,865.00	
	Bus Service - AHC Baseball on 4-1-25	$1,595.00	
	Bus Service - AHC Baseball on 4-5-25	$1,595.00	
	Bus Service - AHC Track on 4-4-25	$2,295.00	
		$20,560.00	CT 25056366
Shane Anderson	Reimbursement for Photo Instructional Supplies	$653.32	
	Reimbursement for Online Photography PD Courses,	$92.00	
		$745.32	CT 25056367
Anna Arrowsmith	Reimbursement for food for fee-based course	$179.18	
		$179.18	CT 25056368
Aztec Software, LLC	Aztec GED Test Prep Math-Spanish Second Edition	$1,750.00	

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Vendor Name	Description	Amount	Warrant
Aztec Software, LLC	Aztec GED Test Prep Math-English Second Edition	$875.00	
	Aztec GED Prep-Spanish Language Arts	$1,750.00	
	AztecGED Test Prep-English Language Arts	$875.00	
	Aztec GED Test Prep-Spanish Science	$1,750.00	
	Aztec GED Test Prep-English Science	$875.00	
	Aztec GED Test Prep-Spanish Social Studies	$1,750.00	
	Aztec GED Test Prep-English Social Studies	$875.00	
	Steck Vaughn Pre GED Spanish Product #10020	$2,905.00	
		$13,405.00	CT 25056369
Battery Systems Inc	Battery CB1270-f1, Invoice #37162504101446.	$51.30	
		$51.30	CT 25056370
Christine Bisson	Reimbursement for Food and Snack Purchase for	$892.27	
		$892.27	CT 25056371
	Reimbursement for nutrition education banners,	$659.30	
		$659.30	CT 25056372
Bowls On The Go	Lunch Purchase for Noncredit Counseling Advisory	$358.88	
	Delivery Fee	$20.00	
		$378.88	CT 25056373
Branson's Embroidery	Port Auth Women's Wearever Performance Pique,	$88.09	
	Embroidered logo left chest	$52.20	
	Digitized Logo	$27.19	
		$167.48	CT 25056374
Bremer Auto Parts	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	$124.15	
	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	$20.62	
	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	$48.90	
	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	$964.05	
	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	$9.77	
	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	$135.94	
		$1,303.43	CT 25056375
Cal State Auto Parts	Supplies for Auto Parts 1.8.2025 to 5.30.2025	$94.98	
	Supplies for Auto Parts 1.8.2025 to 5.30.2025	$220.92	
	Supplies per Invoice 323276	$179.45	
	Calif Battery Fee	$2.00	
	Core per Invoice 323276	$9.79	
	Advantage Beam Wiper Blade per Invoice 323507	$31.78	
	Sensor Asm Tire Press Ind per Invoice 323611	$65.69	
	Solvent per Invoice 325651	$14.36	
	Core per Invoice 323276	($9.79)	
		$609.18	CT 25056376
Cal-Coast Machinery, Inc.	Keys per Invoice 964172	$40.39	
	Mulch Mower Blade, 72 inch	$186.42	
	Keys (Red)	$51.35	
	Brake Cable per Invoice 964746	$74.73	
	Brake Cable	$72.71	
	Supplies per Invoice 963952	$46.69	

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Vendor Name	Description	Amount	Warrant
		$472.29	CT 25056377
California Electric Supply	Lamps , RAB, T81548G8CCTHYB	$1,305.00	
		$1,305.00	CT 25056378
Canon Financial Services Inc	Campus Graphics Canon Duplo 150 attachments Lease	$700.43	
	Campus Graphics Copiers Lease	$292.23	
	Campus Graphics Copiers Lease	$5,249.92	
	Campus Graphics Copier Maintenance	$17,124.63	
	Campus Graphics Copier Maintenance	$790.97	
		$24,158.18	CT 25056379
Capitol Advisors Group LLC	Legislative Consulting and Advocacy Services for	$2,000.00	
		$2,000.00	CT 25056380
Card Integrators	YMCKO Premium Ribbon, Quote #Q-17169-1	$413.25	
	Red Lanyards: 3/8" Wide Breakaway Lanyward w/ Clip	$87.00	
	Shipping	$37.00	
		$537.25	CT 25056381
Carolina Biological	Science Lab Supplies July 1, 2024-May 30, 2025	$1,354.44	
	Biology Labs Supplies: 07-01-24 thru 05-31-25	$38.67	
		$1,393.11	CT 25056382
Carr's Boot Shop	Safety boots for employees 4-1-25 to 6-30-25	$206.61	
	Safety boots for employees 4-1-25 to 6-30-25	$210.42	
	Safety boots for employees 4-1-25 to 6-30-25	$225.00	
		$642.03	CT 25056383
Citrin Cooperman Advisors LLC	Additional Hours for Intune Initiatives Ongoing Ad	$843.75	
		$843.75	CT 25056384
Coast Cart, Inc	Key Switch, Cap, Black	$1.66	
	Key switch, Uncommon, 4T, Off-On 1A	$30.97	
	Instrument Panel, CA, Elec, UV	$36.54	
	Shipping and Handling	$22.50	
		$91.67	CT 25056385
Coast Diesel Service	Labor for Truck Driving Program,	$314.00	
		$314.00	CT 25056386
Consolidated Electrical Distributor	Wht Sensor Powerbase	$181.56	
		$181.56	CT 25056387
Carlos Cruz	Keynote Speaker Presentation	$1,250.00	
	Keynote Speaker Presentation	$1,250.00	
		$2,500.00	CT 25056388
Dennis Curran	Reimbursement for Notary Services at Sandy's	$15.00	
		$15.00	CT 25056389
Custom Colors Auto Body Supplies, Inc.	Instructional Supplies for Autobody Tech Program,	$1,651.97	
	Instructional Supplies for Autobody Tech Program,	$28.67	
	Instructional Supplies for Autobody Tech Program,	$1,032.59	

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Vendor Name	Description	Amount	Warrant
Custom Colors Auto Body Supplies, Inc.	Instructional supplies 2.4.25-5.30.25	$105.97	
		$2,819.20	CT 25056390
Joanna Davis	PREPAY OUT OF POCKET 4.23-24.25	$485.22	
		$485.22	CT 25056391
Dell Marketing Lp Inc	ProSupport: Next Business Day Onsite Service After	$4,148.48	
		$4,148.48	CT 25056392
Ellucian Company LLC	Banner Student Consulting	$510.00	
	Banner Student Consulting	$510.00	
	PM Project Management	$63.75	
	PM Project Management	$63.75	
		$1,147.50	CT 25056393
Epilog Laser	PCB, Motherboard, New RegDC-DC,	$1,072.28	
		$1,072.28	CT 25056394
Facilities Planning And Consulting Services	Consulting and Planning Services for the Partial	$8,000.00	
		$8,000.00	CT 25056395
Farm Supply Company	Instructional Supplies, 9/05/24 to 5/30/25	$67.38	
	Instructional Supplies, 9/05/24 to 5/30/25	$78.23	
		$145.61	CT 25056396
Federal Express Corp	Mailings for Acct #1104-8488	$31.19	
		$31.19	CT 25056397
Ferguson Enterprises Inc	Plumbing Supplies - 12.5.2024 - 5.30.2024	$21.50	
	Plumbing Supplies - 12.5.2024 - 5.30.2024	$18.50	
	Plumbing Supplies - 12.5.2024 - 5.30.2024	$16.71	
	Plumbing Supplies - 12.5.2024 - 5.30.2024	$102.20	
	Plumbing Supplies - 12.5.2024 - 5.30.2024	$129.41	
	Plumbing Supplies - 12.5.2024 - 5.30.2024	$205.32	
	Plumbing Supplies - 12.5.2024 - 5.30.2024	$47.44	
	Plumbing Supplies - 12.5.2024 - 5.30.2024	$13.31	
	Plumbing Supplies - 12.5.2024 - 5.30.2024	$14.99	
		$569.38	CT 25056398
Fisher Scientific Co Llc	Science Lab Supplies July 1, 2024-May 30, 2025	$19.29	
		$19.29	CT 25056399
Michael Gomez	Reimbursement for Teaching Methodology On-Line	$190.00	
		$190.00	CT 25056400
Grant Professionals Association	Next Level Grant Training 2025, Invoice #200055850	$349.00	
		$349.00	CT 25056401
Hardy Diagnostics	Science Lab Supplies July 1, 2024-May 30, 2025	$72.95	
		$72.95	CT 25056402
Elaine Healy	Reimbursement for Swag Items for Tutor Expo	$120.73	
	Reimbursement for Supplies & Beverages	$8.07	

Allan Hancock College

Warrant Register

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Vendor Name	Description	Amount	Warrant
Elaine Healy	Reimbursement for Supplies & Beverages	$64.97	
		$193.77	CT 25056403
Home Depot	Instructional Supplies for EMS Academy	$183.79	
	Instructional Supplies,	$829.45	
		$1,013.24	CT 25056404
International E-Z Up Inc	Enterprise 10x10 Shelter with Fully Printed Top	$1,195.16	
	Shipping	$54.81	
		$1,249.97	CT 25056405
Kelly Spicers Stores	Office Supplies - Paper, Wide Format and Bindery	$464.21	
		$464.21	CT 25056406
Linde Gas & Equipment Inc.	Instructional Supplies 02/07/25 - 05/30/25	$1,021.51	
	Ellis Mitre Band Saw 4000, Item No. ELI4000, Order	$7,286.25	
	Ellis Sander Belt, Item No. ELI6000	$4,480.50	
	Shipping & Handling **LINE ADDED 4/7/25**	$1,839.10	
		$14,627.36	CT 25056407
Lowes	Instructional Supplies, 8/21/24 - 5/31/25.	$14.44	
	Instructional Supplies, 8/21/24 - 5/31/25.	$176.00	
		$190.44	CT 25056408
Maya Restaurant	Food for Pathways to Employment Meeting on 4.4.25.	$225.31	
		$225.31	CT 25056409
McKesson Medical Surgical Inc	Clear eyes item #1231450	$32.20	
		$32.20	CT 25056410
Medco Supply Company	Instructional Supplies per Estimate #ESTMD3151933	$7.47	
		$7.47	CT 25056411
Media All Stars Inc.	6x6 Ad Santa Maria HS Spring 2025 Sports Calendar	$1,000.00	
		$1,000.00	CT 25056412
Metlife Small Market	INSURANCE PREMIUMS MAR 2025	$7,154.55	
		$7,154.55	CT 25056413
Mike Gibson Manufacturing Inc	Universal Clearing Trap. Estimate #98557.	$509.02	
	Shipping	$26.43	
		$535.45	CT 25056414
Mission Linen Supply	Uniform Services and Towels, 7-01-24 thru 6-30-25	$22.89	
	Uniform Services and Towels, 7-01-24 thru 6-30-25	$22.89	
	Laundry Services for Automotive Technology Program	$34.60	
	Laundry Services for Automotive Collision Repair:	$21.13	
	Kitchen linen service for Culinary Arts	$47.00	
	Laundry Services for Automotive Collision Repair:	$21.13	
	Laundry Services for Automotive Technology Program	$34.60	
		$204.24	CT 25056415
Monterey Peninsula College	Cost-Reimbursement Subaward Agreement for	$21,224.67	
		$21,224.67	CT 25056416
ODP Business Solutions LLC	EOPS+ Office Supplies: 8/14/24 - 5/30/25	$155.03	

Allan Hancock College

Warrant Register

Check Dates from 4/1/2025 to 4/30/2025
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Vendor Name	Description	Amount	Warrant
ODP Business Solutions LLC	Office Operational Supplies 7/1/24 to 5/30/25	$63.75	
	Office Supplies, 1/30/25 - 5/30/25	$48.37	
	Office Supplies, 1/30/25 - 5/30/25	$38.98	
	CAN-TRIO Office Supplies Fall 2024,	$247.46	
	CAN-TRIO Office Supplies Fall 2024,	$69.21	
	Office Supplies for Transfer Center, 3/28/25 -	$161.33	
	Office Supplies for Transfer Center, 3/28/25 -	$63.61	
	Office Supplies for Transfer Center, 3/28/25 -	$43.27	
	Office Supplies for Transfer Center, 3/28/25 -	$35.70	
	Office Supplies for Transfer Center, 3/28/25 -	$20.86	
	Office Supplies: 3/05/25 - 5/30/25	$23.48	
	Office Supplies: 3/05/25 - 5/30/25	$127.12	
	Office Supplies: 3/05/25 - 5/30/25	$38.49	
	Office Supplies, 4/8/25 - 5/30/25	$107.75	
	Office Supplies for NextUp, 3/19/25 - 5/30/25	$19.02	
	Office Supplies for NextUp, 3/19/25 - 5/30/25	$49.36	
	Office Supplies for NextUp, 3/19/25 - 5/30/25	$198.15	
	Office Supplies for NextUp, 3/19/25 - 5/30/25	$68.14	
	OPERATIONAL SUPPLIES: JULY 2024 - MAY 2025	$146.37	
		$1,725.45	CT 25056417
Old Town Shirt Factory	ASBG Stoles - CadCut Heat Apply - Left side	$203.91	
	ASBG Stoles - CadCut Heat Apply - Ride Side	$163.12	
		$367.03	CT 25056418
Pacific Coast Business Times	Cover Sponsorship 2025 Champions Education Issue	$3,500.00	
		$3,500.00	CT 25056419
Powerstride Battery Co Inc	CA Battery Recycling Fee	($86.00)	
	Battery, Ramcar A31 per Invoice 86710	$194.88	
	CA Battery Recycling Fee	$2.00	
	Copper Lug 1/10 x 3/8 MW per Invoice 86848	$17.75	
		$128.63	CT 25056420
ProCare Janitorial Supply, Inc.	Supplies per Invoice 180470	$5,908.93	
	Supplies per Invoice 180944	$3,325.76	
	Supplies per Invoice 181188	$3,504.13	
	Supplies per Invoice 181502	$2,636.11	
	Supplies per Invoice 181188-1	$993.14	
	Custodial Supplies, 10/01/2024 thru 5/30/2025	$88.31	
	Custodial Supplies, 10/01/2024 thru 5/30/2025	$95.07	
	Custodial Supplies, 10/01/2024 thru 5/30/2025	$378.19	
	Custodial supplies for LVC - 1.27.2025 thru 5.30.	$399.53	
	Custodial supplies for LVC - 1.27.2025 thru 5.30.	$247.55	
	Custodial supplies for LVC - 1.27.2025 thru 5.30.	$783.52	
	Custodial supplies for LVC - 1.27.2025 thru 5.30.	$75.58	
	Custodial supplies for LVC - 1.27.2025 thru 5.30.	$424.56	
	Supplies per Invoice 179347	$259.70	
	Labor Charges per Invoice 179347	$40.00	
	Liner, Black per Invoice 179846	$298.32	
	Lavatory-Mounted Soap Dispenser, Contura	$258.39	
	Supplies per Invoice 181746-1	$382.06	

Allan Hancock College

Warrant Register

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Vendor Name	Description	Amount	Warrant
ProCare Janitorial Supply, Inc.	Supplies per Invoice 181746	$2,562.27	
		$22,661.12	CT 25056421
Proquest Llc	BOOKS FOR LIBRARY	$512.86	
	BOOKS FOR LIBRARY: 3/18/25 - 5/30/25	$245.74	
	BOOKS FOR LIBRARY: 3/18/25 - 5/30/25	$341.37	
		$1,099.97	CT 25056422
Adam Pucciarelli	Reimbursement for uniform pants	$102.17	
		$102.17	CT 25056423
Quinn Company	Rental, Vibra-Plate Compactor per Invoice 31488901	$119.63	
	Env. Rec Fee	$2.98	
		$122.61	CT 25056424
R & E Concrete Inc	Provide all Labor, Pumping, & Materials necessary	$9,805.00	
		$9,805.00	CT 25056425
Rays Auto Parts	Coastal Hydjk Oil per Invoice 662962	$8.15	
	Parts per Invoice 663308	$102.20	
	Oil Filter per Invoice 663311	$36.15	
	Exactfitblade, 22 inch per Invoice 663682	$34.78	
	Bulb, Capsule per Invoice 663801	$17.39	
	Exitfitblade, 18 inch per Invoice 664842	$35.87	
	Supplies per Invoice 664829	$28.24	
		$262.78	CT 25056426
Rehabmart LLC	NOA Platinum Hospital Stretcher	$4,595.38	
		$4,595.38	CT 25056427
Samy's Camera	Graphics Instructional Supplies, 2/28/25 -5/30/25	$1,500.00	
		$1,500.00	CT 25056428
Santa Maria Joint Union High School District	Reimbursement for Concur Enroll ATH 104	$6,000.00	
	Reimbursement for Concur Enroll AG 150-158	$36,000.00	
	Reimbursement for Concur Enroll AG 191	$6,000.00	
	Reimbursement for Concur Enroll AT 303	$15,000.00	
	Reimbursement for Concur Enroll BIOL 100	$8,000.00	
	Reimbursement for Concur Enroll CA 120	$12,000.00	
	Reimbursement for Concur Enroll DANC 140	$2,000.00	
	Reimbursement for Concur Enroll DANC 145	$1,000.00	
	Reimbursement for Concur Enroll EL 107	$9,000.00	
	Reimbursement for Concur Enroll ENGL 101	$44,000.00	
	Reimbursement for Concur Enroll FASH 110	$9,000.00	
	Reimbursement for Concur Enroll FILM 110	$4,000.00	
	Reimbursement for Concur Enroll FRCH 101-102	$35,000.00	
	Reimbursement for Concur Enroll GEOL 100	$8,000.00	
	Reimbursement for Concur Enroll HIST 102 108	$36,000.00	
	Reimbursement for Concur Enroll MATH 121	$3,000.00	
	Reimbursement for Concur Enroll MATH 123	$4,000.00	
	Reimbursement for Concur Enroll MT 109	$12,000.00	
	Reimbursement for Concur Enroll PHYS 100	$3,000.00	
	Reimbursement for Concur Enroll POLS 103	$3,000.00	

Allan Hancock College

Warrant Register

Check Dates from 4/1/2025 to 4/30/2025
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Vendor Name	Description	Amount	Warrant
Santa Maria Joint Union High School District	Reimbursement for Concur Enroll PROD 301	$84,000.00	
	Reimbursement for Concur Enroll VEN 120	$3,000.00	
	Reimbursement for Concur Enroll WLDT 106	$9,000.00	
		$352,000.00	CT 25056429
Save Mart Supermarkets	Food Supplies for Children's Center,	$253.57	
	Food Supplies for Children's Center,	$240.82	
	Food Supplies for Children's Center,	$146.09	
	Food Supplies for Children's Center,	$278.49	
	Food Supplies for Children's Center,	$349.97	
	Food Supplies for Children's Center,	$210.75	
	Food Supplies for Children's Center,	$358.77	
		$1,838.46	CT 25056430
Secure Content Solutions Inc	Sophos Cloud Endpoint with Intercept X	$8,590.08	
	Sophos Cloud Endpoint with Intercept X	$7,549.95	
	Sophos Cloud Server with Intercept X Renewal	$3,642.86	
		$19,782.89	CT 25056431
SLO Safe Ride	Bus Service - AHC Track Team on 3-14-25	$2,776.98	
	Bus Service - AHC Track Team on 3-21-25	$2,566.77	
		$5,343.75	CT 25056432
Smith Pipe & Supply Inc	Supplies for AHC Grounds Dept. - 1.28.2025 thru	$127.87	
		$127.87	CT 25056433
Sms Designs	Women's Cotton Relaxed T-Shirt	$212.02	
	Women's Cotton Relaxed T-Shirt	$212.06	
	Women's Cotton Relaxed T-Shirt	$106.04	
	Women's Cotton Relaxed T-Shirt	$106.04	
	Women's Cotton Relaxed T-Shirt	$53.02	
	Women's Cotton Relaxed T-Shirt	$53.02	
	Women's Cotton Relaxed T-Shirt	$53.02	
	Women's Cotton Relaxed T-Shirt	$53.02	
	Apparel Unisex Cotton Tee	$53.02	
	Apparel Unisex Cotton Tee	$53.02	
	Apparel Unisex Cotton Tee	$25.56	
		$979.84	CT 25056434
Sousa Tire Service	Tires, LT245/75R17 Toyo Open Country	$999.92	
	State Tax Recycle Fee	$7.00	
	Tire Disposal Fee	$20.00	
	Tube, Alrlock TR13	$52.20	
		$1,079.12	CT 25056435
Specialty Constructors Services Inc	Provide all labor, materials, equipment, utility	$170,240.00	
	The contractor shall furnish all labor, materials,	$69,405.10	
		$239,645.10	CT 25056436
Splash N Dash	Car Wash Services for Allan Hancock College	$249.90	
		$249.90	CT 25056437

Allan Hancock College

Warrant Register

Check Dates from 4/1/2025 to 4/30/2025
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Vendor Name	Description	Amount	Warrant
Sport & Cycle Team Athletics Inc	UA M's Black Motivate 2.0 Long Sleeve, 4/M 4/2XL,	$365.31	
	UA M's Showtime 2 Fitted Singlet, 5/2XL, Item #	$269.10	
	Shipping	$52.18	
	UA M's Black Hoops Woven Jacket,	$326.20	
	UA M's Black Hoops Woven Pant, Item #1383401-001	$326.20	
	UA M's Navy Rival Fleece 1/4 Zip, Item#1386016-410	$391.41	
	Shipping	$71.18	
		$1,801.58	CT 25056438
Erik Stein	Drama Guest Speaker, 3/13/2025-3/28/2025.	$200.00	
		$200.00	CT 25056439
Target Specialty Products	Supplies for AHC Grounds Dept, 7-1-24 thru 5-31-25	$3,025.85	
	Supplies for AHC Grounds Dept, 7-1-24 thru 5-31-25	$1,022.76	
		$4,048.61	CT 25056440
Testa Catering	Catering Deposit for MESA/STEM Student Recognition	$850.24	
	Balance for MESA/STEM Student Recognition	$2,550.70	
		$3,400.94	CT 25056441
The Berry Man Inc	Instructional Food Supplies for Culinary Arts:	$128.20	
		$128.20	CT 25056442
The First Tee Central Coast	SPRING CLASSIC 2025 - BUSINESS SPONSORSHIP	$1,600.00	
		$1,600.00	CT 25056443
Transformative Education Collective LLC	Professional Service Agreement to provide training	$5,000.00	
	Professional Service Agreement to provide training	$2,500.00	
	Professional Service Agreement to provide training	$2,500.00	
		$10,000.00	CT 25056444
Tri County Office Furniture	Hon 10500 Series Cred Shell, 42x24x29-1/2, Phantom	$395.12	
	Delivery/Installation Fee	$190.31	
		$585.43	CT 25056445
Troesh Coleman Pacific Inc	Santa Barbara Beach Sand per Invoice 36087	$501.93	
	Playground Chips per Invoice 36072	$463.32	
		$965.25	CT 25056446
Uline Inc	Bindery supplies, lamination	$216.22	
	40 x 48" Chipboard Pads - .050" Thick, Item #	$619.88	
	Shipping & Handling	$146.65	
		$982.75	CT 25056447
United Health Care Insurance Co	RETIREE AARP INSURANCE PREMIUMS MAY 2025	$331.25	
		$331.25	CT 25056448
United Parcel Service	0000977376095A	$1,697.52	
	UPS Charges, 7-1-24 thru 6-30-25, Account	$46.29	
		$1,743.81	CT 25056449
USDA Forest Service	Instructional Services Agreement	$855.64	

Allan Hancock College

Warrant Register

Check Dates from 4/1/2025 to 4/30/2025
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Vendor Name	Description	Amount	Warrant
		$855.64	CT 25056450
Valley Glass & Mirror Co	Remove/Replace 2 Windows per quote dated 3/19/25	$781.00	
		$781.00	CT 25056451
Varsity Spirit Fashions & Supplies LLC	Stocked Jacket, Style #PEJ2323. Order #76002842.	$777.56	
	Outerwear Embroidery, Colors: GOL WHT, Word: AHC,	$296.89	
	Stocked Pant, Style #PEP2323.	$593.78	
	Guy's Brushed MFLEX Jkt. Style #GBMFJ2323FB.	$576.11	
	Outerwear Embroidery, Colors: GOL WHT, Word: AHC,	$114.19	
	Shipping and Handling	$163.11	
		$2,521.64	CT 25056452
Ventura County Community College District	Cost-Reimbursement Subaward Agreement for	$15,830.32	
		$15,830.32	CT 25056453
Vital Records Control	Monthly Shredding Service- Confidential 32 Gallon	$130.61	
		$130.61	CT 25056454
Ward's Science Inc	Supplies for Biology Labs: 07-05-24 thru 05-30-25	$30.52	
		$30.52	CT 25056455
Washington Music Center	Yamaha YBL-835G Xeno Bass Trombone; BB/F/GB/D	$5,014.29	
		$5,014.29	CT 25056456
West Covina Wholesale Nursery LLC	Sequoia Semp Aptos BL, 24 inch	$273.49	
		$273.49	CT 25056457
Western Propane Service	Propane per Invoice 28330574	($12.49)	
	Propane per Invoice 28330574	$54.65	
		$42.16	CT 25056458
Jose Cortes	Manual Refund Submitted	$200.00	
		$200.00	CT 25056459
Jacquelyn De Jesus Martinez	Manual Refund Submitted	$350.00	
		$350.00	CT 25056460
Crystal Jackson	Manual Refund Submitted	$1.00	
		$1.00	CT 25056461
Cheryl Mcgray	Manual Refund Submitted	$10.00	
		$10.00	CT 25056462
Maria Ramirez	Manual Refund Submitted	$96.00	
		$96.00	CT 25056463
Ruth Real Santa Ana	Manual Refund Submitted	$350.00	
		$350.00	CT 25056464
Richard Sabbagh Kassar	Manual Refund Submitted	$400.00	
		$400.00	CT 25056465
Eva Soto	Manual Refund Submitted	$80.00	

Allan Hancock College

Warrant Register

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Vendor Name	Description	Amount	Warrant
		$80.00	CT 25056466
Lizbet Vargas	Manual Refund Submitted	$350.00	
		$350.00	CT 25056467
Ana Vazquez Agapito	Manual Refund Submitted	$350.00	
		$350.00	CT 25056468
Aguilar, Yolanda	FINGERPRINT REIMBURSEMENT 4.18.25	$35.00	
		$35.00	CT 25056469
Catalina Armijo-Staugaard	Ellucian Live 2025 Orlando, FL	$0.00	
	Ellucian Live 2025 Orlando, FL	$104.07	
		$104.07	CT 25056470
Ramona Bedrosian	RI I2502776 WA 25052316 Open Mileage	$34.84	
		$34.84	CT 25056471
Robert Bryant	Open Mileage 3.4-27.25	$210.84	
		$210.84	CT 25056472
Ricardo Cano	CCPRO Conf. San Diego, CA	$578.10	
		$578.10	CT 25056473
Columbia Business Center Partners Lp	Lease of 890 E Stowell: Base Rent Lease	$26,190.00	
		$26,190.00	CT 25056474
Comcast Cable	Comcast Monthly Internet Costs: 7/01/24 - 6/30/25	$301.04	
		$301.04	CT 25056475
	Comcast Monthly Internet Costs: 7/01/24 - 6/30/25	$254.65	
		$254.65	CT 25056476
Robert Curry	CIO Conf. Burlingame, CA	$201.10	
		$201.10	CT 25056477
Joanna Davis	EOPS Summit Avila, CA	$38.32	
		$38.32	CT 25056478
David Degroot	Annual Articulation Conf. San Jose, CA	$1,397.96	
		$1,397.96	CT 25056479
Alejandra Enciso	Open Mileage 4.15.25	$14.42	
		$14.42	CT 25056480
Enterprise Rent-A-Car	38690325 GRIJALVA, NICHOLAS 4.10-13.25	$298.70	
	38690325 MARQUEZDELGADILLO, GABRIEL 4.10-13.25	$300.74	
	38690325 SOLORIOSOLORIO,FERERICO 4.10-13.25	$341.13	
		$940.57	CT 25056481
Fei Gao	Ellucian Conf. Orlando, FL	$637.28	
		$637.28	CT 25056482
Edwin Hodges	PREPAY MEAL 4.27-5.02.25	$225.00	
		$225.00	CT 25056483
Ignon, Madeleine	INTERVIEW REIMBURSEMENT 4.2024	$56.55	

Allan Hancock College

Warrant Register

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Vendor Name	Description	Amount	Warrant
		$56.55	CT 25056484
Suzanne Levy	Open Mileage 4.15.25	$13.02	
		$13.02	CT 25056485
Monica Lopez Flores	3.6,10,12,13,17,19,28 RETURN MILES Open Mileage	$128.24	
		$128.24	CT 25056486
Shandy Mann	Host Yoga Retreat for Staff LVC Campus	$36.40	
		$36.40	CT 25056487
Christopher McGuinness	CCPRO Conf. San Diego, CA	$363.58	
	CCPRO Conf. San Diego, CA	$214.52	
		$578.10	CT 25056488
LeeAnne McNulty	Workforce Development UCLA, CA	$170.00	
		$170.00	CT 25056489
Lauren Milbourne	CCPRO Conf. San Diego, CA	$400.00	
	CCPRO Conf. San Diego, CA	$159.77	
		$559.77	CT 25056490
Kenneth Ostini	Open Mileage 4.11,15.25	$84.28	
		$84.28	CT 25056491
Pacific Gas & Electric Company	Electricity Services 7.1.2024- 6.30.2025	$494.08	
	Electricity Services 7/1/2024 - 6/30/2025	$131.34	
		$625.42	CT 25056492
Greg Pensa	Open Mileage 4.15.25	$50.12	
		$50.12	CT 25056493
Victor Rodriguez	Open Mileage 2.3-13.25	$42.56	
	Open Mileage 1.28,23.25	$23.52	
		$66.08	CT 25056494
Ora Shrecengost	Open Mileage 4.15.25	$9.38	
		$9.38	CT 25056495
Danah Smith	WBCA Conv. Tampa, FL	$1,588.70	
		$1,588.70	CT 25056496
Southern California Gas Co	Natural Gas Supply 7/01/2024 - 6/30/2025	$10,937.56	
	Natural Gas Supply 7/01/2024 - 6/30/2025	$2,259.30	
		$13,196.86	CT 25056497
	Natural Gas Supply 7/01/2024 - 6/30/2025	$274.79	
	Natural Gas Supply 7/01/2024 - 6/30/2025	$56.76	
		$331.55	CT 25056498
Verizon Wireless	Monthly Charges For Athletics Hot Spots,	$76.02	
		$76.02	CT 25056499
	Cell Phone Service Fees for Facilities Dept.	$643.23	
	Verizon Annual Plan -Noncredit Student Navigators	$174.48	

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Vendor Name	Description	Amount	Warrant
		$817.71	CT 25056500
Verizon Wireless	Cell Phone Service for Campus Police: 7/01/24 -	$726.63	
		$726.63	CT 25056501
	iPhone SE Monthly Charges for 4 Outreach/Retention	$208.48	
	iPhone SE Monthly Charges for 3 Outreach/Retention	$158.04	
		$366.52	CT 25056502
	Monthly Charges For Athletics Hot Spots,	$114.03	
		$114.03	CT 25056503
Wadhwa, Sumanma	INTERVIEW REIMBURSEMENT 4.2025	$600.00	
		$600.00	CT 25056504
Kevin Walthers	AACC Annual Conv. Nashville, TN	$2,608.94	
	Open Mileage 1.1-3.31.25	$851.27	
		$3,460.21	CT 25056505
4imprint Inc.	Serged Closed-Back Table Throw- 8', Item #2213.	$199.45	
	Serged Closed-Back Table Throw- 8', Item #2213.	$199.45	
	Freight	$22.97	
	Freight	$22.97	
	Serged Closed-Back Table Throw- 8'	$199.45	
	Serged Closed-Back Table Throw- 8'	$199.45	
		$843.74	CT 25056506
James Adam	Reissue Stale Date Payroll Warrant #02-771895	$6.00	
		$6.00	CT 25056507
Adorama, Inc	NANUK CASE W/FOAM for DJI MINI 4, Black	$517.65	
		$517.65	CT 25056508
Andrew Albright	Reissue Stale Date #02-713054	$9.00	
		$9.00	CT 25056509
Kathy Alexander	Reissue Stale Date #02-119495	$9.51	
		$9.51	CT 25056510
Marla Allegre	Fund BP7380 Contribution at 2% FY24/FY25	$2,173.52	
		$2,173.52	CT 25056511
Lamar Allen	Reissue Stale Date #02-479591	$32.00	
		$32.00	CT 25056512
Carlos Alonso	Reissue Stale Date #02-803971	$5.50	
		$5.50	CT 25056513
Amazon	Office/Operational supplies 7/10/24-5/30/25	$38.55	
	FOOD AND EVENT CANDY VALID 8-06-2024 TO 5-31-2025	$98.94	
	BOOKS FOR LIBRARY,	$192.17	
	BOOKS FOR LIBRARY,	$358.71	
	BOOKS FOR LIBRARY	$518.14	
	BOOKS FOR LIBRARY	($57.92)	
	BOOKS FOR LIBRARY	($99.43)	
	BOOKS FOR LIBRARY	$157.35	

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Vendor Name	Description	Amount	Warrant
Amazon	Instructional Supplies for Paramedic Academy,	$36.51	
	LVC LRC Lola Dority book funds 3.25.25 - 5.30.25	$199.20	
	BOOKS FOR LIBRARY, 3/25/25 - 5/30/25	$43.19	
	BOOKS FOR LIBRARY, 3/25/25 - 5/30/25	$322.54	
	BOOKS FOR LIBRARY, 3/25/25 - 5/30/25	$609.31	
	BOOKS FOR LIBRARY, 3/25/25 - 5/30/25	$895.75	
	BOOKS FOR LIBRARY, 3/25/25 - 5/30/25	$998.47	
	LVC Library Books 4.1.25 - 5.30.25	$344.90	
	Lysol Air Sanitizer Spray	$22.42	
	Pop up Sticky Note Dispenser	$15.88	
	Poo-Pourri Toilet Spray	$31.38	
	Akro-Mils 30237 AkroBins Plastic Storage Bins	$796.32	
	Instructional Supplies 7/01/24-5/30/25	$811.59	
	MEDICAL SUPPLIES, 7/01/24 - 5/30/25	$43.33	
	Office Operational Supplies from 7/1/24 to 5/30/25	($110.12)	
	Office Operational Supplies from 7/1/24 to 5/30/25	$453.49	
	Office/Operational supplies 7/10/24-5/30/25	$57.90	
	Operational-Office Supplies 12-10-25 to 05-30-25	$86.99	
	Operational-Office Supplies 12-10-25 to 05-30-25	$99.45	
	FOOD SUPPLIES FOR WELLNESS PROGRAM,	$28.99	
	FOOD SUPPLIES FOR WELLNESS PROGRAM,	$405.52	
	Dance Office Operational Supplies 3/19/25-5/30/25	$342.50	
	LVC LRC Operational-Office supplies 4.1.25-5.30.25	$28.19	
	Graphics Instructional Supplies 4/1/2025-5/30/2025	$817.32	
	Office Operational Supplies	$329.96	
	Art instructional Supplies (bean bag spray booth),	$38.83	
	Wire Shelving with Wheels, 60x24x72 Inch, 2000 Lbs	$413.22	
	Vehicle Accessories Invoice #11YN-9WLY-6DVT	$69.57	
	Office Operational Supplies Dance 3/19/25-5/30/25	$79.31	
	Instructional Supplies 7/01/24-5/30/25	$654.12	
	Dracaena Silk Plant	$54.35	
	Briful Artificial Plant	$26.08	
	HAIOOU Coffee Table	$94.58	
	AILEEKISS Accent Chairs Set of Two	$173.99	
	Delivery Charge AILEEKISS Chairs	$108.74	
	INSTRUCTIONAL SUPPLIES 07-02-24 TO 05-30-25	$72.83	
	OFFICE-OPERATIONAL SUPPLIES FOR LE,	$219.32	
	LVC LRC Operational-Office supplies 8.9.24-5.30.25	$25.70	
	Office Supplies - BD1: 8/20/24 - 5/31/25	$240.23	
	INSTRUCTIONAL SUPPLIES 07-02-24 TO 05-30-25	$18.46	
	Instructional Supplies 7/01/24-5/30/25	$130.39	
	Instructional Supplies Valid 9-18-24 to 5-30-25	$104.36	
	Instructional Supplies for CA	$50.62	
	Operational Supplies - Grounds, 10/02/24 - 5/30/25	$16.54	
	Operational Supplies - Children's Center,	$23.67	
	Operational Supplies - Children's Center,	$196.83	
	Operational Supplies - Children's Center,	$1,537.24	
	Supplies JISSP workshops-activities,	$56.63	
	Supplies JISSP workshops-activities,	$56.63	
	FASN Instructional Supplies AG,	$65.24	
	FASN Instructional Supplies AG,	$108.00	

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Vendor Name	Description	Amount	Warrant
Amazon	FASN Instructional Supplies AG,	$175.50	
	FASN Instructional Supplies LVC,	$665.77	
	FASN Instructional Supplies AG,	$517.44	
	Instructional Supplies Valid 4-8-2025 to 5-30-2025	$301.23	
		$15,212.91	CT 25056514
American Business Machines	Campuswide Copier Maintenance 7/01/2024 to	$39.05	
	Campuswide Copier Maintenance 7/01/2024 to	$5,486.19	
		$5,525.24	CT 25056515
American Harlequin Corp	Gaffers Tape Black	$52.20	
	Harlequin Reversible 6'6" x 59'	$3,439.46	
	Shipping	$524.93	
		$4,016.59	CT 25056516
American Modular Systems Inc.	C.O. #1: 40x32 Team Building- 1,280 sf, to replace	$552,715.85	
		$552,715.85	CT 25056517
Isiah Anderson	Reissue Stale Date #02-180212	$398.83	
		$398.83	CT 25056518
Lucinda Anderson	REISSUE STALE DATE 02-797814 & 02-110114	$57.38	
		$57.38	CT 25056519
Shane Anderson	Reimbursement for Online Photography PD Courses,	$395.40	
		$395.40	CT 25056520
Edward Apalategui	Reissue Stale Date #02-303558	$189.05	
		$189.05	CT 25056521
Apple Inc.	14-inch MacBook Pro - Apple Part #: MW2U3LL/A.	$16,301.63	
	Recycle Fee	$40.00	
		$16,341.63	CT 25056522
Assessment Technologies Institute Llc	PN Comprehensive Predictor for new RN applicants,	$2,590.00	
	PN Comprehensive Predictor for 2025 LVN Graduates,	$2,516.00	
		$5,106.00	CT 25056523
Sasha Auldridge	Reissue Stale Date #02-209410	$388.15	
		$388.15	CT 25056524
Luis Ayala	Reissue Stale Date #02-806986	$1.88	
		$1.88	CT 25056525
B&H Photo Video	Photo and Video Supplies per Quote #910854234.	$8,084.17	
	Gabor Desk Mount REG SKU #GADMH10B	$163.07	
	BENQ Screenbar SKU #BESBHALOBR	$162.04	
	Dell 40" Monitor SKU #DEU4025QW	$1,510.54	
	E-Waste Fee	$6.00	
	DALITE/ELECT COSMOPOL/E 159"/HDTV - MATTE WHT/ L	$2,857.36	
	Shipping	$443.50	
	Pearstone 6 HDMI Cable - Part #: PEHDAX106	$161.38	
	TP-Link PoE Injector	$191.10	
	DALITE #6 WALL BRACKET (6" EXT) (PAIR) /WHITE/REG	$71.42	

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Vendor Name	Description	Amount	Warrant
B&H Photo Video	SIMPLY45 1-5/16" BATWING J-HOOK/100-PACK	$233.04	
	SAMSUNG 55" DU7200 CRYSTAL UHD TV/REG	$387.37	
	E-Waste Fee	$6.00	
	AURAY RACK SHELF 2U - Part #: AURS2U	$489.11	
		$14,766.10	CT 25056526
Nhi Banh	Reissue Stale Date #02-368637	$80.00	
		$80.00	CT 25056527
Benevolent & Protective Order Of The Elks #1538	Deposit for Hall Rental for For EOPS+ banquet on	$500.00	
		$500.00	CT 25056528
Bio-Rad Laboratories	Biology Lab Instructional Supplies: 4/9/25-5/30/25	$1,374.41	
		$1,374.41	CT 25056529
Blue Robotics inc	T200 Thruster with Penetrator (BlueROV2 Spare) -	$228.39	
	T200 Thruster with Penetrator (BlueROV2 Spare) -	$228.38	
	WetLink Penetrator Blank (No Hole) - M10	$6.53	
	Spare Bulkhead O-Ring Set - M10	$3.26	
	Shipping charge	$14.39	
		$480.95	CT 25056530
Bremer Auto Parts	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	$509.10	
	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	$38.30	
	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	$23.90	
		$571.30	CT 25056531
Thomas Bryant-Clauson	Reissue Stale Date #02-804122	$426.83	
		$426.83	CT 25056532
CA Department of Education	C-074297 FY22, FY23, FY24 &FY24 CSPP Overpayment	$15,176.00	
		$15,176.00	CT 25056533
Walter Cabarris	Reissue Stale Date #02-188146	$236.25	
		$236.25	CT 25056534
California Department Of Justice	Live Scans March 2025 Invoice #806452	$1,044.00	
		$1,044.00	CT 25056535
CDW Government Inc	StarTech 4K HDMI over IP Receiver -	$3,720.66	
	Shipping	$0.00	
	Dell Docking Station - CDW Part #: 6416316. Quote	$2,624.03	
	HPE Aruba AP-MNT-MP10-B Mount -	$627.81	
	HPE Aruba AP-565	$2,746.11	
	HPE Aruba AP-575	$5,920.52	
	Brother HL-L8260CDW - CDW Part #: 4557979,	$395.84	
	Brother HL-L8260CDW - CDW Part #: 4557979,	$791.68	
	Dell 27 Monitor P2725H, CDW Part #: 7878801, Quote	$1,938.36	
	StarTech 4U Rack Drawer	$236.88	
	Recycling Fee	$40.00	
	Dell Latitude 5550 - CDW Part #: 7883099,	$2,335.19	
	Recycling Fee	$10.00	
	Epson PowerLite L520U Projector -	$5,200.29	

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Vendor Name	Description	Amount	Warrant
CDW Government Inc	Panasonic 5200 Lumens WUXGA Projector	$5,011.46	
	Panasonic ET-RFV500 Projector Air Filter	$236.86	
		$31,835.69	CT 25056536
Century Industries LLC	Mobile Stage - Base Unit 24' x 24' stage, #FR4524	$138,563.81	
	Fly Bay Speaker Weather Covers	$6,086.74	
	MDO Deck Extension Sections (4' x 8')	$9,637.43	
	48" Wheelchair Lift	$11,759.14	
	Marquee Mesh Banner	$1,808.51	
	Marquee Banner (Hardware)	$3,924.79	
	Decorative Stage Skirt, 88LF (Covers Main Stage	$4,272.79	
	Aluminum Stairs (Additional) - 36"	$1,492.05	
	Equipment Loading Ramp	$2,645.89	
	42" Aluminum Storage Locker Box	$852.60	
	Staff training	$2,300.00	
	FOB shipping to CA	$8,800.00	
		$192,143.75	CT 25056537
Leandra Cherry	Reissue Stale Date #02-240002	$24.00	
		$24.00	CT 25056538
Andre Cirino	Reissue Stale Date #02-217199	$192.00	
		$192.00	CT 25056539
Coastal Reprographic Services	Large Format Scanning, 11/12/2024 - 5/30/2025	$633.52	
		$633.52	CT 25056540
John Cunningham	Reissue Stale Date #02-776601	$5.24	
		$5.24	CT 25056541
Oliver Dana	Reissue Stale Date #02-439365	$32.00	
		$32.00	CT 25056542
Giambattista De Stefani	Reissue Stale Date #02-748674	$9.00	
		$9.00	CT 25056543
Jeanette Deluca	Reissue Stale Date #02-769074	$0.75	
		$0.75	CT 25056544
Dept Of Forestry & Fire Protection	Fire Fighter Survival - FFS1366 B155	$2,325.00	
		$2,325.00	CT 25056545
Shayne Dias	Reissue Stale Date #02-748676	$8.89	
		$8.89	CT 25056546
Douglas Dougherty	Reisse Stale Date #02-180980	$3.38	
		$3.38	CT 25056547
Leanna Dugger	Reissue Stale Date #02-157643	$33.75	
		$33.75	CT 25056548
Thomas Dupres	Reissue Stale Date #02-180795	$445.50	
		$445.50	CT 25056549
Earth Systems Pacific	Provide on-site soil and material special	($160.00)	

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Vendor Name	Description	Amount	Warrant
Earth Systems Pacific	Project Management, Special Inspection Report	$160.00	
	Provide on-site soil and material special	($1,832.50)	
	On-site soil and material special inspection and	$1,832.50	
	Project Management, Special Inspection Report	$1,312.50	
		$1,312.50	CT 25056550
Vicki Edralin	Balloon decor for 2025 Graduation Ceremony.	$2,400.00	
	Event Statement Decor Backdrop	$800.00	
		$3,200.00	CT 25056551
EKC Enterprises Inc	USB-C Female to Male on Pigtail-	$691.64	
	USBC-HDMI F-F on Pigtail; Black	$1,268.03	
	XPA U 1002, 2 Ch. Amp	$2,974.10	
	UPB 125 WHITE	$1,604.63	
	PCM 340 WHITE	$1,659.96	
	FF 220T Speakers, 2'x2' (Pair)	$2,766.60	
	Freight	$378.00	
		$11,342.96	CT 25056552
Elks Recreation Inc	2025 RODEO SPONSORSHIP	$6,000.00	
		$6,000.00	CT 25056553
Juana Eulogio	Reissue Stale Date #02-763374	$31.50	
		$31.50	CT 25056554
Shane Fabie	Reissue Stale Date #02-791863	$6.14	
		$6.14	CT 25056555
Jeremy Farnum	Reissue Stale Date #02-142880	$37.50	
		$37.50	CT 25056556
Michael Fay	Reissue Stale Date #02-197883	$7.65	
		$7.65	CT 25056557
Federal Express Corp	Mailings for Acct #1104-8488	$34.09	
		$34.09	CT 25056558
Fisher Scientific Co Llc	FisherBrand Sharps Container	$24.30	
	Fisherbrand unbreakable Cover Slips	$55.29	
	FisherBrand Powder Free Nitrile Gloves - Small	$198.12	
		$277.71	CT 25056559
Follett Heg - Ahc Bookstore	RESERVE TEXTBOOKS, 7-15-24 TO 5-31-25	$877.61	
		$877.61	CT 25056560
	Phoenix Scholars Books Spring 2025	$179.61	
		$179.61	CT 25056561
	Diploma Covers	$7,960.50	
		$7,960.50	CT 25056562
	Phoenix Scholars Supplies Spring 2025	$204.74	
		$204.74	CT 25056563
	Phoenix Scholars Supplies Spring 2025	$20.15	

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Vendor Name	Description	Amount	Warrant
		$20.15	CT 25056564
Follett Heg - Ahc Bookstore	Rising Scholars/Juvenile Justice Book Vouchers,	$167.34	
	Rising Scholars/Juvenile Justice Book Vouchers,	$167.34	
		$334.68	CT 25056565
	Rising Scholars/Juvenile Justice Book Vouchers,	$1,214.72	
	Rising Scholars/Juvenile Justice Book Vouchers,	$1,214.73	
		$2,429.45	CT 25056566
	Rising Scholars/Juvenile Justice Instructional	$364.40	
	Rising Scholars/Juvenile Justice Instructional	$364.40	
		$728.80	CT 25056567
	Rising Scholars/Juvenile Justice Instructional	$135.60	
	Rising Scholars/Juvenile Justice Instructional	$135.60	
		$271.20	CT 25056568
	Rising Scholars Supplies Spring 2025	$90.51	
	Rising Scholars Supplies Spring 2025	$90.51	
		$181.02	CT 25056569
Foodbank Of Santa Barbara County	Food for Foodshare and Basic Needs Food Pantry for	$212.57	
	Food for Foodshare and Basic Needs Food Pantry for	$50.16	
	Food for Foodshare and Basic Needs Food Pantry for	$276.99	
		$539.72	CT 25056570
	Food for Foodshare and Basic Needs Food Pantry for	$41.42	
	Food for Foodshare and Basic Needs Food Pantry for	$54.81	
	Food for Foodshare and Basic Needs Food Pantry for	$96.31	
		$192.54	CT 25056571
Jamal Franklin	Reissue Stale Date #02-180266	$75.00	
		$75.00	CT 25056572
Yvon Frazier	Reimbursement for operational supplies for Early	$24.97	
		$24.97	CT 25056573
Kaylah Freedain	Reissue Stale Date #02-777538	$10.50	
		$10.50	CT 25056574
Darrell Friday	Reissue Stale Date #02-262166	$8.00	
		$8.00	CT 25056575
Lauina Futi	Reissue Stale Date #02-665363	$367.50	
		$367.50	CT 25056576
Glorificate Coffee Delight LLC	Coffee Service for 70 Guests	$92.40	
	Coffee Service for 70 Guests	$95.20	
	Coffee Service for 70 Guests	$92.40	
	Coffee Bar for LGBTQ+ Summit, 4/15-4/16/25.	$200.00	
		$480.00	CT 25056577
Janice Goodwin	STALE DATED PAYROLL WRNT RFC3.17.25	$44.75	

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Vendor Name	Description	Amount	Warrant
		$44.75	CT 25056578
Grant House Sewing Machines	Instructional Supplies for noncredit sewing class,	$52.44	
	Instructional Supplies for noncredit sewing class,	$45.86	
	Instructional Supplies for noncredit sewing class,	$550.57	
	Instructional Supplies for noncredit sewing class,	$629.66	
		$1,278.53	CT 25056579
Greenvale Tree Co	Thin Ash Trees on the Santa Maria campus, balance	$1,500.00	
		$1,500.00	CT 25056580
Bill Grundler	Reissue Stale Date # 02-224949	$20.03	
		$20.03	CT 25056581
Haas Factory Outlet	Labor for Spindle Overheat	$750.00	
	Travel	$500.00	
		$1,250.00	CT 25056582
Robert Hanson	Reissue Stale Date #02-136061	$620.90	
		$620.90	CT 25056583
Hardy Diagnostics	Instructional Supplies for Biology Labs, 4/8/25 -	$196.93	
	Science Lab Supplies July 1, 2024-May 30, 2025	$60.34	
		$257.27	CT 25056584
Tim Harness	Reissue Stale Date #02-735979	$6.75	
		$6.75	CT 25056585
Paul Harper Jr	Reissue Stale Date #02-196923	$154.30	
		$154.30	CT 25056586
Henry Schein Inc	Tri-Wave Light Probe	$1,631.25	
	Light Pad Tri-Wave Light Pad	$3,915.00	
	Solaris Plus Simulation Combo	$4,023.75	
	Normatec 3 Control Unit B	$435.00	
	Light Pad Hold Item #7024967, Order #63733477 SQ	$118.49	
	Shipping & Handling	$17.50	
		$10,140.99	CT 25056587
Amanda Hewitt	Reissue Stale Date #02-589189	$40.00	
		$40.00	CT 25056588
Cynthia Holm	Reissue Stale Date #02-700249	$275.24	
		$275.24	CT 25056589
Home Depot	Instructional Supplies for Fire Academy	$11.66	
	Instructional Supplies for Fire Academy	$12.98	
	Instructional Supplies for Fire Academy	$328.65	
	Instructional Supplies for Fire Academy	$139.11	
	Instructional Supplies for Welding Tech Program	$82.42	
	Instructional Supplies for Welding Tech Program	$88.81	
	Instructional Supplies for Paramedic Academy	$491.22	
	Instructional Supplies for Paramedic Academy	($84.76)	
	Instructional Supplies for Paramedic Academy	$103.25	
	Supplies per Invoice 5511096	$57.51	
	Supplies per Invoice 2523222	$223.46	

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Vendor Name	Description	Amount	Warrant
Home Depot	Supplies per Invoice 6554567	$154.43	
	Supplies per Invoice 7511007	$14.22	
	Supplies per Invoice 5534887	$15.93	
	Supplies per Invoice 1536268	$21.63	
	Supplies per Invoice 3513558	$46.25	
	Supplies per Invoice 1545405	$66.62	
	Supplies per Invoice 6020493	$62.53	
	Supplies per Invoice 8534462	$92.61	
	Supplies per Invoice 5534886	$108.64	
		$2,037.17	CT 25056590
House of Pride and Equality	2025 Santa Maria Pride Sponsorship	$2,500.00	
		$2,500.00	CT 25056591
Leslie Hutton	Reissue Stale Date #02-727622	$9.91	
		$9.91	CT 25056592
Instructure, Inc	Parchment Award Implementation Fee - Transcript	$500.00	
		$500.00	CT 25056593
Interstate Batteries Of Central Coast	Instructional Supplies	$327.97	
		$327.97	CT 25056594
J B Dewar	Fuel for AHC Community Ed. Truck Driving Class,	$3,323.46	
		$3,323.46	CT 25056595
Vicki Jacobs	Reissue Stale Date #02-240058	$16.00	
		$16.00	CT 25056596
Ryan James	Reissue Stale Date #02-304296	$32.00	
		$32.00	CT 25056597
Anthony Johnson	Reissue Stale Date #02-404925	$382.89	
		$382.89	CT 25056598
Aria Johnson	Reissue Stale Date #02-723039	$174.94	
		$174.94	CT 25056599
Dwayne Johnson	Reissue Stale Date #02-173059	$90.00	
		$90.00	CT 25056600
Johnson Plastics Plus	Engraver Plastic and supplies	$235.70	
		$235.70	CT 25056601
John Joslin	Reissue Stale Date #02-379151	$4.00	
		$4.00	CT 25056602
Teressa Kahn	STALE DATED PAYROLL WRNT RFC3.17.25	$5.67	
		$5.67	CT 25056603
Karin Kappen	STALE DATED PAYROLL WRNT RFC3.17.25	$251.98	
		$251.98	CT 25056604
Jessica Kasper	STALE DATED PAYROLL WRNT RFC3.17.25	$40.00	

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Vendor Name	Description	Amount	Warrant
		$40.00	CT 25056605
Alexis Kazianka	STALE DATED PAYROLL WRNT RFC3.17.25	$671.38	
		$671.38	CT 25056606
Shana Kealoha	STALE DATED PAYROLL WRNT RFC3.17.25	$41.00	
		$41.00	CT 25056607
Kelly Spicers Stores	Office Supplies - Paper, Wide Format and Bindery	$21.17	
	Office Supplies - Paper, Wide Format and Bindery	$3,272.47	
		$3,293.64	CT 25056608
James Kershaw	STALE DATED PAYROLL WRNT RFC3.17.25	$12.00	
		$12.00	CT 25056609
Annalise Ketz	STALE DATED PAYROLL WRNT RFC3.17.25	$309.98	
		$309.98	CT 25056610
Audrey Kohler	STALE DATED PAYROLL WRNT RFC3.17.25	$6.75	
		$6.75	CT 25056611
La Tapatia Bakery	Food Purchase for Registration Counseling Event:	$99.50	
		$99.50	CT 25056612
Joshua Lauvao	STALE DATED PAYROLL WRNT RFC3.17.25	$774.46	
		$774.46	CT 25056613
Angela Leeper	Reissue Stale Date Payroll Warrant #02-186586	$56.79	
		$56.79	CT 25056614
Alexis Lemus Hernandez	STALE DATED PAYROLL WRNT RFC3.17.25	$56.00	
		$56.00	CT 25056615
Richard Leonard	Reimbursement for Instructional Supplies, 9/18/24	$201.39	
	Reimbursement for Instructional Supplies, 9/18/24	$1,040.10	
		$1,241.49	CT 25056616
Alexander Lin	STALE DATED PAYROLL WRNT RFC3.17.25	$127.50	
		$127.50	CT 25056617
Christopher Lockwood	STALE DATED PAYROLL WRNT RFC3.17.25	$137.01	
		$137.01	CT 25056618
Germalyn Lomibao	STALE DATED PAYROLL WRNT RFC3.17.25	$33.75	
		$33.75	CT 25056619
Alexis Lopez	STALE DATED PAYROLL WRNT RFC3.17.25	$112.00	
		$112.00	CT 25056620
David Lopez	STALE DATED PAYROLL WRNT RFC3.17.25	$64.00	
		$64.00	CT 25056621
Tyler Lopez	STALE DATED PAYROLL WRNT RFC3.17.25	$139.50	
		$139.50	CT 25056622
Kevawn Lord	STALE DATED PAYROLL WRNT RFC3.17.25	$367.50	

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Vendor Name	Description	Amount	Warrant
		$367.50	CT 25056623
Lowes	Instructional Supplies, 8/21/24 - 5/31/25.	$50.49	
	Instructional Supplies Art, 8/29/2024 - 5/30/2025	$343.99	
	Receptacle, ETN 15A TR and 3.6	$20.64	
	Wall Plates, ETN 10 Screwless Deco	$4.94	
		$420.06	CT 25056624
Silvia Lucatero	STALE DATED PAYROLL WRNT RFC3.17.25	$386.81	
		$386.81	CT 25056625
Kelli Lyons	STALE DATED PAYROLL WRNT RFC3.17.25	$504.25	
		$504.25	CT 25056626
Machollywood Inc	Artist Pro 24 (Gen2) 4K, XPP-MD240UH-US. Quote #	$1,060.31	
	CA - Electronic waste recycling fee, FEE-CED 15"	$5.00	
	Artist 24 Pro 2.5K, XPP-ARTIST24PRO_US	$630.75	
	CA - Electronic waste recycling fee, FEE-CED 15"	$5.00	
		$1,701.06	CT 25056627
Matthew MacPherson	STALE DATED PAYROLL WRNT RFC3.17.25	$7.15	
		$7.15	CT 25056628
Manzanita Nursery	Plants for Native Bee Project. Invoice #11918.	$218.15	
		$218.15	CT 25056629
Mariachi Alma de Jalisco	Mariachi band to perform at conclusion of 2025	$2,000.00	
		$2,000.00	CT 25056630
Jose Danniel Martinez	STALE DATED PAYROLL WRNT RFC3.17.25	$382.50	
		$382.50	CT 25056631
Ne'Chelle Martinez	STALE DATED PAYROLL WRNT RFC3.17.25	$330.75	
		$330.75	CT 25056632
Kayleen Mclain	STALE DATED PAYROLL WRNT RFC3.17.25	$23.63	
		$23.63	CT 25056633
Medco Supply Company	Kettlebells 16KG Item #7021421	$134.69	
	Original Golden Pickle Juice	$92.11	
	Theraband Glute Band Item #7031144	$17.55	
	Foot/Ankle Item #557958	$108.94	
	Shipping	$30.45	
		$383.74	CT 25056634
Anthony Melton	STALE DATED PAYROLL WRNT RFC3.17.25	$132.00	
		$132.00	CT 25056635
Robert Meyer	STALE DATED PAYROLL WRNT RFC3.17.25	$176.60	
		$176.60	CT 25056636
William Meyer	STALE DATED PAYROLL WRNT RFC3.17.25	$66.65	
		$66.65	CT 25056637
Nathalie Mikowicz	STALE DATED PAYROLL WRNT RFC3.17.25	$27.00	

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		$27.00	CT 25056638
John Miles	STALE DATED PAYROLL WRNT RFC3.17.25	$984.05	
		$984.05	CT 25056639
Jorge Miller	STALE DATED PAYROLL WRNT RFC3.17.25	$579.31	
		$579.31	CT 25056640
Mission Linen Supply	Laundry Services for Automotive Collision Repair:	$22.25	
	Laundry Services for Automotive Technology Program	$34.60	
		$56.85	CT 25056641
Edgar Monroy	STALE DATED PAYROLL WRNT RFC3.17.25	$63.00	
		$63.00	CT 25056642
Rebecca Monte	STALE DATED PAYROLL WRNT RFC3.17.25	$99.37	
		$99.37	CT 25056643
Kekoa Mooney	STALE DATED PAYROLL WRNT RFC3.17.25	$92.88	
		$92.88	CT 25056644
Karalynn Narvaiz	STALE DATED PAYROLL WRNT RFC3.17.25	$52.25	
		$52.25	CT 25056645
Larissa Nazarenko	STALE DATED PAYROLL WRNT RFC3.17.25	$18.84	
		$18.84	CT 25056646
Katherine Nelson	STALE DATED PAYROLL WRNT RFC3.17.25	$144.00	
		$144.00	CT 25056647
Nicholas Newton	STALE DATED PAYROLL WRNT RFC3.17.25	$149.09	
		$149.09	CT 25056648
Robert Niedermann	STALE DATED PAYROLL WRNT RFC3.17.25	$545.50	
		$545.50	CT 25056649
Jeremiah Noe	STALE DATED PAYROLL WRNT RFC3.17.25	$16.88	
		$16.88	CT 25056650
John O'Connell	STALE DATED PAYROLL WRNT RFC3.17.25	$82.89	
		$82.89	CT 25056651
Oakie Smokie BBQ LLC	Food for AI Summit, 4/18/25. Bells and Veggies	$81.56	
	SM Style Chicken BBQ Plate	$163.13	
	Tri-tip Sando Meal	$152.25	
		$396.94	CT 25056652
Kyle Ochoa	STALE DATED PAYROLL WRNT RFC3.17.25	$104.22	
		$104.22	CT 25056653
ODP Business Solutions LLC	Office Operational Supplies 7/1/24 to 5/30/25	$18.27	
	Office Supplies: 3/05/25 - 5/30/25	$99.60	
	Office Supplies 7/1/24-5/30/25	$174.34	
	Office Supplies 11-08-2024 through 5-30-2025	$9.53	
	Office Supplies 11-08-2024 through 5-30-2025	$134.37	
	Office Supplies 11-08-2024 through 5-30-2025	$332.67	
	Office Operational Supplies 7/1/24 to 5/30/25	$25.62	

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Vendor Name	Description	Amount	Warrant
ODP Business Solutions LLC	Office Operational Supplies 7/1/24 to 5/30/25	$147.69	
	Office Operational Supplies 7/1/24 to 5/30/25	$48.90	
	Office Operational Supplies 7/1/24 to 5/30/25	$85.48	
	Office Operational Supplies 7/1/24 to 5/30/25	$228.35	
	Operational Supplies: 7/12/24 - 5/30/25	$14.16	
	Operational Supplies: 7/12/24 - 5/30/25	$304.91	
		$1,623.89	CT 25056654
Matthew Hayes Okada Swift	STALE DATED PAYROLL WRNT RFC3.17.25	$246.31	
		$246.31	CT 25056655
Michael Okerblom	STALE DATED PAYROLL WRNT RFC3.17.25	$7.50	
		$7.50	CT 25056656
David Olvera	STALE DATED PAYROLL WRNT RFC3.17.25	$35.93	
		$35.93	CT 25056657
Chinenye Oriji	STALE DATED PAYROLL WRNT RFC3.17.25	$971.25	
		$971.25	CT 25056658
Paul Ormonde	STALE DATED PAYROLL WRNT RFC3.17.25	$168.00	
		$168.00	CT 25056659
Jacqueline Otto	STALE DATED PAYROLL WRNT RFC3.17.25	$138.75	
		$138.75	CT 25056660
Jack Owen	STALE DATED PAYROLL WRNT RFC3.17.25	$8.02	
		$8.02	CT 25056661
Patterson Veterinary Supply Inc	Instructional Supplies 4-10-25 - 5-30-25	$429.37	
	Instructional Supplies 4-10-25 - 5-30-25	$15.25	
		$444.62	CT 25056662
Michael Pease	STALE DATED PAYROLL WRNT RFC3.17.25	$63.56	
		$63.56	CT 25056663
Naomi Perez	STALE DATED PAYROLL WRNT RFC3.17.25	$42.00	
		$42.00	CT 25056664
Silvia Perez	STALE DATED PAYROLL WRNT RFC3.17.25	$114.00	
		$114.00	CT 25056665
Max Pinkerton	STALE DATED PAYROLL WRNT RFC3.17.25	$6.75	
		$6.75	CT 25056666
Tempest Plott	STALE DATED PAYROLL WRNT RFC3.17.25	$96.00	
		$96.00	CT 25056667
Point Of Action	Port Authority Active Soft Shell Jacket #J717	$317.67	
	Port Authority Womens Active Soft Shell #L717	$45.38	
	CornerStone - Select Snag-Proof Polo #CS412	$164.92	
	CornerStone - Select Snag-Proof Polo #CS412	$41.25	
	CornerStone Womens Select Snag-Proof Polo #CS413	$98.95	
	CornerStone Tall Select Snag-Proof Polo #TLCS412	$37.12	
	Port Authority Tall Core Soft Shell Jacket #TLJ317	$53.64	

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Vendor Name	Description	Amount	Warrant
Point Of Action	Port Authority Womens Interlock Cardigan #L807	$45.39	
	Cornerstone - Select Snag-Proof Polo CS412	$106.29	
	CornerStone Tall Select Snag-Proof Polo TLCS412	$37.50	
		$948.11	CT 25056668
Spencer Pool	STALE DATED PAYROLL WRNT RFC3.17.25	$150.00	
		$150.00	CT 25056669
PPG Architectural Finishes Inc	Paint Supplies for Maintenance Dept. 1.27.2025 to	$33.92	
	Paint Supplies for Maintenance Dept. 1.27.2025 to	$63.76	
		$97.68	CT 25056670
Catherine Quigley	STALE DATED PAYROLL WRNT RFC3.17.25	$69.69	
		$69.69	CT 25056671
Quinn Company	Generator Maintenance- PM Level 2- Annual Service:	$1,199.50	
	Generator Maintenance- PM Level 2- Annual Service:	$1,228.31	
	Generator Maintenance- PM Level 2- Annual Service:	$1,234.96	
	Generator Maintenance- PM Level 2- Annual Service:	$1,259.10	
	Generator Maintenance- PM Level 2- Annual Service:	$1,326.19	
		$6,248.06	CT 25056672
Erik Ramirez Arredondo	STALE DATED PAYROLL WRNT RFC3.17.25	$15.75	
		$15.75	CT 25056673
Maria Ramirez-Garibay	Reimbursement for 50 SkillsUSA Honor Stole	$1,050.00	
	Reimbursement for dry cleaning services, Invoice #	$957.50	
		$2,007.50	CT 25056674
Robert Rasmison	STALE DATED PAYROLL WRNT RFC3.17.25	$252.64	
		$252.64	CT 25056675
Christina Reyes	STALE DATED PAYROLL WRNT RFC3.17.25	$68.29	
		$68.29	CT 25056676
Edson Ribeiro Junior	STALE DATED PAYROLL WRNT RFC3.17.25	$257.11	
		$257.11	CT 25056677
Joel Rodriguez	STALE DATED PAYROLL WRNT RFC3.17.25	$138.97	
		$138.97	CT 25056678
Kevin Rogers	STALE DATED PAYROLL WRNT RFC3.17.25	$47.25	
		$47.25	CT 25056679
Chris Roybal	STALE DATED PAYROLL WRNT RFC3.17.25	$8.00	
		$8.00	CT 25056680
Katherine Rust	STALE DATED PAYROLL WRNT RFC3.17.25	$4.00	
		$4.00	CT 25056681
Brianna Sanchez	STALE DATED PAYROLL WRNT RFC3.17.25	$10.50	
		$10.50	CT 25056682
Eva Sanchez	STALE DATED PAYROLL WRNT RFC3.17.25	$30.71	
		$30.71	CT 25056683
Santa Maria Kiwanis for Kids	Santa Maria BBQ Festival- Silver Sponsor. Invoice	$1,000.00	

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Vendor Name	Description	Amount	Warrant
Inc.			
		$1,000.00	CT 25056684
Santa Maria Philharmonic Society	Concert Tickets for Music Students for the SMPS	$900.00	
		$900.00	CT 25056685
Save Mart Supermarkets	Food Supplies for Children's Center,	$446.44	
	Food Supplies for Children's Center,	$358.23	
	Food Supplies for Children's Center,	$286.09	
	Food Supplies for Children's Center,	$66.68	
		$1,157.44	CT 25056686
Sehi Computer Products Inc.	HPE Aruba 5406R Expansion Module - (8-Port) 1G 10g	$4,652.33	
		$4,652.33	CT 25056687
Carol Seigel	Guest artist exhibition and presentation in the	$250.00	
		$250.00	CT 25056688
Ruby Shell	STALE DATED PAYROLL WRNT RFC3.17.25	$154.00	
		$154.00	CT 25056689
Timothy Sherwood	STALE DATED PAYROLL WRNT RFC3.17.25	$166.51	
		$166.51	CT 25056690
Margaret Shigenaka	BP7380 2% DIST CONT. FY 2023 - 2025	$6,462.63	
		$6,462.63	CT 25056691
Crystal Silva	STALE DATED PAYROLL WRNT RFC3.17.25	$418.76	
		$418.76	CT 25056692
SLO Safe Ride	Bus Transportation for Puente University Tours	$5,445.00	
	Fuel Surcharge	$50.29	
		$5,495.29	CT 25056693
Smart & Final	Bulldog Bites 11.14.24 - 6.30.25	$819.40	
	Food and Beverage Purchases for Men's Support	$199.04	
	Food and Beverage Purchases for Men's Support	$209.33	
	Supplies - JISSP workshops-Activities,	$44.32	
	Supplies - JISSP workshops-Activities,	$44.31	
	Food-JISSP workshops-Activities,	$149.70	
	Food-JISSP workshops-Activities,	$149.71	
	SkillsUSA Snacks 3.6.25 - 5.30.25	$792.38	
	Food and Beverage Purchases for Men's Support	$148.39	
	True Salt Sea Salt Fine	$9.27	
	First Street White Vinegar	$25.52	
	Dawn Plat Refresh Rain	$6.51	
	Food for Non-credit HOEC Classes: 2/05/25 to	$50.47	
	Snacks and Food Supplies for UTC Workshops and	$96.01	
	Food for Fee-Based Course, REF #47611	$358.72	
	Food for Veteran Resource Center, February 10 -	$74.91	
	Food for various outreach events and activities.	$493.92	
	Snacks and Food Supplies for UTC Workshops and	$38.21	
	Food for Student Lunch Locker- Santa Maria,	$104.53	
	Food for Student Lunch Locker- Santa Maria,	$271.36	

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Smart & Final	Food for Student Lunch Locker- Santa Maria,	$177.28	
	Food and Beverage Purchases for Men's Support	$317.50	
	Food and Beverage Purchases for Men's Support	$181.26	
	Food for Non-credit HOEC Classes: 2/05/25 to	$79.82	
		$4,841.87	CT 25056694
	Food for Children's Center 11-1-24 to 6-30-25	$366.74	
	Food for Children's Center 11-1-24 to 6-30-25	$344.41	
	Food for Children's Center 11-1-24 to 6-30-25	$312.58	
	Food for Children's Center 11-1-24 to 6-30-25	$348.71	
	Food for Children's Center 11-1-24 to 6-30-25	$293.52	
		$1,665.96	CT 25056695
	Food for Culinary Arts Instruction: 2/05/25 -	$34.39	
	Food for Culinary Arts, 3-28-25 to 6-28-25	$367.29	
	Food for Culinary Arts Instruction: 2/05/25 -	$5.19	
	Food for Culinary Arts, 3-28-25 to 6-28-25	$548.72	
		$955.59	CT 25056696
Smith Pipe & Supply Inc	Calsense CS3-EN Ethernet Device	$862.66	
	Calsense CS3-EN Ethernet Device	$862.66	
	Calsense Dome-Cover-1,	$160.13	
		$1,885.45	CT 25056697
Alex Solorio	STALE DATED PAYROLL WRNT RFC3.17.25	$8.00	
		$8.00	CT 25056698
Sport & Cycle Team Athletics Inc	UA M's Black Motivate 3.0 Short Sleeve,	$313.11	
	UA M's Navy Motivate 3 Long Sleeve, 1/4XLT.	$45.66	
	Shipping	$36.19	
	UA W's Black Armour Fleece Storm Full Zip, Item #	$1,369.93	
	UA W's Pants, Item #1379598-001	$1,108.93	
	Shipping	$125.67	
		$2,999.49	CT 25056699
Strata Information Group	Degree Works Consulting Support for FY 2024-2025	$360.00	
	Banner DBA & ODS Support Services per SOW13818-	$855.00	
	Banner Student A/R Consulting Report FY 24/25 and	$270.00	
		$1,485.00	CT 25056700
Superior Pool Products LLC	Chlorine DPD Tablet, PAL-47-826	$86.66	
	Alkalinity Tablet Reagent, PAL-47-827	$197.56	
	PH Phenol Red Tablet Reagent, PAL-47-825	$74.41	
	Calcium Hardness Tablet, PAL-47-828	$231.99	
	Freight Charges	$22.15	
		$612.77	CT 25056701
Testa Catering	Catering for 75 people	$1,297.35	
	Catering for 75 people	$1,336.66	
	Catering for 75 people	$1,297.35	
	Catering for LGBTQ+ Summit, 4/15-4/16/25. Invoice	$926.85	

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Vendor Name	Description	Amount	Warrant
		$4,858.21	CT 25056702
Kaisa Tevaga	STALE DATED PAYROLL WRNT RFC3.17.25	$81.00	
		$81.00	CT 25056703
The Lincoln Electric Company	Instructional Supplies	$3,262.78	
	Instructional Supplies	$615.31	
	Instructional Supplies	$50.64	
	Instructional Supplies	$499.83	
		$4,428.56	CT 25056704
Top Shelf Manufacturing, LLC	Protex Elbow Brace, XL	$120.16	
	Protex Elbow Brace, 2X	$108.68	
	Anchor Shoulder Brace, MD, Left	$151.20	
	Anchor Shoulder Brace, LG, Left	$151.20	
	Anchor Shoulder Brace, XL, Left	$151.20	
	Anchor Shoulder Brace, 2X, Left	$151.20	
	Anchor Shoulder Brace, MD, Right	$151.20	
	Anchor Shoulder Brace, LG, Right	$151.20	
	Anchor Shoulder Brace, XL, Right	$151.20	
	Anchor Shoulder Brace, 2X, Right	$151.20	
		$1,438.44	CT 25056705
Clarissa Torres	STALE DATED PAYROLL WRNT RFC3.17.25	$15.75	
		$15.75	CT 25056706
Touchnet Information Systems Inc	TouchNet Annual Subscription Service	$14,090.00	
		$14,090.00	CT 25056707
Transportation USA	Bus Transportation for college tours on 4/15/25 -	$2,686.00	
	Bus Transportation for college tours on 4/15/25 -	$2,607.00	
	Bus Transportation for college tours on 4/15/25 -	$2,607.00	
		$7,900.00	CT 25056708
Laurae Tyler	STALE DATED PAYROLL WRNT RFC3.17.25	$72.00	
		$72.00	CT 25056709
United Parcel Service	UPS Charges, 7-1-24 thru 6-30-25, Account	$46.33	
		$46.33	CT 25056710
United Refrigeration Inc	HVAC Supplies, 07-01-24 thru 05-31-25	$247.04	
	HVAC Supplies, 07-01-24 thru 05-31-25	$242.70	
	Taco Air & Dirt Separator 2-1/2" thread for boiler	$0.00	
	Taco Air & Dirt Separator 2-1/2" thread for boiler	$3,247.79	
	Belimo 3 Way Valve and 24V Actuator Assembly	$329.19	
	Nucalgon Dragon Towels (Hand and Shop)	$71.18	
	Freight charges	$29.50	
		$4,167.40	CT 25056711
Guadalupe Uvalle	STALE DATED PAYROLL WRNT RFC3.17.25	$71.93	
		$71.93	CT 25056712
Nakesha Valverde-Willis	STALE DATED PAYROLL WRNT RFC3.17.25	$280.00	

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Vendor Name	Description	Amount	Warrant
		$280.00	CT 25056713
Rene Vanlingen	STALE DATED PAYROLL WRNT RFC3.17.25	$9.85	
		$9.85	CT 25056714
Judith Venegas- Corona	STALE DATED PAYROLL WRNT RFC3.17.25	$9.00	
		$9.00	CT 25056715
Joshua Verceles	STALE DATED PAYROLL WRNT RFC3.17.25	$3.75	
		$3.75	CT 25056716
Vestis Services LLC	Towel Service for PSTC	$44.35	
	Towel Service for PSTC	$58.46	
		$102.81	CT 25056717
VWR International	SYBR Safe DNA Stain, Catalog #470193-138,	$115.21	
	FREIGHT	$23.47	
		$138.68	CT 25056718
Ward's Science Inc	Supplies for Biology Labs: 07-05-24 thru 05-30-25	$63.49	
	Supplies for Biology Labs: 07-05-24 thru 05-30-25	$63.41	
	Science Lab Supplies July 1, 2024-May 30, 2025	$192.53	
	Science Lab Supplies July 1, 2024-May 30, 2025	$38.38	
	Science Lab Supplies July 1, 2024-May 30, 2025	$156.05	
	Science Lab Supplies July 1, 2024-May 30, 2025	$147.30	
		$661.16	CT 25056719
Robert Weir	STALE DATED PAYROLL WRNT RFC3.17.25	$14.46	
		$14.46	CT 25056720
Wilson Case Inc	3" Edge Caster Replacement Wheel & Axle, Part #	$60.75	
	Shipping	$34.94	
		$95.69	CT 25056721
Wingspans Inc	Subscription to Wingspans for all faculty and	$4,000.00	
		$4,000.00	CT 25056722
Mary Worthington	STALE DATED PAYROLL WRNT RFC3.17.25	$22.50	
		$22.50	CT 25056723
Yankee Book Peddler Inc	LVC Library Books: 8.09.24 - 5.31.25	$694.32	
		$694.32	CT 25056724
Murtatha Ahmed	Manual Refund Submitted	$500.00	
		$500.00	CT 25056725
Stacy Antunez	Manual Refund Submitted	$500.00	
		$500.00	CT 25056726
Ofelia Gonzalez	Manual Refund Submitted	$500.00	
		$500.00	CT 25056727
Hope Goodall	Manual Refund Submitted	$1,157.00	
		$1,157.00	CT 25056728
Alexander Greco	Manual Refund Submitted	$3.00	

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Vendor Name	Description	Amount	Warrant
		$3.00	CT 25056729
Yovana Paez	Manual Refund Submitted	$2.00	
		$2.00	CT 25056730
Gavin Shorts	Manual Refund Submitted	$28.00	
		$28.00	CT 25056731
Stephanie Sogka	Manual Refund Submitted	$166.00	
		$166.00	CT 25056732
Flor Villa	Manual Refund Submitted	$33.00	
		$33.00	CT 25056733
Jacob Zepeda	Manual Refund Submitted	$2.00	
		$2.00	CT 25056734
Joseph Adams	EOPS Summit Avila, CA	$38.32	
		$38.32	CT 25056735
Donna Beal	CCCAOE Conf. Sacramento, CA	$743.80	
		$743.80	CT 25056736
City Of Santa Maria	Water Services and Disposal Site Fees- Utilities,	$651.51	
	Water Services and Disposal Site Fees- Community	$152.82	
	Water Services and Disposal Site Fees- Utilities,	$2,367.57	
	Water Services and Disposal Site Fees- Community	$555.35	
	Water Services and Disposal Site Fees- Utilities,	$3,719.73	
	Water Services and Disposal Site Fees- Community	$872.53	
	Water Services and Disposal Site Fees- Utilities,	$659.60	
	Water Services and Disposal Site Fees- Community	$154.72	
	Water Services and Disposal Site Fees- Utilities,	$1,062.29	
	Water Services and Disposal Site Fees- Community	$249.18	
	Water Services and Disposal Site Fees- Utilities,	$273.53	
	Water Services and Disposal Site Fees- Community	$64.16	
	Water Services and Disposal Site Fees- Utilities,	$3,586.79	
	Water Services and Disposal Site Fees- Community	$841.35	
	Water Services and Disposal Site Fees- Utilities,	$1,403.54	
	Water Services and Disposal Site Fees- Community	$329.23	
	Water Services and Disposal Site Fees- Utilities,	$123.80	
	Water Services and Disposal Site Fees- Community	$29.04	
	Water Services and Disposal Site Fees- Utilities,	$155.86	
	Water Services and Disposal Site Fees- Community	$36.56	
	Water Services and Disposal Site Fees- Utilities,	$287.29	
	Water Services and Disposal Site Fees- Community	$67.39	
	Water Services and Disposal Site Fees- Utilities,	$1,086.49	
	Water Services and Disposal Site Fees- Community	$254.86	
		$18,985.19	CT 25056737
	Disposal Site Landfill Fees,	$218.00	
	PCPA Disposal Site Landfill Fees,	$210.10	
		$428.10	CT 25056738
Nichole Dechaine	PREPAY MEALS 5.04.25	$2,652.00	

Allan Hancock College

Warrant Register

Check Dates from 4/1/2025 to 4/30/2025
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		$2,652.00	CT 25056739
Enterprise Rent-A-Car	Rivera, Sierra4.22-25.25	$297.90	
		$297.90	CT 25056740
Mackenzie Greeley	Workforce Development Los Angeles, CA	$378.60	
		$378.60	CT 25056741
Azhane Griggs	ACHRO Conf. Temecula, CA	$490.10	
	ACHRO Conf. Rohnert Park, CA	$75.07	
		$565.17	CT 25056742
Samantha Kerley	Dual Enrollment Equit. Sacramento, CA	$297.68	
		$297.68	CT 25056743
Thomas Lamica	CCCAOE Conf. Sacramento, CA	$211.01	
		$211.01	CT 25056744
Francisca Perez Molina	CCPRO Conf. San Diego, CA	$1,464.02	
		$1,464.02	CT 25056745
Sierra Rivera	AHCRO HR Admin Academy Cerritos, CA	$948.19	
		$948.19	CT 25056746
Fernando Robles	Workforce Development Conf. Los Angeles, CA	$165.00	
		$165.00	CT 25056747
Scholarshare Investment Board	H20149043 GUSTAVO PLACIDO DOLORES Ret Schol 24-25	$528.95	
		$528.95	CT 25056748
Wendy Solis	Dual Enroll Conf. Sacramento, CA	$690.51	
		$690.51	CT 25056749
T-Mobile USA Inc	UNLIMITED MOBILE INTERNET HOT SPOTS	$2,643.68	
		$2,643.68	CT 25056750
The Community Foundation San Luis Obispo County	RETURN SCHLRSHIP SILVA,DAYANA 24-25	$3,000.00	
		$3,000.00	CT 25056751
US Department of Veterans Affairs	RETURN VA33 MASTRODDI F0892 Spr 25	$55.88	
		$55.88	CT 25056752

Warrant Register

Check Dates from 4/1/2025 to 4/30/2025
Bank Code: CT

Fund and Reversal Summary

Totals By Fund:

Total for General Fund 9410	$3,004,870.24
Total for Bond Interest & Redemption Fund 9421	$0.00
Total for Child Development Fund 9433	$108,864.45
Total for Capital Outlay Project Fund 9441	$2,604,734.00
Total for General Obligation Bond Fund 9447	$18,474.12
Total for Dental Self-Insurance Fund 9461	$65,927.00
Total for Self-Insurance Health Exam Fund 9462	$0.00
Total for Self-Insurance, Property, & Liability Fund 9463	$0.00
Total for Post-Employment Benefits Fund 9469	$0.00
Total for Student Body Center Fee Trust Fund 9473	$0.00

Allan Hancock College

Warrant Register

Check Dates from 4/1/2025 to 4/30/2025
Bank Code: RC

Vendor Name	Description	Amount	Warrant
Delicia Navarette	3.11-14.25T Conf. San Diego, CA	$509.45	
		$509.45	RC 40000256

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT	
April-25	
ACRONYMS	
19six Architects	Nineteen Six Architects (Formerly PMSM)
4imprint	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 Programs Corporation	Allan Hancock College - Auxiliary Corporation
B&H Photo	NO ACRONYM
BC Pumps Sales and Service	Bill Caldwell Pumps Sales and Service
Bio-Rad Laboratories	NO ACRONYM
CDW Government Inc	Computer Discount Warehouse Government Inc
DiaMedical USA	NO ACRONYM
E3 Diagnostics Inc.	Expertise, Excellence, and Everywhere Diagnostics Inc.
EKC Enterprises Inc	NO ACRONYM
FOLLETT HEG-AHC	Follett Higher Education Group-Allan Hancock College
H&E Equipment Services Inc	Head & Engquist
International E-Z Up Inc	International Easy Up Inc
J B Dewar	NO ACRONYM
KNN Public Finance LLC	NO ACRONYM
LG Inspection LLC	Leach Group, INC
M&W Pumps Inc	NO ACRONYM
Metlife Small Market	Metropolitan Life Small Market
Morris PI Group	Morris Private Investigations Group
Oakie Smokie BBQ LLC	Oakie Smokie Barbecue LLC
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
R & E Concrete Inc	NO ACRONYM
RBA Attorney Services Inc	NO ACRONYM
SISC III	Self Insured Schools of California
SLO Pest and Termite	San Luis Obispo Pest and Termite
SLO Safe Ride	San Luis Obispo Safe Ride
SMS Designs	NO ACRONYM
Splash N Dash	Splash and Dash
T-Mobile USA Inc	Telekom-Mobile USA Inc
USDA Forest Service	United States Department of Agriculture Forest Service
VIRTUAL VRI	Virtual Video Remote Interpreting
VWR	Van Waters Rogers (Avantor Science)
WEX Bank	Wright Express Financial Services Corp

ALLAN HANCOCK COLLEGE

CONSENT ITEM

To:	Board of Trustees	Date:	June 10, 2025
From:	Superintendent/President		
Subject:	Approval of Employee Personnel Actions	Item Number:	11.B.
Institutional Goal:	Accreditation Standard III	Enclosures:	Page 1 of 5

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 the board of trustees approve the following personnel actions as presented.

Administrator Initiating Item:	Final Disposition:
Ruben Ramirez	

Faculty - Tenure Track							
Special Note: New appointments are contingent upon successful completion of pre-employment requirements. Faculty employed under Ed Code 87470.							
	Name	**Assignment**	**Department or Division**	**Effective Date**	**Column and Step**	**Months**	**Reason/ Comment**
1	Lara, Karina	assistant profesor, librarian	LVC	8/12/25	**II-4**	10-FT	Replace Nathaniel Mahon
2	Tanaka, Shimon	assistant professor, English	English	8/12/25	IV-5	10-FT	Replace James Read
3	**Pending selection**	**assistant professor, psychology**	**Social & Behavioral Sciences**	**TBD**	**TBD**	**10-FT**	**Replace John Gallien**
4	**Pending selection**	**professor, early childhood studies**	**Applied Behavioral Sciences**	**TBD**	**TBD**	**10-FT**	**Replace Alice Caddell**
Fiscal Impact 2025-2026 Fiscal Year							
1	unrestricted general fund						$ 114,761.00
2	unrestricted general fund						$ 134,465.00
3	**unrestricted general fund**						**TBD**
4	**unrestricted general fund**						**TBD**

Faculty - Non-Tenure Track							
Special Note: New appointments are contingent upon successful completion of pre-employment requirements. Faculty employed under Ed Code 87470.							
	Name	**Assignment**	**Department or Division**	**Effective Date**	**Column and Step**	**Months**	**Reason/ Comment**
1	Santa Cruz, Dalila	non-tenure mental health therapist	Student Health Center	07/01/25-05/31/26	III-5	11-FT	Rehire for 2025-26 academic year
Fiscal Impact 2025-2026 Fiscal Year							
1	COVID-19 recovery block grant						$ 127,607.00

Appointment of Interim Management Employee(s)						
Special Note: New appointments are contingent upon successful completion of pre-employment requirements.						
	Name	**Assignment**	**Department or Division**	**Effective Dates**	**Salary**	**Reason/Comment**
1	**Shroeder, Jenny**	**director, special projects - Guided Pathways**	**Institutional Effectiveness**	**07/01/25-07/31/25**	**20-F**	**Continuation of assignment during the summer**
Fiscal Impact 2024-2025 Fiscal Year						
1	CCC Guided Pathways Yr. 6					$ 14,631.00

Classified Staff - Appointments, Promotions and Transfers								
	Name	**Action**	**Assignment**	**Department or Division**	**Effective Date**	**Salary**	**Months and FTE**	**Reason/Comment**
1	Bunnell, Eloise	transfer	office services technician I	EOPS+	07/01/25	16-E	12-FT	Voluntary demotion, per article 16.2.3
2	Hamlin, Tyffani	appointment	EOPS technical specialist	EOPS+	06/02/25	26-C	12-FT	Revised start date
3	Trevino, Gabriella	appointment	administrative assistant III	Community Education	06/11/25	28-C	12-FT	Replace Dana Avila
4	Wearda, Grace	appointment	winery operations specialist	Life & Physical Scineces	06/09/25	5-B (SS# 56)	12-FT	Replace Kelsie Norris
Fiscal Impact 2024-2025 Fiscal Year								
1	EOPS, Coop Agencies Rscs for Educ, Cal Work Opp and Resp to Kids, CAFYES Program							$ 91,926.00
2	EOPS, Coop Agencies Rescs for Educators, CalWork Opportunity and Respond to Kids							$ 10,146.00
3	unrestricted general fund							$ 10,580.00
4	Local SWF Round 9							$ 13,486.00

Classified Staff - Extra Work Assignment

Regular classified staff members who work less than twelve months each year can be scheduled for an extra work assignment at their request. These assignments are scheduled in accordance with article 9, section 9.19, of the district's agreement with the California School Employees Association Allan Hancock College Chapter #251. The following employees have accepted an assignment, and the following schedule is recommended:

	Name	Title	Department or Division	Employment Period	Maximum Hours	Maximum Days/Weeks	Hourly Salary
1	Orozco, Sandra	administrative assistant II	Academic Affairs	06/01/25-06/30/25	37	5	$30.59
2	**Fuller, Dawn**	**administrative assistant II**	**MESA/STEM**	**06/04/25-06/30/25**	**15**	**3**	**$32.38**
3	**Fuller, Dawn**	**administrative assistant II**	**MESA/STEM**	**07/01/25-07/31/25**	**15**	**3**	**$32.38**

Fiscal Impact 2024-2025 Fiscal Year		
1	unrestricted general fund	$ 10,092.00
2	**unrestricted general fund**	**$ 1,457.10**
3	**unrestricted general fund**	**$ 1,479.60**

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	Delacruz, Rosa	teacher I, children's center	Children's Center	07/01/24	21
2	Delgadillo, Alicia	early college coordinator	Career Center	07/01/24	31
3	Garcia, Eric	instructional assistant, public safety/fire technology program	Public Safety	07/01/24	24
4	Hashim, Scott	transportation and equipment lead technician	Facilities	07/01/25	31
5	Luna, Jeffrey	instructional assistant, public safety/fire technology program	Public Safety	07/01/24	24
6	Perea, Devin	instructional assistant,public safety EMS-paramedic program	Public Safety	07/01/24	24
7	Pozos, Adelina	career center coordinator	Career Center	07/01/24	31
8	Salgado Olivera, Lucerito	noncredit student equity and acheivement program coordinator	Counseling & Student Success & Support	07/01/24	30
9	Storie, Pamela	university transfer specialist	Transfer Center	06/11/25	24
10	Sua, Thomas	instructional assistant, public safety/fire technology program	Public Safety	07/01/24	24
11	Suarez Guzman, Anabel	noncredit student equity and acheivement program coordinator	Counseling & Student Success & Support	08/05/24	30
	Total fiscal impact				$ 29,811.00

Classified Staff - Out-of-Class Assignments

Special Note: Pursuant to Government Code 20480, effective January 1, 2018, employees may be limited to 960 hours of out-of-classification pay in a fiscal year.

	Name	Assignment	Department or Division	Effective Dates	From	To	Reason/Comment
1	**Garcia-Pack, Renae**	**instructional assistant-Writing Center**	**Learning Resource Center**	**06/02/25-06/30/25**	**14-C**	**24-A**	**Due to vacancy in the department**

Fiscal Impact 2024-2025 Fiscal Year		
1	unrestricted general fund and Student Equity and Achievement Program (SEAP)	**$ 1,009.00**

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	Buelna, Anthony	short-term	program assistant III	05/01/25-06/30/25	$ 20.00	Assist in the Veteran's Success Center
2	Desiree, Thorne	short-term	instructional aide VI	07/01/25-06/30/26	$ 36.00	EMS, Fire, Law Enforcement Programs
3	Medina Bustos, Angel	short-term	program specialist	06/08/25-06/30/25	$ 24.00	College Success Coach
4	Montoya, Geraldine	short-term	program specialist	06/08/25-06/30/25	$ 24.00	College Success Coach
5	Morales, Eliseo	short-term	program assistant III	06/02/25-06/30/25	$ 20.00	Support Financial Aid office during summer months
6	Morales, Eliseo	short-term	program assistant III	7/2/2025-09/12/25	$ 20.00	Support Financial Aid office during summer months
7	Orozco, Suzana	short-term	program assistant IV	07/01/25-08/31/25	$ 24.00	Assist in counseling and student services programs
8	Orozco, Suzana	short-term	program assistant IV	06/01/25-06/30/25	$ 24.00	Assist in counseling and student services programs
9	Ricker, Amanda	short-term	instructional aide VI	07/01/25-06/30/26	$ 36.00	EMS, Fire, Law Enforcement Programs
10	Rubalcaba, Amadeo	short-term	program specialist	06/08/25-06/30/25	$ 24.00	College Success Coach
11	Ruiz, Christopher	short-term	instructional aide VI	07/01/25-06/30/26	$ 36.00	EMS, Fire, Law Enforcement Programs
12	Sanchez, Daisy	short-term	program specialist	06/08/25-06/30/25	$ 24.00	College Success Coach
13	Segal, Jacob	short-term	instructional aide VI	07/01/25-06/30/26	$ 36.00	EMS, Fire, Law Enforcement Programs
14	Signorelli, Lucas	short-term	instructional aide VI	07/01/25-06/30/26	$ 36.00	EMS, Fire, Law Enforcement Programs
15	Sisemore, Paul	short-term	instructional aide VI	07/01/25-06/30/26	$ 36.00	EMS, Fire, Law Enforcement Programs
16	Smiley, Michael	short-term	instructional aide VI	07/01/25-06/30/26	$ 36.00	EMS, Fire, Law Enforcement Programs
17	Stahnke, Adam	short-term	instructional aide VI	07/01/25-06/30/26	$ 36.00	EMS, Fire, Law Enforcement Programs
18	Taylor, Derek	short-term	instructional aide VI	07/01/25-06/30/26	$ 36.00	EMS, Fire, Law Enforcement Programs
19	Uhl, Paul	short-term	instructional aide VI	07/01/25-06/30/26	$ 36.00	EMS, Fire, Law Enforcement Programs
20	Yescas, Joseph	short-term	instructional aide VI	07/01/25-06/30/26	$ 36.00	EMS, Fire, Law Enforcement Programs
21	**Anaya, Emmanuel**	**substitute**	**mail clerk/courier**	**04/28/25-06/30/25**	**$ 20.00**	**On-call substitute for vacation, sick leave, or vacancy**
22	**Perez Santos, Kathleen**	**short-term**	**program specialist**	**07/01/25-07/31/25**	**$ 24.00**	**College Success Coach**
23	**Rojas Najera, Julian**	**short-term**	**program assistant IV**	**07/01/25-07/31/25**	**$ 24.00**	**Assist in Mathematics courses**
24	**Rojas Najera, Julian**	**short-term**	**program assistant IV**	**06/09/25-06/30/25**	**$ 24.00**	**Assist in Mathematics courses**
25	**Sudik, Olivia**	**short-term**	**program specialist**	**07/01/25-07/31/25**	**$ 24.00**	**College Success Coach**

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	Ashmore, Michael	head coach	men & women's	08/01/25-05/01/26	$ 25,000.00
2	Harlow, Nick	assistant coach	baseball	08/01/25-05/01/26	$ 7,500.00
3	Letarian, Brandon	assistant coach	men & women track &	05/01/25-06/01/25	$ 1,500.00
4	Phillips, Megan	head coach	women's volleyball	08/01/25-05/01/26	$ 20,000.00
5	Sebastiani, Dominic	assistant coach	baseball	08/01/25-05/01/26	$ 10,000.00
6	Senior, Robert	head coach	women's golf	08/01/25-05/01/26	$ 15,000.00
7	Vinnedge, Billy	head coach	women's soccer	08/01/25-05/01/26	$ 20,000.00
8	Vinnedge, Billy	head coach	men's soccer	08/01/25-05/01/26	$ 20,000.00
9	Wolter, Kenna	head coach	men & women track &	08/01/25-05/01/26	$ 25,000.00
10	Wood, John	head coach	men's golf	08/01/25-05/01/26	$ 15,000.00
11	Youngblood, Steven	head coach	men & women cross country	08/01/25-05/01/26	$ 15,000.00
12	**Barca, Hannah**	**assistant coach**	**men & women cross**	**08/18/25-12/11/25**	**$ 1,333.00**
13	**Cardinal, Nik**	**assistant coach**	**baseball**	**08/01/25-05/01/26**	**$ 10,000.00**
14	**Dodd, Connor**	**assistant coach**	**women's basketball**	**08/01/25-03/01/26**	**$ 8,000.00**
15	**Garcia, Eddie**	**assistant coach**	**baseball**	**08/01/25-05/01/26**	**$ 3,000.00**

Coaching Appointments and Stipends (Continued)						
16	**Kahae, Saisha**	**assistant coach**	**women's volleyball**	**07/01/25-12/31/25**	**$**	**13,000.00**
17	**Letarian, Brandon**	**assistant coach**	**men & women cross**	**08/18/25-12/11/25**	**$**	**1,333.00**
18	**Martinez, Cintia**	**assistant coach**	**women's basketball**	**08/01/25-12/01/25**	**$**	**2,000.00**
19	**Parker, Shemarr**	**assistant coach**	**men's basketball**	**08/01/25-05/01/26**	**$**	**15,000.00**
20	**Wolter, Kenna**	**assistant coach**	**men & women cross country**	**08/18/25-12/11/25**	**$**	**1,333.00**
Fiscal Impact 2024-2025 Fiscal Year						
unrestricted general fund					$	228,999.00

ALLAN HANCOCK COLLEGE

CONSENT ITEM

To:	Board of Trustees	Date:	June 10, 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 15

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 and 2025-2026 fiscal years

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:	Final Disposition:
Robert Curry	

FULL-TIME FACULY OVERLOAD ASSIGNMENTS
SPRING 2025

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
		COUNSELING		
Millan, Jose	Assigned	COUN	Counseling – SM	.013
		MATH		
Novoa, Karina	40275	MATH 182	Calculus 2	.003
Yavari, Mina	40165	MATH 131	College Algebra	.004

PART-TIME FACULY ASSIGNMENTS - CREDIT
SPRING 2025

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
		EMERGENCY MEDICAL SERVICES PARAMEDIC		
Green, William	41053	EMSP 353	Paramedic Internship	.015
Rouleau, Kati	41053	EMSP 353	Paramedic Internship	.147
Weisenberg, Patrick	41053	EMSP 353	Paramedic Internship	.118
		FIRE TECHNOLOGY		
Baker, David	40756	FT 308	Firefighter 1 Academy 1B	.059
Baldwin, Colby	40756	FT 308	Firefighter 1 Academy 1B	.088
Burch, William	40756	FT 308	Firefighter 1 Academy 1B	.118
Camacho, Jeremy	40756	FT 308	Firefighter 1 Academy 1B	.059
Collins, Brandyn	40756	FT 308	Firefighter 1 Academy 1B	.029
Crotty, John	40756	FT 308	Firefighter 1 Academy 1B	.206
D'Andrea, Dana	40756	FT 308	Firefighter 1 Academy 1B	.059
Good, Kevin	40756	FT 308	Firefighter 1 Academy 1B	.147
Halbeisen, Marissa	40756	FT 308	Firefighter 1 Academy 1B	.029
Hart, Stanley	40756	FT 308	Firefighter 1 Academy 1B	.155
Markley, John	40756	FT 308	Firefighter 1 Academy 1B	.059
Martinez, Christopher	40756	FT 308	Firefighter 1 Academy 1B	.121
Martinez, Essex	40756	FT 308	Firefighter 1 Academy 1B	.029
McMann, Scott	40756	FT 308	Firefighter 1 Academy 1B	.059
Montejo, Vincent	40756	FT 308	Firefighter 1 Academy 1B	.235
Paige, Brandon	40756	FT 308	Firefighter 1 Academy 1B	.029
Shay, Kevin	40756	FT 308	Firefighter 1 Academy 1B	.015
Stevens, Nicole	40756	FT 308	Firefighter 1 Academy 1B	.199
Vernon, Sherman	40756	FT 308	Firefighter 1 Academy 1B	.051
Ziff, Angela	40756	FT 308	Firefighter 1 Academy 1B	.029
		LAW ENFORCEMENT		
Abbas, Hussein	42376	LE 425	PC 832 Firearms	.051
Abbas, Hussein	42315	LE 322	Basic Law Enforcement Academy	.102
Alvidres, Robert	42315	LE 322	Basic Law Enforcement Academy	.081
Bianchi, Catherine	42315	LE 322	Basic Law Enforcement Academy	.130
Burns, Jeremy	42315	LE 322	Basic Law Enforcement Academy	.143
Day, Alan	42315	LE 322	Basic Law Enforcement Academy	.081
George, Kenneth	42315	LE 322	Basic Law Enforcement Academy	.114
Greene, Jeffrey	42315	LE 322	Basic Law Enforcement Academy	.067
Kuhl, Perry	42315	LE 322	Basic Law Enforcement Academy	.072
Lopez, Joe	41111	LE 424	PC 832 Arrest and Control	.029
Martinez, Alison	42315	LE 322	Basic Law Enforcement Academy	.015
Martinez, Michael	42315	LE 322	Basic Law Enforcement Academy	.081
Neumann, Timothy	42315	LE 322	Basic Law Enforcement Academy	.067
Olmstead, Brian	42315	LE 322	Basic Law Enforcement Academy	.033
Rivera, Lisa	42315	LE 322	Basic Law Enforcement Academy	.015
Rivera, Lisa	41111	LE 424	PC 832 Arrest and Control	.037
Ruth, Ross	41111	LE 424	PC 832 Arrest and Control	.029
Ruth, Ross	42315	LE 322	Basic Law Enforcement Academy	.152
Sandu, Daniel	42315	LE 322	Basic Law Enforcement Academy	.015
Siegel, Kimberly	42315	LE 322	Basic Law Enforcement Academy	.086
Smith, Ryan	42315	LE 322	Basic Law Enforcement Academy	.050
Stahnke, Adam	42315	LE 322	Basic Law Enforcement Academy	.118
Valadez, David	42315	LE 322	Basic Law Enforcement Academy	.131
Valle, Jesus	42315	LE 322	Basic Law Enforcement Academy	.081

PART-TIME FACULY ASSIGNMENTS - CREDIT
SPRING 2025

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
Vasquez, Frank	42315	LE 322	Basic Law Enforcement Academy	.033
Vega, Woodward	42315	LE 322	Basic Law Enforcement Academy	.050
Washington, Paul	42315	LE 322	Basic Law Enforcement Academy	.038
Wilson, John	41111	LE 424	PC 832 Arrest and Control	.154
		WORK EXPERIENCE EDUCATION		
Gonzales-Ramos, Eduardo	42360	WEE	Work Experience Education	.016

FULL-TIME FACULTY ASSIGNMENTS - CREDIT
SUMMER 2025

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
		COUNSELING		
Alvarez, Hector Artemio	Assigned	COUN	Counseling – SM	.095
Brackett, Ashley	Assigned	COUN	SEAP Counseling	.088
Freeland, Clint	Assigned	COUN	Counseling – SM	.363
Hernandez, David	Assigned	COUN	Counseling EOPS	.345
Hernandez, David	Assigned	COUN	UTC Counseling	.318
Millan, Jose	Assigned	COUN	UTC Counseling	.078
Morales, Mayra	Assigned	COUN	UTC Counseling	.538
Navarrette, Krystle	Assigned	COUN	Counseling – SM	.048
Navarrette, Ricardo	Assigned	COUN	UTC Counseling	.138
Perales, Carissa	Assigned	COUN	Counseling – SM	.120
Sanchez, Veronica	Assigned	COUN	Counseling – SM	.583
Souza, Brooke	Assigned	COUN	Counseling – SM	.059
		EARLY CHILDHOOD STUDIES		
Roepke, Thesa	10146	ECS 118	Practicum: Preschool	.100
		FAMILY AND CONSUMER SCIENCE		
Selby, Megan	10834	FCS 131	Life Management	.205
		NURSING		
Conner, Bethany	10841	NURS 422	EKG/Monitor Observer	.100
		PERSONAL DEVELOPMENT NON-CREDIT		
Navarrette, Ricardo	10360	PDNC 7100	College Connect	.020
Navarrette, Ricardo	10361	PDNC 7100	College Connect	.020
Navarrette, Ricardo	10362	PDNC 7100	College Connect	.020
		WORKFORCE PREPARATION NON-CREDIT		
Frazier, Yvon	10631	WKPR 7000	Planning Your Next Job/Career	.033
Frazier, Yvon	10634	WKPR 7001	Planning a Job Search	.016
Roepke, Thesa	10634	WKPR 7001	Planning a Job Search	.017
Roepke, Thesa	10637	WKPR 7002	Impression Management	.033

PART-TIME FACULTY ASSIGNMENTS - CREDIT
SUMMER 2025

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
		COUNSLEING		
Francis, Elisha	Assigned	COUN	SEAP Counseling – Other Duties	.015
Francis, Elisha	Assigned	COUN	SEAP Counseling	.015
Garcia, Beverly	Assigned	COUN	SEAP Counseling – Other Duties	.001
Garcia, Beverly	Assigned	COUN	SEAP Counseling	.007
Hall, Bailey	Assigned	COUN	Counseling/SM – Other	.025
Hall, Bailey	Assigned	COUN	Counseling – SM	.101
Machado, Michelle	Assigned	COUN	UTC Counseling – Other Duties	.045
Machado, Michelle	Assigned	COUN	UTC Counseling	.183
Orozco, Raquel	Assigned	COUN	SEAP Counseling – Other Duties	.003
Orozco, Raquel	Assigned	COUN	SEAP Counseling	.010
Pina, Laura	Assigned	COUN	UTC Counseling – Other Duties	.003
Pina, Laura	Assigned	COUN	UTC Counseling	.014
Wright-Morgan, Christin	Assigned	COUN	SEAP Counseling – Other Duties	.002
Wright-Morgan, Christin	Assigned	COUN	SEAP Counseling	.007
Wright-Morgan, Christin	Assigned	COUN	UTC Counseling – Other Duties	.043
Wright-Morgan, Christin	Assigned	COUN	UTC Counseling	.172
Wright-Morgan, Christin	Assigned	COUN	EOPS Program Counseling – Other	.008
Wright-Morgan, Christin	Assigned	COUN	Counseling EOPS Program	.003
		ECONOMICS		
Masurashvili, Ioseb	10837	ECON 101	Principles of Macro-Economics	.212
Masurashvili, Ioseb	10838	ECON 102	Principles of Micro-Economics	.212
		ETHNIC STUDIES		
Espinoza-Kulick, Mario Alberto	10217	ES 120	Chicano History	.211
		LIBRARY		
Beck, Colleen	Assigned	Library	Librarian - SM	.017
		PSYCHOLOGY		
Diaz, Miguel	10843	PSYC C1000	Introduction to Psychology	.208
		PERSONAL DEVELOPMENT		
Garcia, Beverly	10818	PD 110	College Success Seminar	.069

PART-TIME FACULTY ASSIGNMENTS - NONCREDIT
SUMMER 2025

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
		BASIC SKILLS		
Cabrera, Diane	10724	BASK 7005B	Preparing for the GED Tests	0.081
Eachus, Hedy	10578	BASK 7011	Basic Math	0.054
Eachus, Hedy	10580	BASK 7012	Basic Reading and Writing	0.054
Molina, Steven	10368	BASK 7005	H.S. Equivalency Exam Prep	0.162
Moreno, Clemente	10577	BASK 7005	H.S. Equivalency Exam Prep	0.162
Varela, Gilbert	10234	BASK 7008A	Success in College Lab	0.202
Wambolt, Lilia	10220	BASK 7005	H.S. Equivalency Exam Prep	0.162
Wambolt, Lilia	10576	BASK 7005	H.S. Equivalency Exam Prep	0.162
Wambolt, Lilia	10582	BASK 7013	Computer Skills H.S. EQ Prep	0.027
Wambolt, Lilia	10583	BASK 7013	Computer Skills H.S. EQ Prep	0.027
		CITIZENSHIP		
Cardenas, Fabiola	10588	CITZ 7000	Preparation for Citizenship	0.041
Cardenas, Fabiola	10589	CITZ 7001	U.S. Citizenship Interview Prep	0.041
Predazzi, Brenda	10222	CITZ 7000	Preparation for Citizenship	0.041
		EARLY CHILDHOOD STUDIES NONCREDIT		
Suarez, Maria	10333	ECSN 7311	Guidance and Interaction	0.034
Suarez, Maria	10334	ECSN 7314	Assessment and Delivery System	0.027
		ENGLISH LANGUAGE DEVELOPMENT NONCREDIT		
Aguilera, Virginia	10313	ELDN 7440	High Beginning	0.162
Aguilera, Virginia	10314	ELDN 7440	High Beginning	0.162
Aguirre, Sonia	10310	ELDN 7430	Low Beginning	0.162
Aleman, Florentino	10304	ELDN 7420	Newcomer	0.162
Ambriz-Delgado, Alberto	10312	ELDN 7440	High Beginning	0.162
Ambriz-Delgado, Alberto	10317	ELDN 7450	Beginning Conversation	0.054
Ambriz-Delgado, Alberto	10329	ELDN 7480	Intermediate Conversation	0.054
Basoco, Lawrence	10326	ELDN 7470	High Intermediate	0.162
Bergstrom-Smith, Joan	10328	ELDN 7480	Intermediate Conversation	0.054
Bergstrom-Smith, Joan	10358	ELDN 7450	Beginning Conversation	0.054
Cardona, Fabiola	10306	ELDN 7430	Low Beginning	0.162
Cardona, Fabiola	10309	ELDN 7430	Low Beginning	0.162
Delker, Natalie	10302	ELDN 7420	Newcomer	0.162
Delker, Natalie	10303	ELDN 7420	Newcomer	0.162
Dominguez, Aurea	10301	ELDN 7410	Spanish Literacy 2	0.162
Faries, Martin	10323	ELDN 7460	Low Intermediate	0.162
Garcia, G'Na	10316	ELDN 7440	High Beginning	0.162
Gutierrez, Jaime	10307	ELDN 7430	Low Beginning	0.162
Gutierrez, Jaime	10308	ELDN 7430	Low Beginning	0.162
Legaspi-Ledezma, Jose	10318	ELDN 7450	Beginning Conversation	0.054
Legaspi-Ledezma, Jose	10319	ELDN 7450	Beginning Conversation	0.054
Ruiz, Melissa	10320	ELDN 7450	Beginning Conversation	0.054
Ruiz, Melissa	10322	ELDN 7460	Low Intermediate	0.162

PART-TIME FACULTY ASSIGNMENTS - NONCREDIT
SUMMER 2025

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
Sanchez, Heladia	10300	ELDN 7400	Spanish Literacy 1	0.162
Walters, Jan	10325	ELDN 7470	High Intermediate	0.162
Walters, Jan	10327	ELDN 7480	Intermediate Conversation	0.054
Zepeda, Dayana	10725	ELDN 7450	Beginning Conversation	0.054
		ENGLISH LANGUAGE DEVELOPMENT VOCATIONAL		
Santiago, Oyuki	10331	ELDV 7311	Guidance and Interaction	0.027
Santiago, Oyuki	10332	ELDV 7314	Assessment and Delivery Systems	0.014
		FASHION STUDIES NONCREDIT		
Jaquez, Arcelia	10726	FASN 7000	Introduction to Basic Sewing	0.081
Vickers, Corbin	10624	FASN 7000	Introduction to Basic Sewing	0.081
		HEALTH AND SAFETY		
Griffith, Lisa	42245	HEAL 7021	Balance and Mobility	0.041
		HOME ECONOMICS		
Feickert, Kabrina	10178	HOEC 7102A	Sewing Studio-Open Lab	0.054
Feickert, Kabrina	10405	HOEC 7110A	Embroidery Machine Basics	0.081
Gabel, Mary Jo	10179	HOEC 7102A	Sewing Studio-Open Lab	0.054
Gabel, Mary Jo	10236	HOEC 7110A	Embroidery Machine Basics	0.082
Jaquez, Arcelia	10180	HOEC 7102A	Sewing Studio-Open Lab	0.108
Jaquez, Arcelia	10228	HOEC 7100A	Beg Clothing Construction	0.054
Jaquez, Arcelia	10239	HOEC 7115A	Fitting and Pattern Alterations	0.108
Jaquez, Arcelia	10623	HOEC 7100A	Beg Clothing Construction	0.108
Jaquez, Arcelia	10836	HOEC 7102A	Sewing Studio-Open Lab	0.108
		OLDER ADULTS		
Boursier, Helen	10593	OLDR 7200	Int. Watercolor Painting	0.041
Boursier, Helen	10594	OLDR 7204B	Sketching for Painters	0.041
Boursier, Helen	10595	OLDR 7209	Botanical Illustration	0.041
Easton, Samantha	10156	OLDR 7213	Painting in Oils and Acrylics	0.041
Easton, Samantha	10181	OLDR 7211	The Joy of Drawing	0.041
Easton, Samantha	10336	OLDR 7211	The Joy of Drawing	0.041
Griffith, Lisa	10244	OLDR 7100B	Sensory Awareness	0.027
Griffith, Lisa	10727	OLDR 7100B	Sensory Awareness	0.027
Guzman, Anthony	10226	OLDR 7035	Jewelry making and Repair	0.054
Leleu, Birgit	10335	OLDR 7035	Jewelry making and Repair	0.041
Parker, Tiana	10237	OLDR 7100B	Sensory Awareness	0.027
Parker, Tiana	10592	OLDR 7100B	Sensory Awareness	0.027
Quesada-Santana, Maria	10182	OLDR 7200	Int. Watercolor Painting	0.081
		PHONETOGRAPHY		
Boursier, Helen	10596	PHTO 720B	Phonetography	0.041

PART-TIME FACULTY ASSIGNMENTS - NONCREDIT
SUMMER 2025

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
		TRUCK DRIVING PROGRAM		
Diaz, Rodolfo	10338	TRCK 7801	Yard Skills	0.027
Diaz, Rodolfo	10348	TRCK 7802	Public Road Truck Driving	0.034
Diaz, Rodolfo	10528	TRCK 7801	Yard Skills	0.027
Drake, William	10341	TRCK 7801	Yard Skills	0.027
Drake, William	10344	TRCK 7801	Yard Skills	0.027
Drake, William	10350	TRCK 7802	Public Road Truck Driving	0.034
Drake, William	10353	TRCK 7802	Public Road Truck Driving	0.034
Drake, William	10739	TRCK 7805	DMV Refresher	0.027
Drake, William	10842	TRCK 7800	Truck Driving Theory	0.027
Fernandez, Johnny	10345	TRCK 7801	Yard Skills	0.027
Fernandez, Johnny	10346	TRCK 7801	Yard Skills	0.027
Fernandez, Johnny	10400	TRCK 7802	Public Road Truck Driving	0.034
Fernandez, Johnny	10513	TRCK 7802	Public Road Truck Driving	0.034
Fernandez, Johnny	10524	TRCK 7801	Yard Skills	0.027
Fernandez, Johnny	10529	TRCK 7802	Public Road Truck Driving	0.034
Fernandez, Johnny	10602	TRCK 7801	Yard Skills	0.027
Fernandez, Johnny	10619	TRCK 7803	Commercial Vehicle Simulator Lab	0.027
Hernandez, Armando	10732	TRCK 7801	Yard Skills	0.027
Hernandez, Armando	10733	TRCK 7801	Yard Skills	0.027
Hernandez, Armando	10736	TRCK 7802	Public Road Truck Driving	0.034
Hernandez, Armando	10737	TRCK 7802	Public Road Truck Driving	0.034
Lowery, Herod	10343	TRCK 7801	Yard Skills	0.027
Lowery, Herod	10352	TRCK 7802	Public Road Truck Driving	0.034
Lowery, Herod	10515	TRCK 7803	Commercial Vehicle Simulator Lab	0.02
Lowery, Herod	10533	TRCK 7802	Public Road Truck Driving	0.034
Lowery, Herod	10537	TRCK 7801	Yard Skills	0.027
Lowery, Herod	10538	TRCK 7803	Commercial Vehicle Simulator Lab	0.02
Martinez, Merari	10339	TRCK 7801	Yard Skills	0.027
Martinez, Merari	10342	TRCK 7801	Yard Skills	0.027
Martinez, Merari	10349	TRCK 7802	Public Road Truck Driving	0.034
Martinez, Merari	10351	TRCK 7802	Public Road Truck Driving	0.034
Martinez, Merari	10523	TRCK 7803	Commercial Vehicle Simulator Lab	0.005
Martinez, Merari	10530	TRCK 7801	Yard Skills	0.027
Martinez, Merari	10531	TRCK 7802	Public Road Truck Driving	0.034
Martinez, Merari	10534	TRCK 7801	Yard Skills	0.027
Mills, Daniel	10728	TRCK 7801	Yard Skills	0.027
Mills, Daniel	10730	TRCK 7802	Public Road Truck Driving	0.034
Ortega, Tania	10455	TRCK 7801	Yard Skills	0.027
Ortega, Tania	10522	TRCK 7802	Public Road Truck Driving	0.034
Oseguera, Rolando	10514	TRCK 7801	Yard Skills	0.027
Oseguera, Rolando	10518	TRCK 7802	Public Road Truck Driving	0.034
Salazar, Abel	10782	TRCK 7802	Public Road Truck Driving	0.034

PART-TIME FACULTY ASSIGNMENTS - NONCREDIT
SUMMER 2025

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
		VOCATIONAL COMMUNITY ED		
Aguirre, Sonia	10600	VOCE 7402B	Floral Design: Beyond Basics II	0.041
Aguirre, Sonia	10601	VOCE 7404B	Floral Design: Special Events	0.041
Bergstrom-Smith, Joan	10598	VOCE 7105	Intro to Microsoft Word	0.054
Gonzalez, Carlos	10359	VOCE 7100	Computers and You: Level 1	0.054
Gonzalez, Carlos	10519	VOCE 7103	Introduction to the Internet	0.027
Vazquez, Cristian	10354	VOCE 7108	Computer Skills Lab	0.081
Vazquez, Cristian	10599	VOCE 7112	Intro to Microsoft PowerPoint	0.027
Wambolt, Lilia	10597	VOCE 7100	Computers and You: Level 1	0.054

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
District Funded		
Arrowsmith, Anna	Purchased food and supplies for noncredit HOEC 7036 course (4/2/25).	$50.00
Auten, Diane	Management of Academic Senate professional development budgets, paperwork, proposals, and end of year fiscal year work (6/1/25 - 7/31/25).	$1,200.00
Aye, Tyson	Compensation for spring 2025 facilities council co-chair. Daily prorated amount of $638.66 for four days. Payment based on full-time faculty agreement 16.7.1.b (1/21/25 – 5/21/25).	$2,734.64
Bellrose, Joann	Stipend of $500 for academic year 2024-25 for CNA program review: yearly planning update/core topic: innovative scheduling (8/19/24 - 12/12/24).	$500.00
Bierly, Gary	Compensation for spring 2025 budget council co-chair. Daily prorated amount of $728.49 for three days. Payment based on full-time faculty agreement 16.7.1.b (1/21/25 - 5/21/25).	$2,185.47
Brunet, Melanie	To provide asynchronous tutoring for writing center paper submission program (4/12/25 - 4/27/25).	$270.00
Comstock, Marie	Stipend of $500 for academic year 2024-2025 for each program review: yearly planning update/core topic: enrollment trends and efficiency for BUS, ENTR, and PLGL (1/21/25 - 5/16/25).	$1,500.00
Corral, Michael	To provide not for credit training via contract education, law enforcement probation (4/21/25 - 4/25/25).	$2,274.88
Diaz, Rodolfo	Assisting and instructing students with DMV exam prep and class A driving exam (5/2/25).	$290.16
Doyle, Timothy	To meet with and show faculty special lab equipment and in class testing procedures unique to physiology lab, including training on the iWorx program (4/8/25 to 5/6/25).	$450.00
Flores, Amber	To provide not-for-credit training via contract education, law enforcement probation (5/2/25 - 5/14/25).	$1,044.96
Ford, Katherine	To provide asynchronous tutoring for writing paper submission program (4/6/25).	$171.47
Fox, Alicia	Work on site with the open anatomy lab workers (8/19/25 - 12/5/25).	$600.00
Francis, Elisha	Per Article 13.5 evaluator compensation for observation of Michael Brajkovich (3/3/25 - 4/4/25).	$200.00
Frazier, Yvon	To provide support in the administration of the child development training consortium, CDTC (7/1/24).	$1,920.00

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
Garrett, William	To provide not-for-credit training via contract education, CAL-OES (5/13/25 - 5/15/25).	$1,229.44
Greene, Jeffrey	To provide not-for-credit training via contract education, law enforcement probation (5/15/25 - 5/19/25).	$1,848.34
Halderman, Anthony	To provide asynchronous tutoring for writing center paper submission program (4/13/25 - 4/20/25).	$197.37
Healy, Elaine	Stipend of $500 for academic year 2022-2023 for ARC program review: yearly planning update/core topic: education and industry partnerships (8/19/24 - 12/12/24).	$500.00
Henderson, Bruce	To provide asynchronous tutoring for the writing center paper submission program (4/4/25).	$170.07
Huddle, Kevin	To provide not-for-credit training via contract education - Golden West (4/18/25).	$696.08
Koch, Alfredo	Monitoring activities in the vineyard related to outside vendors, doing work and being available to assist in the winery for activities requiring more than one person (6/2/25 - 6/27/25).	$2,611.20
Koch, Alfredo	Monitoring activities in the vineyard related to outside vendors, doing work and being available to assist in the winery for activities requiring more than one person (7/1/25 - 7/31/25).	$2,611.20
Koivisto, Patricia	Representing the kinesiology, recreation management and athletic department at AP&P (1/15/25 - 5/1/25).	$746.48
Lowery, Herod	Assisting and instructing students with DMV exam prep and Class A driving exam (4/14/25).	$417.11
Lowery, Herod	Assisting and instructing students with DMV exam prep and Class A driving exam (4/21/25).	$235.76
Lowery, Herod	Assisting and instructing students with DMV exam prep and Class A driving exam (4/22/25).	$199.49
Macedo, Jose	To provide not-for-credit training via contract education, law enforcement probation (4/28/25 - 5/9/25).	$497.63
Machado, Michelle	Per Article 13.5 evaluator compensation for observation of Daniel Bulone and Rick Hebert (3/3/25 - 4/4/25).	$400.00
Magana, Jorge	To provide not-for-credit training via contract education, CAL-OES (5/13/25 - 5/15/25).	$1,183.68

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
Martinez, Merari	Assisting and instructing students with DMV exam prep and class A driving exam (5/2/25).	$290.16
Martinez, Merari	Transportation of truck to the Touch-a-Truck outreach event (5/3/25).	$253.89
Martinez, Merari	Assisting and instructing students with DMV exam prep and class A driving exam (5/9/25).	$362.70
Mills, Daniel	Assisting and instructing students with DMV exam prep and Class A driving exam (4/11/25).	$380.84
Montanez-Rodriguez, Carmen	Stipend of $500 for academic year 2024-2025 for CBIS program review: yearly planning update/core topic: enrollment trends and efficiency (1/21/25 - 5/16/25).	$500.00
Murray, Thomas	Assisting and instructing students with DMV exam prep and Class A driving exam (5/5/25).	$290.16
Neumann, Timothy	To provide not-for-credit training via contract education, CAL-OES (5/13/25 - 5/15/25).	$994.32
Ortega, Tania	Instructor provided assistance for the truck driving program orientation (5/1/25)	$75.90
Patrick, Frederick	Compensation for spring 2025 institutional effectiveness council co-chair. Daily prorated amount of $705.71 for four days. Payment based on full-time faculty agreement 16.7.1.b (1/21/25).	$2,882.84
Perkins, Mike	To provide not-for-credit training via contract education - Ventura County Sheriff's Academy (3/15/25 - 3/16/25).	$1,657.20
Raybould-Rodgers, Julia	Compensation for spring 2025 student learning council co-chair. Daily prorated amount of $673.25 for four days. Payment based on full-time faculty agreement 16.7.1.b (1/21/25 - 5/21/25).	$2,693.00
Restrepo, Alberto	Compensation for spring 2025 student learning council co-chair. Daily prorated amount of $742.77 for four days. Payment based on full-time faculty agreement 16.7.1.b (1/21/25 - 5/21/25).	$2,971.08
Restrepo, Alberto	Compensation for spring 2025 technology co-chair. Daily prorated amount of $742.77 for four days. Payment based on full-time faculty agreement 16.7.1.b (1/21/25 - 5/21/25).	$2,228.31
Roepke, Thesa	Compensation for spring 2025 human resources council co-chair. Daily prorated amount of $681.01 for four days. Payment based on full-time faculty agreement 16.7.1.b (1/21/25 - 5/21/25).	$2,736.04

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
Romo, Alina	To provide asynchronous tutoring for writing center paper submission program (4/18/25 - 4/25/25).	$30.00
Spevak, Noah	To provide not-for-credit training via contract education, law enforcement probation (5/6/25 - 5/13/25).	$2,761.68
Wambolt, Lilia	Per article 13.5.1 compensation for observation of part-time faculty for the evaluations of Rodolfo Diaz, William Drake, Helen Boursier, Nicole Antles and Carlos Gonzalez (3/29/25 - 4/23/25).	$1,000.00
Wright-Morgan, Christina	Per Article 13.5 evaluator compensation for observation of Elias Garcia and Kristina Yoder (3/3/25 - 4/4/25).	$400.00

Grant Funded

Carson, Marcus	Conduct academic and industry research to create a certificate and associate of science degree in cybersecurity framework designed to prepare students for careers in cybersecurity, meeting the demands of industry (5/6/25 - 6/30/25).	$1,099.00
Frazier, Yvon	Provide additional coordination support for the ECS apprenticeship planning grant (4/17/25 - 5/31/25).	$600.00
Lovell, Ronald	California food handler's certification at north county jail, to educate participants on safe food handling practices, hygiene standards, and regulations to ensure food safety within the workplace (5/7/25 - 5/6/25).	$300.00
Manalo, Larry	Preparing and placing qualified candidates in paid work experience opportunities throughout the northern Santa Barbara County, plus additional duties (2/1/25 - 5/31/25).	$5,000.00
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 (3/26/25 - 4/21/25).	$765.00
Rattanatray, Vanni	Faculty collaborated (ELDV and ECSN) to align the ELDV curriculum with relevant ECSN courses as part of the I-BEST model (4/1/25 - 5/17/25).	$82.32
Regalado, Sarina	Faculty collaborated (ELDV and ECSN) to align the ELDV curriculum with relevant ECSN courses as part of the I-BEST model (4/1/25 - 5/17/25).	$89.02

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
Rucker, Justin	RERP grant supported scope of work by preparing and placing qualified candidates in paid work experience opportunities throughout the Northern Santa Barbara County. Faculty members will be responsible for the following (2/1/25 - 5/31/25).	$5,000.00
Santiago, Oyuki	Attended the TESOL conference (3/18/25 - 3/20/25).	$250.00
Schroeder, Jennifer	Common course numbering, convert COMM 101 - Public Speaking to COMM C1000 - Introduction to Public Speaking (1/21/25 - 1/31/25).	$400.00
Walters, Jan	Attended the TESOL conference (3/18/25 - 3/20/25).	$250.00
Ward, Nancy Jo	Develop a comprehensive program binder for the graphic design program to ensure a smooth transition (5/1/25 - 5/22/25).	$900.00
Youngblood, Brian	Purchasing demonstration models and producing simulations and content for the innovation fund grant project (5/5/25 - 6/30/25).	$2,340.00

ALLAN HANCOCK COLLEGE

CONSENT ITEM

To:	Board of Trustees	Date:	June 10, 2025
From:	Superintendent/President		
Subject:	Approval of Equivalency Certification for Faculty	Item Number:	11.D.
Institutional Goal:	Accreditation Standard III	Enclosures:	Page 1 of 7

BACKGROUND

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

Attached are the equivalency certifications for faculty members who have 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

Name	Discipline
Mann, John	VOCE (Commercial Truck Driving)
Martinez, Luis	VOCE (Commercial Truck Driving)

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends the board of trustees approve the attached equivalency certifications for faculty members who have 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:	Final Disposition:
Robert Curry	

Allan Hancock College
Community Education

☒ Regular Certification
☐ Not Approved

Equivalency Certification for Noncredit Short-term Vocational

Name: John Mann Department: Community Education

Semester/Year: Summer 2025 Discipline/Area: Commercial Truck Driving

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

Minimum Qualifications

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

Criteria for Equivalency

☒ Licensure or certification in a vocational area where the license or certification requires specified hours of formal instruction and four years of professional experience in the area of specialization in lieu of formal college preparation and evidence of attaining coursework or experience equal to the general education requirements as outlined in Title 5 section 55063.

☒ Recognized accomplishments which demonstrate expertise and skills in the field of study clearly beyond those that are normal and evidence of attaining coursework or experience equal to the general education requirements as outlined in Title 5 section 55063.

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

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

Signature of Candidate	Date
John Thomas Mann (May 8, 2025 17:03 PDT)	05/08/2025

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

Delicia Navarette Signature of Department Chair	05/09/2025 Date	Signature of Dean	4/29/25 Date
Signature of Appropriate Academic Vice President	05/28/2025 Date	Carmen Montanez Rodriguez Signature of Committee Chair Professional Standards Committee	05/27/2025 Date

Date of Board Approval: June 10, 2025

Commercial Truck Driver Equivalency Template

Candidate's name: John Mann
Term/Year: Summer 2025
Date of submission: April 28, 2025

GE Area A:

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

GE Area B:

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

GE Area C:

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

GE Area D:

D1:

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

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

D2:

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

D generic:

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

Allan Hancock College
Community Education

☒ Regular Certification
☐ Not Approved

Equivalency Certification for Noncredit Short-term Vocational

Name: Luis Martinez Department: Community Education

Semester/Year: Summer 2025 Discipline/Area: Commercial Truck Driving

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

Minimum Qualifications

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

Criteria for Equivalency

☒ Licensure or certification in a vocational area where the license or certification requires specified hours of formal instruction and four years of professional experience in the area of specialization in lieu of formal college preparation and evidence of attaining coursework or experience equal to the general education requirements as outlined in Title 5 section 55063.

☒ Recognized accomplishments which demonstrate expertise and skills in the field of study clearly beyond those that are normal and evidence of attaining coursework or experience equal to the general education requirements as outlined in Title 5 section 55063.

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

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

Signature of Candidate Jose Martinez (May 14, 2025 15:02 PDT)	Date 05/14/2025

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

Delicia Navarrette Signature of Department Chair	Date	Signature of Dean	4/29/25 Date
Signature of Appropriate Academic Vice President	05/22/2025 Date	Carmen Montanez-Rodriguez Signature of Committee Chair Professional Standards Committee	05/22/2025 Date

Date of Board Approval: June 10, 2025

Commercial Truck Driver Equivalency Template

Candidate's name: Luis Martinez
Term/Year: Summer 2025
Date of submission: April 28, 2025

GE Area A:

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

GE Area B:

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

GE Area C:

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

GE Area D:

D1:

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

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

D2:

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

D generic:

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

ALLAN HANCOCK COLLEGE

CONSENT ITEM

To:	Board of Trustees	Date:	June 10, 2025
From:	Superintendent/President		
Subject:	Approval of New and/or Revised Classified Bargaining Unit Job Descriptions	Item Number:	11.E.
Institutional Goal:	Accreditation Standard III	Enclosures:	Page 1 of 43

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:

Job Title	Old Range	New Range
1. Career Center Coordinator	30	31
2. Coordinator, Language Laboratory	22	29
3. Counseling Assistant	26	26
4. Early College Coordinator	26	31
5. Instructional Assistant, Public Safety/EMS Paramedic Program	20	24
6. Instructional Assistant, Public Safety/Fire Technology Program	20	24
7. Non-Credit Student Equity and Achievement Program Coordinator	28	30
8. Teacher I, Children's Center	18	21
9. Teacher II, Children's Center	27	27
10. Transportation and Equipment Lead Technician	25	31
11. University Transfer Specialist	22	24
12. Veteran's Success Center Coordinator/School Certifying Official	25	31
13. Wellness Program Specialist	18	21

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:	Final Disposition:
Ruben Ramirez	

Allan Hancock College
Human Resources

Classified ~~Technical~~ Professional
Range 31~~30~~

CAREER CENTER COORDINATOR

DEFINITION:
Under supervision of the appropriate administrator~~the Career Center Director~~, the incumbent helps to plan, organize, develop, and implement the coordination Career Center programs, services and special events, while valuing and promoting the mission and vision of the college.

CLASS CHARACTERISTICS:
The incumbent, under minimal supervision, performs coordination and technical duties with a considerable degree of independence, thereby relieving the appropriate administrator of a wide range of routine administrative detail. The incumbent performs technical duties with a considerable degree of independence and helps to plan, organize, develop, and implement the coordination and organization of career center functions and activities. The incumbent has a high frequency of contact with students, college staff, faculty and administration~~ors~~, and the general public requiring tact and excellent oral communication skills.

ESSENTIAL FUNCTIONS:
1. Monitor and provide direction to assigned Career Center student workers, interns and volunteers as needed. Coordinates career center service efforts with other student success services.
2. Disseminate information regarding the district and career center policies, procedures, and regulations to students, staff, employers, community agencies, and the general public.
3. Provides student and faculty support by assisting Career Center students and student workers with career exploration, career readiness training, assessment and career coaching partnership with Career Center Counselors.
4. Coordinates and updates career resources andservices; provides general and specific information to students including information on careers; speaks to college classes regarding career center and job placement services; gives workshops, high school outreach visitations, and other recruiting activities.
5. Interviews and assesses students to determine job interests and skills and qualifications, and to match with employer requirements; refers applicants/students for interviews and tracks results of referrals; administer skill tests and issue certificates; and advise students and applicants concerning techniques used in applying for jobs, including preparing applications and resumes, as well as grooming and interview strategies.
6. Provides orientations to career center programs.
7. Coordinates and ~~T~~tracks~~, develops, administers, and oversees~~ career center/job placement budget and grant~~s~~ usage, assist grant accountant to monitor~~s~~ program expenditures to ensure compliance with established laws and regulations, as well as funding agency requirements; processes records, augmentations,transfers, and funding proposals~~; development of budget, purchase orders and receiving~~.
~~7.~~8. Coordinates travel and conference arrangements and reservations for staff, mileage forms, and reimbursements.
~~8.~~9. Communicates with employers to solicit, receive, and update job listings and assists with on and off campus recruitments with employers. Assists with the career center online job board
~~9.~~10. Takes lead in maintaining department computer equipment, software, and webpages and works with Information Technology department for implementation.
~~10.~~11. Assists with direct support for career center related events, programs and services

targeting college and high school student participants.

~~11.~~12. Coordinates the planning, organizing and implementing of large scale career center events such as career exploration day. ~~large-scale events like the~~such as the ~~annual career exploration day~~.

~~12.~~13. Develops, coordinates, and leads or participates in classroom presentations, various workshops, orientations, high school visitations, and other outreach activities as needed.

~~13.~~14. Coordinates, reviews, analyzes, and maintains current career resources and assessment services and updates assessment test.

~~14.~~15. Liaison with career development instructors to ensure coordination between curriculum and career center services, resources, and personal development instructor information is up-to-date.

~~15. Orders assessments and printed instructionalmaterials, and~~materials and ~~assembles student instructional material packets.~~

16. M~~m~~aintains instructor's manual for personal development classes and orients new instructors regarding program requirements and instructional resources.

17. Assists with weekly, monthly and annual reports and updates to internal and external stakeholders as requested. Conducts research practices related to Career Center best practices as needed.

18. Provides information regarding the district and career center policies, procedures,and regulations to students, staff, employers, community agencies, and the general public.

19. Assists students in career assessment and research, assists students with utilization of computerizedcareer information systems.

20. Coordinate in aligning efforts with counseling services, including arranging for career speakers.

Coordinates CTSO: SkillsUSA; recruits support and plans SkillsUSA events including travel arrangements.

21. Trains and ~~supervises~~oversees student workers; process, track, and submits department student worker timesheets.

~~21.~~22. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

- ~~The importance of the mission and philosophy of community college;~~
- Principles of good customer service and public and human relations techniques; and
- General office procedures, practices, and methods;
- Strong communication and technology skills;
- Office and program management techniques and organizational skills with emphasis on records management;
- Coordination and allocation of resources;
- Student advising and student management skills;
- Written business communications; including word/information processing applications and production;
- Fundamentals of career placement assessment and interviewing;
- Occupational information resources and the job market;
- ~~Mathematical computations~~;
- Campus related resources, programs and services available to students;
- Correct English usage, spelling, grammar, and punctuation;
- Create promotional and marketing materials
- Electronic data storage and management systems for file records;
- Working with diverse adult and K-12 student learning styles;

Demonstrated ability to:

- Maintain professional integrity, confidentiality, respect, and other ethical standards;
- ~~Develop and maintain cooperative working relationships with those contacted during the~~

~~course of work;~~
- Actively listen and understand the needs of students;
- Plan, organize, and complete assigned work independently and within established time deadlines;
- Understand and carry out oral and written directions;
- Organize workload and establish priorities with attention to detail and accuracy;
- Learn and interpret specific policies and procedures and apply them with good judgment; in a variety of procedural situations;
- Work with Federal Work Study (FWS), Child Welfare Services (CWS), or other low-income clients;
- ~~Use a word processor and computer terminal to input and retrieve data; and~~
- Operate a computer and perform clerical and technical work and retrieve data with accuracy and speed;
- Establish and maintain office records and files.;
- ~~Work independently, organize workload, and establish priorities~~;
- Compose and proofread correspondence independently;
- Handle confidential student information with tact, discretion and in compliance with FERPA regulations.
- Willingness to travel to offsite locations;
- Make arithmetical computations quickly and accurately;

Licenses and Certificates Required:

- Must possess a valid California Driver's License at the time of hire.

Education and Experience:

~~An~~A bachelor's ~~associate~~ degree ~~with desired course work in sociology, psychology, word processing,secretarial studies, or office automation~~ and two years of increasingly responsible experience in career and/or job placement/development advising, planning and experiencewith community or industry-based service organizations 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, on school campuses and at local business and industry work sites in the community.
- The incumbent will experience interruptions while performing normal duties during the regular workday;
- The incumbent will have contact, in person or on the telephone or videoconferencing, with staff, students, business and industry liaisons and the general public.
- The incumbent will primarily work in the identified Career Center locations. Special Events, training and meetings may require incumbent to travel within the state of California and potentially out of state.

Physical Demands:

- Operates a computer ~~keyboard~~; and or technological devices;
- Communicates over the telephone, by email, and in person
- Travels throughout the county, region and state as needed;
- Regularly lifts, carries, and/or moves objects weighing up to 10 pounds.
- Participates in learning activities, special events and community-based projects
- Typically, may sit for extended periods of time

Special Qualification:

Evidence of a~~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.

7/2024
Reclass 11/2019
R/06/13
R 3/09
Reclass 10/08
R 3/007/92

Allan Hancock College
Human Resources

Classified-Professional
Range ~~22~~29

COORDINATOR, LANGUAGE LABORATORY ~~TECHNICIAN~~

DEFINITION:

Under supervision of the ~~Dean, Academic Affairs~~appropriate administrator, this position ~~assists with the planning~~plans, organizes, and coordinates, ~~scheduling, operation and coordination and coordinate of a~~ wide range of activities ~~in support~~ of the ~~ESL program and the~~ language learning laboratory which serves English language learners; values and promotes the mission and vision of the college.

CLASS CHARACTERISTICS:

With minimal supervision, the incumbent is expected to exercise independent judgement in the day-to-day operations and assume the overall responsibility for the operation of the departments language ~~labroratory~~laboratory to ensure that appropriate, effective tutoring is provided in order to reinforce classroom instruction. The incumbent in this position applies an in-depth knowledge of the English language ~~fundamentals~~ to a broad range of duties related to the operations of the language laboratory, ~~which include~~including assisting English language learners ~~students~~ in the academic areas of reading, writing, listening, speaking, grammar, pronunciation, and vocabulary development ~~skills, speaking patterns, and writing abilities~~. ~~The incumbent is expected to exercise independent judgement in the day-to-day operations and assume the overall responsibility for the operation of a department's language laboratory, which provides supplemental instruction to students in ESL. The incumbent collaborates with individual faculty instructors to design and develop learning materials, study aides, and educational activities.~~

ESSENTIAL FUNCTIONS:

1. Plans and provides leadership of the day-to-day operations; sets and monitors goals and develops tasks.
2. Collaborates with department and discipline instructors; assists and supports faculty with program and curriculum development and changes. ~~Plans, organizes, and conducts student orientations~~.
3. Develops, plans and schedules for the implementation of tutoring and study program which may include academic workshops, group study activities, one-on-one tutoring, language and culture exchanges, and other projects designed to promote greater student success in subject area. ~~Tutors and assists students with laboratory and/or classwork.~~
4. ~~Diagnoses weak skill areas, develops intervention strategies, and identifies learning resources.~~
5. ~~4.~~ Recruits, trains, schedules, and supervises learning facilitators (student workers). Regularly monitors performance and provides training, coaching, and mentoring for performance enhancement.
6. ~~Schedules students for individual reinforcement sessions; tutors and assists students on an individual and group basis.~~
7. ~~Arranges and peer and aide tutoring within the laboratory.~~
8. ~~Arranges and reports on activity-based student opportunities to practice in target languages.~~
9. ~~5.~~ Maintains order and discipline in the laboratory; analyzes and provides solutions to problems; addresses and works to resolve any complaints.
10. ~~6.~~ Monitors ~~annual~~ budget ~~allocations and expenses ; requests materials and supplies~~expenditures; orders equipment, materials, and supplies; maintains inventories to assure adequate quantities are available for timely instructional use.
11. ~~7.~~ Assembles~~, and~~ maintains ~~class folders;~~ updates~~, maintains~~ and stores laboratory records.
12. ~~8.~~ Compiles and maintains a variety of records, logs, files, and reports related to student learning and activities in the language laboratory; p~~P~~rovides instructors with information relative to student attendance, academic achievement, behavior, and ~~their~~ social and emotional well-being.

~~13.~~9. Explains and demonstrates ~~Coordinates and instructs in~~ the use of computers, software, and online language learning programs ~~online~~; assists students with the use of technology.

~~14.~~10. ~~Creates and~~ Eevaluates lab services, procedures, and effectiveness of lab experiences.

~~15.~~11. Analyzes data and reports and communicates recommendations for improvement to the program.

12. Researches, creates, ~~develops, designs,~~ and revises instructional materials used in the language lab, including, but not limited ~~to~~ to reference materials, practice activities, and tutorial ~~handouts, worksheets, and~~ videos.

~~16.~~13. Maintains a library of learning resources, textbooks, and books for the language laboratory lending program.

~~17.~~14. Identifies space, facility, equipment, and software needs and reports such needs to the program.

~~18.~~15. ~~Creates~~Coordinates, organizes, and hosts ~~maintains~~ seminars, ~~workshops,~~ and special events. ~~to address needs of ESL students.~~

~~19.~~16. Develops posters, handouts, and other informational materials regarding the language laboratory, special events, and its services.

~~20.~~17. Maintains currency in policies and procedures affecting ~~ESL students~~English Language learners~~; advocates for student.~~

~~21.~~18. Communicates and collaborates with academic counselors, other student services, and programs on campus; informs students of and connects students to resources on campus.

19. ~~Promotes ESL program~~Provides information to campus community about center services across the curriculum and promotes the center at college events.

~~22.~~20. Attends department meetings.

~~23.~~21. Perform other related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- College-level subject area germane to language laboratory assignment;
- Educational needs of community college students;
- Tutorial techniques for students with diverse backgrounds, e.g. student learning styles, differentiated instruction, etc.
- Office procedures such as filing and business correspondence, report writing;
- Office methods, practices, and equipment
- Intercultural communication and unique needs of English language learners;
- ~~Educational needs of community college students;~~
- Technologies associated with computer-assisted language instruction; basic functions and operations of computers and software programs;
- ~~Tutorial techniques for students with diverse backgrounds, e.g. student learning styles, differentiated instruction, etc.~~
- ~~Filing and business correspondence, report writing;~~
- ~~Office methods, practices, and equipment.~~

Demonstrated ability to:

- Perform at a college graduate level in the assigned academic field;
- Develop and maintain cooperative relationships with students and college faculty and staff; collaborate effectively with faculty and staff to ensure completion of all projects;
- Show sensitivity to the social and emotional well-being of students;
- Learn laboratory and department operations, procedures and practices;
- Learn, interpret, and apply department and district procedures and policies relating to the laboratory with sound judgment;
- Assess student achievement and diagnose learning problems; tutor students effectively, ~~e.g. student learning styles, differentiated instruction, etc.;~~
- ~~Create workshops, seminars, and other special events which meet the needs of ESL students;~~

- Analyze student needs and adapt lab services appropriately;
- Analyze situations accurately and make sound judgments on laboratory matters without immediate supervision;
- Provide instructional assistance and technical advice to students on the availability and uses of instruction materials and equipment;
- Understand and carry out oral and written instruction in English and a foreign language;
- Communicates effectively, both orally and in writing;
- Maintain records;
- ~~Participate in departmental meetings.~~

Education and Experience:

Bachelor's ~~degree or~~degree or higher in TESOL or its equivalent and fluency in Spanish is preferred or any combination of education, training and experience. ~~Individuals possessing the education, knowledge, and abilities listed above are considered to possess the necessary experience.~~

Physical Demands:

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

Working Conditions:

- May be required to work a flexible workweek which includes day and evening hours and occasional weekend assignments and may be assigned to any district location.
- Duties are primarily performed in a learning center, 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 telephone, or electronically with executive, management, supervisory, academic and classified staff, students, and the general public.

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 06/2019
R 05/15
R 3/06

Allan Hancock College
Human Resources

Classified-Professional
Range 26

COUNSELING ASSISTANT

DEFINITION

Under the supervision of the appropriate administrator ~~Dean, Student Services~~, this position is to provide leadership with the implementation of the college's matriculation plan and student equity plan. This position is to provide leadership with the coordination of the college's counseling policies, procedures, and events including Hancock Promise activities. The incumbent ~~will adhere to the~~ values and promotes the vision and mission of the college.

CLASS CHARACTERISTICS

Under minimal supervision, the incumbent will ~~be coordinating~~coordinate a variety of events ~~, including coordinating the involvement of~~with student workers and staff. ~~This will require planning with a considerable j~~Good judgement in the interpretation and application of ~~policy~~ policies and procedures is required. ~~Incumbents must be willing to work a flexible~~workweek ~~schedule which that may include evenings, Saturdays, and assignments at satellite campuses. The schedule assignments and may vary as depending on the semester and/or program changes. Positions in this class will require a sensitivity to a variety of cultural backgrounds.~~

ESSENTIAL FUNCTIONS

1. Implement policies and procedures for high school programs ~~(including College Now and Concurrent Enrollment students)~~.
2. ~~Provide general information for transfer and non-transfer programs; A~~assist with ~~matriculation~~ enrollment activities and events including but not limited to New Student Orientation workshops, advising, statistical ~~follow up~~follow-, and ~~collaborating~~ collaborate with ~~institutional research~~Institutional Effectiveness on surveys. ~~and data analysis.~~
3. ~~Advise students regarding career and life goals, general education requirements, general four-year transfer requirements, two-year majors, and certificates.~~Provide ~~academic as well as, career counseling and advising,~~ general information for transfer and non-transfer programs during Counseling Department drop-in hours and at feeder high schools, including developing abbreviated student educational plans, English and math placement, "course substitution/waiver, applying "exceptions," associate degree (non-transfer) and certificate evaluation, external transcript evaluation, and completing reinstatement and plan of action contracts.
4. Participate in outreach activities including ~~Career Day~~career events, area high school visits, and four-year college workshops.
5. ~~Facilitates orientations for students with understanding the policies and procedures of Allan Hancock College regarding timelines, registration, financial aid, grading, graduation, petitions, appeals, etc.~~
5. Facilitate student orientations that focus on understanding the college's policies and procedures related to timelines, registration, financial aid, grades, graduation, petitions, appeals, and other relevant topics.
6. Assess and refer students to campus resources that address academic and non-academic ~~problems~~needs.

~~Identifies and develops strategies to encourage and academically support at-risk students.~~

~~6. Serve as a point of contact in the counseling department.~~

7. Acts as the liaison for the counseling department to on and off campus resources and community organizations to provide support services to ensure student success and provide guidance and support to Student Success Outreach and Retention Specialist.
~~7.~~8. Assist and ensure students complete necessary documentation accurately.
~~8.~~9. Participate in~~Coordinate~~ Promise events to help incoming first-time students complete their Promise steps and make a successful transition to the college; ~~.~~Serve as a liaison between the college and high school partners.
~~9. Coordinates the annual special counseling events and new student orientation events. Equity Summit; Serve as a liaison between the college and presenters/agencies. Coordinate with the Student Activities Office to coordinate New Student Orientation Hancock Hello event.~~
~~10. Leads the process for Pre-Requisite, Excessive Course Attempts, Requesting Excessive Units, and College Now Appeals for the college; which includes collaborating with department chairs and Academic Department~~Participate in~~.Plans, coordinates, organizes counseling~~ counseling activities and outreach including on and off campus events, workshops, and conferences.

10. Draft~~s~~ reports, correspondence, and other written materials~~; complies~~ compile statistics; ~~-~~and utilize various~~other~~ tools to assist the Counseling Department ~~regarding~~ with projects and programs.
11. Leads the process for Pre-Requisite and College Now Appeals for the college; which includes collaborating with department chairs and academic departments.
12. Develop content for counseling and event webpages, ~~Collaborates with technical support on the development and content implementation of~~cEnsure counseling events are~~are~~ displayed on the website, develop scripts to announce radio events, and develop written materials for flyers.~~, webpage(s) for events as appropriate.~~
13. Researches and stays current on-board policies, state and federal laws pertaining to the program.
~~12.~~14. Assist with verifying transfer articulation.
~~13.~~15. Perform~~s~~ other related ~~work~~ duties as assigned.~~required~~

MINIMUM QUALIFICATIONS:

Knowledge of:

~~- Socioeconomic conditions;~~
~~- Fundamentals of interviewing;~~
- ~~Understand p~~Processes, procedures, and requirements of AHC matriculation process;
- Office management techniques and organizational skills with emphasis on event management;
- Word/Information processing, spreadsheets, records and database management, software applications including constructing electronic database to collect, store, and retrieve data
- ~~Socioeconomic conditions;~~
- ~~Fundamentals of interviewing;~~
- Allan Hancock District community resources and services;
- Fundamentals of human behavior and the psychosocial factors underlying human behavior;
- Basic statistics, research methods, and reporting;
- ~~Understand processes, procedures, and requirements of AHC matriculation process;~~
- ~~Office management techniques and organizational skills with emphasis on event management;~~
- ~~Word/Information processing, spreadsheets, records and database management, software applications including constructing electronic database to collect, store, and retrieve data~~

Demonstrates Ability to:

- Learn, understand, interpret, and apply laws, regulations, policies, guidelines, and procedures;
- Plan, organize, and conduct group functions, meetings, and large-scale special events within the established time deadlines;
- Investigate and research problems, devise solutions, and present recommendations;
- Present oral and written reports ~~in a clear and concise manner~~ clearly and concisely;
- Converse fluently in English. Spanish speaking preferred;
- Understand and carry out oral and written directions;
- Create and maintain spreadsheets;
- Use appropriate software programs;
- Handle confidential student information with tact, discretion and in compliance with FERPA regulations.

Education and Experience:

Bachelor's degree in Sociology, Psychology, Education, Communication Studies, or related field, *OR* any equivalent combination of 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 of experience for one year of education.)~~

Working Conditions:

- Duties are primarily performed in an office environment at a desk ~~or at~~and a computer;
- The incumbent will experience interruptions while performing normal duties during the regular workday;
- This ~~person will have~~role involves frequent interaction with ~~high frequency of contact with~~ staff, students, the general public, social service agencies, and other educational institutions.

Physical Demands:

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

Special Qualification:

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

7/2024
Reclass 7/21
Reclass 7/18
R 7/91

Allan Hancock College
Human Resources

Classified - Professional
Range ~~26~~31

EARLY COLLEGE COORDINATOR

DEFINITION:

Under supervision of the ~~Project Director, K-12 Partnerships, CWE and Career Development,~~appropriate administrator ~~-~~coordinates a variety of clerical, technical, and student services related functions and serves as first point of contact with K-12 partners, students, faculty, and the general public. Values and promotes the mission and vision of the college.

CLASS CHARACTERISTICS:

This position, under minimal supervision, is responsible for coordinating all early college academic credit programs (concurrent enrollment, articulation, College Now!) by performing varied ~~and responsible~~ clerical, technical, and functions requiring a broad knowledge of the program. The incumbent will perform a substantial amount of administrative detail and provide support for early college academic credit programs.

ESSENTIAL FUNCTIONS:

1. Coordinates with appropriate department chair and dean to facilitate the production of the enrollment schedule of classes, monitors concurrent faculty teaching schedules, loads, and assignments; confirms faculty availability.
2. Works as a liaison with academic departments and K-12 partners, academic support services, and student services to provide centralized information and resources for early college programs and students.
3. Provides information to the campus community about early college options, including but not limited to, presenting at faculty meetings, council and committee meetings, and advertising in college publications or via email.
4. Coordinates the response to requests from other disciplines for early college options and assists faculty from different disciplines to develop solutions for student issues.
5. Facilitates and coordinates ~~the appropriate department chair and dean~~ the workflow for high school concurrent enrollment/articulation faculty and course requests with the appropriate department chairs and deans.
6. Plans, schedules and supports K-12 collaboration meetings, including but not limited to, concurrent enrollment/articulation meetings; prepares agendas, takes notes, and posts online.
7. Schedules appointments and maintains calendar and itinerary, prepares travel arrangements and documentation; assists with employee reimbursements.
8. Works with the appropriate faculty, counselors, deans, and committees to facilitate the development of early college initiatives and articulation agreements.

9. Reviews and initiates updates to local board policies and procedures to ensure compliance with state requirements.
10. Monitors and processes facilities use requests from external entities, to comply with all required documentation and guidelines.
11. Plans, coordinates, and facilitates concurrent enrollment/articulation faculty orientation and professional development workshops.
12. Designs and distributes faculty resource guide and other informational materials and handbooks about early college programs.
13. Coordinates ~~on-campus~~ events and communications to support early college academic credit programs and plans, develops, and promotes these programs at college and K-12 events.~~Coordinates on-campus program events and tours, and communications that support early college academic credit programs.~~
14. ~~Plans, develops, and promotes early college options at college and K-12 events.~~
15.13. Participates in regional and state partnerships and workshops and provides data and informational support to regional and local constituents.
16.14. Serves as a designee and liaison for Get Focused Stay Focused and other statewide early college initiatives.
17.15. Supports high schools offering concurrent enrollment with confirmation and notification of required texts as identified in the Course Outline of Record (COR).
18.16. Assists Contract Education Coordinator and Business Services with concurrent enrollment vouchers for distribution to individual high schools and auxiliary accounting.
19.17. Develops budgets, processing records, purchases, and transfers within early college programs.
20.18. Drafts reports, correspondence, and other written materials; compiles statistics and develops databases and utilizes other tools to assist the appropriate administrator regarding projects and programs.
21.19. ~~Develops and designs webpage(s) related to~~Maintains early college program web page~~s~~.
22.20. Performs other related ~~functions~~ duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Coordination techniques and organizational skills;
- Scheduling and tracking facilities use and maintenance;
- Word/Information processing, spreadsheets, records and database management, software applications including constructing electronic databases to collect, store, and retrieve data;
- Effective oral and written communication;
- Composing written communications from draft and prepare various reports;
- Office methods, procedures, and equipment, including computers, software, and electronic filing systems;

- State and federal laws, regulations, and mandates that govern higher education, personnel, and the workplace;
- Education Code and other college regulations policies, guidelines, and procedures.

Demonstrated ability to:

- Work with a high degree of independence and with minimal supervision;
- Plan, coordinate, gather information, organize, monitor and maintain records;
- Multitask and adapt to changing tasks, workflows, and project expectations;
- Analyze operational and procedural problems and develop effective solutions;
- Work with a high level of accuracy and with great attention to detail;
- Independently interpret, explain, and apply complex policies and procedures;
- Establish and maintain well-organized filing systems;
- Plan, organize, and prioritize work in order to meet frequent and changing deadlines.
- ~~Work confidentially with discretion;~~
- Learn software necessary for overseeing the district's courseware management systems and online academic support resources.

Education and Experience:

A bachelor's degree and at least two years of related experience 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, by email, teleconference, or on the telephone, with executive, management, supervisory, academic, and classified staff and the general public.
- Work may require travel to other offices or locations to attend meetings or conduct work.

Physical Demands:

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

Special Qualification

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

7/2024
R 6/2021
7/2021
5/18

Allan Hancock College | Classified-Professional
Human Resources | Range 20 TBD24

INSTRUCTIONAL ASSISTANT, PUBLIC SAFETY/EMS-PARAMEDIC PROGRAM

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 classroom materials of test materials and administration of tests as needed.
4. Monitors the safe and proper use of equipment, tools, and devices.
5. Assists Coordinateswith program 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.
7.6. Leads drill and ceremony activities/formations/inspections.
8.7. Provides assistance to students and instructors in the preparation of props and equipment for campus tours, visitations, and outreach events.
8. 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.

Assists in the Ddevelopments of the lab schedule for Emergency Medical Technology (EMT) labs and verifies with Emergency Medical Services (EMS) full-time faculty coordinator as to what is being instructed for labs.

- ~~Assists in the Ddevelopments and submissionts of the EMT class schedule after verifying with EMS full-timefaculty/coordinator.~~

9. Ensures all clinical documentation for students are correct, i.e. drug tests, background checks, vaccination records, and CPR cards.

- ~~Reviews sSchedules and assignstracks instructional aid assignmentss for EMT labs, Community Emergency Response Team (CERT) classes, and CPR classes.~~

9. ~~Checks student grades and modifies quizzes, remediations exams, and homework.~~

10. 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.

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 carryout 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.

Licenses and ~~other requirements~~Certifications:

- ~~Must take~~Shall complete required safety course as outlined in the Injury Illness Prevention Plan.
- California EMT License or National Registry Card for EMT is required.
- American Heart Association Basic Life Support (BLS) Provider Card, instructor card is preferred.
- ~~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 video conferencing, 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

Allan Hancock College
Human Resources

Classified-Professional
Range ~~20~~TBD~~24~~

INSTRUCTIONAL ASSISTANT, PUBLIC SAFETY/FIRE TECHNOLOGY PROGRAM

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 of test materials ~~and administration of tests~~ as needed.
4. Monitors the safe and proper use and repair 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, building props, and organizing equipment for annual testing..
6. Demonstrates emergency vehicle driving procedures, operations, and safety maneuvering; drives, operates, maintains assigned vehicles and specialized equipment.
7. Leads training and physical fitness conditioning and ~~and monitors inventory,~~ stores and maintains ~~storage and maintenance of the~~ fitness equipment.
~~7.~~8. Leads drills and ceremony activities/formations/inspections.
~~8.~~9. Provides assistance to students ~~, and~~ instructors, and outside agencies in the preparation of props and equipment for campus tours, visitations, and outreach events.
10. Works as a collaborative and contributing member of a professional team including staff, faculty, students and administrators; serves as a role model for students; exemplifies and emphasizes the values, ethics, and high standards required of public safety personnel ~~performs lead fire operations controller (FCO) safety officer, in an environment that is immediately dangerous to life or health (IDLH)~~.

11. Identify safety concerns with equipment or struggling students.
~~9.~~12. Fit student equipment which would include respirators, boots, coats, self contained breathing apparatus (SCBA) and full personal protective equipment (PPE).
~~10.~~13. 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.
- Knowledge of small motor repair.
- Buildilding construction and some mechanical aptitude.

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 carryout oral and written instructions.
- ~~Communicate to faculty and staff~~
- Adapt and plan accordingly

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 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.
- Desirable Class A or B licenese with air brake operations firefighter endorsement or working with large 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 video conferencing, 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~~ 70 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

Allan Hancock College
Human Resources

Classified-Professional
Range ~~28~~ TBD30

NONCREDIT STUDENT EQUITY AND ACHIEVEMENT ~~SUCCESS AND SUPPORT~~ PROGRAM (SEAP~~NC3SP~~) COORDINATOR

DEFINITION:

Under supervision of the appropriate administration, the incumbent will ~~Dean, Student Services~~ plan~~s~~, ~~organizes~~organize, coordinate~~s~~, facilitate~~s~~, and oversee~~s~~ a wide range of activities in support of the Noncredit Student Equity and Achievement ~~Success and Support Program~~ (SEAP~~NC3SP~~)~~;~~, while valuing and promoting the mission and vision of the college.

CLASS CHARACTERISTICS:

The incumbent, under minimal supervision, is responsible for coordinating, planning, organizing and carrying out the college's Noncredit Student Equity and Achievement ~~Success and Support~~ Program (SEAP~~NC3SP~~) mission. This position is required to interact ~~ion~~ with students, faculty, administration, and staff as well as other educational and community-based organizations and the general public requiring sound judgement and effective communication.

ESSENTIAL FUNCTIONS:

1. Coordinate~~s~~, develop~~s~~, and implement~~s~~ plans to increase awareness of the Noncredit Student Equity and Achievement ~~Success and Support~~ Program (SEAP~~NC3SP~~) among students, faculty, administration, staff, and the community utilizing print, electronic, broadcast and social media.
2. Plan~~s~~, coordinate~~s~~, and organize~~s~~ ~~NC3SP~~ SEAP activities and outreach including on and off campus events, certificate information sessions, workshops, campus tours, and conferences.
3. Develop~~s~~ and explain~~s~~ ~~NC3SP~~ SEAP~~Noncredit Student Success and Support Program~~ office procedures to other staff, students, and the public.
4. Assist~~s~~ noncredit students with completing college forms for admission, transfer from noncredit to credit, and other student service~~s~~ programs.
5. Identifies and develops strategies to encourage and ~~academically~~ support at-risk students of academic or progress probation~~-~~.
6. Coordinate~~s~~ recruitment and makes recommendations to hire ~~hiring of~~ peer advisors as well as assists with the orientation, training, and direction.
7. Performs routine clerical work and oversees the daily operations of the office.
8. Provides guidance to students on noncredit certificate requirements and directs them to resources to assist them in reaching educational goals.
9. Coordinate~~s~~ follow-up with students to ensure fulfillment of the certificate requirements in a timely manner.
10. ~~Plans, develops, and produces printed materials, including flyers, brochures, and other products to publicize and promote the NC3SPNoncredit Student Success and Support Program.~~
11. ~~11.~~10. Acts as the liaison to on and off campus resources and community organizations to provide support services to ensure student success.
12. ~~12.~~11. Maintains master calendar of ~~NC3SP~~ SEAP ~~Noncredit Student Success and Support Program~~ activities and integrates it to the campus wide outreach calendar.
13. ~~13.~~12. Collaborate and work ~~Works~~ with other student services departments and external partners ~~programs~~ to provide ~~options,~~ referrals~~,~~ and alternative solutions for students ~~who are facing~~

~~educational barriers / obstacles and challenges to identify supplementary, wrap around, support services for students ;~~ collaborates with other district departments to provide wrap-around services for students.

~~14.~~13. Oversees and maintains department storage locations and the noncredit computer lending program.

~~15.~~14. Researches and is aware of current ~~stays current on~~ board policies, state and federal laws pertaining to the program and special population groups served.

15. Collaboratively maintains the budget for peer advisors and temporary staff,

16. ~~i~~Identifies and generates a list of department needs such office supplies, equipment, technology, and outreach materials.

17. Gathers information and assists in the preparation of various projects ~~grant proposals~~ and reports.

18. Performs other related duties ~~functions~~ as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Socioeconomic conditions of area residents;
- ~~Fundamentals of interviewing;~~
- Allan Hancock College community resources and services;
- Fundamentals of human behavior and the psychosocial factors underlying human behavior;
- Basic statistics, research methods, and reporting;
- Understand processes, procedures, and requirements of AHC matriculation process;

Demonstrates ability to:

- Learn, understand, interpret, and apply laws, regulations, policies, guidelines and procedures;
- Plan, organize, and conduct group functions and meetings;
- Investigate and research problems, devise solutions and present recommendations;
- Present oral and written reports in a clear and concise manner;
- Understand and carry out oral and written directions;
- Create and maintain spreadsheets;
- Use appropriate software programs;
- Read, write, speak and understand Spanish and English is required.

Education and Experience:

Bachelor's degree in Sociology, Psychology, Education, Communication Studies, or related field, OR any equivalent combination of training and experience. Qualifying experience performing duties closely related to this position may be substituted for the required education ~~on the basis of~~based on two years of experience for each ~~one~~ year of education. Bilingual Spanish/English oral and written communication skills are required.

Working Conditions:

- Duties are primarily performed in an office environment;
- The incumbent will experience interruptions while performing normal duties during the regular workday;
- This person will have high frequency of contact in person, by email, or on the telephone with staff, students, the general public, social service agencies and other educational institutions.

Physical Demands:

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

Special Qualification:

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

~~7~~12/2024
Reclass 7/19
R 2/14
5/13

Allan Hancock College Human Resources

Classified ~~Technical~~Professional
Range ~~18~~21

TEACHER I, CHILDREN'S CENTER

DEFINITION:

Under supervision of the ~~Lead Teacher~~Director, Children's Center, the incumbent will assist with day to day operations of the center including provisions of: early care and education services for young children in all developmental domains; follow Children's Center policies, interprets Children's Center policies, procedures, and regulations; and values and promotes the mission and vision of the college.

CLASS CHARACTERISTICS:

This position, under minimal supervision, will provide service in the care, development and instruction of young children. Incumbent will apply Early Care and Education best practices to provide a positive climate, maximizing learning opportunities, effective facilitation, with rich/advanced child/teacher interactions while meeting all State licensing requirements that include but not limited to: adult-child ratios, documentation, and all other day to day functions.

ESSENTIAL FUNCTIONS:

1. Adheres to all licensing regulations and funding terms and conditions.
2. Implements program quality measures at a classroom level and adheres to all State and licensing regulations.
3. Ensures appropriate practices to guarantee an environment that is responsive and nurturing to young children's daily needs.
4. Assists with classroom lesson planning, classroom environments, and classroom activities.
5. Generate daily lessons and schedules to support children's development and needs.
6. Will assist center director by maintaining all required documentation that includes: children's files, assessments for children, lesson planning, licensing documentation, NAEYC Accreditation, and student worker staffing patterns to maintain adult/child ratios.
7. Monitors the ongoing screening and ongoing assessment of children.
8. Builds a culturally sensitive approach to establish a developmental profile for each child.
9. Shares responsibility for overall quality of education experience for young children in the classroom setting.
10. Supports partnership between teachers, parents, student workers, and center director.
11. Actively collaborates with parents in an ongoing and positive manner to support each child's development.
12. Ensures day to day operations to meet all children's development needs in both the indoor and outdoor classroom environments.
13. Maintains current inventory of classroom supplies, following program procedures for replacement of supplies.
14. Provide a model environment for adult learners and parents/guardians.

15. Implements all regulations related to indoor and outdoor safety.
16. Follows and uses universal health precaution guidelines.
17. Keeps program director informed of day to day functions.
18. Participates in daily housekeeping duties.
19. Performs other related functions duties as assigned.

Education and Experience:

- Minimum 24 ECE and general education units equivalent to an Associate's degree; with knowledge of Early Childhood Studies academic program philosophies;
- Minimum one year experience working in a CA State Licensed preschool or toddler center program based as an employee, laboratory student, or combination of the two;
- ~~Knowledge of philosophies for infant and toddler care.~~

Knowledge of:

- Correct English usage, spelling, grammar, and punctuation;
- Written business communications;
- Principles and procedures of financial and clerical record keeping and reporting methods.
- Pertinent federal, state, and local laws, codes, and regulations related to the assignment;
- Principles of public speaking, good customer service, and public and human relations techniques;
- General office procedures, practices, and methods;
- Mathematical computations;
- Services provided at the college and in the community.
- ~~Knowledge of p~~Philosophies for infant and toddler care.
-

Demonstrated ability to:

- Coordinate and implement special program goals;
- Understand and follow oral and written instructions;
- Communicates effectively via speech, telephone, written correspondences, and/or email.
  Establish and maintain cooperative and effective working relationships with others.
- ~~Work independently, organize workload, and establish priorities;~~
- Learn and interpret specific rules, law, and policies and apply them with good judgment
- in a variety of procedural situations;
  Operate a computer with accuracy and speed;
- Establish and maint~~ain financial and office rec~~ords and files;
- Compose correspondence independently.
- Make mathematical calculations;
- Proofread materials.
-

Working Conditions:

- 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 working day.
- The incumbent will have contact, in person, by phone, by videoconferencing or via email with staff, students, and the general public.

Physical Demands:

- Clarity of vision for the purpose of monitoring children.
- Sit or stand for extended periods of time both indoors and outdoors.
- Bend, twist, push and pull, stoop, kneel, crawl, and climb; reaching overhead, about 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 manual dexterity sufficient for keyboard and other office equipment operations.

Required Certification/License

- Must possess a State of California Commission on Teacher Credentialing Master Teacher Permit or higher
- Pediatric First Aid/CPR Certified
- Must pass DOJ and FBI background check and have cleared fingerprints
- Current TB clearance
- Up-to-date immunizations according to the Department of Social Services, Community Care Licensing; must include Measles, and Pertussis Flu preferred

Special Qualifications:

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

6/2020

Allan Hancock College
Human Resources

Classified - Professional
Range 27

TEACHER II~~LEAD TEACHER~~, CHILDREN'S CENTER

DEFINITION

Under the supervision of the appropriate administrator ~~Director, Children's Center~~ 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. Position carries out the day-to-day operations of ~~the children's classroom and manages~~their assigned classroom.

ESSENTIAL FUNCTIONS

1. Ensures nurturing and responsive caregiving; assesses daily health condition of children; generates, implements, adjusts daily schedule; and models competency-based behavior.
2. Carries out professional and effective family and community interactions
3. Assists in scheduling of parent orientation, parent volunteers; participates in activities for parent education; conducts parent conferences and provides referral information.
4. Assists the Children's Center Director with day-to-day operations of the center, and serves as licensing designee.
5. Coordinates classroom activities with student workers, student teachers, interns, Early Childhood Studies (ECS) faculty, and volunteers.
6. Plan and implement classroom lesson planning, classroom environments, and classroom activities.
7. Generate daily lessons and schedules to support children's development and needs.
8. Serves as a liaison between parents, faculty, students, and program director.
9. Maintains a working relationship with ~~ECE~~ ECS instructors in~~to~~ support of adult learners' success in the lab school setting.
10. Provides a developmentally appropriate children's classroom; ensures daily inspection of environment for health and safety; monitors compliance with Title V, Title XXII, National Association for the Education of Young Children (NAEYC) accreditation and any other center affiliations; reports any issues or concerns with compliance.
11. Coordinates classroom supplies and equipment orders as needed; reports needed repairs, maintenance and replacements;~~,~~ and implements effective evacuation plan and procedures.
12. Prepares and maintains all required documentation such as updated child information; daily logs; attendance; individual educational assessments for children; medication logs and accident reports; and prepares sensitive written and verbal communication to student workers, adult learners, ECS faculty and families.
13. Participates in lab school and college events to include staff meetings, ECS meetings, community and parent meetings ~~(~~as assigned~~)~~, and staff training.
14. Conducts open and closing procedures.
15. Performs other related ~~functions~~ duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- 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~~ NAEYC Code of Ethical Conduct;
- California Department of Education Child Nutrition Services Division, Child and Adult Care Food Program (CACFP);
- Developmentally appropriate instructional methods for children, 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;
- 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~~ NAEYC 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
- Pass DOJ and FBI background check
- 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

- 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, by videoconferencing or on the telephone, 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~~A~~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.

Allan Hancock College
Human Resources

Classified- Crafts
Range ~~25~~31

TRANSPORTATION AND EQUIPMENT LEAD TECHNICIAN

DEFINITION:

Under supervision of ~~Director, Plant Services~~Facilities~~appropriate administrator~~, the incumbent ~~is~~ is in a lead position that is required to oversee shop and yard maintenance operations, perform technical diagnostic and repairs, review and schedule all shop activities. The incumbent values and promotes the mission an vision of the college.

CLASS CHARACTERISTICS:

The position ~~oversees~~ provides guidance to other technicians and directs all shop and yard activities. This position services, repairs, and maintains all automotive vehicles and power-operated equipment. In addition to the mechanically skilled requirements under minimal supervision~~, is required to have or obtain a Class B driver license~~. The individual will monitor fueling stations and fueling of auxiliary equipment such as emergency generators.

ESSENTIAL FUNCTIONS:

1. Inspects, diagnoses, and repairs mechanical and electrical defects in district transportation and equipment such as but not limited to cars, trucks, diesel engines, generators, agriculture equipment, turf/grounds equipment, tractor implements, golf carts, man lifts, knuckle booms, small engines and trailers~~, total in all 100 to 120 vehicles and equipment~~.

~~1.~~2. ~~Also P~~performs maintenance and repairs to transportation and equipment at the Lompoc Valley Center (LVC) ~~Campus~~as needed.

~~2.~~3. Overhauls engines (gas or diesel), repair and replace transmissions and differentials, complete brake overhaul (including air brakes), service and repair hydraulic systems, service and repair air condition systems, mount and balance tires~~. Make~~, and repairs flat tires ~~repairs~~.

~~3.~~4. Conducts safety inspections and performs tune-ups on vehicles and equipment.

~~4.~~5. Performs technical electrical diagnosis using scan tools, multi-meters and other related equipment.

~~5.~~6. Performs welding repairs and fabrication.

~~6.~~7. Develops and implements a preventative maintenance program for all vehicles and equipment.

~~7.~~8. Maintains accurate repair logs and updates equipment/vehicle status data.

~~8.~~9. Orders and purchases fuel, oil, parts and supplies, as required.

~~9.~~10. Obtains quotes and estimates for scope of work.

~~10.~~11. Oversees yard maintenance (equipment, storage, recycling of steel, waste, and disposal).

12. Oversees fueling stations and updates security coding and maintains fuel logs

~~11.~~13. ~~,~~Complete monthly and annual inspections on fuel tanks, provide reports as needed~~.~~

~~12.~~14. Assigns work orders within the scope of the position.

15. ~~Drives vehicles requiring a Class B license for field trips or events~~.

16. Facilitate transportation of vehicles to a California~~A~~ State agency for smog inspections. E~~I~~nsure all annual smog inspections are completed at both Santa Maria Campus and ~~Public Safety (~~LVC~~)~~. Provide information and/or complete Annual Government Fleet Smog Check Program report.

~~13.~~17. Collaborates with facilities personnel and outside agencies in regards to: hazmat waste and environmental safety inspectors.

18. Performs other related duties as ~~required~~assigned.

LICENSES AND CERTIFICATES REQUIRED:

- Possession of a valid and appropriate California Class ~~B~~ C driver's license and the ability to qualify for district vehicle insurance coverage;~~.~~
- Forklift Operator Certificate within the first year of employment;~~.~~
- Basic Welding Certificate within the first year of employment.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Tools and equipment used in the diagnosis, repair, overhaul, and maintenance of gas, diesel and electric powered vehicles and equipment;
- Safe work practices;
- Basic arithmetic;
- Basic computer skills.

Demonstrate Ability To:

- Diagnose mechanical and electrical defects;
- Repair and maintain gas, diesel and electrical powered equipment;
- Coordinate with other departments for scheduling equipment maintenance and repairs;
- Use of standard mechanic tools skillfully and safely;
- Perform heavy manual labor;
- Operate ~~all~~ district vehicles and equipment (cars, trucks, forklifts, and small equipment);
- Communicate effectively both orally and in writing.

Education and Experience:

High school diploma or GED equivalency with formal trade apprenticeship OR associates degree in Automotive Technology with two years' experience as a diesel mechanic and/or six years' experience in a related field. Possession of Automotive Service Certificates (ASE) in the various categories. ~~Basic Welding Certificate~~

Physical Demands:

- Heavy work requiring frequent lifting, carrying, pushing and/or pulling objects weighing up to 75 pounds.
- Standing and walking for prolonged periods.

Working Conditions:

- Automotive shop environment with exposure to noise, dust, grease, smoke, fumes, gases, and potentially hazardous chemicals.
- Extreme temperatures.
- Duties are performed indoors and outdoors.
- Communicates with employees and vendors over the telephone, by videoconferencing, by email, and in person.

Special Qualifications:

Evidence of~~A~~ 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 7/2025
07/14

Allan Hancock College
Human Resources

Classified ~~Technical~~ Professional
Range 24 ~~22~~

UNIVERSITY TRANSFER SPECIALIST ~~TECHNICIAN~~

DEFINITION

Under the supervision of ~~Dean Student Services,~~ the appropriate administrator, ~~the~~ this position ~~incumbent~~ performs technical and professional work related to university transfer process. The incumbent is tasked with coordinate~~s~~ing, organize~~s~~ing, develop~~s~~ing, and implement~~s~~ing transfer ~~and job placement~~ functions and activities of the University Transfer Center, and values and promotes the mission and vision of the district~~.~~

CLASS CHARACTERISTICS

The incumbent, under ~~limited~~ minimal supervision, performs coordination, ~~para~~ professional, and technical duties with a considerable degree of independence is required in support of the University Transfer Center (UTC) programs. This include~~s~~~~,ing~~ but is not limited to, event planning, budget oversight, ~~coordinate~~ workshops, orientations, UTC activities, as well as coordinate the day-to-day operation of the center. The incumbent in this position will have substantial amount of administrative detail, has high frequency of contact with faculty, students, the general public and will have considerable contact with administrators and staff ~~members of the college faculty and staff~~ requiring tact and excellent oral communications skills. ~~The incumbent may serve as an in-charge or a lead person over office staff.~~

ESSENTIAL FUNCTIONS

1. Coordinate day-to-day communications, key tasks and procedures.
2. Maintains master schedule of all UTC meetings, workshops appointments and commitments.
3. Coordinate transfer service efforts with other key student success services.
4. Coordinate and m~~M~~aintain~~s~~ department electronic budget records; processes purchase requests; verify~~ies~~ funds are available and reconciles discrepancies; research budget allocations; research and verify vendor(s).
5. Plans and organizes ~~staff meetings, workshops, outreach, and~~ special events for the UTC on a regular basis; prepares travel arrangements and documentation for the department.
6. Composes correspondence, memorandums, reports and a variety of written materials from rough draft or general instructions; creates and edits spreadsheets, records, and other written material as required.
7. Assist transfer students with completing the university applications for admissions, including application updates after submission.
8. Assist transfer students with Associates Degree for Transfer (ADT) verification and transcript request forms.
9. Assist in implementation of Student Learning Outcomes including student surveys, tracking and reports
10. Provides classroom presentation and/or training explaining the functions and structure of the UTC.
11. Initiate the production and development of brochures, news releases, and emails; update and maintain the UTC website.
12. Serves as first point of contact to provide general and specific transfer information to students; Provide ~~assist~~ faculty, staff, students, and the public with ~~locating~~ transfer resources and information resources ~~to students, faculty and the general public.~~

13. Prepares personnel action requests (PAR/NE), including but not limited to ~~counselor~~ stipends, employment authorizations, ~~PARNE's~~ hiring forms, volunteer forms and requests to hire student workers.
14. Assists in the ~~R~~recruitment, hiring~~e~~, training and ~~supervise~~ oversees student workers, temporary office staff, and transfer ambassadors.
15. Coordinates and implements projects, meetings, field ~~road~~ trips, special services and events ~~and/or other related functions including~~ and completion of all required district forms.Serve as distict liaison for university visits/field trips.~~that require forms to be completed such as but not limited to travel liability forms, district travel requests, travel expense claims, mileage reimbursements, and other travel related forms and processes.~~

~~16. Develops, maintains and updates transfer resources for UC, CSU and independent universities.~~

~~17. Manages monthly reports for student contact.~~

~~18. Coordinates field road trips and visits to and from colleges/universities. Serves as District Liaison for university visits/trips.~~

~~19.~~16. Coordinates and prepares ~~and manages~~ the Transfer Recognition Award program including compiling documents and providing information for inclusion in the commencement brochure.

~~20.~~17. ~~Oversees~~Oversee the UTC laptop lending program.

~~21.~~18. ~~Direct both incoming and outgoing calls and emails~~

~~22.~~19. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Office management techniques and organizational skills.
- Correct English usage, spelling, grammar, and punctuation.
- Written business communications.
- Fundamentals of higher education and the transfer process.
- Public and human relations techniques.
- Office procedures, methods, equipment, record management, receptionist and telephone techniques; General office practices and protocols.

Demonstrated ability to:

- ~~Develop and maintain cooperative working relationships with colleagues, fellow staff, and outside vendors/representatives; those contacted during the course of work.~~
- Understand and carry out oral and written directions.
- Work independently, organize workload, and establish priorities.
- Learn and interpret specific college policies and procedures and apply them with good judgement
- ~~Good judgment~~.
- Use a ~~word processor~~computer.
- Establish and maintain office records and files.
- Delivers effective oral presentations in public settings.

Education and Experience:

Bachelor's degree preferred or associate degree with two years of increasingly responsible experience in higher education, or any equivalent combination of education, training and exprience.

Working Conditions:

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

- The incumbent is subject to interruptions while performing normal duties during the regular workday.
- Work requires travel to other offices or locations to attend meetings or conduct work.

Physical Demands:

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

Special Qualification:

Evidence of ~~A~~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 BOARD
R 6/21
R 06/13
10/00

Allan Hancock College
Human Resources

Classified-~~Technical~~ Professional
Range ~~25~~31

VETERAN~~S~~ SUCCESS~~SERVICES~~ CENTER COORDINATOR/ SCHOOL CERTIFYING OFFICIAL~~SPECIALIST~~

DEFINITION:

Under minimal supervision of the appropriate administrator, plans, organizes, coordinates, facilitates, and oversees a wide range of activities ~~in~~ supporting ~~of the Veteran's Success Center~~ military affiliated students. Serves as a ~~technical~~ resource for ~~student~~ veterans and military-connected students working with the Department of Veterans Affairs (VA). Serves~~Acts~~ as ~~a~~ School C~~e~~ertifying O~~o~~fficial (SCO), ~~in the Veteran Success Center. P~~provides non-instructional services to eligible veterans, reservists, ~~and~~ dependents, ~~/~~spouses, and others using Veteran Success Center (VSC) services. Promotes the retention and completion of military-affiliated student~~s~~ ~~veterans~~ by reaching out ~~to students~~ and informing them of their status and any needed document~~ations~~. Serves as liaison between students, ~~the~~ Allan Hancock College, veteran organizations and the VA; ~~Veteran's Administration~~ and promotes and values the mission and vision of the college.

CLASS CHARACTERISTICS:

The incumbent ~~reports to and is under the direction of the Director, LAP/Student Health Service/Veteran's Success Center, -~~relieves~~ing~~ VSC ~~the~~ supervisor(s) of various administrative and technical details of program administration. The position requires independent judgment for ~~in~~ the interpretation and application of District~~College~~ and VA policies and procedures ~~and the Department of Veterans Affairs policies and procedures~~ as they relate to the various C~~e~~hapters for education benefits, frequent interaction with faculty, support staff, administration, and professionals from community-based organizations, state and federal agencies, and the general public. The responsibilities require 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. Collects and processes all military enrollment and verification forms, reviewing them for completeness and entering necessary data into college databases/systems to ensure compliance. ~~Processes VA certifications for student eligibility for VA benefits;~~
2. Interprets and explains rules, regulations, procedures, and policies related to student registration, transcript evaluation, credit for prior learning (CPL), financial aid processes, graduation, degree attainment, and transfer requirements. ~~Researches, interprets, clarifies, and resolves issues related to student veterans concerning, but not limited to, admissions, matriculation, academic status, and fees;~~
3. Serves as School Certifying Official (SCO) by completing all responsibilities associated with the designation, including but not limited to reviewing, processing, and submitting certifications of student eligibility for VA benefits.
4. Regularly meets with military-affiliated students to provide information related to their eligibility for benefits and refers students to other college departments as needed.

~~3.~~5. Oversees the production, data compilation, research, and writing and editing of documents for grant proposals and various reports to ensure compliance with the Chancellor's office, VA, and all other entities. ~~Assists with compiling data, research, writing and editing~~

documents for grant proposals and reports;
4. Recommends policies and procedures for the Veterans program;
5.6. Oversees duties of student and temporary employees subordinate staff and daily office activities for the Veterans program under general guidance of the appropriate administrator; Makes recommendations to appropriate administrator regarding policies and procedures for the VSC employees and advises other departments on best practices for serving military-connected students.
6.7. Collaborates with staff, faculty, and the appropriate administrator to coordinate the development and implementation of VSC Program Learning Outcomes (PLOs) and Program Review. Promotes and coordinates outreach for the Veterans program and negotiate appropriate community-wide co-sponsorships and partnerships;
7. Provides administrative support in coordinating veteran activities during the year;
8. Collaborates on Veteran's Student Learning Outcomes with staff and director overseeing the Veteran Success Center;
Plans, coordinates, schedules, and attends meetings on and off campus;
8. Plans, organizes, and conducts orientations, presentations, workshops, and meetings to promote services to students and the community; maintains social media pages and VSC webpage, and prepares informational materials for military-affiliated students; and securely stores and maintains all VSC-related materials to ensure compliance.
9. Creates and maintains materials for inreach and outreach efforts, and negotiates appropriate community-wide co-sponsorships and partnerships
10. Maintains a Monitors master calendar forof all military-affiliatedVeterans activities and prepares required reports and reporting as necessary;
11. Serves as liaison with external community and state and federal agencies;
Assists program director in tracking direct aid for student veterans in accordance with state policies and grant requirements. Plans, organizes, coordinates and facilitates Veteran students' intake, orientation, and needs assessment as well as connecting students to resources for student educational plan development and other counseling and matriculation related activities;
13.11. Maintains the physical and digital storage of confidential records for military-affiliated students, ensuring accuracy and compliance with privacy regulations; and conducts periodic self-audits of records quality assurance. veteran records;
14.12. Maintains access toExtracts and downloads and utilizes relevant data to information to prepare reports and audits to ensure data accuracy related to VSC accuracy of data;
15. Maintains electronic records for student veteran contacts ensuring privacy of confidential student information;
16. Maintain priority registration lists;
17. Prepares and conducts orientation to student Veterans;
18. Assist with preparing informational materials;
19.13. Refers military-affiliated students veterans to appropriatevarious district, community and social service resources, community resources, and social service organizations;.
20.14. Assists military-affiliated students veterans in navigating college support services by working closely with other departments to provide financial aid support, enrollment services, reasonable disability accommodations, basic needs, student health services, and services offered by the college.;
21.15. Collaborate with other professionals to apply complex residency legislation, policies, procedures, and best practices..Fosters cooperative working relationships with

~~college employees and community members and maintains professional and appropriate boundaries with students;~~

~~22.~~16. Coordinates and oversees ~~Assists in overseeing~~ the VA ~~Veterans Administration~~ work study program;

17. Provides administrative support for military-affiliated activities, including but not limited to: composing ~~Composes~~ general office correspondence and performing clerical duties such as filing, data entry, mail processing, and form completion. ~~and performs other administrative assistant type services of a routine nature including, but not limited to, filing, data entry, processing of mail, and completing forms;~~
18. Complete annual comprehensive course review and application for student eligibility with VA benefits.
19. Develops and presents for administrators, faculty, and staff, and the Board of Trustees when requested.
20. Relieves administrator(s) of administrative detail; resolves conflicts, assists in the coordination of district-wide division activities, programs, catalogs, and reports; makes referrals to appropriate technical staff; schedules meetings and makes arrangements; and sets up meetings (including facilities, auditors, equipment, and supplies).
21. Coordinate with other departments, businesses, government agencies, and educational institutions to identify and provide resources and support to student; Serves as a liaison with internal and external constituents including state and federal agencies.
22. Collaborates with colleagues to ensure the accuracy of content in the AHC Catalog, including the listing and reporting of degrees, certificates, and locations; prepares and submits reports to the State Approving Agency (SAA) and the VA for approval to ensure eligibility for benefits and funding.
23. Maintains budget records, as appropriate; develops and inputs online purchase requests, initiates budget transfers, and processes invoices.
24. Monitor VSC student progress to identify at-risk students and recommend interventions to support their ongoing success.
25. Attends meetings, conferences, and events as required by the appropriate administrator.

~~23.~~26. Facilitates and coordinates promotion of the VSC; represents the VSC at college events and various locations throughout the community; responsibilities include but are not limited to speaking at engagements, giving presentations, tabling, attending fundraisers and non-profit events, and helps with planning events at the college, district high schools, government facilities, and community agencies;

~~24.~~27. Performs other related duties as assigned. ~~that support the overall objective of the position.~~

MINIMUM QUALIFICATIONS

Knowledge of:

- Community resources and services;
- Rules, regulations, procedures, policies, and catalogs regarding student registration, , degree requirements, transfer requirements, and financial aid~~Processes, procedures, and requirements of the Veteran's Administration related to education~~;
- Basic arithmetical computations;
- Principles of ~~good~~ excellent customer service;
- Correct English usage, spelling, grammar, and punctuation;
- Records and database management;
- Military culture;

- Office technology, including email, and video conferencing software.

Demonstrates ability to:

- Plan, coordinate, gather information, organize, monitor and maintain records;
- Update information in computer database programs;
- Analyze operational and procedural issues~~problems~~ and identify and implement potentially ~~develop~~ effective solutions and resolutions;
- Work with a high degree~~level~~ of accuracy and great attention to detail;
- Independently interpret, explain, and apply complex policies and procedures;
- ~~Investigate, research, and analyze problems, develop solutions and present recommendations;~~
- Provide training and guidance to student employees;
- Prioritize tasks effectively and manage time efficiently in a ~~Handle a complex,~~ fast-paced ~~work schedule with constant deadlines~~environment with multiple deadlines;
- Maintain professionalism ~~composure~~ in challenging ~~difficult~~ situations;
- Communicate effectively, both orally and in writing, including through various platforms such as email, video conferencing, and in-person interactions;
- Learn, understand, ~~interpret,~~ and apply laws, regulations, policies, guidelines, and procedures;
- ~~Plan, organize, and conduct group functions and meetings;~~
- ~~Investigate and research problems, devise solutions and present recommendations;~~
- ~~Present oral and written reports clearly and concisely;~~
- ~~Understand and carry out oral and written directions;~~
- ~~Establish and maintain cooperative working relationships with faculty, staff, students and the community;~~
- ~~Effectively communicate in various platforms, including online, through video chat, and on the phone.~~

Education and Experience:

A bachelor's degree in a related area and two years of increasingly responsible experience as an administrative assistant OR any equivalent combination of education, training and experience ~~may be substituted whereby an individual has attained the above knowledge and abilities~~. Experience working with military culture and providing service to veterans is preferred.

License and Certificates Required:

- Must clear background check(s) applicable to authorization for entrance to military bases.
- Completion of annual School Certifying Official Training provided by the VA.
- A valid California driver's license and ability to qualify for district vehicle insurance coverage.

Working Conditions:

- ~~The incumbent's assignment is the Veteran Success Center on the Santa Maria campus, the Lompoc Valley Center, and on occasion Vandenburg Airforce base;~~
- ~~May be required to work a flexible workweek which includes day and evening hours and occasional weekend assignments;~~
- Duties are primarily performed in an office environment, typically at a desk or ~~at a~~ computer;

- The incumbent will experience frequent interruptions ~~while performing normal duties during~~ throughout the regular workday;
- The incumbent will interact ~~have contact, in person, on the telephone, by computer, and by virtual technology systems~~ with executive, management, supervisory, academic and classified staff and the general public, through a variety of platforms;
- Work may require travel to other offices or locations within the district and outside the district for ~~to attend~~ meetings or other~~conduct~~ work-related purposes. ~~both within the district and outside the district;~~
- ~~A valid California driver's license and ability to qualify for district vehicle insurance coverage.~~

Physical Demands:

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

Special Qualification:

Evidence of a~~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
06/21

Allan Hancock College | Classified-Professional
Human Resources | Range ~~18~~21

WELLNESS PROGRAM SPECIALIST

DEFINITION

Under supervision of ~~Dean, Student Services~~the appropriate administrator, this position plans and implements wellness events specifically highlighting health issues that concern college students as demonstrated by research evidence. Values and promotes the vision and mission of the college.

CLASS CHARACTERISTICS

The incumbent, under limited supervision, will perform the main function of this position which is to plan, organize, and evaluate wellness events throughout the academic year. These activities support the mission of Student Health Services and allows health and wellness information to be shared with a diverse population of students.

ESSENTIAL FUNCTIONS

1. Develops wellness event schedule in collaboration with Coordinator, Student Health Services and creates the design, awareness, promotion, and support for professional development activities for the purpose of improving student and employee health and understanding of related subjects.
2. Analyzes and evaluates a variety of program-related data for the purpose of ensuring that program goals and student learning outcome activities meet student and District objectives.
3. Researches activities and strategies that best deliver health and wellness messages to college students.
4. Prepares a variety of materials for the purpose of documenting activities, providing written reference and conveying health/wellness education information and completes and assigns tasks as needed to prepare, market, and complete event or activity.
5. Completes print requests for flyers, literature and other items.
6. Assists in event marketing through social media.
7. Reports program related assessment results for the purpose of providing the information needed to evaluate individual health/wellness activities performance and to create new and/or revised activities to meet program/student needs.
8. Serves as a liaison with a variety of outside and community partners for the purpose of conveying and/or receiving information and coordinating district activities.
9. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Specific health issues and concerns among the college student population;
- Event planning and organization;
- Ability to use social media and technology effectively;
- Principles of good customer service;
- Correct English usage, spelling, grammar, and punctuation;
- Office methods, procedures, and equipment, including filing systems;
- Receptionist and telephone etiquette.

Demonstrated Ability to:

- Learn necessary college and office operations, procedures, and equipment usage;

- Operate computer and technology accurately and effectively;
- ~~Develop and maintain cooperative relationships with those encountered in the workplace;~~
- Able to plan, implement and staff events for multiple health and wellness topics related to college health;
- Ability to schedule a number of activities, meetings, and/or events;
- Flexibility is required to work with others in a wide variety of circumstances;
- Operate equipment using standardized methods;
- Problem solve to analyze issues and create action plans and interpretation of guidelines.

Education/Experience:

Possession or the equivalent of an associate degree, or higher, from an accredited institution in health-related field or education, communication, public relations, and two years related experience. Bachelor's degree in health-related field or education preferred.

Working Conditions:

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

Special Qualification:

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

ALLAN HANCOCK COLLEGE

CONSENT ITEM

To:	Board of Trustees	Date:	June 10, 2025
From:	Superintendent/President		
Subject:	Approval of Classified and Educational Management Employment Agreements	Item Number:	11.F.
Institutional Goal:	Accreditation Standard III	Enclosures:	Page 1 of 2

BACKGROUND

Both classified and educational management employees are employed based on their respective employment agreements. Rolling two-year agreements for management personnel and rolling three-year agreements for executive management personnel are contingent upon a positive performance evaluation.

The following employees are recommended for an extension of their current agreement:

Executive Management – Educational Managers	
Curry, Robert	07/01/25 - 06/30/28
Siwabessy, Genevieve	07/01/25 - 06/30/28

Executive Management - Classified Manager	
Bach, Craig	07/01/25 - 06/30/28
Curran, Dennis	07/01/25 - 06/30/28

Management Association – Educational Managers	
Abel, Sean	07/01/25 - 06/30/27
Ensing, Kim	07/01/25 - 06/30/27
Guardado, Siboney	07/01/25 - 06/30/27
Guerra, Weston	07/01/25 - 06/30/27
Lamica, Thomas	07/01/25 - 06/30/27
Owens, Johnnie	07/01/25 - 06/30/27
Paniagua, Alicia	07/01/25 - 06/30/27
Patrick, Mary	07/01/25 - 06/30/27
Teniente-Cuello, Yvonne	07/01/25 - 06/30/27

FISCAL IMPACT

To be determined

RECOMMENDATION

Staff recommends the board of trustees approve the rolling employment agreements for management and executive management employees who have met performance evaluation criteria.

Administrator Initiating Item:	Final Disposition:
Ruben Ramirez	

The following employees are recommended for an extension of their current agreement:

Management Association - Classified Managers	
Aguilar, Rick	07/01/25 - 06/30/27
Beal, Donna	07/01/25 - 06/30/27
Becker, Laura	07/01/25 - 06/30/27
Blue, Janeal	07/01/25 - 06/30/27
Booher, Mark	07/01/25 - 06/30/27
Hooten, Jon	07/01/25 - 06/30/27
Marshall, Steve	07/01/25 - 06/30/27
McNulty, Leanne	07/01/25 - 06/30/27
Milbourne, Lauren	07/01/25 - 06/30/27
Ortiz, Xavier	07/01/25 - 06/30/27
Perez, Diana	07/01/25 - 06/30/27
Pirman, Deborah	07/01/25 - 06/30/27
Ramirez, Ruben	07/01/25 - 06/30/27
Robb, Stephanie	07/01/25 - 06/30/27
Schwartz, Jennifer	07/01/25 - 06/30/27
Scott, Shelby	07/01/25 - 06/30/27
Seyfert, Keli	07/01/25 - 06/30/27
Smith, Danah	07/01/25 - 06/30/27
Specht, Andrew	07/01/25 - 06/30/27
Suarez, Maria	07/01/25 - 06/30/27
Vasquez, David	07/01/25 - 06/30/27
Whitham, David	07/01/25 - 06/30/27

ALLAN HANCOCK COLLEGE

CONSENT ITEM

To:	Board of Trustees	Date:	June 10, 2025
From:	Superintendent/President		
Subject:	Approval of Appointment of Academic Management Employee	Item Number:	11.G.
Institutional Goal:	Accreditation Standard III	Enclosures:	Page 1 of 2

BACKGROUND

The district has conducted first and second-level interviews for the position of dean, Student Services. The selection of a candidate has been made and is contingent upon pre-employment requirements.

The following administrative appointment is recommended:

Kristin Milligan, dean, Student Services, full-time, 12 months, range 7-F, management salary schedule 30, effective July 1, 2025. Ms. Milligan replaces Ms. Mary Dominguez.

Ms. Milligan earned her Master of Education from Northern Arizona University; a Bachelor of Arts in psychology from Cal Poly Pomona; and an Associate in Arts from Riverside Community College.

Ms. Milligan has been the director of financial aid since June 2016 at College of the Desert; she was the regional financial aid manager & corporate trainer at Marinello Schools of Beauty from January 2012 to February 2016; and was the financial aid coordinator at ITT Technical Institute from January 2011 to January 2012.

FISCAL IMPACT

The cost to the unrestricted general fund is approximately $241,092 and **$221,553** for the 2025-26 fiscal year and will be included in the 2025-26 fiscal year budget.

RECOMMENDATION

Staff recommends the board of trustees approve the appointment of dean, Student Services and dean, Academic Affairs as presented.

Administrator Initiating Item:	Final Disposition:
Ruben Ramirez	

BACKGROUND

The district has conducted first and second-level interviews for the position of dean, Academic Affairs. The selection of a candidate has been made and is contingent upon pre-employment requirements.

The following administrative appointment is recommended:

Monica Millard, dean, Academic Affairs, full-time, 12 months, range 7-D, management salary schedule 30, effective July 1, 2025. Ms. Millard replaces Mr. Rick Rantz.

Ms. Millard earned her Doctor of Philosophy in nursing from University of Nevada; a Master of Science in nursing from Walden University; and a Bachelor of Science in biopsychology from University of California, Santa Barbara.

Ms. Millard has been the interim dean of health, wellness, skilled trades, and technology divisions since January 2025; she was tenured full-time and part-time nursing faculty, the division chair in nursing and allied health from 2007 to present at Cuesta College; and was the per diem nurse at Sierra Vista Regional Medical Center from 2001 to 2020.

ALLAN HANCOCK COLLEGE

CONSENT ITEM

To:	Board of Trustees	Date:	June 10, 2025
From:	Superintendent/President		
Subject:	Approval of Revised Student Worker Salary Schedule, SS-85	Item Number:	11.H.
Institutional Goal:	Accreditation Standard III	Enclosures:	Page 1 of 2

BACKGROUND

Salary schedule (SS-85), for student workers, has been adjusted to a uniform pay rate for tutors across campus. There will be no budget augmentation to accomplish the adjustment.

The proposed increase under category 4 of the salary schedule are:

- $18.00 per/hr. (first semester)
- $18.50 per/hr. (worked at least one semester as a tutor)
- $19.00 per/hr. (worked two or more semesters as a tutor)

Rationale

Tutor pay currently varies by department/program. Setting a uniform pay rate will give centers equal opportunities to hire and retain tutors.

A reclassification of the tutor job reflects the professional role of this student worker position, the qualifications required, i.e., 3.0 GPA, an A or B in the tutored course, an instructor recommendation, a minimum of 6 hours of tutor training, and the level of responsibilities.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends the board of trustees approve the proposed revised student worker salary schedule, SS-85, effective July 1, 2025, as presented.

Administrator Initiating Item:	Final Disposition:
Ruben Ramirez	

ALLAN HANCOCK COLLEGE

CONSENT ITEM

To:	Board of Trustees	Date:	June 10, 2025
From:	Superintendent/President		
Subject:	Approval of Change Orders for the Baseball/Softball Changing Rooms Project (Bid No. 25-01)	Item Number:	11.I.
Institutional Goal:	Accreditation Standard III	Enclosures:	Page 1 of 1

BACKGROUND

On October 15, 2024, the board awarded the contract for the construction and installation of the Baseball/Softball Changing Rooms Project (Bid No. 25-01) to Specialty Constructors Services, Inc. The accepted bid amount was $1,160,653.

The district approved change orders (CO's) #001, #002, and #003 for a total of $78,405. On March 18, 2025, the board approved CO's #004 and #005 for the amount of $69,529 because the two additional CO's exceeded 10 percent of the original contract.

The district is seeking board ratification for two additional CO's: 1) #006 in the amount of $9,321; and 2) #007 in the amount of $1,388. The CO #006 provides additional chain link fencing to extend the area of the softball bullpen and is an owner requested enhancement. The CO #007 provides traffic rated covers to underground utility boxes and is requested due to unforeseen circumstances. Ratification of CO #006 and #007 brings the total cost of all CO's to $158,643.

Change Order	Title	Cost
#001	Relocate Existing Irrigation Conduit/Wires	$7,255.00
#002	Remobilize and Relocate Light Standards	5,524.00
#003	Asphalt Fire Access Road	65,626.00
#004	Ecore Blade 552 Hattrick Athletic Floor	46,528.00
#005	Locker Installation	23,001.00
	SUBTOTAL	$147,904.00
#006	Additional Chain Link Fencing	9,321.00
#007	Install Traffic Rated Boxes	1,388.00
	TOTAL	$158,643.00

FISCAL IMPACT

The total fiscal impact for change orders #006 and #007 is $10,709, which will be funded through the Capital Project Reserves.

RECOMMENDATION

Staff recommends the board of trustees ratify change orders #006 and #007 with Specialty Constructors Services, Inc. for the Baseball/Softball Changing Rooms Project (Bid No. 25-01) in the amount of $10,709.

Administrator Initiating Item:	Final Disposition:
Dennis Curran	

ALLAN HANCOCK COLLEGE

CONSENT ITEM

To:	Board of Trustees	Date:	
From:	Superintendent/President		June 10, 2025
Subject:	Approval of 2027-2031 Five-Year Construction Plan	Item Number:	11.J.
Institutional Goal:	Accreditation Standard III	Enclosures:	Page 1 of 102

BACKGROUND

The district is required to submit a five-year construction plan to the Chancellor's Office on an annual basis. The attached 2027-2031 Five-Year Construction Plan lays out the district's capital project priorities, along with estimated costs and assigned square footage. Planned facility renovations and new construction are based on the district's facility master plan (FMP). Renovation of building N (Gym) continues to be the top priority for the district. Several new projects were added to this year's list based on the FMP and several were removed because they were completed or are nearly complete. Major changes are noted in the table on page two.

The proposed construction projects were vetted through the shared governance process. The five-year construction plan is due to the Chancellor's Office no later than June 30, 2025.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends the board of trustees approve the district's 2027-2031 Five-Year Construction Plan.

Administrator Initiating Item:	Final Disposition:
Dennis Curran	

Table 1: Major Changes to District Five-Year Construction Plan

Facility	Action	Rationale
Student Health Center	Removed	Complete
Baseball/Softball Changing Facilities	Removed	Near Completion
PCPA Marian Theater Canopy	Removed	Complete
Marian Theater Sound Project	Removed	Near Completion
Technology Center	Removed	Replace with “Modernize M300/400”
Physical Plan Services LVC	Removed	Complete
Scenario Village Expansion	Removed	No longer needed/not in FMP
One-Stop Student Services Center	Removed	Completed in 2015, but closeout paperwork wasn’t filed until 2024
Refinish Pool and Deck	Added	Instructional Need
Construct Police Dept/Facilities Compound	Added	FMP
Modernize Building M300/M400	Added	FMP; replaces Tech Center
Construct Classroom Facility (at W bldg location)	Added	FMP
Construct Career Technical Education Facility (at site of former bldg O-300)	Added	FMP
Upgrade Infrastructure	Added	Anticipates HVAC upgrades and other needs
Construct Facility Offices/Classrooms/Meeting Space/Events Space (on temporary east commons, where bldgs E & F were located)	Added	FMP; replaces need for PCPA leasing CBC building
Modernize South Campus Facilities	Added	FMP
Modernize bldg L with Classroom Updates	Added	FMP
Upgrade LVC Bldg 3 (converts general classroom into science lab)	Added	Instructional need (will add to FMP)
Construct Welcome Area with Drop Off Loop	Added	FMP
Upgrade LVC Quad	Added	FMP
Construct Nursing Lab Facility	Added	Instructional need (will add to FMP)

Allan Hancock Joint Community College District

2027-2031
Five Year Construction Plan
(2027-2028 First Funding Year)

July 1, 2025

Facilities Planning and Consulting Services, Inc.
Exeter, California

FY2027 - FY2031 FIVE YEAR CAPITAL OUTLAY PLAN
(FY2027 - 2028) FIRST YEAR FUNDING

Allan Hancock Joint Community College District

Prepared in reference to the Community College Construction Act of 1980
and
approved on behalf of the local governing board for submission to
the office of the Chancellor, California Community Colleges

Signed _____
Kevin G. Walthers Ph.D.
(Chief Executive Officer or their designee)
Title Superintendent/President
Date 05/16/2025
Contact Dennis Curran
Telephone 805-922-6966

Date Received at Chancellor's Office:

Chancellor's Office Reviewed by:

Notice of Approval

FUSION

Inventory of Land

Planning

Allan Hancock Joint Community College District (610)

List the address and acreage of every land unit owned by the district (Education Code 81821 ((b)3)). Please identify all locations, both on-campus and off-campus, grouped according to their "parent" institution. In the event the list is long or complicated, please substitute copies of college bulletins or other notices to the public which display similar information. The list should be current as of October the prior year.

Address	Acres
Allan Hancock College	112.6
800 South College Dr.	
Santa Maria, CA	
Lompoc Valley Center	205
One Hancock Drive	
Lompoc, CA	
Total Acreage:	**317.6**

Legislative Districts

Campus	Assembly	Senate	House
Allan Hancock College	37	21	24
Lompoc Valley Center	37	21	24

FUSION

Instructional Delivery Load

Planning

Allan Hancock Joint Community College District (610)

Address

Allan Hancock College

800 South College Dr.

Santa Maria, CA

Atkinson Community Ctr

1000 N Railroad Ave

Santa Maria, CA 93458

Cabrillo High School

4350 Constellation Road

Lompoc, CA 93436

Camp San Luis Obispo

10 Sonoma Avenue

San Luis Obispo, 93405

Career Technical Ed Ctr

1280 Founders Avenue

Santa Maria, CA 93455

Columbia Business Center

900 E Stowell Rd

Santa Maria, CA 93454

Country Oaks Care Ctr

830 E Chapel St

Santa Maria, CA 93454

Dick DeWees Community Center

1120 W Lompoc Ave

Lompoc, CA 93436

Ernest Righetti High School

941 Foster Road

Santa Maria, CA 93455

Family Partnership Charter

1157 E Clark Ave

Santa Maria, CA 93455

Hillview Residence

3705 Hillview Rd

Santa Maria, CA 93455

Lompoc High School

515 W College Ave

Lompoc, CA 93436

Lompoc Valley Center

One Hancock Drive

Lompoc, CA

Maple High School

4010 Jupiter Avenue

Lompoc, CA 93436

Marian Extended Care Ctr

1530 E Cypress St

Santa Maria, CA 93454

Marian Regional Ctr

1400 E Church St

Santa Maria, CA 93454

Merrill Gardens

1220 N Suey Rd

Santa Maria, CA 93454

Multilingual & Migrant Ed Program

829 S Lincoln

Santa Maria, CA 93458

Orcutt Academy High School

610 Pinal Ave

Santa Maria, CA 93455

Pioneer Valley High School

675 Panther Drive

Santa Maria, CA 93454

Rancho Maria Golf Club

1950 Highway 1

Santa Maria, CA 93455

Riverview Townhomes

220 Calle Cesar Chavez

Guadalupe, CA 93434

San Luis Obispo County Sheriff

1585 Kansas Avenue

San Luis Obispo, 93405

Santa Barbara County Fire Dept

3510 Harris Grade Rd

Lompoc, CA 93436

Santa Maria Care Center

820 W Cook St

Santa Maria, CA 93458

Santa Maria Country Club

505 W Waller Lane

Santa Maria, CA 93455

Santa Maria High School

901 S. Broadway

Santa Maria, CA 93458

Santa Maria Police Department

111 W Betteravia

Santa Maria, CA 93455

Santa Maria Terrace

1405 E Main St

Santa Maria, CA 93454

Santa Maria Wisdom Ctr

1414 N Broadway

Santa Maria, CA 93454

Santa Ynez Valley Center

2975 CA-246

Santa Ynez, CA 93460

St. Joseph High School

4120 S Bradley Road

Santa Maria, CA 93455

St. Peters Episcopal Church

402 S Lincoln St

Santa Maria, CA 93458

Temple Beth El

1501 E Alvin Ave

Santa Maria, CA 93454

Workforce Resource Ctr

1410 S Broadway

Santa Maria, CA 93454

FUSION

District Projects Priority Order (2025-2031)

Planning

Allan Hancock Joint Community College District (610)

No. Project			Schedule of Funds						
Campus	**Source**	**Total Cost**	**2025-26**	**2026-27**	**2027-28**	**2028-29**	**2029-30**	**2030-31**	**2031-32**
1 Gym Renovation									
Allan Hancock College					Phases P,W	Phases C,E			
Occupancy: 2031-32	**STATE:**	$22,086,964			$1,251,542	$20,835,422			
Net ASF: 2,811	**DISTRICT:**	$7,690,019			$1,294,532	$6,395,487			
2 Marian Theater Sound Project									
Allan Hancock College									
Occupancy: 2023-24	**STATE:**	$0							
Net ASF: 0	**DISTRICT:**	$499,752							
3 Interim Grounds/Operations Building									
Allan Hancock College									
Occupancy: 2025-26	**STATE:**	$0							
Net ASF: 2,500	**DISTRICT:**	$3,200,000							
4 Public Safety Restroom Facilities									
Lompoc Valley Center									
Occupancy: 2025-26	**STATE:**	$0							
Net ASF: 0	**DISTRICT:**	$800,000							
5 Refinish Pool and Pool Deck									
Allan Hancock College							Phases P,W	Phase C	
Occupancy: 2031-32	**STATE:**	$0					$0	$0	
Net ASF: 0	**DISTRICT:**	$300,000					$30,000	$270,000	
6 Construct Police Department/Facilities Compound									
Allan Hancock College					Phases P,W	Phase C	Phase E		
Occupancy: 2031-32	**STATE:**	$0			$0	$0	$0		
Net ASF: 11,487	**DISTRICT:**	$16,200,000			$1,600,000	$13,600,000	$1,000,000		
7 K -Business Education Replacement									
Allan Hancock College						Phases P,W	Phases C,E		
Occupancy: 2032-33	**STATE:**	$8,968,460				$775,853	$8,192,607		
Net ASF: 735	**DISTRICT:**	$8,748,489				$663,494	$8,084,995		
8 Modernize Athletics Complex									
Allan Hancock College						Phases P,W	Phase C	Phase E	
Occupancy: 2032-33	**STATE:**	$0				$0	$0	$0	
Net ASF: 5,000	**DISTRICT:**	$43,188,409				$2,000,000	$41,071,116	$117,293	
9 Modernize Building M300/400									
Allan Hancock College							Phases P,W	Phase C	Phase E
Occupancy: 2033-34	**STATE:**	$0					$0	$0	$0
Net ASF: 0	**DISTRICT:**	$14,058,000					$1,400,000	$11,658,000	$1,000,000
10 Construct Classroom Facility									
Allan Hancock College							Phases P,W	Phase C	Phase E
Occupancy: 2033-34	**STATE:**	$0					$0	$0	$0
Net ASF: 0	**DISTRICT:**	$21,600,000					$2,000,000	$18,100,000	$1,500,000
11 Construct Career Technical Education Facilities									
Allan Hancock College							Phases P,W	Phase C	Phase E
Occupancy: 2033-34	**STATE:**	$0					$0	$0	$0
Net ASF: 26,200	**DISTRICT:**	$48,600,000					$3,800,000	$41,300,000	$3,500,000
12 Building H Renovation									
Allan Hancock College								Phases P,W	Phase C
Occupancy: 2034-35	**STATE:**	$0						$0	$0
Net ASF: 4,091	**DISTRICT:**	$3,636,000						$305,895	$3,264,039

13 Upgrade Infrastructure

Allan Hancock College			Phases P,W	Phase C
Occupancy: 2034-35	**STATE:**	$0	$0	$0
Net ASF: 0	**DISTRICT:**	$5,000,000	$200,000	$4,800,000

14 Construct Facility Offices/Classrooms/Meeting Space/Events Space

Allan Hancock College			Phases P,W	Phase C
Occupancy: 2034-35	**STATE:**	$0	$0	$0
Net ASF: 0	**DISTRICT:**	$29,700,000	$1,600,000	$26,600,000

15 Modernize South Campus Facilities

Allan Hancock College			Phases P,W
Occupancy: 2035-36	**STATE:**	$0	$0
Net ASF: 0	**DISTRICT:**	$1,534,500	$134,500

16 D-Theater Arts Center Renovation/Replacement

Allan Hancock College			Phases P,W	Phases C,E
Occupancy: 2032-33	**STATE:**	$8,701,186	$762,212	$7,938,974
Net ASF: -43	**DISTRICT:**	$8,337,236	$660,355	$7,676,881

17 Modernize Building L With Classroom Updates

Allan Hancock College			Phases P,W
Occupancy: 2035-36	**STATE:**	$0	$0
Net ASF: 0	**DISTRICT:**	$7,560,000	$300,000

18 Upgrade LVC Building 3

Lompoc Valley Center			Phases P,W	Phase C
Occupancy: 2034-35	**STATE:**	$0	$0	$0
Net ASF: 0	**DISTRICT:**	$1,800,000	$75,000	$1,575,000

19 Construct LVC Amphitheater/Observatory

Lompoc Valley Center			Phases P,W
Occupancy: 2035-36	**STATE:**	$0	$0
Net ASF: 5,000	**DISTRICT:**	$7,043,000	$506,069

20 Construct Welcome Area with Drop Off Loop

Allan Hancock College			Phases P,W
Occupancy: 2035-36	**STATE:**	$0	$0
Net ASF: 0	**DISTRICT:**	$3,000,000	$250,000

21 Upgrade LVC Quad

Lompoc Valley Center			Phases P,W
Occupancy: 2035-36	**STATE:**	$0	$0
Net ASF: 0	**DISTRICT:**	$2,000,000	$125,000

22 Construct Nursing Lab Facility

Allan Hancock College			Phases P,W
Occupancy: 2035-36	**STATE:**	$0	$0
Net ASF: 6,000	**DISTRICT:**	$7,000,000	$225,000

23 Fine Arts Complex

Allan Hancock College		
Occupancy: 2022-23	**STATE:**	$22,366,000
Net ASF: 8,136	**DISTRICT:**	$21,629,000

GRAND TOTALS			**2025-26**	**2026-27**	**2027-28**	**2028-29**	**2029-30**	**2030-31**	**2031-32**
	STATE:	$62,122,610	$0	$0	$1,251,542	$22,373,487	$16,131,581	$0	$0
	DISTRICT:	$263,124,405	$0	$0	$2,894,532	$23,319,336	$65,062,992	$73,626,188	$43,779,608

FUSION

District Capacity/Load Ratios

Planning

Allan Hancock Joint Community College District (610)

District Lecture Capacity/Load Ratio

No. Project / Lect ASF	WSCH	Occupancy	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33
1 Gym Renovation									
-186	-295	2031-32						92,594	
Allan Hancock College								142%	
7 K -Business Education Replacement									
-413	-655	2032-33							91,939
Allan Hancock College									141%
9 Modernize Building M300/400									
0	0	2033-34							
Allan Hancock College									
10 Construct Classroom Facility									
0	0	2033-34							
Allan Hancock College									
11 Construct Career Technical Education Facilities									
2,000	3,170	2033-34							
Allan Hancock College									
18 Upgrade LVC Building 3									
0	0	2034-35							
Lompoc Valley Center									
17 Modernize Building L With Classroom Updates									
0	0	2035-36							
Allan Hancock College									
22 Construct Nursing Lab Facility									
1,000	1,585	2035-36							
Allan Hancock College									
Lecture Summary / Totals			**2026-27**	**2027-28**	**2028-29**	**2029-30**	**2030-31**	**2031-32**	**2032-33**
Lecture ASF	Actual*/Projected WSCH		61,459	62,428	63,401	64,378	65,361	65,241	65,121
58,613	Cumulative Capacity		92,889	92,889	92,889	92,889	92,889	92,889	92,594
	Capacity/Load Ratio		151%	149%	147%	144%	142%	142%	142%

FUSION

District Capacity/Load Ratios

Planning

Allan Hancock Joint Community College District (610)

District Lab Capacity/Load Ratio

No. Project / Lab ASF	WSCH	Occupancy	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33
23 Fine Arts Complex									
13,872	6,545	2022-23							
Allan Hancock College									
1 Gym Renovation									
-2,286	-712	2031-32						66,316	
Allan Hancock College								246%	
7 K -Business Education Replacement									
-69	234	2032-33							66,550
Allan Hancock College									247%
16 D-Theater Arts Center Renovation/Replacement									
-46	-18	2032-33							66,532
Allan Hancock College									247%
9 Modernize Building M300/400									
0	0	2033-34							
Allan Hancock College									
10 Construct Classroom Facility									
0	0	2033-34							
Allan Hancock College									
11 Construct Career Technical Education Facilities									
20,000	5,082	2033-34							
Allan Hancock College									
14 Construct Facility Offices/Classrooms/Meeting Space/Events Space									
0	0	2034-35							
Allan Hancock College									
18 Upgrade LVC Building 3									
0	0	2034-35							
Lompoc Valley Center									
17 Modernize Building L With Classroom Updates									
0	0	2035-36							
Allan Hancock College									
22 Construct Nursing Lab Facility									
4,000	1,869	2035-36							
Allan Hancock College									
Lab Summary / Totals			**2026-27**	**2027-28**	**2028-29**	**2029-30**	**2030-31**	**2031-32**	**2032-33**
Lab ASF	Actual*/Projected WSCH		25,404	25,808	26,213	26,620	27,030	26,981	26,930
164,157	Cumulative Capacity		67,028	67,028	67,028	67,028	67,028	67,028	66,316
	Capacity/Load Ratio		264%	260%	256%	252%	248%	248%	246%

FUSION

District Capacity/Load Ratios

Planning

Allan Hancock Joint Community College District (610)

District Office Capacity/Load Ratio

No. Project / Off ASF	FTE	Occupancy	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33
23 Fine Arts Complex									
-344	-2	2022-23							
Allan Hancock College									
1 Gym Renovation									
-73	0	2031-32						511	
Allan Hancock College								136%	
6 Construct Police Department/Facilities Compound									
-113	-1	2031-32						510	
Allan Hancock College								136%	
7 K -Business Education Replacement									
-127	-1	2032-33							509
Allan Hancock College									134%
16 D-Theater Arts Center Renovation/Replacement									
-67	0	2032-33							509
Allan Hancock College									134%
9 Modernize Building M300/400									
0	0	2033-34							
Allan Hancock College									
10 Construct Classroom Facility									
0	0	2033-34							
Allan Hancock College									
11 Construct Career Technical Education Facilities									
1,000	6	2033-34							
Allan Hancock College									
12 Building H Renovation									
270	2	2034-35							
Allan Hancock College									
14 Construct Facility Offices/Classrooms/Meeting Space/Events Space									
0	0	2034-35							
Allan Hancock College									
18 Upgrade LVC Building 3									
0	0	2034-35							
Lompoc Valley Center									
17 Modernize Building L With Classroom Updates									
0	0	2035-36							
Allan Hancock College									
22 Construct Nursing Lab Facility									
1,000	5	2035-36							
Allan Hancock College									
Office Summary / Totals			**2026-27**	**2027-28**	**2028-29**	**2029-30**	**2030-31**	**2031-32**	**2032-33**
Office ASF	Actual*/Projected FTE		353	358	363	368	372	376	381
91,112	Cumulative Capacity		511	511	511	511	511	511	510
	Capacity/Load Ratio		145%	143%	141%	139%	137%	136%	134%

FUSION

District Capacity/Load Ratios

Planning

Allan Hancock Joint Community College District (610)

District Library Capacity/Load Ratio

No. Project	Lib ASF	Occupancy	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33
14 Construct Facility Offices/Classrooms/Meeting Space/Events Space									
	0	2034-35							
Allan Hancock College									
Library Summary / Totals			**2026-27**	**2027-28**	**2028-29**	**2029-30**	**2030-31**	**2031-32**	**2032-33**
Library ASF	Actual*/Projected ASF		43,054	42,998	42,942	42,889	42,831	42,778	42,722
40,073	Cumulative Capacity		40,073	40,073	40,073	40,073	40,073	40,073	40,073
	Capacity/Load Ratio		93%	93%	93%	93%	94%	94%	94%

FUSION

District Capacity/Load Ratios

Planning

Allan Hancock Joint Community College District (610)

District AV/TV Capacity/Load Ratio

No. Project	AV/TV ASF	Occupancy	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33
17 Modernize Building L With Classroom Updates									
	0	2035-36							
Allan Hancock College									
AV/TV Summary / Totals			**2026-27**	**2027-28**	**2028-29**	**2029-30**	**2030-31**	**2031-32**	**2032-33**
AV/TV ASF	Actual*/Projected ASF		16,309	16,304	16,300	16,295	16,290	16,286	16,280
3,851	Cumulative Capacity		3,851	3,851	3,851	3,851	3,851	3,851	3,851
	Capacity/Load Ratio		24%	24%	24%	24%	24%	24%	24%

FUSION

Load Distribution & Staff Forecast

Planning

Allan Hancock Joint Community College District (610)

District Load Distribution

	Instructional Staff FTE	Total Campus WSCH	Off-Campus WSCH	On-Campus WSCH	P.E. Laboratory WSCH	On-Campus Lecture WSCH	On-Campus Laboratory
Actual Fall							
2023	341	115,097	32,316	82,781	4,313	55,600	22,868
2024	330	115,587	27,972	87,615	6,236	63,314	18,065
Forecast							
2025	342	116,075	26,407	89,668	4,170	60,495	25,003
2026	353	116,560	25,457	91,103	4,241	61,459	25,404
2027	358	117,044	24,497	92,547	4,312	62,428	25,808
2028	363	117,525	23,529	93,996	4,383	63,401	26,213
2029	368	118,004	22,551	95,453	4,454	64,378	26,620
2030	372	118,481	21,564	96,917	4,526	65,361	27,030
2031	376	118,263	21,524	96,739	4,518	65,241	26,981

FUSION

Load Distribution & Staff Forecast

Planning

Allan Hancock Joint Community College District (610)

Instructional Load by Campus

WSCH Distributed to Campuses or Other Locations

	Actual Fall			Forecast						
	2022	**2023**	**2024**	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**
Allan Hancock College										
	101,022	104,853	106,802	105,628	106,070	106,510	106,948	107,384	107,818	107,619
Lompoc Valley Center										
	8,737	10,244	8,785	10,447	10,490	10,534	10,577	10,620	10,663	10,644
Total	**109,759**	**115,097**	**115,587**	**116,075**	**116,560**	**117,044**	**117,525**	**118,004**	**118,481**	**118,263**

FUSION

Load Distribution & Staff Forecast

Planning

Allan Hancock Joint Community College District (610)
Total District Library Load

	Total Day-Graded	Number of Campuses	Initial ASF (3,795/Camp)	First 3,000 Day Graded (3.83/DG)	Between 3k - 9k (3.39/DG)	Above 9,000 (2.94/DG)	Total ASF
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(d+e+f+g)
Forecast							
2025	10,255	2	7,590	11,490	20,340	3,690	43,110
2026	10,236	2	7,590	11,490	20,340	3,634	43,054
2027	10,217	2	7,590	11,490	20,340	3,578	42,998
2028	10,198	2	7,590	11,490	20,340	3,522	42,942
2029	10,180	2	7,590	11,490	20,340	3,469	42,889
2030	10,160	2	7,590	11,490	20,340	3,410	42,830
2031	10,142	2	7,590	11,490	20,340	3,357	42,777

FUSION

Load Distribution & Staff Forecast

Planning

Library Load by Campus or Location

	Forecast						
	2025	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**
Allan Hancock College							
	39,230	39,179	39,128	39,077	39,029	38,975	38,927
	91%	91%	91%	91%	91%	91%	91%
Lompoc Valley Center							
	3,880	3,875	3,870	3,865	3,860	3,855	3,850
	9%	9%	9%	9%	9%	9%	9%
Total	**43,110**	**43,054**	**42,998**	**42,942**	**42,889**	**42,830**	**42,777**

FUSION

Load Distribution & Staff Forecast

Planning

Allan Hancock Joint Community College District (610)
Total District AV, Radio, TV Load

	Total Day-Graded	Number of Campuses	Initial ASF (3,500/Camp)	First 3,000 Day Graded (1.50/DG)	Between 3k - 9k (0.75/DG)	Above 9,000 (0.25/DG)	Total ASF
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(d+e+f+g)
Forecast							
2025	10,255	2	7,000	4,500	4,500	314	16,314
2026	10,236	2	7,000	4,500	4,500	309	16,309
2027	10,217	2	7,000	4,500	4,500	304	16,304
2028	10,198	2	7,000	4,500	4,500	300	16,300
2029	10,180	2	7,000	4,500	4,500	295	16,295
2030	10,160	2	7,000	4,500	4,500	290	16,290
2031	10,142	2	7,000	4,500	4,500	286	16,286

FUSION

Load Distribution & Staff Forecast

Planning

AV, Radio, TV Load by Campus or Location

	Forecast						
	2025	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**
Allan Hancock College							
	14,846	14,841	14,837	14,833	14,828	14,824	14,820
	91%	91%	91%	91%	91%	91%	91%
Lompoc Valley Center							
	1,468	1,468	1,467	1,467	1,467	1,466	1,466
	9%	9%	9%	9%	9%	9%	9%
Total	**16,314**	**16,309**	**16,304**	**16,300**	**16,295**	**16,290**	**16,286**

ALLAN HANCOCK COLLEGE

SANTA MARIA CAMPUS



LEGEND

- Educational Buildings / *Edificios Educativos*
- Student Service Buildings / *Edificios de Servicios Estudiantiles*
- Student Parking / *Estacionamiento para Estudiantes*
- Staff Parking / *Estacionamiento para Empleados*
- Handicapped Parking / *Estacionamiento para Personas Discapacitadas*
- Electric Vehicle Charging / *Carga del vehículo eléctrico*
- WiFi HotSpots / *Puntos de acceso Wi-Fi*
- Athletic Fields / *Campos Deportivos*
- Green Space / *Espacio Verde*
- AHC Vineyard / *Viñedo*
- Campus Entrances / *Entradas al Colegio*
- Parking Permit Vending Machines / *Maquinas de Dispensarios de Permisos de Estacionamiento*
- 911 Emergency Call Boxes / *Cajas de Llamadas de Emergencia al 911*
- Designated Smoking Areas / *Zonas Designadas para Fumar*
- Parking Lot Numbers / *Números de Estacionamientos*

BUILDING IDENTIFICATION | CLAVE

A
Student Services
Servicios Estudiantiles

B
Administration
Administracíon

C
Humanities Complex
Complejo de Humanidades
- Forum

CBC
Columbia Business Center
Centro de Negocios Columbia

D
Performing Arts Center
Centro de Artes Interpretativas
- Marian Theatre
- Severson Theatre

F
Fine Arts
Artes Finas
- Boyd Concert Hall

G
Student Center & Bookstore
Centro Estudiantil y Libreria
- Pride Center

H
Campus Graphics & Applied Behavioral Sciences
Centro de Diseño Gráfico del Campus y Ciencias del Comportamiento Aplicadas

I
Early Childhood Studies
Estudios de Infancia Temprana
- Orfalea Children's Center

J
Student Health Services Center
Centro de Servicios de Salud Estudiantil

K
Business Education
Educación en Negocios

L North
Library
Biblioteca

L South
Academic Resource Center
Centro de Recursos Académicos
- Ann Foxworthy Gallery

M
Math & Science Complex
Complejo de Matemáticas & Ciencias

N
Sports Pavilion
Pabellon Deportivo
- Joe White Memorial Gymnasium

O
Industrial Technology
Tecnologia Industrial

P & Q
Facilities
Instalaciones

S
Community Education, ESL & Noncredit Counseling Program
Educación Comunitaria, Inglés Como Segundo Idioma (ESL) & Programa de Consejería de No Crédito

S2
Police Department
Departamento de Polica

T
Stagecraft
Escenografía

W
Classrooms
Aulas

WC
West Campus
Campus Oeste
- Baseball/Softball Complex
- Vineyard
- Student Farm

FUSION
Space Inventory

Allan Hancock Joint Community College District
Report 17 Certification

Certification of Inventory for Fiscal Year:

Campus Name: **Allan Hancock College**
Certified ASF: **439,789**
Certified OGSF: **632,078**

District Approval

Authorized Signature | Date

Printed Name

State Approval

Chay Yang
Chay Yang (Mar 12, 2025 12:11 PDT)

Authorized Signature | Date

Included:

(2) Signed Copies of Report 17 Certification Sheet if the submission was not certified and submitted electronically by the CBO.

FUSION

Campus Capacity/Load Ratios

Planning

Allan Hancock Joint Community College District (610)
Allan Hancock College (611)

Campus Lecture Capacity/Load Ratio

No. Project / Lect ASF	WSCH	Occupancy	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33
1 Gym Renovation									
-186	-295	2031-32						63,054	
Allan Hancock College								109%	
7 K -Business Education Replacement									
-413	-655	2032-33							62,399
Allan Hancock College									108%
9 Modernize Building M300/400									
0	0	2033-34							
Allan Hancock College									
10 Construct Classroom Facility									
0	0	2033-34							
Allan Hancock College									
11 Construct Career Technical Education Facilities									
2,000	3,170	2033-34							
Allan Hancock College									
17 Modernize Building L With Classroom Updates									
0	0	2035-36							
Allan Hancock College									
22 Construct Nursing Lab Facility									
1,000	1,585	2035-36							
Allan Hancock College									

Lecture Summary / Totals		2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33
Lecture ASF	Actual*/Projected WSCH	54,011	54,949	55,891	56,838	57,790	57,684	57,578
39,973	Cumulative Capacity	63,349	63,349	63,349	63,349	63,349	63,349	63,054
	Capacity/Load Ratio	117%	115%	113%	111%	110%	110%	110%

FUSION

Campus Capacity/Load Ratios

Planning

Allan Hancock Joint Community College District (610)
Allan Hancock College (611)

Campus Lab Capacity/Load Ratio

No. Project / Lab ASF	WSCH	Occupancy	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33
23 Fine Arts Complex									
13,872	6,545	2022-23							
Allan Hancock College									
1 Gym Renovation									
-2,286	-712	2031-32						55,200	
Allan Hancock College								229%	
7 K -Business Education Replacement									
-69	234	2032-33							55,434
Allan Hancock College									230%
16 D-Theater Arts Center Renovation/Replacement									
-46	-18	2032-33							55,416
Allan Hancock College									230%
9 Modernize Building M300/400									
0	0	2033-34							
Allan Hancock College									
10 Construct Classroom Facility									
0	0	2033-34							
Allan Hancock College									
11 Construct Career Technical Education Facilities									
20,000	5,082	2033-34							
Allan Hancock College									
14 Construct Facility Offices/Classrooms/Meeting Space/Events Space									
0	0	2034-35							
Allan Hancock College									
17 Modernize Building L With Classroom Updates									
0	0	2035-36							
Allan Hancock College									
22 Construct Nursing Lab Facility									
4,000	1,869	2035-36							
Allan Hancock College									

Lab Summary / Totals		2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33
Lab ASF	Actual*/Projected WSCH	22,572	22,964	23,357	23,753	24,151	24,107	24,062
139,662	Cumulative Capacity	55,912	55,912	55,912	55,912	55,912	55,912	55,200
	Capacity/Load Ratio	248%	243%	239%	235%	232%	232%	229%

FUSION

Campus Capacity/Load Ratios

Planning

Allan Hancock Joint Community College District (610)
Allan Hancock College (611)

Campus Office Capacity/Load Ratio

No. Project / Off ASF	FTE	Occupancy	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33
23 Fine Arts Complex									
-344	-2	2022-23							
Allan Hancock College									
1 Gym Renovation									
-73	0	2031-32						457	
Allan Hancock College								141%	
6 Construct Police Department/Facilities Compound									
-113	-1	2031-32						456	
Allan Hancock College								141%	
7 K -Business Education Replacement									
-127	-1	2032-33							455
Allan Hancock College									139%
16 D-Theater Arts Center Renovation/Replacement									
-67	0	2032-33							455
Allan Hancock College									139%
9 Modernize Building M300/400									
0	0	2033-34							
Allan Hancock College									
10 Construct Classroom Facility									
0	0	2033-34							
Allan Hancock College									
11 Construct Career Technical Education Facilities									
1,000	6	2033-34							
Allan Hancock College									
12 Building H Renovation									
270	2	2034-35							
Allan Hancock College									
14 Construct Facility Offices/Classrooms/Meeting Space/Events Space									
0	0	2034-35							
Allan Hancock College									
17 Modernize Building L With Classroom Updates									
0	0	2035-36							
Allan Hancock College									
22 Construct Nursing Lab Facility									
1,000	5	2035-36							
Allan Hancock College									

Office Summary / Totals		2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33
Office ASF	Actual*/Projected FTE	306	310	314	318	321	324	328
80,317	Cumulative Capacity	457	457	457	457	457	457	456

Capacity/Load Ratio	149%	147%	146%	144%	142%	141%	139%

FUSION

Campus Capacity/Load Ratios

Planning

Allan Hancock Joint Community College District (610)
Allan Hancock College (611)

Campus Library Capacity/Load Ratio

No.	Project	Lib ASF	Occupancy	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33
14	**Construct Facility Offices/Classrooms/Meeting Space/Events Space**									
		0	2034-35							
Allan Hancock College										

Library Summary / Totals		2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33
Library ASF	Actual*/Projected ASF	39,179	39,128	39,077	39,029	38,976	38,928	38,877
34,134	Cumulative Capacity	34,134	34,134	34,134	34,134	34,134	34,134	34,134
	Capacity/Load Ratio	87%	87%	87%	87%	88%	88%	88%

FUSION

Campus Capacity/Load Ratios

Planning

Allan Hancock Joint Community College District (610)
Allan Hancock College (611)

Campus AV/TV Capacity/Load Ratio

No. Project	AV/TV ASF	Occupancy	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33
17 Modernize Building L With Classroom Updates									
	0	2035-36							
Allan Hancock College									

AV/TV Summary / Totals		2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33
AV/TV ASF	Actual*/Projected ASF	14,841	14,837	14,833	14,828	14,824	14,820	14,815
3,851	Cumulative Capacity	3,851	3,851	3,851	3,851	3,851	3,851	3,851
	Capacity/Load Ratio	26%	26%	26%	26%	26%	26%	26%

FUSION

Load Distribution & Staff Forecast

Planning

Allan Hancock Joint Community College District (610)
Allan Hancock College (611)

Campus Load Distribution

	Instructional Staff FTE	Total Campus WSCH	Off-Campus WSCH	On-Campus WSCH	P.E. Laboratory WSCH	On-Campus Lecture WSCH	On-Campus Laboratory
Actual Fall							
2023	297	104,853	32,316	72,537	4,200	48,266	20,071
2024	285	106,802	27,972	78,830	6,236	54,606	17,989
Forecast							
2025	296	105,628	26,407	79,221	3,961	53,078	22,182
2026	306	106,070	25,457	80,613	4,031	54,011	22,572
2027	310	106,510	24,497	82,013	4,101	54,949	22,964
2028	314	106,948	23,529	83,419	4,171	55,891	23,357
2029	318	107,384	22,551	84,833	4,242	56,838	23,753
2030	321	107,818	21,564	86,254	4,313	57,790	24,151
2031	324	107,619	21,524	86,095	4,305	57,684	24,107

FUSION

Load Distribution & Staff Forecast

Planning

Allan Hancock Joint Community College District (610)
Allan Hancock College (611)

FTE Instruction Staff Worksheet - Fall 2025

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

Staff Type (a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c)
Instructor	246	0	246
Counselor Include certified special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	23	0	23
Department Administrator	27	0	27
Librarian Include certificated director of audio/visual, et. al.	7	7	0
Institutional Administrator Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	4	4	0
Projected 2025 Totals	**307**	**11**	**296**

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.

Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

FUSION

Load Distribution & Staff Forecast

Planning

Allan Hancock Joint Community College District (610)
Allan Hancock College (611)

FTE Instruction Staff Worksheet - Fall 2026

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

Staff Type (a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c)
Instructor	255	0	255
Counselor Include certified special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	24	0	24
Department Administrator	27	0	27
Librarian Include certificated director of audio/visual, et. al.	7	7	0
Institutional Administrator Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	4	4	0
Projected 2026 Totals	**317**	**11**	**306**

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.

Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

FUSION

Load Distribution & Staff Forecast

Planning

Allan Hancock Joint Community College District (610)
Allan Hancock College (611)

FTE Instruction Staff Worksheet - Fall 2027

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

Staff Type (a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c)
Instructor	259	0	259
Counselor Include certified special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	24	0	24
Department Administrator	27	0	27
Librarian Include certificated director of audio/visual, et. al.	7	7	0
Institutional Administrator Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	4	4	0
Projected 2027 Totals	**321**	**11**	**310**

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.

Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

FUSION

Load Distribution & Staff Forecast

Planning

Allan Hancock Joint Community College District (610)
Allan Hancock College (611)

FTE Instruction Staff Worksheet - Fall 2028

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

Staff Type (a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c)
Instructor	262	0	262
Counselor Include certified special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	24	0	24
Department Administrator	28	0	28
Librarian Include certificated director of audio/visual, et. al.	7	7	0
Institutional Administrator Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	4	4	0
Projected 2028 Totals	**325**	**11**	**314**

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.

Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

FUSION

Load Distribution & Staff Forecast

Planning

Allan Hancock Joint Community College District (610)
Allan Hancock College (611)

FTE Instruction Staff Worksheet - Fall 2029

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

Staff Type (a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c)
Instructor	265	0	265
Counselor Include certified special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	24	0	24
Department Administrator	29	0	29
Librarian Include certificated director of audio/visual, et. al.	7	7	0
Institutional Administrator Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	4	4	0
Projected 2029 Totals	**329**	**11**	**318**

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.

Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

FUSION

Load Distribution & Staff Forecast

Planning

Allan Hancock Joint Community College District (610)
Allan Hancock College (611)

FTE Instruction Staff Worksheet - Fall 2030

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

Staff Type (a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c)
Instructor	268	0	268
Counselor Include certified special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	24	0	24
Department Administrator	29	0	29
Librarian Include certificated director of audio/visual, et. al.	7	7	0
Institutional Administrator Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	4	4	0
Projected 2030 Totals	**332**	**11**	**321**

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.

Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

FUSION

Load Distribution & Staff Forecast

Planning

Allan Hancock Joint Community College District (610)
Allan Hancock College (611)

FTE Instruction Staff Worksheet - Fall 2031

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

Staff Type (a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c)
Instructor	271	0	271
Counselor Include certified special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	24	0	24
Department Administrator	29	0	29
Librarian Include certificated director of audio/visual, et. al.	7	7	0
Institutional Administrator Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	4	4	0
Projected 2031 Totals	**335**	**11**	**324**

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.

Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

FUSION

Cumulative Sum of Existing & Proposed Space (2026-2032)

Planning

Allan Hancock Joint Community College District (610)
Allan Hancock College (611)

Priority & Year of Occupancy (a)	Classroom 100's (b)	Laboratory 200's (c)	Office 300's (d)	Library 400's (e)	AV Radio TV 530-535 (f)	P.E. 520-525 (g)	Assembly 610 & 615 (h)	Inactive 050-070 (i)	All Other Areas (j)	Total ASF (k)
Total ASF	39,973	139,662	80,317	34,134	3,851	32,569	16,991	49	91,921	439,467
1	2031	Gym Renovation								
	-186	-2,286	-73	0	0	4,772	0	0	584	2,811
	39,787	137,376	80,244	34,134	3,851	37,341	16,991	49	92,505	442,278
6	2031	Construct Police Department/Facilities Compound								
	0	0	-113	0	0	0	0	0	11,600	11,487
	39,787	137,376	80,131	34,134	3,851	37,341	16,991	49	104,105	453,765
7	2032	K -Business Education Replacement								
	-413	-69	-127	0	0	0	0	0	1,344	735
	39,374	137,307	80,004	34,134	3,851	37,341	16,991	49	105,449	454,500
8	2032	Modernize Athletics Complex								
	0	0	0	0	0	5,000	0	0	0	5,000
	39,374	137,307	80,004	34,134	3,851	42,341	16,991	49	105,449	459,500
16	2032	D-Theater Arts Center Renovation/Replacement								
	0	-46	-67	0	0	0	2,427	0	-2,357	-43
	39,374	137,261	79,937	34,134	3,851	42,341	19,418	49	103,092	459,457
Total Existing and Proposed Space										
	39,374	137,261	79,937	34,134	3,851	42,341	19,418	49	103,092	459,457

FUSION

Planning

Capacity of Net Existing On-Campus ASF

Allan Hancock Joint Community College District (610)
Allan Hancock College (611)

Classrooms, Classroom Service (Room Use Code 100s)

Summary	Total Net ASF	ASF per 100 WSCH	Total Capacity WSCH
Classroom Space	39,973	63.1	63,349

Laboratories & Laboratory Service Area (Room Use Codes 210, 215, 220, 225, 230, 235, 255)

TOP Code	Net ASF	ASF per 100 WSCH	Capacity WSCH
0100 - Agriculture and Natural Resources	1,662	492.0	338
0104 - Viticulture, Enology, and Wine Business	1,394	492.0	283
0400 - Biological Sciences	4,156	235.0	1,769
0401 - Biology, General	1,536	235.0	654
0407 - Zoology, General	1,470	235.0	626
0410 - Anatomy and Physiology	1,493	235.0	635
0612 - Film Studies (including combined film/video)	4,820	214.0	2,252
0614 - Digital Media	4,934	214.0	2,306
0701 - Information Technology, General	4,799	171.0	2,806
0702 - Computer Information Systems	756	171.0	442
0799 - Other Information Technology	541	171.0	316
0835 - Physical Education	2,286	321.0	712
0900 - Engineering & Industrial Technologies	103	321.0	32
0934 - Electronics and Electric Technology	2,979	321.0	928
0948 - Automotive Technology	14,547	856.0	1,699
0949 - Automotive Collison Repair	4,347	856.0	508
0953 - Drafting Technology	3,642	321.0	1,135
0956 - Manufacturing and Industrial Technology	11,949	385.0	3,104
1002 - Art (Painting, Drawing and Sculpture)	9,859	257.0	3,836
1004 - Music	18,607	257.0	7,240
1007 - Dramatic Arts	4,071	257.0	1,584
1008 - Dance	11,393	257.0	4,433
1011 - Photography	2,641	257.0	1,028
1200 - Health	934	214.0	436
1201 - Health Occupations, General	1,124	214.0	525
1208 - Medical Assisting	2,463	214.0	1,151
1240 - Dental Occupations	2,566	214.0	1,199
1300 - Family and Consumer Sciences	935	257.0	364
1301 - Family and Consumer Science, General	780	257.0	304
1303 - Fashion	858	257.0	334
1502 - Language Arts	132	150.0	88
1600 - Library Science	432	150.0	288
1900 - Physical Sciences	3,250	257.0	1,265
1905 - Chemistry, General	4,882	257.0	1,900
1914 - Geology	1,778	257.0	692
4900 - Interdisciplinary Studies	595	257.0	232
4901 - Liberal Arts and Sciences, General	1,402	257.0	546
4931 - Vocational ESL	3,546	257.0	1,380
Summary	**Total Net ASF**	**ASF per 100 WSCH**	**Total Capacity WSCH**
Lab Space	139,662	282.9	49,367

Office & Office Service Areas (Room Use Code 300s)

Summary	Total Net ASF	ASF per FTE	Total Capacity FTE
Office Space	80,317	175.0	459

FUSION

Project Intent & Scope

Planning

Allan Hancock Joint Community College District (610)
Allan Hancock College (611)

District Priority & Project: **1 Gym Renovation**

Project Type: Reconstruction
Total Estimated Cost: $29,776,983
Anticipated Source(s) of Funds: State and Non-State
Type of Construction:
Seismic Retrofit:
If Existing - Age:
If Existing - Condition:

Anticipated Time Schedule

	Land Acquisition	Preliminary Plans	Working Drawings	Construction	Equipment	Occupancy
Year	0	2027	2027	2028	2028	2031-32
Estimated Cost	$0	$1,326,776	$1,219,298	$26,956,945	$273,964	

Explain why this project is needed:

This project will consist of a renovation of the Gymnasium (Building 20) at the Allan Hancock campus. The Gym was constructed in 1962 and has no major upgrades since then. Many of the buildings systems have outlived their useful lives and they need to be replaced. The building no longer works for current physical education teaching methodologies and upgrades are needed. This project will consist of 1,100 asf of Classroom, 2,589 asf of Office and 36,476 asf of Physical Education space.

FUSION

Planning

Project Intent & Scope

Allan Hancock Joint Community College District (610)
Allan Hancock College (611)

District Priority & Project: **1 Gym Renovation**

Outline of Project Space - Buildings and Remodelings

	Classroom 100s	Laboratory 210-255	Office 300s	Library 400s	AV/TV 530-535	All Other	Total ASF
Project Primary	1,100	0	2,589	0	0	36,476	40,165
Project Secondary	-1,286	-2,286	-2,662	0	0	-31,120	-37,354
Project Net ASF	-186	-2,286	-73	0	0	5,356	2,811

Project Net Capacity

Classrooms, Classroom Service (Room Use Code 100s)

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	-186	63.1	-295

Laboratories & Laboratory Service Area (Room Use Codes 210, 215, 220, 225, 230, 235, 255)

	Primary Effect			Secondary Effect		
TOP Code	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
-						

Summary	Net ASF	Capacity WSCH
Lab Space	-2,286	-712

Office & Office Service Areas (Room Use Code 300s)

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	-73	175.0	-0.42

FUSION

Project Intent & Scope

Planning

Allan Hancock Joint Community College District (610)
Allan Hancock College (611)

District Priority & Project: **2 Marian Theater Sound Project**

Project Type: Site Aquisition
Total Estimated Cost: $499,752
Anticipated Source(s) of Funds: Non-State
Type of Construction:
Seismic Retrofit:
If Existing - Age:
If Existing - Condition:

Anticipated Time Schedule

	Land Acquisition	Preliminary Plans	Working Drawings	Construction	Equipment	Occupancy
Year	0	2023	2023	2023	0	2023-24
Estimated Cost	$0	$20,000	$20,000	$459,752	$0	

Explain why this project is needed:

Update the Marian Theater sound system.

FUSION

Planning

Project Intent & Scope

Allan Hancock Joint Community College District (610)
Allan Hancock College (611)

District Priority & Project: **2 Marian Theater Sound Project**

Outline of Project Space - Buildings and Remodelings

	Classroom 100s	Laboratory 210-255	Office 300s	Library 400s	AV/TV 530-535	All Other	Total ASF
Project Primary	0	0	0	0	0	0	0
Project Secondary	0	0	0	0	0	0	0
Project Net ASF	0	0	0	0	0	0	0

Project Net Capacity

Classrooms, Classroom Service (Room Use Code 100s)

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	0	0.0	0

Laboratories & Laboratory Service Area (Room Use Codes 210, 215, 220, 225, 230, 235, 255)

	Primary Effect			Secondary Effect		
TOP Code	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
-						

Summary	Net ASF	Capacity WSCH
Lab Space	0	0

Office & Office Service Areas (Room Use Code 300s)

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	0	0.0	0.00

FUSION

Project Intent & Scope

Planning

Allan Hancock Joint Community College District (610)
Allan Hancock College (611)

District Priority & Project: **3 Interim Grounds/Operations Building**

Project Type: New
Total Estimated Cost: $3,200,000
Anticipated Source(s) of Funds: Non-State
Type of Construction:
Seismic Retrofit:
If Existing - Age:
If Existing - Condition:

Anticipated Time Schedule

	Land Acquisition	Preliminary Plans	Working Drawings	Construction	Equipment	Occupancy
Year	0	2021	2021	2024	2024	2025-26
Estimated Cost	$0	$100,000	$100,000	$3,000,000	$0	

Explain why this project is needed:

A new building is required for Facilities grounds and custodial operations currently located in Building O 300 to relocate to. Offices and break room and storage areas for equipment and supplies will be required.

FUSION

Project Intent & Scope

Planning

Allan Hancock Joint Community College District (610)
Allan Hancock College (611)

District Priority & Project: **3 Interim Grounds/Operations Building**

Outline of Project Space - Buildings and Remodelings

	Classroom 100s	Laboratory 210-255	Office 300s	Library 400s	AV/TV 530-535	All Other	Total ASF
Project Primary	0	0	0	0	0	2,500	2,500
Project Secondary	0	0	0	0	0	0	0
Project Net ASF	0	0	0	0	0	2,500	2,500

Project Net Capacity

Classrooms, Classroom Service (Room Use Code 100s)

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	0	0.0	0

Laboratories & Laboratory Service Area (Room Use Codes 210, 215, 220, 225, 230, 235, 255)

	Primary Effect			Secondary Effect		
TOP Code	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
-						

Summary	Net ASF	Capacity WSCH
Lab Space	0	0

Office & Office Service Areas (Room Use Code 300s)

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	0	0.0	0.00

FUSION

Project Intent & Scope

Planning

Allan Hancock Joint Community College District (610)
Allan Hancock College (611)

District Priority & Project: **5 Refinish Pool and Pool Deck**

Project Type: Reconstruction
Total Estimated Cost: $300,000
Anticipated Source(s) of Funds: Non-State
Type of Construction:
Seismic Retrofit:
If Existing - Age:
If Existing - Condition:

Anticipated Time Schedule

	Land Acquisition	Preliminary Plans	Working Drawings	Construction	Equipment	Occupancy
Year	0	2029	2029	2030	0	2031-32
Estimated Cost	$0	$10,000	$20,000	$270,000	$0	

Explain why this project is needed:

This project will entail refinishing the pool and the pool deck.

FUSION

Planning

Project Intent & Scope

Allan Hancock Joint Community College District (610)
Allan Hancock College (611)

District Priority & Project: **5 Refinish Pool and Pool Deck**

Outline of Project Space - Buildings and Remodelings

	Classroom 100s	Laboratory 210-255	Office 300s	Library 400s	AV/TV 530-535	All Other	Total ASF
Project Primary	0	0	0	0	0	0	0
Project Secondary	0	0	0	0	0	0	0
Project Net ASF	0	0	0	0	0	0	0

Project Net Capacity

Classrooms, Classroom Service (Room Use Code 100s)

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	0	0.0	0

Laboratories & Laboratory Service Area (Room Use Codes 210, 215, 220, 225, 230, 235, 255)

	Primary Effect			Secondary Effect		
TOP Code	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
-						

Summary	Net ASF	Capacity WSCH
Lab Space	0	0

Office & Office Service Areas (Room Use Code 300s)

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	0	0.0	0.00

FUSION

Project Intent & Scope

Planning

Allan Hancock Joint Community College District (610)
Allan Hancock College (611)

District Priority & Project: **6 Construct Police Department/Facilities Compound**

Project Type: Replacement
Total Estimated Cost: $16,200,000
Anticipated Source(s) of Funds: Non-State
Type of Construction:
Seismic Retrofit:
If Existing - Age:
If Existing - Condition:

Anticipated Time Schedule

	Land Acquisition	Preliminary Plans	Working Drawings	Construction	Equipment	Occupancy
Year	0	2027	2027	2028	2029	2031-32
Estimated Cost	$0	$700,000	$900,000	$13,600,000	$1,000,000	

Explain why this project is needed:

This project will construct a new Police Department building with a facilities compound.

FUSION

Planning

Project Intent & Scope

Allan Hancock Joint Community College District (610)
Allan Hancock College (611)

District Priority & Project: **6 Construct Police Department/Facilities Compound**

Outline of Project Space - Buildings and Remodelings

	Classroom 100s	Laboratory 210-255	Office 300s	Library 400s	AV/TV 530-535	All Other	Total ASF
Project Primary	0	0	1,000	0	0	12,000	13,000
Project Secondary	0	0	-1,113	0	0	-400	-1,513
Project Net ASF	0	0	-113	0	0	11,600	11,487

Project Net Capacity

Classrooms, Classroom Service (Room Use Code 100s)

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	0	0.0	0

Laboratories & Laboratory Service Area (Room Use Codes 210, 215, 220, 225, 230, 235, 255)

	Primary Effect			Secondary Effect		
TOP Code	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
-						

Summary	Net ASF	Capacity WSCH
Lab Space	0	0

Office & Office Service Areas (Room Use Code 300s)

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	-113	175.0	-0.65

FUSION

Project Intent & Scope

Planning

Allan Hancock Joint Community College District (610)
Allan Hancock College (611)

District Priority & Project: **7 K -Business Education Replacement**

Project Type: Reconstruction
Total Estimated Cost: $17,716,949
Anticipated Source(s) of Funds: State and Non-State
Type of Construction:
Seismic Retrofit:
If Existing - Age:
If Existing - Condition:

Anticipated Time Schedule

	Land Acquisition	Preliminary Plans	Working Drawings	Construction	Equipment	Occupancy
Year	0	2028	2028	2029	2029	2032-33
Estimated Cost	$0	$891,501	$547,847	$15,897,723	$379,879	

Explain why this project is needed:

This project will replace the 18,648 GSF K Business Education Building (#16). The K Building was constructed in 1964 and has had no renovations done to it. The Facilities Condition Index (FCI) for this building is 75.41% which indicates that there are many deficiencies in the building MEP systems. The completed project will provide 5,078 ASF of lecture space, 3,020 ASF of laboratory space, 2,523 ASF of office space, and 1,879 ASF of other instructional support space for a total of 12,500 ASF.

FUSION

Project Intent & Scope

Planning

Allan Hancock Joint Community College District (610)
Allan Hancock College (611)

District Priority & Project: **7 K -Business Education Replacement**

Outline of Project Space - Buildings and Remodelings

	Classroom 100s	Laboratory 210-255	Office 300s	Library 400s	AV/TV 530-535	All Other	Total ASF
Project Primary	5,078	3,020	2,523	0	0	1,879	12,500
Project Secondary	-5,491	-3,089	-2,650	0	0	-535	-11,765
Project Net ASF	-413	-69	-127	0	0	1,344	735

Project Net Capacity

Classrooms, Classroom Service (Room Use Code 100s)

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	-413	63.1	-655

Laboratories & Laboratory Service Area (Room Use Codes 210, 215, 220, 225, 230, 235, 255)

	Primary Effect			Secondary Effect		
TOP Code	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
-						

Summary	Net ASF	Capacity WSCH
Lab Space	-69	234

Office & Office Service Areas (Room Use Code 300s)

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	-127	175.0	-0.73

FUSION

Project Intent & Scope

Planning

Allan Hancock Joint Community College District (610)
Allan Hancock College (611)

District Priority & Project: **8 Modernize Athletics Complex**

Project Type: New
Total Estimated Cost: $43,188,409
Anticipated Source(s) of Funds: Non-State
Type of Construction:
Seismic Retrofit:
If Existing - Age:
If Existing - Condition:

Anticipated Time Schedule

	Land Acquisition	Preliminary Plans	Working Drawings	Construction	Equipment	Occupancy
Year	0	2028	2028	2029	2030	2032-33
Estimated Cost	$0	$1,000,000	$1,000,000	$41,071,116	$117,293	

Explain why this project is needed:

This modernized building will create a team shower and changing room near the football field and improvements on the field as well as the pressbox and the stadium seating.

FUSION

Planning

Project Intent & Scope

Allan Hancock Joint Community College District (610)
Allan Hancock College (611)

District Priority & Project: **8 Modernize Athletics Complex**

Outline of Project Space - Buildings and Remodelings

	Classroom 100s	Laboratory 210-255	Office 300s	Library 400s	AV/TV 530-535	All Other	Total ASF
Project Primary	0	0	0	0	0	5,000	5,000
Project Secondary	0	0	0	0	0	0	0
Project Net ASF	0	0	0	0	0	5,000	5,000

Project Net Capacity

Classrooms, Classroom Service (Room Use Code 100s)

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	0	0.0	0

Laboratories & Laboratory Service Area (Room Use Codes 210, 215, 220, 225, 230, 235, 255)

	Primary Effect			Secondary Effect		
TOP Code	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
-						

Summary	Net ASF	Capacity WSCH
Lab Space	0	0

Office & Office Service Areas (Room Use Code 300s)

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	0	0.0	0.00

FUSION

Project Intent & Scope

Planning

Allan Hancock Joint Community College District (610)
Allan Hancock College (611)

District Priority & Project: **9 Modernize Building M300/400**

Project Type: Reconstruction
Total Estimated Cost: $14,058,000
Anticipated Source(s) of Funds: Non-State
Type of Construction:
Seismic Retrofit:
If Existing - Age:
If Existing - Condition:

Anticipated Time Schedule

	Land Acquisition	Preliminary Plans	Working Drawings	Construction	Equipment	Occupancy
Year	0	2029	2029	2030	2031	2033-34
Estimated Cost	$0	$650,000	$750,000	$11,658,000	$1,000,000	

Explain why this project is needed:

This project entails modernizing Building M300/400.

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Project Intent & Scope

Planning

Allan Hancock Joint Community College District (610)
Allan Hancock College (611)

District Priority & Project: **9 Modernize Building M300/400**

Outline of Project Space - Buildings and Remodelings

	Classroom 100s	Laboratory 210-255	Office 300s	Library 400s	AV/TV 530-535	All Other	Total ASF
Project Primary	5,899	2,979	2,187	0	0	204	11,269
Project Secondary	-5,899	-2,979	-2,187	0	0	-204	-11,269
Project Net ASF	0	0	0	0	0	0	0

Project Net Capacity

Classrooms, Classroom Service (Room Use Code 100s)

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	0	0.0	0

Laboratories & Laboratory Service Area (Room Use Codes 210, 215, 220, 225, 230, 235, 255)

	Primary Effect			Secondary Effect		
TOP Code	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
-						

Summary	Net ASF	Capacity WSCH
Lab Space	0	0

Office & Office Service Areas (Room Use Code 300s)

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	0	0.0	0.00

FUSION

Project Intent & Scope

Planning

Allan Hancock Joint Community College District (610)
Allan Hancock College (611)

District Priority & Project: **10 Construct Classroom Facility**

Project Type: Replacement
Total Estimated Cost: $21,600,000
Anticipated Source(s) of Funds: Non-State
Type of Construction:
Seismic Retrofit:
If Existing - Age:
If Existing - Condition:

Anticipated Time Schedule

	Land Acquisition	Preliminary Plans	Working Drawings	Construction	Equipment	Occupancy
Year	0	2029	2029	2030	2031	2033-34
Estimated Cost	$0	$900,000	$1,100,000	$18,100,000	$1,500,000	

Explain why this project is needed:

This project will construct a new classroom facility where the old building W sits.

FUSION

Project Intent & Scope

Planning

Allan Hancock Joint Community College District (610)
Allan Hancock College (611)

District Priority & Project: **10 Construct Classroom Facility**

Outline of Project Space - Buildings and Remodelings

	Classroom 100s	Laboratory 210-255	Office 300s	Library 400s	AV/TV 530-535	All Other	Total ASF
Project Primary	3,388	2,596	1,918	0	0	498	8,400
Project Secondary	-3,388	-2,596	-1,918	0	0	-498	-8,400
Project Net ASF	0	0	0	0	0	0	0

Project Net Capacity

Classrooms, Classroom Service (Room Use Code 100s)

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	0	0.0	0

Laboratories & Laboratory Service Area (Room Use Codes 210, 215, 220, 225, 230, 235, 255)

	Primary Effect			Secondary Effect		
TOP Code	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
-						

Summary	Net ASF	Capacity WSCH
Lab Space	0	0

Office & Office Service Areas (Room Use Code 300s)

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	0	0.0	0.00

FUSION

Project Intent & Scope

Planning

Allan Hancock Joint Community College District (610)
Allan Hancock College (611)

District Priority & Project: **11 Construct Career Technical Education Facilities**

Project Type: New
Total Estimated Cost: $48,600,000
Anticipated Source(s) of Funds: Non-State
Type of Construction:
Seismic Retrofit:
If Existing - Age:
If Existing - Condition:

Anticipated Time Schedule

	Land Acquisition	Preliminary Plans	Working Drawings	Construction	Equipment	Occupancy
Year	0	2029	2029	2030	2031	2033-34
Estimated Cost	$0	$1,600,000	$2,200,000	$41,300,000	$3,500,000	

Explain why this project is needed:

This project entails constructing a Career Technical Education Facility where the old 0-300 building used to be.

FUSION

Project Intent & Scope

Planning

Allan Hancock Joint Community College District (610)
Allan Hancock College (611)

District Priority & Project: **11 Construct Career Technical Education Facilities**

Outline of Project Space - Buildings and Remodelings

	Classroom 100s	Laboratory 210-255	Office 300s	Library 400s	AV/TV 530-535	All Other	Total ASF
Project Primary	2,000	20,000	1,000	0	0	3,200	26,200
Project Secondary	0	0	0	0	0	0	0
Project Net ASF	2,000	20,000	1,000	0	0	3,200	26,200

Project Net Capacity

Classrooms, Classroom Service (Room Use Code 100s)

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	2,000	63.1	3,170

Laboratories & Laboratory Service Area (Room Use Codes 210, 215, 220, 225, 230, 235, 255)

	Primary Effect			Secondary Effect		
TOP Code	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
-						

Summary	Net ASF	Capacity WSCH
Lab Space	20,000	5,082

Office & Office Service Areas (Room Use Code 300s)

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	1,000	175.0	5.71

FUSION

Project Intent & Scope

Planning

Allan Hancock Joint Community College District (610)
Allan Hancock College (611)

District Priority & Project: **12 Building H Renovation**

Project Type: Reconstruction, Equipment
Total Estimated Cost: $3,636,000
Anticipated Source(s) of Funds: Non-State
Type of Construction:
Seismic Retrofit:
If Existing - Age:
If Existing - Condition:

Anticipated Time Schedule

	Land Acquisition	Preliminary Plans	Working Drawings	Construction	Equipment	Occupancy
Year	0	2030	2030	2031	2032	2034-35
Estimated Cost	$0	$144,488	$161,407	$3,264,039	$66,066	

Explain why this project is needed:

This existing facility is planned to be renewed and repurposed to expand Campus Graphics and provide permanent space for the Veterans Center in a location that is adjacent to the Student Center and student services offices in the One Stop Student Service Center.

FUSION

Planning

Project Intent & Scope

Allan Hancock Joint Community College District (610)
Allan Hancock College (611)

District Priority & Project: **12 Building H Renovation**

Outline of Project Space - Buildings and Remodelings

	Classroom 100s	Laboratory 210-255	Office 300s	Library 400s	AV/TV 530-535	All Other	Total ASF
Project Primary	0	0	1,065	0	0	6,275	7,340
Project Secondary	0	0	-795	0	0	-2,454	-3,249
Project Net ASF	0	0	270	0	0	3,821	4,091

Project Net Capacity

Classrooms, Classroom Service (Room Use Code 100s)

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	0	0.0	0

Laboratories & Laboratory Service Area (Room Use Codes 210, 215, 220, 225, 230, 235, 255)

	Primary Effect			Secondary Effect		
TOP Code	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
-						

Summary	Net ASF	Capacity WSCH
Lab Space	0	0

Office & Office Service Areas (Room Use Code 300s)

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	270	175.0	1.54

FUSION

Project Intent & Scope

Planning

Allan Hancock Joint Community College District (610)
Allan Hancock College (611)

District Priority & Project: **13 Upgrade Infrastructure**

Project Type: Replacement
Total Estimated Cost: $5,000,000
Anticipated Source(s) of Funds: Non-State
Type of Construction:
Seismic Retrofit:
If Existing - Age:
If Existing - Condition:

Anticipated Time Schedule

	Land Acquisition	Preliminary Plans	Working Drawings	Construction	Equipment	Occupancy
Year	0	2030	2030	2031	0	2034-35
Estimated Cost	$0	$75,000	$125,000	$4,800,000	$0	

Explain why this project is needed:

This project will make several infrastructure upgrades around the college.

FUSION

Planning

Project Intent & Scope

Allan Hancock Joint Community College District (610)
Allan Hancock College (611)

District Priority & Project: **13 Upgrade Infrastructure**

Outline of Project Space - Buildings and Remodelings

	Classroom 100s	Laboratory 210-255	Office 300s	Library 400s	AV/TV 530-535	All Other	Total ASF
Project Primary	0	0	0	0	0	0	0
Project Secondary	0	0	0	0	0	0	0
Project Net ASF	0	0	0	0	0	0	0

Project Net Capacity

Classrooms, Classroom Service (Room Use Code 100s)

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	0	0.0	0

Laboratories & Laboratory Service Area (Room Use Codes 210, 215, 220, 225, 230, 235, 255)

	Primary Effect			Secondary Effect		
TOP Code	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
-						

Summary	Net ASF	Capacity WSCH
Lab Space	0	0

Office & Office Service Areas (Room Use Code 300s)

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	0	0.0	0.00

FUSION

Project Intent & Scope

Planning

Allan Hancock Joint Community College District (610)
Allan Hancock College (611)

District Priority & Project: **14 Construct Facility Offices/Classrooms/Meeting Space/Events Space**

Project Type: New
Total Estimated Cost: $29,700,000
Anticipated Source(s) of Funds: Non-State
Type of Construction:
Seismic Retrofit:
If Existing - Age:
If Existing - Condition:

Anticipated Time Schedule

	Land Acquisition	Preliminary Plans	Working Drawings	Construction	Equipment	Occupancy
Year	0	2030	2030	2031	2032	2034-35
Estimated Cost	$0	$700,000	$900,000	$26,600,000	$1,500,000	

Explain why this project is needed:

This project will construct offices/classrooms/meeting space/events space on former E&F space (would replace need for PCPA to be in CBC building).

FUSION

Project Intent & Scope

Planning

Allan Hancock Joint Community College District (610)
Allan Hancock College (611)

District Priority & Project: **14 Construct Facility Offices/Classrooms/Meeting Space/Events Space**

Outline of Project Space - Buildings and Remodelings

	Classroom 100s	Laboratory 210-255	Office 300s	Library 400s	AV/TV 530-535	All Other	Total ASF
Project Primary	0	7,980	4,520	698	0	4,798	17,996
Project Secondary	0	-7,980	-4,520	-698	0	-4,798	-17,996
Project Net ASF	0	0	0	0	0	0	0

Project Net Capacity

Classrooms, Classroom Service (Room Use Code 100s)

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	0	0.0	0

Laboratories & Laboratory Service Area (Room Use Codes 210, 215, 220, 225, 230, 235, 255)

	Primary Effect			Secondary Effect		
TOP Code	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
-						

Summary	Net ASF	Capacity WSCH
Lab Space	0	0

Office & Office Service Areas (Room Use Code 300s)

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	0	0.0	0.00

FUSION

Project Intent & Scope

Planning

Allan Hancock Joint Community College District (610)
Allan Hancock College (611)

District Priority & Project: **15 Modernize South Campus Facilities**

Project Type: Reconstruction
Total Estimated Cost: $1,534,500
Anticipated Source(s) of Funds: Non-State
Type of Construction:
Seismic Retrofit:
If Existing - Age:
If Existing - Condition:

Anticipated Time Schedule

	Land Acquisition	Preliminary Plans	Working Drawings	Construction	Equipment	Occupancy
Year	0	2031	2031	2032	2033	2035-36
Estimated Cost	$0	$50,000	$84,500	$1,300,000	$100,000	

Explain why this project is needed:
Modernize South Campus Facilities

FUSION

Planning

Project Intent & Scope

Allan Hancock Joint Community College District (610)
Allan Hancock College (611)

District Priority & Project: **15 Modernize South Campus Facilities**

Outline of Project Space - Buildings and Remodelings

	Classroom 100s	Laboratory 210-255	Office 300s	Library 400s	AV/TV 530-535	All Other	Total ASF
Project Primary	0	0	0	0	0	0	0
Project Secondary	0	0	0	0	0	0	0
Project Net ASF	0	0	0	0	0	0	0

Project Net Capacity

Classrooms, Classroom Service (Room Use Code 100s)

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	0	0.0	0

Laboratories & Laboratory Service Area (Room Use Codes 210, 215, 220, 225, 230, 235, 255)

	Primary Effect			Secondary Effect		
TOP Code	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
-						

Summary	Net ASF	Capacity WSCH
Lab Space	0	0

Office & Office Service Areas (Room Use Code 300s)

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	0	0.0	0.00

FUSION

Project Intent & Scope

Planning

Allan Hancock Joint Community College District (610)
Allan Hancock College (611)

District Priority & Project: **16 D-Theater Arts Center Renovation/Replacement**

Project Type: Reconstruction
Total Estimated Cost: $17,038,423
Anticipated Source(s) of Funds: State and Non-State
Type of Construction:
Seismic Retrofit:
If Existing - Age:
If Existing - Condition:

Anticipated Time Schedule

	Land Acquisition	Preliminary Plans	Working Drawings	Construction	Equipment	Occupancy
Year	0	2028	2028	2029	2029	2032-33
Estimated Cost	$0	$825,150	$597,418	$15,266,018	$349,838	

Explain why this project is needed:

This project will either renovate or replace the 32,400 GSF D Theater Arts Center Building (#4). The decision on whether to renovate or replace the D Building will be made during the preparation of the Final Project Proposal. The D Building was constructed in 1968 and has had a minor renovation done to it in 1992. The Facilities Condition Index (FCI) for this building is 82.95% which indicates that there are many deficiencies in the building systems. The completed project will provide 420 ASF of laboratory space, 1,900 ASF of faculty office space, and 14,160 ASF of other Theater support space for a total of 16,480 ASF.

FUSION

Planning

Project Intent & Scope

Allan Hancock Joint Community College District (610)
Allan Hancock College (611)

District Priority & Project: **16 D-Theater Arts Center Renovation/Replacement**

Outline of Project Space - Buildings and Remodelings

	Classroom 100s	Laboratory 210-255	Office 300s	Library 400s	AV/TV 530-535	All Other	Total ASF
Project Primary	0	420	1,900	0	0	14,160	16,480
Project Secondary	0	-466	-1,967	0	0	-14,090	-16,523
Project Net ASF	0	-46	-67	0	0	70	-43

Project Net Capacity

Classrooms, Classroom Service (Room Use Code 100s)

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	0	0.0	0

Laboratories & Laboratory Service Area (Room Use Codes 210, 215, 220, 225, 230, 235, 255)

	Primary Effect			Secondary Effect		
TOP Code	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
-						

Summary	Net ASF	Capacity WSCH
Lab Space	-46	-18

Office & Office Service Areas (Room Use Code 300s)

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	-67	175.0	-0.38

FUSION

Project Intent & Scope

Planning

Allan Hancock Joint Community College District (610)
Allan Hancock College (611)

District Priority & Project: **17 Modernize Building L With Classroom Updates**

Project Type: Reconstruction
Total Estimated Cost: $7,560,000
Anticipated Source(s) of Funds: Non-State
Type of Construction:
Seismic Retrofit:
If Existing - Age:
If Existing - Condition:

Anticipated Time Schedule

	Land Acquisition	Preliminary Plans	Working Drawings	Construction	Equipment	Occupancy
Year	0	2031	2031	2032	2033	2035-36
Estimated Cost	$0	$100,000	$200,000	$6,860,000	$400,000	

Explain why this project is needed:

This project will modernize building L with classroom updates.

FUSION

Project Intent & Scope

Planning

Allan Hancock Joint Community College District (610)
Allan Hancock College (611)

District Priority & Project: **17 Modernize Building L With Classroom Updates**

Outline of Project Space - Buildings and Remodelings

	Classroom 100s	Laboratory 210-255	Office 300s	Library 400s	AV/TV 530-535	All Other	Total ASF
Project Primary	808	1,620	2,349	0	3,623	0	8,400
Project Secondary	-808	-1,620	-2,349	0	-3,623	0	-8,400
Project Net ASF	0	0	0	0	0	0	0

Project Net Capacity

Classrooms, Classroom Service (Room Use Code 100s)

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	0	0.0	0

Laboratories & Laboratory Service Area (Room Use Codes 210, 215, 220, 225, 230, 235, 255)

	Primary Effect			Secondary Effect		
TOP Code	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
-						

Summary	Net ASF	Capacity WSCH
Lab Space	0	0

Office & Office Service Areas (Room Use Code 300s)

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	0	0.0	0.00

FUSION

Project Intent & Scope

Planning

Allan Hancock Joint Community College District (610)
Allan Hancock College (611)

District Priority & Project: **20 Construct Welcome Area with Drop Off Loop**

Project Type: Reconstruction
Total Estimated Cost: $3,000,000
Anticipated Source(s) of Funds: Non-State
Type of Construction:
Seismic Retrofit:
If Existing - Age:
If Existing - Condition:

Anticipated Time Schedule

	Land Acquisition	Preliminary Plans	Working Drawings	Construction	Equipment	Occupancy
Year	0	2031	2031	2032	0	2035-36
Estimated Cost	$0	$100,000	$150,000	$2,750,000	$0	

Explain why this project is needed:
Construct welcome area with drop off loop.

FUSION

Project Intent & Scope

Planning

Allan Hancock Joint Community College District (610)
Allan Hancock College (611)

District Priority & Project: **20 Construct Welcome Area with Drop Off Loop**

Outline of Project Space - Buildings and Remodelings

	Classroom 100s	Laboratory 210-255	Office 300s	Library 400s	AV/TV 530-535	All Other	Total ASF
Project Primary	0	0	0	0	0	0	0
Project Secondary	0	0	0	0	0	0	0
Project Net ASF	0	0	0	0	0	0	0

Project Net Capacity

Classrooms, Classroom Service (Room Use Code 100s)

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	0	0.0	0

Laboratories & Laboratory Service Area (Room Use Codes 210, 215, 220, 225, 230, 235, 255)

	Primary Effect			Secondary Effect		
TOP Code	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
-						

Summary	Net ASF	Capacity WSCH
Lab Space	0	0

Office & Office Service Areas (Room Use Code 300s)

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	0	0.0	0.00

FUSION

Project Intent & Scope

Planning

Allan Hancock Joint Community College District (610)
Allan Hancock College (611)

District Priority & Project: **22 Construct Nursing Lab Facility**

Project Type: New
Total Estimated Cost: $7,000,000
Anticipated Source(s) of Funds: Non-State
Type of Construction:
Seismic Retrofit:
If Existing - Age:
If Existing - Condition:

Anticipated Time Schedule

	Land Acquisition	Preliminary Plans	Working Drawings	Construction	Equipment	Occupancy
Year	0	2031	2031	2032	2033	2035-36
Estimated Cost	$0	$75,000	$150,000	$6,475,000	$300,000	

Explain why this project is needed:

This project entails constructing a Nursing Lab facility at Allan Hancock College.

FUSION

Project Intent & Scope

Planning

Allan Hancock Joint Community College District (610)
Allan Hancock College (611)

District Priority & Project: **22 Construct Nursing Lab Facility**

Outline of Project Space - Buildings and Remodelings

	Classroom 100s	Laboratory 210-255	Office 300s	Library 400s	AV/TV 530-535	All Other	Total ASF
Project Primary	1,000	4,000	1,000	0	0	0	6,000
Project Secondary	0	0	0	0	0	0	0
Project Net ASF	1,000	4,000	1,000	0	0	0	6,000

Project Net Capacity

Classrooms, Classroom Service (Room Use Code 100s)

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	1,000	63.1	1,585

Laboratories & Laboratory Service Area (Room Use Codes 210, 215, 220, 225, 230, 235, 255)

	Primary Effect			Secondary Effect		
TOP Code	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
-						

Summary	Net ASF	Capacity WSCH
Lab Space	4,000	1,869

Office & Office Service Areas (Room Use Code 300s)

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	1,000	200.0	5.00

FUSION

Project Intent & Scope

Planning

Allan Hancock Joint Community College District (610)
Allan Hancock College (611)

District Priority & Project: **23 Fine Arts Complex**

Project Type: New
Total Estimated Cost: $43,995,000
Anticipated Source(s) of Funds: State and Non-State
Type of Construction:
Seismic Retrofit:
If Existing - Age:
If Existing - Condition:

Anticipated Time Schedule

	Land Acquisition	Preliminary Plans	Working Drawings	Construction	Equipment	Occupancy
Year	0	2017	2018	2019	2019	2022-23
Estimated Cost	$0	$1,890,000	$1,416,000	$39,269,000	$1,420,000	

Explain why this project is needed:

This project constructs a 52,260 assignable square feet (asf) Fine Arts complex. The Purpose of this project is to consolidate the fine arts instructional facilities. The complex will provide adjacency of spaces to facilitate interaction between disciplines, shared spaces such as computer labs for better space utilization, a technology network, and adequate ventilation/electrical power required to meet the needs of the current and expected growth of the program. The final building will include 47,044 asf laboratory, 5,096 asf office, and 366 asf of other spaces.

FUSION

Project Intent & Scope

Planning

Allan Hancock Joint Community College District (610)
Allan Hancock College (611)

District Priority & Project: **23 Fine Arts Complex**

Outline of Project Space - Buildings and Remodelings

	Classroom 100s	Laboratory 210-255	Office 300s	Library 400s	AV/TV 530-535	All Other	Total ASF
Project Primary	0	46,739	5,062	0	0	366	52,167
Project Secondary	0	-32,867	-5,406	0	0	-5,758	-44,031
Project Net ASF	0	13,872	-344	0	0	-5,392	8,136

Project Net Capacity

Classrooms, Classroom Service (Room Use Code 100s)

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	0	0.0	0

Laboratories & Laboratory Service Area (Room Use Codes 210, 215, 220, 225, 230, 235, 255)

	Primary Effect			Secondary Effect		
TOP Code	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
-						

Summary	Net ASF	Capacity WSCH
Lab Space	13,872	6,545

Office & Office Service Areas (Room Use Code 300s)

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	-344	175.0	-1.97

LOMPOC VALLEY CENTER

ALLAN HANCOCK COLLEGE
Start here. Go anywhere.



BUILDING IDENTIFICATION | UBICACION DE EDIFICIOS

BLDG. 1 | EDIFICIO 1

Bookstore
Librería

Campus Police
Policía del Colegio

EOPS/CARE/CalWorks/CAFYES
EOPS/CARE/CalWorks

Financial Aid
Ayuda Financiera

Health Services
Servicios de Salud

Learning Assistance Program
Programa de Asistenciade Aprendizaje (LAP)

Learning Resources Center/Library
Centro de Recursos de Aprendizaje/Biblioteca

Registration & Cashiering Services
Inscripciones & Servicios de Cajera

Student Lounge/ATM
Salón del Estudiante/ATM

Student Success Center
Centro de Éxito Estudiantil

Counseling/Transfer/Career Services
Consejería/Transferercia/Servicios de Carrera

Tutorial
Tutores

BLDG. 2 | EDIFICIO 2

Administration
Administración

Certified Nursing Assistant Lab
Asistente de Enfermera Certificada

Faculty Workroom
Sala de Profesores

Lecture Classrooms
Salones de Clases

START Assessment
Asesoría de Pruebas Start

BLDG. 3 | EDIFICIO 3

Art Studio
Estudio de Arte

Lecture Classrooms
Salones de Clases

Physical Education/Dance
Educación Física/Danza

Plant Services
Servicios de Mantenimiento de La Planta

Science Labs
Laboratorio de Ciencias

BLDG. 4 | EDIFICIO 4

Utilities
Electricidad

BLDG. 5 | EDIFICIO 5

Public Safety Training
Entrenamiento de Seguridad Pública

Administration/Classrooms
Administración/Salones

BLDG. 6 | EDIFICIO 6

Apparatus Storage
Bodega para Aparatos

BLDG. 7 | EDIFICIO 7

Fire Tower
Torre de Observación

BLDG. 8 | EDIFICIO 8

Class A Burn Building
Entrenamiento en Quemaduras Tipo A

BLDG. 9 | EDIFICIO 9

Shooting Range
Campo De Tiro

FUSION
Space Inventory

Allan Hancock Joint Community College District
Report 17 Certification

Certification of Inventory for Fiscal Year:

Campus Name: **Lompoc Valley Center**
Certified ASF: **111,495**
Certified OGSF: **185,553**

District Approval

Authorized Signature | Date

Printed Name

State Approval

Chay Yang
Chay Yang (Mar 12, 2025 12:11 PDT)

Authorized Signature | Date

Included:

(2) Signed Copies of Report 17 Certification Sheet if the submission was not certified and submitted electronically by the CBO.

FUSION

Campus Capacity/Load Ratios

Planning

Allan Hancock Joint Community College District (610)
Lompoc Valley Center (612)

Campus Lecture Capacity/Load Ratio

No. Project										
	Lect ASF	WSCH	Occupancy	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33
18 Upgrade LVC Building 3										
	0	0	2034-35							
Lompoc Valley Center										
Lecture Summary / Totals				**2026-27**	**2027-28**	**2028-29**	**2029-30**	**2030-31**	**2031-32**	**2032-33**
Lecture ASF	Actual*/Projected WSCH			7,448	7,479	7,510	7,540	7,571	7,557	7,543
18,640	Cumulative Capacity			29,540	29,540	29,540	29,540	29,540	29,540	29,540
	Capacity/Load Ratio			397%	395%	393%	392%	390%	391%	392%

FUSION

Campus Capacity/Load Ratios

Planning

Allan Hancock Joint Community College District (610)
Lompoc Valley Center (612)

Campus Lab Capacity/Load Ratio

No. Project										
	Lab ASF	WSCH	Occupancy	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33
18 Upgrade LVC Building 3										
	0	0	2034-35							
Lompoc Valley Center										
Lab Summary / Totals				**2026-27**	**2027-28**	**2028-29**	**2029-30**	**2030-31**	**2031-32**	**2032-33**
	Lab ASF	Actual*/Projected WSCH		2,832	2,844	2,856	2,867	2,879	2,874	2,868
	24,495	Cumulative Capacity		11,116	11,116	11,116	11,116	11,116	11,116	11,116
		Capacity/Load Ratio		393%	391%	389%	388%	386%	387%	388%

FUSION

Campus Capacity/Load Ratios

Planning

Allan Hancock Joint Community College District (610)
Lompoc Valley Center (612)

Campus Office Capacity/Load Ratio

No. Project	Off ASF	FTE	Occupancy	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33
18 Upgrade LVC Building 3										
	0	0	2034-35							
Lompoc Valley Center										

Office Summary / Totals		2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33
Office ASF	Actual*/Projected FTE	47	48	49	50	51	52	53
10,795	Cumulative Capacity	54	54	54	54	54	54	54
	Capacity/Load Ratio	115%	113%	110%	108%	106%	104%	102%

FUSION

Campus Capacity/Load Ratios

Planning

Allan Hancock Joint Community College District (610)
Lompoc Valley Center (612)

Campus Library Capacity/Load Ratio

No.	Project	Lib ASF	Occupancy	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33

Library Summary / Totals		2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33
Library ASF	Actual*/Projected ASF	3,875	3,870	3,865	3,860	3,855	3,850	3,845
5,939	Cumulative Capacity	5,939	5,939	5,939	5,939	5,939	5,939	5,939
	Capacity/Load Ratio	153%	153%	154%	154%	154%	154%	154%

FUSION

Campus Capacity/Load Ratios

Planning

Allan Hancock Joint Community College District (610)
Lompoc Valley Center (612)

Campus AV/TV Capacity/Load Ratio

No.	Project	AV/TV ASF	Occupancy	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33

AV/TV Summary / Totals		2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33
AV/TV ASF	Actual*/Projected ASF	1,468	1,467	1,467	1,467	1,466	1,466	1,465
0	Cumulative Capacity	0	0	0	0	0	0	0
	Capacity/Load Ratio	0%	0%	0%	0%	0%	0%	0%

FUSION

Load Distribution & Staff Forecast

Planning

Allan Hancock Joint Community College District (610)
Lompoc Valley Center (612)

Campus Load Distribution

	Instructional Staff FTE	Total Campus WSCH	Off-Campus WSCH	On-Campus WSCH	P.E. Laboratory WSCH	On-Campus Lecture WSCH	On-Campus Laboratory
Actual Fall							
2023	44	10,244	0	10,244	113	7,334	2,797
2024	45	8,785	0	8,785	0	8,708	76
Forecast							
2025	46	10,447	0	10,447	209	7,417	2,821
2026	47	10,490	0	10,490	210	7,448	2,832
2027	48	10,534	0	10,534	211	7,479	2,844
2028	49	10,577	0	10,577	212	7,510	2,856
2029	50	10,620	0	10,620	212	7,540	2,867
2030	51	10,663	0	10,663	213	7,571	2,879
2031	52	10,644	0	10,644	213	7,557	2,874

FUSION

Load Distribution & Staff Forecast

Planning

Allan Hancock Joint Community College District (610)
Lompoc Valley Center (612)

FTE Instruction Staff Worksheet - Fall 2025

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

Staff Type (a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c)
Instructor	40	0	40
Counselor Include certified special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	3	0	3
Department Administrator	3	0	3
Librarian Include certificated director of audio/visual, et. al.	1	1	0
Institutional Administrator Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	1	1	0
Projected 2025 Totals	**48**	**2**	**46**

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.

Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

FUSION

Load Distribution & Staff Forecast

Planning

Allan Hancock Joint Community College District (610)
Lompoc Valley Center (612)

FTE Instruction Staff Worksheet - Fall 2026

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

Staff Type (a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c)
Instructor	41	0	41
Counselor Include certified special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	3	0	3
Department Administrator	3	0	3
Librarian Include certificated director of audio/visual, et. al.	1	1	0
Institutional Administrator Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	1	1	0
Projected 2026 Totals	**49**	**2**	**47**

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.

Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

FUSION

Load Distribution & Staff Forecast

Planning

Allan Hancock Joint Community College District (610)
Lompoc Valley Center (612)

FTE Instruction Staff Worksheet - Fall 2027

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

Staff Type (a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c)
Instructor	42	0	42
Counselor Include certified special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	3	0	3
Department Administrator	3	0	3
Librarian Include certificated director of audio/visual, et. al.	1	1	0
Institutional Administrator Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	1	1	0
Projected 2027 Totals	**50**	**2**	**48**

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.

Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

FUSION

Load Distribution & Staff Forecast

Planning

Allan Hancock Joint Community College District (610)
Lompoc Valley Center (612)

FTE Instruction Staff Worksheet - Fall 2028

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

Staff Type (a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c)
Instructor	43	0	43
Counselor Include certified special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	3	0	3
Department Administrator	3	0	3
Librarian Include certificated director of audio/visual, et. al.	1	1	0
Institutional Administrator Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	1	1	0
Projected 2028 Totals	**51**	**2**	**49**

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.

Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

FUSION

Load Distribution & Staff Forecast

Planning

Allan Hancock Joint Community College District (610)
Lompoc Valley Center (612)

FTE Instruction Staff Worksheet - Fall 2029

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

Staff Type (a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c)
Instructor	44	0	44
Counselor Include certified special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	3	0	3
Department Administrator	3	0	3
Librarian Include certificated director of audio/visual, et. al.	1	1	0
Institutional Administrator Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	1	1	0
Projected 2029 Totals	**52**	**2**	**50**

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.

Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

FUSION

Load Distribution & Staff Forecast

Planning

Allan Hancock Joint Community College District (610)
Lompoc Valley Center (612)

FTE Instruction Staff Worksheet - Fall 2030

College Instructional Staff, Fall Term. Included are all certificated staff for day,

extended day, and adult education except those whose office is located off-campus.

Staff Type (a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c)
Instructor	45	0	45
Counselor Include certified special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	3	0	3
Department Administrator	3	0	3
Librarian Include certificated director of audio/visual, et. al.	1	1	0
Institutional Administrator Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	1	1	0
Projected 2030 Totals	**53**	**2**	**51**

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.

Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

FUSION

Load Distribution & Staff Forecast

Planning

Allan Hancock Joint Community College District (610)
Lompoc Valley Center (612)

FTE Instruction Staff Worksheet - Fall 2031

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

Staff Type (a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c)
Instructor	46	0	46
Counselor Include certified special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	3	0	3
Department Administrator	3	0	3
Librarian Include certificated director of audio/visual, et. al.	1	1	0
Institutional Administrator Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	1	1	0
Projected 2031 Totals	**54**	**2**	**52**

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.

Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

FUSION

Cumulative Sum of Existing & Proposed Space (2026-2032)

Planning

Allan Hancock Joint Community College District (610)
Lompoc Valley Center (612)

Priority & Year of Occupancy (a)	Classroom 100's (b)	Laboratory 200's (c)	Office 300's (d)	Library 400's (e)	AV Radio TV 530-535 (f)	P.E. 520-525 (g)	Assembly 610 & 615 (h)	Inactive 050-070 (i)	All Other Areas (j)	Total ASF (k)
Total ASF	18,640	24,495	10,795	5,939	0	7,207	0	547	43,872	111,495

Total Existing and Proposed Space

18,640	24,495	10,795	5,939	0	7,207	0	547	43,872	111,495

FUSION

Planning

Capacity of Net Existing On-Campus ASF

Allan Hancock Joint Community College District (610)
Lompoc Valley Center (612)

Classrooms, Classroom Service (Room Use Code 100s)

Summary	Total Net ASF	ASF per 100 WSCH	Total Capacity WSCH
Classroom Space	18,640	63.1	29,540

Laboratories & Laboratory Service Area (Room Use Codes 210, 215, 220, 225, 230, 235, 255)

TOP Code	Net ASF	ASF per 100 WSCH	Capacity WSCH
0401 - Biology, General	1,238	235.0	527
0702 - Computer Information Systems	3,709	171.0	2,169
1002 - Art (Painting, Drawing and Sculpture)	3,842	257.0	1,495
1004 - Music	800	257.0	311
1230 - Nursing	956	214.0	447
1905 - Chemistry, General	3,110	257.0	1,210
2105 - Administration of Justice	1,171	214.0	547
2133 - Fire Technology	8,283	214.0	3,871
4900 - Interdisciplinary Studies	482	257.0	188
4930 - General Studies	904	257.0	352

Summary	Total Net ASF	ASF per 100 WSCH	Total Capacity WSCH
Lab Space	24,495	220.4	11,116

Office & Office Service Areas (Room Use Code 300s)

Summary	Total Net ASF	ASF per FTE	Total Capacity FTE
Office Space	10,795	200.0	54

FUSION

Project Intent & Scope

Planning

Allan Hancock Joint Community College District (610)
Lompoc Valley Center (612)

District Priority & Project: **4 Public Safety Restroom Facilities**

Project Type: New
Total Estimated Cost: $800,000
Anticipated Source(s) of Funds: Non-State
Type of Construction:
Seismic Retrofit:
If Existing - Age:
If Existing - Condition:

Anticipated Time Schedule

	Land Acquisition	Preliminary Plans	Working Drawings	Construction	Equipment	Occupancy
Year	0	2022	2023	2024	2024	2025-26
Estimated Cost	$0	$35,000	$45,000	$700,000	$20,000	

Explain why this project is needed:

This project will create a new restroom facility at the Public Safety Training Center.

FUSION

Planning

Project Intent & Scope

Allan Hancock Joint Community College District (610)
Lompoc Valley Center (612)

District Priority & Project: **4 Public Safety Restroom Facilities**

Outline of Project Space - Buildings and Remodelings

	Classroom 100s	Laboratory 210-255	Office 300s	Library 400s	AV/TV 530-535	All Other	Total ASF
Project Primary	0	0	0	0	0	0	0
Project Secondary	0	0	0	0	0	0	0
Project Net ASF	0	0	0	0	0	0	0

Project Net Capacity

Classrooms, Classroom Service (Room Use Code 100s)

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	0	0.0	0

Laboratories & Laboratory Service Area (Room Use Codes 210, 215, 220, 225, 230, 235, 255)

	Primary Effect			Secondary Effect		
TOP Code	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
-						

Summary	Net ASF	Capacity WSCH
Lab Space	0	0

Office & Office Service Areas (Room Use Code 300s)

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	0	0.0	0.00

FUSION

Project Intent & Scope

Planning

Allan Hancock Joint Community College District (610)
Lompoc Valley Center (612)

District Priority & Project: **18 Upgrade LVC Building 3**

Project Type: Reconstruction
Total Estimated Cost: $1,800,000
Anticipated Source(s) of Funds: Non-State
Type of Construction:
Seismic Retrofit:
If Existing - Age:
If Existing - Condition:

Anticipated Time Schedule

	Land Acquisition	Preliminary Plans	Working Drawings	Construction	Equipment	Occupancy
Year	0	2030	2030	2031	2032	2034-35
Estimated Cost	$0	$25,000	$50,000	$1,575,000	$150,000	

Explain why this project is needed:

This project will renovate Building 3 at the Lompoc Valley campus.

FUSION

Planning

Project Intent & Scope

Allan Hancock Joint Community College District (610)
Lompoc Valley Center (612)

District Priority & Project: **18 Upgrade LVC Building 3**

Outline of Project Space - Buildings and Remodelings

	Classroom 100s	Laboratory 210-255	Office 300s	Library 400s	AV/TV 530-535	All Other	Total ASF
Project Primary	1,594	6,936	638	0	0	4,649	13,817
Project Secondary	-1,594	-6,936	-638	0	0	-4,649	-13,817
Project Net ASF	0	0	0	0	0	0	0

Project Net Capacity

Classrooms, Classroom Service (Room Use Code 100s)

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	0	0.0	0

Laboratories & Laboratory Service Area (Room Use Codes 210, 215, 220, 225, 230, 235, 255)

	Primary Effect			Secondary Effect		
TOP Code	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
-						

Summary	Net ASF	Capacity WSCH
Lab Space	0	0

Office & Office Service Areas (Room Use Code 300s)

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	0	0.0	0.00

FUSION

Project Intent & Scope

Planning

Allan Hancock Joint Community College District (610)
Lompoc Valley Center (612)

District Priority & Project: **19 Construct LVC Amphitheater/Observatory**

Project Type: New
Total Estimated Cost: $7,043,000
Anticipated Source(s) of Funds: Non-State
Type of Construction:
Seismic Retrofit:
If Existing - Age:
If Existing - Condition:

Anticipated Time Schedule

	Land Acquisition	Preliminary Plans	Working Drawings	Construction	Equipment	Occupancy
Year	0	2031	2031	2032	2033	2035-36
Estimated Cost	$0	$223,158	$282,911	$6,119,417	$417,514	

Explain why this project is needed:

The 300 seat Lompoc Valley Center Amphitheater will be a unique venue for events, instructional performances, and commencement ceremonies and would provide a signature outdoor gathering and learning space. The recommended location will help to integrate the Public Safety Training Complex with the original campus precinct. Great care and sensitivity to the environment should inform the design of the Amphitheater. It is intended to be nestled into the existing site contours with the minimum amount of grading needed to achieve the design intent. The design solution should respect and use the many beautiful oak and eucalyptus trees and the other special character defining elements. Additional oak trees could be planted to screen and embrace the site. The design should be inspired by the natural beauty of the campus and should emphasize the appropriate use of local materials, such as stone and wood, in the construction of the Amphitheater and site work. This facility would have the infrastructure and technology to support audio/visual systems and provide lighting for night time use.

FUSION

Planning

Project Intent & Scope

Allan Hancock Joint Community College District (610)
Lompoc Valley Center (612)

District Priority & Project: **19 Construct LVC Amphitheater/Observatory**

Outline of Project Space - Buildings and Remodelings

	Classroom 100s	Laboratory 210-255	Office 300s	Library 400s	AV/TV 530-535	All Other	Total ASF
Project Primary	0	0	0	0	0	5,000	5,000
Project Secondary	0	0	0	0	0	0	0
Project Net ASF	0	0	0	0	0	5,000	5,000

Project Net Capacity

Classrooms, Classroom Service (Room Use Code 100s)

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	0	0.0	0

Laboratories & Laboratory Service Area (Room Use Codes 210, 215, 220, 225, 230, 235, 255)

	Primary Effect			Secondary Effect		
TOP Code	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
-						

Summary	Net ASF	Capacity WSCH
Lab Space	0	0

Office & Office Service Areas (Room Use Code 300s)

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	0	0.0	0.00

FUSION

Project Intent & Scope

Planning

Allan Hancock Joint Community College District (610)
Lompoc Valley Center (612)

District Priority & Project: **21 Upgrade LVC Quad**

Project Type: Reconstruction
Total Estimated Cost: $2,000,000
Anticipated Source(s) of Funds: Non-State
Type of Construction:
Seismic Retrofit:
If Existing - Age:
If Existing - Condition:

Anticipated Time Schedule

	Land Acquisition	Preliminary Plans	Working Drawings	Construction	Equipment	Occupancy
Year	0	2031	2031	2032	0	2035-36
Estimated Cost	$0	$50,000	$75,000	$1,875,000	$0	

Explain why this project is needed:

This project entails upgrading the LVC quad.

FUSION

Planning

Project Intent & Scope

Allan Hancock Joint Community College District (610)
Lompoc Valley Center (612)

District Priority & Project: **21 Upgrade LVC Quad**

Outline of Project Space - Buildings and Remodelings

	Classroom 100s	Laboratory 210-255	Office 300s	Library 400s	AV/TV 530-535	All Other	Total ASF
Project Primary	0	0	0	0	0	0	0
Project Secondary	0	0	0	0	0	0	0
Project Net ASF	0	0	0	0	0	0	0

Project Net Capacity

Classrooms, Classroom Service (Room Use Code 100s)

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	0	0.0	0

Laboratories & Laboratory Service Area (Room Use Codes 210, 215, 220, 225, 230, 235, 255)

	Primary Effect			Secondary Effect		
TOP Code	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
-						

Summary	Net ASF	Capacity WSCH
Lab Space	0	0

Office & Office Service Areas (Room Use Code 300s)

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	0	0.0	0.00

ALLAN HANCOCK COLLEGE

CONSENT ITEM

To:	Board of Trustees	Date:	June 10, 2025
From:	Superintendent/President		
Subject:	Approval of Notice of Completion for the LVC Children's Center Outdoor Play Yard Project (Rebid No. 25-02)	Item Number:	11.K.
Institutional Goal:	Accreditation Standard III	Enclosures:	Page 1 of 1

BACKGROUND

On January 6, 2025, construction of the LVC Children's Center Outdoor Play Yard Project (Rebid No. 25-02) started with Specialty Constructor Services, Inc., for $244,490. During the course of the project, the district approved three change orders for owner requested enhancements increasing the amount of the project to a grand total of $258,374.

The work is now complete. Therefore, it is appropriate for the district to file a notice of completion with the Santa Barbara County Recorder's Office.

The filing of the notice of completion starts the 30-day period within which subcontractors or material suppliers must file any stop payment notices. Upon completion of the time period and with no outstanding stop notices, the college is obligated to release the retention payment to the contractor in accordance with public contract code section 7107(c).

FISCAL IMPACT

There is no fiscal impact to file a notice of completion.

RECOMMENDATION

Staff recommends the board of trustees approve filing a Notice of Completion for the LVC Children's Center Outdoor Play Yard Project (Rebid No. 25-02).

Administrator Initiating Item:	Final Disposition:
Dennis Curran	

ALLAN HANCOCK COLLEGE

CONSENT ITEM

To:	Board of Trustees	Date:	
From:	Superintendent/President		June 10, 2025
Subject:	Approval of Final Project Proposal for Building N, Gym Renovation	Item Number:	11.L.
Institutional Goal:	Accreditation Standard III	Enclosures:	Page 1 of 33

BACKGROUND

Community college districts may annually submit project proposals to the Chancellor's Office for capital outlay funding. The first step in this process is to submit a three-page concept paper, called an Initial Project Proposal (IPP). The second and final step is to submit a Final Project Proposal (FPP), which includes basic facility concepts, funding justification and budget detail. Projects are funded via state bonds and may include "matching funds" from the district.

The district previously submitted an IPP and FPP to modernize building N (the gym). The FPP (attached) was completed in 2023 and can be submitted for two annual cycles. Since our FPP was submitted, but not approved for funding, in fiscal year (FY) 2023-24 and 2024-25, we can resubmit the FPP once more in FY 2025-26. The earliest the project could be funded would be in the state's FY 2027-28 budget. The district agreed to provide a match of 25 percent of the cost of the modernization.

If the modernization project is not approved for funding during the next budget cycle, then the district will need to update the FPP for submission in future years.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends the board of trustees approve the filing of the Final Project Proposal for Building N, Gym Renovation, with the Chancellor's Office.

Administrator Initiating Item:	Final Disposition:
Dennis Curran	

Final Project Proposal

2027-2028

Community College Construction Act of 1980
Capital Outlay Budget Change Proposal

Gym Renovation
Proposal Name

Allan Hancock Community College District
Community College District

Allan Hancock College
College or Center

July 1, 2025
Date

A ____ P **x** W **x** C **x** E **x**

2.1 Final Project Proposal Checklist

District: Allan Hancock Community College District
College: Allan Hancock College
Project: Gym Renovation
Prepared by: 19six/FPACS **Date:** July 1, 2025

Section	Description	Status	Date
1.1	Title Page	Complete	3/11/2025
2.1	Final Project Proposal Checklist	Complete	3/11/2025
3.1	Approval Page - Final Project Proposal (with original signatures)	Complete	3/11/2025
3.2	Project Terms and Conditions	Complete	3/11/2025
4.1	Analysis of Building Space Use and WSCH - JCAF 31	Complete	3/11/2025
5.1	Cost Estimate Summary - JCAF 32	Complete	3/11/2025
5.2	Quantities and Unit Costs supporting the JCAF 32	Complete	3/11/2025
	(Insert the optional cost analyses into this section.)		3/11/2025
6.1	California Energy Commission Approved Audit	Complete	3/11/2025
7.1	Responses to Specific Requirements -- State Administrative Manual	Complete	3/11/2025
	(Also provide this section electronically in Word 6. Version)	Complete	3/11/2025
8.1	California Environmental Quality Act: Environmental Impact Report or Exemption Notice	Complete	3/11/2025
9.1	Analysis of Future Costs	Complete	3/11/2025
10.1	Campus Plot Plan	Complete	3/18/2020
10.2	Diagrams of Building Areas *(include floor plans with building areas affected.)* *(Insert half-sized scaled conceptual drawings into the FPP.)*	Complete	3/18/2020
10.3	Site Plans	Complete	3/18/2020
10.4	Floor Plans	Complete	3/18/2020
10.5	Exterior Elevations	Complete	3/18/2020
11.1	Guideline-Based Group II Equipment Cost Estimates - JCAF 33	Complete	3/11/2025
12.1	Justification of Additional Costs exceeding Guidelines *(as needed)*	Complete	3/11/2025
13.1	Detailed Equipment List		NA

3.1 Approval Page

Final Project Proposal

Budget Year: 2027-2028

District: Allan Hancock Community College District

Project Location: Allan Hancock College
(College, campus, or center)

Project Name: Gym Renovation

The district proposes funds for inclusion in the State capital outlay budget (check items):
site acquisition [ ] preliminary plans [x] working drawings [x] construction [x] equipment [x]

District Certification

Contact Person: Dennis Curran **Telephone**: (831) 747-7842
(Facilities, Planning and Development)

E-Mail Address: denniscurran@hancockcollege.edu **Fax:**

Approved for submission: **Date**:
(Chancellor/President/Superintendent Signature)

District Board of Trustees Certification

The Governing Board of the District approves the submission of this application to the Board of Governors of the California Community Colleges and promises to fulfill the succeeding list of Project Terms and Conditions.

(President of the Board of Trustees Signature and Date)

(Secretary of the Board of Trustees Signature and Date)

Attach a copy of the Board Resolution that substantiates approval of the application and promises to fulfill the Project Terms and Conditions.

Submit proposal to:
Facilities Planning and Utilization
Chancellor's Office
California Community Colleges
1102 Q Street, 6th Floor
Sacramento, CA 95814-6511

Chancellor's Office Certification

Reviewed by:

Date Completed:

3.2 PROJECT TERMS AND CONDITIONS

District: Allan Hancock Community College District **College:** Allan Hancock College

Project: Gym Renovation **Budget Year:** 2027-2028

1 The applicant hereby requests State funds in the amount prescribed by law for the project named herein. All parts and exhibits contained in or referred to in this application are submitted with and made part of this application.

2 The applicant hereby assures the Board of Governors of the California Community Colleges

a. Pursuant to the provisions of Section 57001.5 of Title 5 no part of this application includes a request for funding the planning or construction of dormitories, stadia, the improvement of sites for student or staff parking, single purpose auditoriums or student centers other than cafeterias. The facilities included in the proposed project will be used for one or more of the purposes authorized in 57001.5 of Title 5.

b. Any State funds received pursuant to this application shall be used solely for defraying the development costs of the proposed project.

If the application is approved, the construction covered by the application shall be undertaken in an economical manner and will not be of elaborate or extravagant design or materials.

c. Pursuant to the provisions of Section 81837 of the *Education Code*, approval of the final plans and specifications for construction will be obtained from the Board of Governors of the California Community Colleges before any contract is let for the construction.

d. No changes in construction plans or specifications made after approval of final plans which would alter the scope of work, function assignable and/or gross areas, utilities, or safety of the facility will be made without prior approval of the Chancellor's Office of the California Community Colleges and the Department of General Services Division of the State Architect.

e. Pursuant to the provisions of Section 57001 of Title 5, an adequate and separate accounting and fiscal records and accounts of all funds received from any source to pay the cost of the proposed construction will be maintained, and audit of such records and accounts will be permitted at any reasonable time, during the project, at the completion of the project, or both.

f. Architectural or engineering supervision and inspection will be provided at the construction site to ensure that the work was completed in compliance with the provisions of Section 81130 of the *Education Code* and that it conforms with the approved plans and specifications.

g. Pursuant to the provisions of Section 8 of the *Budget Act*, no contract will be awarded prior to the allocation of funds to the Board of Governors by the Public Works Board.

3 It is understood by the applicant that:

a. No claim against any funds awarded on this application shall be approved which is for work or materials not a part of the project presented in this application as it will be finally allocated by the Public Works Board.

b. The failure to abide by each of the assurances made herein entitles the Board of Governors of the California Community Colleges to withhold all or some portion of any funds awarded on this application.

c. Any fraudulent statement which materially affects any substantial portion of the project presented in this application, as it may be finally approved, entitles the Board of Governors of the California Community Colleges to terminate this application or payment of any funds awarded on the project presented in this application.

4 It is further understood that:

a. The appropriation which may be made for the project presented in this application does not make an absolute grant of that amount to the applicant.

b. The appropriation is made only to fund the project presented in this application, as it is finally approved, regardless of whether the actual cost is less than or equals the appropriation.

c. A reduction in the scope of the project or assignable areas shall result in a proportionate reduction in the funds available from the appropriation.

Allan Hancock Joint Community College District (610)

Allan Hancock College (611)

Project: Gym Renovation

Rm Type	Description	TOP Code	Department	ASF	Sec. ASF	Increase In Space
110	Classroom	0835	Physical Education	1,100	1,286	-186
210	Class Lab	0835	Physical Education	0	2,286	-2,286
310	Office	0835	Physical Education	2,589	2,662	-73
520	Athletics/Physical Education	0835	Physical Education	26,158	30,213	-4,055
525	Athletic/Physical Ed Service	0835	Physical Education	612	612	0
525	Athletic/Physical Ed Service	0835	Physical Education	120	120	0
525	Athletic/Physical Ed Service	0835	Physical Education	8,827	0	8,827
525	Athletic/Physical Ed Service	0835	Physical Education	175	175	0
680	Meeting Room	0835	Physical Education	469	0	469
715	DP/Computer Service	0835	Physical Education	115	0	115
TOTAL	-	-		**40,165**	**37,354**	**2,811**

Report Generated: 4/30/2025

DISTRICT Allan Hancock Joint Community College District **CAMPUS** Allan Hancock College

Project Name: Gym Renovation **Date Prepared:** 4/30/2025 **Estimate CCI:** 9876 **CFIS Ref. #:**

Prepared By: 19six/FPACS **Estimate EPI:** 5455 **Budget Ref. #:**

	Total Cost	State Funded	District Funded	
			Supportable	Non Supportable
1. SITE ACQUISITION (CCI: 9876)	**$0**	**$0**	**$0**	**$0**
2. PRELIMINARY PLANS (CCI: 9876)	**$1,326,776**	**$653,516**	**$653,516**	**$19,744**
2 - A. Architectural Fees for Preliminary Plans	$823,026			$15,357
2 - B. Project Management for Preliminary Plans	$235,150			$4,388
2 - C. Division of the State Architect Plan Check Fee	$0			$0
2 - D. Preliminary Test (Soils Test, Geotech Report, Hazardous Material, Etc.)	$98,600			$0
2 - E. Other Costs (Special Consultants, Printing, Legal, Etc.)	$170,000			$0
3. WORKING DRAWINGS (CCI: 9876)	**$1,219,298**	**$598,026**	**$598,026**	**$23,246**
3 - A. Architectural Fees for Working Drawings	$940,601			$17,550
3 - B. Project Management for Working Drawings	$0			$0
3 - C. Division of the State Architect Plan Check Fee	$186,511			$4,442
3 - D. Community Colleges Plan Check Fee	$67,186			$1,254
3 - E. Other Costs (Special Consultants, Printing, Legal, Etc.)	$25,000			$0
(Total PW may not exceed 13% of construction)	$0			$0
4. CONSTRUCTION - HARD COSTS (CCI: 9876)	**$23,515,018**	**$17,457,717**	**$5,618,540**	**$438,761**
4 - A. Utility Service	$613,815			$0
4 - B. Site Development - Service	$240,733			$0
4 - C. Site Development - General	$330,381			$0
4 - D. Site Development - Other	$0			$0
4 - E. Reconstruction	$20,069,940			$438,761
4 - F. New Construction (Building) (w/Group 1 equip)	$0			$0
4 - G. Board of Governor's Energy Policy Allowance (2% or 3%)	$602,098			$0
4 - H. Other	$1,658,051			$0
5. CONTINGENCY (CCI: 9876)	**$1,646,051**	**$1,615,338**	**$0**	**$30,713**
5. Contingency	$1,646,051			$30,713
6. ARCHITECTURAL AND ENGINEERING OVERSIGHT (CCI: 9876)	**$587,875**	**$576,906**	**$0**	**$10,969**
6. Architectural and Engineering Oversight	$587,875			$10,969
7. TESTS AND INSPECTIONS (CCI: 9876)	**$737,700**	**$723,936**	**$0**	**$13,765**
A. Tests	$235,150			$0
B. DSA Inspections	$502,550			$0
8. CONSTRUCTION MANAGEMENT (CCI: 9876)	**$470,300**	**$461,525**	**$0**	**$8,775**
8. Construction Management	$470,300			$8,775
9. TOTAL CONSTRUCTION (Items 4 through 8) (CCI: 9876)	**$26,956,945**	**$20,835,422**	**$5,618,540**	**$502,983**
Total Construction Costs	$26,956,945			$502,983
10. FURNITURE AND GROUP II EQUIPMENT (EPI: 5455)	**$273,964**	**$0**	**$273,964**	**$0**
10 - A. Furniture and Group II Equipment	$273,964			$0
11. Total Project Costs (Items 1, 2, 3, 9, and 10)	**$29,776,983**	**$22,086,964**	**$7,144,045**	**$545,974**

12. Project Data	Gross Square Feet	Assignable Square Feet	ASF:GSF Ratio	Unit Cost Per ASF	Unit Cost Per GSF
New Construction	0	0	0%	$0.00	$0.00
Reconstruction	53,715	40,165	75%	$499.69	$373.64

13. Anticipated Time Schedule

Start Preliminary Plans	8/1/2027	Advertise Bid for Construction	6/1/2029
Start Working Drawings	3/1/2028	Award Construction Contract	8/1/2029
Complete Working Drawings	8/1/2028	Advertise Bid for Equipment	8/1/2030
DSA Final Approval	4/1/2029	Complete Project and Notice of Completion	8/1/2031

14.	State Funded	District Funded		District Funded Total
		Supportable	Non Supportable	
Preliminary Plans	$653,516	$653,516	$19,744	$673,260
Working Drawings	$598,026	$598,026	$23,246	$621,272
Construction	$20,835,422	$5,618,540	$502,983	$6,121,523
Equipment	$0	$273,964	$0	$273,964
Total Costs	$22,086,964	$7,144,045	$545,974	$7,690,019
% of SS Costs	74.17%	25.83%	Project Total	$29,776,983
Points % Calc	75.05%	24.95%	SS Total	$29,231,009

Report Generated: 4/30/2025

DISTRICT Allan Hancock Joint Community College District **CAMPUS** Allan Hancock College

Project Name: Gym Renovation **Date Prepared:** 5/8/2025 **Estimate CCI:** 9876 **CFIS Ref. #:**

Prepared By: 19six/FPACS **Estimate EPI:** 5455 **Budget Ref. #:**

	Total Cost	State Funded	District Funded	
			Supportable	Non Supportable
1. SITE ACQUISITION (CCI: 9876)	**$0**	**$0**	**$0**	**$0**
2. PRELIMINARY PLANS (CCI: 9876)	**$1,326,776**	**$653,516**	**$653,516**	**$19,744**
2 - A. Architectural Fees for Preliminary Plans	$823,026			$15,357
1. Architect fee for Schematic and Preliminary plans - New Construction NewConst x 8.0% x 35.0%	$0			$0
2. Architect fee for Schematic and Preliminary plans - ReConstruction ReConst x 10.0% x 35.0%	$823,026			$0
2 - B. Project Management for Preliminary Plans	$235,150			$4,388
1. Project Administration/Management TotalConst * 1.0%	$235,150			$0
2 - C. Division of the State Architect Plan Check Fee	$0			$0
1. Structural Safety Fee	$0			$0
2. Fire, Life Safety Fee	$0			$0
3. Access Compliance Fee	$0			$0
2 - D. Preliminary Test (Soils Test, Geotech Report, Hazardous Material, Etc.)	$98,600			$0
Geotechnical & Geologic Testing/Reports	$25,000			$0
Hazardous Materials Survey	$15,000			$0
Structural Survey	$40,000			$0
CEQA (Environmental Documents	$15,000			$0
California Geologic Hazard Fee	$3,600			$0
2 - E. Other Costs (Special Consultants, Printing, Legal, Etc.)	$170,000			$0
SWPPP	$15,000			$0
Acoustic Design Consultant	$35,000			$0
Constructability Review Consultant	$40,000			$0
Hazardous Materials Consultant	$20,000			$0
Waterproofing Consultant	$30,000			$0
Kinesiology Specialty Consultant	$20,000			$0

Security Lock System Consultant	$10,000			$0
3. WORKING DRAWINGS (CCI: 9876)	**$1,219,298**	**$598,026**	**$598,026**	**$23,246**
3 - A. Architectural Fees for Working Drawings	$940,601			$17,550
1. Architect fee for Schematic and Working Drawings- New Construction NewConst x 8.0% x 40.0%	$0			$0
2. Architect fee for Schematic and Working Drawings - ReConstruction ReConst x 10.0% x 40.0%	$940,601			$0
3 - B. Project Management for Working Drawings	$0			$0
1. Project Administration/Management TotalConst * 1.0%	$0			$0
3 - C. Division of the State Architect Plan Check Fee	$186,511			$4,442
1. Structural Safety Fee	$129,231			$0
2. Fire, Life Safety Fee	$29,515			$0
3. Access Compliance Fee	$27,765			$0
3 - D. Community Colleges Plan Check Fee	$67,186			$1,254
1. Community Colleges Plan Check Fee (2/7 of 1% of Construction Cost) 2/7 of 1% of Construction Cost	$67,186			$0
3 - E. Other Costs (Special Consultants, Printing, Legal, Etc.)	$25,000			$0
Printing & Advertising	$20,000			$0
Legal Services	$5,000			$0
(Total PW may not exceed 13% of construction)	$0			$0
4. CONSTRUCTION - HARD COSTS (CCI: 9876)	**$23,515,018**	**$17,457,717**	**$5,618,540**	**$438,761**
4 - A. Utility Service	$613,815			$0
Temporary electrical power equipment (pro-rated per job), connections, compressor or pump, 100 amp	$1,302			$0
Circuit breaker, 3 pole, 125 to 600 amp, type MA	$25,656			$0
Load interrupter switch, 2 position, 300 kVA & below, 13.8 kV, 600 amp w/CLF fuses, NEMA 1	$159,016			$0
300 kVA 600 amp Emergency Generator	$143,780			$0
Storm Drainage Manholes, Frames, and Covers, brick, 4' inside diameter, excludes footing, excavation, backfill, frame and cover, add for depths over 8'	$23,010			$0
Subdrainage Piping, corrugated metal, steel, pipe, perforated, asphalt coated, 8" diameter, 18 ga., excludes excavation and backfill	$6,744			$0
Utility Line Signs, Markers, and Flags, underground tape, detectable, reinforced, aluminum foil core, 6", excludes excavation and backfill	$21,367			$0
Utility structures, utility vaults precast concrete, 8' x 14' x 7' high, I.D., 6" thick, excludes excavation and backfill	$9,949			$0
Water Utility Distribution Fire Hydrants, two way, 8'-0" depth, 4-1/2" valve, includes mechanical joints, excludes excavation and backfill	$58,695			$0
Public Storm Utility Drainage Piping, corrugated metal pipe, galvanized and bituminous coated with paved invert, 20' lengths, 16 ga., 8" diameter, excludes excavation and backfill	$21,403			$0

Utility Area Drains, catch basins or manholes frames and covers, cast iron, 24" square, 500 lb., excludes footing, excavation, and backfill	$7,215			$0
Electrical Underground Ducts and Manholes, PVC, elbows, 4" diameter, schedule 40, installed by direct burial in slab or duct bank	$66,770			$0
Underground Hydronic Energy Distribution, pipe conduit prefabricated, polyurethane insulated system, black steel service pipe, std. wt. 1/2" Insulation, 250 degree F. maximum temperature, 10" diam. pipe size, excludes trenching, fittings or crane	$68,908			$0
4 - B. Site Development - Service	$240,733			$0
Demolish, remove pavement & curb, remove concrete curbs, plain, excludes hauling and disposal fees	$228			$0
Minor site demolition, pipe, sewer/water, steel, welded connections, 4" diameter, remove, excludes excavation, hauling	$537			$0
Minor site demolition, remove existing catch basin or manhole, masonry, excludes hauling	$6,870			$0
Hazardous waste cleanup/pickup/disposal, dumpsite disposal charge, maximum	$219,144			$0
Minor site demolition, for disposal on site, excludes hauling, add	$4,476			$0
Fencing demolition, remove chain link posts & fabric, 8' to 10' high	$386			$0
Fine grading, fine grade for slab on grade, machine	$333			$0
Topsoil stripping and stockpiling, loam or topsoil, remove and stockpile on site, 200 HP dozer, 6" deep, 200' haul per C.Y.	$557			$0
Selective clearing, brush, medium clearing, with dozer, ball and chain, excludes removal offsite	$3,465			$0
Clearing & grubbing, grub stumps and remove	$4,232			$0
Excavating, chain trencher, utility trench, common earth, 40 H.P., 12" wide, 36" deep, operator riding, includes backfill	$504			$0
4 - C. Site Development - General	$330,381			$0
Mobilization or demobilization, delivery charge for equipment, on flatbed trailer behind pickup truck	$715			$0
Barricades, guardrail, portable metal with base pads, buy	$62,670			$0
Temporary Fencing, chain link, rented up to 12 months, 6' high, 11 ga, over 1000'	$21,195			$0
Directory boards, outdoor, weatherproof, black plastic, 36" x 36"	$14,792			$0
Signs, 10'-0", add to above for steel posts, galvanized, upright, bolted	$1,689			$0
Planters, precast concrete, sandblasted, 48" diameter, 24" high	$16,052			$0
Planters, precast concrete, fluted, 7' diameter, 36" high	$32,455			$0
Topsoil placement and grading, loam or topsoil, F.E. loader, 1-1/2 C.Y., remove and stockpile on site, spread from pile to rough finish grade	$6,655			$0
Fence, chain link industrial, aluminized steel, 6 ga. wire, 2" posts @ 10' OC, 6' high, includes excavation, & concrete	$4,393			$0
Fence, chain link industrial, gate, galvanized steel, 6' high fence, 1-5/8" frame, 3' wide, 6' high, includes excavation, in concrete	$1,228			$0

Asphaltic concrete, parking lots & driveways, 6" stone base, 1.5" binder course, 1" topping, no asphalt hauling included	$1,182			$0
Pavement markings, parking stall, paint, white, small quantities, 4" wide	$1,153			$0
Sidewalks, driveways, and patios, sidewalks, concrete, for exposed aggregate finish, excludes base, add to above, maximum	$172			$0
Subsurface drip irrigation, air relief valve, inline with compensation tee, 1"	$458			$0
Subsurface drip irrigation, fertilizer injector, non-proportional	$232			$0
Subsurface drip irrigation, flush ends, auto flush, spring loaded	$404			$0
Subsurface drip irrigation, flush ends, ball valve, 4-3/4"	$98			$0
Subsurface drip irrigation, round box for flush ends, 6"	$2,241			$0
Subsurface drip irrigation, screen filter, 1-1/2" disk	$8,149			$0
Subsurface drip irrigation, supply tubing, material only, 1/2", 500' coil	$22,950			$0
Subsurface drip irrigation, typical installation, large, 18" O.C., maximum	$19,850			$0
Base course drainage layers, aggregate base course for roadways and large paved areas, crushed stone base, compacted, crushed 1-1/2" stone base, to 4" deep	$1,408			$0
Cast-in place concrete curbs & gutters, radius steel forms, 6" high curb, 6" thick gutter, 30" wide, includes concrete	$1,305			$0
Landscape edging, redwood, 2" x 4"	$3,218			$0
Ground cover, plants, pachysandra, excludes preparation of beds	$60,538			$0
Sidewalks, driveways, and patios, sidewalk, concrete, cast-in-place with 6 x 6 - W1.4 x W1.4 mesh, broomed finish, 3000 psi, 4" thick, excludes base	$1,065			$0
Concrete paving surface treatment, 4500 psi, fixed form, unreinforced, 12' pass, 6" thick, includes joints, finishing, and curing	$564			$0
Planting beds preparation, backfill planting pit, on site topsoil, by hand	$43,550			$0
4 - D. Site Development - Other	$0			$0
4 - E. Reconstruction	$20,069,940			$438,761
Reconstruction from JCAF31 Reconstruction from JCAF31	$20,069,940			$0
4 - F. New Construction (Building) (w/Group 1 equip)	$0			$0
New Construction from JCAF31 New construction from JCAF31	$0			$0
4 - G. Board of Governor's Energy Policy Allowance (2% or 3%)	$602,098			$0
Energy Incentive (2% of New Building Costs) NewConstruction x 2.0%	$0			$0
Energy Incentive (3% of Renovated Building Costs) ReConstruction x2 .0%	$602,098			$0
4 - H. Other	$1,658,051			$0

Seismic Structural Work - provide diagonal rod braces below existing roof escalated to CCI 9876	$1,658,051			$0
5. CONTINGENCY (CCI: 9876)	**$1,646,051**	**$1,615,338**	**$0**	**$30,713**
5. Contingency	$1,646,051			$30,713
A. Contingency - New Construction TotalConst * 5.0%	$0			$0
B. Contingency - Reconstruction ReConst * 7.0%	$1,646,051			$0
6. ARCHITECTURAL AND ENGINEERING OVERSIGHT (CCI: 9876)	**$587,875**	**$576,906**	**$0**	**$10,969**
6. Architectural and Engineering Oversight	$587,875			$10,969
A. New Construction TotalConst * 8.0% * 25.0%	$0			$0
B. Reconstruction ReConst * 10.0% * 25.0%	$587,875			$0
7. TESTS AND INSPECTIONS (CCI: 9876)	**$737,700**	**$723,936**	**$0**	**$13,765**
7. Tests and Inspections	$737,700			$13,765
A. Tests TotalConst * 1.0%	$235,150			$0
B. DSA Inspections ( )	$502,550			$0
8. CONSTRUCTION MANAGEMENT (CCI: 9876)	**$470,300**	**$461,525**	**$0**	**$8,775**
8. Construction Management	$470,300			$8,775
A. Construction Management TotalConst * 2.0%	$470,300			$0
9. TOTAL CONSTRUCTION (Items 4 through 8) (CCI: 9876)	**$26,956,945**	**$20,835,422**	**$5,618,540**	**$502,983**
Total Construction Costs	$26,956,945			$502,983
10. FURNITURE AND GROUP II EQUIPMENT (EPI: 5455)	**$273,964**	**$0**	**$273,964**	**$0**
10 - A. Furniture and Group II Equipment	$273,964			$0
11. Total Project Costs (Items 1, 2, 3, 9, and 10)	**$29,776,983**	**$22,086,964**	**$7,144,045**	**$545,974**

12. Project Data	Gross Square Feet	Assignable Square Feet	ASF:GSF Ratio	Unit Cost Per ASF	Unit Cost Per GSF
New Construction	0	0	0%	$0.00	$0.00
Reconstruction	53,715	40,165	75%	$499.69	$373.64

13. Anticipated Time Schedule			
Start Preliminary Plans	8/1/2027	Advertise Bid for Construction	6/1/2029
Start Working Drawings	3/1/2028	Award Construction Contract	8/1/2029
Complete Working Drawings	8/1/2028	Advertise Bid for Equipment	8/1/2030
DSA Final Approval	4/1/2029	Complete Project and Notice of Completion	8/1/2031

14.	State Funded	District Funded		District Funded Total
		Supportable	Non Supportable	
Preliminary Plans	$653,516	$653,516	$19,744	$673,260
Working Drawings	$598,026	$598,026	$23,246	$621,272
Construction	$20,835,422	$5,618,540	$502,983	$6,121,523
Equipment	$0	$273,964	$0	$273,964
Total Costs	$22,086,964	$7,144,045	$545,974	$7,690,019

% of SS Costs	74.17%	25.83%	Project Total	$29,776,983
Points % Calc	75.05%	24.95%	SS Total	$29,231,009

Report Generated: 5/8/2025

6.1 CALIFORNIA ENERGY COMMISSION APPROVED AUDIT

This project will be designed to exceed Title 24, Part 6 Energy Code by 10%, consistent with the Board of Governors Energy and Sustainability policy. The design should incorporate sustainable goals for site, energy efficiency, water use reduction, storm water management, occupant health as well as minimizing the buildings impact on the environment both by design and construction. Strategies will consider:

- Natural and native planting materials will be incorporated around the building to minimize, if not eliminate, the irrigation demand.
- Concrete walkways will be minimized to reduce storm water runoff and promote natural filtration into the soil as well as a reduction in the heat island effect.
- Overhangs have been incorporated to shade glazing.
- Low E dual glazing will be incorporated to reduce heat gain.
- Roofing will incorporate cool roofing to reduce the heat island effect and heat gain.
- Heating and cooling will be provided by a highly energy efficient HVAC system.
- Independent HVAC controls provided where applicable.
- Natural lighting will be incorporated into most spaces.
- Energy saving lighting with automatic lighting controls and sensors.
- Interior materials will be low in volatile organic compounds, high in recycled content.
- Water efficient fixtures, faucets and devices will be incorporated.
- A strict recycling program will be required during construction.
- Requested participation in the local utility’s energy incentive program.
- Photovoltaic panels will be incorporated where appropriate.
- Durable systems and finishes with long life cycles that minimize maintenance and replacement.
- Optimization of indoor environmental quality for occupants with high efficiency industrial ventilation.
- Utilization of environmentally preferable products and processes, such as recycled content materials and recyclable materials.
- Procedures that monitor, trend and report operational performance as compared to the optimal design and operating parameters to the campus' central energy management system.
- Space provided in each building to support an active program for recycling and reuse of materials.

Fiscal Year	Business Unit	Department	Priority No.
2027-28	6670	Board of Governors, California Community Colleges	

Budget Request Name	Capital Outlay Program ID	Capital Outlay Project ID
6870-301-COBCO-2027-XX	5680	

Project Title
Allan Hancock Community College District, Allan Hancock College: Gym Renovation

Project Status and Type
Status: ☒ New ☐ Continuing Type: ☒Major ☐ Minor

Project Category *(Select one)*

☐CRI *(Critical Infrastructure)*	☐WSD *(Workload Space Deficiencies)*	☐ECP *(Enrollment Caseload Population)*	☐SM (*Seismic)*
☐FLS *(Fire Life Safety)*	☒FM *(Facility Modernization)*	☐PAR *(Public Access Recreation)*	☐RC *(Resource Conservation)*

Total Request (in thousands)	Phase(s) to be Funded	Total Project Cost (in thousands)
$ 22,087,000	PWCE	$ 29,778,000

Budget Request Summary

The Gymnasium at the Allan Hancock College was constructed in 1962 with a minor addition in 1967. The 63-year old building cannot meet the program needs for physical education and related programs demanded by students. The scope of this project renovates the 53,715 gross square foot (gsf) Gymnasium building (N) (space inventory #20) resulting in a total of 40,165 assignable square feet (asf) comprised of 1,100 asf lecture space, 2,589 asf office space, and 36,476 asf of other Physical Education space. Total project cost is $29,778,000 ($22,087,000 state funds, $7,690,000 district funds of which $546,000 are for non-state supportable costs).

Requires Legislation	Code Section(s) to be Added/Amended/Repealed	CCCI
☐ Yes ☒ No		9654

Requires Provisional Language	Budget Package Status
☐ Yes ☒ No	☐ Needed ☒ Not Needed ☐ Existing

Impact on Support Budget

One-Time Costs	☐ Yes	☒ No	Swing Space Needed	☐ Yes	☒ No
Future Savings	☐ Yes	☒ No	Generate Surplus Property	☐ Yes	☒ No
Future Costs	☐ Yes	☒ No			

If proposal affects another department, does other department concur with proposal? ☐ Yes ☐ No
Attach comments of affected department, signed and dated by the department director or designee.

Prepared By	Date	Reviewed By	Date
Department Director	**Date**	**Agency Secretary**	**Date**

Department of Finance Use Only

Principal Program Budget Analyst	Date submitted to the Legislature

A. COBCP Abstract:

Allan Hancock Community College District, Allan Hancock College, Gym Renovation – $29,778,000 for Preliminary Plans, Working Drawings, Construction, and Equipment. The project will renovate the 63-year-old Gym Building. The project will provide a reconstructed 40,165 asf/53,715 gsf Gymnasium facility. Total project costs are estimated at $29,778,000, including Preliminary Plans ($1,327,000), Working Drawings ($1,220,000), Construction ($26,957,000), and Equipment ($274,000). The construction amount includes $23,515,000 for the construction contract, $1,646,000 for contingency, $588,000 for architectural and engineering services, and $1,208,000 for other project costs. The current project schedule estimates Preliminary Plans will begin in August 2027 and will be completed in March 2028. The Working Drawings are estimated to begin in March 2028 and will be approved in April 2029. Construction is scheduled to begin in August 2029 and will be completed in August 2031.

B. Purpose of the Project:

Based on the 2023-24 Chancellor's Office data the Allan Hancock CCD has 19,669 students enrolled in its instructional programs, and 7,323 of Allan Hancock College's students are receiving financial aid. Allan Hancock College has 755 employees who provide administrative leadership, student services, and instruction. There are 7 full-time and 50 part-time employees who directly serve the programs associated with the proposed project. An additional Trainer will be added to the program. The Allan Hancock CCD and the Allan Hancock College campus are not located in a region which is identified by the California Community College Vision for Success as a region of high need.

Allan Hancock College has 19 projects in their Capital Outlay Plan. They are the following projects; Gym Renovation, Marian Theater Sound Project, Interim Grounds/Operations Building, Refinish Pool and Pool Deck, Construct Police Department/Facilities Compound, K - Business Education Replacement, Modernize Athletics Complex, Modernize Building M300/400, Construct Classroom Facility, Construct Career Technical Education Facilities, Building H Renovation, Upgrade Infrastructure, Construct Facility Offices/Classrooms/Meeting Space/Events Space, Modernize South Campus Facilities, D-Theater Arts Center Renovation/Replacement, Modernize Building L With Classroom Updates, Construct Welcome Area with Drop Off Loop, Construct Nursing Lab Facility, and the Fine Arts Complex.

The Allan Hancock College Gym Renovation project will renovate the 63-year-old Gym Building. There has been no remodeling done to the Gym Building since its construction in 1962. The project supports the academic areas of the Physical Education and Kinesiology Programs. These programs include Physical Education, Kinesiology, Sports Medicine, and Recreation Management. The Sports Medicine and Recreation Management programs are Career Technology Education (CTE) Programs that currently have insufficient and inefficient space to grow their programs. The modernization of the Gym Building will provide modern, safe, efficient educational space for the programs.

The current building no longer meets building seismic codes. The district recently commissioned a third-party seismic study (John A. Martin & Associates, Inc.), which found that the building is assessed at risk level VI. The existing gypsum diaphragm is not capable of adequately transferring seismic forces of out-of-plane wall loads to the tilt-up concrete shear walls. Based on the brittle nature of the gypsum material not typically used for seismic resistance, the structure has significant seismic issues. The gypsum diaphragm will be

retrofitted by providing horizontal diagonal rod braces below the existing roof. The cost of this work is $1,658,051 (CCI 9876) and is included in the Cost Estimate for the project.

Allan Hancock CCD will renovate the 53,715 gsf building which will provide 40,165 asf consisting primarily of lecture, laboratory, office, and physical education related space.

Facilities Condition and Programmatic Issues

The 63-year-old Gym Building was built in a time when Title IX and American Disabilities Act (ADA) issues were not a concern. This was a time when HVAC systems were in their infancy for use in Gymnasiums. There is no conditioned air in the facility. During heat spells portions of the facility are not usable. The Training Room is located such that users must pass through the Men's Locker Room or a male faculty member's office. This causes women to only have access when the Men's Locker Room has been vacated and/or the male faculty member leaves their office. In the case of a women athlete injuring themselves during a training session, the gurney transport would have to occur through the Men's Locker Room.

The old building has many ADA non-compliance issues. Access to the building is compromised. There are no ADA compliant stalls in any of the building's restrooms. There are no gender-neutral facilities in the building. Some of the Faculty Offices are not ADA compliant due to their limited size.

Both the Men's and Women's locker rooms are original with many of the lockers being rusty and non-operational. The Men's Shower Room has only 7 functioning shower heads. When large groups like the football team are using them there are wait lines to use the showers. There are the same issues with the Women's Locker Room. Recent state laws mandate that community colleges make restroom/shower facilities be available to the homeless population adding further burden and non-compliance to their use.

The Fitness Lab is not configured or sized for the large volume of use it receives. When large groups are using it, equipment must be moved out into the hallway for use. This creates a non-compliant path of travel in that area of the facility.

Faculty Office space is at a premium, requiring some of the faculty members to set up makeshift offices in the equipment rooms. None of the offices have any conditioned air. Vents in some offices have black soot emitted from them and walls bulging from trapped moisture content.

There is not enough classroom space for the programs, program classes must be held in other parts of the campus, scattering the programs around the campus. The current classroom capacity is easily exceeded at the beginning of the semesters turning away students from the programs.

Two of the newest CTE Programs, Sports Medicine and Recreation Management will be brought into the renovated building on completion. A Cycling Program has been made dormant due to the lack of storage space for the program's equipment.

The California Community College Athletic Association Compliance Rules Exam requires students to complete their course in a 2-year period. The current Gym configuration limits the program's ability to meet that need due to space limitations and inefficiencies.

Currently there are about a 1,000 students per semester that utilize the Gym Building in various programs housed in the Gym Building. The building is also used for community event support. Several of the local high schools use the facility for their graduation ceremonies. The lack of conditioned air makes for an unpleasant event.

This project will provide a renovated 40,165 asf facility housing efficient Physical Education classroom, laboratory, and office space. The planned renovation will provide for implementation of modern technology in classrooms and laboratories.

Solution Criteria

To mitigate these problems, Allan Hancock College seeks a solution that meets the following criteria:

- Cost – Is the least cost solution.
- Educational Impacts – Provides the technology and configuration to support instructional programs.
- Educational Impacts – Creates an on-campus environment where students can learn through the incorporation of current educational technologies.
- Delivery time – Project delivers a solution in the shortest amount of time
- Campus integration or cohesiveness – Project is included in the campus' master plan.
- Security – Improves campus security systems
- Energy efficiency and environmental sustainability – Improves energy efficiency

C. Relationship to the Strategic Plan:

Allan Hancock CCD's Gym Renovation project seeks to advance the goals of the California Community Colleges Vision for Success, an effort to improve student success, increase students' transfer to four-year institutions, and build robust career technical education programs. This project is a high priority in the 5-Year Capital Outlay Plan which Allan Hancock CCD's Board of Trustees approved in 2025. This project supports the Allan Hancock College facilities plan by providing a facility that promotes academic excellence and will be accessible to all. In addition, the master plan goal of providing an environment free of hazardous substances will also be achieved after the renovation is complete.

This project will integrate architectural elements that match the state's environmental sustainability goals. The district has evaluated the campus' energy and water usage to implement sustainability measures for the proposed project, including energy efficient lighting and HVAC, and integrating water conservation measures.

D. Alternatives:

Three viable alternatives were analyzed to address the problems discussed above:

- **Alternative 1** – Renovate existing Gym Building
- **Alternative 2** – Lease space off campus
- **Alternative 3** – Demolish old and build new Gym Building

Alternative #1 – Renovate the existing 57,315 gsf Gym Building. The renovation will provide 1,100 asf lecture, 2,589 asf office, and 36,476 asf other physical education spaces for a total of 40,165 asf. The estimated cost of this alternative @ CCI 9876 and EPI 5455 is $29,778,000.

Pros:

- Educational Impacts – Provides the technology and configuration to support Career Technology programs.

- Educational Impacts – Creates an on-campus environment where students can learn through the incorporation of current educational technologies
- Delivery Timeline – Project delivers a solution in a relatively short amount of time
- Campus integration or cohesiveness – Project is included in the campus' master plan
- Security - Improves campus security systems
- Energy efficiency and environmental sustainability – Improves energy efficiency

Cons:

- Programs will need to be relocated while the Gym is renovated
- Must wait for available State capital outlay funding

Alternative #2 – Lease off campus space. Lease 57,315 gsf of off campus space with 1,100 asf lecture, 2,589 asf office, and 36,476 asf other physical education spaces for a total of 40,165 asf. The estimated cost of this alternative @ CCI 9876 and EPI 5455 is $51,576,000.

Pros:

- Educational Impacts – Provides the technology and configuration to support the Physical Education and Kinesiology programs.
- Delivery Timeline – Project delivers a solution in the short amount of time.

Cons:

- Educational Impacts – Does not create an on-campus environment for the Physical Education and Kinesiology programs.
- Forces students and faculty to leave the main campus.
- Cost – Is not the least cost long term solution.
- Educational Impacts – Does not provide the technology and configuration to support Physical Education and Kinesiology programs.
- Campus integration or cohesiveness – Project is not included in the district's master plan
- Security – Does not improve campus security systems.
- Energy efficiency and environmental sustainability – Does not improve energy efficiency
- Not consistent with the College's Education and Facilities Master Plan

Alternative #3 – Demolish old Gym and build a new 57,315 gsf Gym Building with 1,100 asf lecture, 2,589 asf office, and 36,476 asf other physical education spaces for a total of 40,165 asf. The estimated cost of this alternative @ CCI 9876 and EPI 5455 is $38,360,000.

Pros:

- Educational Impacts – Provides the technology and configuration to support Career Technology programs.
- Educational Impacts – Creates an on-campus environment where students can learn through the incorporation of current educational technologies
- Campus integration or cohesiveness – Project is included in the campus' master plan
- Security - Improves campus security systems
- Energy efficiency and environmental sustainability – Improves energy efficiency
- Old Gym could remain and be used until new Gym is built

Cons:

- Cost – Is not the least cost long term solution.
- Does not meet the facilities master plan to reutilize existing campus buildings when appropriate.

Solution Criteria Matrix

CRITERIA	Alternative #1 Renovate Gym	Alternative #2 Lease Off-Site Facilities	Alternative #3 Demolish & Build New
Cost	Yes	No	No
Technology Educational Impacts	Yes	Yes	Yes
On-Campus Environment Educational Impacts	Yes	No	Yes
Delivery Time	Yes	Yes	Yes
Campus Integration and Cohesiveness	Yes	No	Yes
Improves Security	Yes	No	Yes
Energy Efficiency and Environmental Sustainability	Yes	No	Yes

E. Recommended Solution:

1. Which alternative and why?

Alternative #1 – Renovate the existing Gym Building is the chosen option because it meets all the solution criteria. The renovated Gym Building will provide appropriately configured learning spaces that support the Physical Education and Kinesiology programs. The renovated building will provide security features and allows students and faculty to participate in a safe environment.

Alternative #1 is consistent with the District's Master Plan and included in the college's Facilities Plan to enhance existing campus facilities. The renovated building will be efficient, it improves environmental and sustainability measures. This alternative does not adversely impact the campus' operations budget and is the least cost solution. The total estimated cost of this alternative @ CCCI 9876 and EPI 5455: $29,778,000.

Why the other alternatives are not recommended:

Alternative #2 - Lease off-site facilities: this option does not meet all the solution criteria. This alternative poses many challenges in finding adequate State approved Physical Education space near the campus. Additionally, this alternative distances the

programs and students from campus, creating hardship for students with limited transportation, scheduling and resources. This choice does not provide a permanent space solution that is consistent with the college's strategic plan. This choice adversely impacts the campus operations budget and is not the least expensive option.

Alternative #3 – Demolish old Gym and construct a new Gym Building: while this option meets all of the solution criteria, it is not the least cost solution and would require the Physical Education & Kinesiology programs to be extremely limited while the old Gym was demolished, and a new Gym was constructed.

2. Detailed scope description.

Renovating the 57,315 gsf Gym Building will provide 1,100 asf lecture, 2,589 asf office, and 36,476 asf other physical education spaces for a total of 40,165 asf. Included in the project scope of work is the removal of all hazardous materials, the seismic retrofitting of the building to current codes, and upgrading access to current ADA standards. The project scope includes work on the press box, kitchen are and concessions areas which will be 100% locally funded as non-state supportable space ,

Capacity-Load Ratios

Upon completion of the project, capacity-load ratio for lecture spaces reduces from 115% to 109%. In realigning overbuilt space at project completion, the office space capacity-load ratio reduces from 147% to 141%. Library and AV/TV spaces remain way below 100% capacity-load ratio.

Space Analysis (ASF):

Type	Lecture	Lab	Office	Library	AV/TV	Other	Total
Primary	1,100	0	2,589	0	0	36,476	40,165
Secondary	-1,286	-2,286	-2,662	0	0	-31,120	-37,354
Net	-186	-2,286	-73	0	0	5,356	2,811
Beg. Cap/Load Ratios (2027)	**115%**	**243%**	**147%**	**87%**	**26%**	**N/A**	**123%**
End. Cap/Load Ratios (2031)	**109%**	**229%**	**141%**	**88%**	**26%**	**N/A**	**118%**

The District is contributing 25% toward state-supportable project costs and 100% to the non-state supportable space.

3. Basis for cost information.

The architect for this project, using cost guidelines provided by the State Chancellor's Office, engineering data based upon the building specifications, and professional cost estimating, has provided the cost estimates.

This project will be designed to exceed Title 24, Part 6 Energy Code by 10%, consistent with the Board of Governors Energy and Sustainability policy. The design incorporates sustainable goals for site, energy efficiency, water use reduction, storm water management, occupant health as well as minimizing the building's impact on the environment both by design and construction. Strategies will consider:

- Natural and native planting materials will be incorporated around the building to minimize, if not eliminate, the irrigation demand;

- Concrete walkways will be minimized to reduce storm water runoff and promote natural filtration into the soil as well as a reduction in the heat island effect;
- Overhangs have been incorporated to shade glazing;
- Low E dual glazing will be incorporated to reduce heat gain;
- Roofing will incorporate cool roofing to reduce the heat island effect and heat gain;
- Heating and cooling will be provided by a highly energy efficient HVAC system;
- Independent HVAC controls provided where applicable;
- Natural lighting will be incorporated into most spaces;
- Energy saving lighting with automatic lighting controls and sensors;
- Interior materials will be low in volatile organic compounds, high in recycled content;
- Water efficient fixtures, faucets and devices will be incorporated;
- A strict recycling program will be required during construction;
- Requested participation in the local utility's energy incentive program; and
- Photovoltaic panels will be incorporated where appropriate.

4. **Factors/benefits for recommended solution other than the least expensive alternative**.

The project is the least cost solution. This project will improve the instruction delivery for the Physical Education and Kinesiology Programs and does meet the goals and mission statement of the Allan Hancock College Master Plan.

5. Complete description of impact on support budget.

This project will result in an additional Trainer position at an annual cost of $76,000. No additional custodians will be needed. This project will include installation of new, efficient mechanical and electrical devices, which will result in a reduction of operational and maintenance costs.

Please see *9.1 Analysis of Future Costs* in this proposal for a detailed discussion

6. Identify and explain any project risks.

No known risks have been identified for this project at this time.

7. **List requested interdepartmental coordination and/or special project approval**

- Division of the State Architect and the State Fire Marshall review for structural safety, access compliance and fire life safety plan and field reviews.
- State Public Works Board approval of preliminary plans.

F. Consistency with Government Code Section 65041.1:

The California Community Colleges are exempt from the specific provisions of this Government Code Section.

G. Attachments:

1. Project Cost Estimate (Quantity & Unit Costs)
2. JCAF31
3. JCAF32
4. JCAF33
5. Schematic Drawings
6. Economic Matrix

ECONOMIC ANALYSIS MATRIX	Alternative #1 Gym Renovation*	Alternative #2 Lease Off-Site Facilities**	Alternative #3 Demolish & Build New Gym***
Site Acquisition	$0	$0	$0
Plans and Working Drawings	$2,546,000	$1,025,000	$2,575,000
Construction Costs:			
Utility Service	$614,000	$0	$1,955,000
Site Development-Service	$241,000	$0	$1,005,000
Site Development-General	$330,000	$0	$1,310,000
Other Site	$0	$0	$0
Reconstruction	$20,070,000	$0	$0
New Construction	$0	$0	$26,760,000
Energy Policy Allowance	$602,000	$0	$535,000
Other Construction	$1,658,000	$0	$0
Construction Soft Costs	$3,443,000	$0	$3,946,000
Total Construction Costs	$26,958,000	$0	$38,898,000
Equipment (Group II)	$274,000	$274,000	$274,000
Other – Portable or Lease Costs	$0	$47,591,000	$0
Other – Tenant Improvements	$0	$2,686,000	$0
Total Project Cost CCI: 9876 EPI: 5455	**$29,778,000**	**$51,576,000**	**$38,360,000**
Total Costs Escalated **@ CCI: 9876 EPI: 5455 per DOF Budget Letter BL-XXXXX**	**CCC Calculates this amount based on latest DOF directions**		

* Figures Taken from Units and Supporting Costs for the JCAF32
** $1.95 per gsf per month x 53,715 gsf x 12 months x 40 years. Tennant Improvements are estimated at $50/gsf
*** New Construction Costs based on Chancellor's Office Building Cost Guidelines

8.1 CALIFORNIA ENVIRONMENTAL QUALITY ACT ENVIRONMENTAL IMPACT REPORT

(Reference: California Code of Regulations, Title 5, Section 57121)

It has been determined that a Negative Declaration will apply to this project. This declaration will be submitted to the appropriate agencies for approval prior to the submission of the Preliminary Plans to the Chancellor's Office.

9.1 ANALYSIS OF FUTURE COSTS

Provide an economic analysis of additional instructional, administrative, and maintenance cost resulting from the proposed project, including personnel years. Disclose all new courses or programs to be housed in the project that may need Chancellor's Office review.

Personnel Costs

Certificated: It is estimated that there will be no need for additional faculty

Classified: There will be an additional Trainer added to staff at an annual cost of $76,000.

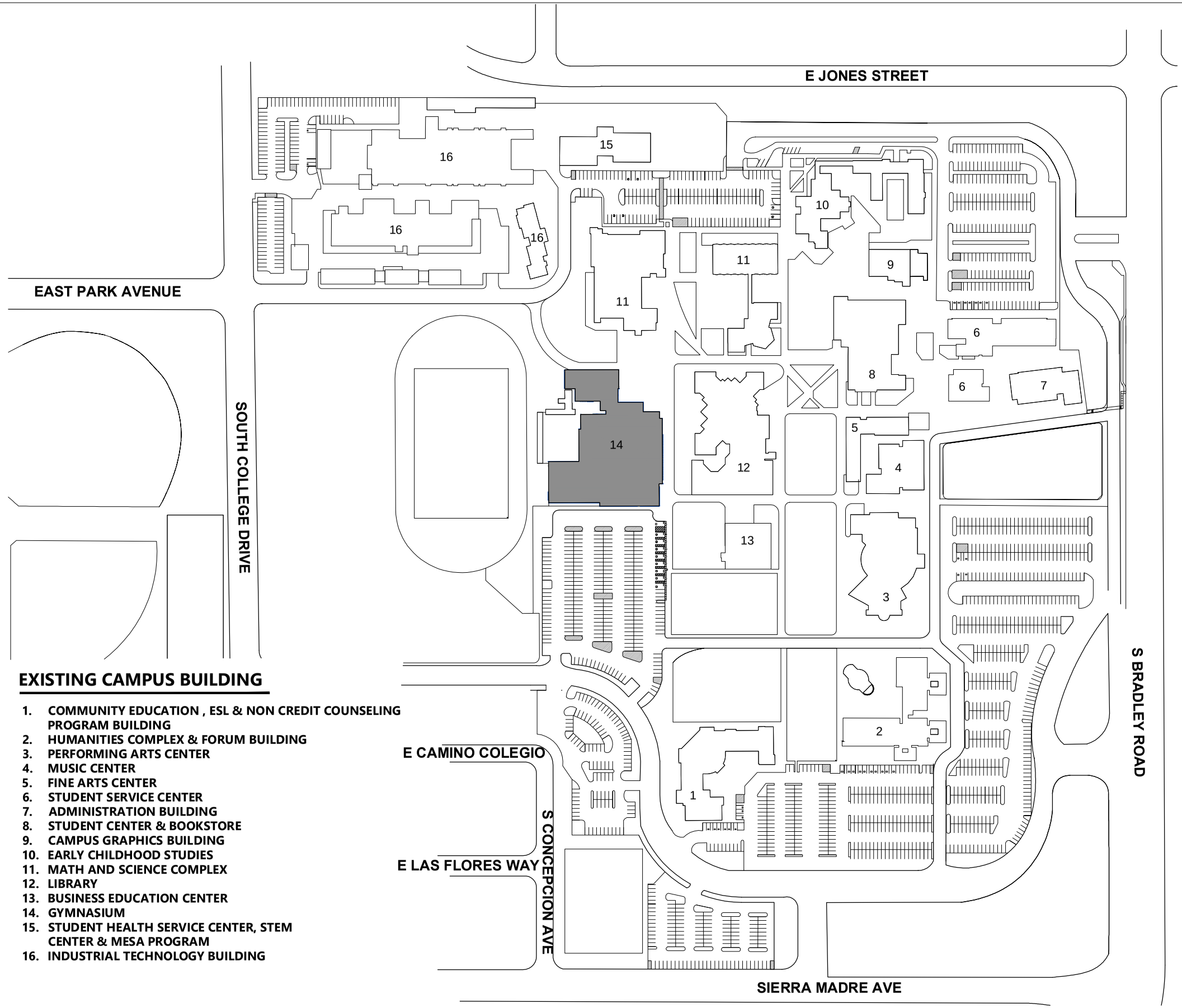
Facilities Operations will not require additional custodians.

Depreciation, Maintenance, and Operation:

There will be an offset of maintenance costs due to the renovation of the existing building. There will be no increase of current maintenance and operations costs for the renovated building. Energy efficiency measures will help reduce the energy cost per square foot over the current building.

Program/Course/Service Approvals: List all new programs/courses/services to be housed in this project or its secondary effects and give the date of approval. If there are not new programs/courses/services for which approval is required, please so state. This is not required for equipment-only projects.

Name of New Program/Course/Service	Date of Approval
No new programs	



EXISTING CAMPUS BUILDING

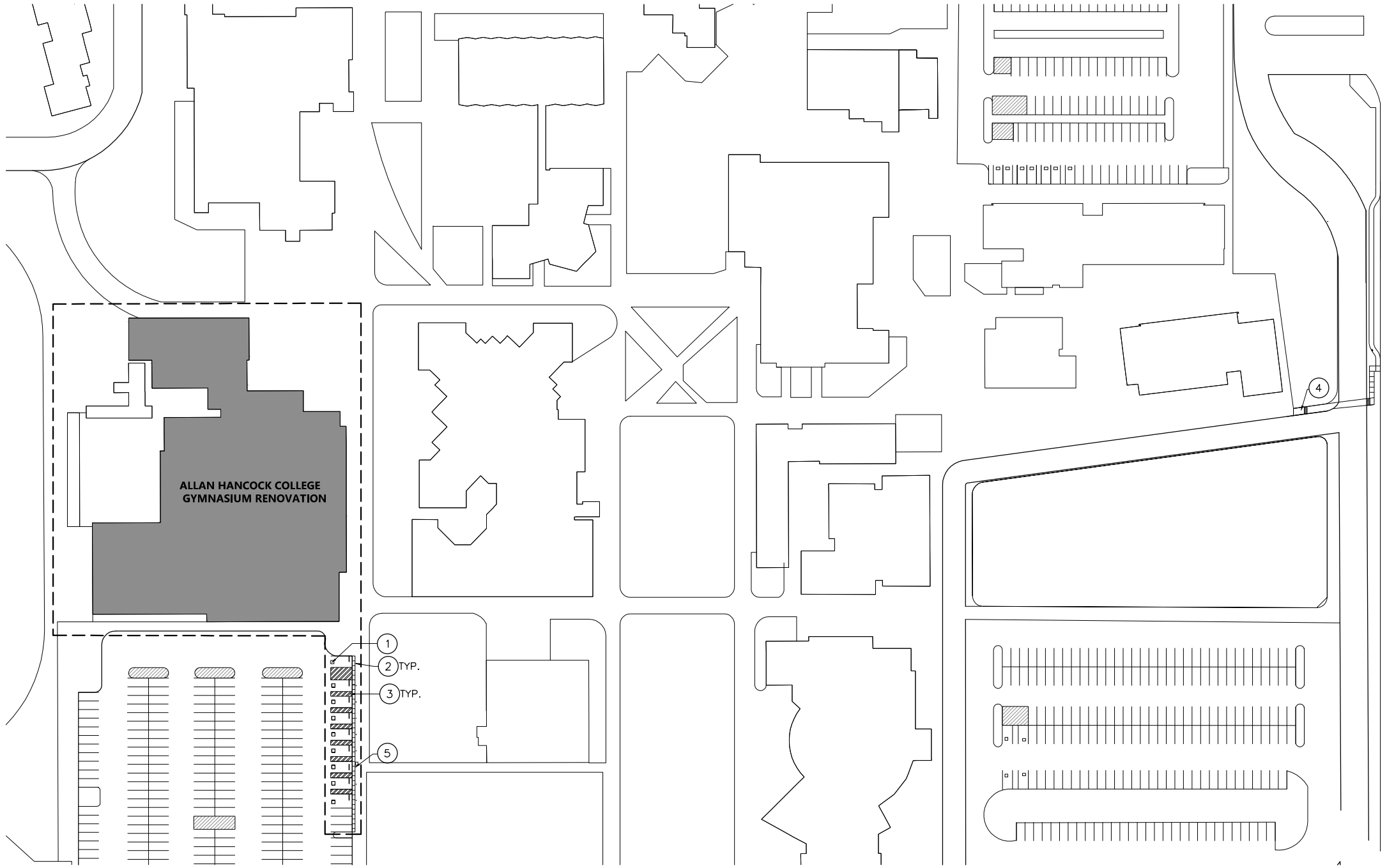
1. COMMUNITY EDUCATION , ESL & NON CREDIT COUNSELING PROGRAM BUILDING
2. HUMANITIES COMPLEX & FORUM BUILDING
3. PERFORMING ARTS CENTER
4. MUSIC CENTER
5. FINE ARTS CENTER
6. STUDENT SERVICE CENTER
7. ADMINISTRATION BUILDING
8. STUDENT CENTER & BOOKSTORE
9. CAMPUS GRAPHICS BUILDING
10. EARLY CHILDHOOD STUDIES
11. MATH AND SCIENCE COMPLEX
12. LIBRARY
13. BUSINESS EDUCATION CENTER
14. GYMNASIUM
15. STUDENT HEALTH SERVICE CENTER, STEM CENTER & MESA PROGRAM
16. INDUSTRIAL TECHNOLOGY BUILDING

TRUE NORTH

0' 62.5' 125' 187.5'

ALLAN HANCOCK COLLEGE GYMNASIUM RENOVATION
CAMPUS PLOT PLAN

196 ARCHITECTS



○ NUMBERED NOTES

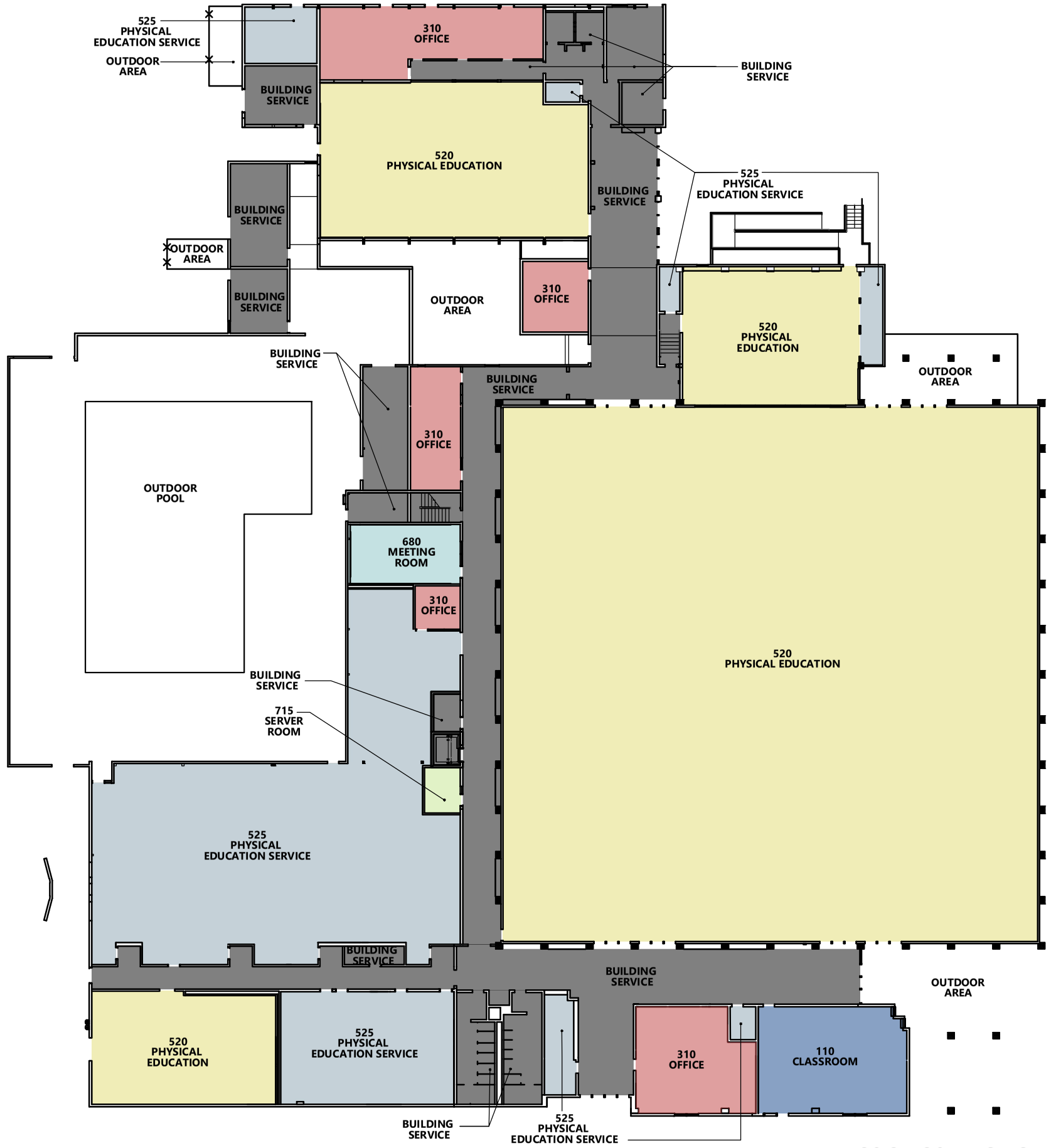
1. REPAINT SYMBOL FOR ADA SIGNS
2. PROVIDE (N) ADA PARKING SIGNAGE
3. PROVIDE (N) STRIPPING FOR ADA PARKING
4. DEMO / REPLACE (E) CONCRETE WALKWAY TO BE CODE COMPLIANT WITH MAX 5 % SLOPE
5. PROVIDE (N) ADA PARKING SIGNAGE WITH (N) POST

TRUE NORTH

0' 32' 64' 128'

ALLAN HANCOCK COLLEGE GYMNASIUM RENOVATION
ENLARGED SITE PLAN

196 ARCHITECTS



0' 8' 16' 32'

1ST FLOOR

ROOM TYPE	TOP CODE	DESCRIPTION	ACTUAL ASF
110	0835	CLASSROOM	1,100 SF
310	0835	OFFICE	2,589 SF
520	0835	PHYSICAL EDUCATION	26,158 SF
525	0835	PHYSICAL EDUCATION SERVICE	7,356 SF
680	0835	MEETING ROOM	469 SF
715	0835	SERVER ROOM	115 SF
FIRST FLOOR TOTAL ASF			37,787 SF
		1ST FLOOR BUILDING SERVICE	12,630 GSF

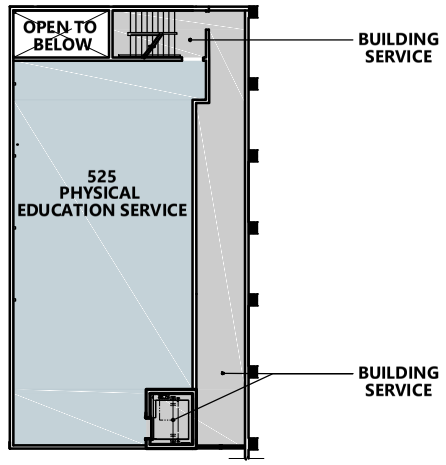
PROJECT TOTAL

ROOM TYPE	TOP CODE	DESCRIPTION	ASF
110	0835	CLASSROOM	1,100 SF
310	0835	OFFICE	2,589 SF
520	0835	PHYSICAL EDUCATION	26,158 SF
525	0835	PHYSICAL EDUCATION SERVICE	9,734 SF
680	0835	MEETING ROOM	469 SF
715	0835	SERVER ROOM	115 SF
TOTAL BUILDING ASF			40,165 SF

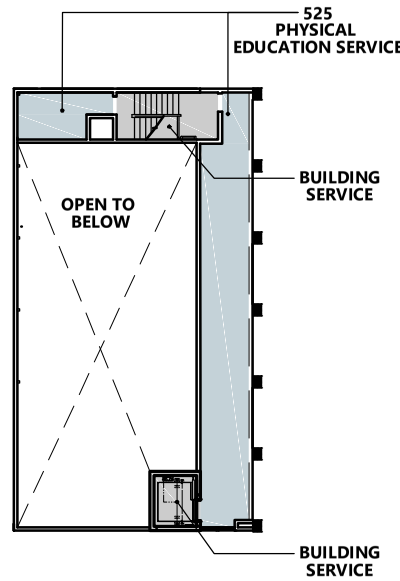
TRUE NORTH

ALLAN HANCOCK COLLEGE GYMNASIUM RENOVATION
FIRST FLOOR PLAN

196 ARCHITECTS



SECOND FLOOR PLAN



THIRD FLOOR PLAN

2ND FLOOR

ROOM TYPE	TOP CODE	DESCRIPTION	ACTUAL ASF
525	0835	PHYSICAL EDUCATION SERVICE	1,719 SF
SECOND FLOOR TOTAL ASF			1,719 SF
		2ND FLOOR BUILDING SERVICE	947 GSF

3RD FLOOR

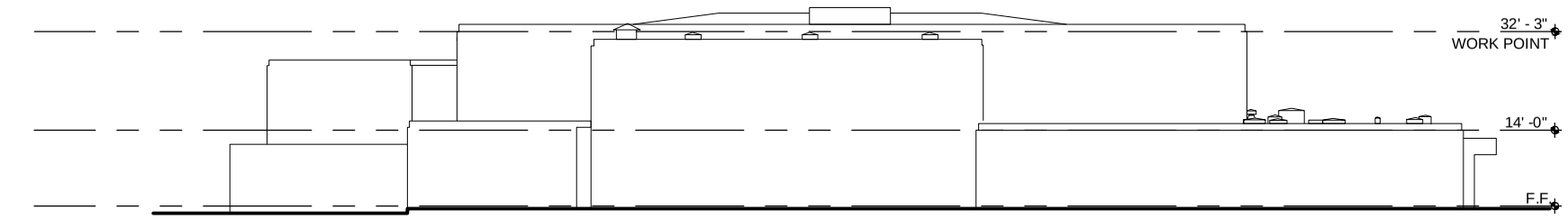
ROOM TYPE	TOP CODE	DESCRIPTION	ACTUAL ASF
525	0835	PHYSICAL EDUCATION SERVICE	659 SF
THIRD FLOOR TOTAL ASF			659 SF
		3RD FLOOR BUILDING SERVICE	378 GSF

0' 8' 16' 32'

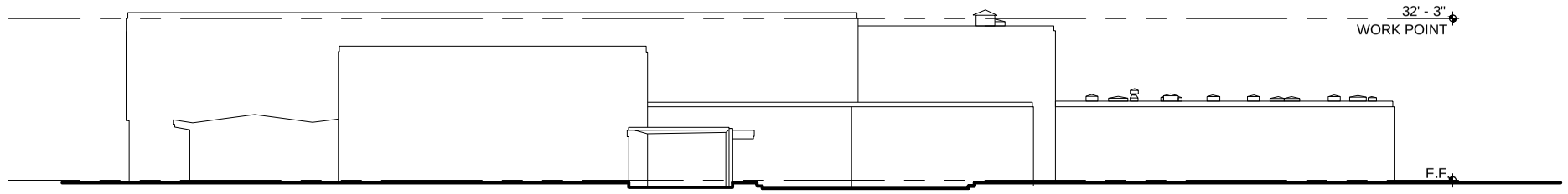
TRUE NORTH

ALLAN HANCOCK COLLEGE GYMNASIUM RENOVATION

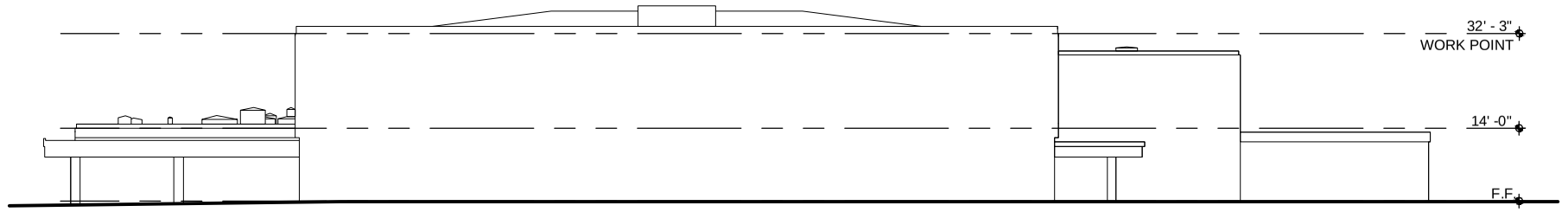
196 ARCHITECTS



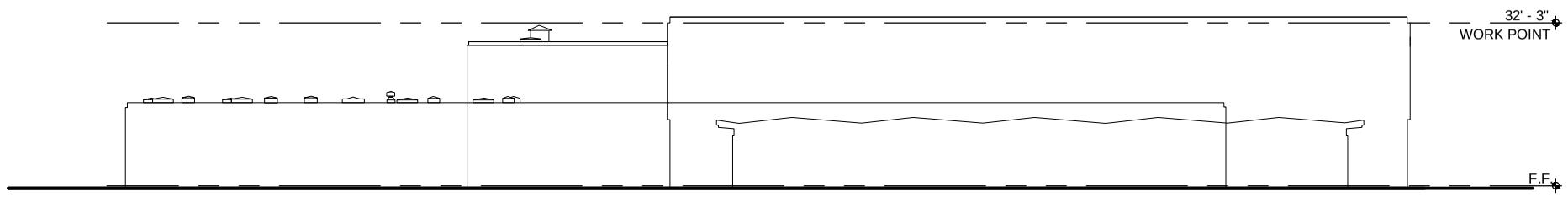
WEST ELEVATION



NORTH ELEVATION



EAST ELEVATION



SOUTH ELEVATION

TRUE NORTH

0' 8' 16' 32'

ALLAN HANCOCK COLLEGE GYMNASIUM RENOVATION
ELEVATIONS

196 ARCHITECTS

225

Allan Hancock Joint Community College District (610)

Allan Hancock College (611)

Project: Gym Renovation – **EPI :** 5455

Rm Type	Description	TOP Code	Department	ASF	Sec. ASF	Increase In Space	Equip. Cost/ASF	Total Allowable Cost
110	Classroom	0835	Physical Education	1,100	1,286	-186	$25.51	$0
210	Class Lab	0835	Physical Education	0	2,286	-2,286	$44.73	$0
310	Office	0835	Physical Education	2,589	2,662	-73	$39.88	$0
520	Athletics/Physical Education	0835	Physical Education	26,158	30,213	-4,055	$24.01	$0
525	Athletic/Physical Ed Service	0835	Physical Education	612	612	0	$24.01	$0
525	Athletic/Physical Ed Service	0835	Physical Education	120	120	0	$24.01	$0
525	Athletic/Physical Ed Service	0835	Physical Education	8,827	0	8,827	$24.01	$211,936
525	Athletic/Physical Ed Service	0835	Physical Education	175	175	0	$24.01	$0
680	Meeting Room	0835	Physical Education	469	0	469	$41.33	$19,384
715	DP/Computer Service	0835	Physical Education	115	0	115	$370.82	$42,644
TOTAL		-	-	**40,165**	**37,354**	**2,811**	-	**$273,964**

12.1 - Justification For Additional Costs Exceeding Guidelines

☑ Construction ☑ Equipment

District: Allan Hancock Community College District
College: Allan Hancock College
Project: Gym Renovation
Date: July 1, 2025

There will be seismic retrofitting costs over guidelines and they are included in the project budget.

ALLAN HANCOCK COLLEGE

CONSENT ITEM

To:	Board of Trustees	Date:	June 10, 2025
From:	Superintendent/President		
Subject:	Second Review of Revised Board Policy 4021, Program Vitality	Item Number:	11.M.
Institutional Goal:	Accreditation Standard II	Enclosures:	Page 1 of 3

BACKGROUND

Revised board policy 4021, Program Vitality, was reviewed per administrative procedure 2410, Board Policies and Administrative Procedures, which states all policies and procedures are to be reviewed on a five-year cycle. The board policy was revised to align with Title 5 and current college procedures.

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

Revised board policy 4021, Program Vitality, was submitted for the board's review on May 20, 2025. It is being presented to the board of trustees for adoption.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends the board of trustees adopt board policy 4021, Program Vitality as submitted.

Administrator Initiating Item:	Final Disposition:
Robert Curry	

Allan Hancock Joint Community College
DistrictBoard Policy
Chapter 4 – Academic Affairs

BP 4021 PROGRAM VITALITY

Allan Hancock College is committed to programs and curriculum of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To this end, Allan Hancock College supports programs and classes that fulfill the goals of its mission as elaborated in the Educational Master Plan and Strategic Plan. Programs with low or declining enrollments, decreased demand for service, or clear obsolescence may be identified for discontinuance or renewal based on the following considerations:

1. Review: There must be a comprehensive and systematic review of the program's educational quality and effectiveness, including program enrollment, completions, program demand, and other relevant factors.
2. Consultation: The college must consult with its Academic Senate to form a review committee that includes administrator/s, faculty, students, staff, and may include community members.
3. Alternative Options: The college must explore alternative options before discontinuing a program, which may include program restructuring, sharing resources, or other measures to maintain program viability.
4. Student and Staff Considerations: Consideration must be given to the impact on enrolled students, as well as the reassignment of the program's faculty and staff.
5. Adequate Notice: The college must provide adequate notice to affected parties, including students, faculty, and staff.
6. Governing Board Approval: The decision to discontinue a program requires the approval of the college's governing board.

In accordance with Title 5, Section §51022, College districts are required by regulation and statute to develop a process for the discontinuance of courses or programs and minimum criteria for the discontinuance of occupational programs. Additionally, Education Code §78106 stipulates that career and technical education programs shall meet certain requirements to maintain program viability.

The process for review of program vitality/feasibility is set forth in administrative procedure 4021.

References: Title 5 Section 51022, Education Code §78016

Adopted: 5/17/11
Revised: 4/21/15
Revised:
(Replaces Board Policy 7960)

ALLAN HANCOCK COLLEGE

CONSENT ITEM

To:	Board of Trustees	Date:	June 10, 2025
From:	Superintendent/President		
Subject:	Second Review of Board Policy 4222, Remedial Coursework	Item Number:	11.N.
Institutional Goal:	Accreditation Standard II	Enclosures:	Page 1 of 2

BACKGROUND

Board policy 4222, Remedial Coursework, is legally required. After review, the board policy required no additional updates.

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

Board policy 4222, Remedial Coursework, was submitted for the board's review on May 20, 2025. It is being presented to the board of trustees for adoption.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends the board of trustees adopt board policy 4222, Remedial Coursework as submitted.

Administrator Initiating Item:	Final Disposition:
Robert Curry	

Allan Hancock Joint Community College District
Board Policy
Chapter 4 – Academic Affairs

BP 4222 REMEDIAL COURSEWORK

No student shall receive more than 30 semester units of credit for remedial course work. Exceptions to this policy are students enrolled in English as a Second Language (ESL) courses and students identified by the district as having a verified learning disability.

References: Title 5 Section 55035, *(repealed)*
55502, and 56014

Adopted:	**6/16/92**	**Reviewed: 12/14/21**	
Revised:	**4/11/17**	**Reviewed:**	

ALLAN HANCOCK COLLEGE

CONSENT ITEM

To:	Board of Trustees	Date:	June 10, 2025
From:	Superintendent/President		
Subject:	Second Review of Revised Board Policy 5015, Residence Determination	Item Number:	11.O.
Institutional Goal:	Accreditation Standard II	Enclosures:	Page 1 of 2

BACKGROUND

Board policy 5015, Residence Determination, was presented for the board's review on May 20, 2025. It is being presented to the board of trustees for adoption

The revised board policy has been vetted through the shared governance process.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends the board of trustees adopt board policy 5015, Residence Determination as submitted.

Administrator Initiating Item:	Final Disposition:
Genevieve Siwabessy	

Allan Hancock Joint Community College District
Board Policy
Chapter 5 – Student Services

BP 5015 RESIDENCE DETERMINATION

Students shall be classified at the time of each application for admission or registration as a resident or nonresident student.

The Superintendent/President shall enact procedures to assure that residence determinations are made in accordance with Education Code and Title 5 regulations. Residence classification shall be made for each individual at the time applications for admission are accepted, or registration occurs, and whenever a student has not been in attendance for more than one semester. A student previously classified as a nonresident may request reclassification prior to any residence determination date, with approved changes taking effect for the subsequent academic term.

A resident is any person who has established both physical presence and intent to make California his/her/their permanent home for more than one year pursuant to Education Code regulations, as of the residence determination date. The residence determination date shall be the day immediately preceding the opening day of instruction for the semester or intersession as set by the Board of Trustees, during which the individual proposes to attend.

Students who are classified as nonresidents shall be assessed a nonresident per unit tuition fee which is established annually by the Board of Trustees.

References: Education Code Sections 68040 and 76140;
Title 5, Sections 54000 et seq.

Adopted: 1/16/79
Revised: 6/21/88
Revised: 11/16/04
Revised: 9/16/08
Revised: 7/14/15
Reviewed: 10/13/20

ALLAN HANCOCK COLLEGE

CONSENT ITEM

To:	Board of Trustees	Date:	June 10, 2025
From:	Superintendent/President		
Subject:	Second Review of Revised Board Policy 5035, Withholding of Student Records	Item Number:	11.P.
Institutional Goal:	Accreditation Standard II	Enclosures:	Page 1 of 2

BACKGROUND

Board policy 5035, Withholding of Student Records, was presented for the board's review on May 20, 2025. It is being presented to the board of trustees for adoption

The revised board policy has been vetted through the shared governance process.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends the board of trustees adopt board policy 5035, Withholding of Student Records as submitted.

Administrator Initiating Item:	Final Disposition:
Genevieve Siwabessy	

Allan Hancock Joint Community College District
Board Policy
Chapter 5 – Student Services

BP 5035 WITHHOLDING OF STUDENT RECORDS

The District must provide a student or former student with written notice that he/she/they have failed to pay a financial obligation due to the District before the District commences any activity to collect the debt.

The District may not withhold grades or transcripts for a student or former student as a consequence of the student's outstanding financial obligation to the District. The District may not withhold registration privileges for a student or former student as a consequence of defaulting on a loan or loans under the Federal Family Education Loan Program only. The District may withhold diplomas as a consequence for a student or former student of defaulting on a loan.

References:
Education Code Section 66022;
Title 5 Section 59410

Adopted: 7/14/15
Revised: 6/9/20

ALLAN HANCOCK COLLEGE

CONSENT ITEM

To:	Board of Trustees	Date:	June 10, 2025
From:	Superintendent/President		
Subject:	Second Review of Revised Board Policy 5040, Student Records, Directory Information, and Privacy	Item Number:	11.Q.
Institutional Goal:	Accreditation Standard II	Enclosures:	Page 1 of 4

BACKGROUND

Board policy 5040, Student Records, Directory Information, and Privacy, was presented for the board's review on May 20, 2025. It is being presented to the board of trustees for adoption

The revised board policy has been vetted through the shared governance process.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends the board of trustees adopt board policy 5040, Student Records, Directory Information, and Privacy as submitted.

Administrator Initiating Item:	Final Disposition:
Genevieve Siwabessy	

Allan Hancock Joint Community College District
Board Policy
Chapter 5 – Student Services

BP 5040 STUDENT RECORDS, DIRECTORY INFORMATION, AND PRIVACY

The Superintendent/President shall assure that student records are maintained in compliance with applicable federal and state laws relating to privacy of student records. A cumulative record of enrollment, scholarship, and educational progress will be kept for each student.

The Superintendent/President may direct the implementation of appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so.

Any currently enrolled or former student of the District has a right of access to any and all student records relating to him/her/them maintained by the District. The Superintendent/President shall implement a system by which current students can declare an affirmed name, gender, or both name and gender identification to be used in their records where legal names are not required by law. Upon the request of a current student, the District shall update any records for the student in include the affirmed name, gender, or both name and gender identification. The records that shall be updated include but are not limited to District-issued email addresses, student identification cards, class rosters, unofficial or official transcripts, diplomas, certificates of completion of courses, or similar records. Upon request by a former student of the District, the District will update and reissue student records to include an updated legal name or gender. These documents include but are not limited to a diploma conferred by the institution.

The District cannot require a current student to provide legal documentation to demonstrate a legal name or gender change in order to have the student's affirmed name listed on the student's records.

The District may use a student's gender or legal name as indicated in a government-issued identification document only if it is necessary to meet a legally mandated obligation, but otherwise shall identify the student in accordance with the student's gender identity and affirmed name.

No District representative shall release the contents of a student's record to any member of the public without the prior written consent of the student, other than directory

information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.

Students shall be notified of their rights with respect to student records, including the definition of directory information contained here, and that they may limit the information.

Directory information shall include:

- Student participation in officially recognized activities and sports including weight, height, and high school of graduation of athletic team members.
- Degrees and awards received by students, including honors, scholarship awards, athletic awards, and Dean's List recognition.

Directory Information

The following Directory Information may be released without student signature of approval:

- Student name
- Dates of attendance
- Major field of study
- Degrees and awards received
- Honors and dean's list recognition

For athletic purposes, coaches and the athletic director may release:

- Student name
- Dates of attendance
- Most recent previous school attended
- Major Field of Study
- Participation in officially recognized sports
- Height and weight of athletic team members
- High school of graduation of athletic team members
- Athletic awards

Students may withhold Directory Information by notifying the Director, Admissions and Records in writing. Students with directory holds are noted in the District's computer system and their record is marked confidential. Release of confidential records to third parties or acknowledging that such students are in attendance or have had past attendance at Allan Hancock College is prohibited without the student's written permission to do so.

In most instances all other student educational record information may not be released without written consent of the student, other than to the District's representatives with a "need to know". This includes: grades, social security numbers, ethnicity, ID number, academic progress, or any other non-directory information. Policies and procedures

regarding Family Educational Rights and Privacy Act (FERPA) are published and available to students in the catalog and on the District's website.

Students who wish to authorize a third-party access to their records, must submit a Student Authorization to Release Information, along with a copy of their government issued photo ID, to the Admissions and Records Office.

Personally Identifiable Information
Personally identifiable information is information that would directly identify the student or make the student's identity easily traceable. This information is inclusive of the student's address, social security number, telephone number, class schedule, and email address. The district does not permit the release of personally identifiable information.

References:

Education Code Sections 66093.3, 66271.4 et seq., and 76200~~,~~ et seq.;
Title 5, Sections 54600, et seq.;
20 U.S. Code Section 1232g subdivision (j);
ACCJC Accreditation Standard 2

Adopted: 3/16/76 **Reviewed: 10/13/20**
Revised: 1/15/83
Revised: 3/13/91
Revised: 5/13/03
Revised: 3/17/15

ALLAN HANCOCK COLLEGE

CONSENT ITEM

To:	Board of Trustees	Date:	June 10, 2025
From:	Superintendent/President		
Subject:	Second Review of Revised Board Policy 5500, Standards of Student Conduct	Item Number:	11.R.
Institutional Goal:	Accreditation Standard II	Enclosures:	Page 1 of 4

BACKGROUND

Board policy 5500, Standards of Student Conduct, was presented for the board's review on May 20, 2025. It is being presented to the board of trustees for adoption

The revised board policy has been vetted through the shared governance process.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends the board of trustees adopt board policy 5500, Standards of Student Conduct as submitted.

Administrator Initiating Item:	Final Disposition:
Genevieve Siwabessy	

Allan Hancock Joint Community College District
Board Policy
Chapter 5 – Student Services

BP 5500 STANDARDS OF STUDENT CONDUCT

The Superintendent/President shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations.

The procedures shall clearly define the conduct that is subject to discipline and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.

The Board of Trustees shall consider any recommendation from the Superintendent/ President for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.

The Standards of Student Conduct and disciplinary procedures shall be made widely available to students through the college catalog and other means.

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student, except for conduct that constitutes sexual discrimination under Title IX, which shall be addressed under BP 3433 Prohibition of Sexual Discrimination under Title IX:

- Causing, attempting to cause, or threatening to cause physical injury to another person.
- Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife, or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred in by the college president.
- Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.

- Committing or attempting to commit robbery or extortion.
- Causing or attempting to cause damage to District property or to private property on campus.
- Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
- Willful or persistent smoking or vaping in any area where smoking has been prohibited by law or by regulation of the college or the District.
- Sexual assault or sexual exploitation regardless of the victim's affiliation with the District.
- Committing sexual harassment as defined by law or by District policies and procedures.
- Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.
- Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
- Willful misconduct which results in injury or death to a student or to college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
- Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
- Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
- Dishonesty, forgery, alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the District.
- Unauthorized entry upon or use of college facilities.
- Lewd, indecent, or obscene conduct on District-owned or controlled property or at District-sponsored or supervised functions.
- Engaging in expression which is obscene; libelous, or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
- Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
- Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure.

References:

Education Code Sections 66300, 66301, and76120;
ACCJC Accreditation Standard 2

Adopted: 3/17/15
Revised: 7/10/18

ALLAN HANCOCK COLLEGE

CONSENT ITEM

To:	Board of Trustees	Date:	June 10, 2025
From:	Superintendent/President		
Subject:	Second Review of Revised Board Policy 6300, Fiscal Management	Item Number:	11.S.
Institutional Goal:	Accreditation Standard III	Enclosures:	Page 1 of 2

BACKGROUND

Board policy 6300, Fiscal Management, was submitted for the board's review on May 20, 2025. The revised board policy is being presented to the board of trustees for adoption.

The board policy is legally required 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 revised board policy 6300, Fiscal Management as submitted.

Administrator Initiating Item:	Final Disposition:
Dennis Curran	

Allan Hancock Joint Community College District
Board Policy
Chapter 6 – Business and Fiscal Affairs

BP 6300 FISCAL MANAGEMENT

The Superintendent/President or designee shall establish procedures to assure that the District's fiscal management is in accordance with the principles contained in Title 5 Section 58311, including:

- Adequate internal controls exist.
- Fiscal objectives, procedures, and constraints are communicated to the Board of Trustees and District employees.
- Adjustments to the budget are made in a timely manner, when necessary.
- The management information system provides timely, accurate, and reliable fiscal information.
- Responsibility and accountability for fiscal management are clearly delineated.

The books and records of the District shall be maintained pursuant to the California Community Colleges Budget and Accounting Manual.

As required by law, the Board of Trustees shall be presented with a quarterly report showing the financial and budgetary conditions of the District.

As required by the Budget and Accounting Manual, expenditures shall be recognized in the accounting period in which the liability is incurred and shall be limited to the amount budgeted for each major classification of accounts and to the total amount of the budget for each fund.

References: Education Code Section 84040(c);
Title 5 Section 58311;
ACCJC Accreditation Standard,3;
2 Code of Federal Regulations Parts 200.302 subdivision (b)(6)-(7), 200.305, and 200.400 et seq.

Adopted: 3/15/94
Revised: 7/12/16

ALLAN HANCOCK COLLEGE

CONSENT ITEM

To:	Board of Trustees	Date:	June 10, 2025
From:	Superintendent/President		
Subject:	Second Review of Revised Board Policy 6340, Bids and Contracts	Item Number:	11.T.
Institutional Goal:	Accreditation Standard III	Enclosures:	Page 1 of 3

BACKGROUND

Board policy 6340, Bids and Contracts, was submitted for the board's review on May 20, 2025. The revised board policy is being presented to the board of trustees for adoption.

The board policy is legally required 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 revised board policy 6340 Bids and Contracts as submitted.

Administrator Initiating Item:	Final Disposition:
Dennis Curran	

Allan Hancock Joint Community College District
Board Policy
Chapter 6 – Business and Fiscal Affairs

BP 6340 BIDS AND CONTRACTS

The Board of Trustees delegates to the Superintendent/President or designee the authority to enter into contracts on behalf of the District and to establish administrative procedures for contract awards and management, subject to the following:

- Contracts are not enforceable obligations until they are ratified by the Board.
- Contracts for work to be done, services to be performed or for goods, equipment, or supplies to be furnished or sold to the District that exceed the amounts specified in Public Contract Code Section 20651 shall require prior approval by the Board.
- When bids are required according to Public Contract Code Section 20651, the Board shall award each such contract to the lowest responsible bidder who meets the specifications published by the District and who shall give such security as the Board requires, or reject all bids.
- When the District determines that, according to Public Contract Code Section 20651.7, it can expect long-term savings through the use of life-cycle cost methodology, the use of more sustainable goods and materials, and reduced administrative costs, the District may select and award the contract based on best value in accordance with AP 6340. The bidder shall give such security as the Board requires and may reject all bids.
- When the Superintendent/President or designee determines that the District can obtain a contract for goods or services through the California Community Colleges Chancellor's Office CollegeBuys Program for the Procurement of Goods and Services for Community College Districts at a lower price upon the same terms, conditions and specifications, the Superintendent/President or designee may proceed with the contract without conducting a formal bidding process.

If the Superintendent/President or designee concludes that the best interests of the District will be served by pre-qualification of bidders in accordance with Public Contract Code Section 20651.5, pre-qualification may be conducted in accordance with procedures that provide for a uniform system of rating on the basis of a questionnaire and financial statements.

If the best interests of the District will be served by a contract, lease, requisition or purchase order through any other public corporation or agency in accordance with Public

Contract Code Section 20652, Public Contract Code Section 20653 (CMAS), or Public Contract Code Section 20653.5 (UC/CSU Purchases) the Superintendent/President or designee is authorized to enter into such contract subject to Board ratification.

References: Education Code Sections 81641 et seq.;
Public Contract Code Sections 20650 et seq.;
Government Code Section 53060
2 Code of Federal Regulations Part 200.318;
Title 5 Sections 59130 et seq.

Adopted: 7/11/17

ALLAN HANCOCK COLLEGE

CONSENT ITEM

To:	Board of Trustees	Date:	June 10, 2025
From:	Superintendent/President		
Subject:	Second Review of Revised Board Policy 6400, Financial Audits	Item Number:	11.U.
Institutional Goal:	Accreditation Standard III	Enclosures:	Page 1 of 2

BACKGROUND

Board policy 6400, Financial Audits, was submitted for the board's review on May 20, 2025. The revised board policy is being presented to the board of trustees for adoption.

The board policy is legally required by the California Community College League'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 revised board policy 6400, Financial Audits as submitted.

Administrator Initiating Item:	Final Disposition:
Dennis Curran	

Allan Hancock Joint Community College District
Board Policy
Chapter 6 – Business and Fiscal Affairs

BP 6400 FINANCIAL AUDITS

There shall be an annual outside audit of all funds, books, and accounts of the District in accordance with Title 5. The Superintendent/President or designee shall assure that an annual outside audit is completed. The Superintendent/President or designee shall recommend a certified public accountancy firm to the Board of Trustees with which to contract for the annual audit.

References: Education Code Section 84040(b);
ACCJC Accreditation Standard 3

Adopted: 12/12/06
Revised: 2/14/17

ALLAN HANCOCK COLLEGE

CONSENT ITEM

To:	Board of Trustees	Date:	June 10, 2025
From:	Superintendent/President		
Subject:	Second Review of Revised Board Policy 6520, Security for District Property	Item Number:	11.V.
Institutional Goal:	Accreditation Standard III	Enclosures:	Page 1 of 2

BACKGROUND

Board policy 6520, Security for District Property, was submitted for the board's review on May 20, 2025. The revised board policy 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 revised board policy 6520, Security for District Property as submitted.

Administrator Initiating Item:	Final Disposition:
Dennis Curran	

Allan Hancock Joint Community College District
Board Policy
Chapter 6 – Business and Fiscal Affairs

BP 6520 SECURITY FOR DISTRICT PROPERTY

The Superintendent/President shall establish procedures necessary to manage, control, and protect the assets of the District, including but not limited to ensuring sufficient security to protect property, equipment, and information from theft, loss, or significant damage.

References: Education Code Sections 81600 et seq.;
ACCJC Accreditation Standard 3.8

Adopted: 6/21/94
Revised: 7/9/19

ALLAN HANCOCK COLLEGE

ACTION ITEM

To:	Board of Trustees	Date:	June 10, 2025
From:	Superintendent/President		
Subject:	Adoption of Resolution 25-26, Honoring Student Trustee	Item Number:	13.A.
Institutional Goal:	Accreditation Standard I	Enclosures:	Page 1 of 2

BACKGROUND

The student trustee is elected by the Associated Student Body Government to serve as the student member on the Allan Hancock Joint Community College District Board of Trustees. Ora Shrecengost was elected to serve as the student trustee for the 2024-2025 academic year and has served in this capacity in an outstanding manner.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends the board of trustees adopt Resolution 25-26 honoring Student Trustee Ora Shrecengost for her exemplary service.

Administrator Initiating Item:	Final Disposition:
Kevin G. Walthers	

RESOLUTION 25-26
A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
COMMENDING STUDENT TRUSTEE ORA SHRECENGOST

Whereas, the provisions of Assembly Bill 591, enacted in 1978, established that a student serve as a non-voting member of the board of trustees of each California community college for an academic year; and

Whereas, the Associated Student Body Government of Allan Hancock College elected Ora Shrecengost as the official student representative to serve on the Allan Hancock College Board of Trustees for the 2024-2025 academic year; and

Whereas, Ora Shrecengost has faithfully and diligently performed the duties of the student trustee during her term of office; and has been a passionate advocate for the students at Allan Hancock College; and

Whereas, Ora Shrecengost has been an outstanding student leader, organizing many events put on by ASBG; and consistently encouraged student engagement and connection on campus; and

Whereas, Ora Shrecengost made considerable contributions to the Student Services Council and Facilities Council while never missing a meeting during her service; and

Whereas, Ora Shrecengost was a role model for students, serving as a mentor and demonstrating resilience and integrity; and

Whereas, Ora Shrecengost will be greatly missed but we wish her well in her future endeavors;

Now, therefore, be it resolved that the Allan Hancock College Board of Trustees commends Ora Shrecengost for her outstanding service performed as student trustee during the 2024-2025 academic year and wishes her success in her next steps in pursuing her academic and career goals.

Motion to adopt said resolution was made by:

Seconded by:

PASSED and ADOPTED this 10th day of June 2025, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Secretary to the Board of Trustees

ALLAN HANCOCK COLLEGE

ACTION ITEM

To:	Board of Trustees	Date:	
From:	Superintendent/President	June 10, 2025	
Subject:	Adoption of Resolution 25-27**,** 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 that certain classified employees of the District receive Notice of Non-reemployment for the ensuing academic year 2025-2026 and that this Board give notice as required by Education Code sections 88017, 88117, and 88127, to those classified employees that their services will not be required for the ensuing school year.

The reason for this recommendation is as follows:

The following classified services will be reduced or discontinued due to the expiration of specially funded programs for the 2025-2026 academic year:

1. CAN/TRIO student support services program supervisor
2. CAN/TRIO student support program specialist
3. Office services technician II, grants – Title V

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

The District and CSEA are actively working to place impacted employees in positions as part of layoff avoidance negotiations. Employees affected will also retain 39-month rehire rights should the granting agencies renew the impacted funds.

FISCAL IMPACT

To be determined

RECOMMENDATION

Staff recommends the board of trustees adopt Resolution 25-27**,** Reduction in Classified Employees as presented.

Administrator Initiating Item:	Final Disposition:
Ruben Ramirez	

RESOLUTION 25-27
A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE ALLAN HANCOCK COLLEGE COMMUNITY COLLEGE DISTRICT
AUTHORIZING LAYOFF OF A CLASSIFIED POSITION

WHEREAS, due to lack of work or lack of funds in this District for the 2025-26 school year:

WHEREAS, the Board of Trustees of the Allan Hancock Joint Community College District ("District") hereby finds it necessary and in the best interest of the District to eliminate and reduce the classified services as specified below:

CAN/TRIO Student Support Services Program Supervisor (August 31, 2025)
CAN/TRIO Student Support Program Specialist (August 31, 2025)
Office Services Technician II, Grants – Title V (September 30, 2025)

NOW THEREFORE, BE IT RESOLVED that, as of August 31, 2025 and September 30, 2025, the classified positions of the District shall be discontinued and reduced to the extent hereinabove set forth.

BE FURTHER RESOLVED that the Superintendent or designee is authorized and directed to give notice of layoff to all affected employees and to the appropriate exclusive bargaining representative not later than 60 (sixty) days before the effective date of layoff as set forth above.

The foregoing Resolution was passed and adopted at a meeting of the Board of Trustees of the Allan Hancock Joint Community College District on the 10 day of June 2025, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINED:

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

I, Kevin G. Walthers, Secretary to the Board of Trustees, Allan Hancock Joint Community College District of Santa Barbara, San Luis Obispo, and Ventura Counties, California, do hereby certify that the foregoing is a full, true, and correct copy of a resolution adopted by the said Board at a regular meeting held June 10, 2025, by the vote above stated, which resolution is on file in the Office of the said Board.

_____
Secretary to the Board of Trustees
Allan Hancock Joint Community College District

ALLAN HANCOCK COLLEGE

ACTION ITEM

To:	Board of Trustees	Date:	
From:	Superintendent/President		June 10, 2025
Subject:	Adoption of the 2025-2026 Tentative Budget	Item Number:	13.C.
Institutional Goal:	Accreditation Standard III	Enclosures:	Page 1 of 29

BACKGROUND

Attached for review and adoption is the Allan Hancock Joint Community College District tentative budget for fiscal year (FY) 2025-2026.

Section 58305 of Title 5 of the California Code of Regulations requires each district to develop a tentative budget and forward an information copy to the appropriate county officer on or before the first day of July each year.

The budgets presented are tentative and subject to further review and revision. Included are initial projections of income and expenditures for FY 2025-26. Further adjustments will be made as the district ledgers are closed for FY 2024-25, as the state budget is finalized, and as revenue and expenditure projections are refined.

Section 58301 of Title 5 prescribes requirements and dates for adoption of the proposed budget in September of each FY. The proposed budget will be available for public inspection beginning September 4, 2025. The district is required to hold a public hearing to adopt the FY 2025-26 budget on or before the 15th day of September. The hearing is scheduled for September 9, 2025.

(continued)

FISCAL IMPACT

The tentative budget provides the initial estimate of funding available for FY 2025-26.

RECOMMENDATION

Staff recommends the board of trustees adopt the FY 2025-26 tentative budget as summarized in the table below and establish a public hearing on the final budget at 6:00 p.m. on September 9, 2025, in the Lahr Family Boardroom (B-100).

Income	$89,095,391
Deficit Factor	(1,602,657)
Expenses	$94,762,036
Net Income	($7,269,302)

Administrator Initiating Item: Dennis Curran	Final Disposition:

The following budgets and funds are included for review and adoption.

- General Fund - Unrestricted
- General Fund - Restricted
- Bond Interest and Redemption Fund
- 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
- 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 STATE BUDGET

At the release of the May Revision, Governor Newsom noted that California has advanced from the fifth to the fourth largest economy in the world while highlighting the high level of uncertainty in both the California and national economies. Specifically, broad elevated tariffs, strict immigration policies, and cuts to the federal workforce are mentioned as a cause of a “significantly dampened outlook” since the release of the Governor’s Budget in January. Although cash receipts are estimated to exceed the Governor’s Budget forecast for the “Big Three” sources of state revenue (personal income, corporation, and sales and use taxes) through April 2025 by $7.9 billion, overall, state revenues are projected to be lower by $4.8 billion across the budget window. When compared to the Governor’s Budget figures, personal income tax saw an increase in 2023-24 and 2024-25 and a significant decrease in 2025-26 projections. Corporation tax estimates and projections show an increase in 2023-24 and a decrease in 2024-25 and 2025-26. Sales and use tax shows a decrease in each of the three years.

Beyond the budget window, the long-term May Revision forecast projects cumulatively lower General Fund revenues attributed to the “Big Three” by $22.7 billion in 2026-27 through 2028-29 with a peak revenue downgrade of $13.7 billion in 2026-27.

The May Revision, and what will become the 2025-26 Enacted Budget in late June, has some risks. The immediate risks noted by the Governor are changes to federal policy, notably tariffs to which the Governor attributes the downgrade in both the economic and revenue forecasts. In addition, expenditure growth above the Governor’s Budget has contributed to an estimated $12 billion shortfall.

With regard to major economic indicators, the May Revision forecasts a “growth recession" due to a slowdown in gross domestic product (GDP) growth, lower job growth, and higher unemployment. After the “growth recession” ends in the third quarter of 2025, a slow growth period, with an average GDP growth of 1.7%, is anticipated from 2026 through 2028.[1]

GENERAL FUND UNRESTRICTED BUDGET

The budget development process for fiscal year 2025-2026 focuses on maintaining fiscal stability, an increasingly difficult goal with flat revenue and ever-increasing expenses, improving student outreach and retention, and sustaining basic programs as costs increase. Our state apportionment is projected to remain level with the prior fiscal year as enrollment growth slows after two years of modest gains. The district also estimated a 2% deficit factor (based on projected state apportionment, 2% is $1,602,657) for the tentative budget.

Expenditures are leveling off with no major salary changes for FY25-26; however, write-offs for unpaid student debt skyrocketed year over year and contract costs (e.g. software) continue to escalate. The

[1] https://www.sscal.com/publications/community-college-update/overview-2025-26-governors-may-revision

district also included disbursements from the Public Agency Retirement Services (PARS) trust account and Other Post-Employment Benefits (OPEB) trust account to help balance the budget.

The tentative budget includes a reserve for economic uncertainties of 16.7%, which aligns with the Governmental Finance Officers Association (GFOA) Best Practices on Fund Balance Guidelines for the General Fund.

A comparison of FY24-25 and FY25-26 major budget categories are presented in the table below. The shortfall in the FY 25-26 tentative budget will be funded through reserves, but this may be the last year that will be a possibility. Additionally, changes to the projected net income at the end of FY24-25 will impact reserves (i.e. a larger deficit in FY24-25 will decrease reserves available for FY25-26; conversely a reduction to the deficit projected at the end of FY24-25 will increase available reserves for FY25-26). As of this writing, the deficit at the end of FY24-25 is projected to be $3,488,555, but the district expects it will change based on end of year closeout. In the past, most surplus was funneled into the capital project fund, but that is unlikely this year because any surplus would be needed to plug next year's projected deficit.

	FY24-25 Revised Adopted Budget	FY25-26 Tentative Budget	Difference
Income	$89,485,109	$89,095,391	$389,718
Deficit Factor	0	(1,602,657)*	
Expense	$92,973,664	$94,762,036	$1,788,372
Net Income	($3,488,555)	($7,269,302)	

*The deficit factor is calculated as percent of state apportionment, not total income. The FY25-26 deficit factor is estimated at 2% of $80,132,873.

INCOME

Income in the unrestricted general fund is derived largely from state apportionment, but also includes nonresident tuition revenue, enrollment fees, lottery proceeds and other miscellaneous sources. Income in FY25-26 was adjusted to reflect changes in tax revenues and other accounts, but the end result is a slight reduction in revenue year over year (a "slight" reduction assumes both FYs are fully funded by the state).

	FY24-25 Revised Adopted Budget	FY25-26 Tentative Budget	Difference
Federal Income	$5,200	$5,200	$0
State Income	62,343,102	55,686,201*	($6,656,901)
Local Income	$27,136,807	$31,801,332	$4,664,525
Net Income	$89,485,109	$87,492,733	($1,992,376)

*Includes 2% deficit factor reduction of $1,602,657 taken out of acct 8612, State General Apportionment.

EXPENDITURES

The tentative FY25-26 budget reflects the continuation of existing programs and services at the approved funding levels for FY24-25, with the addition of salary schedule increases, employee re-class costs, increases in PERS contributions, and other significant changes known at this time. Changes to expenditures include the following:

	FY24-25 Revised Adopted Budget*	FY25-26 Tentative Budget	Difference
Academic Salaries	$31,493,437	$32,230,631	$737,194
Classified Salaries	23,306,252	23,601,660	295,408
Staff Benefits	20,581,643	21,547,064	965,421
Books, Supplies and Materials	1,985,445	1,735,290	(250,155)
Operating Expenses and Services	9,555,744	9,914,662	358,918
Capital Outlay	889,266	679,308	(209,958)
Other Outgo	$5,161,877	$5,053,421	(108,456)
Net Income	$92,973,664	$94,762,036	$1,788,372

*NOTE: expense categories in the FY24-25 Revised Adopted Budget include additions for one time expenses funded through district one-time reserves.

Unrestricted Reserve for Economic Uncertainty
The GFOA recommends establishing a reserve equivalent to 16.7% of expenditures. This is roughly equivalent to two months of budgeted expenses. The district set aside the recommended amount, equivalent to $15,825,260 in FY25-26.

GENERAL FUND-RESTRICTED
The restricted general fund accounts for resources available for the operation and support of the educational programs that are specifically restricted by donors, the Board or other outside agencies as to their expenditure. Only the known or approved categorical programs have been included at this time. Categorical expenditure budgets are currently undergoing state and program review. Unbudgeted expenditures are reflected in the restricted reserve accounts pending final program approval. Expenditure budgets still reflect approximately 95 percent of prior year funding and will be adjusted to reflect approved funding levels upon action of the state legislature.

BOND INTEREST AND REDEMPTION FUND
The bond interest and redemption fund reflects the activity of the Santa Barbara County Treasurer related to the collection of property taxes and repayment of taxpayer approved bond issuances.

CHILD DEVELOPMENT FUND
The child development fund accounts for the financial operation of childcare and development services.

PCPA FUND
The PCPA fund is used to account for the district's vocational program for aspiring actors and theater technicians consisting of lecture, performance lab, and production lab elements. Graduates of the two-year program receive a certificate of completion.

PCPA uses a combination of revenue streams for budgeting including transfers from the district, grants, revenue from ticket sales, concession sales, handling fees, etc., and contributed revenue which includes donations from individuals, corporations and foundation awards. As a district program, PCPA historically receives an annual allocation of funds from the college to support operational expenses, which includes, among other items, equipment, materials and salaries.

CAPITAL OUTLAY PROJECTS FUND
The capital outlay projects fund accounts for moneys used in the acquisition of capital outlay items, major repairs and construction. Projects include scheduled maintenance and capital outlay projects. The tentative budget reflects an inter-fund transfer from the unrestricted general fund to assist with future capital expenditures.

GENERAL OBLIGATION BOND BUILDING FUND
The general obligation bond building fund is used to account for the proceeds from the issuance of the election of 2006 general obligation bonds and for authorized expenditures related to those proceeds. The first series of general obligation bonds, in the amount of $68 million, was issued during 2006-2007. The second and third series in the amount of $30 million were issued during 2009-2010. The fourth series was issued during 2012-2013 in the amount of approximately $39 million. The fifth series in the amount of approximately $8.8 million was issued during 2013-2014. General Obligation Refunding Bonds were issued during 2014-2015 (outstanding Series A bonds in the amount of $52,260,000 were refinanced). General Obligation Refunding Bonds also were issued during 2015-2016 (outstanding series A, B-1, B, and C Bonds in the amount of $ 36,704,916). These refundings resulted in cash flow savings to the taxpayers of $12 million. Measure I, Series E was issued on May 7, 2019 and resulted in roughly $23,000,000 in bonds being issued to satisfy the local match requirement on the Fine Arts Complex. Measure I, Series F bonds in the amount of $11.2 million were issued on May 13, 2020. With the issuance of the Series F bonds, the authority to issue new bonds under Measure I was exhausted. The district then refunded existing capital appreciation bonds in the amount of $12.8 million in May 2022 and again in 2024 in the amount of $39,006,812. The total amount of savings realized through all bond refundings is $25,117,181.

DENTAL SELF-INSURANCE FUND
This fund accounts for the income and expenditures of the dental self-insurance program.

PROPERTY AND LIABILITY SELF-INSURANCE FUND
The self-insurance fund accounts for the deductible portion of the district's property and liability insurance program. The funding for this program is provided by the general fund as needed. The fund balance is established to meet actuarial standards of projected open reserves and unbilled closed claims plus $50,000 for an estimate of incurred but not reported claims.

POST-EMPLOYMENT BENEFITS FUND
The tentative budget reflects an ongoing transfer of assets to the GASB 74/75 (formally GASB 45) reserve account. This funding represents the "Normal" cost of funding current and future employee retirement benefits and is transferred into the OPEB trust on an annual basis.

ASSOCIATED STUDENTS TRUST FUND
The associated student's trust fund is designated to account for money held in trust by the district for organized student body associations.

STUDENT REPRESENTATION FEE TRUST FUND
The student representation fee trust fund is designated as the receiving fund for fees collected pursuant to Education Code Section 76060.5, which provides for a student representation fee of one dollar per semester if approved by two-thirds of the students voting in the election. The fee is to be used to provide for the support of governmental affairs representatives who may be stating their positions and viewpoints.

STUDENT BODY CENTER FEE TRUST FUND
The student body center fee trust fund is designed to account for income and expenditure of moneys for fees collected pursuant to Education Code Section 76375, which provides for a building and operating fee

for the purpose of financing, constructing, enlarging, remodeling, refurbishing, and operating a student center. The fund was established at the August 20, 1996, board meeting. The district began to collect the fees in spring 1997.

STUDENT FINANCIAL AID TRUST FUND
The student financial aid trust fund accounts for the deposit and direct payment of government-funded student aid. This money is restricted and may not be used for other purposes. The 2024-2025 budget reflects the initial grant allocation per the U.S. Department of Education statement of account for the 2024-2025 award year.

SCHOLARSHIP AND LOAN TRUST FUND
The scholarship and loan trust fund is used to account for such gifts, donations, bequests, and devises (subject to donor restrictions) that are to be used for scholarships or for grants in aid and loans to students. The board of trustees established a separate bank account in December 2015 to account for the income and expenses pertaining to providing emergency loans to AHC student veterans.

DISTRICT TRUST FUND
The district trust fund is used to account for the income and expenditure of moneys held in trust by the district for individuals, organizations, or clubs. Income is received primarily through fundraising activities.

STUDENT CLUBS AGENCY FUND
The student club's agency fund is used to account for assets held by the district as an agent for student clubs. Income is received primarily through fundraising activities and an allocation from the Associated Student Body Government.

FOUNDATION AGENCY FUND
The Allan Hancock College Foundation is a separately incorporated (nonprofit corporation) entity formed for the purpose of operating to advance education, to promote and provide educational and recreational facilities, to receive gifts and bequests, and to expend moneys for the general welfare of the students and faculty. The Allan Hancock College Foundation Investment Committee and the foundation board will review components of the tentative budget prior to finalizing the adopted budget in September 2025.

AHC VITICULTURE & ENOLOGY FOUNDATION AGENCY FUND
The Allan Hancock College Viticulture & Enology Foundation is a separately incorporated (nonprofit corporation) entity formed for the purpose of obtaining a bonded winery permit for commercial production of wine at a bonded winery operated as part of an instructional program in viticulture and enology.

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2025-2026 TENTATIVE
GENERAL FUND - UNRESTRICTED

Account Number	Description	2024-25 Revised Adopted	2025-26 Tentative Budget
	Unrestricted	$ 28,825,176	$ 25,340,123
	Restricted Reserves	3,253,744	3,250,242
	NET BEGINNING BALANCE JULY 1	32,078,920	28,590,365
	FEDERAL INCOME		
8110	Forest Reserve	4,200	4,200
8190	Other Federal Income	1,000	1,000
Total	Federal Income	5,200	5,200
	STATE INCOME		
8611	Apprenticeship	55,735	55,735
8612	State General Apportionment	40,956,901	40,654,732
8612	State General Apportionment - Prior Year	398,960	-
8613	Other General Apportionment	93,102	93,102
86133	Part Time Faculty Allocations	246,411	246,411
8630	Education Protection Account	15,401,926	9,463,035
8630	Education Protection Account - Prior Year	-	-
8652	Maintenance Allowance	1,944	1,944
8671	Homeowners Property Tax Relief	71,000	71,000
8681	State Lottery Proceeds	1,702,794	1,702,794
8685	State Mandated Costs	311,128	311,128
8690	STRS On-Behalf Of Revenue/Other State Revenue	3,103,202	3,086,321
Total	State Income	62,343,102	55,686,201
	LOCAL INCOME		
8811	District Taxes - Secured Roll	15,990,814	19,831,797
8812	District Taxes - Supplemental Roll	600,000	500,000
8813	District Taxes - Unsecured Roll	600,000	700,000
8816	District Taxes - Prior Years	-	-
8817	District Taxes - ERAF	3,900,000	4,197,420
8818	Redevelopment Agency Funds - Pass Through	187,232	187,232
8819	Redevelopment Agency Funds -Residual	225,000	225,000
8820	Contributed Income	300,000	300,000
8824	Foundation Contribution	25,804	25,804
8831	Contract Instructional Services	400,000	400,000
8832	Other Contracted Services	-	-
8840	Sales	10,000	10,000
8850	Rentals and Leases	32,000	20,000
8860	Interest and Investment Income	500,000	500,000
8872	Community Services Classes	100,000	100,000
8874	Enrollment Fees	2,200,000	2,744,000
8875	Use of Nondistrict Facilities	-	-
8877	Sales, Instructional Materials	331,511	330,933
8879	Student Records	-	-
8880	Nonresident Tuition	729,147	729,147
8885	Student Fines/Fees	5,000	5,000
8890	Miscellaneous Income	1,000,299	995,000
8890	Prior Year Adjustment	-	-
8891	Parking Citations	-	-
8895	Cashier Funds	-	-
8897	Bad Debt	-	-
8910	Proceeds/Reimb Fixed Assets	-	-
Total	Local Income	27,136,807	31,801,332
	INCOMING TRANSFERS		
8980	Interfund Transfers	-	-
8982	Intrafund Transfers	-	-
Total	Incoming Transfers	-	-
TOTAL	**INCOME - ALL SOURCES**	89,485,109	87,492,734
TOTAL	**BEGINNING BALANCE AND INCOME**	$ 121,564,029	$ 116,083,098

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2025-2026 TENTATIVE
GENERAL FUND - UNRESTRICTED

Account Number	Description	2024-25 Revised Adopted	2025-26 Tentative Budget
1000	**ACADEMIC SALARIES**		
1100	Regular-Instructional Salaries	12,078,840	12,314,126
1200	Regular Non-Instructional Salaries	7,999,470	8,589,870
1300	Other Instructional Salaries	9,964,647	9,964,647
1400	Other Non-Instructional Salaries	1,450,479	1,361,989
Total	Academic Salaries	31,493,437	32,230,631
2000	**CLASSIFIED SALARIES**		
2100	Regular Classified Salaries	20,238,538	20,550,015
2200	Regular Inst Aide Salaries	1,483,343	1,518,964
2300	Other Classified Salaries	815,099	764,749
2400	Other Inst Aide Salaries	769,272	767,932
Total	Classified Salaries	23,306,252	23,601,660
3000	**STAFF BENEFITS**		
3100	State Teachers' Retirement	6,081,102	6,250,570
3200	Public Employees' Retirement	5,744,092	6,061,744
3300	Social Security - OASDI	2,143,611	2,467,479
3400	Health and Welfare	5,916,033	6,088,358
3500	Unemployment Insurance	66,861	27,840
3600	Workers' Compensation Insurance	580,312	601,442
3700	Other Benefits Retirement	-	-
3900	Other Benefits	49,632	49,632
Total	Staff Benefits	20,581,643	21,547,064
4000	**BOOKS, SUPPLIES, AND MATERIALS**		
4300	Instructional Supplies	623,065	597,538
4500	Non-Instructional Supplies	936,699	836,473
4600	Pupil Transportation Supplies	356,686	268,549
4700	Food Supplies	68,996	32,729
Total	Books, Supplies, and Materials	1,985,445	1,735,290
5000	**OPERATING EXPENSES & SERVICES**		
5100	Contract for Personal Services	1,873,539	1,735,754
5200	Travel, Conf. and In-Service Training	329,812	273,319
5300	Dues, Memberships, and Licenses	848,493	934,446
5400	Insurance	736,511	805,781
5500	Utilities and Housekeeping Services	3,136,721	3,397,521
5600	Rents, Leases and Repairs	1,659,509	1,591,025
5700	Legal, Elections and Audit Expenses	481,025	432,605
5800	Other Services, Postage, Advertising	634,835	538,211
5900	Other Operating Expenses	(144,701)	206,000
Total	Operating Expenses & Services	9,555,744	9,914,662

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2025-2026 TENTATIVE
GENERAL FUND - UNRESTRICTED

Account Number	Description	2024-25 Revised Adopted	2025-26 Tentative Budget
6000	**CAPITAL OUTLAY**		
6100	Sites and Improvements	84,167	33,467
6200	Buildings & Improvements	117,926	61,269
6300	Books and Media for Libraries	80,242	79,619
6400	Equipment	606,931	504,953
Total	Capital Outlay	889,266	679,308
7000	**OTHER OUTGO**		
7200	Intrafund Transfer - Restricted G/F	83,900	83,900
7300	Interfund Transfer - Capital Maintenance/Technology Reser	207,960	207,960
7300	Interfund Transfer - Scheduled Maintenance Prj	-	-
7300	Interfund Transfer - Cap Proj - Misc Projects	1,115,000	1,115,000
7300	Interfund Transfer - Co-curricular	310,136	401,680
7300	Interfund Transfer - Child Development	10,000	10,000
7300	Interfund Transfer - PCPA	3,009,319	2,809,319
7300	Interfund Transfer - PRSP Trust	-	-
7300	Interfund Transfer - ASBG	50,000	50,000
7400	Other Transfers	240,562	240,562
7500	Student Financial Aid	75,000	75,000
7600	Misc Payments to/for Students	60,000	60,000
Total	Other Outgo	5,161,877	5,053,421
Total	**Expenditures and Other Outgo**	92,973,664	94,762,036
7990	Appropriation for Contingencies	8,269,177	142,058
7922	Restricted Reserve-Other	189,211	300,000
7922	Restricted Reserve-Mandate Funds	850,966	850,966
7923	Reserve for One-Time Funds	1,415,159	1,500,000
7995	Reserve for Attrition	-	-
7925	Restricted Reserve	1,402,778	1,402,778
7929	Reserve for Economic Uncertainty	15,315,373	15,825,260
7991	Reserve for Reallocation	151,203	300,000
7993	Reserve for Furniture, Fixtures and Equipment	996,498	1,000,000
TOTAL	**EXPENDITURES, OTHER OUTGO AND CONTINGENCIES**	121,564,029	116,083,098
	General Reserve (Net Ending Balance)	-	-
GRAND TOTAL	**EXPENDITURES, OTHER OUTGO AND ENDING BALANCE**	121,564,029	116,083,098

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2025-2026 TENTATIVE
GENERAL FUND - RESTRICTED

Account Number	Description	2024-25 Revised Adopted	2025-26 Tentative Budget
	NET BEGINNING BALANCE JULY 1	$ 11,060,798	$ 13,753,217
	FEDERAL INCOME		
8120	College Work Study	305,896	305,896
8121	Higher Education Act/Title V	1,754,133	592,550
8133	Workforce Investment Act WIA	-	-
8140	TANF	56,130	56,130
8170	VTEA - Basic Grant	-	-
8170	VTEA - Special Projects	-	-
8170	Tech-Prep/CTE Grants	665,066	-
8199	Other Federal Income	2,794,321	1,745,944
Total	Federal Income	5,575,546	2,700,520
	STATE INCOME		
83132	Basic Skills Apportionment	-	-
86220	Extended Opportunity Program & Services	2,733,717	1,630,602
86230	Disabled Students Programs & Svc	1,462,638	1,314,687
86250	CalWORKS	397,534	397,534
86270	Other General Categorical Programs	14,293,783	5,571,763
86271	Cooperative Agencies Resources for Education CARE	674,252	456,549
86272	Student Success and Support Programs	4,398,464	4,196,436
86273	Block Grant/Instructional Equipment & Physical Plant	-	-
86274	Foster Parent Training Grant	72,409	-
86520	Other Reimbursable Categorical Programs	1,499,008	1,366,272
86521	Economic Development	5,168,663	144,409
86524	Child Dev Trng Consortium	-	-
86810	Lottery Proceeds	731,042	731,042
86900	Other State Revenues	8,141,282	5,374,561
Total	State Income	39,572,790	21,183,855
	LOCAL INCOME		
8820	Contributions	511,247	157,110
8830	Contracted Instruction	-	-
8840	Sales	100,000	100,000
8850	Leases and Rentals	6,500	6,500
8876	Health Fees	500,000	500,000
8877	Sales, Instr Mtl	269,038	269,038
8881	Parking Services Fees	238,022	238,022
8885	Other Student Fees	16,200	16,200
8890	Other Income	451,867	337,538
Total	Local Income	2,092,874	1,624,408
	INCOMING TRANSFERS		
8980	Interfund Transfers	-	-
8982	Intrafund Transfers	83,900	83,900
TOTAL	**INCOME - ALL SOURCES**	47,325,111	25,592,683
TOTAL	**BEGINNING BALANCE AND INCOME**	$ 58,385,909	$ 39,345,900

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2025-2026 TENTATIVE
GENERAL FUND - RESTRICTED

Account Number	Description	2024-25 Revised Adopted	2025-26 Tentative Budget
1000	**ACADEMIC SALARIES**		
1100	Regular-Instructional Salaries	85,918	-
1200	Regular Non-Instructional Salaries	2,384,126	2,111,694
1300	Other Instructional Salaries	101,726	39,749
1400	Other Non-Instructional Salaries	2,844,768	1,315,428
Total	Academic Salaries	5,416,538	3,466,870
2000	**CLASSIFIED SALARIES**		
2100	Regular Classified Salaries	5,398,484	3,992,984
2200	Regular Inst Aide Salaries	271,936	274,233
2300	Other Classified Salaries	2,481,223	976,896
2400	Other Inst Aide Salaries	1,327,864	623,974
Total	Classified Salaries	9,479,507	5,868,088
3000	**STAFF BENEFITS**		
3100	State Teachers' Retirement	1,033,202	402,986
3200	Public Employees' Retirement	1,616,761	1,058,402
3300	Social Security - OASDI & Medicare	611,433	343,149
3400	Health & Welfare	1,327,598	1,021,795
3500	Unemployment Insurance	15,854	3,211
3600	Workers' Compensation Insurance	149,403	68,779
3700	Non-Academic STRS	-	-
3900	Other Benefits - Projects	-	-
Total	Staff Benefits	4,754,251	2,898,323
4000	**BOOKS, SUPPLIES, AND MATERIALS**		
4300	Instructional Supplies	1,212,577	875,003
4500	Non-instructional Supplies	1,498,439	583,853
4600	Pupil Transportation Supplies	569,571	119,648
4700	Food Supplies	800,501	154,397
Total	Books, Supplies, and Materials	4,081,088	1,732,901
5000	**OPERATING EXPENSES & SERVICES**		
5100	Contract for Personal Services	1,957,490	533,853
5200	Travel, Conf. & In-service Training	1,420,580	637,521
5300	Dues, Memberships, and Licenses	1,499,372	643,307
5400	Insurance	36,368	35,168
5500	Utilities and Housekeeping Services	111,000	101,592
5600	Rents, Leases and Repairs	1,029,251	175,112
5700	Legal, Elections and Audit Expenses	19,940	5,758
5800	Other Services, Postage, Advertising	712,842	23,001
5900	Indirect Support Charges	840,707	336,136
Total	Operating Expenses & Services	7,627,549	2,491,445

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2025-2026 TENTATIVE
GENERAL FUND - RESTRICTED

Account Number	Description	2024-25 Revised Adopted	2025-26 Tentative Budget
6000	**CAPITAL OUTLAY**		
6100	Sites and Improvements	39,589	-
6200	Buildings & Improvement	107,858	224,888
6300	Books & Media for Libraries	17,397	5,000
6400	Equipment	3,632,841	846,969
6990	Construction Contingency	-	-
Total	Capital Outlay	3,797,684	1,076,858
7000	**OTHER OUTGO**		
7200	Intrafund Transfers	-	-
7300	Interfund Transfers	3,583,518	2,503,461
7500	Student Financial Aid	1,319,040	1,100,752
7600	Other Payments to Students	4,573,516	2,052,285
Total	Other Outgo	9,476,074	5,656,497
7922	Restricted Reserve	13,753,217	16,154,919
TOTAL	**EXPENDITURES, OTHER OUTGO AND CONTINGENCY**	58,385,909	39,345,900
	General Reserve (Net Ending Balance)	-	-
GRAND TOTAL	**EXPENDITURES, OTHER OUTGO AND ENDING BALANCE**	$ 58,385,909	$ 39,345,900

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2025-2026 TENTATIVE
BOND INTEREST AND REDEMPTION FUND

Account Number	Description	2024-25 Revised Adopted	2025-26 Tentative Budget
	ADJUSTED NET BEGINNING BALANCE JULY 1	$ 12,127,101	$ 11,792,147
	LOCAL INCOME		
86XX	State Revenue	45,000	45,000
88XX	Local Income	8,575,000	8,575,000
8942	GO Bond Proceeds	-	-
TOTAL	Income	8,620,000	8,620,000
TOTAL	**BEGINNING BALANCE AND INCOME**	$ 20,747,101	$ 20,412,147
	EXPENDITURES		
	OPERATING EXPENSES & SERVICES		
5800	Other Services	-	-
	DEBT RETIREMENT		
7100	Debt Retirement	8,954,954	8,954,954
7200	Other Financing	-	-
TOTAL	**EXPENDITURES**	8,954,954	8,954,954
7900	Appropriation for Contingencies	11,792,147	11,457,193
TOTAL	**EXPENDITURES AND CONTINGENCIES**	20,747,101	20,412,147
	NET ENDING BALANCE	-	-
TOTAL	**EXPENDITURES, OTHER OUTGO AND ENDING BALANCE**	$ 20,747,101	$ 20,412,147

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2025-2026 TENTATIVE
CHILD DEVELOPMENT FUND

Account Number	Description	2024-25 Revised Adopted	2025-26 Tentative Budget
	NET BEGINNING BALANCE JULY 1	$ 580,666	$ 578,911
	FEDERAL INCOME		
8100	Other Federal Income	391,156	363,534
	STATE INCOME		
8600	Other State Income	1,423,227	1,012,133
	LOCAL INCOME		
8820	Contributions	417,591	207,591
8850	Rentals & Leases	20,800	20,800
8860	Interest	10,000	10,000
8871	Child Development Fees	114,772	114,772
8890	Other Local Revenue	-	-
Total	Local Income	563,163	353,163
	INCOMING TRANSFERS		
8980	Interfund Transfers	30,000	30,000
8982	Intrafund Transfers	-	-
TOTAL	**INCOME AND INCOMING TRANSFERS**	2,407,546	1,758,829
TOTAL	**BEGINNING BALANCE AND INCOME**	$ 2,988,212	$ 2,337,740
1000	**ACADEMIC SALARIES**		
1200	Regular - Non-instructional Salaries	104,459	163,386
1400	Other - Non-instructional Salaries	-	-
Total	Academic Salaries	104,459	163,386
2000	**CLASSIFIED SALARIES**		
2000	All Classified Salaries	1,274,241	1,130,534
3000	**STAFF BENEFITS**		
3000	All Staff Benefits	230,887	335,013
4000	**BOOKS, SUPPLIES & MATERIALS**		
4000	All Books, Supplies & Materials	318,280	106,409
5000	**OTHER OPERATING EXPENSES**		
5100	Consultants	3,000	-
5200	Conferences	23,355	10,755
5300	Licenses and Permits	5,000	4,900
5600	Contracts, Repairs	2,250	7,750
5800	Other Services	930	1,156
5900	Other Expenses	11,565	10,548
Total	Other Operating Expenses	46,100	35,110
6000	**CAPITAL OUTLAY**		
6000	All Capital Outlay	435,334	188,437
7000	**OTHER OUTGO**		
7300	Intrafund Transfers	-	-
TOTAL	**EXPENDITURES**	2,409,301	1,958,889
7900	Appropriations for Contingency	578,911	378,851
TOTAL	**EXPENDITURES AND OTHER OUTGO**	2,988,212	2,337,740
	NET ENDING BALANCE	-	-
GRAND TOTAL	**EXPENDITURES, OTHER OUTGO AND ENDING BALANCE**	$ 2,988,212	$ 2,337,740

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2025-2026 TENTATIVE
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Account Number	Description	2024-25 Revised Adopted	2025-26 Tentative Budget
	NET BEGINNING BALANCE JULY 1	$ 4,029,232	$ 3,213,226
	FEDERAL INCOME		
8100	Other Federal Revenue	-	-
	LOCAL INCOME		
8820	Contributions	1,054,016	1,054,016
8800	Ticket Revenue	1,572,884	1,572,884
8800	Other Revenue	207,020	207,020
TOTAL	**INCOME**	2,833,920	2,833,920
	INCOMING TRANSFERS		
8980	Interfund Transfers	3,009,320	2,809,319
TOTAL	**INCOME AND INCOMING TRANSFERS**	5,843,240	5,643,239
TOTAL	**BEGINNING BALANCE AND INCOME**	$ 9,872,472	$ 8,856,465
	EXPENDITURES		
1000	Academic Salaries	-	-
2000	Classified Salaries	3,568,102	3,568,102
3000	Staff Benefits	823,209	823,209
4000	Supplies and Materials	414,319	383,700
5000	Operating Expenses and Services	696,994	722,003
6000	Capital Outlay	31,190	36,800
7000	Other Outgo	1,125,433	1,125,433
TOTAL	**EXPENDITURES**	6,659,247	6,659,247
7900	Appropriation for Contingencies	3,213,226	2,197,219
TOTAL	**EXPENDITURES AND CONTINGENCIES**	9,872,472	8,856,465
	NET ENDING BALANCE	-	-
GRAND TOT	**EXPENDITURES,OTHER OUTGO AND ENDING BALANCE**	$ 9,872,472	$ 8,856,465

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2025-2026 TENTATIVE
CAPITAL OUTLAY PROJECTS FUND

Account Number	Description	2024-25 Revised Adopted	2025-26 Tentative Budget
	NET BEGINNING BALANCE JULY 1	$ 14,076,905	$ 9,943,609
	STATE INCOME		
8690	Other State Revenues	-	-
Total	State Income	-	-
	LOCAL INCOME		
8860	Interest	25,000	25,000
Total	Local Income	25,000	25,000
	INCOMING TRANSFERS		
8980	Interfund Transfers	2,737,960	2,737,960
Total	Incoming Transfers	2,737,960	2,737,960
TOTAL	**INCOME**	2,762,960	2,762,960
TOTAL	**BEGINNING BALANCE AND INCOME**	$ 16,839,865	$ 12,706,569
4000	**BOOKS, SUPPLIES, & MATERIALS**		
4000	Operational Supplies	47,133	2,117
Total	Total Books, Supplies, & Materials	47,133	2,117
5000	**OTHER OPERATING EXPENSES**		
5100	Consultant & Architectural Svc	61,536	9,586
5300	Licenses and Permits	21,515	21,850
5500	Utilities	-	-
5600	Contracts, Repairs	22,422	-
5800	Other Services	1,851	732
Total	Other Operating Expenses	107,323	32,167
6000	**CAPITAL OUTLAY**		
6100	Site Improvement	20,710	10,000
6200	Buildings	6,172,135	5,994,074
6400	Equipment	481,540	403,858
6900	Construction contingency	67,414	45,285
Total	Capital Outlay	6,741,800	6,453,217
7000	**OTHER OUTGO**		
7300	Intrafund Transfers	-	-
Total	Other Outgo	-	-
TOTAL	**EXPENDITURES AND OTHER OUTGO**	6,896,256	6,487,501
7900	Appropriations for Contingency	9,943,609	6,219,068
Total	Contingency and Reserves	9,943,609	6,219,068
	NET ENDING BALANCE	-	-
GRAND TOTAL	**EXPENDITURES, OTHER OUTGO AND ENDING BALANCE**	$ 16,839,865	$ 12,706,569

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2025-2026 TENTATIVE
GENERAL OBLIGATION BOND BUILDING FUND

Account Number	Description	2024-25 Revised Adopted	2025-26 Tentative Budget
	NET BEGINNING BALANCE JULY 1	$ 6,309,167	$ 2,172,463
	LOCAL INCOME		
88XX	Local Income	75,000	75,000
TOTAL	Local Income	75,000	75,000
	INCOMING TRANSFERS		
8982	Intrafund Transfer	1,915,330	-
TOTAL	Incoming Transfers	1,915,330	-
TOTAL	**BEGINNING BALANCE AND INCOME**	$ 8,299,497	$ 2,247,463
	EXPENDITURES		
4000	**BOOKS, SUPPLIES, & MATERIALS**		
4000	Operational Supplies	-	114
5000	**OPERATING EXPENSES & SERVICES**		
5100	Consultant & Architectural Svc	-	-
5300	Licenses and Permits	33,773	7,975
5500	Utilities	-	-
5600	Contracts, Repairs	26,550	-
5700	Audits/Legal Fees	11,888	7,770
5800	Other Services	-	-
TOTAL	Other Operating Expenses	72,211	15,745
6000	**CAPITAL OUTLAY**		
6100	Site Improvement	27,708	-
6200	Buildings	2,023,178	1,370,533
6400	Equipment	81,705	84,523
6900	Construction Contingency	2,006,904	776,548
TOTAL	Capital Outlay	4,139,494	2,231,604
	OTHER OUTGO		
7200	Intrafund Transfers	1,915,330	-
TOTAL	**EXPENDITURES**	6,127,034	2,247,463
7900	Appropriation for Contingencies	2,172,463	-
TOTAL	**EXPENDITURES AND CONTINGENCIES**	8,299,497	2,247,463
	NET ENDING BALANCE	-	-
TOTAL	**EXPENDITURES, OTHER OUTGO AND ENDING BALANCE**	$ 8,299,497	$ 2,247,463

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2025-2026 TENTATIVE
DENTAL SELF INSURANCE FUND

Account Number	Description	2024-25 Revised Adopted	2025-26 Tentative Budget
	NET BEGINNING BALANCE JULY 1	$ 979,127	$ 923,635
	LOCAL INCOME		
8830	Contribution from General Fund	709,425	709,425
8860	Interest	5,000	5,000
8980	Transfers In	-	-
TOTAL	**INCOME**	714,425	714,425
TOTAL	**BEGINNING BALANCE AND INCOME**	$ 1,693,552	$ 1,638,060
	EXPENDITURES		
5430	Self Insurance Claims	769,917	769,917
5890	Miscellaneous Fees	-	-
TOTAL	**EXPENDITURES**	769,917	769,917
7000	**OTHER OUTGO**		
7300	Interfund Transfers	-	-
7900	Appropriation for Contingencies	923,635	868,143
TOTAL	**EXPENDITURES AND CONTINGENCIES**	1,693,552	1,638,060
	NET ENDING BALANCE	-	-
GRAND TOTAL	**EXPENDITURES, OTHER OUTGO AND ENDING BALANCE**	$ 1,693,552	$ 1,638,060
		-	-

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2025-2026 TENTATIVE
PROPERTY AND LIABILITY SELF INSURANCE FUND

Account Number	Description	2024-25 Revised Adopted	2025-26 Tentative Budget
	NET BEGINNING BALANCE JULY 1	$ 855,019	$ 811,468
	LOCAL INCOME		
8830	Contribution from General Fund	-	-
8860	Interest	4,000	4,000
8890	Other Local Income	19,511	-
TOTAL	**INCOME**	23,511	4,000
TOTAL	**BEGINNING BALANCE AND INCOME**	$ 878,530	$ 815,468
	EXPENDITURES		
4000	All Books, Supplies & Materials	-	-
5112	Service Contracts (Businesses)	-	-
5410	District Insurance	-	-
5430	Self-Insurance Claims	40,846	15,000
5590	Alarm Services	-	-
5650	Contracted Repairs	10,341	-
5740	Settlements	-	-
5830	Personal Property Damages	-	-
5930	Bad Debt	-	-
6000	Capital Outlay	15,875	-
TOTAL	**EXPENDITURES**	67,063	15,000
7900	Appropriation for Contingencies	811,468	800,468
TOTAL	**EXPENDITURES AND CONTINGENCIES**	878,530	815,468
	NET ENDING BALANCE	-	-
GRAND TOTAL	**EXPENDITURES, OTHER OUTGO AND ENDING BALANCE**	$ 878,530	$ 815,468
		-	-

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2025-2026 TENTATIVE
POST-EMPLOYMENT BENEFITS FUND

Account Number	Description	2024-25 Revised Adopted	2025-26 Tentative Budget
	Trust Reserve for GASB 45	$ 1,018,975	$ 991,675
	NET BEGINNING BALANCE JULY 1	1,018,975	991,675
	LOCAL INCOME		
8830	Contribution from General Fund	-	-
8860	Interest	4,000	4,000
8890	Other Local Income	-	-
	INCOMING TRANSFERS		
8980	Interfund/Intrafund Transfers	-	-
TOTAL	**INCOME**	4,000	4,000
TOTAL	**BEGINNING BALANCE AND INCOME**	$ 1,022,975	$ 995,675
	EXPENDITURES		
3440	Retired/Active Health and Welfare	-	-
5112	Service Contracts	3,300	3,300
5800	Miscellaneous Fees	28,000	28,000
TOTAL	**EXPENDITURES**	31,300	31,300
7900	Appropriation for Contingencies	991,675	964,375
TOTAL	**EXPENDITURES AND CONTINGENCIES**	1,022,975	995,675
	NET ENDING BALANCE	-	-
GRAND TOTAL	**EXPENDITURES, OTHER OUTGO AND ENDING BALANCE**	$ 1,022,975	$ 995,675
		-	-

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2025-2026 TENTATIVE
ASSOCIATED STUDENTS TRUST FUND

	Description	2024-25 Revised Adopted	2025-26 Tentative Budget
	Unrestricted (ASB)	$ 303,998	$ 169,558
	Restricted	-	-
	ADJUSTED NET BEGINNING BALANCE JULY 1	303,998	169,558
	INCOME		
	A.S.B.	59,604	75,000
	Athletics	92,853	-
	Transfer from District	360,136	471,680
	Interest	8,738	10,000
	Miscellaneous Income	-	-
TOTAL	**INCOME - ALL SOURCES**	521,331	556,680
TOTAL	**BEGINNING BALANCE AND INCOME**	$ 825,329	$ 726,238
	EXPENDITURES		
	Associated Students	132,067	145,000
	Athletics	523,704	401,680
	Clubs and Scholarships	-	-
TOTAL	**EXPENDITURES**	655,772	546,680
	Appropriation for Contingencies	169,558	179,558
TOTAL	**EXPENDITURES & CONTINGENCIES**	825,329	726,238
	Net Ending Balance	-	-
GRAND TOTAL	**EXPENDITURES AND ENDING BALANCE**	$ 825,329	$ 726,238
		-	-

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2025-2026 TENTATIVE
STUDENT REPRESENTATION FEE TRUST FUND

Account Number	Description	2024-25 Revised Adopted	2025-26 Tentative Budget
	ADJUSTED NET BEGINNING BALANCE JULY 1	$ 21,814	$ 33,596
	INCOME		
8860	Interest	358	300
8884	Student Representation Fee	40,352	40,000
8890	Other Local Revenue	450	-
8890	Interfund Transfer	-	-
Total	**INCOME**	41,160	40,300
TOTAL	**BEGINNING BALANCE AND INCOME**	$ 62,974	$ 73,896
	EXPENDITURES		
4000	Supplies & Other	-	-
5000	Operating Expenses & Services	29,378	23,275
6000	Equipment	-	-
TOTAL	**EXPENDITURES**	29,378	23,275
7000	**OTHER OUTGO**		
7300	Interfund Transfers	-	1,400
TOTAL	**OTHER OUTGO**	-	1,400
7900	Appropriation for Contingency	33,596	49,221
TOTAL	**EXPENDITURES AND OTHER OUTGO**	62,974	73,896
	NET ENDING BALANCE	-	-
GRAND TOTAL	**EXPENDITURES, OTHER OUTGO AND ENDING BALANCE**	$ 62,974	$ 73,896

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2025-2026 TENTATIVE
STUDENT BODY CENTER FEE TRUST FUND

Account Number	Description	2024-25 Revised Adopted	2025-26 Tentative Budget
	ADJUSTED NET BEGINNING BALANCE JULY 1	$ 95,030	$ 115,649
	INCOME		
8860	Interest	1,300	1,300
8883	Student Fees	24,000	24,000
8980	Interfund Transfer	-	-
TOTAL	**INCOME**	25,300	25,300
TOTAL	**BEGINNING BALANCE AND INCOME**	$ 120,330	$ 140,949
	EXPENDITURES		
4000	Supplies & Other	4,616	4,616
5000	Operating Expenses & Services	65	65
6000	Equipment	-	-
TOTAL	**EXPENDITURES**	4,680	4,680
7900	Appropriation for Contingency	115,649	136,268
TOTAL	**EXPENDITURES AND OTHER OUTGO**	120,330	140,949
	NET ENDING BALANCE	-	-
GRAND TOTAL	**EXPENDITURES, OTHER OUTGO AND ENDING BALANCE**	$ 120,330	$ 140,949
		-	-

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2025-2026 TENTATIVE
STUDENT FINANCIAL AID TRUST FUND

Account Number	Description	2024-25 Revised Adopted	2025-26 Tentative Budget
	ADJUSTED NET BEGINNING BALANCE JULY 1	$ 21,809	$ 21,809
	FEDERAL INCOME		
8150	Supplemental Ed. Opportunity Grants Prog.	328,459	328,459
8153	Pell Grant Program	10,400,000	10,400,000
8154	Direct Loans and Scholarships	450,000	450,000
8157	Financial Aid Prior Year	-	-
Total	Federal Income	11,178,459	11,178,459
	STATE INCOME		
8625	Cal-WORKs	50,000	-
8627	Other General Categorical Programs	2,690,246	2,447,594
8652	Other Reimburseable Categorical Programs	1,225,000	1,275,000
8690	Other State Revenues	-	-
Total	State Income	3,965,246	3,722,594
	LOCAL INCOME		
8860	Interest	-	-
8980	Interfund Transfers	634,762	634,762
Total	Local Income	634,762	634,762
TOTAL	**INCOME**	15,778,467	15,535,815
TOTAL	**BEGINNING BALANCE AND INCOME**	$ 15,800,276	$ 15,557,624
	EXPENDITURES		
7000	**OTHER OUTGO**		
7510	Pell Grant Program	10,400,000	10,400,000
7515	CARES Act/HEERF II	-	-
7516	Emergency Financial Assistance	242,652	-
7520	Supplemental Ed. Opportunity Grants Prog.	328,459	328,459
7525	FT Student Success Grant	2,447,594	2,447,594
7530	Direct Loans and Scholarships	450,000	450,000
7540	Extended Opportunity Prog. & Serv. Grants	-	-
7542	CARE Grants	225,000	225,000
7550	Cal Grant	1,250,000	1,250,000
7563	Chafee Grant	25,000	25,000
7581	CA4All College Corp Living	409,762	409,762
7591	Pell Grant Prior Year	-	-
7592	SEOG Prior Year	-	-
7593	Cal Grant Prior Year	-	-
7611	Misc Payments to Students	-	-
7950	Restricted Reserve	21,809	21,809
TOTAL	**OTHER OUTGO**	15,800,276	15,557,624
TOTAL	**EXPENDITURES AND OTHER OUTGO**	15,800,276	15,557,624
	General Reserve (Net Ending Balance)	-	-
GRAND TOTAL	**EXPENDITURES, OTHER OUTGO AND ENDING BALANCE**	$ 15,800,276	$ 15,557,624
		-	-

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2025-2026 TENTATIVE
SCHOLARSHIP AND LOAN TRUST FUND

Account Number	Description	2024-25 Revised Adopted	2025-26 Tentative Budget
	ADJUSTED NET BEGINNING BALANCE JULY 1	$ 8,708	$ 8,708
	INCOME		
8820	Donations	1,000	1,000
8860	Interest	-	-
8980	Interfund Transfer	-	-
TOTAL	**INCOME**	1,000	1,000
TOTAL	**BEGINNING BALANCE AND INCOME**	$ 9,708	$ 9,708
	EXPENDITURES		
4000	Supplies & Other	-	-
5000	Operating Expenses & Services	-	-
TOTAL	**EXPENDITURES**	-	-
7000	**OTHER OUTGO**		
7500	Student Financial Aid	1,000	1,000
TOTAL	**OTHER OUTGO**	1,000	1,000
7900	Appropriation for Contingency	8,708	8,708
TOTAL	**EXPENDITURES AND OTHER OUTGO**	9,708	9,708
	NET ENDING BALANCE	-	-
GRAND TOTAL	**EXPENDITURES, OTHER OUTGO AND ENDING BALANCE**	$ 9,708	$ 9,708
		-	-

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2025-2026 TENTATIVE
DISTRICT TRUST FUND

Account Number	Description	2024-25 Estimated Income & Expenditures	2025-26 Tentative Budget
	ADJUSTED NET BEGINNING BALANCE JULY 1	$ 5,789,497	$ 5,793,834
	INCOME		
8820	Donations	38,350	17,750
8840	Sales	115,340	30,900
8850	Leases and Rentals	3,500	3,500
8860	Interest/Gain/Losses	37,069	30,000
88XX	Miscellaneous Income	8,889	2,400
8980	Interfund Transfers	-	-
TOTAL	**INCOME**	203,149	84,550
TOTAL	**BEGINNING BALANCE AND INCOME**	$ 5,992,646	$ 5,878,384
	EXPENDITURES		
1000	Certificated Salaries	18,445	6,000
2000	Classified Salaries	3,000	500
3000	Benefits	-	-
4000	Supplies & Materials	106,524	23,385
5000	Other Operating Exp & Svcs	43,602	33,774
6000	Capital Outlay	-	-
TOTAL	**EXPENDITURES**	171,570	63,659
7000	**OTHER OUTGO**		
7300	Interfund Transfers	-	-
7500	Scholarships	27,241	500
7600	Other Payments to/for Students	-	-
TOTAL	**OTHER OUTGO**	27,241	500
TOTAL	**EXPENDITURES AND OTHER OUTGO**	198,812	64,159
	NET ENDING BALANCE	5,793,834	5,814,225
GRAND TOTAL	**EXPENDITURES, OTHER OUTGO AND ENDING BALANCE**	$ 5,992,646	$ 5,878,384

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2025-2026 TENTATIVE
STUDENT CLUBS AGENCY FUND

Account Number	Description	2024-25 Estimated Income & Expenditures	2025-26 Tentative Budget
	ADJUSTED NET BEGINNING BALANCE JULY 1	$ 64,195	$ 42,795
	INCOME		
8820	Donations	5,285	-
8840	Sales	23,556	-
8860	Interest	2,471	2,000
88XX	Miscellaneous Income	5,334	1,400
8980	Interfund Transfers	-	-
TOTAL	**INCOME**	36,645	3,400
TOTAL	**BEGINNING BALANCE AND INCOME**	$ 100,840	$ 46,195
	EXPENDITURES		
4000	Supplies & Materials	22,744	1,108
5000	Other Operating Exp & Svc	14,772	-
6000	Capital Outlay	-	-
TOTAL	**EXPENDITURES**	37,516	1,108
7000	**OTHER OUTGO**		
7300	Interfund Transfers	-	-
7500	Student Assistance	20,530	-
TOTAL	**OTHER OUTGO**	20,530	-
TOTAL	**EXPENDITURES AND OTHER OUTGO**	58,046	1,108
	NET ENDING BALANCE	42,795	45,087
GRAND TOTAL	**EXPENDITURES, OTHER OUTGO AND ENDING BALANCE**	$ 100,840	$ 46,195

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2025-2026 TENTATIVE
FOUNDATION AGENCY FUND

Account Number	Description	2024-25 Revised Adopted	2025-26 Tentative Budget
	BEGINNING BALANCE JULY 1	$ 25,382,858	$ 25,382,858
	INCOME		
	Contributions	1,526,200	1,779,216
	Sales and Commission	-	-
	Interest and Dividends	-	-
	Gain/Loss on Sale of investments	-	-
	Change in Asset Portfolio	-	-
	Royal/Other/Bad Debt Recovery	100	1,200
	Transfers in	2,172,297	2,568,239
TOTAL	**INCOME**	3,698,597	4,348,655
TOTAL	**BEGINNING BALANCE AND INCOME**	$ 29,081,455	$ 29,731,513
	EXPENDITURES		
2000	Salaries	296,007	374,338
3000	Employee Benefits	88,184	127,611
4000	Supplies and Materials	177,533	176,900
5000	Other Operating Exp. and Services	197,873	247,406
5XXX	District/College Support	385,000	450,000
5XXX	PCPA Support	80,000	90,000
6000	Capital Outlay	1,000	11,000
7000	Scholarships/Transfers Out/Other Outgo	2,473,000	2,871,400
TOTAL	**EXPENDITURES**	3,698,597	4,348,655
	Appropriation for Contingency	25,382,858	25,382,858
TOTAL	**EXPENDITURES AND CONTINGENCY**	29,081,455	29,731,513
	NET ENDING BALANCE	-	-
GRAND TOTAL	**EXPENDITURES,CONTINGENCY AND ENDING BALANCE**	$ 29,081,455	$ 29,731,513
		-	-

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2025-2026 TENTATIVE
AHC VITICULTURE AND ENOLOGY FOUNDATION AGENCY FUND

Account Number	Description	2024-25 Revised Adopted	2025-26 Tentative Budget
	Beginning Balance	$ 66,499	$ 66,393
	Reserve for Inventory	98,820	93,277
	NET BEGINNING BALANCE JULY 1	165,319	159,670
	REVENUE		
	Contributed Gifts/Grants	3,241	-
	Non-Cash Contributions	20,925	19,980
	Single Tickets	6,000	6,000
	Other Local Revenue	-	-
	Intrafund Transfer-In	-	-
	NET REVENUE	30,166	25,980
	WINE OPERATIONS		
	Sales & Commissions	91,300	101,000
	Less: Returns & Allowances	-	-
	Less: Sales Discounts	(31,500)	(37,000)
	NET SALES	59,800	64,000
	Less: Cost of Goods Sold	(45,000)	(50,000)
	GROSS PROFIT	14,800	14,000
TOTAL	**REVENUE**	44,966	39,980
TOTAL	**BEGINNING BALANCE AND REVENUE**	$ 210,285	$ 199,650
	EXPENDITURES		
1000	Academic Salaries	-	-
2000	Classified Salaries	-	-
4000	Supplies and Materials	28,008	20,750
4523	Inventory Allocation Expense	(71,131)	(52,150)
5000	Other Operating Exp. and Services	89,663	73,334
6000	Capital Outlay	4,074	-
TOTAL	**EXPENDITURES**	50,615	41,934
	Reserve for Inventory	93,277	83,371
	Appropriation for Contingency	66,393	74,344
	NET ENDING BALANCE	-	-
TOTAL	**EXPENDITURES AND NET ENDING BALANCE**	$ 210,285	$ 199,650
		-	-

ALLAN HANCOCK COLLEGE

ACTION ITEM

To:	Board of Trustees	Date:	June 10, 2025
From:	Superintendent/President		
Subject:	Acceptance of Grants Approved and Review of Grant Proposals Submitted, Rescinded, and No Status	Item Number:	13.D.
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 $409,348.

1. California Department of Education: California State Preschool Program ($404,348)

   Funding will support the facilitation of a quality preschool program, retain qualified lab school staff, and develop curriculum. Funds will also support evaluating the program's effectiveness, including licensing requirements and accreditation standards for compliance.

   No matching funds are required. The project period is from July 1, 2025, to June 30, 2026. (Submitted by Maria "Maggie" Suarez).

2. John Burton Advocates for Youth: Burton Critical Needs and Opportunity Fund ($5,000)

   Funding will support expenses for textbooks, school supplies, or school fees, transportation or auto repair costs, housing costs, and more. Eligible students must be between 16 to 26 years old and must have been in foster care or experienced homelessness at some point.

   No matching funds are required. The project period is for one year from July 1, 2025, to June 30, 2026 (Submitted by Siboney Guardado).

FISCAL IMPACT

1. California Department of Education: California State Preschool Program ($404,348)
2. John Burton Advocates for Youth: Burton Critical Needs and Opportunity Fund ($5,000)

RECOMMENDATION

Staff recommends the board of trustees accept these contracts for a total of $409,348 in restricted funds to the district.

Administrator Initiating Item:	Final Disposition:
Jon Hooten	

Review of Grant Proposals Submitted
Institutional Grants has submitted the following grant applications for a total of $681,246 in requested funds.

1. Spencer Foundation: Rapid Response Bridge Funding Program ($25,000)

   Funding opportunity is for scholars and teams whose grants have recently been cancelled by the National Science Foundation. While it is impossible for private philanthropy to close the gap left by federal funders, the Spencer Foundation can provide modest grants to mitigate some of the impact on scholars, projects, and project teams. These funds are for activities to address immediate needs following grant cancellations, including data collection, project closure with community partners, or preparing grant proposals to continue research.

   No matching funds are required. The project period is up to six months from June 1, 2025 – December 31st, 2025. (Submitted by Dominic Dal Bello).

2. All Within My Hands Foundation: Metallica Scholars Initiative ($75,000)

   Funding will support the college's firefighter academy program. Funding will cover the costs of protective equipment, scholarships, and textbooks for 60 students in the program. Metallica Scholars is a major workforce education initiative that provides direct support to community colleges to enhance their career and technical education programs. These programs provide skills and services to students looking to enter a traditional trade or other applied learning program. The All Within My Hands Foundation was implemented by the heavy metal band, Metallica.

   No matching funds are required. The project period is for one year from July 1, 2025 – June 30, 2026. (Submitted by Jon Hooten).

3. ECMC Foundation ($117,900)

   Funding will support 25 college success coaches to assist at this year's Bulldog Express, specifically for FAFSA and California Dream Act Application (CADAA), reviewing financial aid awards, and connecting students to appropriate support services.

   No matching funds are required. The project period is for four months from June 1, 2025 – September 30, 2025. (Submitted by Diana Perez).

4. California Jobs First: REACH Space Defense ($463,346)

   Funding will support pathways for defense through a collaborative effort to streamline, promote, and engage industry stakeholders. Activities include development of 12 courses, marketing, branding, and outreach. Additionally, industry experience, apprenticeships, and interns will be a focus.

   No matching funds are required. The project period is for two years from October 1, 2025 – September 30, 2027. (Submitted by Thomas Lamica).

ALLAN HANCOCK COLLEGE

ACTION ITEM

To:	Board of Trustees	Date:	June 10, 2025
From:	Superintendent/President		
Subject:	Approval of Time Change for the July 15 Board Retreat	Item Number:	13.E.
Institutional Goal:	Accreditation Standard I	Enclosures:	Page 1 of 1

BACKGROUND

The board of trustees will hold its annual retreat in place of the regular board meeting on July 15. Staff proposes that the retreat begin at 10 a.m. and conclude at 3 p.m.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees approve the time change of the July board retreat.

Administrator Initiating Item:	Final Disposition:
Kevin G. Walthers	

ALLAN HANCOCK COLLEGE

INFORMATION ITEM

To:	Board of Trustees	Date:	June 10, 2025
From:	Superintendent/President		
Subject:	First Review of K-12 CCAP Agreements with the School Districts	Item Number:	14.A.
Institutional Goal:	Ed Master Plan Goal E. Transition to Transfer and/or Gainful Employment	Enclosures:	Page 1 of 181

BACKGROUND

This year, Allan Hancock College will enter into new Career Access Pathways Partnership (CCAP) agreements with each of our K-12 high school partners for the purpose of offering or expanding dual enrollment opportunities, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer. These contracts will be in effect for three years and will replace the existing non-CCAP agreements. The governing board of each partner shall present, take comments from the public on, and approve or disapprove the dual enrollment partnership agreement at an open public meeting of the governing board. The contracts for the following school districts are presented for review and will be followed by a second review for approval to implement the contracts in fall 2025.

- Brawley Union School District (out of service area)
- Lompoc Unified School District
- Orcutt Union School District
- Santa Maria Joint Union High School District
- Santa Ynez Valley Union High School District

Administrator Initiating Item:	Final Disposition:
Robert Curry	

COLLEGE AND CAREER ACCESS PATHWAYS (CCAP) PARTNERSHIP AGREEMENT BETWEEN THE ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT AND BRAWLEY UNION SCHOOL DISTRICT

This College and Career Access Pathway Partnership Agreement ("CCAP Agreement") is between the Allan Hancock Joint Community College District ("COLLEGE) and Brawley Union School District ("SCHOOL DISTRICT"). COLLEGE and SCHOOL DISTRICT will collectively be referred to as "PARTIES" or individually as "PARTY".

RECITALS

WHEREAS, COLLEGE is a community college district whose mission includes providing educational programs and services that are responsive to the needs of the students and communities within the community college services area; and

WHEREAS, SCHOOL DISTRICT is a public school district located within the regional service area of the COLLEGE unless otherwise specified and agreed to as stated in AB 288, Sec. 2, Education Code section 76004, subdivision (e); and

WHEREAS, a high school ("HIGH SCHOOL") "includes a community school, continuation high school, juvenile court school, or adult education program offering courses for high school diplomas or high school equivalency certificates" as stated in Education Code section 76004, subdivision (a)(2); and

WHEREAS**,** the PARTIES desire to enter into this CCAP Agreement for the purpose of offering or expanding dual enrollment opportunities, consistent with the provisions of the Education Code, for high school students "who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and helping high school pupils achieve college and career readiness," (Ed. Code, § 76004, subdivision (a)); and

WHEREAS**,** instruction will comply with the student selection standards, curriculum guidelines, recommendations and procedures promulgated by applicable law, the California Community College Chancellor's Office and the COLLEGE; and

WHEREAS**,** the PARTIES desire to enter this CCAP, which sets forth their mutual rights and responsibilities and governs their relationship; and

WHEREAS**,** the PARTIES intend for COLLEGE to report full-time equivalent students ("FTES") and obtain state apportionment for the subject courses given through this CCAP Agreement in

accordance with California Education Code, section 76004 and the appropriate portions of Title 5 of the California Code of Regulations; and

WHEREAS, participation in the CCAP Agreement is consistent with the core mission of California Community Colleges pursuant to Education Code section 66010.4, and that pupils participating in a CCAP partnership will not lead to enrollment displacement of otherwise eligible adults in the community college (Ed. Code, § 76004, subdivision (k)(2));

NOW, THEREFORE, PARTIES mutually agree as follows:

1. TERM OF AGREEMENT

1.1. **Effective Date and Duration.** The term of this CCAP Agreement shall be effective on **July 1, 2025,** and continue in effect until **June 30, 2026**, or until duly modified or terminated by the PARTIES in accordance with Section 1.2 of this CCAP Agreement.

1.2. **Early Termination.**

a. This agreement may be terminated by either PARTY without cause or for any reason upon giving at least sixty (60) days prior written notice to the other PARTY. Any students currently enrolled in COLLEGE courses under this CCAP Agreement shall be allowed to complete those courses prior to the termination of this CCAP Agreement.

b. This CCAP Agreement may be terminated by either PARTY with cause if another PARTY fails to comply with the insurance or indemnification requirements or otherwise commits a material breach. Termination will be effective no sooner than 15 calendar days after a written demand to cure is provided and the PARTY fails to cure. This remedy is in addition to any other remedy which may be provided for by law.

1.3. **The CCAP Agreement Appendix**. This CCAP Agreement outlines the terms of the Agreement.

a. The CCAP Agreement Appendix shall specify CCAP Agreement Courses as well as additional details regarding, but not be limited to, the total number of high school students to be served and the total number of full-time equivalent students ("FTES") projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses:

Appendix A: Agreement with Instructor.

Appendix B: Identification of CCAP Pathways for Course-Specific College and Career Pathway Opportunities.

Appendix C: CCAP Agreement Courses Approved for 2025-2026.

Appendix D: Registration Timeline

b. The CCAP Agreement Appendix C shall be reviewed and approved annually by both PARTIES by a duly adopted written amendment to this Agreement.

1.4. **Points of contact and Educational Administrators** are as follows:

COLLEGE: Thomas Lamica, dean, academic affairs

SCHOOL DISTRICT: Jonine Trevino, director of special projects

HIGH SCHOOL SITE: Jesse Sanchez, principal

(Ed. Code, § 76004, subdivision (c)(2))

1.5. A copy of the COLLEGE and SCHOOL DISTRICT CCAP Agreement shall be filed with the office of the Chancellor of the California Community Colleges and with the California Department of Education before the start of the CCAP partnership. (Ed. Code, § 76004, subdivision (c)(3).)

1.6. COLLEGE and SCHOOL DISTRICT shall present this CCAP agreement at an open public meeting of their respective governing boards, allowing for public comments prior to consideration for approval or disapproval of this CCAP agreement. (Ed. Code, § 76004, subdivision (b)(2).)

2. DEFINITIONS

2.1. **CCAP Agreement Courses.** CCAP Agreement Courses offered as part of this CCAP Agreement shall be community college courses acceptable towards a career technical education credential or certificate, preparation for transfer, or appropriate to improve high school graduation rates or help high school pupils achieve college and career readiness. (Ed. Code § 76004, subdivision (a).) All community college courses offered at the SCHOOL DISTRICT have been approved in accordance with the policies and guidelines of COLLEGE and applicable law. Courses offered at the COLLEGE that are open to the public for enrollment fall outside of this CCAP agreement and are subject to all conditions and rules of the COLLEGE.

2.2. **Pupil or Student Fees.** Pupil or Student is defined as a resident or nonresident student attending HIGH SCHOOL in California. SCHOOL DISTRICT pupils enrolled in a course offered through this CCAP Agreement shall not be assessed any fee that is prohibited by Education Code section 49011 (Ed. Code § 76004, subdivision (f)), including a fee charged to a student or a student's parent or guardian as a condition for course registration or for textbooks, supplies, materials and equipment needed to participate in the course. Students who are enrolled in a combination of CCAP and regular credit college courses will be subject to all fees assessed for the regular credit college enrollment for the regular credit college courses.

3. STUDENT ELIGIBILITY, SELECTION AND ENROLLMENT, ADMISSION, REGISTRATION, MINIMUM SCHOOL DAY

3.1. **Student Eligibility**. Students who "may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from

high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils to achieve college and career readiness" and "underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate" are eligible to participate in CCAP courses hosted at a SCHOOL DISTRICT site. (Education Code § 76004, subdivision (a); Assembly Bill 288 (2015) Section I, subdivision (d))

3.2. **Student Selection and Enrollment**. Enrollment shall be open to all eligible students as part of the CCAP Agreement who have been admitted to the COLLEGE and who meet all applicable prerequisites. Student selection criteria will be further specified in the CCAP Agreement Appendix C. Applicable prerequisite courses, training, or experience and standards required as preparation for courses offered through the CCAP Agreement will be determined by COLLEGE and shall be in compliance with applicable law and COLLEGE standards and policies.

3.3. **College Admission and Registration.** Procedures for students participating in the CCAP Agreement shall be governed by the COLLEGE and shall be in compliance with the admissions and registration guidelines outlined in applicable law and COLLEGE policy.

3.4. **Records of Student Attendance**. All records of student attendance and achievement shall be submitted to COLLEGE periodically using the COLLEGE student information system or upon demand and shall be maintained by COLLEGE.

3.5. **Priority Enrollment**. Students enrolling in a CCAP course will have priority enrollment by virtue of their status. High school students enrolling in non-CCAP college courses will not be eligible for priority registration.

3.6. **Physical Education Courses.** As part of a CCAP Agreement, a participating community college district shall not provide physical education course opportunities to high school students or any other course opportunities that do not assist in the attainment of the goals associated with career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve career and college readiness. (Ed. Code § 76004, subdivision (d)).

3.7. **Maximum Units.** Students participating under a CCAP Agreement may enroll in up to a maximum of 15 units per term, without exception, if all the following conditions specified in Assembly Bill 288, Sec. 2 (p)(l)(2)(3) are satisfied:

a. The units constitute no more than four community college courses per term.

b. The units are part of an academic program that is part of a CCAP partnership agreement established pursuant to this article.

c. The units are part of an academic program that is designed to award students both a high school diploma and an associate degree or a certificate or credential.

3.8. **Minimum School Day**. The SCHOOL DISTRICT shall certify that it shall teach SCHOOL DISTRICT students participating as part of a CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code sections 46141 and 46142.

3.9. **Enrollment Restriction**. COLLEGE reserves the right to block students from enrolling in any courses for students who incur an unpaid debt for a non-CCAP class at the college. COLLEGE agrees to remove the enrollment block when debt is paid in full.

4. COLLEGE APPLICATION PROCEDURE

4.1. The COLLEGE will be responsible for processing student applications.

4.2. The COLLEGE will provide the necessary admission and registration forms and procedures, and both COLLEGE and SCHOOL DISTRICT will jointly ensure that each applicant accepted has met all the enrollment requirements.

4.3. The SCHOOL DISTRICT agrees to assist COLLEGE in the admission and registration of SCHOOL DISTRICT students as may be necessary and requested by COLLEGE.

5. PARTICIPATING STUDENTS

5.1. The total cost of books and instructional materials for SCHOOL DISTRICT students who enroll in a COLLEGE course offered as part of this CCAP Agreement will be borne by SCHOOL DISTRICT.

5.2. The SCHOOL DISTRICT will ensure that ancillary and support services are accessible to students (e.g., Tutoring.). Student support services will not be provided by the COLLEGE.

5.3. A student taking courses under this CCAP Agreement with an Individual Education Plan or 504 Plan with the SCHOOL DISTRICT may request accommodation for his or her disability to participate in the educational programs and activities required by the COURSE and COLLEGE. Accommodation required by state law or SCHOOL DISTRICT policy will be provided through SCHOOL DISTRICT in consultation with the COLLEGE Learning Assistance Program (LAP) Office. Students requesting services by the LAP office will need to follow the standard process for requesting accommodations.

6. CCAP AGREEMENT COURSES

6.1. The COLLEGE may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus during the regular school day and the community college course is offered pursuant to this CCAP Agreement.

6.2. The COLLEGE is responsible for all courses and educational programs offered as part of CCAP Agreement .

6.3. The scope, nature, time, location, and listing of courses offered by a COLLEGE shall be determined by COLLEGE in consultation with the SCHOOL DISTRICT and with the approval of the COLLEGE and will be recorded in the Appendix C to this CCAP Agreement.

6.4. Courses offered as part of a CCAP Agreement shall be jointly selected and approved by COLLEGE and SCHOOL DISTRICT.

6.5. Courses offered as part of this CCAP Agreement shall have a minimum enrollment of fifteen (15) students.

6.6. The SCHOOL DISTRICT confirms that each approved CCAP course is held for no less than 50 minutes each class day in full compliance with the course outcomes determined by the COLLEGE.

6.7. Degree and certificate programs that are included in the CCAP agreement must have been approved by the California Community College Chancellor's Office and courses offered at the SCHOOL DISTRICT shall adhere to the official course outline of record and the student

learning outcomes established by the associated academic department within the COLLEGE, approved by the COLLEGE Academic Policy & Planning (AP&P) Committee and submitted to the Chancellor's Office. Course outlines will be provided to the SCHOOL DISTRICT.

6.8. Courses must meet the number of hours sufficient to meet the stated performance objectives as outlined in the course outlines provided to the SCHOOL DISTRICT on a semester basis.

6.9. Courses offered at the SCHOOL DISTRICT as part of this CCAP Agreement shall be of the same quality and rigor as those offered on the COLLEGE campus and shall be in compliance with COLLEGE academic standards.

6.10. Courses offered as part of this CCAP Agreement will comply with all applicable regulations, policies, procedures, prerequisites, and standards applicable to the COLLEGE as well as any corresponding policies, practices, and requirements of the SCHOOL DISTRICT. In the event of a conflict between the COLLEGE course related regulations, policies, procedures, prerequisites and standards and SCHOOL DISTRICT policies, practices and requirements, the COLLEGE regulations, policies, procedures, prerequisites, and standards, shall prevail.

6.11. A student's withdrawal prior to completion of a course offered as part of this CCAP Agreement shall be in accordance with COLLEGE guidelines, policies, pertinent statutes and regulations.

6.12. Supervision and evaluation of students enrolled in courses offered as part of this CCAP Agreement shall be in accordance with COLLEGE guidelines, policies, pertinent statues and regulations.

6.13. COLLEGE has the sole right to control and direct the instructional activities for all CCAP Agreement courses and all instructors, including those who are SCHOOL DISTRICT employees.

6.14. This CCAP Agreement certifies that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering SCHOOL DISTRICT, and shall involve collaborative effort between the SCHOOL DISTRICT and the COLLEGE faculty to deliver an innovative remediation course as an intervention in the student' s junior or senior year to ensure the student is prepared for college-level work upon graduation.

6.15. CCAP Agreement Courses outlined in Appendix C shall be updated annually and approved before the start of each academic year.

7. INSTRUCTORS

7.1. All instructors teaching COLLEGE courses offered as part of this CCAP Agreement must meet the minimum qualifications for instruction in a California community college as set forth in Title 5 California Code of Regulations, Sections 53410 and 58060 or as amended.

7.2. The CCAP Agreement Appendix C shall specify which participating SCHOOL DISTRICT or COLLEGE will be the employer of record for purposes of assignment monitoring and reporting to the county office of education.

7.3. This CCAP Agreement specifies that the SCHOOL DISTRICT will assume reporting

responsibilities pursuant to applicable federal teacher quality mandates.

7.4. Instructors who teach COLLEGE courses offered as part of this CCAP Agreement must provide the supervision and control reasonably necessary for the protection of the health and safety of students and may not have any other assigned duty during the instructional activity.

7.5. Instructors who teach COLLEGE courses shall comply with the fingerprinting requirements set forth in Education Code section 45125 or as amended and the tuberculosis testing and risk assessment requirements of California Health and Safety Code section 121525 or as amended. In addition to any other prohibition or provision, no person who has been convicted of a violent or serious felony shall be eligible to teach any courses offered as part of this CCAP Agreement or otherwise provide services on a SCHOOL DISTRICT site. SCHOOL DISTRICT shall immediately notify COLLEGE if an instructor is charged with an offense prohibited by Education Code sections 44010 or 44011.

7.6. Prior to teaching, faculty provided by the SCHOOL DISTRICT shall participate in required discipline-specific training and orientation from COLLEGE regarding, but not limited to, course curriculum, assessment criteria, pedagogy, course philosophy, testing and grading procedures record keeping, and other instructional responsibilities. Such training shall be approved and provided by the COLLEGE.

7.7. Prior to teaching, instructors provided by the COLLEGE may receive training and orientation from SCHOOL DISTRICT regarding, but not limited to, SCHOOL DISTRICT policies, practices, and requirements. Such training may be approved and provided by the SCHOOL DISTRICT.

7.8. Faculty provided by the SCHOOL DISTRICT are eligible to participate in professional development activities sponsored by the COLLEGE as required by the terms and condition of the contract and shall be encouraged to participate in ongoing collegial interaction to include, but not limited to, addressing course content, course delivery, assessment, evaluation, and/or research and development in the field.

7.9. The COLLEGE shall evaluate faculty performance for the college courses using the adopted evaluation of process and standards for faculty of the COLLEGE, subject to the approval of COLLEGE.

7.10. The COLLEGE and SCHOOL DISTRICT will work collaboratively to identify instructors from SCHOOL DISTRICT who may meet minimum qualification requirements or local equivalency standards to teach a COLLEGE course and encourage them to apply for consideration. Instructors will be required to go through the COLLEGE screening process for possible selection and assignment to the course.

7.11. The SCHOOL DISTRICT teachers approved to teach COLLEGE courses remain employees of the SCHOOL DISTRICT, subject to the authority of the SCHOOL DISTRICT, but will also be subject to the authority of COLLEGE specifically with regard to their duties as COLLEGE instructors, pursuant to the terms of Appendix A.

7.12. The COLLEGE shall determine the number of instructors, the ratio of instructors to students, and the subject areas of instruction.

7.13. Faculty provided by the SCHOOL DISTRICT who do not comply with the policies, regulations, standards, and expectations of the COLLEGE shall be ineligible to teach college courses under this CCAP Agreement.

7.14. SCHOOL DISTRICT teachers approved to teach CCAP Courses under this CCAP

Agreement must submit grades to both the COLLEGE and SCHOOL DISTRICT using the COLLEGE student information system by the established timeline (Appendix D).

7.15. SCHOOL DISTRICT teachers approved by the COLLEGE shall sign an Agreement with the Instructor (Appendix A) prior to the start of each academic year.

7.16. SCHOOL DISTRICT teachers approved by the COLLEGE shall provide support to high school students taking COLLEGE courses under CCAP agreement with COLLEGE admission and registration procedures.

8. ASSESSMENT OF LEARNING AND CONDUCT

8.1. Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same standards of achievement as students in courses taught on the COLLEGE campus.

8.2. Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same grading standards as those expected of students in courses taught on the COLLEGE campus.

8.3. Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in courses taught on the COLLEGE campus.

8.4. Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same behavioral standards as those expected of students in courses taught on the COLLEGE campus.

9. LIAISON AND COORDINATION OF RESPONSIBILITIES

9.1. The COLLEGE shall appoint an educational administrator who will serve as point of contact to facilitate coordination and cooperation between COLLEGE, SCHOOL DISTRICT, and HIGH SCHOOL in conformity with COLLEGE policies and standards. (Ed. Code, § 76004, subd. (c)(2).) Among other things, the COMMUNITY COLLEGE DISTRICT Educational Administrator and the SCHOOL DISTRICT Educational Administrator described in Section 9.2, shall collaborate to determine the process for timely receiving, investigating, and remediating complaints of sexual misconduct or other conduct covered by Title IX of the Education Amendments of 1972 alleged to have occurred in or related to the CCAP program.

9.2. The SCHOOL DISTRICT shall appoint an educational administrator who will serve as point of contact to facilitate coordination and cooperation between SCHOOL DISTRICT, COLLEGE, HIGH SCHOOL in conformity with SCHOOL DISTRICT policies and standards.

9.3. This CCAP Agreement requires an annual report to the office of the Chancellor of the California Community Colleges by COLLEGE and SCHOOL DISTRICT. COLLEGE shall complete and file the Apportionment Attendance Report (CCFS-320); SCHOOL DISTRICT agrees to provide the following information, when requested by COLLEGE, in accordance with AB 288 Section 2, Education Code Section 76004:

a. The total number of high school students by school site enrolled in each partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws.

b. The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants.

c. The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants.

d. The total number of full-time equivalent students generated by CCAP partnership community college district participants.

10. DISPUTES

10.1. COLLEGE and SCHOOL DISTRICT recognize that, from time to time, disputes may arise between COLLEGE employees or students and SCHOOL DISTRICT employees or students. When such disputes arise, COLLEGE and SCHOOL DISTRICT shall collaborate and use their best efforts to resolve them informally. Where informal resolution is not successful or the PARTIES must address a formal inter-agency complaint, the following process will be utilized to resolve the matter.

a. The PARTY receiving the complaint will timely notify the other, and promptly provide the other PARTY with any written complaint received.

b. The Educational Administrators will review the complaint to determine, based on the nature of the complaint, whether any statutory or regulatory timelines or other procedural requirements apply, including but not limited to:

10.1.b.1. Whether COLLEGE is required to investigate the complaint to the State Chancellor pursuant to Title 5 of the California Code of Regulations.

10.1.b.2. Whether, based on the nature of the complaint, the complainant is entitled to any rights or protections with regard to how the complaint is handled, pursuant to Title 5 or applicable state or federal laws, including but not limited to Title IX of the Education Amendments of 1972.

10.1.b.3. If either Educational Administrator finds such rights to exist, he or she shall notify the other Educational Administrator, and COLLEGE and SCHOOL DISTRICT shall cooperate as needed in carrying out these requirements. It is understood that such requirements may include but are not limited to conducting a formal investigation within regulatory timelines or the implementation of interim safety measures for the complainant.

c. Within a reasonable time, either PARTY receiving the complaint, the PARTIES will discuss the nature and severity of the allegations and come to a mutual agreement regarding the need for and scope of any investigation required. If it is agreed that a formal investigation is required, the PARTIES will mutually agree upon an investigator, who may be an outside investigator, or qualified employee of COLLEGE or SCHOOL DISTRICT. If the PARTIES agree to have the matter investigated internally by either a COLLEGE or SCHOOL DISTRICT employee, the other PARTY may designate an employee to attend all witness interviews. Where it is determined that an outside investigator will be used, the cost will be divided between the PARTIES.

d. If, despite the good faith effort of the PARTIES, they are unable to agree on a process for investigating the complaint, the PARTY whose employee/student is the subject of the complaint will determine the process.

e. The COLLEGE and SCHOOL DISTRICT will cooperate in any investigation initiated and make its employees available to the investigator.

f. Interviews of COLLEGE and SCHOOL DISTRICT employees shall comply with any rights and protections afforded to them under an applicable collective bargaining agreement or state or federal law, including but not limited to the right to have a representative present during an interview that could lead to discipline.

g. The investigator will prepare a report that will be provided to both PARTIES setting forth findings as to the allegations and the basis for the findings.

h. The COLLEGE and SCHOOL DISTRICT shall share any and all materials from the investigation, unless sharing would cause a PARTY to violate confidentiality or privacy laws.

i. The COLLEGE and SCHOOL DISTRICT have sole discretion in determining any disciplinary measures to be imposed against their respective employees or students.

j. Regardless of any disciplinary measures taken by the COLLEGE or SCHOOL DISTRICT against its respective employees or students, the other PARTY retains the right to have the subject of a sustained complaint removed from participating in or providing services for the program that is the subject of this CCAP Agreement.

11. **APPORTIONMENT**

11.1. COLLEGE shall include the students enrolled in a CCAP Agreement course in its report of full-time equivalent students (FTES) for purposes of receiving state apportionments when the course(s) complies with current requirements for dual enrollment under applicable California law.

11.2. For purposes of allowances and apportionments from Section B of the State School Fund, a community college district conducting a closed course on a high school campus shall be credited with those units of full-time equivalent students attributable to the attendance of eligible high school pupils.

11.3. The COLLEGE shall not receive a state allowance or apportionment for an instructional activity for which the SCHOOL DISTRICT has been, or shall be, paid an allowance or apportionment. (Ed. Code § 76004, subdivision (o)(2)).

11.4. The attendance of a SCHOOL DISTRICT pupil at the COLLEGE as a special part-time or full-time student pursuant to this section is authorized attendance for which the COLLEGE shall be credited or reimbursed pursuant to Section 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity.

12. CERTIFICATIONS

12.1. The SCHOOL DISTRICT certifies that:

a. The direct education costs of the courses offered as part of this CCAP Agreement are not fully funded through other sources.

b. It agrees and acknowledges that the COLLEGE will claim apportionment for the SCHOOL DISTRICT students enrolled in community college course(s) under this CCAP Agreement.

c. Any COLLEGE instructor teaching a course at the SCHOOL DISTRICT has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus.

12.2. The COLLEGE certifies that:

a. A community college course offered for college credit at the participating SCHOOL DISTRICT does not reduce access to the same course offered at the partnering COLLEGE.

b. The COLLEGE has not received full compensation for the direct education costs for the conduct of the courses offered as part of this CCAP Agreement from other sources.

c. The Agreement is consistent with the core mission of the COLLEGE pursuant to Section 66010.4 and students participating in this CCAP Agreement will not lead to displacement of otherwise eligible adults at the COLLEGE.

d. A qualified SCHOOL DISTRICT instructor teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing COLLEGE faculty member teaching the same course at the partnering community college campus.

12.3. The PARTIES certify that:

a. Any COLLEGE instructor teaching a course on a SCHOOL DISTRICT campus has not been convicted of any sex offense as defined in Education Code section 44010 or as amended, or any controlled substance offense as defined in Education Code section 44011 or as amended.

b. The SCHOOL DISTRICT and COLLEGE comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP Agreement course offered for high school credit. (AB288 Sec. 2 (I).)

13. PROGRAM IMPROVEMENT

13.1. The COLLEGE and the SCHOOL DISTRICT may annually conduct surveys of participating SCHOOL DISTRICT pupils, instructors, principals, and school counselors for the purpose of informing practice, adjusting, and improving the quality of courses offered as part of this CCAP Agreement.

14. **RECORDS**

14.1. Permanent records of student attendance, grades and achievement will be maintained by both the SCHOOL DISTRICT and COLLEGE for SCHOOL DISTRICT students who enroll in course(s) offered as part of this CCAP Agreement. Permanent records of student enrollment, grades, and achievement for COLLEGE students shall be maintained by COLLEGE.

14.2. Each PARTY shall maintain records pertaining to this CCAP Agreement as may be required by federal and state law. Each PARTY may review and obtain a copy of the other

PARTY'S pertinent records subject to federal and state privacy statutes.

14.3. SCHOOL DISTRICT instructors will submit grades to the COLLEGE when due according to the COLLEGE schedule per section 7.14. The SCHOOL DISTRICT will include all criteria identified by the COLLEGE for grading purposes.

14.4. COLLEGE may provide the SCHOOL DISTRICT with a report on participating students' final grades after each term.

15. **CCAP AGREEMENT DATA MATCH AND REPORTING**

15.1. COLLEGE and SCHOOL DISTRICT shall ensure operational protocols consistent with the collection of participating student data and the timely submission of the data.

15.2. COLLEGE shall report all program and participating student data to the office of the Chancellor of the California Community Colleges.

16. DATA SHARING

16.1. COLLEGE and SCHOOL DISTRICT may share confidential student data for the purposes of evaluating the educational services provided under this CCAP agreement and for evaluating student performance pursuant to participating in CCAP courses. Any data shared will be for research and analytical purposes aimed at understanding student performance and improving applicable federal and state laws concerning access to and confidentiality of student record information as described in Section 17 of this agreement.

17. **PRIVACY OF STUDENT RECORDS**

17.1. COLLEGE and SCHOOL DISTRICT understand and agree that education records of students enrolled in a CCAP course and personally identifiable information contained in those educational records are subject to the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 C.F.R. Part 99, including the disclosure provisions of § 99.30 and state law as outlined in Education Code section 49064 and section 49076). COLLEGE and SCHOOL DISTRICT agree to hold all student education records generated pursuant to this CCAP Agreement in strict confidence and further agree not to disclose such records except as authorized by applicable law or regulation for COLLEGE records or by the parent or guardian's prior written consent for HIGH SCHOOL records. (34 C.F.R. § 99.33 (a), (b); 34 C.F.R. § 99.34(b) and Education Code§§ 49064 and 49076.)

17.2. **Limitation on Use**. COLLEGE and SCHOOL DISTRICT shall use each student education record that they may receive pursuant to this CCAP Agreement solely for purposes consistent with their authority to access that information pursuant to Federal and State law, as may be as applicable. (34 C.F.R. § 99.31, 34 C.F.R. § 99.34, and Education Code § 49076.)

17.3. **Recordkeeping Requirements.** COLLEGE and SCHOOL DISTRICT shall comply with the requirements governing maintenance of records of each request for access to and each disclosure of student education records set forth under Title 34, Code of Federal Regulations § 99.32 and under Education Code § 49064 as applicable.

17.4. **Acknowledgement of Receipt of Notice of FERPA Regulations**. By signature of its authorized representative or agent on this Agreement, COLLEGE and SCHOOL DISTRICT hereby acknowledges that it has been provided with the notice required under

34 C.F.R. § 99.33(d) that it is strictly prohibited from re-disclosing student education records to any other person or entity except as authorized by applicable law or regulation. Parent or guardian requests for information will need to be addressed directly by the HIGH SCHOOL or SCHOOL DISTRICT personnel.

18. **REIMBURSEMENT**

18.1. The SCHOOL DISTRICT shall invoice the COLLEGE no later than 30 (thirty) days after the start of each term for the instructional services provided through this CCAP agreement as follows:

a. For courses taught by COLLEGE-approved SCHOOL DISTRICT teachers and COLLEGE instructors on HIGH SCHOOL campuses during regular high school hours rendered at the rate of $1,000.00 per course unit delivered to CCAP students.

Example: 3 CCAP courses @ 3 units each = 9 units x $1,000.00 = $9,000.00

18.2. The COLLEGE shall make payment to the SCHOOL DISTRICT within 30 days of receiving the invoice for instructional services rendered.

18.3. The COLLEGE is required to report to the state the percentage of funds paid to an agency to the SCHOOL DISTRICT that will provide direct instruction on behalf of the college as part of the CCAP partnership agreement. The SCHOOL DISTRICT will use 100% of all funds received from Allan Hancock College in fulfillment of this agreement to pay for direct instructional costs. (Ed. Code § 84632).

19. FACILITIES

19.1. The SCHOOL DISTRICT will provide adequate classroom space at its facilities or other mutually agreed upon locations to conduct the instruction and do so without charge to COLLEGE or students. SCHOOL DISTRICT agrees to clean, maintain, and safeguard SCHOOL DISTRICT's premises. SCHOOL DISTRICT warrants that its facilities are safe and compliant with all applicable buildings, fire, and safety codes.

19.2. The SCHOOL DISTRICT will furnish, at its own expense, all course materials, specialized equipment, books and other necessary equipment for all SCHOOL DISTRICT students. The parties understand that such equipment and materials are the SCHOOL DISTRICT’s sole property.

19.3. The SCHOOL DISTRICT facilities may be used by COLLEGE for COLLEGE course offerings before or after regular high school schedule at no additional cost. Prior approval by the SCHOOL DISTRICT is required. COLLEGE courses offered before or after the regular high school schedule will be open to the public.

20. **INDEMNIFICATION**

20.1. The SCHOOL DISTRICT agrees to and shall indemnify, save and hold harmless the COLLEGE, and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims,

demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of SCHOOL DISTRICT's performance of this CCAP Agreement. The obligation to indemnify shall extend to all claims and losses that arise out of SCHOOL DISTRICT's or its trustees', officers', agents', or employees' negligence, wrongful acts or omissions, or willful misconduct related to this CCAP Agreement or performance of this CCAP Agreement. The provisions of this section shall survive the termination or expiration of this CCAP Agreement.

20.2. The COLLEGE agrees to and shall indemnify, save and hold harmless the SCHOOL DISTRICT and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of COLLEGE'S performance of this CCAP Agreement. The obligation to indemnify shall extend to all claims and losses that arise out of COLLEGE'S or its trustees', officers', agents', or employees' negligence, wrongful acts or omissions, or willful misconduct related to this CCAP Agreement or performance of this CCAP Agreement. The provisions of this section shall survive the termination or expiration of this CCAP Agreement.

21. INSURANCE

21.1. The SCHOOL DISTRICT, in order to protect the COLLEGE, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this CCAP Agreement, shall secure and maintain in force during the entire term of this CCAP Agreement, insurance coverage or an approved program of self-insurance in the amount of not less than ONE MILLION DOLLARS ($1,000,000) per incident and TWO MILLION DOLLARS ($2,000,000) general aggregate for personal injury, bodily injury, death, and property and other damage, with an admitted California insurer duly licensed to engage in the business of insurance in the State of California, or public entity risk management Joint Powers Authority, authorized to provide public liability and property damage insurance in the state of California. Said policy of insurance, insurance coverage through a public entity risk management JPA, or program of self-insurance shall expressly name the COLLEGE, its agents, employees and officers as an additional insured for the purposes of this CCAP Agreement. A certificate of insurance including such endorsement shall be furnished to the COLLEGE.

21.2. The COLLEGE, in order to protect the SCHOOL DISTRICT, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this CCAP Agreement, shall secure and maintain in force during the entire term of this CCAP Agreement, insurance coverage or an approved program of self- insurance in the amount of not less than ONE MILLION DOLLARS ($1,000,000) per incident and TWO MILLION DOLLARS ($2,000,000) general aggregate for personal injury, bodily injury, death, and property and other damage, with an admitted California insurer duly licensed to engage in the business of insurance in the State of California, or public entity risk management Joint Powers Authority, authorized to provide public liability and property damage insurance in the State of California. Said policy of insurance, insurance coverage through a public entity risk

management JPA or program of self-insurance shall expressly name the SCHOOL DISTRICT, its agents, employees and officers as an additional insured for the purposes of this CCAP Agreement. A certificate of insurance including such endorsement shall be furnished to the SCHOOL DISTRICT.

21.3. For the purpose of Workers' Compensation, SCHOOL DISTRICT shall be the "primary employer" for all its employees who perform services as instructors and support staff. SCHOOL DISTRICT shall be solely responsible for processing, investigating, defending, and paying all workers' compensation claims by their respective SCHOOL DISTRICT employees made in connection with performing services and receiving instruction under this CCAP Agreement. SCHOOL DISTRICT agrees to hold harmless, indemnify, and defend COLLEGE, its directors, officers, agents, and employees from any liability resulting from its failure to process, investigate, defend, or pay any workers' compensation claims by SCHOOL DISTRICT employees connected with providing services under this CCAP Agreement.

22. NON-DISCRIMINATION

22.1. Neither the SCHOOL DISTRICT nor the COLLEGE shall discriminate on the basis of race or ethnicity, gender, nationality, physical or mental disability, sexual orientation, religion, or any other protected class under California State or federal law.

23. NOTICES

23.1. Any and all notices required to be given hereunder shall be deemed given when personally delivered or deposited in the U.S. Mail, postage to be prepaid, to the following addresses:

Allan Hancock College Joint Community College District
800 S. College Drive
Santa Maria, CA 93460
Attn: Dennis Curran

Brawley Union School District
Address: 480 N Imperial Ave, Brawley, CA 92227
Attn: Jonine Trevino

24. MODIFICATION AND AMENDMENT

24.1. Appendix A through D to this CCAP Agreement is incorporated by this reference into this CCAP Agreement.

24.2. This CCAP Agreement and Appendix A through D to this CCAP Agreement set forth the entire agreement between the PARTIES relating to the subject matter of this CCAP Agreement. This CCAP Agreement and Appendix A through D to this CCAP Agreement supersede any prior agreements, promises, negotiations, or representations, express or implied, oral or written, not included in this CCAP Agreement and Appendix A through D to this CCAP Agreement.

24.3. This Agreement may be amended only with the mutual consent of the Parties. All amendments must be in writing and must be approved by the Parties' respective governing Boards.

25. **GOVERNING LAWS**

25.1. This CCAP Agreement will be governed by and construed in accordance with California law, and the venue of any action or proceeding in connection with this CCAP Agreement shall be Santa Barbara County, California.

26. **COMMUNITY COLLEGE DISTRICT BOUNDARIES**

26.1. For locations outside the geographical boundaries of Allan Hancock College Joint Community College District, the COLLEGE will comply with the requirements of Title 5 of the California Code of Regulations, Sections 55300 et seq. or as amended, concerning approval by adjoining high school or community college districts and use of non-district facilities.

27. **SEVERABILITY**

27.1. This CCAP Agreement shall be considered severable, such that if any provision or part of the CCAP Agreement is ever held invalid under any law or ruling, that provision or part of the CCAP Agreement shall remain in force and effect to the extent allowed by law, and all other provisions or parts shall remain in full force and effect.

28. **COUNTERPARTS**

28.1. This CCAP Agreement may be executed by the PARTIES in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument.

IN WITNESS WHEREOF, the PARTIES hereto have caused this CCAP Agreement to be executed on the dates set forth below, to be effective as of the Effective Date.

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT	BRAWLEY UNION SCHOOL DISTRICT
By:_____	By: _____
Dennis Curran	Simon R Canalez
Associate Superintendent/Vice President of Finance and Administration	Superintendent
Date: _____	Date: _____

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT BOARD MEETINGS	BRAWLEY UNION SCHOOL DISTRICT BOARD MEETINGS
Information Board Meeting Date:	Information Board Meeting Date:
_____	_____
Public Comment and Approval Board Meeting Date:	Public Comment and Approval Board Meeting Date:
_____	_____

APPENDIX A

ALLAN HANCOCK COLLEGE JOINT COMMUNITY COLLEGE DISTRICT

Agreement with INSTRUCTOR

This agreement is made and entered into this _____ [day] of _____ [month] ____ [year] by three parties: The Allan Hancock College Joint Community College District (hereinafter "COLLEGE"), the _____ [high school district] (hereinafter "SCHOOL DISTRICT") and _____ [first name, last name], an employee of the SCHOOL DISTRICT (hereinafter "INSTRUCTOR") who is being assigned to the COLLEGE on a part-time basis pursuant to Title 5, California Code of Regulations, section 58058(b).

WHEREAS, the SCHOOL DISTRICT has the experience, training, equipment and other resources, and staff necessary to provide instruction to COLLEGE students through the CCAP Agreement;

WHEREAS, Title 5, California Code of Regulations, section 58050, subdivision (a) provides authority for claiming apportionment;

NOW, THEREFORE, the three parties to this Agreement hereby agree as follows:

1. The SCHOOL DISTRICT's INSTRUCTOR is an employee of the SCHOOL DISTRICT who shall meet "Minimum Qualifications" for the academic position of COLLEGE's INSTRUCTOR as established by the COLLEGE and as determined by the COLLEGE.

2. The SCHOOL DISTRICT's INSTRUCTOR is professionally and specially trained and competent to provide the supervisory and/or instructional services required by the COLLEGE.

3. The INSTRUCTOR will be an employee of the COLLEGE for purposes of the Attendance Accounting Standards (Ed. Code, § 58050). COLLEGE has the right to; 1) evaluate and terminate INSTRUCTOR; 2) evaluate the quality of instruction to ensure that it meets the needs of students; 3) evaluate the quality and rigor equal to the COLLEGE'S approved course outline of record and the accreditation requirements of COLLEGE. The COLLEGE will not provide INSTRUCTOR evaluation results to the SCHOOL DISTRICT.

4. The SCHOOL DISTRICT's INSTRUCTOR shall at all times comply with the supervisory and/or instructional requirements outlined in Title 5, California Code of Regulations, section 58055, which require direct instruction by the SCHOOL DISTRICT's INSTRUCTOR except in limited circumstances. The SCHOOL DISTRICT's INSTRUCTOR's responsibilities and duties as an employee of the COLLEGE shall include, but are not limited to, the following:

    4.1. Ensure that an instructional time of 50 minutes per class each day is expended in full compliance with the course objectives determined by the COLLEGE.
    4.2. Ensure the safety and well-being of students.
    4.3. Be in sufficient physical proximity and range of communication to provide immediate instructional supervision and control of all students in his/her classes.
    4.4. Attend periodic staff meetings with the COLLEGE.
    4.5. Regularly check and respond to communication from COLLEGE.
    4.6. Priority in class enrollment shall be given to students desiring to take the course for college credit towards a degree or certificate (Ed. Code § 76370). Ensure accurate and current daily student attendance records, accurate calculation of final student grades of

all students enrolled in the course for college credit, and the prompt submission of all data necessary for the calculation of FTES to the DISTRICT within 3 (three) calendar days of course completion (Ed. Code § 84500).

4.7. Ensure the effective use of instructional methods, technology, testing and remediation.

4.8. Ensure that he/she does not have any other assigned duties during the instructional activity where multiple skill levels of students are being taught for which attendance is being claimed.

4.9. Be familiar with and comply with all relevant COLLEGE policies, rules and regulations, including but not limited, to those related to student safety, grading, attendance, sexual harassment and discrimination.

4.10. Provide support to SCHOOL DISTRICT students taking COLLEGE courses under CCAP agreement with COLLEGE admission and registration procedures.

5. The SCHOOL DISTRICT shall indemnify and hold harmless the COLLEGE and its authorized agents, officers, and employees against any and all claims and actions arising from the SCHOOL DISTRICT's INSTRUCTOR's or SCHOOL DISTRICT's negligent, reckless or intentional acts, errors or omissions and for any cost or expense incurred by the COLLEGE on account of any claim therefor.

6. The COLLEGE shall provide no compensation to the SCHOOL DISTRICT's INSTRUCTOR for any services rendered pursuant to this Agreement, but compensation, as well as workers' compensation insurance, shall be the responsibility of the SCHOOL DISTRICT in accordance with its established and standard practices.

7. This Agreement may be terminated at any time by the COLLEGE within the sole and exclusive discretion of the COLLEGE upon written notice to the SCHOOL DISTRICT and the SCHOOL DISTRICT's INSTRUCTOR. This Agreement may be terminated upon thirty (30) days' prior written notice to COLLEGE by either the SCHOOL DISTRICT or the SCHOOL DISTRICT's INSTRUCTOR within either's sole and exclusive discretion.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year last written below.

INSTRUCTOR	ALLAN HANCOCK COLLEGE JOINT COMMUNITY COLLEGE DISTRICT
_____	_____
Print	Print
_____	_____
Signature	Signature

APPENDIX B

Identification of CCAP Pathways for Course-Specific College and Career Pathway Opportunities

Pursuant to California Assembly Bill No. 288, the COLLEGE and SCHOOL DISTRICT enter into this partnership agreement to offer College and Career Pathways (CCAP) to high school students to expand dual enrollment opportunities to facilitate college and career readiness, particularly among students who may not already be college-bound or who are underrepresented in higher education.

The goal of the CCAP partnership is to offer seamless pathways from high school to community college to promote: 1) academic preparation for transfer to four-year colleges and universities; 2) completion of career and technical education programs for entry into the workforce; (3) improving high school graduation rates, and (4) helping high school pupils achieve college and career readiness.

The following pathways are included in the CCAP partnership agreement between the COLLEGE and SCHOOL DISTRICT:

Career and Technical Education:

1. This pathway includes COLLEGE courses in a Career and Technical education ("CTE") pathway at the college level that apply to an Allan Hancock College degree or certificate in the pathway. This includes:
    a. Naming of HIGH SCHOOL Pathway and Course Location in Sequence (Introductory, Concentrator, Capstone, or Practicum)
    b. Naming of COLLEGE Pathway – Degree or Certificate
    c. Identifying Career/Employment Outcomes associated with CTE Pathway
    d. Identifying the course(s) in the Pathway to be offered under the CCAP Agreement.
2. Examples of CTE Technical Pathways include Automotive, Digital Art and Graphic Design, Culinary, Early Childhood Studies, Welding etc.

College and Career Readiness:

1. This pathway includes COLLEGE courses in career exploration and career development that prepare students in college and career planning. Successful completion of these courses will allow students to matriculate at college level in courses in a CTE pathway or General Education/ California State University ("CSU") Transfer pathway.
2. Course examples include: WEE (Work Experience); PD (Career Planning).

Preparation for Transfer:

1. California General Education Transfer Curriculum (Cal-GETC). This pathway includes COLLEGE courses which have been approved to meet the lower-division general education requirements at any CSU or University of California campus (i.e. Areas 1-6)

Improve High School Graduation Rates:

1. Student participation in college courses improves graduation rates of students who participate compared to peers who do not participate in college-level coursework.

APPENDIX C

CCAP Agreement Courses Approved for 2025-26

HIGH SCHOOL DISTRICT: Brawley Union School District

HIGH SCHOOL SITE / LOCATION: 480 North Imperial Ave., Brawley, CA 92227

PROJECTED NUMBER OF STUDENTS TO BE SERVED: 350

TOTAL PROJECTED FTES: 36.00

CCAP Pathway	College Degree or Certificate	High School Pathway	CCAP Course Offerings		Number of Sections, High School period(s) & Times		Instructor Name & Employer of Record (AHC or HS)		Projected Number of Students	Projected FTES
			FALL	SPRING	FALL	SPRING	FALL	SPRING		
College & Career Readiness	AA GE	CTE Education	Freshmen Seminar (HS)	PROD 301	Freshmen Seminar (HS)	10 Periods 1-6 8:00 am – 3:01 pm	Dr. Lizbeth Pirrie Brandin Young (HS)	Dr. Lizbeth Pirrie Mr. Brandin Young (HS)	350	36.00

1. **REQUIRED:** Describe the criteria used to assess the ability of pupils to benefit from the course(s) offered:

In consultation with their SCHOOL DISTRICT counselors, students self-select a pathway based on their academic readiness and alignment of course content to students' educational and career goals. SCHOOL DISTRICT and COLLEGE faculty identified CCAP courses using the following criteria:

a. Alignment with HIGH SCHOOL pathways and COLLEGE programs of study.
b. Potential for course completion to accelerate students' time to completion of postsecondary degree or certificate.
c. Potential to earn a Certificate of Training and be eligible to enter the workforce in their selected career technical pathway.
d. Potential to work toward completion of an associate degree or an associate degree for transfer.

2. **MINIMUM QUALIFICATIONS FOR INSTRUCTION:** All instructors teaching CCAP Agreement Courses must meet the minimum qualifications for instruction in a California community college as set forth in Title 5 of the California Code of Regulations, sections 53410 and 58060 or as amended. The minimum qualifications for instruction are:

Course Name & Number	Minimum Qualifications For Instructors
PROD 301	• Master's degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, career development, marriage and family therapy, or marriage, family, and child counseling • OR the equivalent NOTE: A bachelor's degree in one of the listed degrees and a license as a Marriage and Family Therapist (MFT) is an alternative qualification for this discipline • OR master's degree in education • OR any bachelor's degree or higher and two years of professional experience in Office Technologies • OR any associate degree and six years of professional experience in Office Technologies. NOTE: Professional experience is required when the application possesses a master's degree. The professional experience required must be directly related to the teaching assignment.

3. **BOOKS AND INSTRUCTIONAL MATERIALS:** The total cost of books and instructional materials for SCHOOL DISTRICT students participating in CCAP course as part of this CCAP Agreement will be borne by SCHOOL DISTRICT. The cost estimate is based on the current pricing and additions.

COURSE NAME & NUMBER	TEXTBOOK	COST	OTHER INSTRUCTIONAL MATERIALS	COST
PROD 301	Career Choices and Changes, M. Bingham, S. Stryker, 6th Edition (2019)	$59.95	My10yearPlan.com	$35

4. **JOINT FACILITIES USE PROTOCOLS:** COLLEGE and SCHOOL DISTRICT shall adhere to the terms and protocols outlined in Section 19, Facilities, of the CCAP Agreement. SCHOOL DISTRICT, shall extend access and use of the following SCHOOL DISTRICT facilities:

BUILDING NAME & ADDRESS	CLASSROOM	DAYS	HOURS
Brawley Union High School 480 N Imperial Avenue Brawley, CA 92227	49 & 28	Monday, Tuesday, Wednesday, Thursday, Friday	8:00 am – 3:01 pm (100 minute class periods)

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT

By: _____

Dr. Robert Curry

Associate Superintendent/Vice-President, Academic Affairs

Date: _____

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT BOARD MEETINGS

Information Board Meeting Date:

_____

Public Comment

BRAWLEY UNION HIGH SCHOOL

By: _____

Jesse Sanchez,

Brawley Union High School Principal

Date: 5/5/2025

BRAWLEY UNION SCHOOL DISTRICT BOARD MEETINGS

Information Board Meeting Date:

June 11, 2025

Public Comment

and Approval Board Meeting Date:

and Approval Board Meeting Date:

June 25, 2025

APPENDIX D
Registration Timeline 2025 - 2026

	2025-2026 Week Ranges	Process	Timeline	Type
FALL	Week 1: July 1, 2025 - July 7, 2025			
	Week 2: July 8, 2025 - July 14, 2025			
	Week 3: July 15, 2025 - July 21, 2025			
	Week 4: July 22, 2025 - July 28, 2025			
	Week 5: July 29, 2025 - August 4, 2025	Ideal	CRNs available for DualEnroll & we see bulk of forms (Would like Aug 1 deadline for CRNs)	CCAP
	Week 6: August 5, 2025 - August 11, 2025	Ideal	(NonCCAP) Late Add influx, Appeal Delays, Registration Processing Delays	
	Week 6: August 5, 2025 - August 11, 2025	Ideal	Firm Deadline for NonCCAP Petitions (Fall 2025)	NonCCAP
	Week 6: August 5, 2025 - August 11, 2025	Ideal	(NonCCAP) Bulk of Petitions come in around this time through first day of AHC classes	NonCCAP
	Week 7: August 12, 2025 - August 18, 2025		**Start of Fall Term for HS Partners (Average)**	
	Week 8: August 19, 2025 - August 25, 2025		**Start of Fall Term for AHC**	
	Week 8: August 19, 2025 - August 25, 2025	Actual	(NonCCAP) We accepted petitions for up until the start of classes (extended)	NonCCAP
	Week 8: August 19, 2025 - August 25, 2025		**Winter app opens**	
	Week 9: August 26, 2025 - September 1, 2025	Actual	Influx of Fall Petitions Timeframe	Both
	Week 9: August 26, 2025 - September 1, 2025	Actual	(NonCCAP) Late Add influx, Appeal Delays, Registration Processing Delays	NonCCAP
	Week 10: September 2, 2025 - September 8, 2025	Actual	CRNs available in DualEnroll & we see beginning of bulk of forms	CCAP
SPRING	Week 10: September 2, 2025 - September 8, 2025	Ideal	**Spring app opens for CCAP students**	CCAP
	Week 11: September 9, 2025 - September 15, 2025			
	Week 12: September 16, 2025 - September 22, 2025			
	Week 14: September 30, 2025 - October 6, 2025	Ideal	CCAP CRNs available (Spring 2026)	CCAP
	Week 14: September 30, 2025 - October 6, 2025	Ideal	CCAP Registration Begins (Spring 2026)	CCAP
	Week 14: September 30, 2025 - October 6, 2025		**Spring app opens**	
	Week 14: September 30, 2025 - October 6, 2025	Actual	Deadline for NonCCAP Petitions (Fall 2025 Term 2)	NonCCAP
	Week 15: October 7, 2025 - October 13, 2025			
	Week 16: October 14, 2025 - October 20, 2025	Actual	AHC accepting NonCCAP petitions (Winter/Spring 2026)	NonCCAP
	Week 16: October 14, 2025 - October 20, 2025		**Class Search opens**	
	Week 17: October 21, 2025 - October 27, 2025			
	Week 18: October 28, 2025 - November 3, 2025	Ideal	Fall processing complete for CCAP	CCAP
	Week 19: November 4, 2025 - November 10, 2025	Actual	CRN available for CCAP for spring	CCAP
	Week 20: November 11, 2025 - November 17, 2025	Actual	*NonCCAP Registration Begins (Winter/Spring 2026)*	NonCCAP
	Week 20: November 11, 2025 - November 17, 2025	Actual	*CCAP Registration Begins (Early Spring 2026)*	CCAP
	Week 21: November 18, 2025 - November 24, 2025			
	Week 22: November 25, 2025 - December 1, 2025			
	Week 23: December 2, 2025 - December 8, 2025	Ideal	Influx of CN Spring Petitions Timeframe	NonCCAP

APPENDIX D
Registration Timeline 2025 - 2026

SPRING	Week 23: December 2, 2025 - December 8, 2025	Ideal	Deadline for NonCCAP Petitions (Winter 2026)	
	Week 24: December 9, 2025 - December 15, 2025	Ideal	Bulk of CCAP regsitrations submitted for Spring	CCAP
	Week 25: December 16, 2025 - December 22, 2024	Actual	Processing completed for Fall CCAP	CCAP
	Week 25: December 16, 2025 - December 22, 2025	Actual	**Start of Winter Term for AHC**	
	Week 26: December 23, 2025 - December 29, 2025			
	Week 27: December 30, 2025 - January 5, 2026			
	Week 28: January 6, 2026 - January 12, 2026	Actual	Deadline for NonCCAP Petitions (Spring 2026)	
	Week 29: January 13, 2026 - January 19, 2026	Actual	Start of Spring Term for HS Partners (Average)	Both
	Week 29: January 13, 2026 - January 19, 2026	Actual	Influx of CN petitions	Both
	Week 30: January 20, 2026 - January 26, 2026	Actual	**Start of Spring Term for AHC**	
	Week 31: January 27, 2026 - February 2, 2026			
	Week 32: February 3, 2026 - February 9, 2026	Actual	We see bulk of our CCAP forms being turned in	CCAP
	Week 33: February 10, 2026 - February 16, 2026	Actual	We see bulk of our CCAP forms being turned in	CCAP
	Week 34: February 17, 2026 - February 23, 2026		CCAP Sections Identify and Created - Alicia to meet with High Schools (summer/fall 2026)	
	Week 35: February 24, 2026 - March 2, 2026			
	Week 36: March 3, 2026 - March 9, 2026			
	Week 37: March 10, 2026 - March 16, 2026			
	Week 38: March 17, 2026 - March 23, 2026			
	Week 39: March 24, 2026 - March 30, 2026		CCAP Sections CRNs Complete (summer/fall 2026)	
	Week 40: March 31, 2026 - April 6, 2026			
	Week 41: April 7, 2026 - April 13, 2026		AHC accepting NonCCAP petitions (summer/fall 2026)	
	Week 41: April 7, 2026 - April 13, 2026	Actual	Summer/Fall Class Search Opens	
	Week 42: April 14, 2026 - April 20, 2026			
	Week 42: April 14, 2026 - April 20, 2026		Priority Reg	
	Week 43: April 21, 2026 - April 27, 2026	Ideal	Spring processing complete for CCAP	CCAP
	Week 44: April 28, 2026 - May 4, 2026			
FALL	Week 45: May 5, 2026 - May 11, 2026	Ideal	*NonCCAP Registration Begins (Summer/Fall 2026)*	
	Week 46: May 12, 2026 - May 18, 2026	Actual	Deadline for NonCCAP Petitions (Spring Term 2 2026)	
	Week 47: May 19, 2026 - May 25, 2026	Actual	Spring processing complete for CCAP	
	Week 48: May 26, 2026 - June 1, 2026			
	Week 49: June 2, 2026 - June 8, 2026	Ideal	Influx of Fall Petitions Timeframe	NonCCAP
	Week 50: June 9, 2026 - June 15, 2026	Actual	Start of Summer Term for AHC	
	Week 51: June 16, 2026 - June 22, 2026			
	Week 52: June 23, 2026 - June 29, 2026			

COLLEGE AND CAREER ACCESS PATHWAYS (CCAP) PARTNERSHIP AGREEMENT BETWEEN THE ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT AND LOMPOC UNIFIED SCHOOL DISTRICT

This College and Career Access Pathway Partnership Agreement ("CCAP Agreement") is between the Allan Hancock Joint Community College District ("COLLEGE) and Lompoc Unified School District ("SCHOOL DISTRICT"). COLLEGE and SCHOOL DISTRICT will collectively be referred to as "PARTIES" or individually as "PARTY".

RECITALS

WHEREAS, COLLEGE is a community college district whose mission includes providing educational programs and services that are responsive to the needs of the students and communities within the community college services area; and

WHEREAS, SCHOOL DISTRICT is a public school district located within the regional service area of the COLLEGE unless otherwise specified and agreed to as stated in AB 288, Sec. 2, Education Code section 76004, subdivision (e); and

WHEREAS, a high school ("HIGH SCHOOL") "includes a community school, continuation high school, juvenile court school, or adult education program offering courses for high school diplomas or high school equivalency certificates" as stated in Education Code section 76004, subdivision (a)(2); and

WHEREAS**,** the PARTIES desire to enter into this CCAP Agreement for the purpose of offering or expanding dual enrollment opportunities, consistent with the provisions of the Education Code, for high school students "who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and helping high school pupils achieve college and career readiness," (Ed. Code, § 76004, subdivision (a)); and

WHEREAS**,** instruction will comply with the student selection standards, curriculum guidelines, recommendations and procedures promulgated by applicable law, the California Community College Chancellor's Office and the COLLEGE; and

WHEREAS**,** the PARTIES desire to enter this CCAP, which sets forth their mutual rights and responsibilities and governs their relationship; and

WHEREAS**,** the PARTIES intend for COLLEGE to report full-time equivalent students ("FTES") and obtain state apportionment for the subject courses given through this CCAP Agreement in

accordance with California Education Code, section 76004 and the appropriate portions of Title 5 of the California Code of Regulations; and

WHEREAS, participation in the CCAP Agreement is consistent with the core mission of California Community Colleges pursuant to Education Code section 66010.4, and that pupils participating in a CCAP partnership will not lead to enrollment displacement of otherwise eligible adults in the community college (Ed. Code, § 76004, subdivision (k)(2));

NOW, THEREFORE, PARTIES mutually agree as follows:

1. TERM OF AGREEMENT

1.1. **Effective Date and Duration.** The term of this CCAP Agreement shall be effective on **July 1, 2025,** and continue in effect until **June 30, 2026**, or until duly modified or terminated by the PARTIES in accordance with Section 1.2 of this CCAP Agreement.

1.2. **Early Termination.**

a. This agreement may be terminated by either PARTY without cause or for any reason upon giving at least sixty (60) days prior written notice to the other PARTY. Any students currently enrolled in COLLEGE courses under this CCAP Agreement shall be allowed to complete those courses prior to the termination of this CCAP Agreement.

b. This CCAP Agreement may be terminated by either PARTY with cause if another PARTY fails to comply with the insurance or indemnification requirements or otherwise commits a material breach. Termination will be effective no sooner than 15 calendar days after a written demand to cure is provided and the PARTY fails to cure. This remedy is in addition to any other remedy which may be provided for by law.

1.3. **The CCAP Agreement Appendix**. This CCAP Agreement outlines the terms of the Agreement.

a. The CCAP Agreement Appendix shall specify CCAP Agreement Courses as well as additional details regarding, but not be limited to, the total number of high school students to be served and the total number of full-time equivalent students ("FTES") projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses:

Appendix A: Agreement with Instructor.

Appendix B: Identification of CCAP Pathways for Course-Specific College and Career Pathway Opportunities.

Appendix C: CCAP Agreement Courses Approved for 2025-2026.

Appendix D: Registration Timeline

b. The CCAP Agreement Appendix C shall be reviewed and approved annually by both PARTIES by a duly adopted written amendment to this Agreement.

1.4. **Points of contact and Educational Administrators** are as follows:

COLLEGE:	Thomas Lamica, dean, academic affairs
SCHOOL DISTRICT:	Brian Jaramillo, assistant superintendent, educational services
HIGH SCHOOL SITES:	Celeste Pico, principal, Lompoc High School
	Laurel Schroeder, principal, Maple High School
	Brian Grimnes, Cabrillo High School

(Ed. Code, § 76004, subdivision (c)(2))

1.5. A copy of the COLLEGE and SCHOOL DISTRICT CCAP Agreement shall be filed with the office of the Chancellor of the California Community Colleges and with the California Department of Education before the start of the CCAP partnership. (Ed. Code, § 76004, subdivision (c)(3).)

1.6. COLLEGE and SCHOOL DISTRICT shall present this CCAP agreement at an open public meeting of their respective governing boards, allowing for public comments prior to consideration for approval or disapproval of this CCAP agreement. (Ed. Code, § 76004, subdivision (b)(2).)

2. DEFINITIONS

2.1. **CCAP Agreement Courses.** CCAP Agreement Courses offered as part of this CCAP Agreement shall be community college courses acceptable towards a career technical education credential or certificate, preparation for transfer, or appropriate to improve high school graduation rates or help high school pupils achieve college and career readiness. (Ed. Code § 76004, subdivision (a).) All community college courses offered at the SCHOOL DISTRICT have been approved in accordance with the policies and guidelines of COLLEGE and applicable law. Courses offered at the COLLEGE that are open to the public for enrollment fall outside of this CCAP agreement and are subject to all conditions and rules of the COLLEGE.

2.2. **Pupil or Student Fees.** Pupil or Student is defined as a resident or nonresident student attending HIGH SCHOOL in California. SCHOOL DISTRICT pupils enrolled in a course offered through this CCAP Agreement shall not be assessed any fee that is prohibited by Education Code section 49011 (Ed. Code § 76004, subdivision (f)), including a fee charged to a student or a student's parent or guardian as a condition for course registration or for textbooks, supplies, materials and equipment needed to participate in the course. Students who are enrolled in a combination of CCAP and regular credit college courses will be subject to all fees assessed for the regular credit college enrollment for the regular credit college courses.

3. STUDENT ELIGIBILITY, SELECTION AND ENROLLMENT, ADMISSION, REGISTRATION, MINIMUM SCHOOL DAY

3.1. **Student Eligibility**. Students who "may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils to achieve college and career readiness" and "underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate" are eligible to participate in CCAP courses hosted at a SCHOOL DISTRICT site. (Education Code § 76004, subdivision (a); Assembly Bill 288 (2015) Section I, subdivision (d))

3.2. **Student Selection and Enrollment**. Enrollment shall be open to all eligible students as part of the CCAP Agreement who have been admitted to the COLLEGE and who meet all applicable prerequisites. Student selection criteria will be further specified in the CCAP Agreement Appendix C. Applicable prerequisite courses, training, or experience and standards required as preparation for courses offered through the CCAP Agreement will be determined by COLLEGE and shall be in compliance with applicable law and COLLEGE standards and policies.

3.3. **College Admission and Registration.** Procedures for students participating in the CCAP Agreement shall be governed by the COLLEGE and shall be in compliance with the admissions and registration guidelines outlined in applicable law and COLLEGE policy.

3.4. **Records of Student Attendance**. All records of student attendance and achievement shall be submitted to COLLEGE periodically using the COLLEGE student information system or upon demand and shall be maintained by COLLEGE.

3.5. **Priority Enrollment**. Students enrolling in a CCAP course will have priority enrollment by virtue of their status. High school students enrolling in non-CCAP college courses will not be eligible for priority registration.

3.6. **Physical Education Courses.** As part of a CCAP Agreement, a participating community college district shall not provide physical education course opportunities to high school students or any other course opportunities that do not assist in the attainment of the goals associated with career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve career and college readiness. (Ed. Code § 76004, subdivision (d)).

3.7. **Maximum Units.** Students participating under a CCAP Agreement may enroll in up to a maximum of 15 units per term, without exception, if all the following conditions specified in Assembly Bill 288, Sec. 2 (p)(l)(2)(3) are satisfied:

a. The units constitute no more than four community college courses per term.

b. The units are part of an academic program that is part of a CCAP partnership agreement established pursuant to this article.

c. The units are part of an academic program that is designed to award students both a high school diploma and an associate degree or a certificate or credential.

3.8. **Minimum School Day**. The SCHOOL DISTRICT shall certify that it shall teach SCHOOL DISTRICT students participating as part of a CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to Education

Code sections 46141 and 46142.

3.9. **Enrollment Restriction**. COLLEGE reserves the right to block students from enrolling in any courses for students who incur an unpaid debt for a non-CCAP class at the college. COLLEGE agrees to remove the enrollment block when debt is paid in full.

4. COLLEGE APPLICATION PROCEDURE

4.1. The COLLEGE will be responsible for processing student applications.

4.2. The COLLEGE will provide the necessary admission and registration forms and procedures, and both COLLEGE and SCHOOL DISTRICT will jointly ensure that each applicant accepted has met all the enrollment requirements.

4.3. The SCHOOL DISTRICT agrees to assist COLLEGE in the admission and registration of SCHOOL DISTRICT students as may be necessary and requested by COLLEGE.

5. PARTICIPATING STUDENTS

5.1. The total cost of books and instructional materials for SCHOOL DISTRICT students who enroll in a COLLEGE course offered as part of this CCAP Agreement will be borne by SCHOOL DISTRICT.

5.2. Both COLLEGE and SCHOOL DISTRICT will ensure that ancillary and support services are accessible to students (e.g., Tutoring.)

5.3. A student taking courses under this CCAP Agreement with an Individual Education Plan or 504 Plan with the SCHOOL DISTRICT may request accommodation for his or her disability to participate in the educational programs and activities required by the COURSE and COLLEGE. Accommodation required by state law or SCHOOL DISTRICT policy will be provided through SCHOOL DISTRICT in consultation with the COLLEGE Learning Assistance Program (LAP) Office. Students requesting services by the LAP office will need to follow the standard process for requesting accommodations.

6. CCAP AGREEMENT COURSES

6.1. The COLLEGE may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus during the regular school day and the community college course is offered pursuant to this CCAP Agreement.

6.2. The COLLEGE is responsible for all courses and educational programs offered as part of CCAP Agreement .

6.3. The scope, nature, time, location, and listing of courses offered by a COLLEGE shall be determined by COLLEGE in consultation with the SCHOOL DISTRICT and with the approval of the COLLEGE and will be recorded in the Appendix C to this CCAP Agreement.

6.4. Courses offered as part of a CCAP Agreement shall be jointly selected and approved by COLLEGE and SCHOOL DISTRICT.

6.5. Courses offered as part of this CCAP Agreement shall have a minimum enrollment of fifteen (15) students.

6.6. The SCHOOL DISTRICT confirms that each approved CCAP course is held for no less than

50 minutes each class day in full compliance with the course outcomes determined by the COLLEGE.

6.7. Degree and certificate programs that are included in the CCAP agreement must have been approved by the California Community College Chancellor's Office and courses offered at the SCHOOL DISTRICT shall adhere to the official course outline of record and the student learning outcomes established by the associated academic department within the COLLEGE, approved by the COLLEGE Academic Policy & Planning (AP&P) Committee and submitted to the Chancellor's Office. Course outlines will be provided to the SCHOOL DISTRICT.

6.8. Courses must meet the number of hours sufficient to meet the stated performance objectives as outlined in the course outlines provided to the SCHOOL DISTRICT on a semester basis.

6.9. Courses offered at the SCHOOL DISTRICT as part of this CCAP Agreement shall be of the same quality and rigor as those offered on the COLLEGE campus and shall be in compliance with COLLEGE academic standards.

6.10. Courses offered as part of this CCAP Agreement will comply with all applicable regulations, policies, procedures, prerequisites, and standards applicable to the COLLEGE as well as any corresponding policies, practices, and requirements of the SCHOOL DISTRICT. In the event of a conflict between the COLLEGE course related regulations, policies, procedures, prerequisites and standards and SCHOOL DISTRICT policies, practices and requirements, the COLLEGE regulations, policies, procedures, prerequisites, and standards, shall prevail.

6.11. A student's withdrawal prior to completion of a course offered as part of this CCAP Agreement shall be in accordance with COLLEGE guidelines, policies, pertinent statutes and regulations.

6.12. Supervision and evaluation of students enrolled in courses offered as part of this CCAP Agreement shall be in accordance with COLLEGE guidelines, policies, pertinent statues and regulations.

6.13. COLLEGE has the sole right to control and direct the instructional activities for all CCAP Agreement courses and all instructors, including those who are SCHOOL DISTRICT employees.

6.14. This CCAP Agreement certifies that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering SCHOOL DISTRICT, and shall involve collaborative effort between the SCHOOL DISTRICT and the COLLEGE faculty to deliver an innovative remediation course as an intervention in the student' s junior or senior year to ensure the student is prepared for college-level work upon graduation.

6.15. CCAP Agreement Courses outlined in Appendix C shall be updated annually and approved before the start of each academic year.

7. INSTRUCTORS

7.1. All instructors teaching COLLEGE courses offered as part of this CCAP Agreement must meet the minimum qualifications for instruction in a California community college as set

forth in Title 5 California Code of Regulations, Sections 53410 and 58060 or as amended.

7.2. The CCAP Agreement Appendix C shall specify which participating SCHOOL DISTRICT or COLLEGE will be the employer of record for purposes of assignment monitoring and reporting to the county office of education.

7.3. This CCAP Agreement specifies that the SCHOOL DISTRICT will assume reporting responsibilities pursuant to applicable federal teacher quality mandates.

7.4. Instructors who teach COLLEGE courses offered as part of this CCAP Agreement must provide the supervision and control reasonably necessary for the protection of the health and safety of students and may not have any other assigned duty during the instructional activity.

7.5. Instructors who teach COLLEGE courses shall comply with the fingerprinting requirements set forth in Education Code section 45125 or as amended and the tuberculosis testing and risk assessment requirements of California Health and Safety Code section 121525 or as amended. In addition to any other prohibition or provision, no person who has been convicted of a violent or serious felony shall be eligible to teach any courses offered as part of this CCAP Agreement or otherwise provide services on a SCHOOL DISTRICT site. SCHOOL DISTRICT shall immediately notify COLLEGE if an instructor is charged with an offense prohibited by Education Code sections 44010 or 44011.

7.6. Prior to teaching, faculty provided by the SCHOOL DISTRICT shall participate in required discipline-specific training and orientation from COLLEGE regarding, but not limited to, course curriculum, assessment criteria, pedagogy, course philosophy, testing and grading procedures record keeping, and other instructional responsibilities. Such training shall be approved and provided by the COLLEGE.

7.7. Prior to teaching, instructors provided by the COLLEGE may receive training and orientation from SCHOOL DISTRICT regarding, but not limited to, SCHOOL DISTRICT policies, practices, and requirements. Such training may be approved and provided by the SCHOOL DISTRICT.

7.8. Faculty provided by the SCHOOL DISTRICT are eligible to participate in professional development activities sponsored by the COLLEGE as required by the terms and condition of the contract and shall be encouraged to participate in ongoing collegial interaction to include, but not limited to, addressing course content, course delivery, assessment, evaluation, and/or research and development in the field.

7.9. The COLLEGE shall evaluate faculty performance for the college courses using the adopted evaluation of process and standards for faculty of the COLLEGE, subject to the approval of COLLEGE.

7.10. The COLLEGE and SCHOOL DISTRICT will work collaboratively to identify instructors from SCHOOL DISTRICT who may meet minimum qualification requirements or local equivalency standards to teach a COLLEGE course and encourage them to apply for consideration. Instructors will be required to go through the COLLEGE screening process for possible selection and assignment to the course.

7.11. The SCHOOL DISTRICT teachers approved to teach COLLEGE courses remain employees of the SCHOOL DISTRICT, subject to the authority of the SCHOOL DISTRICT, but will also be subject to the authority of COLLEGE specifically with regard to their duties as COLLEGE instructors, pursuant to the terms of Appendix A.

7.12. The COLLEGE shall determine the number of instructors, the ratio of instructors to

students, and the subject areas of instruction.

7.13. Faculty provided by the SCHOOL DISTRICT who do not comply with the policies, regulations, standards, and expectations of the COLLEGE shall be ineligible to teach college courses under this CCAP Agreement.

7.14. SCHOOL DISTRICT teachers approved to teach CCAP Courses under this CCAP Agreement must submit grades to both the COLLEGE and SCHOOL DISTRICT using the COLLEGE student information system by the established timeline (Appendix D).

7.15. SCHOOL DISTRICT teachers approved by the COLLEGE shall sign an Agreement with the Instructor (Appendix A) prior to the start of each academic year.

7.16. SCHOOL DISTRICT teachers approved by the COLLEGE shall provide support to high school students taking COLLEGE courses under CCAP agreement with COLLEGE admission and registration procedures.

8. ASSESSMENT OF LEARNING AND CONDUCT

8.1. Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same standards of achievement as students in courses taught on the COLLEGE campus.

8.2. Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same grading standards as those expected of students in courses taught on the COLLEGE campus.

8.3. Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in courses taught on the COLLEGE campus.

8.4. Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same behavioral standards as those expected of students in courses taught on the COLLEGE campus.

9. LIAISON AND COORDINATION OF RESPONSIBILITIES

9.1. The COLLEGE shall appoint an educational administrator who will serve as point of contact to facilitate coordination and cooperation between COLLEGE, SCHOOL DISTRICT, and HIGH SCHOOL in conformity with COLLEGE policies and standards. (Ed. Code, § 76004, subd. (c)(2).) Among other things, the COMMUNITY COLLEGE DISTRICT Educational Administrator and the SCHOOL DISTRICT Educational Administrator described in Section 9.2, shall collaborate to determine the process for timely receiving, investigating, and remediating complaints of sexual misconduct or other conduct covered by Title IX of the Education Amendments of 1972 alleged to have occurred in or related to the CCAP program.

9.2. The SCHOOL DISTRICT shall appoint an educational administrator who will serve as point of contact to facilitate coordination and cooperation between SCHOOL DISTRICT, COLLEGE, HIGH SCHOOL in conformity with SCHOOL DISTRICT policies and standards.

9.3. This CCAP Agreement requires an annual report to the office of the Chancellor of the California Community Colleges by COLLEGE and SCHOOL DISTRICT. COLLEGE shall complete and file the Apportionment Attendance Report (CCFS-320); SCHOOL

DISTRICT agrees to provide the following information, when requested by COLLEGE, in accordance with AB 288 Section 2, Education Code Section 76004:

a. The total number of high school students by school site enrolled in each partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws.

b. The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants.

c. The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants.

d. The total number of full-time equivalent students generated by CCAP partnership community college district participants.

10. DISPUTES

10.1. COLLEGE and SCHOOL DISTRICT recognize that, from time to time, disputes may arise between COLLEGE employees or students and SCHOOL DISTRICT employees or students. When such disputes arise, COLLEGE and SCHOOL DISTRICT shall collaborate and use their best efforts to resolve them informally. Where informal resolution is not successful or the PARTIES must address a formal inter-agency complaint, the following process will be utilized to resolve the matter.

a. The PARTY receiving the complaint will timely notify the other, and promptly provide the other PARTY with any written complaint received.

b. The Educational Administrators will review the complaint to determine, based on the nature of the complaint, whether any statutory or regulatory timelines or other procedural requirements apply, including but not limited to:

10.1.b.1. Whether COLLEGE is required to investigate the complaint to the State Chancellor pursuant to Title 5 of the California Code of Regulations.

10.1.b.2. Whether, based on the nature of the complaint, the complainant is entitled to any rights or protections with regard to how the complaint is handled, pursuant to Title 5 or applicable state or federal laws, including but not limited to Title IX of the Education Amendments of 1972.

10.1.b.3. If either Educational Administrator finds such rights to exist, he or she shall notify the other Educational Administrator, and COLLEGE and SCHOOL DISTRICT shall cooperate as needed in carrying out these requirements. It is understood that such requirements may include but are not limited to conducting a formal investigation within regulatory timelines or the implementation of interim safety measures for the complainant.

c. Within a reasonable time, either PARTY receiving the complaint, the PARTIES will discuss the nature and severity of the allegations and come to a mutual agreement regarding the need for and scope of any investigation required. If it is agreed that a formal investigation is required, the PARTIES will mutually agree upon an investigator, who may be an outside investigator, or qualified employee of COLLEGE or SCHOOL DISTRICT. If the PARTIES agree to have the matter investigated internally by either a COLLEGE or SCHOOL DISTRICT employee, the other PARTY may designate an

employee to attend all witness interviews. Where it is determined that an outside investigator will be used, the cost will be divided between the PARTIES.

d. If, despite the good faith effort of the PARTIES, they are unable to agree on a process for investigating the complaint, the PARTY whose employee/student is the subject of the complaint will determine the process.

e. The COLLEGE and SCHOOL DISTRICT will cooperate in any investigation initiated and make its employees available to the investigator.

f. Interviews of COLLEGE and SCHOOL DISTRICT employees shall comply with any rights and protections afforded to them under an applicable collective bargaining agreement or state or federal law, including but not limited to the right to have a representative present during an interview that could lead to discipline.

g. The investigator will prepare a report that will be provided to both PARTIES setting forth findings as to the allegations and the basis for the findings.

h. The COLLEGE and SCHOOL DISTRICT shall share any and all materials from the investigation, unless sharing would cause a PARTY to violate confidentiality or privacy laws.

i. The COLLEGE and SCHOOL DISTRICT have sole discretion in determining any disciplinary measures to be imposed against their respective employees or students.

j. Regardless of any disciplinary measures taken by the COLLEGE or SCHOOL DISTRICT against its respective employees or students, the other PARTY retains the right to have the subject of a sustained complaint removed from participating in or providing services for the program that is the subject of this CCAP Agreement.

11. **APPORTIONMENT**

11.1. COLLEGE shall include the students enrolled in a CCAP Agreement course in its report of full-time equivalent students (FTES) for purposes of receiving state apportionments when the course(s) complies with current requirements for dual enrollment under applicable California law.

11.2. For purposes of allowances and apportionments from Section B of the State School Fund, a community college district conducting a closed course on a high school campus shall be credited with those units of full-time equivalent students attributable to the attendance of eligible high school pupils.

11.3. The COLLEGE shall not receive a state allowance or apportionment for an instructional activity for which the SCHOOL DISTRICT has been, or shall be, paid an allowance or apportionment. (Ed. Code § 76004, subdivision (o)(2)).

11.4. The attendance of a SCHOOL DISTRICT pupil at the COLLEGE as a special part-time or full-time student pursuant to this section is authorized attendance for which the COLLEGE shall be credited or reimbursed pursuant to Section 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity.

12. CERTIFICATIONS

12.1. The SCHOOL DISTRICT certifies that:

a. The direct education costs of the courses offered as part of this CCAP Agreement are not fully funded through other sources.

b. It agrees and acknowledges that the COLLEGE will claim apportionment for the SCHOOL DISTRICT students enrolled in community college course(s) under this CCAP Agreement.

c. Any COLLEGE instructor teaching a course at the SCHOOL DISTRICT has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus.

12.2. The COLLEGE certifies that:

a. A community college course offered for college credit at the participating SCHOOL DISTRICT does not reduce access to the same course offered at the partnering COLLEGE.

b. The COLLEGE has not received full compensation for the direct education costs for the conduct of the courses offered as part of this CCAP Agreement from other sources.

c. The Agreement is consistent with the core mission of the COLLEGE pursuant to Section 66010.4 and students participating in this CCAP Agreement will not lead to displacement of otherwise eligible adults at the COLLEGE.

d. A qualified SCHOOL DISTRICT instructor teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing COLLEGE faculty member teaching the same course at the partnering community college campus.

12.3. The PARTIES certify that:

a. Any COLLEGE instructor teaching a course on a SCHOOL DISTRICT campus has not been convicted of any sex offense as defined in Education Code section 44010 or as amended, or any controlled substance offense as defined in Education Code section 44011 or as amended.

b. The SCHOOL DISTRICT and COLLEGE comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP Agreement course offered for high school credit. (AB288 Sec. 2 (I).)

13. PROGRAM IMPROVEMENT

13.1. The COLLEGE and the SCHOOL DISTRICT may annually conduct surveys of participating SCHOOL DISTRICT pupils, instructors, principals, and school counselors for the purpose of informing practice, adjusting, and improving the quality of courses offered as part of this CCAP Agreement.

14. **RECORDS**

14.1. Permanent records of student attendance, grades and achievement will be maintained by both the SCHOOL DISTRICT and COLLEGE for SCHOOL DISTRICT students who

enroll in course(s) offered as part of this CCAP Agreement. Permanent records of student enrollment, grades, and achievement for COLLEGE students shall be maintained by COLLEGE.

14.2. Each PARTY shall maintain records pertaining to this CCAP Agreement as may be required by federal and state law. Each PARTY may review and obtain a copy of the other PARTY'S pertinent records subject to federal and state privacy statutes.

14.3. SCHOOL DISTRICT instructors will submit grades to the COLLEGE when due according to the COLLEGE schedule per section 7.14. The SCHOOL DISTRICT will include all criteria identified by the COLLEGE for grading purposes.

14.4. COLLEGE may provide the SCHOOL DISTRICT with a report on participating students' final grades after each term.

15. CCAP AGREEMENT DATA MATCH AND REPORTING

15.1. COLLEGE and SCHOOL DISTRICT shall ensure operational protocols consistent with the collection of participating student data and the timely submission of the data.

15.2. COLLEGE shall report all program and participating student data to the office of the Chancellor of the California Community Colleges.

16. DATA SHARING

16.1. COLLEGE and SCHOOL DISTRICT may share confidential student data for the purposes of evaluating the educational services provided under this CCAP agreement and for evaluating student performance pursuant to participating in CCAP courses. Any data shared will be for research and analytical purposes aimed at understanding student performance and improving applicable federal and state laws concerning access to and confidentiality of student record information as described in Section 17 of this agreement.

17. PRIVACY OF STUDENT RECORDS

17.1. COLLEGE and SCHOOL DISTRICT understand and agree that education records of students enrolled in a CCAP course and personally identifiable information contained in those educational records are subject to the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 C.F.R. Part 99, including the disclosure provisions of § 99.30 and state law as outlined in Education Code section 49064 and section 49076). COLLEGE and SCHOOL DISTRICT agree to hold all student education records generated pursuant to this CCAP Agreement in strict confidence and further agree not to disclose such records except as authorized by applicable law or regulation for COLLEGE records or by the parent or guardian's prior written consent for HIGH SCHOOL records. (34 C.F.R. § 99.33 (a), (b); 34 C.F.R. § 99.34(b) and Education Code§§ 49064 and 49076.)

17.2. **Limitation on Use**. COLLEGE and SCHOOL DISTRICT shall use each student education record that they may receive pursuant to this CCAP Agreement solely for purposes consistent with their authority to access that information pursuant to Federal and State law, as may be as applicable. (34 C.F.R. § 99.31, 34 C.F.R. § 99.34, and Education Code § 49076.)

17.3. **Recordkeeping Requirements.** COLLEGE and SCHOOL DISTRICT shall comply with the requirements governing maintenance of records of each request for access to and

each disclosure of student education records set forth under Title 34, Code of Federal Regulations § 99.32 and under Education Code § 49064 as applicable.

17.4. **Acknowledgement of Receipt of Notice of FERPA Regulations**. By signature of its authorized representative or agent on this Agreement, COLLEGE and SCHOOL DISTRICT hereby acknowledges that it has been provided with the notice required under 34 C.F.R. § 99.33(d) that it is strictly prohibited from re-disclosing student education records to any other person or entity except as authorized by applicable law or regulation. Parent or guardian requests for information will need to be addressed directly by the HIGH SCHOOL or SCHOOL DISTRICT personnel.

18. **REIMBURSEMENT**

18.1. The SCHOOL DISTRICT shall invoice the COLLEGE no later than 30 (thirty) days after the start of each term for the instructional services provided through this CCAP agreement as follows:

a. For courses taught by COLLEGE-approved SCHOOL DISTRICT teachers and COLLEGE instructors on HIGH SCHOOL campuses during regular high school hours rendered at the rate of $1,000.00 per course unit delivered to CCAP students.

Example: 3 CCAP courses @ 3 units each = 9 units x $1,000.00 = $9,000.00

18.2. The SCHOOL DISTRICT confirms that each approved CCAP course is held for a minimum of 50 minutes each class day. SCHOOL DISTRICT instructors confirm course delivery of 50 minutes on each class day. Any gap between 50 minutes and the actual class time of 2 minutes or less will be reimbursed by the COLLEGE at a rate of $1.00 per minute for a CCAP course taught by SCHOOL DISTRICT instructors. An additional 25% will be paid to cover ancillary payroll requirements.

Example: $1.00 per minute x 2 minutes x 712 class days (per LUSD academic calendar) = $1,424 + $356 (25%) = $1,780.

18.3. The COLLEGE shall make payment to the SCHOOL DISTRICT within 30 days of receiving the invoice for instructional services rendered.

18.4. The COLLEGE is required to report to the state the percentage of funds paid to an agency to the SCHOOL DISTRICT that will provide direct instruction on behalf of the college as part of the CCAP partnership agreement. The SCHOOL DISTRICT will use 100% of all funds received from Allan Hancock College in fulfillment of this agreement to pay for direct instructional costs. (Ed. Code § 84632).

19. FACILITIES

19.1. The SCHOOL DISTRICT will provide adequate classroom space at its facilities or other mutually agreed upon locations to conduct the instruction and do so without charge to COLLEGE or students. SCHOOL DISTRICT agrees to clean, maintain, and safeguard SCHOOL DISTRICT's premises. SCHOOL DISTRICT warrants that its facilities are safe and compliant with all applicable buildings, fire, and safety codes.

19.2. The SCHOOL DISTRICT will furnish, at its own expense, all course materials, specialized equipment, books and other necessary equipment for all SCHOOL DISTRICT students. The parties understand that such equipment and materials are the SCHOOL DISTRICT's sole property.

19.3. The SCHOOL DISTRICT facilities may be used by COLLEGE for COLLEGE course offerings before or after regular high school schedule at no additional cost. Prior approval by the SCHOOL DISTRICT is required. COLLEGE courses offered before or after the regular high school schedule will be open to the public.

20. **INDEMNIFICATION**

20.1. The SCHOOL DISTRICT agrees to and shall indemnify, save and hold harmless the COLLEGE, and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of SCHOOL DISTRICT's performance of this CCAP Agreement. The obligation to indemnify shall extend to all claims and losses that arise out of SCHOOL DISTRICT's or its trustees', officers', agents', or employees' negligence, wrongful acts or omissions, or willful misconduct related to this CCAP Agreement or performance of this CCAP Agreement. The provisions of this section shall survive the termination or expiration of this CCAP Agreement.

20.2. The COLLEGE agrees to and shall indemnify, save and hold harmless the SCHOOL DISTRICT and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of COLLEGE'S performance of this CCAP Agreement. The obligation to indemnify shall extend to all claims and losses that arise out of COLLEGE'S or its trustees', officers', agents', or employees' negligence, wrongful acts or omissions, or willful misconduct related to this CCAP Agreement or performance of this CCAP Agreement. The provisions of this section shall survive the termination or expiration of this CCAP Agreement.

21. INSURANCE

21.1. The SCHOOL DISTRICT, in order to protect the COLLEGE, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this CCAP Agreement, shall secure and maintain in force during the entire term of this CCAP Agreement, insurance coverage or an approved program of self-insurance in the amount of not less than ONE MILLION DOLLARS ($1,000,000) per incident and TWO MILLION DOLLARS ($2,000,000) general aggregate for personal injury, bodily injury, death, and property and other damage, with an admitted California insurer duly licensed to engage in the business of insurance in the State of California, or public entity risk management Joint Powers Authority, authorized to provide public liability and property damage insurance in the state of California. Said policy of insurance, insurance coverage through a public entity risk management JPA, or program of self-insurance shall expressly name the COLLEGE, its

agents, employees and officers as an additional insured for the purposes of this CCAP Agreement. A certificate of insurance including such endorsement shall be furnished to the COLLEGE.

21.2. The COLLEGE, in order to protect the SCHOOL DISTRICT, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this CCAP Agreement, shall secure and maintain in force during the entire term of this CCAP Agreement, insurance coverage or an approved program of self- insurance in the amount of not less than ONE MILLION DOLLARS ($1,000,000) per incident and TWO MILLION DOLLARS ($2,000,000) general aggregate for personal injury, bodily injury, death, and property and other damage, with an admitted California insurer duly licensed to engage in the business of insurance in the State of California, or public entity risk management Joint Powers Authority, authorized to provide public liability and property damage insurance in the State of California. Said policy of insurance, insurance coverage through a public entity risk management JPA or program of self-insurance shall expressly name the SCHOOL DISTRICT, its agents, employees and officers as an additional insured for the purposes of this CCAP Agreement. A certificate of insurance including such endorsement shall be furnished to the SCHOOL DISTRICT.

21.3. For the purpose of Workers' Compensation, SCHOOL DISTRICT shall be the "primary employer" for all its employees who perform services as instructors and support staff. SCHOOL DISTRICT shall be solely responsible for processing, investigating, defending, and paying all workers' compensation claims by their respective SCHOOL DISTRICT employees made in connection with performing services and receiving instruction under this CCAP Agreement. SCHOOL DISTRICT agrees to hold harmless, indemnify, and defend COLLEGE, its directors, officers, agents, and employees from any liability resulting from its failure to process, investigate, defend, or pay any workers' compensation claims by SCHOOL DISTRICT employees connected with providing services under this CCAP Agreement.

22. **NON-DISCRIMINATION**

22.1. Neither the SCHOOL DISTRICT nor the COLLEGE shall discriminate on the basis of race or ethnicity, gender, nationality, physical or mental disability, sexual orientation, religion, or any other protected class under California State or federal law.

23. NOTICES

23.1. Any and all notices required to be given hereunder shall be deemed given when personally delivered or deposited in the U.S. Mail, postage to be prepaid, to the following addresses:

Allan Hancock College Joint Community College District
800 S. College Drive
Santa Maria, CA 93460
Attn: Dennis Curran

LOMPOC UNIFIED SCHOOL DISTRICT
1301 North A Street, Lompoc, CA 93436
Attn: Dr. Clara A. Finneran

24. **MODIFICATION AND AMENDMENT**

24.1. Appendix A through D to this CCAP Agreement is incorporated by this reference into this CCAP Agreement.

24.2. This CCAP Agreement and Appendix A through D to this CCAP Agreement set forth the entire agreement between the PARTIES relating to the subject matter of this CCAP Agreement. This CCAP Agreement and Appendix A through D to this CCAP Agreement supersede any prior agreements, promises, negotiations, or representations, express or implied, oral or written, not included in this CCAP Agreement and Appendix A through D to this CCAP Agreement.

24.3. This Agreement may be amended only with the mutual consent of the Parties. All amendments must be in writing and must be approved by the Parties' respective governing Boards.

25. **GOVERNING LAWS**

25.1. This CCAP Agreement will be governed by and construed in accordance with California law, and the venue of any action or proceeding in connection with this CCAP Agreement shall be Santa Barbara County, California.

26. **COMMUNITY COLLEGE DISTRICT BOUNDARIES**

26.1. For locations outside the geographical boundaries of Allan Hancock College Joint Community College District, the COLLEGE will comply with the requirements of Title 5 of the California Code of Regulations, Sections 55300 et seq. or as amended, concerning approval by adjoining high school or community college districts and use of non-district facilities.

27. **SEVERABILITY**

27.1. This CCAP Agreement shall be considered severable, such that if any provision or part of the CCAP Agreement is ever held invalid under any law or ruling, that provision or part of the CCAP Agreement shall remain in force and effect to the extent allowed by law, and all other provisions or parts shall remain in full force and effect.

28. **COUNTERPARTS**

28.1. This CCAP Agreement may be executed by the PARTIES in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument.

IN WITNESS WHEREOF, the PARTIES hereto have caused this CCAP Agreement to be executed

on the dates set forth below, to be effective as of the Effective Date.

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT	LOMPOC UNIFIED SCHOOL DISTRICT
By:_____	By: _____
Associate Superintendent/Vice President of Finance and Administration	Superintendent
Date: _____	Date: _____
ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT BOARD MEETINGS	LOMPOC UNIFIED SCHOOL DISTRICT BOARD MEETINGS
Information Board Meeting Date: _____	Information Board Meeting Date: _____
Public Comment and Approval Board Meeting Date: _____	Public Comment and Approval Board Meeting Date: _____

APPENDIX A

ALLAN HANCOCK COLLEGE JOINT COMMUNITY COLLEGE DISTRICT

Agreement with INSTRUCTOR

This agreement is made and entered into this _____ [day] of _____ [month] ____ [year] by three parties: The Allan Hancock College Joint Community College District (hereinafter "COLLEGE"), the _____ [high school district] (hereinafter "SCHOOL DISTRICT") and _____ [first name, last name], an employee of the SCHOOL DISTRICT (hereinafter "INSTRUCTOR") who is being assigned to the COLLEGE on a part-time basis pursuant to Title 5, California Code of Regulations, section 58058(b).

WHEREAS, the SCHOOL DISTRICT has the experience, training, equipment and other resources, and staff necessary to provide instruction to COLLEGE students through the CCAP Agreement;

WHEREAS, Title 5, California Code of Regulations, section 58050, subdivision (a) provides authority for claiming apportionment;

NOW, THEREFORE, the three parties to this Agreement hereby agree as follows:

1. The SCHOOL DISTRICT's INSTRUCTOR is an employee of the SCHOOL DISTRICT who shall meet "Minimum Qualifications" for the academic position of COLLEGE's INSTRUCTOR as established by the COLLEGE and as determined by the COLLEGE.

2. The SCHOOL DISTRICT's INSTRUCTOR is professionally and specially trained and competent to provide the supervisory and/or instructional services required by the COLLEGE.

3. The INSTRUCTOR will be an employee of the COLLEGE for purposes of the Attendance Accounting Standards (Ed. Code, § 58050). COLLEGE has the right to; 1) evaluate and terminate INSTRUCTOR; 2) evaluate the quality of instruction to ensure that it meets the needs of students; 3) evaluate the quality and rigor equal to the COLLEGE'S approved course outline of record and the accreditation requirements of COLLEGE. The COLLEGE will not provide INSTRUCTOR evaluation results to the SCHOOL DISTRICT.

4. The SCHOOL DISTRICT's INSTRUCTOR shall at all times comply with the supervisory and/or instructional requirements outlined in Title 5, California Code of Regulations, section 58055, which require direct instruction by the SCHOOL DISTRICT's INSTRUCTOR except in limited circumstances. The SCHOOL DISTRICT's INSTRUCTOR's responsibilities and duties as an employee of the COLLEGE shall include, but are not limited to, the following:

    4.1. Ensure that an instructional time of 50 minutes per class each day is expended in full compliance with the course objectives determined by the COLLEGE.
    4.2. Ensure the safety and well-being of students.
    4.3. Be in sufficient physical proximity and range of communication to provide immediate instructional supervision and control of all students in his/her classes.
    4.4. Attend periodic staff meetings with the COLLEGE.
    4.5. Regularly check and respond to communication from COLLEGE.
    4.6. Priority in class enrollment shall be given to students desiring to take the course for college credit towards a degree or certificate (Ed. Code § 76370). Ensure accurate and current daily student attendance records, accurate calculation of final student grades of

all students enrolled in the course for college credit, and the prompt submission of all data necessary for the calculation of FTES to the DISTRICT within 3 (three) calendar days of course completion (Ed. Code § 84500).

4.7. Ensure the effective use of instructional methods, technology, testing and remediation.

4.8. Ensure that he/she does not have any other assigned duties during the instructional activity where multiple skill levels of students are being taught for which attendance is being claimed.

4.9. Be familiar with and comply with all relevant COLLEGE policies, rules and regulations, including but not limited, to those related to student safety, grading, attendance, sexual harassment and discrimination.

4.10. Provide support to SCHOOL DISTRICT students taking COLLEGE courses under CCAP agreement with COLLEGE admission and registration procedures.

5. The SCHOOL DISTRICT shall indemnify and hold harmless the COLLEGE and its authorized agents, officers, and employees against any and all claims and actions arising from the SCHOOL DISTRICT's INSTRUCTOR's or SCHOOL DISTRICT's negligent, reckless or intentional acts, errors or omissions and for any cost or expense incurred by the COLLEGE on account of any claim therefor.

6. The COLLEGE shall provide no compensation to the SCHOOL DISTRICT's INSTRUCTOR for any services rendered pursuant to this Agreement, but compensation, as well as workers' compensation insurance, shall be the responsibility of the SCHOOL DISTRICT in accordance with its established and standard practices.

7. This Agreement may be terminated at any time by the COLLEGE within the sole and exclusive discretion of the COLLEGE upon written notice to the SCHOOL DISTRICT and the SCHOOL DISTRICT's INSTRUCTOR. This Agreement may be terminated upon thirty (30) days' prior written notice to COLLEGE by either the SCHOOL DISTRICT or the SCHOOL DISTRICT's INSTRUCTOR within either's sole and exclusive discretion.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year last written below.

INSTRUCTOR	ALLAN HANCOCK COLLEGE JOINT COMMUNITY COLLEGE DISTRICT
_____	_____
Print	Print
_____	_____
Signature	Signature

APPENDIX B

Identification of CCAP Pathways for Course-Specific College and Career Pathway Opportunities

Pursuant to California Assembly Bill No. 288, the COLLEGE and SCHOOL DISTRICT enter into this partnership agreement to offer College and Career Pathways (CCAP) to high school students to expand dual enrollment opportunities to facilitate college and career readiness, particularly among students who may not already be college-bound or who are underrepresented in higher education.

The goal of the CCAP partnership is to offer seamless pathways from high school to community college to promote: 1) academic preparation for transfer to four-year colleges and universities; 2) completion of career and technical education programs for entry into the workforce; (3) improving high school graduation rates, and (4) helping high school pupils achieve college and career readiness.

The following pathways are included in the CCAP partnership agreement between the COLLEGE and SCHOOL DISTRICT:

Career and Technical Education:

1. This pathway includes COLLEGE courses in a Career and Technical education ("CTE") pathway at the college level that apply to an Allan Hancock College degree or certificate in the pathway. This includes:
    a. Naming of HIGH SCHOOL Pathway and Course Location in Sequence (Introductory, Concentrator, Capstone, or Practicum)
    b. Naming of COLLEGE Pathway – Degree or Certificate
    c. Identifying Career/Employment Outcomes associated with CTE Pathway
    d. Identifying the course(s) in the Pathway to be offered under the CCAP Agreement.
2. Examples of CTE Technical Pathways include Automotive, Digital Art and Graphic Design, Culinary, Early Childhood Studies, Welding etc.

College and Career Readiness:

1. This pathway includes COLLEGE courses in career exploration and career development that prepare students in college and career planning. Successful completion of these courses will allow students to matriculate at college level in courses in a CTE pathway or General Education/ California State University ("CSU") Transfer pathway.
2. Course examples include: WEE (Work Experience); PD (Career Planning).

Preparation for Transfer:

1. California General Education Transfer Curriculum (Cal-GETC). This pathway includes COLLEGE courses which have been approved to meet the lower-division general education requirements at any CSU or University of California campus (i.e. Areas 1-6)

Improve High School Graduation Rates:

1. Student participation in college courses improves graduation rates of students who participate compared to peers who do not participate in college-level coursework.

APPENDIX C

CCAP Agreement Courses Approved for 2025 - 2026

HIGH SCHOOL DISTRICT: **Lompoc Unified School District**

HIGH SCHOOL SITE: **Cabrillo High School**

PROJECTED NUMBER OF STUDENTS TO BE SERVED: **149**

TOTAL PROJECTED FTES: **27.84**

CCAP Pathway	College Degree or Certificate	High School Pathway	CCAP Course Offerings		Number of Sections, High School period(s) & Times		Instructor Name & Employer of Record (AHC or HS)		Projected Number of Students	Projected FTES
			FALL	SPRING	FALL	SPRING	FALL	SPRING		
Career Technical Education	Sports Medicine – AS	Patient Care	Sports Medicine (HS)	ATH 104	high school course (TBD)	2 sections TBD	Michael Tillery (HS)	Michael Tillery (HS)	50	6.86
Career Technical Education	Media Arts: Graphic Design – CA	Graphic Production Technologies	GRPH 112	GRPH 113	1 section TBD	1 section TBD	Scott Schaller (HS)	Scott Schaller (HS)	35	14.40
Preparation for Transfer	AA-T Cal-GETC	Preparation for Cal-GETC	Economic (HS)	POLS C1000	high school course (TBD)	2 sections TBD	Linda Signal (HS)	Linda Signal (HS)	64	6.58

1. **Required:** Describe the criteria used to assess the ability of pupils to benefit from the course(s) offered:

In consultation with their SCHOOL DISTRICT counselors, students self-select a pathway based on their academic readiness and alignment of course content to students' educational and career goals. SCHOOL DISTRICT and COLLEGE faculty identified CCAP courses using the following criteria:

a. Alignment with HIGH SCHOOL pathways and COLLEGE programs of study.
b. Potential for course completion to accelerate students' time to completion of postsecondary degree or certificate.
c. Potential to earn a Certificate of Training and be eligible to enter the workforce in their selected career technical pathway.
d. Potential to work toward completion of an associate degree or an associate degree for transfer.

2. **MINIMUM QUALIFICATIONS FOR INSTRUCTION:** All instructors teaching CCAP Agreement Courses must meet the minimum qualifications for instruction in a California community college as set forth in Title 5 of the California Code of Regulations, sections 53410 and 58060 or as amended. The minimum qualifications for instruction are:

Course Name & Number	**Minimum Qualifications For Instructors**
ATH 104	• Any bachelor's degree or higher and two years of professional experience • OR any associate degree and six years of professional experience. NOTE: Professional experience is required when the application possesses a master's degree. The professional experience required must be directly related to the teaching assignment.
GRPH 112 GRPH 113	• Any bachelor's degree or higher and two years of professional experience • OR any associate degree and six years of professional experience. NOTE: Professional experience is required when the application possesses a master's degree. The professional experience required must be directly related to the teaching assignment.
POLS 103	• Master's degree in political science, government, or international relations • OR bachelor's degree in any of the above AND master's degree in economics, history, public administration, social science, sociology, and any ethnic studies, Juris Doctor Degree (J.D.) or Legum Baccalaureus (LL.B.) • OR the equivalent

3. **BOOKS AND INSTRUCTIONAL MATERIALS:** The total cost of books and instructional materials for SCHOOL DISTRICT students participating in CCAP course as part of this CCAP Agreement will be borne by SCHOOL DISTRICT. Current pricing and textbook availability is published on the COLLEGE bookstore website each semester.

4. **JOINT FACILITIES USE PROTOCOLS:** COLLEGE and SCHOOL DISTRICT shall adhere to the terms and protocols outlined in Section 19, Facilities, of the CCAP Agreement. SCHOOL DISTRICT, shall extend access and use of the following SCHOOL DISTRICT facilities:

BUILDING NAME & ADDRESS	CLASSROOM	DAYS	HOURS
Cabrillo High School 4350 Constellation Road, Lompoc, CA 93436	P-1/2	Mondays - Fridays	8:40am – 3:30pm
	P-7	Mondays - Fridays	8:40am – 3:30pm
	P-8	Mondays - Fridays	8:40am – 3:30pm
	SS-4	Mondays - Fridays	8:40am – 3:30pm

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT

By:_____
Vice-President, Academic Affairs

Date: _____

By:_____
Vice-President, Finance &Administration

Date: _____

CABRILLO HIGH SCHOOL

By: _____
Principal

Date: _____

By: _____
Head Counselor

Date: _____

APPENDIX C

CCAP Agreement Courses Approved for 2025 - 2026

HIGH SCHOOL DISTRICT: **Lompoc Unified School District**

HIGH SCHOOL SITE: **Lompoc High School**

PROJECTED NUMBER OF STUDENTS TO BE SERVED: **824**

TOTAL PROJECTED FTES: **176.38**

CCAP Pathway	College Degree or Certificate	High School Pathway	CCAP Course Offerings		Number of Sections, High School period(s) & Times		Instructor Name & Employer of Record (AHC or HS)		Projected Number of Students	Projected FTES
			FALL	SPRING	FALL	SPRING	FALL	SPRING		
Career Technical Education	Agricultural Science - AS	Ornamental Horticulture	AG 152	AG 156	1 section TBD	1 section TBD	Gretchen Flaherty (HS)	Gretchen Flaherty (HS)	32	6.58
Career Technical Education	Agricultural Science - AS	Agriculture Economics	AG 157	AG 158	1 section TBD	1 section TBD	Brianna Mosby (HS)	Briana Mosby (HS)	32	6.58
Career Technical Education	Administra-tion of Justice - AS	Public Safety	AJ 101	AJ 105	1 section After school 3:00 pm-6:00 pm	1 section After school 3:00 pm-6:00 pm	TBD (AHC)	TBD (AHC)	32	6.58
Career Technical Education	Auto Tech: Auto Engine Rebuilding - AS	Systems Diagnostics Service and Repair	Auto Service Quest (HS)	AT 100	high school course TBD	1 section TBD	TBD (HS)	Michael Johnson (HS)	28	5.76
Career Technical Education	Auto Tech: Auto Engine Rebuilding - AS	Systems Diagnostics Service and Repair	AT 313	AT 303	1 section TBD	1 section TBD	Michael Johnson (HS)	Michael Johnson (HS)	28	12.62
Preparation for Transfer	AA-T Cal-GETC	Preparation for Cal-CETC	ART 101	GEOG 102	2 sections TBD	2 sections TBD	Elizabeth Alvarez (HS)	Markie Wordley (HS)	64 cohorts rotate	13.17

Preparation for Transfer	AA-T Cal-GETC	Preparation for Cal-CETC	GEOG 102	ART 101	2 sections TBD	2 sections TBD	Markie Wordley (HS)	Elizabeth Alvarez (HS)	64 cohorts rotate	13.17
Preparation for Transfer	AA-T Cal-GETC	Preparation for Cal-CETC	-	BIOL 100	high school course TBD	1 section TBD	TBD (HS)	Christine Santi (HS)	32	6.58
Preparation for Transfer	AA-T Cal-GETC	Preparation for Cal-CETC	English 11 S1 Honors (HS)	ENGL C1000	high school course TBD	3 sections TBD	Jonathan Taylor (HS)	Jonathan Taylor (HS)	96	13.17
Preparation for Transfer	AA-T Cal-GETC	Preparation for Cal-CETC	English 12 Honors (HS)	ENGL C1001	high school course TBD	2 sections TBD	Pavel Tretyak (HS)	Pavel Tretyak (HS)	64	6.58
Career Technical Education	AA-T Cal-GETC	Preparation for Cal-CETC	GEOG 101	AG 152	2 sections TBD	2 sections TBD	Markie Wordley (HS)	Gretchen Flaherty (HS)	64	13.17
Preparation for Transfer	AA-T Cal-GETC	Preparation for Cal-CETC	HIST 104	HIST 105	2 sections TBD	2 sections TBD	Casey Brooks (HS)	Casey Brooks (HS)	64	13.17
Preparation for Transfer	AA-T Cal-GETC	Preparation for Cal-CETC	HIST 107	HIST 108	3 sections TBD	3 sections TBD	Casey Brooks (HS)	Casey Brooks (HS)	96	19.75
Preparation for Transfer	AA-T Cal-GETC	Preparation for Cal-CETC	STAT C1000	Equity Lab College Algebra (HS)	1 section TBD	high school course TBD	Tessa Ladwig (HS)	Sarah Santiago (HS)	32	5.49
Preparation for Transfer	AA-T Cal-GETC	Preparation for Cal-CETC	Equity Lab College Algebra (HS)	STAT C1000	high school course TBD	1 section TBD	Sarah Santiago (HS)	Tessa Ladwig (HS)	32	5.49
Preparation for Transfer	AA-T Cal-GETC	Preparation for Cal-CETC	Precalculus (HS)	MATH 141	high school course TBD	1 section TBD	Tessa Ladwig (HS)	Tessa Ladwig (HS)	32	6.58
Preparation for Transfer	AA-T Cal-GETC	Preparation for Cal-CETC	PSYC C1000	SOC 101	1 section After school 3:00 pm-6:00 pm	1 section After school 3:00 pm-6:00 pm	TBD (AHC)	TBD (AHC)	32	6.58
Preparation for Transfer	AA-T Cal-GETC	Preparation for Cal-CETC	SPAN 101	SPAN 102	1 section After school 3:00 pm-6:00 pm	1 section After school 3:00 pm-6:00 pm	TBD (AHC)	TBD (AHC)	32	10.97

College & Career Readiness	AA GE	College & Career Readiness	PD 110	PD 101	1 section After school 3:00 pm-6:00 pm	1 section After school 3:00 pm-6:00 pm	TBD (AHC)	TBD (AHC)	32	4.39

1. **Required:** Describe the criteria used to assess the ability of pupils to benefit from the course(s) offered:

In consultation with their SCHOOL DISTRICT counselors, students self-select a pathway based on their academic readiness and alignment of course content to students' educational and career goals. SCHOOL DISTRICT and COLLEGE faculty identified CCAP courses using the following criteria:

a. Alignment with HIGH SCHOOL pathways and COLLEGE programs of study.
b. Potential for course completion to accelerate students' time to completion of postsecondary degree or certificate.
c. Potential to earn a Certificate of Training and be eligible to enter the workforce in their selected career technical pathway.
d. Potential to work toward completion of an associate degree or an associate degree for transfer.

2. **MINIMUM QUALIFICATIONS FOR INSTRUCTION:** All instructors teaching CCAP Agreement Courses must meet the minimum qualifications for instruction in a California community college as set forth in Title 5 of the California Code of Regulations, sections 53410 and 58060 or as amended. The minimum qualifications for instruction are:

Course Name & Number	**Minimum Qualifications For Instructors**
AG 152 AG 156	• Any bachelor's degree or higher and two years of professional experience • OR any associate degree and six years of professional experience. Professional experience is required when the application possesses a master's degree. The professional experience required must be directly related to the teaching assignment. • OR a master's degree in agriculture, agricultural science, education with a specialization in agriculture or other agricultural area, including agricultural business, agricultural engineering, agricultural mechanics, agronomy, animal science, enology, environmental (ornamental) horticulture, equine science, forestry, natural resources, plant science, pomology, soil science, viticulture or other agriculture science • OR the equivalent
AG 157	• Any bachelor's degree or higher and two years of professional experience • OR any associate degree and six years of professional experience. NOTE: Professional experience is required when the application possesses a master's degree. The professional experience required must be directly related to the teaching assignment

	• OR a master's degree in agriculture, agricultural science, education with a specialization in agriculture or other agricultural area, including agricultural business, agricultural engineering, agricultural mechanics, agronomy, animal science, enology, environmental (ornamental) horticulture, equine science, forestry, natural resources, plant science, pomology, soil science, viticulture or other agriculture science • OR master's degree in business, business management, business administration, accountancy, finance, marketing or business education • OR bachelor's degree in any of the above AND master's degree in economics, personnel management, public administration, or Juris Doctor Degree (J.D.) or Legum Baccalaureus (LL.B.) OR bachelor's degree in economics with a business emphasis AND master's in personnel management, public administration, or Juris Doctor Degree (J.D.) or Legum Baccalaureus (LL.B.) • OR the equivalent
AG 158	• Master's degree in agriculture, agricultural science, education with a specialization in agriculture or other agricultural area, including agricultural business, agricultural engineering, agricultural mechanics, agronomy, animal science, enology, environmental (ornamental) horticulture, equine science, forestry, natural resources, plant science, pomology, soil science, viticulture or other agriculture science • OR the equivalent
AJ 101 AJ 105	• Any bachelor's degree or higher and two years of professional experience • OR any associate degree and six years of professional experience. NOTE: Professional experience is required when the application possesses a master's degree. The professional experience required must be directly related to the teaching assignment.
ART 101	• Master's degree in fine arts, art, or art history • OR bachelor's degree in any of the above AND master's degree in humanities • OR the equivalent NOTE: "master's degree in fine arts" as used here refers to any master's degree in the subject matter of fine arts, which is defined to include visual studio arts such as drawing, painting, sculpture, printmaking, ceramics, textiles, and metal and jewelry art, and also art education and art therapy. It does not refer to the "Master of Fine Arts" (MFA) degree when that degree is based on specialization in performing arts or dance, film, video, photography, creative writing or other nonplastic arts.
AT 100 AT 303	• Any bachelor's degree or higher and two years of professional experience • OR any associate degree and six years of professional experience.

AT 313	NOTE: Professional experience is required when the application possesses a master's degree. The professional experience required must be directly related to the teaching assignment.
BIOL 100	• Master's degree in any biological science • OR bachelor's degree in any biological science AND master's degree in biochemistry, biophysics, or marine science • OR the equivalent
ENGL C1000 ENGL C1001	• Master's degree in English, literature, comparative literature, or composition • OR bachelor's degree in any of the above AND master's degree in linguistics, TESL, speech, or education with a specialization in reading, creative writing or journalism • OR the equivalent
GEOG 101 GEOG 102	• Master's degree in geography • OR bachelor's degree in geography AND master's degree in geology, history, meteorology or oceanography • OR the equivalent
HIST 104 HIST 105 HIST 107 HIST 108	• Master's degree in history • OR bachelor's degree in history AND master's degree in political science, humanities, geography, area studies, women's studies, social science or ethnic studies • OR the equivalent
MATH 123 MATH 141	• Master's degree in mathematics or applied mathematics • OR bachelor's degree in either of the above AND master's degree in statistics, physics or mathematics education • OR the equivalent
PD 101 PD 110	• Master's degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, career development, marriage and family therapy, or marriage, family and child counseling • NOTE: A bachelor's degree in one of the listed degrees and a license as a Marriage and Family Therapist (MFT) is an alternative qualification for this discipline • OR master's degree in education • OR the equivalent
PSY 101	• Master's degree in psychology

	• OR bachelor's degree in psychology AND master's degree in counseling, sociology, statistics, neuroscience or social work • OR the equivalent
SOC 101	• Master's degree in sociology • OR bachelor's degree in sociology AND master's degree in anthropology, any ethnic studies, social work, or psychology • OR the equivalent
SPAN 101 SPAN 102	• Master's degree in Spanish • OR bachelor's degree in Spanish AND master's degree in another language or linguistics • OR the equivalent

3. **BOOKS AND INSTRUCTIONAL MATERIALS:** The total cost of books and instructional materials for SCHOOL DISTRICT students participating in CCAP course as part of this CCAP Agreement will be borne by SCHOOL DISTRICT. Current pricing and textbook availability is published on the COLLEGE bookstore website each semester.

4. **JOINT FACILITIES USE PROTOCOLS:** COLLEGE and SCHOOL DISTRICT shall adhere to the terms and protocols outlined in Section 19, Facilities, of the CCAP Agreement. SCHOOL DISTRICT, shall extend access and use of the following SCHOOL DISTRICT facilities:

BUILDING NAME & ADDRESS	**CLASSROOM**	**DAYS**	**HOURS**
Lompoc High School 515 West College Lompoc, CA 93436	TBD	Monday-Fridays	8:30 am – 6:00 pm

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT

By:_____

Vice-President, Academic Affairs

Date: _____

LOMPOC HIGH SCHOOL

By: _____

Principal

Date: _____

By: _____

Head Counselor

Date: _____

APPENDIX C

CCAP Agreement Courses Approved for 2025 - 2026

HIGH SCHOOL DISTRICT: **Lompoc Unified School District**

HIGH SCHOOL SITE: **Maple High School**

PROJECTED NUMBER OF STUDENTS TO BE SERVED: **40**

TOTAL PROJECTED FTES: **9.60**

CCAP Pathway	College Degree or Certificate	High School Pathway	CCAP Course Offerings		Number of Sections, High School period(s) & Times		Instructor Name & Employer of Record (AHC or HS)		Projected Number of Students	Projected FTES
			FALL	SPRING	FALL	SPRING	FALL	SPRING		
Preparation for Transfer	AA-T Cal-GETC	High School Graduation Requirements	ENGL 100	ENGL C1000	1 section 3rd period 10:15–11:10 am	1 section 3rd period 10:15–11:10 am	Alexandria Vine (HS)	Alexandria Vine (HS)	20	5.49
College & Career Readiness	AA GE	High School Graduation Requirements	PROD 301	PD 101	2 sections 3rd period 10:15–11:10 am	2 sections After school 1:15 – 5:00 pm	Stacey Bean-Adams (HS)	TBD (AHC)	20	4.11

1. **Required:** Describe the criteria used to assess the ability of pupils to benefit from the course(s) offered:

In consultation with their SCHOOL DISTRICT counselors, students self-select a pathway based on their academic readiness and alignment of course content to students' educational and career goals. SCHOOL DISTRICT and COLLEGE faculty identified CCAP courses using the following criteria:

a. Alignment with HIGH SCHOOL pathways and COLLEGE programs of study.
b. Potential for course completion to accelerate students' time to completion of postsecondary degree or certificate.

c. Potential to earn a Certificate of Training and be eligible to enter the workforce in their selected career technical pathway.
d. Potential to work toward completion of an associate degree or an associate degree for transfer.

2. **MINIMUM QUALIFICATIONS FOR INSTRUCTION:** All instructors teaching CCAP Agreement Courses must meet the minimum qualifications for instruction in a California community college as set forth in Title 5 of the California Code of Regulations, sections 53410 and 58060 or as amended. The minimum qualifications for instruction are:

Course Name & Number	Minimum Qualifications For Instructors
ENGL 100 ENGL C1000	• Master's degree in English, literature, comparative literature, or composition • OR bachelor's degree in any of the above AND master's degree in linguistics, TESL, speech, or education with a specialization in reading, creative writing or journalism • OR the equivalent
PD 101	• Master's degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, career development, marriage and family therapy, or marriage, family and child counseling • NOTE: A bachelor's degree in one of the listed degrees and a license as a Marriage and Family Therapist (MFT) is an alternative qualification for this discipline • OR master's degree in education • OR the equivalent
PROD 301	• Master's degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, career development, marriage and family therapy, or marriage, family, and child counseling • OR the equivalent NOTE: A bachelor's degree in one of the listed degrees and a license as a Marriage and Family Therapist (MFT) is an alternative qualification for this discipline • OR master's degree in education • OR any bachelor's degree or higher and two years of professional experience in Office Technologies • OR any associate degree and six years of professional experience in Office Technologies. NOTE: Professional experience is required when the application possesses a master's degree. The professional experience required must be directly related to the teaching assignment.

3. **BOOKS AND INSTRUCTIONAL MATERIALS:** The total cost of books and instructional materials for SCHOOL DISTRICT students participating in CCAP course as part of this CCAP Agreement will be borne by

SCHOOL DISTRICT. Current pricing and textbook availability is published on the COLLEGE bookstore website each semester.

4. **JOINT FACILITIES USE PROTOCOLS:** COLLEGE and SCHOOL DISTRICT shall adhere to the terms and protocols outlined in Section 19, Facilities, of the CCAP Agreement. SCHOOL DISTRICT, shall extend access and use of the following SCHOOL DISTRICT facilities:

BUILDING NAME & ADDRESS	**CLASSROOM**	**DAYS**	**HOURS**
Maple High School 4010 Jupiter Ave Lompoc, Ca 93436	Classroom 2 Classroom 12	Mondays – Fridays	10:15 am – 11:10 am 1:15 pm – 5:00 pm

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT

By:_____

Vice-President, Academic Affairs

Date: _____

MAPLE HIGH SCHOOL

By: _____

Principal

Date: 5/28/25

By: _____

Head Counselor

Date: 5/28/25

APPENDIX D
Registration Timeline 2025 - 2026

	2025-2026 Week Ranges	Process	Timeline	Type
FALL	Week 1: July 1, 2025 - July 7, 2025			
	Week 2: July 8, 2025 - July 14, 2025			
	Week 3: July 15, 2025 - July 21, 2025			
	Week 4: July 22, 2025 - July 28, 2025			
	Week 5: July 29, 2025 - August 4, 2025	Ideal	CRNs available for DualEnroll & we see bulk of forms (Would like Aug 1 deadline for CRNs)	CCAP
	Week 6: August 5, 2025 - August 11, 2025	Ideal	(NonCCAP) Late Add influx, Appeal Delays, Registration Processing Delays	
	Week 6: August 5, 2025 - August 11, 2025	Ideal	Firm Deadline for NonCCAP Petitions (Fall 2025)	NonCCAP
	Week 6: August 5, 2025 - August 11, 2025	Ideal	(NonCCAP) Bulk of Petitions come in around this time through first day of AHC classes	NonCCAP
	Week 7: August 12, 2025 - August 18, 2025		**Start of Fall Term for HS Partners (Average)**	
	Week 8: August 19, 2025 - August 25, 2025		**Start of Fall Term for AHC**	
	Week 8: August 19, 2025 - August 25, 2025	Actual	(NonCCAP) We accepted petitions for up until the start of classes (extended)	NonCCAP
	Week 8: August 19, 2025 - August 25, 2025		**Winter app opens**	
	Week 9: August 26, 2025 - September 1, 2025	Actual	Influx of Fall Petitions Timeframe	Both
	Week 9: August 26, 2025 - September 1, 2025	Actual	(NonCCAP) Late Add influx, Appeal Delays, Registration Processing Delays	NonCCAP
	Week 10: September 2, 2025 - September 8, 2025	Actual	CRNs available in DualEnroll & we see beginning of bulk of forms	CCAP
SPRING	Week 10: September 2, 2025 - September 8, 2025	Ideal	**Spring app opens for CCAP students**	CCAP
	Week 11: September 9, 2025 - September 15, 2025			
	Week 12: September 16, 2025 - September 22, 2025			
	Week 14: September 30, 2025 - October 6, 2025	Ideal	CCAP CRNs available (Spring 2026)	CCAP
	Week 14: September 30, 2025 - October 6, 2025	Ideal	CCAP Registration Begins (Spring 2026)	CCAP
	Week 14: September 30, 2025 - October 6, 2025		**Spring app opens**	
	Week 14: September 30, 2025 - October 6, 2025	Actual	Deadline for NonCCAP Petitions (Fall 2025 Term 2)	NonCCAP
	Week 15: October 7, 2025 - October 13, 2025			
	Week 16: October 14, 2025 - October 20, 2025	Actual	AHC accepting NonCCAP petitions (Winter/Spring 2026)	NonCCAP
	Week 16: October 14, 2025 - October 20, 2025		**Class Search opens**	
	Week 17: October 21, 2025 - October 27, 2025			
	Week 18: October 28, 2025 - November 3, 2025	Ideal	Fall processing complete for CCAP	CCAP
	Week 19: November 4, 2025 - November 10, 2025	Actual	CRN available for CCAP for spring	CCAP
	Week 20: November 11, 2025 - November 17, 2025	Actual	*NonCCAP Registration Begins (Winter/Spring 2026)*	NonCCAP
	Week 20: November 11, 2025 - November 17, 2025	Actual	*CCAP Registration Begins (Early Spring 2026)*	CCAP
	Week 21: November 18, 2025 - November 24, 2025			
	Week 22: November 25, 2025 - December 1, 2025			
	Week 23: December 2, 2025 - December 8, 2025	Ideal	Influx of CN Spring Petitions Timeframe	NonCCAP

APPENDIX D
Registration Timeline 2025 - 2026

SPRING	Week 23: December 2, 2025 - December 8, 2025	Ideal	Deadline for NonCCAP Petitions (Winter 2026)	
	Week 24: December 9, 2025 - December 15, 2025	Ideal	Bulk of CCAP regsitrations submitted for Spring	CCAP
	Week 25: December 16, 2025 - December 22, 2024	Actual	Processing completed for Fall CCAP	CCAP
	Week 25: December 16, 2025 - December 22, 2025	Actual	**Start of Winter Term for AHC**	
	Week 26: December 23, 2025 - December 29, 2025			
	Week 27: December 30, 2025 - January 5, 2026			
	Week 28: January 6, 2026 - January 12, 2026	Actual	Deadline for NonCCAP Petitions (Spring 2026)	
	Week 29: January 13, 2026 - January 19, 2026	Actual	Start of Spring Term for HS Partners (Average)	Both
	Week 29: January 13, 2026 - January 19, 2026	Actual	Influx of CN petitions	Both
	Week 30: January 20, 2026 - January 26, 2026	Actual	**Start of Spring Term for AHC**	
	Week 31: January 27, 2026 - February 2, 2026			
	Week 32: February 3, 2026 - February 9, 2026	Actual	We see bulk of our CCAP forms being turned in	CCAP
	Week 33: February 10, 2026 - February 16, 2026	Actual	We see bulk of our CCAP forms being turned in	CCAP
	Week 34: February 17, 2026 - February 23, 2026		CCAP Sections Identify and Created - Alicia to meet with High Schools (summer/fall 2026)	
	Week 35: February 24, 2026 - March 2, 2026			
	Week 36: March 3, 2026 - March 9, 2026			
	Week 37: March 10, 2026 - March 16, 2026			
	Week 38: March 17, 2026 - March 23, 2026			
	Week 39: March 24, 2026 - March 30, 2026		CCAP Sections CRNs Complete (summer/fall 2026)	
	Week 40: March 31, 2026 - April 6, 2026			
	Week 41: April 7, 2026 - April 13, 2026		AHC accepting NonCCAP petitions (summer/fall 2026)	
	Week 41: April 7, 2026 - April 13, 2026	Actual	Summer/Fall Class Search Opens	
	Week 42: April 14, 2026 - April 20, 2026			
	Week 42: April 14, 2026 - April 20, 2026		Priority Reg	
	Week 43: April 21, 2026 - April 27, 2026	Ideal	Spring processing complete for CCAP	CCAP
	Week 44: April 28, 2026 - May 4, 2026			
FALL	Week 45: May 5, 2026 - May 11, 2026	Ideal	*NonCCAP Registration Begins (Summer/Fall 2026)*	
	Week 46: May 12, 2026 - May 18, 2026	Actual	Deadline for NonCCAP Petitions (Spring Term 2 2026)	
	Week 47: May 19, 2026 - May 25, 2026	Actual	Spring processing complete for CCAP	
	Week 48: May 26, 2026 - June 1, 2026			
	Week 49: June 2, 2026 - June 8, 2026	Ideal	Influx of Fall Petitions Timeframe	NonCCAP
	Week 50: June 9, 2026 - June 15, 2026	Actual	Start of Summer Term for AHC	
	Week 51: June 16, 2026 - June 22, 2026			
	Week 52: June 23, 2026 - June 29, 2026			

COLLEGE AND CAREER ACCESS PATHWAYS (CCAP) PARTNERSHIP AGREEMENT BETWEEN THE ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT AND ORCUTT UNION SCHOOL DISTRICT

This College and Career Access Pathway Partnership Agreement ("CCAP Agreement") is between the Allan Hancock Joint Community College District ("COLLEGE) and Orcutt Union School District ("SCHOOL DISTRICT"). COLLEGE and SCHOOL DISTRICT will collectively be referred to as "PARTIES" or individually as "PARTY".

RECITALS

WHEREAS, COLLEGE is a community college district whose mission includes providing educational programs and services that are responsive to the needs of the students and communities within the community college services area; and

WHEREAS, SCHOOL DISTRICT is a public school district located within the regional service area of the COLLEGE unless otherwise specified and agreed to as stated in AB 288, Sec. 2, Education Code section 76004, subdivision (e); and

WHEREAS, a high school ("HIGH SCHOOL") "includes a community school, continuation high school, juvenile court school, or adult education program offering courses for high school diplomas or high school equivalency certificates" as stated in Education Code section 76004, subdivision (a)(2); and

WHEREAS**,** the PARTIES desire to enter into this CCAP Agreement for the purpose of offering or expanding dual enrollment opportunities, consistent with the provisions of the Education Code, for high school students "who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and helping high school pupils achieve college and career readiness," (Ed. Code, § 76004, subdivision (a)); and

WHEREAS**,** instruction will comply with the student selection standards, curriculum guidelines, recommendations and procedures promulgated by applicable law, the California Community College Chancellor's Office and the COLLEGE; and

WHEREAS**,** the PARTIES desire to enter this CCAP, which sets forth their mutual rights and responsibilities and governs their relationship; and

WHEREAS**,** the PARTIES intend for COLLEGE to report full-time equivalent students ("FTES") and obtain state apportionment for the subject courses given through this CCAP Agreement in

accordance with California Education Code, section 76004 and the appropriate portions of Title 5 of the California Code of Regulations; and

WHEREAS, participation in the CCAP Agreement is consistent with the core mission of California Community Colleges pursuant to Education Code section 66010.4, and that pupils participating in a CCAP partnership will not lead to enrollment displacement of otherwise eligible adults in the community college (Ed. Code, § 76004, subdivision (k)(2));

NOW, THEREFORE, PARTIES mutually agree as follows:

1. TERM OF AGREEMENT

1.1. **Effective Date and Duration.** The term of this CCAP Agreement shall be effective on **July 1, 2025,** and continue in effect until **June 30, 2026**, or until duly modified or terminated by the PARTIES in accordance with Section 1.2 of this CCAP Agreement.

1.2. **Early Termination.**

a. This agreement may be terminated by either PARTY without cause or for any reason upon giving at least sixty (60) days prior written notice to the other PARTY. Any students currently enrolled in COLLEGE courses under this CCAP Agreement shall be allowed to complete those courses prior to the termination of this CCAP Agreement.

b. This CCAP Agreement may be terminated by either PARTY with cause if another PARTY fails to comply with the insurance or indemnification requirements or otherwise commits a material breach. Termination will be effective no sooner than 15 calendar days after a written demand to cure is provided and the PARTY fails to cure. This remedy is in addition to any other remedy which may be provided for by law.

1.3. **The CCAP Agreement Appendix**. This CCAP Agreement outlines the terms of the Agreement.

a. The CCAP Agreement Appendix shall specify CCAP Agreement Courses as well as additional details regarding, but not be limited to, the total number of high school students to be served and the total number of full-time equivalent students ("FTES") projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses:

Appendix A: Agreement with Instructor.

Appendix B: Identification of CCAP Pathways for Course-Specific College and Career Pathway Opportunities.

Appendix C: CCAP Agreement Courses Approved for 2025-2026.

Appendix D: Registration Timeline 2025-2026.

b. The CCAP Agreement Appendix C shall be reviewed and approved annually by both PARTIES by a duly adopted written amendment to this Agreement.

1.4. **Points of contact and Educational Administrators** are as follows:

COLLEGE: Thomas Lamica, dean, academic affairs

SCHOOL DISTRICT: Dr. Holly Edds, superintendent

HIGH SCHOOL SITE: Rhett Carter, principal; Josh Ostini, vice-principal

(Ed. Code, § 76004, subdivision (c)(2))

1.5. A copy of the COLLEGE and SCHOOL DISTRICT CCAP Agreement shall be filed with the office of the Chancellor of the California Community Colleges and with the California Department of Education before the start of the CCAP partnership. (Ed. Code, § 76004, subdivision (c)(3).)

1.6. COLLEGE and SCHOOL DISTRICT shall present this CCAP agreement at an open public meeting of their respective governing boards, allowing for public comments prior to consideration for approval or disapproval of this CCAP agreement. (Ed. Code, § 76004, subdivision (b)(2).)

2. DEFINITIONS

2.1. **CCAP Agreement Courses.** CCAP Agreement Courses offered as part of this CCAP Agreement shall be community college courses acceptable towards a career technical education credential or certificate, preparation for transfer, or appropriate to improve high school graduation rates or help high school pupils achieve college and career readiness. (Ed. Code § 76004, subdivision (a).) All community college courses offered at the SCHOOL DISTRICT have been approved in accordance with the policies and guidelines of COLLEGE and applicable law. Courses offered at the COLLEGE that are open to the public for enrollment fall outside of this CCAP agreement and are subject to all conditions and rules of the COLLEGE.

2.2. **Pupil or Student Fees.** Pupil or Student is defined as a resident or nonresident student attending HIGH SCHOOL in California. SCHOOL DISTRICT pupils enrolled in a course offered through this CCAP Agreement shall not be assessed any fee that is prohibited by Education Code section 49011 (Ed. Code § 76004, subdivision (f)), including a fee charged to a student or a student's parent or guardian as a condition for course registration or for textbooks, supplies, materials and equipment needed to participate in the course. Students who are enrolled in a combination of CCAP and regular credit college courses will be subject to all fees assessed for the regular credit college enrollment for the regular credit college courses.

3. STUDENT ELIGIBILITY, SELECTION AND ENROLLMENT, ADMISSION, REGISTRATION, MINIMUM SCHOOL DAY

3.1. **Student Eligibility**. Students who "may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from

high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils to achieve college and career readiness" and "underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate" are eligible to participate in CCAP courses hosted at a SCHOOL DISTRICT site. (Education Code § 76004, subdivision (a); Assembly Bill 288 (2015) Section I, subdivision (d))

3.2. **Student Selection and Enrollment**. Enrollment shall be open to all eligible students as part of the CCAP Agreement who have been admitted to the COLLEGE and who meet all applicable prerequisites. Student selection criteria will be further specified in the CCAP Agreement Appendix C. Applicable prerequisite courses, training, or experience and standards required as preparation for courses offered through the CCAP Agreement will be determined by COLLEGE and shall be in compliance with applicable law and COLLEGE standards and policies.

3.3. **College Admission and Registration.** Procedures for students participating in the CCAP Agreement shall be governed by the COLLEGE and shall be in compliance with the admissions and registration guidelines outlined in applicable law and COLLEGE policy.

3.4. **Records of Student Attendance**. All records of student attendance and achievement shall be submitted to COLLEGE periodically using the COLLEGE student information system or upon demand and shall be maintained by COLLEGE.

3.5. **Priority Enrollment**. Students enrolling in a CCAP course will have priority enrollment by virtue of their status. High school students enrolling in non-CCAP college courses will not be eligible for priority registration.

3.6. **Physical Education Courses.** As part of a CCAP Agreement, a participating community college district shall not provide physical education course opportunities to high school students or any other course opportunities that do not assist in the attainment of the goals associated with career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve career and college readiness. (Ed. Code § 76004, subdivision (d)).

3.7. **Maximum Units.** Students participating under a CCAP Agreement may enroll in up to a maximum of 15 units per term, without exception, if all the following conditions specified in Assembly Bill 288, Sec. 2 (p)(l)(2)(3) are satisfied:

a. The units constitute no more than four community college courses per term.

b. The units are part of an academic program that is part of a CCAP partnership agreement established pursuant to this article.

c. The units are part of an academic program that is designed to award students both a high school diploma and an associate degree or a certificate or credential.

3.8. **Minimum School Day**. The SCHOOL DISTRICT shall certify that it shall teach SCHOOL DISTRICT students participating as part of a CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code sections 46141 and 46142.

3.9. **Enrollment Restriction**. COLLEGE reserves the right to block students from enrolling in any courses for students who incur an unpaid debt for a non-CCAP class at the college. COLLEGE agrees to remove the enrollment block when debt is paid in full.

4. COLLEGE APPLICATION PROCEDURE

4.1. The COLLEGE will be responsible for processing student applications.

4.2. The COLLEGE will provide the necessary admission and registration forms and procedures, and both COLLEGE and SCHOOL DISTRICT will jointly ensure that each applicant accepted has met all the enrollment requirements.

4.3. The SCHOOL DISTRICT agrees to assist COLLEGE in the admission and registration of SCHOOL DISTRICT students as may be necessary and requested by COLLEGE.

5. PARTICIPATING STUDENTS

5.1. The total cost of books and instructional materials for SCHOOL DISTRICT students who enroll in a COLLEGE course offered as part of this CCAP Agreement will be borne by SCHOOL DISTRICT.

5.2. Both COLLEGE and SCHOOL DISTRICT will ensure that ancillary and support services are accessible to students (e.g., Tutoring.)

5.3. A student taking courses under this CCAP Agreement with an Individual Education Plan or 504 Plan with the SCHOOL DISTRICT may request accommodation for his or her disability to participate in the educational programs and activities required by the COURSE and COLLEGE. Accommodation required by state law or SCHOOL DISTRICT policy will be provided through SCHOOL DISTRICT in consultation with the COLLEGE Learning Assistance Program (LAP) Office. Students requesting services by the LAP office will need to follow the standard process for requesting accommodations.

6. CCAP AGREEMENT COURSES

6.1. The COLLEGE may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus during the regular school day and the community college course is offered pursuant to this CCAP Agreement.

6.2. The COLLEGE is responsible for all courses and educational programs offered as part of CCAP Agreement .

6.3. The scope, nature, time, location, and listing of courses offered by a COLLEGE shall be determined by COLLEGE in consultation with the SCHOOL DISTRICT and with the approval of the COLLEGE and will be recorded in the Appendix C to this CCAP Agreement.

6.4. Courses offered as part of a CCAP Agreement shall be jointly selected and approved by COLLEGE and SCHOOL DISTRICT.

6.5. Courses offered as part of this CCAP Agreement shall have a minimum enrollment of fifteen (15) students.

6.6. The SCHOOL DISTRICT confirms that each approved CCAP course is held for no less than 50 minutes each class day in full compliance with the course objectives determined by the COLLEGE.

6.7. Degree and certificate programs that are included in the CCAP agreement must have been approved by the California Community College Chancellor's Office and courses offered at the SCHOOL DISTRICT shall adhere to the official course outline of record and the student

learning outcomes established by the associated academic department within the COLLEGE, approved by the COLLEGE Academic Policy & Planning (AP&P) Committee and submitted to the Chancellor's Office. Course outlines will be provided to the SCHOOL DISTRICT.

6.8. Courses must meet the number of hours sufficient to meet the stated performance objectives as outlined in the course outlines provided to the SCHOOL DISTRICT on a semester basis.

6.9. Courses offered at the SCHOOL DISTRICT as part of this CCAP Agreement shall be of the same quality and rigor as those offered on the COLLEGE campus and shall be in compliance with COLLEGE academic standards.

6.10. Courses offered as part of this CCAP Agreement will comply with all applicable regulations, policies, procedures, prerequisites, and standards applicable to the COLLEGE as well as any corresponding policies, practices, and requirements of the SCHOOL DISTRICT. In the event of a conflict between the COLLEGE course related regulations, policies, procedures, prerequisites and standards and SCHOOL DISTRICT policies, practices and requirements, the COLLEGE regulations, policies, procedures, prerequisites, and standards, shall prevail.

6.11. A student's withdrawal prior to completion of a course offered as part of this CCAP Agreement shall be in accordance with COLLEGE guidelines, policies, pertinent statutes and regulations.

6.12. Supervision and evaluation of students enrolled in courses offered as part of this CCAP Agreement shall be in accordance with COLLEGE guidelines, policies, pertinent statues and regulations.

6.13. COLLEGE has the sole right to control and direct the instructional activities for all CCAP Agreement courses and all instructors, including those who are SCHOOL DISTRICT employees.

6.14. This CCAP Agreement certifies that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering SCHOOL DISTRICT, and shall involve collaborative effort between the SCHOOL DISTRICT and the COLLEGE faculty to deliver an innovative remediation course as an intervention in the student' s junior or senior year to ensure the student is prepared for college-level work upon graduation.

6.15. CCAP Agreement Courses outlined in Appendix C shall be updated annually and approved before the start of each academic year.

7. INSTRUCTORS

7.1. All instructors teaching COLLEGE courses offered as part of this CCAP Agreement must meet the minimum qualifications for instruction in a California community college as set forth in Title 5 California Code of Regulations, Sections 53410 and 58060 or as amended.

7.2. The CCAP Agreement Appendix C shall specify which participating SCHOOL DISTRICT or COLLEGE will be the employer of record for purposes of assignment monitoring and reporting to the county office of education.

7.3. This CCAP Agreement specifies that the SCHOOL DISTRICT will assume reporting

responsibilities pursuant to applicable federal teacher quality mandates.

7.4. Instructors who teach COLLEGE courses offered as part of this CCAP Agreement must provide the supervision and control reasonably necessary for the protection of the health and safety of students and may not have any other assigned duty during the instructional activity.

7.5. Instructors who teach COLLEGE courses shall comply with the fingerprinting requirements set forth in Education Code section 45125 or as amended and the tuberculosis testing and risk assessment requirements of California Health and Safety Code section 121525 or as amended. In addition to any other prohibition or provision, no person who has been convicted of a violent or serious felony shall be eligible to teach any courses offered as part of this CCAP Agreement or otherwise provide services on a SCHOOL DISTRICT site. SCHOOL DISTRICT shall immediately notify COLLEGE if an instructor is charged with an offense prohibited by Education Code sections 44010 or 44011.

7.6. Prior to teaching, faculty provided by the SCHOOL DISTRICT shall participate in required discipline-specific training and orientation from COLLEGE regarding, but not limited to, course curriculum, assessment criteria, pedagogy, course philosophy, testing and grading procedures record keeping, and other instructional responsibilities. Such training shall be approved and provided by the COLLEGE.

7.7. Prior to teaching, instructors provided by the COLLEGE may receive training and orientation from SCHOOL DISTRICT regarding, but not limited to, SCHOOL DISTRICT policies, practices, and requirements. Such training may be approved and provided by the SCHOOL DISTRICT.

7.8. Faculty provided by the SCHOOL DISTRICT are eligible to participate in professional development activities sponsored by the COLLEGE as required by the terms and condition of the contract and shall be encouraged to participate in ongoing collegial interaction to include, but not limited to, addressing course content, course delivery, assessment, evaluation, and/or research and development in the field.

7.9. The COLLEGE shall evaluate faculty performance for the college courses using the adopted evaluation of process and standards for faculty of the COLLEGE, subject to the approval of COLLEGE.

7.10. The COLLEGE and SCHOOL DISTRICT will work collaboratively to identify instructors from SCHOOL DISTRICT who may meet minimum qualification requirements or local equivalency standards to teach a COLLEGE course and encourage them to apply for consideration. Instructors will be required to go through the COLLEGE screening process for possible selection and assignment to the course.

7.11. The SCHOOL DISTRICT teachers approved to teach COLLEGE courses remain employees of the SCHOOL DISTRICT, subject to the authority of the SCHOOL DISTRICT, but will also be subject to the authority of COLLEGE specifically with regard to their duties as COLLEGE instructors, pursuant to the terms of Appendix A.

7.12. The COLLEGE shall determine the number of instructors, the ratio of instructors to students, and the subject areas of instruction.

7.13. Faculty provided by the SCHOOL DISTRICT who do not comply with the policies, regulations, standards, and expectations of the COLLEGE shall be ineligible to teach college courses under this CCAP Agreement.

7.14. SCHOOL DISTRICT teachers approved to teach CCAP Courses under this CCAP

Agreement must submit grades to both the COLLEGE and SCHOOL DISTRICT using the COLLEGE student information system by the established timeline (Appendix D).

7.15. SCHOOL DISTRICT teachers approved by the COLLEGE shall sign an Agreement with the Instructor (Appendix A) prior to the start of each academic year.

7.16. SCHOOL DISTRICT teachers approved by the COLLEGE shall provide support to high school students taking COLLEGE courses under CCAP agreement with COLLEGE admission and registration procedures.

8. ASSESSMENT OF LEARNING AND CONDUCT

8.1. Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same standards of achievement as students in courses taught on the COLLEGE campus.

8.2. Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same grading standards as those expected of students in courses taught on the COLLEGE campus.

8.3. Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in courses taught on the COLLEGE campus.

8.4. Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same behavioral standards as those expected of students in courses taught on the COLLEGE campus.

9. LIAISON AND COORDINATION OF RESPONSIBILITIES

9.1. The COLLEGE shall appoint an educational administrator who will serve as point of contact to facilitate coordination and cooperation between COLLEGE, SCHOOL DISTRICT, and HIGH SCHOOL in conformity with COLLEGE policies and standards. (Ed. Code, § 76004, subd. (c)(2).) Among other things, the COMMUNITY COLLEGE DISTRICT Educational Administrator and the SCHOOL DISTRICT Educational Administrator described in Section 9.2, shall collaborate to determine the process for timely receiving, investigating, and remediating complaints of sexual misconduct or other conduct covered by Title IX of the Education Amendments of 1972 alleged to have occurred in or related to the CCAP program.

9.2. The SCHOOL DISTRICT shall appoint an educational administrator who will serve as point of contact to facilitate coordination and cooperation between SCHOOL DISTRICT, COLLEGE, HIGH SCHOOL in conformity with SCHOOL DISTRICT policies and standards.

9.3. This CCAP Agreement requires an annual report to the office of the Chancellor of the California Community Colleges by COLLEGE and SCHOOL DISTRICT. COLLEGE shall complete and file the Apportionment Attendance Report (CCFS-320); SCHOOL DISTRICT agrees to provide the following information, when requested by COLLEGE, in accordance with AB 288 Section 2, Education Code Section 76004:

a. The total number of high school students by school site enrolled in each partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws.

b. The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants.

c. The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants.

d. The total number of full-time equivalent students generated by CCAP partnership community college district participants.

10. DISPUTES

10.1. COLLEGE and SCHOOL DISTRICT recognize that, from time to time, disputes may arise between COLLEGE employees or students and SCHOOL DISTRICT employees or students. When such disputes arise, COLLEGE and SCHOOL DISTRICT shall collaborate and use their best efforts to resolve them informally. Where informal resolution is not successful or the PARTIES must address a formal inter-agency complaint, the following process will be utilized to resolve the matter.

a. The PARTY receiving the complaint will timely notify the other, and promptly provide the other PARTY with any written complaint received.

b. The Educational Administrators will review the complaint to determine, based on the nature of the complaint, whether any statutory or regulatory timelines or other procedural requirements apply, including but not limited to:

10.1.b.1. Whether COLLEGE is required to investigate the complaint to the State Chancellor pursuant to Title 5 of the California Code of Regulations.

10.1.b.2. Whether, based on the nature of the complaint, the complainant is entitled to any rights or protections with regard to how the complaint is handled, pursuant to Title 5 or applicable state or federal laws, including but not limited to Title IX of the Education Amendments of 1972.

10.1.b.3. If either Educational Administrator finds such rights to exist, he or she shall notify the other Educational Administrator, and COLLEGE and SCHOOL DISTRICT shall cooperate as needed in carrying out these requirements. It is understood that such requirements may include but are not limited to conducting a formal investigation within regulatory timelines or the implementation of interim safety measures for the complainant.

c. Within a reasonable time, either PARTY receiving the complaint, the PARTIES will discuss the nature and severity of the allegations and come to a mutual agreement regarding the need for and scope of any investigation required. If it is agreed that a formal investigation is required, the PARTIES will mutually agree upon an investigator, who may be an outside investigator, or qualified employee of COLLEGE or SCHOOL DISTRICT. If the PARTIES agree to have the matter investigated internally by either a COLLEGE or SCHOOL DISTRICT employee, the other PARTY may designate an employee to attend all witness interviews. Where it is determined that an outside investigator will be used, the cost will be divided between the PARTIES.

d. If, despite the good faith effort of the PARTIES, they are unable to agree on a process for investigating the complaint, the PARTY whose employee/student is the subject of the complaint will determine the process.

e. The COLLEGE and SCHOOL DISTRICT will cooperate in any investigation initiated and make its employees available to the investigator.

f. Interviews of COLLEGE and SCHOOL DISTRICT employees shall comply with any rights and protections afforded to them under an applicable collective bargaining agreement or state or federal law, including but not limited to the right to have a representative present during an interview that could lead to discipline.

g. The investigator will prepare a report that will be provided to both PARTIES setting forth findings as to the allegations and the basis for the findings.

h. The COLLEGE and SCHOOL DISTRICT shall share any and all materials from the investigation, unless sharing would cause a PARTY to violate confidentiality or privacy laws.

i. The COLLEGE and SCHOOL DISTRICT have sole discretion in determining any disciplinary measures to be imposed against their respective employees or students.

j. Regardless of any disciplinary measures taken by the COLLEGE or SCHOOL DISTRICT against its respective employees or students, the other PARTY retains the right to have the subject of a sustained complaint removed from participating in or providing services for the program that is the subject of this CCAP Agreement.

11. **APPORTIONMENT**

11.1. COLLEGE shall include the students enrolled in a CCAP Agreement course in its report of full-time equivalent students (FTES) for purposes of receiving state apportionments when the course(s) complies with current requirements for dual enrollment under applicable California law.

11.2. For purposes of allowances and apportionments from Section B of the State School Fund, a community college district conducting a closed course on a high school campus shall be credited with those units of full-time equivalent students attributable to the attendance of eligible high school pupils.

11.3. The COLLEGE shall not receive a state allowance or apportionment for an instructional activity for which the SCHOOL DISTRICT has been, or shall be, paid an allowance or apportionment. (Ed. Code § 76004, subdivision (o)(2)).

11.4. The attendance of a SCHOOL DISTRICT pupil at the COLLEGE as a special part-time or full-time student pursuant to this section is authorized attendance for which the COLLEGE shall be credited or reimbursed pursuant to Section 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity.

12. CERTIFICATIONS

12.1. The SCHOOL DISTRICT certifies that:

a. The direct education costs of the courses offered as part of this CCAP Agreement are not fully funded through other sources.

b. It agrees and acknowledges that the COLLEGE will claim apportionment for the SCHOOL DISTRICT students enrolled in community college course(s) under this CCAP Agreement.

c. Any COLLEGE instructor teaching a course at the SCHOOL DISTRICT has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus.

12.2. The COLLEGE certifies that:

a. A community college course offered for college credit at the participating SCHOOL DISTRICT does not reduce access to the same course offered at the partnering COLLEGE.

b. The COLLEGE has not received full compensation for the direct education costs for the conduct of the courses offered as part of this CCAP Agreement from other sources.

c. The Agreement is consistent with the core mission of the COLLEGE pursuant to Section 66010.4 and students participating in this CCAP Agreement will not lead to displacement of otherwise eligible adults at the COLLEGE.

d. A qualified SCHOOL DISTRICT instructor teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing COLLEGE faculty member teaching the same course at the partnering community college campus.

12.3. The PARTIES certify that:

a. Any COLLEGE instructor teaching a course on a SCHOOL DISTRICT campus has not been convicted of any sex offense as defined in Education Code section 44010 or as amended, or any controlled substance offense as defined in Education Code section 44011 or as amended.

b. The SCHOOL DISTRICT and COLLEGE comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP Agreement course offered for high school credit. (AB288 Sec. 2 (I).)

13. PROGRAM IMPROVEMENT

13.1. The COLLEGE and the SCHOOL DISTRICT may annually conduct surveys of participating SCHOOL DISTRICT pupils, instructors, principals, and school counselors for the purpose of informing practice, adjusting, and improving the quality of courses offered as part of this CCAP Agreement.

14. **RECORDS**

14.1. Permanent records of student attendance, grades and achievement will be maintained by both the SCHOOL DISTRICT and COLLEGE for SCHOOL DISTRICT students who enroll in course(s) offered as part of this CCAP Agreement. Permanent records of student enrollment, grades, and achievement for COLLEGE students shall be maintained by COLLEGE.

14.2. Each PARTY shall maintain records pertaining to this CCAP Agreement as may be required by federal and state law. Each PARTY may review and obtain a copy of the other

PARTY'S pertinent records subject to federal and state privacy statutes.

14.3. SCHOOL DISTRICT instructors will submit grades to the COLLEGE when due according to the COLLEGE schedule per section 7.14. The SCHOOL DISTRICT will include all criteria identified by the COLLEGE for grading purposes.

14.4. COLLEGE may provide the SCHOOL DISTRICT with a report on participating students' final grades after each term.

15. **CCAP AGREEMENT DATA MATCH AND REPORTING**

15.1. COLLEGE and SCHOOL DISTRICT shall ensure operational protocols consistent with the collection of participating student data and the timely submission of the data.

15.2. COLLEGE shall report all program and participating student data to the office of the Chancellor of the California Community Colleges.

16. DATA SHARING

16.1. COLLEGE and SCHOOL DISTRICT may share confidential student data for the purposes of evaluating the educational services provided under this CCAP agreement and for evaluating student performance pursuant to participating in CCAP courses. Any data shared will be for research and analytical purposes aimed at understanding student performance and improving applicable federal and state laws concerning access to and confidentiality of student record information as described in Section 17 of this agreement.

17. **PRIVACY OF STUDENT RECORDS**

17.1. COLLEGE and SCHOOL DISTRICT understand and agree that education records of students enrolled in a CCAP course and personally identifiable information contained in those educational records are subject to the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 C.F.R. Part 99, including the disclosure provisions of § 99.30 and state law as outlined in Education Code section 49064 and section 49076). COLLEGE and SCHOOL DISTRICT agree to hold all student education records generated pursuant to this CCAP Agreement in strict confidence and further agree not to disclose such records except as authorized by applicable law or regulation for COLLEGE records or by the parent or guardian's prior written consent for HIGH SCHOOL records. (34 C.F.R. § 99.33 (a), (b); 34 C.F.R. § 99.34(b) and Education Code§§ 49064 and 49076.)

17.2. **Limitation on Use**. COLLEGE and SCHOOL DISTRICT shall use each student education record that they may receive pursuant to this CCAP Agreement solely for purposes consistent with their authority to access that information pursuant to Federal and State law, as may be as applicable. (34 C.F.R. § 99.31, 34 C.F.R. § 99.34, and Education Code § 49076.)

17.3. **Recordkeeping Requirements.** COLLEGE and SCHOOL DISTRICT shall comply with the requirements governing maintenance of records of each request for access to and each disclosure of student education records set forth under Title 34, Code of Federal Regulations § 99.32 and under Education Code § 49064 as applicable.

17.4. **Acknowledgement of Receipt of Notice of FERPA Regulations**. By signature of its authorized representative or agent on this Agreement, COLLEGE and SCHOOL DISTRICT hereby acknowledges that it has been provided with the notice required under

34 C.F.R. § 99.33(d) that it is strictly prohibited from re-disclosing student education records to any other person or entity except as authorized by applicable law or regulation. Parent or guardian requests for information will need to be addressed directly by the HIGH SCHOOL or SCHOOL DISTRICT personnel.

18. **REIMBURSEMENT**

18.1. The SCHOOL DISTRICT shall invoice the COLLEGE no later than 30 (thirty) days after the start of each term for the instructional services provided through this CCAP agreement as follows:

a. For courses taught by COLLEGE-approved SCHOOL DISTRICT teachers and COLLEGE instructors on HIGH SCHOOL campuses during regular high school hours rendered at the rate of $1,000.00 per course unit delivered to CCAP students.

Example: 3 CCAP courses @ 3 units each = 9 units x $1,000.00 = $9,000.00

18.2. The COLLEGE shall make payment to the SCHOOL DISTRICT within 30 days of receiving the invoice for instructional services rendered.

18.3. The COLLEGE is required to report to the state the percentage of funds paid to an agency to the SCHOOL DISTRICT that will provide direct instruction on behalf of the college as part of the CCAP partnership agreement. The SCHOOL DISTRICT will use 100% of all funds received from Allan Hancock College in fulfillment of this agreement to pay for direct instructional costs. (Ed. Code § 84632).

19. FACILITIES

19.1. The SCHOOL DISTRICT will provide adequate classroom space at its facilities or other mutually agreed upon locations to conduct the instruction and do so without charge to COLLEGE or students. SCHOOL DISTRICT agrees to clean, maintain, and safeguard SCHOOL DISTRICT's premises. SCHOOL DISTRICT warrants that its facilities are safe and compliant with all applicable buildings, fire, and safety codes.

19.2. The SCHOOL DISTRICT will furnish, at its own expense, all course materials, specialized equipment, books and other necessary equipment for all SCHOOL DISTRICT students. The parties understand that such equipment and materials are the SCHOOL DISTRICT's sole property.

19.3. The SCHOOL DISTRICT facilities may be used by COLLEGE for COLLEGE course offerings before or after regular high school schedule at no additional cost. Prior approval by the SCHOOL DISTRICT is required. COLLEGE courses offered before or after the regular high school schedule will be open to the public.

20. **INDEMNIFICATION**

20.1. The SCHOOL DISTRICT agrees to and shall indemnify, save and hold harmless the COLLEGE, and its governing board, officers, employees, administrators, independent

contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of SCHOOL DISTRICT's performance of this CCAP Agreement. The obligation to indemnify shall extend to all claims and losses that arise out of SCHOOL DISTRICT's or its trustees', officers', agents', or employees' negligence, wrongful acts or omissions, or willful misconduct related to this CCAP Agreement or performance of this CCAP Agreement. The provisions of this section shall survive the termination or expiration of this CCAP Agreement.

20.2. The COLLEGE agrees to and shall indemnify, save and hold harmless the SCHOOL DISTRICT and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of COLLEGE'S performance of this CCAP Agreement. The obligation to indemnify shall extend to all claims and losses that arise out of COLLEGE'S or its trustees', officers', agents', or employees' negligence, wrongful acts or omissions, or willful misconduct related to this CCAP Agreement or performance of this CCAP Agreement. The provisions of this section shall survive the termination or expiration of this CCAP Agreement.

21. INSURANCE

21.1. The SCHOOL DISTRICT, in order to protect the COLLEGE, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this CCAP Agreement, shall secure and maintain in force during the entire term of this CCAP Agreement, insurance coverage or an approved program of self-insurance in the amount of not less than ONE MILLION DOLLARS ($1,000,000) per incident and TWO MILLION DOLLARS ($2,000,000) general aggregate for personal injury, bodily injury, death, and property and other damage, with an admitted California insurer duly licensed to engage in the business of insurance in the State of California, or public entity risk management Joint Powers Authority, authorized to provide public liability and property damage insurance in the state of California. Said policy of insurance, insurance coverage through a public entity risk management JPA, or program of self-insurance shall expressly name the COLLEGE, its agents, employees and officers as an additional insured for the purposes of this CCAP Agreement. A certificate of insurance including such endorsement shall be furnished to the COLLEGE.

21.2. The COLLEGE, in order to protect the SCHOOL DISTRICT, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this CCAP Agreement, shall secure and maintain in force during the entire term of this CCAP Agreement, insurance coverage or an approved program of self- insurance in the amount of not less than ONE MILLION DOLLARS ($1,000,000) per incident and TWO MILLION DOLLARS ($2,000,000) general aggregate for personal injury, bodily injury, death, and property and other damage, with an admitted California insurer duly licensed to engage in the business of insurance in the State of California, or public entity risk management Joint Powers Authority, authorized to provide public liability and property damage insurance in the State

of California. Said policy of insurance, insurance coverage through a public entity risk management JPA or program of self-insurance shall expressly name the SCHOOL DISTRICT, its agents, employees and officers as an additional insured for the purposes of this CCAP Agreement. A certificate of insurance including such endorsement shall be furnished to the SCHOOL DISTRICT.

21.3. For the purpose of Workers' Compensation, SCHOOL DISTRICT shall be the "primary employer" for all its employees who perform services as instructors and support staff. SCHOOL DISTRICT shall be solely responsible for processing, investigating, defending, and paying all workers' compensation claims by their respective SCHOOL DISTRICT employees made in connection with performing services and receiving instruction under this CCAP Agreement. SCHOOL DISTRICT agrees to hold harmless, indemnify, and defend COLLEGE, its directors, officers, agents, and employees from any liability resulting from its failure to process, investigate, defend, or pay any workers' compensation claims by SCHOOL DISTRICT employees connected with providing services under this CCAP Agreement.

22. **NON-DISCRIMINATION**

22.1. Neither the SCHOOL DISTRICT nor the COLLEGE shall discriminate on the basis of race or ethnicity, gender, nationality, physical or mental disability, sexual orientation, religion, or any other protected class under California State or federal law.

23. NOTICES

23.1. Any and all notices required to be given hereunder shall be deemed given when personally delivered or deposited in the U.S. Mail, postage to be prepaid, to the following addresses:

Allan Hancock College Joint Community College District
800 S. College Drive
Santa Maria, CA 93460
Attn: Dennis Curran

Orcutt Union School District
500 Dyer Street
Orcutt, CA 93455
Attn: Dr. Holly Edds

24. **MODIFICATION AND AMENDMENT**

24.1. Appendix A through D to this CCAP Agreement is incorporated by this reference into this CCAP Agreement.

24.2. This CCAP Agreement and Appendix A through D to this CCAP Agreement set forth the entire agreement between the PARTIES relating to the subject matter of this CCAP Agreement. This CCAP Agreement and Appendix A through D to this CCAP Agreement supersede any prior agreements, promises, negotiations, or representations, express or

implied, oral or written, not included in this CCAP Agreement and Appendix A through D to this CCAP Agreement.

24.3. This Agreement may be amended only with the mutual consent of the Parties. All amendments must be in writing and must be approved by the Parties' respective governing Boards.

25. **GOVERNING LAWS**

25.1. This CCAP Agreement will be governed by and construed in accordance with California law, and the venue of any action or proceeding in connection with this CCAP Agreement shall be Santa Barbara County, California.

26. **COMMUNITY COLLEGE DISTRICT BOUNDARIES**

26.1. For locations outside the geographical boundaries of Allan Hancock College Joint Community College District, the COLLEGE will comply with the requirements of Title 5 of the California Code of Regulations, Sections 55300 et seq. or as amended, concerning approval by adjoining high school or community college districts and use of non-district facilities**.**

27. **SEVERABILITY**

27.1. This CCAP Agreement shall be considered severable, such that if any provision or part of the CCAP Agreement is ever held invalid under any law or ruling, that provision or part of the CCAP Agreement shall remain in force and effect to the extent allowed by law, and all other provisions or parts shall remain in full force and effect.

28. **COUNTERPARTS**

28.1. This CCAP Agreement may be executed by the PARTIES in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument**.**

IN WITNESS WHEREOF, the PARTIES hereto have caused this CCAP Agreement to be executed on the dates set forth below, to be effective as of the Effective Date.

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT	ORCUTT UNION SCHOOL DISTRICT
By:_____	By: _____
Associate Superintendent/Vice President of Finance and Administration	Superintendent
Date: _____	Date: _____

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT BOARD MEETINGS	ORCUTT UNION SCHOOL DISTRICT BOARD MEETINGS
Information Board Meeting Date:	Information Board Meeting Date:
_____	_____
Public Comment and Approval Board Meeting Date:	Public Comment and Approval Board Meeting Date:
_____	_____

APPENDIX A

ALLAN HANCOCK COLLEGE JOINT COMMUNITY COLLEGE DISTRICT

Agreement with INSTRUCTOR

This agreement is made and entered into this _____ [day] of _____ [month] ____ [year] by three parties: The Allan Hancock College Joint Community College District (hereinafter "COLLEGE"), the _____ [high school district] (hereinafter "SCHOOL DISTRICT") and _____ [first name, last name], an employee of the SCHOOL DISTRICT (hereinafter "INSTRUCTOR") who is being assigned to the COLLEGE on a part-time basis pursuant to Title 5, California Code of Regulations, section 58058(b).

WHEREAS, the SCHOOL DISTRICT has the experience, training, equipment and other resources, and staff necessary to provide instruction to COLLEGE students through the CCAP Agreement;

WHEREAS, Title 5, California Code of Regulations, section 58050, subdivision (a) provides authority for claiming apportionment;

NOW, THEREFORE, the three parties to this Agreement hereby agree as follows:

1. The SCHOOL DISTRICT's INSTRUCTOR is an employee of the SCHOOL DISTRICT who shall meet "Minimum Qualifications" for the academic position of COLLEGE's INSTRUCTOR as established by the COLLEGE and as determined by the COLLEGE.

2. The SCHOOL DISTRICT's INSTRUCTOR is professionally and specially trained and competent to provide the supervisory and/or instructional services required by the COLLEGE.

3. The INSTRUCTOR will be an employee of the COLLEGE for purposes of the Attendance Accounting Standards (Ed. Code, § 58050). COLLEGE has the right to; 1) evaluate and terminate INSTRUCTOR; 2) evaluate the quality of instruction to ensure that it meets the needs of students; 3) evaluate the quality and rigor equal to the COLLEGE'S approved course outline of record and the accreditation requirements of COLLEGE. The COLLEGE will not provide INSTRUCTOR evaluation results to the SCHOOL DISTRICT.

4. The SCHOOL DISTRICT's INSTRUCTOR shall at all times comply with the supervisory and/or instructional requirements outlined in Title 5, California Code of Regulations, section 58055, which require direct instruction by the SCHOOL DISTRICT's INSTRUCTOR except in limited circumstances. The SCHOOL DISTRICT's INSTRUCTOR's responsibilities and duties as an employee of the COLLEGE shall include, but are not limited to, the following:

    4.1. Ensure that an instructional time of 50 minutes per class each day is expended in full compliance with the course objectives determined by the COLLEGE.
    4.2. Ensure the safety and well-being of students.
    4.3. Be in sufficient physical proximity and range of communication to provide immediate instructional supervision and control of all students in his/her classes.
    4.4. Attend periodic staff meetings with the COLLEGE.
    4.5. Regularly check and respond to communication from COLLEGE.
    4.6. Priority in class enrollment shall be given to students desiring to take the course for college credit towards a degree or certificate (Ed. Code § 76370). Ensure accurate and current daily student attendance records, accurate calculation of final student grades of

all students enrolled in the course for college credit, and the prompt submission of all data necessary for the calculation of FTES to the DISTRICT within 3 (three) calendar days of course completion (Ed. Code § 84500).

4.7. Ensure the effective use of instructional methods, technology, testing and remediation.

4.8. Ensure that he/she does not have any other assigned duties during the instructional activity where multiple skill levels of students are being taught for which attendance is being claimed.

4.9. Be familiar with and comply with all relevant COLLEGE policies, rules and regulations, including but not limited, to those related to student safety, grading, attendance, sexual harassment and discrimination.

4.10. Provide support to SCHOOL DISTRICT students taking COLLEGE courses under CCAP agreement with COLLEGE admission and registration procedures.

5. The SCHOOL DISTRICT shall indemnify and hold harmless the COLLEGE and its authorized agents, officers, and employees against any and all claims and actions arising from the SCHOOL DISTRICT's INSTRUCTOR's or SCHOOL DISTRICT's negligent, reckless or intentional acts, errors or omissions and for any cost or expense incurred by the COLLEGE on account of any claim therefor.

6. The COLLEGE shall provide no compensation to the SCHOOL DISTRICT's INSTRUCTOR for any services rendered pursuant to this Agreement, but compensation, as well as workers' compensation insurance, shall be the responsibility of the SCHOOL DISTRICT in accordance with its established and standard practices.

7. This Agreement may be terminated at any time by the COLLEGE within the sole and exclusive discretion of the COLLEGE upon written notice to the SCHOOL DISTRICT and the SCHOOL DISTRICT's INSTRUCTOR. This Agreement may be terminated upon thirty (30) days' prior written notice to COLLEGE by either the SCHOOL DISTRICT or the SCHOOL DISTRICT's INSTRUCTOR within either's sole and exclusive discretion.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year last written below.

INSTRUCTOR	ALLAN HANCOCK COLLEGE JOINT COMMUNITY COLLEGE DISTRICT
_____	_____
Print	Print
_____	_____
Signature	Signature

APPENDIX B

Identification of CCAP Pathways for Course-Specific College and Career Pathway Opportunities

Pursuant to California Assembly Bill No. 288, the COLLEGE and SCHOOL DISTRICT enter into this partnership agreement to offer College and Career Pathways (CCAP) to high school students to expand dual enrollment opportunities to facilitate college and career readiness, particularly among students who may not already be college-bound or who are underrepresented in higher education.

The goal of the CCAP partnership is to offer seamless pathways from high school to community college to promote: 1) academic preparation for transfer to four-year colleges and universities; 2) completion of career and technical education programs for entry into the workforce; (3) improving high school graduation rates, and (4) helping high school pupils achieve college and career readiness.

The following pathways are included in the CCAP partnership agreement between the COLLEGE and SCHOOL DISTRICT:

Career and Technical Education:

1. This pathway includes COLLEGE courses in a Career and Technical education ("CTE") pathway at the college level that apply to an Allan Hancock College degree or certificate in the pathway. This includes:
    a. Naming of HIGH SCHOOL Pathway and Course Location in Sequence (Introductory, Concentrator, Capstone, or Practicum)
    b. Naming of COLLEGE Pathway – Degree or Certificate
    c. Identifying Career/Employment Outcomes associated with CTE Pathway
    d. Identifying the course(s) in the Pathway to be offered under the CCAP Agreement.
2. Examples of CTE Technical Pathways include Automotive, Digital Art and Graphic Design, Culinary, Early Childhood Studies, Welding etc.

College and Career Readiness:

1. This pathway includes COLLEGE courses in career exploration and career development that prepare students in college and career planning. Successful completion of these courses will allow students to matriculate at college level in courses in a CTE pathway or General Education/ California State University ("CSU") Transfer pathway.
2. Course examples include: WEE (Work Experience); PD (Career Planning).

Preparation for Transfer:

1. California General Education Transfer Curriculum (Cal-GETC). This pathway includes COLLEGE courses which have been approved to meet the lower-division general education requirements at any CSU or University of California campus (i.e. Areas 1-6)

Improve High School Graduation Rates:

1. Student participation in college courses improves graduation rates of students who participate compared to peers who do not participate in college-level coursework.

APPENDIX C

CCAP Agreement Courses Approved for 2025 - 2026

HIGH SCHOOL DISTRICT: **Orcutt Union School District**

HIGH SCHOOL SITE: **Orcutt Academy High School**

PROJECTED NUMBER OF STUDENTS TO BE SERVED: **1,072**

TOTAL PROJECTED FTES: **209.5**

CCAP Pathway	College Degree or Certificate	High School Pathway	CCAP Course Offerings		Number of Sections, High School period(s) & Times		Instructor Name & Employer of Record (AHC or HS)		Projected Number of Students	Projected FTES
			FALL	SPRING	FALL	SPRING	FALL	SPRING		
Career Technical Education	Admin of Justice - AS	Early College	AJ 101	AJ 105	1 section Zero Period 7:15 am - 8:20 am	1 section Zero Period 7:15 am - 8:20 am	TBD (AHC)	TBD (AHC)	30	6.18
Career Technical Education	Admin of Justice: Cyber Security - CA	Information & Technology	AJ 160	AJ 162	1 section 5th period 1:28 pm - 2:26 pm	1 section 5th period 1:28 pm - 2:26 pm	TBD (HS)	TBD (HS)	15	3.09
Career Technical Education	Early Childhood Education – AA-T	Early College	ECS 100	EDUC 130	2 sections 3rd , 4th periods 10:44 am -11:45 am 11:51 pm -12:49 pm	2 sections 3rd , 4th periods 10:44 am -11:45 am 11:51 pm -12:49 pm	Michael Shaw (HS)	Michael Shaw (HS)	50	13.71
Career Technical Education	Medical Assisting – CA	Health Science	-	MA 305	-	1 section 4th period 11:51 am – 12:49 pm	-	TBD (AHC)	20	3.43
Preparation for Transfer	AA-T Cal-GETC	Early College	ENGL C1000	ENGL 145	3 sections 2nd , 3rd, 4th periods 9:24 am – 10:32 am 10:44 am -11:45 am 11:51 pm -12:49 pm	3 sections 2nd , 3rd, 4th periods 9:24 am – 10:32 am 10:44 am -11:45 am 11:51 pm -12:49 pm	Graham Culbara (HS)	Graham Culbara (HS)	90	21.69

Preparation for Transfer	Liberal Arts – AA-T	Early College	Rooted in Narrative (HS)	ENGL C1001	high school course TBD	3 sections 2nd , 3rd, 4th periods 9:24 am – 10:32 am 10:44 am –11:45 am 11:51 pm –12:49 pm	-	Jordan Willis (HS)	90	9.26
Preparation for Transfer	Liberal Arts – AA-T	Early College	HIST 101	HIST 102	3 sections 2nd , 3rd, 4th periods 9:24 am – 10:32 am 10:44 am –11:45 am 11:51 pm –12:49 pm	3 sections 2nd , 3rd, 4th periods 9:24 am – 10:32 am 10:44 am –11:45 am 11:51 pm –12:49 pm	Joel Mason (HS)	Joel Mason (HS)	90	18.52
Preparation for Transfer	Liberal Arts – AA-T	Early College	HIST 107	HIST 108	3 sections 2nd , 3rd, 4th periods 9:24 am – 10:32 am 10:44 am –11:45 am 11:51 pm –12:49 pm	3 sections 2nd , 3rd, 4th periods 9:24 am – 10:32 am 10:44 am –11:45 am 11:51 pm –12:49 pm	Gregory Verch (HS)	Gregory Verch (HS)	90	18.52
Preparation for Transfer	Liberal Arts – AA-T	Early College	Statistics (HS)	STAT C1000	high school course	2 sections 2nd, 4th periods 9:24 am – 10:32 am 11:51 pm -12:49 pm	Heather Penk (HS)	Heather Penk (HS)	50	8.57
Preparation for Transfer	Liberal Arts – AA-T	Early College	MATH 131	MATH 121	2 sections 2nd, 4th periods 9:24 am – 10:32 am 11:51 pm -12:49 pm	2 sections 2nd, 4th periods 9:24 am – 10:32 am 11:51 pm -12:49 pm	Joshua Mason (HS)	Joshua Mason (HS)	60	14.4
Preparation for Transfer	Liberal Arts – AA-T	Early College	Spanish 3 (HS)	SPAN 102	high school course	1 section 1st period 8:30 am – 9:28 am	Heidi Miller (HS)	Heidi Miller (HS)	30	5.14
Preparation for Transfer	Liberal Arts – AA-T	Early College	Spanish 2 (HS)	SPAN 101	high school course	4 sections 2nd, 3rd, 4th, 5th periods 9:24 am – 10:32 am 10:44 am –11:45 am 11:51 pm –12:49 pm 1:28 pm – 2:26 pm	Heidi Miller (HS)	Heidi Miller (HS)	115	19.71
Preparation for Transfer	AS-T Cal-GETC	Early College	MATH 181	MATH 182	1 section 2nd period 9:24 am – 10:32 am	1 section 2nd period 9:24 am – 10:32 am	John Dell'Armo (HS)	John Dell'Armo (HS)	22	7.54
Preparation for Transfer	Liberal Arts – AA-T	Early College	HUSV 110	SOC 101	1 section After School 3:30 pm – 5:00 pm	1 section After School 3:30 pm – 5:00 pm	TBD (AHC)	TBD (AHC)	20	4.12
Preparation for Transfer	Liberal Arts – AA-T	Early College Cadre 29	ART 101	AJ 105	1 section Zero Period 7:15 am - 8:20 am	1 section Zero Period 7:15 am - 8:20 am	TBD (AHC)	TBD (AHC)	30	6.18
Preparation for Transfer	Liberal Arts – AA-T	Early College Cadre 28	MUS 100	DRMA 103	1 section Zero Period 7:15 am - 8:20 am	1 section Zero Period 7:15 am - 8:20 am	TBD (AHC)	TBD (AHC)	30	6.18
Preparation for Transfer	Liberal Arts – AA-T	Early College Cadre 27	GEOG 101	-	1 section Zero Period 7:15 am - 8:20 am	-	TBD (AHC)	-	30	3.09

Preparation for Transfer	Liberal Arts – AA-T	Early College Cadre 26	ES 120	-	1 section Zero Period 7:15 am - 8:20 am	-	TBD (AHC)	-	30	3.09
College & Career Readiness	AA GE	Freshman Success	PROD 301	EMS 102	1 section 1st period 8:30 – 9:28 am	1 section 1st period 8:30 – 9:28 am	Carrie O'Keefe (HS)	Roy Dugger (AHC)	30	6.18
College & Career Readiness	AA GE	Freshman Success	EMS 102	PROD 301	1 section 1st period 8:30 – 9:28 am	1 section 1st period 8:30 – 9:28 am	Roy Dugger (AHC)	Carrie O'Keefe (HS)	30	6.18
College & Career Readiness	AA GE	Freshman Success	PD 101	PROD 301	2 sections 2nd , 3rd periods 9:24 am – 10:32 am 10:44 am –11:45 am	2 sections 2nd , 3rd periods 9:24 am – 10:32 am 10:44 am –11:45 am	TBD (AHC)	Carrie O'Keefe (HS)	60	12.36
College & Career Readiness	AA GE	Freshman Success	PROD 301	PD 101	2 sections 2nd , 3rd periods 9:24 am – 10:32 am 10:44 am –11:45 am	2 sections 2nd , 3rd periods 9:24 am – 10:32 am 10:44 am –11:45 am	Carrie O'Keefe (HS)	TBD (AHC)	60	12.36

1. **Required:** Describe the criteria used to assess the ability of pupils to benefit from the course(s) offered:

In consultation with their SCHOOL DISTRICT counselors, students self-select a pathway based on their academic readiness and alignment of course content to students' educational and career goals. SCHOOL DISTRICT and COLLEGE faculty identified CCAP courses using the following criteria:

a. Alignment with HIGH SCHOOL pathways and COLLEGE programs of study.
b. Potential for course completion to accelerate students' time to completion of postsecondary degree or certificate.
c. Potential to earn a Certificate of Training and be eligible to enter the workforce in their selected career technical pathway.
d. Potential to work toward completion of an associate degree or an associate degree for transfer.

2. **MINIMUM QUALIFICATIONS FOR INSTRUCTION:** All instructors teaching CCAP Agreement Courses must meet the minimum qualifications for instruction in a California community college as set forth in Title 5 of the California Code of Regulations, sections 53410 and 58060 or as amended. The minimum qualifications for instruction are:

Course Name & Number	Minimum Qualifications For Instructors
AJ 101 AJ 105 AJ 160 AJ 162	• Any bachelor's degree or higher and two years of professional experience • OR any associate degree and six years of professional experience. NOTE: Professional experience is required when the application possesses a master's degree. The professional experience required must be directly related to the teaching assignment.
ART 101	• Master's degree in fine arts, art, or art history • OR bachelor's degree in any of the above AND master's degree in humanities • OR the equivalent NOTE: "master's degree in fine arts" as used here refers to any master's degree in the subject matter of fine arts, which is defined to include visual studio arts such as drawing, painting, sculpture, printmaking, ceramics, textiles, and metal and jewelry art, and also art education and art therapy. It does not refer to the "Master of Fine Arts" (MFA) degree when that degree is based on specialization in performing arts or dance, film, video, photography, creative writing or other nonplastic arts.
DRMA 103	• Master's degree or Master's degree of Fine Arts in drama/theater arts/performance • OR bachelor's degree or bachelor's degree of Fine Arts in drama/theater arts/performance AND master's degree in comparative literature, English, communication studies, speech, literature or humanities • OR the equivalent
ECS 100	• Master's degree in child development, early childhood education, human development, home economics/family and consumer studies with a specialization in child development/early childhood education or educational psychology with a specialization in child development/early childhood education • OR bachelor's degree in any of the above AND master's in social work, educational supervision, elementary education, special education, psychology, bilingual/bicultural education, life management/home economics, family life studies or family and consumer studies • OR the equivalent

ES 120	• Master's degree in African American Studies, Black Studies, Africana Studies, Latino Studies, La Raza Studies, Chicana/o Studies, Asian American Studies, Native American Studies, or American Indian Studies • OR master's degree in ethnic studies • OR the equivalent
EDUC 130	• Master's degree in education • OR the equivalent
EMS 102	• Any bachelor's degree or higher and two years of professional experience • OR any associate degree and six years of professional experience. NOTE: Professional experience is required when the application possesses a master's degree. The professional experience required must be directly related to the teaching assignment.
ENGL C1000 ENGL C1001 ENGL 145	• Master's degree in English, literature, comparative literature, or composition • OR bachelor's degree in any of the above AND master's degree in linguistics, TESL, speech, education with a specialization in reading, creative writing or journalism • OR the equivalent
GEOG 101	• Master's degree in geography • OR bachelor's degree in geography AND master's degree in geology, history, meteorology or oceanography • OR the equivalent
HIST 101 HIST 102 HIST 107 HIST 108	• Master's degree in history • OR bachelor's degree in history AND master's degree in political science, humanities, geography, area studies, women's studies, social science or ethnic studies • OR the equivalent
HUSV 110	• Any bachelor's degree or higher and two years of professional experience in Addiction Paraprofessional Training • OR any associate degree and six years of professional experience. NOTE: Professional experience is required when the application possesses a master's degree. The professional experience required must be directly related to the teaching assignment. • Master's degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, career development,

	marriage and family therapy, or marriage, family and child counseling • NOTE: A bachelor's degree in one of the listed degrees and a license as a Marriage and Family Therapist (MFT) is an alternative qualification for this discipline • OR master's degree in education • OR the equivalent
MA 305	• Any bachelor's degree or higher and two years of professional experience • OR any associate degree and six years of professional experience. NOTE: Professional experience is required when the application possesses a master's degree. The professional experience required must be directly related to the teaching assignment.
MATH 121 MATH 123 MATH 131 MATH 181 MATH 182	• Master's degree in mathematics or applied mathematics • OR bachelor's degree in either of the above AND master's degree in statistics, physics or mathematics education • OR the equivalent
MUS 100	• Master's degree in music • OR bachelor's degree in music AND master's degree in humanities • OR the equivalent
PD 101	• Master's degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, career development, marriage and family therapy, or marriage, family and child counseling • NOTE: A bachelor's degree in one of the listed degrees and a license as a Marriage and Family Therapist (MFT) is an alternative qualification for this discipline • OR master's degree in education • OR the equivalent
PROD 301	• Master's degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, career development, marriage and family therapy, or marriage, family, and child counseling • OR the equivalent NOTE: A bachelor's degree in one of the listed degrees and a license as a Marriage and Family Therapist (MFT) is an alternative qualification for this discipline • OR master's degree in education

	• OR any bachelor's degree or higher and two years of professional experience in Office Technologies • OR any associate degree and six years of professional experience in Office Technologies. NOTE: Professional experience is required when the application possesses a master's degree. The professional experience required must be directly related to the teaching assignment.
PSY 101	• Master's degree in psychology • OR bachelor's degree in psychology AND master's degree in counseling, sociology, statistics, neuroscience or social work • OR the equivalent
SOC 101	• Master's degree in sociology • OR bachelor's degree in sociology AND master's degree in anthropology, any ethnic studies, social work, or psychology • OR the equivalent
SPAN 101 SPAN 102	• Master's degree in Spanish • OR bachelor's degree in Spanish AND master's degree in another language or linguistics • OR the equivalent

3. **BOOKS AND INSTRUCTIONAL MATERIALS:** The total cost of books and instructional materials for SCHOOL DISTRICT students participating in CCAP course as part of this CCAP Agreement will be borne by SCHOOL DISTRICT. Current pricing and textbook availability are published on the COLLEGE bookstore website each semester.

4. **JOINT FACILITIES USE PROTOCOLS:** COLLEGE and SCHOOL DISTRICT shall adhere to the terms and protocols outlined in Section 19, Facilities, of the CCAP Agreement. SCHOOL DISTRICT, shall extend access and use of the following SCHOOL DISTRICT facilities:

BUILDING NAME & ADDRESS	CLASSROOMS	DAYS	HOURS
Orcutt Academy High School (OAHS) 610 Pinal Avenue Orcutt, CA 93455	K-2	Monday – Friday	7:30 am – 5:00 pm

Orcutt Academy High School 610 Pinal Avenue Orcutt, CA 93455	1 through 33	Monday – Friday	7:30 am – 5:00 pm

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT

By: _____

Vice-President, Academic Affairs

Date: _____

ORCUTT ACADEMY HIGH SCHOOL

By: _____

Principal

Date: 5/28/2025

By: _____

Head Counselor

Date: 5/28/25

APPENDIX D
Registration Timeline 2025 - 2026

	2025-2026 Week Ranges	Process	Timeline	Type
FALL	Week 1: July 1, 2025 - July 7, 2025			
	Week 2: July 8, 2025 - July 14, 2025			
	Week 3: July 15, 2025 - July 21, 2025			
	Week 4: July 22, 2025 - July 28, 2025			
	Week 5: July 29, 2025 - August 4, 2025	Ideal	CRNs available for DualEnroll & we see bulk of forms (Would like Aug 1 deadline for CRNs)	CCAP
	Week 6: August 5, 2025 - August 11, 2025	Ideal	(NonCCAP) Late Add influx, Appeal Delays, Registration Processing Delays	
	Week 6: August 5, 2025 - August 11, 2025	Ideal	Firm Deadline for NonCCAP Petitions (Fall 2025)	NonCCAP
	Week 6: August 5, 2025 - August 11, 2025	Ideal	(NonCCAP) Bulk of Petitions come in around this time through first day of AHC classes	NonCCAP
	Week 7: August 12, 2025 - August 18, 2025		**Start of Fall Term for HS Partners (Average)**	
	Week 8: August 19, 2025 - August 25, 2025		**Start of Fall Term for AHC**	
	Week 8: August 19, 2025 - August 25, 2025	Actual	(NonCCAP) We accepted petitions for up until the start of classes (extended)	NonCCAP
	Week 8: August 19, 2025 - August 25, 2025		**Winter app opens**	
	Week 9: August 26, 2025 - September 1, 2025	Actual	Influx of Fall Petitions Timeframe	Both
	Week 9: August 26, 2025 - September 1, 2025	Actual	(NonCCAP) Late Add influx, Appeal Delays, Registration Processing Delays	NonCCAP
	Week 10: September 2, 2025 - September 8, 2025	Actual	CRNs available in DualEnroll & we see beginning of bulk of forms	CCAP
SPRING	Week 10: September 2, 2025 - September 8, 2025	Ideal	**Spring app opens for CCAP students**	CCAP
	Week 11: September 9, 2025 - September 15, 2025			
	Week 12: September 16, 2025 - September 22, 2025			
	Week 14: September 30, 2025 - October 6, 2025	Ideal	CCAP CRNs available (Spring 2026)	CCAP
	Week 14: September 30, 2025 - October 6, 2025	Ideal	CCAP Registration Begins (Spring 2026)	CCAP
	Week 14: September 30, 2025 - October 6, 2025		**Spring app opens**	
	Week 14: September 30, 2025 - October 6, 2025	Actual	Deadline for NonCCAP Petitions (Fall 2025 Term 2)	NonCCAP
	Week 15: October 7, 2025 - October 13, 2025			
	Week 16: October 14, 2025 - October 20, 2025	Actual	AHC accepting NonCCAP petitions (Winter/Spring 2026)	NonCCAP
	Week 16: October 14, 2025 - October 20, 2025		**Class Search opens**	
	Week 17: October 21, 2025 - October 27, 2025			
	Week 18: October 28, 2025 - November 3, 2025	Ideal	Fall processing complete for CCAP	CCAP
	Week 19: November 4, 2025 - November 10, 2025	Actual	CRN available for CCAP for spring	CCAP
	Week 20: November 11, 2025 - November 17, 2025	Actual	*NonCCAP Registration Begins (Winter/Spring 2026)*	NonCCAP
	Week 20: November 11, 2025 - November 17, 2025	Actual	*CCAP Registration Begins (Early Spring 2026)*	CCAP
	Week 21: November 18, 2025 - November 24, 2025			
	Week 22: November 25, 2025 - December 1, 2025			
	Week 23: December 2, 2025 - December 8, 2025	Ideal	Influx of CN Spring Petitions Timeframe	NonCCAP

APPENDIX D
Registration Timeline 2025 - 2026

SPRING	Week 23: December 2, 2025 - December 8, 2025	Ideal	Deadline for NonCCAP Petitions (Winter 2026)	
	Week 24: December 9, 2025 - December 15, 2025	Ideal	Bulk of CCAP regsitrations submitted for Spring	CCAP
	Week 25: December 16, 2025 - December 22, 2024	Actual	Processing completed for Fall CCAP	CCAP
	Week 25: December 16, 2025 - December 22, 2025	Actual	**Start of Winter Term for AHC**	
	Week 26: December 23, 2025 - December 29, 2025			
	Week 27: December 30, 2025 - January 5, 2026			
	Week 28: January 6, 2026 - January 12, 2026	Actual	Deadline for NonCCAP Petitions (Spring 2026)	
	Week 29: January 13, 2026 - January 19, 2026	Actual	Start of Spring Term for HS Partners (Average)	Both
	Week 29: January 13, 2026 - January 19, 2026	Actual	Influx of CN petitions	Both
	Week 30: January 20, 2026 - January 26, 2026	Actual	**Start of Spring Term for AHC**	
	Week 31: January 27, 2026 - February 2, 2026			
	Week 32: February 3, 2026 - February 9, 2026	Actual	We see bulk of our CCAP forms being turned in	CCAP
	Week 33: February 10, 2026 - February 16, 2026	Actual	We see bulk of our CCAP forms being turned in	CCAP
	Week 34: February 17, 2026 - February 23, 2026		CCAP Sections Identify and Created - Alicia to meet with High Schools (summer/fall 2026)	
	Week 35: February 24, 2026 - March 2, 2026			
	Week 36: March 3, 2026 - March 9, 2026			
	Week 37: March 10, 2026 - March 16, 2026			
	Week 38: March 17, 2026 - March 23, 2026			
	Week 39: March 24, 2026 - March 30, 2026		CCAP Sections CRNs Complete (summer/fall 2026)	
	Week 40: March 31, 2026 - April 6, 2026			
	Week 41: April 7, 2026 - April 13, 2026		AHC accepting NonCCAP petitions (summer/fall 2026)	
	Week 41: April 7, 2026 - April 13, 2026	Actual	Summer/Fall Class Search Opens	
	Week 42: April 14, 2026 - April 20, 2026			
	Week 42: April 14, 2026 - April 20, 2026		Priority Reg	
	Week 43: April 21, 2026 - April 27, 2026	Ideal	Spring processing complete for CCAP	CCAP
	Week 44: April 28, 2026 - May 4, 2026			
FALL	Week 45: May 5, 2026 - May 11, 2026	Ideal	*NonCCAP Registration Begins (Summer/Fall 2026)*	
	Week 46: May 12, 2026 - May 18, 2026	Actual	Deadline for NonCCAP Petitions (Spring Term 2 2026)	
	Week 47: May 19, 2026 - May 25, 2026	Actual	Spring processing complete for CCAP	
	Week 48: May 26, 2026 - June 1, 2026			
	Week 49: June 2, 2026 - June 8, 2026	Ideal	Influx of Fall Petitions Timeframe	NonCCAP
	Week 50: June 9, 2026 - June 15, 2026	Actual	Start of Summer Term for AHC	
	Week 51: June 16, 2026 - June 22, 2026			
	Week 52: June 23, 2026 - June 29, 2026			

COLLEGE AND CAREER ACCESS PATHWAYS (CCAP) PARTNERSHIP AGREEMENT BETWEEN THE ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT AND SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT

This College and Career Access Pathway Partnership Agreement ("CCAP Agreement") is between the Allan Hancock Joint Community College District ("COLLEGE) and Santa Maria Joint Union High School District ("SCHOOL DISTRICT"). COLLEGE and SCHOOL DISTRICT will collectively be referred to as "PARTIES" or individually as "PARTY".

RECITALS

WHEREAS, COLLEGE is a community college district whose mission includes providing educational programs and services that are responsive to the needs of the students and communities within the community college services area; and

WHEREAS, SCHOOL DISTRICT is a public school district located within the regional service area of the COLLEGE unless otherwise specified and agreed to as stated in AB 288, Sec. 2, Education Code section 76004, subdivision (e); and

WHEREAS, a high school ("HIGH SCHOOL") "includes a community school, continuation high school, juvenile court school, or adult education program offering courses for high school diplomas or high school equivalency certificates" as stated in Education Code section 76004, subdivision (a)(2); and

WHEREAS**,** the PARTIES desire to enter into this CCAP Agreement for the purpose of offering or expanding dual enrollment opportunities, consistent with the provisions of the Education Code, for high school students "who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and helping high school pupils achieve college and career readiness," (Ed. Code, § 76004, subdivision (a)); and

WHEREAS**,** instruction will comply with the student selection standards, curriculum guidelines, recommendations and procedures promulgated by applicable law, the California Community College Chancellor's Office and the COLLEGE; and

WHEREAS**,** the PARTIES desire to enter this CCAP, which sets forth their mutual rights and responsibilities and governs their relationship; and

WHEREAS**,** the PARTIES intend for COLLEGE to report full-time equivalent students ("FTES") and obtain state apportionment for the subject courses given through this CCAP Agreement in

accordance with California Education Code, section 76004 and the appropriate portions of Title 5 of the California Code of Regulations; and

WHEREAS, participation in the CCAP Agreement is consistent with the core mission of California Community Colleges pursuant to Education Code section 66010.4, and that pupils participating in a CCAP partnership will not lead to enrollment displacement of otherwise eligible adults in the community college (Ed. Code, § 76004, subdivision (k)(2));

NOW, THEREFORE, PARTIES mutually agree as follows:

1. TERM OF AGREEMENT

1.1. **Effective Date and Duration.** The term of this CCAP Agreement shall be effective on **July 1, 2025,** and continue in effect until **June 30, 2026**, or until duly modified or terminated by the PARTIES in accordance with Section 1.2 of this CCAP Agreement.

1.2. **Early Termination.**

a. This agreement may be terminated by either PARTY without cause or for any reason upon giving at least sixty (60) days prior written notice to the other PARTY. Any students currently enrolled in COLLEGE courses under this CCAP Agreement shall be allowed to complete those courses prior to the termination of this CCAP Agreement.

b. This CCAP Agreement may be terminated by either PARTY with cause if another PARTY fails to comply with the insurance or indemnification requirements or otherwise commits a material breach. Termination will be effective no sooner than 15 calendar days after a written demand to cure is provided and the PARTY fails to cure. This remedy is in addition to any other remedy which may be provided for by law.

1.3. **The CCAP Agreement Appendix**. This CCAP Agreement outlines the terms of the Agreement.

a. The CCAP Agreement Appendix shall specify CCAP Agreement Courses as well as additional details regarding, but not be limited to, the total number of high school students to be served and the total number of full-time equivalent students ("FTES") projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses:

Appendix A: Agreement with Instructor.

Appendix B: Identification of CCAP Pathways for Course-Specific College and Career Pathway Opportunities.

Appendix C: CCAP Agreement Courses Approved for [academic year].

Appendix D: Dual Enrollment Registration Timeline

b. The CCAP Agreement Appendix C shall be reviewed and approved annually by both PARTIES by a duly adopted written amendment to this Agreement.

1.4. **Points of contact and Educational Administrators** are as follows:

COLLEGE:	**Thomas Lamica**, dean, academic affairs
SCHOOL DISTRICT:	**Dr. Krista Herrera**, assistant superintendent, curriculum and instruction
HIGH SCHOOL SITES:	**Elizabeth Cortez**, assistant principal, Ernest Righetti High School **Mandy McDonald**, college & career center specialist, Ernest Righetti High School **Kevin Ilac**, assistant principal, Pioneer Valley High School **Melani Mederos**, college & career center specialist, Pioneer Valley High School **Jules Manfreda**, assistant principal, Santa Maria High School **TBD**, Mark Richardson CTE Center and AG Farm

(Ed. Code, § 76004, subdivision (c)(2))

1.5. A copy of the COLLEGE and SCHOOL DISTRICT CCAP Agreement shall be filed with the office of the Chancellor of the California Community Colleges and with the California Department of Education before the start of the CCAP partnership. (Ed. Code, § 76004, subdivision (c)(3).)

1.6. COLLEGE and SCHOOL DISTRICT shall present this CCAP agreement at an open public meeting of their respective governing boards, allowing for public comments prior to consideration for approval or disapproval of this CCAP agreement. (Ed. Code, § 76004, subdivision (b)(2).)

2. DEFINITIONS

2.1. **CCAP Agreement Courses.** CCAP Agreement Courses offered as part of this CCAP Agreement shall be community college courses acceptable towards a career technical education credential or certificate, preparation for transfer, or appropriate to improve high school graduation rates or help high school pupils achieve college and career readiness. (Ed. Code § 76004, subdivision (a).) All community college courses offered at the SCHOOL DISTRICT have been approved in accordance with the policies and guidelines of COLLEGE and applicable law. Courses offered at the COLLEGE that are open to the public for enrollment fall outside of this CCAP agreement and are subject to all conditions and rules of the COLLEGE.

2.2. **Pupil or Student Fees.** Pupil or Student is defined as a resident or nonresident student attending HIGH SCHOOL in California. SCHOOL DISTRICT pupils enrolled in a course offered through this CCAP Agreement shall not be assessed any fee that is prohibited by

Education Code section 49011 (Ed. Code § 76004, subdivision (f)), including a fee charged to a student or a student's parent or guardian as a condition for course registration or for textbooks, supplies, materials and equipment needed to participate in the course. Students who are enrolled in a combination of CCAP and regular credit college courses will be subject to all fees assessed for the regular credit college enrollment for the regular credit college courses.

3. STUDENT ELIGIBILITY, SELECTION AND ENROLLMENT, ADMISSION, REGISTRATION, MINIMUM SCHOOL DAY

3.1. **Student Eligibility**. Students who "may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils to achieve college and career readiness" and "underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate" are eligible to participate in CCAP courses hosted at a SCHOOL DISTRICT site. (Education Code § 76004, subdivision (a); Assembly Bill 288 (2015) Section I, subdivision (d))

3.2. **Student Selection and Enrollment**. Enrollment shall be open to all eligible students as part of the CCAP Agreement who have been admitted to the COLLEGE and who meet all applicable prerequisites. Student selection criteria will be further specified in the CCAP Agreement Appendix C. Applicable prerequisite courses, training, or experience and standards required as preparation for courses offered through the CCAP Agreement will be determined by COLLEGE and shall be in compliance with applicable law and COLLEGE standards and policies.

3.3. **College Admission and Registration.** Procedures for students participating in the CCAP Agreement shall be governed by the COLLEGE and shall be in compliance with the admissions and registration guidelines outlined in applicable law and COLLEGE policy.

3.4. **Records of Student Attendance**. All records of student attendance and achievement shall be submitted to COLLEGE periodically using the COLLEGE student information system or upon demand and shall be maintained by COLLEGE.

3.5. **Priority Enrollment**. Students enrolling in a CCAP course will have priority enrollment by virtue of their status. High school students enrolling in non-CCAP college courses will not be eligible for priority registration.

3.6. **Physical Education Courses.** As part of a CCAP Agreement, a participating community college district shall not provide physical education course opportunities to high school students or any other course opportunities that do not assist in the attainment of the goals associated with career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve career and college readiness. (Ed. Code § 76004, subdivision (d)).

3.7. **Maximum Units.** Students participating under a CCAP Agreement may enroll in up to a maximum of 15 units per term, without exception, if all the following conditions specified in Assembly Bill 288, Sec. 2 (p)(l)(2)(3) are satisfied:

a. The units constitute no more than four community college courses per term.

b. The units are part of an academic program that is part of a CCAP partnership agreement established pursuant to this article.

c. The units are part of an academic program that is designed to award students both a high school diploma and an associate degree or a certificate or credential.

3.8. **Minimum School Day**. The SCHOOL DISTRICT shall certify that it shall teach SCHOOL DISTRICT students participating as part of a CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code sections 46141 and 46142.

3.9. **Enrollment Restriction**. COLLEGE reserves the right to block students from enrolling in any courses for students who incur an unpaid debt for a non-CCAP class at the college. COLLEGE agrees to remove the enrollment block when debt is paid in full.

4. COLLEGE APPLICATION PROCEDURE

4.1. The COLLEGE will be responsible for processing student applications.

4.2. The COLLEGE will provide the necessary admission and registration forms and procedures, and both COLLEGE and SCHOOL DISTRICT will jointly ensure that each applicant accepted has met all the enrollment requirements.

4.3. The SCHOOL DISTRICT agrees to assist COLLEGE in the admission and registration of SCHOOL DISTRICT students as may be necessary and requested by COLLEGE.

5. PARTICIPATING STUDENTS

5.1. The total cost of books and instructional materials for SCHOOL DISTRICT students who enroll in a COLLEGE course offered as part of this CCAP Agreement will be borne by SCHOOL DISTRICT.

5.2. Both COLLEGE and SCHOOL DISTRICT will ensure that ancillary and support services are accessible to students (e.g., Tutoring.)

5.3. A student taking courses under this CCAP Agreement with an Individual Education Plan or 504 Plan with the SCHOOL DISTRICT may request accommodation for his or her disability to participate in the educational programs and activities required by the COURSE and COLLEGE. Accommodation required by state law or SCHOOL DISTRICT policy will be provided through SCHOOL DISTRICT in consultation with the COLLEGE Learning Assistance Program (LAP) Office. Students requesting services by the LAP office will need to follow the standard process for requesting accommodations.

6. CCAP AGREEMENT COURSES

6.1. The COLLEGE may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus during the regular school day and the community college course is offered pursuant to this CCAP Agreement.

6.2. The COLLEGE is responsible for all courses and educational programs offered as part of CCAP Agreement .

6.3. The scope, nature, time, location, and listing of courses offered by a COLLEGE shall be determined by COLLEGE in consultation with the SCHOOL DISTRICT and with the

approval of the COLLEGE and will be recorded in the Appendix C to this CCAP Agreement.

6.4. Courses offered as part of a CCAP Agreement shall be jointly selected and approved by COLLEGE and SCHOOL DISTRICT.

6.5. Courses offered as part of this CCAP Agreement shall have a minimum enrollment of fifteen (15) students.

6.6. The SCHOOL DISTRICT confirms that each approved CCAP course is held for no less than 50 minutes each class day in full compliance with the course outcomes determined by the COLLEGE.

6.7. Degree and certificate programs that are included in the CCAP agreement must have been approved by the California Community College Chancellor's Office and courses offered at the SCHOOL DISTRICT shall adhere to the official course outline of record and the student learning outcomes established by the associated academic department within the COLLEGE, approved by the COLLEGE Academic Policy & Planning (AP&P) Committee and submitted to the Chancellor's Office. Course outlines will be provided to the SCHOOL DISTRICT.

6.8. Courses must meet the number of hours sufficient to meet the stated performance objectives as outlined in the course outlines provided to the SCHOOL DISTRICT on a semester basis.

6.9. Courses offered at the SCHOOL DISTRICT as part of this CCAP Agreement shall be of the same quality and rigor as those offered on the COLLEGE campus and shall be in compliance with COLLEGE academic standards.

6.10. Courses offered as part of this CCAP Agreement will comply with all applicable regulations, policies, procedures, prerequisites, and standards applicable to the COLLEGE as well as any corresponding policies, practices, and requirements of the SCHOOL DISTRICT. In the event of a conflict between the COLLEGE course related regulations, policies, procedures, prerequisites and standards and SCHOOL DISTRICT policies, practices and requirements, the COLLEGE regulations, policies, procedures, prerequisites, and standards, shall prevail.

6.11. A student's withdrawal prior to completion of a course offered as part of this CCAP Agreement shall be in accordance with COLLEGE guidelines, policies, pertinent statutes and regulations.

6.12. Supervision and evaluation of students enrolled in courses offered as part of this CCAP Agreement shall be in accordance with COLLEGE guidelines, policies, pertinent statues and regulations.

6.13. COLLEGE has the sole right to control and direct the instructional activities for all CCAP Agreement courses and all instructors, including those who are SCHOOL DISTRICT employees.

6.14. This CCAP Agreement certifies that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering SCHOOL DISTRICT, and shall involve collaborative effort between the SCHOOL DISTRICT and the COLLEGE faculty to deliver an innovative remediation course as an intervention in the student' s junior or senior year to ensure the student is prepared for college-level work upon graduation.

6.15. CCAP Agreement Courses outlined in Appendix C shall be updated annually and

approved before the start of each academic year.

7. INSTRUCTORS

7.1. All instructors teaching COLLEGE courses offered as part of this CCAP Agreement must meet the minimum qualifications for instruction in a California community college as set forth in Title 5 California Code of Regulations, Sections 53410 and 58060 or as amended.

7.2. The CCAP Agreement Appendix C shall specify which participating SCHOOL DISTRICT or COLLEGE will be the employer of record for purposes of assignment monitoring and reporting to the county office of education.

7.3. This CCAP Agreement specifies that the SCHOOL DISTRICT will assume reporting responsibilities pursuant to applicable federal teacher quality mandates.

7.4. Instructors who teach COLLEGE courses offered as part of this CCAP Agreement must provide the supervision and control reasonably necessary for the protection of the health and safety of students and may not have any other assigned duty during the instructional activity.

7.5. Instructors who teach COLLEGE courses shall comply with the fingerprinting requirements set forth in Education Code section 45125 or as amended and the tuberculosis testing and risk assessment requirements of California Health and Safety Code section 121525 or as amended. In addition to any other prohibition or provision, no person who has been convicted of a violent or serious felony shall be eligible to teach any courses offered as part of this CCAP Agreement or otherwise provide services on a SCHOOL DISTRICT site. SCHOOL DISTRICT shall immediately notify COLLEGE if an instructor is charged with an offense prohibited by Education Code sections 44010 or 44011.

7.6. Prior to teaching, faculty provided by the SCHOOL DISTRICT shall participate in required discipline-specific training and orientation from COLLEGE regarding, but not limited to, course curriculum, assessment criteria, pedagogy, course philosophy, testing and grading procedures record keeping, and other instructional responsibilities. Such training shall be approved and provided by the COLLEGE.

7.7. Prior to teaching, instructors provided by the COLLEGE may receive training and orientation from SCHOOL DISTRICT regarding, but not limited to, SCHOOL DISTRICT policies, practices, and requirements. Such training may be approved and provided by the SCHOOL DISTRICT.

7.8. Faculty provided by the SCHOOL DISTRICT are eligible to participate in professional development activities sponsored by the COLLEGE as required by the terms and condition of the contract and shall be encouraged to participate in ongoing collegial interaction to include, but not limited to, addressing course content, course delivery, assessment, evaluation, and/or research and development in the field.

7.9. The COLLEGE shall evaluate faculty performance for the college courses using the adopted evaluation of process and standards for faculty of the COLLEGE, subject to the approval of COLLEGE.

7.10. The COLLEGE and SCHOOL DISTRICT will work collaboratively to identify instructors from SCHOOL DISTRICT who may meet minimum qualification requirements or local equivalency standards to teach a COLLEGE course and encourage them to apply for

consideration. Instructors will be required to go through the COLLEGE screening process for possible selection and assignment to the course.

7.11. The SCHOOL DISTRICT teachers approved to teach COLLEGE courses remain employees of the SCHOOL DISTRICT, subject to the authority of the SCHOOL DISTRICT, but will also be subject to the authority of COLLEGE specifically with regard to their duties as COLLEGE instructors, pursuant to the terms of Appendix A.

7.12. The COLLEGE shall determine the number of instructors, the ratio of instructors to students, and the subject areas of instruction.

7.13. Faculty provided by the SCHOOL DISTRICT who do not comply with the policies, regulations, standards, and expectations of the COLLEGE shall be ineligible to teach college courses under this CCAP Agreement.

7.14. SCHOOL DISTRICT teachers approved to teach CCAP Courses under this CCAP Agreement must submit grades to both the COLLEGE and SCHOOL DISTRICT using the COLLEGE student information system by the established timeline (Appendix D).

7.15. SCHOOL DISTRICT teachers approved by the COLLEGE shall sign an Agreement with the Instructor (Appendix A) prior to the start of each academic year.

7.16. SCHOOL DISTRICT teachers approved by the COLLEGE shall provide support to high school students taking COLLEGE courses under CCAP agreement with COLLEGE admission and registration procedures.

8. ASSESSMENT OF LEARNING AND CONDUCT

8.1. Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same standards of achievement as students in courses taught on the COLLEGE campus.

8.2. Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same grading standards as those expected of students in courses taught on the COLLEGE campus.

8.3. Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in courses taught on the COLLEGE campus.

8.4. Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same behavioral standards as those expected of students in courses taught on the COLLEGE campus.

9. LIAISON AND COORDINATION OF RESPONSIBILITIES

9.1. The COLLEGE shall appoint an educational administrator who will serve as point of contact to facilitate coordination and cooperation between COLLEGE, SCHOOL DISTRICT, and HIGH SCHOOL in conformity with COLLEGE policies and standards. (Ed. Code, § 76004, subd. (c)(2).) Among other things, the COMMUNITY COLLEGE DISTRICT Educational Administrator and the SCHOOL DISTRICT Educational Administrator described in Section 9.2, shall collaborate to determine the process for timely receiving, investigating, and remediating complaints of sexual misconduct or other conduct covered by Title IX of the Education Amendments of 1972 alleged to have occurred in or related to the CCAP program.

9.2. The SCHOOL DISTRICT shall appoint an educational administrator who will serve as point of contact to facilitate coordination and cooperation between SCHOOL DISTRICT, COLLEGE, HIGH SCHOOL in conformity with SCHOOL DISTRICT policies and standards.

9.3. This CCAP Agreement requires an annual report to the office of the Chancellor of the California Community Colleges by COLLEGE and SCHOOL DISTRICT. COLLEGE shall complete and file the Apportionment Attendance Report (CCFS-320); SCHOOL DISTRICT agrees to provide the following information, when requested by COLLEGE, in accordance with AB 288 Section 2, Education Code Section 76004:

a. The total number of high school students by school site enrolled in each partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws.

b. The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants.

c. The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants.

d. The total number of full-time equivalent students generated by CCAP partnership community college district participants.

10. DISPUTES

10.1. COLLEGE and SCHOOL DISTRICT recognize that, from time to time, disputes may arise between COLLEGE employees or students and SCHOOL DISTRICT employees or students. When such disputes arise, COLLEGE and SCHOOL DISTRICT shall collaborate and use their best efforts to resolve them informally. Where informal resolution is not successful or the PARTIES must address a formal inter-agency complaint, the following process will be utilized to resolve the matter.

a. The PARTY receiving the complaint will timely notify the other, and promptly provide the other PARTY with any written complaint received.

b. The Educational Administrators will review the complaint to determine, based on the nature of the complaint, whether any statutory or regulatory timelines or other procedural requirements apply, including but not limited to:

10.1.b.1. Whether COLLEGE is required to investigate the complaint to the State Chancellor pursuant to Title 5 of the California Code of Regulations.

10.1.b.2. Whether, based on the nature of the complaint, the complainant is entitled to any rights or protections with regard to how the complaint is handled, pursuant to Title 5 or applicable state or federal laws, including but not limited to Title IX of the Education Amendments of 1972.

10.1.b.3. If either Educational Administrator finds such rights to exist, he or she shall notify the other Educational Administrator, and COLLEGE and SCHOOL DISTRICT shall cooperate as needed in carrying out these requirements. It is understood that such requirements may include but are not limited to conducting a formal investigation within regulatory timelines or the implementation of interim safety measures for the complainant.

c. Within a reasonable time, either PARTY receiving the complaint, the PARTIES will discuss the nature and severity of the allegations and come to a mutual agreement regarding the need for and scope of any investigation required. If it is agreed that a formal investigation is required, the PARTIES will mutually agree upon an investigator, who may be an outside investigator, or qualified employee of COLLEGE or SCHOOL DISTRICT. If the PARTIES agree to have the matter investigated internally by either a COLLEGE or SCHOOL DISTRICT employee, the other PARTY may designate an employee to attend all witness interviews. Where it is determined that an outside investigator will be used, the cost will be divided between the PARTIES.

d. If, despite the good faith effort of the PARTIES, they are unable to agree on a process for investigating the complaint, the PARTY whose employee/student is the subject of the complaint will determine the process.

e. The COLLEGE and SCHOOL DISTRICT will cooperate in any investigation initiated and make its employees available to the investigator.

f. Interviews of COLLEGE and SCHOOL DISTRICT employees shall comply with any rights and protections afforded to them under an applicable collective bargaining agreement or state or federal law, including but not limited to the right to have a representative present during an interview that could lead to discipline.

g. The investigator will prepare a report that will be provided to both PARTIES setting forth findings as to the allegations and the basis for the findings.

h. The COLLEGE and SCHOOL DISTRICT shall share any and all materials from the investigation, unless sharing would cause a PARTY to violate confidentiality or privacy laws.

i. The COLLEGE and SCHOOL DISTRICT have sole discretion in determining any disciplinary measures to be imposed against their respective employees or students.

j. Regardless of any disciplinary measures taken by the COLLEGE or SCHOOL DISTRICT against its respective employees or students, the other PARTY retains the right to have the subject of a sustained complaint removed from participating in or providing services for the program that is the subject of this CCAP Agreement.

11. **APPORTIONMENT**

11.1. COLLEGE shall include the students enrolled in a CCAP Agreement course in its report of full-time equivalent students (FTES) for purposes of receiving state apportionments when the course(s) complies with current requirements for dual enrollment under applicable California law.

11.2. For purposes of allowances and apportionments from Section B of the State School Fund, a community college district conducting a closed course on a high school campus shall be credited with those units of full-time equivalent students attributable to the attendance of eligible high school pupils.

11.3. The COLLEGE shall not receive a state allowance or apportionment for an instructional activity for which the SCHOOL DISTRICT has been, or shall be, paid an allowance or apportionment. (Ed. Code § 76004, subdivision (o)(2)).

11.4. The attendance of a SCHOOL DISTRICT pupil at the COLLEGE as a special part-

time or full-time student pursuant to this section is authorized attendance for which the COLLEGE shall be credited or reimbursed pursuant to Section 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity.

12. CERTIFICATIONS

12.1. The SCHOOL DISTRICT certifies that:

a. The direct education costs of the courses offered as part of this CCAP Agreement are not fully funded through other sources.

b. It agrees and acknowledges that the COLLEGE will claim apportionment for the SCHOOL DISTRICT students enrolled in community college course(s) under this CCAP Agreement.

c. Any COLLEGE instructor teaching a course at the SCHOOL DISTRICT has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus.

12.2. The COLLEGE certifies that:

a. A community college course offered for college credit at the participating SCHOOL DISTRICT does not reduce access to the same course offered at the partnering COLLEGE.

b. The COLLEGE has not received full compensation for the direct education costs for the conduct of the courses offered as part of this CCAP Agreement from other sources.

c. The Agreement is consistent with the core mission of the COLLEGE pursuant to Section 66010.4 and students participating in this CCAP Agreement will not lead to displacement of otherwise eligible adults at the COLLEGE.

d. A qualified SCHOOL DISTRICT instructor teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing COLLEGE faculty member teaching the same course at the partnering community college campus.

12.3. The PARTIES certify that:

a. Any COLLEGE instructor teaching a course on a SCHOOL DISTRICT campus has not been convicted of any sex offense as defined in Education Code section 44010 or as amended, or any controlled substance offense as defined in Education Code section 44011 or as amended.

b. The SCHOOL DISTRICT and COLLEGE comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP Agreement course offered for high school credit. (AB288 Sec. 2 (I).)

13. PROGRAM IMPROVEMENT

13.1. The COLLEGE and the SCHOOL DISTRICT may annually conduct surveys of

participating SCHOOL DISTRICT pupils, instructors, principals, and school counselors for the purpose of informing practice, adjusting, and improving the quality of courses offered as part of this CCAP Agreement.

14. **RECORDS**

14.1. Permanent records of student attendance, grades and achievement will be maintained by both the SCHOOL DISTRICT and COLLEGE for SCHOOL DISTRICT students who enroll in course(s) offered as part of this CCAP Agreement. Permanent records of student enrollment, grades, and achievement for COLLEGE students shall be maintained by COLLEGE.

14.2. Each PARTY shall maintain records pertaining to this CCAP Agreement as may be required by federal and state law. Each PARTY may review and obtain a copy of the other PARTY'S pertinent records subject to federal and state privacy statutes.

14.3. SCHOOL DISTRICT instructors will submit grades to the COLLEGE when due according to the COLLEGE schedule per section 7.14. The SCHOOL DISTRICT will include all criteria identified by the COLLEGE for grading purposes.

14.4. COLLEGE may provide the SCHOOL DISTRICT with a report on participating students' final grades after each term.

15. **CCAP AGREEMENT DATA MATCH AND REPORTING**

15.1. COLLEGE and SCHOOL DISTRICT shall ensure operational protocols consistent with the collection of participating student data and the timely submission of the data.

15.2. COLLEGE shall report all program and participating student data to the office of the Chancellor of the California Community Colleges.

16. DATA SHARING

16.1. COLLEGE and SCHOOL DISTRICT may share confidential student data for the purposes of evaluating the educational services provided under this CCAP agreement and for evaluating student performance pursuant to participating in CCAP courses. Any data shared will be for research and analytical purposes aimed at understanding student performance and improving applicable federal and state laws concerning access to and confidentiality of student record information as described in Section 17 of this agreement.

17. **PRIVACY OF STUDENT RECORDS**

17.1. COLLEGE and SCHOOL DISTRICT understand and agree that education records of students enrolled in a CCAP course and personally identifiable information contained in those educational records are subject to the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 C.F.R. Part 99, including the disclosure provisions of § 99.30 and state law as outlined in Education Code section 49064 and section 49076). COLLEGE and SCHOOL DISTRICT agree to hold all student education records generated pursuant to this CCAP Agreement in strict confidence and further agree not to disclose such records except as authorized by applicable law or regulation for COLLEGE

records or by the parent or guardian's prior written consent for HIGH SCHOOL records. (34 C.F.R. § 99.33 (a), (b); 34 C.F.R. § 99.34(b) and Education Code§§ 49064 and 49076.)

17.2. **Limitation on Use**. COLLEGE and SCHOOL DISTRICT shall use each student education record that they may receive pursuant to this CCAP Agreement solely for purposes consistent with their authority to access that information pursuant to Federal and State law, as may be as applicable. (34 C.F.R. § 99.31, 34 C.F.R. § 99.34, and Education Code § 49076.)

17.3. **Recordkeeping Requirements.** COLLEGE and SCHOOL DISTRICT shall comply with the requirements governing maintenance of records of each request for access to and each disclosure of student education records set forth under Title 34, Code of Federal Regulations § 99.32 and under Education Code § 49064 as applicable.

17.4. **Acknowledgement of Receipt of Notice of FERPA Regulations**. By signature of its authorized representative or agent on this Agreement, COLLEGE and SCHOOL DISTRICT hereby acknowledges that it has been provided with the notice required under 34 C.F.R. § 99.33(d) that it is strictly prohibited from re-disclosing student education records to any other person or entity except as authorized by applicable law or regulation. Parent or guardian requests for information will need to be addressed directly by the HIGH SCHOOL or SCHOOL DISTRICT personnel.

18. **REIMBURSEMENT**

18.1. The SCHOOL DISTRICT shall invoice the COLLEGE no later than 30 (thirty) days after the start of each term for the instructional services provided through this CCAP agreement as follows:

a. For courses taught by COLLEGE-approved SCHOOL DISTRICT teachers and COLLEGE instructors on HIGH SCHOOL campuses during regular high school hours rendered at the rate of $1,000.00 per course unit delivered to CCAP students.

Example: 3 CCAP courses @ 3 units each = 9 units x $1,000.00 = $9,000.00

18.2. The COLLEGE shall make payment to the SCHOOL DISTRICT within 30 days of receiving the invoice for instructional services rendered.

18.3. The COLLEGE is required to report to the state the percentage of funds paid to an agency to the SCHOOL DISTRICT that will provide direct instruction on behalf of the college as part of the CCAP partnership agreement. The SCHOOL DISTRICT will use 100% of all funds received from Allan Hancock College in fulfillment of this agreement to pay for direct instructional costs. (Ed. Code § 84632).

19. FACILITIES

19.1. The SCHOOL DISTRICT will provide adequate classroom space at its facilities or other mutually agreed upon locations to conduct the instruction and do so without charge to COLLEGE or students. SCHOOL DISTRICT agrees to clean, maintain, and safeguard SCHOOL DISTRICT's premises. SCHOOL DISTRICT warrants that its facilities are safe and compliant with all applicable buildings, fire, and safety codes.

19.2. The SCHOOL DISTRICT will furnish, at its own expense, all course materials, specialized equipment, books and other necessary equipment for all SCHOOL DISTRICT students. The parties understand that such equipment and materials are the SCHOOL DISTRICT's sole property.

19.3. The SCHOOL DISTRICT facilities may be used by COLLEGE for COLLEGE course offerings before or after regular high school schedule at no additional cost. Prior approval by the SCHOOL DISTRICT is required. COLLEGE courses offered before or after the regular high school schedule will be open to the public.

20. **INDEMNIFICATION**

20.1. The SCHOOL DISTRICT agrees to and shall indemnify, save and hold harmless the COLLEGE, and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of SCHOOL DISTRICT's performance of this CCAP Agreement. The obligation to indemnify shall extend to all claims and losses that arise out of SCHOOL DISTRICT's or its trustees', officers', agents', or employees' negligence, wrongful acts or omissions, or willful misconduct related to this CCAP Agreement or performance of this CCAP Agreement. The provisions of this section shall survive the termination or expiration of this CCAP Agreement.

20.2. The COLLEGE agrees to and shall indemnify, save and hold harmless the SCHOOL DISTRICT and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of COLLEGE'S performance of this CCAP Agreement. The obligation to indemnify shall extend to all claims and losses that arise out of COLLEGE'S or its trustees', officers', agents', or employees' negligence, wrongful acts or omissions, or willful misconduct related to this CCAP Agreement or performance of this CCAP Agreement. The provisions of this section shall survive the termination or expiration of this CCAP Agreement.

21. INSURANCE

21.1. The SCHOOL DISTRICT, in order to protect the COLLEGE, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this CCAP Agreement, shall secure and maintain in force during the entire term of this CCAP Agreement, insurance coverage or an approved program of self-insurance in the amount of not less than ONE MILLION DOLLARS ($1,000,000) per incident and TWO MILLION DOLLARS ($2,000,000) general aggregate for personal injury, bodily injury, death, and property and other damage, with an admitted California insurer duly licensed to engage in the business of insurance in the State of California, or public entity risk management Joint Powers Authority, authorized to provide public liability and property damage insurance in the state of California. Said policy of insurance, insurance coverage through a public entity risk management JPA, or program of self-insurance shall expressly name the COLLEGE, its

agents, employees and officers as an additional insured for the purposes of this CCAP Agreement. A certificate of insurance including such endorsement shall be furnished to the COLLEGE.

21.2. The COLLEGE, in order to protect the SCHOOL DISTRICT, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this CCAP Agreement, shall secure and maintain in force during the entire term of this CCAP Agreement, insurance coverage or an approved program of self- insurance in the amount of not less than ONE MILLION DOLLARS ($1,000,000) per incident and TWO MILLION DOLLARS ($2,000,000) general aggregate for personal injury, bodily injury, death, and property and other damage, with an admitted California insurer duly licensed to engage in the business of insurance in the State of California, or public entity risk management Joint Powers Authority, authorized to provide public liability and property damage insurance in the State of California. Said policy of insurance, insurance coverage through a public entity risk management JPA or program of self-insurance shall expressly name the SCHOOL DISTRICT, its agents, employees and officers as an additional insured for the purposes of this CCAP Agreement. A certificate of insurance including such endorsement shall be furnished to the SCHOOL DISTRICT.

21.3. For the purpose of Workers' Compensation, SCHOOL DISTRICT shall be the "primary employer" for all its employees who perform services as instructors and support staff. SCHOOL DISTRICT shall be solely responsible for processing, investigating, defending, and paying all workers' compensation claims by their respective SCHOOL DISTRICT employees made in connection with performing services and receiving instruction under this CCAP Agreement. SCHOOL DISTRICT agrees to hold harmless, indemnify, and defend COLLEGE, its directors, officers, agents, and employees from any liability resulting from its failure to process, investigate, defend, or pay any workers' compensation claims by SCHOOL DISTRICT employees connected with providing services under this CCAP Agreement.

22. **NON-DISCRIMINATION**

22.1. Neither the SCHOOL DISTRICT nor the COLLEGE shall discriminate on the basis of race or ethnicity, gender, nationality, physical or mental disability, sexual orientation, religion, or any other protected class under California State or federal law.

23. NOTICES

23.1. Any and all notices required to be given hereunder shall be deemed given when personally delivered or deposited in the U.S. Mail, postage to be prepaid, to the following addresses:

Allan Hancock College Joint Community College District
800 S. College Drive
Santa Maria, CA 93460
Attn: Dennis Curran

Santa Maria Joint Union High School District
2560 Skyway Drive
Santa Maria, Ca 93455
Attn: Antonio Garcia

24. **MODIFICATION AND AMENDMENT**

24.1. Appendix A through D to this CCAP Agreement is incorporated by this reference into this CCAP Agreement.

24.2. This CCAP Agreement and Appendix A through D to this CCAP Agreement set forth the entire agreement between the PARTIES relating to the subject matter of this CCAP Agreement. This CCAP Agreement and Appendix A through D to this CCAP Agreement supersede any prior agreements, promises, negotiations, or representations, express or implied, oral or written, not included in this CCAP Agreement and Appendix A through D to this CCAP Agreement.

24.3. This Agreement may be amended only with the mutual consent of the Parties. All amendments must be in writing and must be approved by the Parties' respective governing Boards.

25. **GOVERNING LAWS**

25.1. This CCAP Agreement will be governed by and construed in accordance with California law, and the venue of any action or proceeding in connection with this CCAP Agreement shall be Santa Barbara County, California.

26. **COMMUNITY COLLEGE DISTRICT BOUNDARIES**

26.1. For locations outside the geographical boundaries of Allan Hancock College Joint Community College District, the COLLEGE will comply with the requirements of Title 5 of the California Code of Regulations, Sections 55300 et seq. or as amended, concerning approval by adjoining high school or community college districts and use of non-district facilities.

27. **SEVERABILITY**

27.1. This CCAP Agreement shall be considered severable, such that if any provision or part of the CCAP Agreement is ever held invalid under any law or ruling, that provision or part of the CCAP Agreement shall remain in force and effect to the extent allowed by law, and all other provisions or parts shall remain in full force and effect.

28. **COUNTERPARTS**

28.1. This CCAP Agreement may be executed by the PARTIES in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument.

IN WITNESS WHEREOF, the PARTIES hereto have caused this CCAP Agreement to be executed on the dates set forth below, to be effective as of the Effective Date.

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT	SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT
By:_____	By: _____
Associate Superintendent/Vice President of Finance and Administration	Superintendent
Date: _____	Date: _____
ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT BOARD MEETINGS	SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT BOARD MEETINGS
Information Board Meeting Date: _____	Information Board Meeting Date: _____
Public Comment and Approval Board Meeting Date: _____	Public Comment and Approval Board Meeting Date: _____

APPENDIX A

ALLAN HANCOCK COLLEGE JOINT COMMUNITY COLLEGE DISTRICT

Agreement with INSTRUCTOR

This agreement is made and entered into this _____ [day] of _____ [month] ____ [year] by three parties: The Allan Hancock College Joint Community College District (hereinafter "COLLEGE"), the _____ [high school district] (hereinafter "SCHOOL DISTRICT") and _____ [first name, last name], an employee of the SCHOOL DISTRICT (hereinafter "INSTRUCTOR") who is being assigned to the COLLEGE on a part-time basis pursuant to Title 5, California Code of Regulations, section 58058(b).

WHEREAS, the SCHOOL DISTRICT has the experience, training, equipment and other resources, and staff necessary to provide instruction to COLLEGE students through the CCAP Agreement;

WHEREAS, Title 5, California Code of Regulations, section 58050, subdivision (a) provides authority for claiming apportionment;

NOW, THEREFORE, the three parties to this Agreement hereby agree as follows:

1. The SCHOOL DISTRICT's INSTRUCTOR is an employee of the SCHOOL DISTRICT who shall meet "Minimum Qualifications" for the academic position of COLLEGE's INSTRUCTOR as established by the COLLEGE and as determined by the COLLEGE.

2. The SCHOOL DISTRICT's INSTRUCTOR is professionally and specially trained and competent to provide the supervisory and/or instructional services required by the COLLEGE.

3. The INSTRUCTOR will be an employee of the COLLEGE for purposes of the Attendance Accounting Standards (Ed. Code, § 58050). COLLEGE has the right to; 1) evaluate and terminate INSTRUCTOR; 2) evaluate the quality of instruction to ensure that it meets the needs of students; 3) evaluate the quality and rigor equal to the COLLEGE'S approved course outline of record and the accreditation requirements of COLLEGE. The COLLEGE will not provide INSTRUCTOR evaluation results to the SCHOOL DISTRICT.

4. The SCHOOL DISTRICT's INSTRUCTOR shall at all times comply with the supervisory and/or instructional requirements outlined in Title 5, California Code of Regulations, section 58055, which require direct instruction by the SCHOOL DISTRICT's INSTRUCTOR except in limited circumstances. The SCHOOL DISTRICT's INSTRUCTOR's responsibilities and duties as an employee of the COLLEGE shall include, but are not limited to, the following:

    4.1. Ensure that an instructional time of 50 minutes per class each day is expended in full compliance with the course objectives determined by the COLLEGE.
    4.2. Ensure the safety and well-being of students.
    4.3. Be in sufficient physical proximity and range of communication to provide immediate instructional supervision and control of all students in his/her classes.
    4.4. Attend periodic staff meetings with the COLLEGE.
    4.5. Regularly check and respond to communication from COLLEGE.
    4.6. Priority in class enrollment shall be given to students desiring to take the course for college credit towards a degree or certificate (Ed. Code § 76370). Ensure accurate and current daily student attendance records, accurate calculation of final student grades of

all students enrolled in the course for college credit, and the prompt submission of all data necessary for the calculation of FTES to the DISTRICT within 3 (three) calendar days of course completion (Ed. Code § 84500).

4.7. Ensure the effective use of instructional methods, technology, testing and remediation.

4.8. Ensure that he/she does not have any other assigned duties during the instructional activity where multiple skill levels of students are being taught for which attendance is being claimed.

4.9. Be familiar with and comply with all relevant COLLEGE policies, rules and regulations, including but not limited, to those related to student safety, grading, attendance, sexual harassment and discrimination.

4.10. Provide support to SCHOOL DISTRICT students taking COLLEGE courses under CCAP agreement with COLLEGE admission and registration procedures.

5. The SCHOOL DISTRICT shall indemnify and hold harmless the COLLEGE and its authorized agents, officers, and employees against any and all claims and actions arising from the SCHOOL DISTRICT's INSTRUCTOR's or SCHOOL DISTRICT's negligent, reckless or intentional acts, errors or omissions and for any cost or expense incurred by the COLLEGE on account of any claim therefor.

6. The COLLEGE shall provide no compensation to the SCHOOL DISTRICT's INSTRUCTOR for any services rendered pursuant to this Agreement, but compensation, as well as workers' compensation insurance, shall be the responsibility of the SCHOOL DISTRICT in accordance with its established and standard practices.

7. This Agreement may be terminated at any time by the COLLEGE within the sole and exclusive discretion of the COLLEGE upon written notice to the SCHOOL DISTRICT and the SCHOOL DISTRICT's INSTRUCTOR. This Agreement may be terminated upon thirty (30) days' prior written notice to COLLEGE by either the SCHOOL DISTRICT or the SCHOOL DISTRICT's INSTRUCTOR within either's sole and exclusive discretion.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year last written below.

INSTRUCTOR	ALLAN HANCOCK COLLEGE JOINT COMMUNITY COLLEGE DISTRICT
_____	_____
Print	Print
_____	_____
Signature	Signature

APPENDIX B

Identification of CCAP Pathways for Course-Specific College and Career Pathway Opportunities

Pursuant to California Assembly Bill No. 288, the COLLEGE and SCHOOL DISTRICT enter into this partnership agreement to offer College and Career Pathways (CCAP) to high school students to expand dual enrollment opportunities to facilitate college and career readiness, particularly among students who may not already be college-bound or who are underrepresented in higher education.

The goal of the CCAP partnership is to offer seamless pathways from high school to community college to promote: 1) academic preparation for transfer to four-year colleges and universities; 2) completion of career and technical education programs for entry into the workforce; (3) improving high school graduation rates, and (4) helping high school pupils achieve college and career readiness.

The following pathways are included in the CCAP partnership agreement between the COLLEGE and SCHOOL DISTRICT:

Career and Technical Education:

1. This pathway includes COLLEGE courses in a Career and Technical education ("CTE") pathway at the college level that apply to an Allan Hancock College degree or certificate in the pathway. This includes:
    a. Naming of HIGH SCHOOL Pathway and Course Location in Sequence (Introductory, Concentrator, Capstone, or Practicum)
    b. Naming of COLLEGE Pathway – Degree or Certificate
    c. Identifying Career/Employment Outcomes associated with CTE Pathway
    d. Identifying the course(s) in the Pathway to be offered under the CCAP Agreement.
2. Examples of CTE Technical Pathways include Automotive, Digital Art and Graphic Design, Culinary, Early Childhood Studies, Welding etc.

College and Career Readiness:

1. This pathway includes COLLEGE courses in career exploration and career development that prepare students in college and career planning. Successful completion of these courses will allow students to matriculate at college level in courses in a CTE pathway or General Education/ California State University ("CSU") Transfer pathway.
2. Course examples include: WEE (Work Experience); PD (Career Planning).

Preparation for Transfer:

1. California General Education Transfer Curriculum (Cal-GETC). This pathway includes COLLEGE courses which have been approved to meet the lower-division general education requirements at any CSU or University of California campus (i.e. Areas 1-6)

Improve High School Graduation Rates:

1. Student participation in college courses improves graduation rates of students who participate compared to peers who do not participate in college-level coursework.

APPENDIX C

CCAP Agreement Courses Approved for 2025 – 2026

HIGH SCHOOL DISTRICT: **Santa Maria Joint Union High School District**

HIGH SCHOOL SITE: **Ernest Righetti High School**

PROJECTED NUMBER OF STUDENTS TO BE SERVED: **1,843**

TOTAL PROJECTED FTES: **294.83**

CCAP Pathway	College Degree or Certificate	High School Pathway	CCAP Course Offerings		Number of Sections, High School period(s) & Times		Instructor Name & Employer of Record (AHC or HS)		Projected Number of Students	Projected FTES
			FALL	SPRING	FALL	SPRING	FALL	SPRING		
Career Technical Education	Agricultural Science - AS	Agricultural Business	AG 150	AG 157	1 section Period 5 1:05-1:55 pm	1 section Period 5 1:05-1:55 pm	Amy Guerra (HS)	Amy Guerra (HS)	36	7.41
Career Technical Education	Agricultural Science - AS	Agricultural Business	AG 158	American Government Agriculture	1 section Period 2 9:30-10:20 am	high school course	Guillermo Guerra (HS)	Guillermo Guerra (HS)	36	3.70
Career Technical Education	Agricultural Science - AS	Agricultural Business	Animal Science	AG 152	high school course	1 section Period 3 10:35-11:25 am	Miguel Guerra (HS)	Miguel Guerra (HS)	36	3.70
Career Technical Education	Welding Technology - CA	Agricultural Mechanics	WLDT 300	WLDT 106	1 section Period 4 11:35 am-12:25 pm	1 section Period 4 11:35 am-12:25 pm	Miguel Guerra (HS)	Miguel Guerra (HS)	36	11.10
Career Technical Education	Sports Medicine - AS	Patient Care	WEE 149	ATH 104	2 sections TBD	2 sections Periods 2-3 9:30-10:20am, 10:35-11:25am	AHC (TBD)	David Terrones (HS)	72	10.56
Career Technical Education	Administration of Justice - AS	Early College Pathway	AJ 101	AJ 103	2 sections TBD	1 section TBD	TBD (AHC)	TBD (AHC)	75	7.71

Career Technical Education	Early Childhood Education – AA-T	Early College Pathway	ECS 100	ECS 101	2 sections TBD	2 sections TBD	TBD (AHC)	TBD (AHC)	50	5.14
Career Technical Education	Early Childhood Education – AA-T	Early College Pathway	EDUC 149	ECS 149	1 section TBD	1 section TBD	TBD (AHC)	TBD (AHC)	20	4.12
Career Technical Education	Elementary Teacher Education – AA-T	Early College Pathway	EDUC 130	EDUC 132	2 sections TBD	2 sections TBD	TBD (AHC)	TBD (AHC)	50	17.14
Preparation for Transfer	AA-T Cal-GETC	Early College Pathway	English 3 Honors	ENGL C1000	high school course	1 section Period 6 2:05-2:55 pm	Roxanne Leasure (HS)	Roxanne Leasure (HS)	36	4.94
Preparation for Transfer	AA-T Cal-GETC	Early College Pathway	English 3 Honors	ENGL C1000	high school course	5 sections Periods 1-5 8:30-9:20 am 9:30-10:20am 10:35-11:25am 11:35-12:25pm 1:05-1:55pm	Daniel Bulone (HS)	Daniel Bulone (HS)	180	24.69
Preparation for Transfer	AA-T Cal-GETC	Early College Pathway	English 4 Honors	ENGL C1001	high school course	4 sections Periods 2-5 9:30-10:20am 10:35-11:25am 11:35-12:25pm 1:05-1:55pm	Roxanne Leasure (HS)	Roxanne Leasure (HS)	144	14.81
Preparation for Transfer	AS-T Cal-GETC	Environmental Resources	HS Biology	BIOL 100	high school course	2 sections Period 3-4 10:35-11:25 am 11:35-12:25 pm	Rebecca Wingerden (HS)	Rebecca Wingerden (HS)	72	14.81
Preparation for Transfer	AS-T Cal-GETC	Environmental Resources	HS Geology	GEOL 101	high school course	2 sections Periods 1-2 8:30-9:20 am 9:30-10:20 am	Laura Branch (HS)	Laura Branch (HS)	72	14.81
Preparation for Transfer	Film and Video Production - CA	Production and Managerial Arts	HS Film	FILM 110	1 section Period 1 8:30-9:20 am	high school course	Jacob Gustafson (HS)	Jacob Gustafson (HS)	36	7.41
Preparation for Transfer	Ballet Folklorico - CA	Performing Arts	DANC 142	DANC 145	1 section Period 7 3:05-3:55pm	1 section Period 7 3:05-3:55pm	Ricardo Gabaldon (HS)	Ricardo Gabaldon (HS)	36	7.41

Preparation for Transfer	Ballet Folklorico - CA	Performing Arts	Beginning Folklorico (HS) WEE 149 WEE 382 (courses rotate)	DANC 140 WEE 382 WEE 149 (courses rotate)	high school course 1 section 1 section TBD	1 Section Period 5 1:05-1:55 pm 1 section 1 section TBD	Ricardo Gabaldon (HS) TBD (AHC)	Ricardo Gabaldon (HS) TBD (AHC)	36	11.11
Preparation for Transfer	AA-T Cal-GETC	Early College Pathway	HIST 101	HIST 102	3 sections Periods 2-4 9:30-10:20am 10:35-11:25am 11:35-12:25pm	3 sections Periods 2-4 9:30-10:20am 10:35-11:25am 11:35-12:25pm	Andrew Domingues (HS)	Andrew Domingues (HS)	108	22.22
Preparation for Transfer	AA-T Cal-GETC	Early College Pathway	PSYC C1000	SPCH 101	1 section TBD	1 section TBD	TBD (AHC)	TBD (AHC)	30	6.17
Preparation for Transfer	AA-T Cal-GETC	Early College Pathway	PSYC C1000	SOC 101	1 section TBD	1 section TBD	TBD (AHC)	TBD (AHC)	30	6.17
Preparation for Transfer	AA-T Cal-GETC	Early College Pathway	ART 101	MUS 100	1 section TBD	1 section TBD	TBD (AHC)	TBD (AHC)	30	6.17
Preparation for Transfer	AA-T Cal-GETC	Early College Pathway	HIST 120	ES 120	2 sections TBD	2 sections TBD	TBD (AHC)	TBD (AHC)	60	12.34
Preparation for Transfer	AA-T Cal-GETC	Early College Pathway	PSY 117	PSY 118	1 section TBD	1 section TBD	TBD (AHC)	TBD (AHC)	30	6.17
Preparation for Transfer	AA-T Cal-GETC	Early College Pathway	COMM C1000	BIOL 120	2 sections TBD	2 sections TBD	TBD (AHC)	TBD (AHC)	50	10.29
Preparation for Transfer	AA-T Cal-GETC	Early College Pathway	ASL 120	ASL 121	2 sections TBD	2 sections TBD	Maria Rivera (AHC)	Maria Rivera (AHC)	50	10.29
College & Career Readiness	AA GE	Freshmen Readiness	PROD 301 (paired with high school course "Intro to	PROD 301 (paired with high school course "Intro to	5 sections Periods 2-4, 6-7 9:30-10:20am 10:35-11:25am 11:35-12:25pm	5 sections Periods 2-4, 6-7 9:30-10:20am 10:35-11:25am 11:35-12:25pm	Edward Herrmann (HS)	Edward Herrmann (HS)	360 cohorts rotate	37.03

			Ethnic & Gender Studies")	Ethnic & Gender Studies")	2:05-2:55 pm 3:05-3:55 pm	2:05-2:55 pm 3:05-3:55 pm				
College & Career Readiness	AA GE	Freshmen Readiness	PROD 301 (paired with high school course "Intro to Ethnic & Gender Studies")	PROD 301 (paired with high school course "Intro to Ethnic & Gender Studies")	1 Section Period 1 8:30-9:20 am	1 Section Period 1 8:30-9:20 am	Elias Garcia (HS)	Elias Garcia (HS)	72 cohorts rotate	7.41

1. **Required:** Describe the criteria used to assess the ability of pupils to benefit from the course(s) offered:

In consultation with their SCHOOL DISTRICT counselors, students self-select a pathway based on their academic readiness and alignment of course content to students' educational and career goals. SCHOOL DISTRICT and COLLEGE faculty identified CCAP courses using the following criteria:

a. Alignment with HIGH SCHOOL pathways and COLLEGE programs of study.
b. Potential for course completion to accelerate students' time to completion of postsecondary degree or certificate.
c. Potential to earn a Certificate of Training and be eligible to enter the workforce in their selected career technical pathway.
d. Potential to work toward completion of an associate degree or an associate degree for transfer.

2. **MINIMUM QUALIFICATIONS FOR INSTRUCTION:** All instructors teaching CCAP Agreement Courses must meet the minimum qualifications for instruction in a California community college as set forth in Title 5 of the California Code of Regulations, sections 53410 and 58060 or as amended. The minimum qualifications for instruction are:

Course Name & Number	Minimum Qualifications For Instructors
AG 150	• Any bachelor's degree or higher and two years of professional experience • OR any associate degree and six years of professional experience NOTE: Professional experience is required when the application possesses a master's degree. The professional experience required must be directly related to the teaching assignment. • OR master's degree in agriculture, agricultural science, education with a specialization in agriculture or other agricultural area, including agricultural business, agricultural engineering, agricultural mechanics, agronomy, animal science, enology, environmental (ornamental) horticulture, equine science, forestry, natural resources, plant science,

	pomology, soil science, viticulture or other agriculture science • OR master's degree in business, business management, business administration, accountancy, finance, marketing or business education • OR bachelor's degree in any of the above AND master's degree in economics, personnel management, public administration, or Juris Doctor Degree (J.D.) or Legum Baccalaureus (LL.B.) • OR bachelor's degree in economics with a business emphasis AND master's in personnel management, public administration, or Juris Doctor Degree (J.D.) or Legum Baccalaureus (LL.B.) • OR master's degree in business administration, business management, business education, marketing, advertising or finance • OR bachelor's degree in any of the above AND master's degree in economics, accountancy, taxation or law • OR the equivalent
AG 152	• Any bachelor's degree or higher and two years of professional experience • OR any associate degree and six years of professional experience. Professional experience is required when the application possesses a master's degree. The professional experience required must be directly related to the teaching assignment. • OR a master's degree in agriculture, agricultural science, education with a specialization in agriculture or other agricultural area, including agricultural business, agricultural engineering, agricultural mechanics, agronomy, animal science, enology, environmental (ornamental) horticulture, equine science, forestry, natural resources, plant science, pomology, soil science, viticulture or other agriculture science • OR the equivalent
AG 157	• Any bachelor's degree or higher and two years of professional experience • OR any associate degree and six years of professional experience. NOTE: Professional experience is required when the application possesses a master's degree. The professional experience required must be directly related to the teaching assignment • OR a master's degree in agriculture, agricultural science, education with a specialization in agriculture or other agricultural area, including agricultural business, agricultural engineering, agricultural mechanics, agronomy, animal science, enology, environmental (ornamental) horticulture, equine science, forestry, natural resources, plant science, pomology, soil science, viticulture or other agriculture science • OR master's degree in business, business management, business administration, accountancy, finance, marketing or business education

	• OR bachelor's degree in any of the above AND master's degree in economics, personnel management, public administration, or Juris Doctor Degree (J.D.) or Legum Baccalaureus (LL.B.) OR bachelor's degree in economics with a business emphasis AND master's in personnel management, public administration, or Juris Doctor Degree (J.D.) or Legum Baccalaureus (LL.B.) • OR the equivalent
AG 158	• Master's degree in agriculture, agricultural science, education with a specialization in agriculture or other agricultural area, including agricultural business, agricultural engineering, agricultural mechanics, agronomy, animal science, enology, environmental (ornamental) horticulture, equine science, forestry, natural resources, plant science, pomology, soil science, viticulture or other agriculture science • OR the equivalent
AJ 101 AJ 103	• Any bachelor's degree or higher and two years of professional experience • OR any associate degree and six years of professional experience. NOTE: Professional experience is required when the application possesses a master's degree. The professional experience required must be directly related to the teaching assignment.
ART 101	• Master's degree in fine arts, art, or art history • OR bachelor's degree in any of the above AND master's degree in humanities • OR the equivalent NOTE: "master's degree in fine arts" as used here refers to any master's degree in the subject matter of fine arts, which is defined to include visual studio arts such as drawing, painting, sculpture, printmaking, ceramics, textiles, and metal and jewelry art, and also art education and art therapy. It does not refer to the "Master of Fine Arts" (MFA) degree when that degree is based on specialization in performing arts or dance, film, video, photography, creative writing or other nonplastic arts.
ASL 120 ASL 121	• Master's degree in American Sign Language • OR bachelor's degree in American Sign Language AND master's degree in another language or linguistics • OR the equivalent
ATH 104	• Any bachelor's degree or higher and two years of professional experience • OR any associate degree and six years of professional experience. NOTE: Professional experience is required when the application possesses a master's degree. The professional experience required must be directly related to the teaching assignment.

BIOL 100 BIOL 120	• Master's degree in any biological science • OR bachelor's degree in any biological science AND master's degree in biochemistry, biophysics, or marine science • OR the equivalent
COMM C1000	• Master's degree in speech, speech broadcasting, telecommunications, rhetoric, communication, communication studies, speech communication or organizational communication • OR bachelor's degree in any of the above AND master's degree in drama/theater arts, mass communication or English • OR the equivalent
DANC 140	• Master's degree in dance, physical education with a dance emphasis, or theater with dance emphasis • OR bachelor's degree in any of the above AND master's degree in physical education, any life science, physiology, theater arts, kinesiology, humanities, performing arts or music • OR any bachelor's degree or higher and two years of professional experience in Folk Dance • OR any associate degree and six years of professional experience in Folk Dance. Professional experience is required when the application possesses a master's degree. The professional experience required must be directly related to the teaching assignment • OR the equivalent
DANC 142	• Master's degree in dance, physical education with a dance emphasis, or theater with dance emphasis • OR bachelor's degree in any of the above AND master's degree in physical education, any life science, physiology, theater arts, kinesiology, humanities, performing arts or music • OR the equivalent
DANC 145	• Master's degree in dance, physical education with a dance emphasis, or theater with dance emphasis, with professional experience in Folklorico • OR bachelor's degree in any of the above AND master's degree in physical education, any life science, physiology, theater arts, kinesiology, humanities, performing arts or music AND professional experience in Folklorico • OR the equivalent
ECS 100 ECS 101	• Master's degree in child development, early childhood education, human development, home economics/family and consumer studies with a specialization in child development/early childhood education or educational psychology with a specialization in child development/early childhood education • OR bachelor's degree in any of the above AND master's in social work, educational

	supervision, elementary education, special education, psychology, bilingual/bicultural education, life management/home economics, family life studies or family and consumer studies • OR the equivalent
EDUC 130	• Master's degree in education • OR the equivalent
EDUC 132	• Master's degree in child development, early childhood education, human development, home economics/family and consumer studies with a specialization in child development/early childhood education or educational psychology with a specialization in child development/early childhood education • OR bachelor's degree in any of the above AND master's in social work, educational supervision, elementary education, special education, psychology, bilingual/bicultural education, life management/home economics, family life studies or family and consumer studies • OR master's degree in education • OR the equivalent
ENGL C1000 ENGL C1001	• Master's degree in English, literature, comparative literature, or composition • OR bachelor's degree in any of the above AND master's degree in linguistics, TESL, speech, or education with a specialization in reading, creative writing or journalism • OR the equivalent
ES 120	• Master's degree in African American Studies, Black Studies, Africana Studies, Latino Studies, La Raza Studies, Chicana/o Studies, Asian American Studies, Native American Studies, or American Indian Studies • OR master's degree in Ethnic Studies • OR the equivalent
FILM 110	• Master's degree in film/cinema and media studies, film, television, and media studies, drama/theater, and mass communication • OR bachelor's degree in any of the above AND master's degree in visual studies, media studies, English, or communication • OR the equivalent
GEOL 100	• Master's degree in geology, geophysics, earth sciences, meteorology, oceanography or paleontology • OR bachelor's degree in geology AND master's degree in geography, physics, or geochemistry • OR the equivalent

	• OR master's degree in the interdisciplinary area • OR master's degree in one of the disciplines included in the interdisciplinary area and upper division or graduate course work in at least one other constituent discipline NOTE: The Interdisciplinary Studies discipline is provided to allow for those cases where it is locally determined that a course must be taught by someone with qualifications that exceed a single discipline. The constituent disciplines can include any disciplines found in the Master's List.
HIST 101 HIST 102	• Master's degree in history • OR bachelor's degree in history AND master's degree in political science, humanities, geography, area studies, women's studies, social science or ethnic studies • OR the equivalent
HIST 120	• Master's degree in Chicano Studies • OR master's degree in African American Studies, Black Studies, Africana Studies, Latino Studies, La Raza Studies, Chicana/o Studies, Asian American Studies, Native American Studies, or American Indian Studies • OR master's degree in ethnic studies • OR master's degree in history • OR bachelor's degree in history AND master's degree in political science, humanities, geography, area studies, women's studies, social science or ethnic studies • OR master's degree in humanities • OR the equivalent
MUS 100	• Master's degree in music • OR bachelor's degree in music AND master's degree in humanities • OR the equivalent
PROD 301	• Master's degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, career development, marriage and family therapy, or marriage, family, and child counseling • OR the equivalent NOTE: A bachelor's degree in one of the listed degrees and a license as a Marriage and Family Therapist (MFT) is an alternative qualification for this discipline • OR master's degree in education • OR any bachelor's degree or higher and two years of professional experience in Office Technologies • OR any associate degree and six years of professional experience in Office Technologies. NOTE: Professional experience is required when the application possesses a master's degree.

	The professional experience required must be directly related to the teaching assignment.
PSYC C1000 PSY 117 PSY 118	• Master's degree in psychology • OR bachelor's degree in psychology AND master's degree in counseling, sociology, statistics, neuroscience or social work • OR the equivalent
SOC 101	• Master's degree in sociology • OR bachelor's degree in sociology AND master's degree in anthropology, any ethnic studies, social work, or psychology • OR the equivalent
WEE 149 WEE 382	• The minimum qualifications in any discipline in which work experience may be provided
WLDT 106 WLDT 300	• Any bachelor's degree or higher and two years of professional experience • OR any associate degree and six years of professional experience. NOTE: Professional experience is required when the application possesses a master's degree. The professional experience required must be directly related to the teaching assignment.

3. **BOOKS AND INSTRUCTIONAL MATERIALS:** The total cost of books and instructional materials for SCHOOL DISTRICT students participating in CCAP course as part of this CCAP Agreement will be borne by SCHOOL DISTRICT. Current pricing and textbook availability is published on the COLLEGE bookstore website each semester.

4. **JOINT FACILITIES USE PROTOCOLS:** COLLEGE and SCHOOL DISTRICT shall adhere to the terms and protocols outlined in Section 19, Facilities, of the CCAP Agreement. SCHOOL DISTRICT, shall extend access and use of the following SCHOOL DISTRICT facilities:

BUILDING NAME & ADDRESS	**CLASSROOM**	**DAYS**	**HOURS**
Ernest Righetti High School 941 E. Foster Rd. Santa Maria, CA 93455	Various, TBD	Monday through Friday	8:30 am – 8:00 pm

Guadalupe Senior Center 4545 10th Street., Guadalupe, Ca 93434	Multipurpose room & Classroom	Monday through Friday	4:00 pm – 8:00 pm

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT

By:_____
Vice-President, Academic Affairs

Date: _____

By:_____
Vice-President, Finance &Administration

Date: _____

ERNEST RIGHETTI HIGH SCHOOL

By: _____
Principal

Date: 5/15/25

By: _____
Head Counselor

Date: 5/15/25

APPENDIX C

CCAP Agreement Courses Approved for 2025 - 2026

HIGH SCHOOL DISTRICT: **Santa Maria Joint Union High School District**

HIGH SCHOOL SITE: **Pioneer Valley High School**

PROJECTED NUMBER OF STUDENTS TO BE SERVED: **1,970**

TOTAL PROJECTED FTES: **265.78**

CCAP Pathway	College Degree or Certificate	High School Pathway	CCAP Course Offerings		Number of Sections, High School period(s) & Times		Instructor Name & Employer of Record (AHC or HS)		Projected Number of Students	Projected FTES
			FALL	SPRING	FALL	SPRING	FALL	SPRING		
Career Technical Education	Agricultural Science - AS	Ag Business	AG4004 (HS)	AG 158	2 Times & Periods TBD	2 Times & Periods TBD	Marcie Guerra (HS)	Marcie Guerra (HS)	72	7.41
Career Technical Education	Agricultural Science - AS	Ag Business	AG66740 (HS)	AG 150	1 Times & Periods TBD	1 Times & Periods TBD	Marcie Guerra (HS)	Marcie Guerra (HS)	36	3.70
Career Technical Education	Agricultural Science - AS	Animal Science	AG6278 (HS)	AG 152	1 Times & Periods TBD	1 Times & Periods TBD	Gabriel Ponce (HS)	Gabriel Ponce (HS)	36	3.70
Career Technical Education	Agricultural Science - AS	Ag Business	AG6292	AG 157	1 Times & Periods TBD	1 Times & Periods TBD	Gabriel Ponce (HS)	Gabriel Ponce (HS)	36	3.70
Career Technical Education	Agricultural Science - AS	AG Mechanics	AG6680 (HS)	AG 155	1 Times & Periods TBD	1 Times & Periods TBD	Hector Guerra (HS)	Hector Guerra (HS)	36	3.70
Career Technical Education	Agricultural Science - AS	High School Elective Courses	AG 154	AG 156	1 Times & Periods TBD	1 Times & Periods TBD	Hector Guerra (HS)	Hector Guerra (HS)	36	7.40

Career Technical Education	Sports Medicine - AS	Patient Care	SC3000 (HS)	ATH 104	1 Times & Periods TBD	1 Times & Periods TBD	Hallie Smith (HS)	Hallie Smith (HS)	36	4.94
Career Technical Education	Fashion Studies - AS	Fashion Design & Manufacturing	HE6254 (HS)	FASH 110	3 Times & Periods TBD	3 Times & Periods TBD	TBD (AHC)	Melissa Diaz	78	16.05
Career Technical Education	Administra-tion of Justice - AS	High School Elective	AJ 101	AJ 103	1 Times & Periods TBD	1 Times & Periods TBD	TBD (AHC)	TBD (AHC)	20	4.12
Preparation for Transfer	AA-T Cal-GETC	HS Graduation Requirement	EN3223 (HS)	ENGL C1000	3 Times & Periods TBD	3 Times & Periods TBD	Benjamin Rothstein (HS)	Benjamin Rothstein (HS)	108	14.81
Preparation for Transfer	AA-T Cal-GETC	HS Graduation Requirement	EN4013 (HS)	ENGL C1001	2 Times & Periods TBD	2 Times & Periods TBD	Miles Brown (HS)	Miles Brown (HS)	72	7.41
Preparation for Transfer	AA-T Cal-GETC	HS Graduation Requirement	EN4013 (HS)	ENGL C1001	1 Times & Periods TBD	1 Times & Periods TBD	Shannon O'Neal (HS)	Shannon O'Neal (HS)	36	3.70
Preparation for Transfer	AA-T Cal-GETC	HS Graduation Requirement	POLS (HS)	POLS C1000	1 Times & Periods TBD	1 Times & Periods TBD	Glenn Fairchild (HS)	Glenn Fairchild (HS)	72	7.41
Preparation for Transfer	AA-T Cal-GETC	HS Graduation Requirement	MATH 131	MATH 121	2 Times & Periods TBD	2 Times & Periods TBD	Brooke Baarstad (HS)	Brooke Baarstad (HS)	72	17.25
Preparation for Transfer	AA-T Cal-GETC	HS Graduation Requirement	MA6082 (HS)	STAT C1000	1 Times & Periods TBD	1 Times & Periods TBD	Brooke Baarstad (HS)	Brooke Baarstad (HS)	36	6.17
Preparation for Transfer	AA-T Cal-GETC	HS Graduation Requirement	HIST 101	HIST 102	3 Times & Periods TBD	3 Times & Periods TBD	Glenn Fairchild (HS)	Glenn Fairchild (HS)	108	11.11
Preparation for Transfer	AA-T Cal-GETC	HS Graduation Requirement	HIST 107	HIST 108	3 Times & Periods TBD	3 Times & Periods TBD	Brett Dodson (HS)	Brett Dodson (HS)	108	11.11

Preparation for Transfer	AA-T Cal-GETC	HS Graduation Requirement	FRCH 101	FRCH 102	3 Times & Periods TBD	1 Times & Periods TBD	Alicia Ekberg (HS)	Alicia Ekberg (HS)	108/36	24.68
College & Career Readiness	AA GE	College/Career Readiness	PROD 301 HS course	HS course PROD 301	3 3 Times & Periods TBD	3 3 Times & Periods TBD	Cristian Cardenas (HS)	Cristian Cardenas (HS)	216 cohorts rotate	22.22
College & Career Readiness	AA GE	College/Career Readiness	PROD 301 HS course	HS course PROD 301	1 1 Times & Periods TBD	1 1 Times & Periods TBD	Megan Martinez (HS)	Megan Martinez (HS)	72 cohorts rotate	7.41
College & Career Readiness	AA GE	College/Career Readiness	PROD 301 HS course	HS course PROD 301	1 1 Times & Periods TBD	1 1 Times & Periods TBD	Rachel McClean (HS)	Rachel McClean	72 cohorts rotate	7.41
College & Career Readiness	AA GE	College/Career Readiness	PROD 301 HS course	HS course PROD 301	2 2 Times & Periods TBD	2 2 Times & Periods TBD	Denise Ortiz (HS)	Denise Ortiz (HS)	144 cohorts rotate	14.81
College & Career Readiness	AA GE	College/Career Readiness	PROD 301 HS course	HS course PROD 301	5 5 Times & Periods TBD	5 5 Times & Periods TBD	Cody Smith (HS)	Cody Smit (HS)	360 cohorts rotate	37.03

1. **Required:** Describe the criteria used to assess the ability of pupils to benefit from the course(s) offered:

In consultation with their SCHOOL DISTRICT counselors, students self-select a pathway based on their academic readiness and alignment of course content to students' educational and career goals. SCHOOL DISTRICT and COLLEGE faculty identified CCAP courses using the following criteria:

a. Alignment with HIGH SCHOOL pathways and COLLEGE programs of study.
b. Potential for course completion to accelerate students' time to completion of postsecondary degree or certificate.

c. Potential to earn a Certificate of Training and be eligible to enter the workforce in their selected career technical pathway.
d. Potential to work toward completion of an associate degree or an associate degree for transfer.

2. **MINIMUM QUALIFICATIONS FOR INSTRUCTION:** All instructors teaching CCAP Agreement Courses must meet the minimum qualifications for instruction in a California community college as set forth in Title 5 of the California Code of Regulations, sections 53410 and 58060 or as amended. The minimum qualifications for instruction are:

Course Name & Number	Minimum Qualifications For Instructors
AG 150	• Any bachelor's degree or higher and two years of professional experience • OR any associate degree and six years of professional experience NOTE: Professional experience is required when the application possesses a master's degree. The professional experience required must be directly related to the teaching assignment. • OR master's degree in agriculture, agricultural science, education with a specialization in agriculture or other agricultural area, including agricultural business, agricultural engineering, agricultural mechanics, agronomy, animal science, enology, environmental (ornamental) horticulture, equine science, forestry, natural resources, plant science, pomology, soil science, viticulture or other agriculture science • OR master's degree in business, business management, business administration, accountancy, finance, marketing or business education • OR bachelor's degree in any of the above AND master's degree in economics, personnel management, public administration, or Juris Doctor Degree (J.D.) or Legum Baccalaureus (LL.B.) • OR bachelor's degree in economics with a business emphasis AND master's in personnel management, public administration, or Juris Doctor Degree (J.D.) or Legum Baccalaureus (LL.B.) • OR master's degree in business administration, business management, business education, marketing, advertising or finance • OR bachelor's degree in any of the above AND master's degree in economics, accountancy, taxation or law • OR the equivalent
AG 152 AG 154 AG 155	• Any bachelor's degree or higher and two years of professional experience • OR any associate degree and six years of professional experience. Professional experience is required when the application possesses a master's degree. The professional experience required must be directly related to the teaching assignment.

AG 156	• OR a master's degree in agriculture, agricultural science, education with a specialization in agriculture or other agricultural area, including agricultural business, agricultural engineering, agricultural mechanics, agronomy, animal science, enology, environmental (ornamental) horticulture, equine science, forestry, natural resources, plant science, pomology, soil science, viticulture or other agriculture science • OR the equivalent
AG 157	• Any bachelor's degree or higher and two years of professional experience • OR any associate degree and six years of professional experience. NOTE: Professional experience is required when the application possesses a master's degree. The professional experience required must be directly related to the teaching assignment • OR a master's degree in agriculture, agricultural science, education with a specialization in agriculture or other agricultural area, including agricultural business, agricultural engineering, agricultural mechanics, agronomy, animal science, enology, environmental (ornamental) horticulture, equine science, forestry, natural resources, plant science, pomology, soil science, viticulture or other agriculture science • OR master's degree in business, business management, business administration, accountancy, finance, marketing or business education • OR bachelor's degree in any of the above AND master's degree in economics, personnel management, public administration, or Juris Doctor Degree (J.D.) or Legum Baccalaureus (LL.B.) OR bachelor's degree in economics with a business emphasis AND master's in personnel management, public administration, or Juris Doctor Degree (J.D.) or Legum Baccalaureus (LL.B.) • OR the equivalent
AG 158	• Master's degree in agriculture, agricultural science, education with a specialization in agriculture or other agricultural area, including agricultural business, agricultural engineering, agricultural mechanics, agronomy, animal science, enology, environmental (ornamental) horticulture, equine science, forestry, natural resources, plant science, pomology, soil science, viticulture or other agriculture science • OR the equivalent
AJ 101 AJ 103	• Any bachelor's degree or higher and two years of professional experience • OR any associate degree and six years of professional experience. NOTE: Professional experience is required when the application possesses a master's degree. The professional experience required must be directly related to the teaching assignment.

ATH 104	• Any bachelor's degree or higher and two years of professional experience • OR any associate degree and six years of professional experience. NOTE: Professional experience is required when the application possesses a master's degree. The professional experience required must be directly related to the teaching assignment.
ENGL C1000 ENGL C1001	• Master's degree in English, literature, comparative literature, or composition • OR bachelor's degree in any of the above AND master's degree in linguistics, TESL, speech, or education with a specialization in reading, creative writing or journalism • OR the equivalent
FASH 110	• Any bachelor's degree or higher and two years of professional experience • OR any associate degree and six years of professional experience. NOTE: Professional experience is required when the application possesses a master's degree. The professional experience required must be directly related to the teaching assignment.
HIST 101 HIST 102 HIST 107 HIST 108	• Master's degree in history • OR bachelor's degree in history AND master's degree in political science, humanities, geography, area studies, women's studies, social science or ethnic studies • OR the equivalent
MATH 121 MATH 131 STAT C1000	• Master's degree in mathematics or applied mathematics • OR bachelor's degree in either of the above AND master's degree in statistics, physics or mathematics education • OR the equivalent
POLS C1000	• Master's degree in political science, government, or international relations • OR bachelor's degree in any of the above AND master's degree in economics, history, public administration, social science, sociology, and any ethnic studies, Juris Doctor Degree (J.D.) or Legum Baccalaureus (LL.B.) • OR the equivalent
PROD 301	• Master's degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, career development, marriage and family therapy, or marriage, family, and child counseling • OR the equivalent NOTE: A bachelor's degree in one of the listed degrees and a license as a Marriage and Family

	Therapist (MFT) is an alternative qualification for this discipline • OR master's degree in education • OR any bachelor's degree or higher and two years of professional experience in Office Technologies • OR any associate degree and six years of professional experience in Office Technologies. NOTE: Professional experience is required when the application possesses a master's degree. The professional experience required must be directly related to the teaching assignment.

3. **BOOKS AND INSTRUCTIONAL MATERIALS:** The total cost of books and instructional materials for SCHOOL DISTRICT students participating in CCAP course as part of this CCAP Agreement will be borne by SCHOOL DISTRICT. Current pricing and textbook availability is published on the COLLEGE bookstore website each semester.

4. **JOINT FACILITIES USE PROTOCOLS:** COLLEGE and SCHOOL DISTRICT shall adhere to the terms and protocols outlined in Section 19, Facilities, of the CCAP Agreement. SCHOOL DISTRICT, shall extend access and use of the following SCHOOL DISTRICT facilities:

BUILDING NAME & ADDRESS	**CLASSROOM**	**DAYS**	**HOURS**
Pioneer Valley High School 675 Panther Drive Santa Maria, CA 93454	TBD	Monday through Friday	8:30 am – 4:00 pm
Pioneer Valley High School 675 Panther Drive Santa Maria, CA 93454	553, 554	Monday	4:00 pm – 6:00 pm

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT

By:_____

Vice-President, Academic Affairs

Date: _____

PIONEER VALLEY HIGH SCHOOL

By: _____

Principal

Date: _____

By: _____

Head Counselor

Date: 5/27/25

* Courses offered outside of high school bell schedule (zero period or after school)

APPENDIX C

CCAP Agreement Courses Approved for 2025 - 2026

HIGH SCHOOL DISTRICT: **Santa Maria Joint Union High School District**

HIGH SCHOOL SITE: **Santa Maria High School**

PROJECTED NUMBER OF STUDENTS TO BE SERVED: **1,476**

TOTAL PROJECTED FTES: **208.59**

CCAP Pathway	College Degree or Certificate	High School Pathway	CCAP Course Offerings		Number of Sections, High School period(s) & Times		Instructor Name & Employer of Record (AHC or HS)		Projected Number of Students	Projected FTES
			FALL	SPRING	FALL	SPRING	FALL	SPRING		
Career Technical Education	Agricultural Science - AS	TBD	AG 152	AG 156	1 Times & Periods TBD	1 Times & Periods TBD	Clemente Ayon (HS)	Marc DeBernardi (HS)	36	7.41
Career Technical Education	Agricultural Science - AS	TBD	AG 155	AG 158	1 Times & Periods TBD	1 Times & Periods TBD	Luis Guerra (HS)	Melissa Flory (HS)	36	7.41
Preparation for Transfer	Administration of Justice - AA	TBD	AJ 101	AJ 103	1 Times & Periods TBD	1 Times & Periods TBD	TBD (AHC)	TBD (AHC)	36	7.41
Career Technical Education	Welding Technology - CA	TBD	WLDT 300	WLDT 106	1 Times & Periods TBD	1 Times & Periods TBD	Luis Guerra (HS)	Luis Guerra (HS)	36	14.82
Preparation for Transfer	AA-T Cal-GETC	TBD	ENGL C1001	ENGL C1001	2 Times & Periods TBD	2 Times & Periods TBD	TBD (HS)	TBD (HS)	72	17.28

Preparation for Transfer	AA-T Cal-GETC	TBD	FRCH 101	FRCH 102	2 Times & Periods TBD	2 Times & Periods TBD	Meena Akhavan (HS)	Meena Akhavan (HS)	72	24.68
Preparation for Transfer	AA-T Cal-GETC	TBD	ECON (HS)	POLS C1000	2 Times & Periods TBD	2 Times & Periods TBD	Richard Guiremand (HS)	TBD (HS)	72	7.41
Preparation for Transfer	AA-T Cal-GETC	TBD	Physics (HS)	PHYS 100	1 Times & Periods TBD	1 Times & Periods TBD	TBD (HS)	Ben Wieman	36	3.70
Preparation for Transfer	AA-T Cal-GETC	TBD	MATH 131	MATH 121	1 Times & Periods TBD	1 Times & Periods TBD	TBD (HS)	TBD (HS)	36	8.64
Preparation for Transfer	AA-T Cal-GETC	TBD	Math (HS)	STAT C1000	1 Times & Periods TBD	1 Times & Periods TBD	TBD (HS)	TBD (HS)	36	6.17
Preparation for Transfer	AA-T Cal-GETC	TBD	HIST 107	HIST 108	3 Times & Periods TBD	3 Times & Periods TBD	Amy Hennings (HS)	Amy Hennings (HS)	108	22.22
Preparation for Transfer	AA-T Cal-GETC	TBD	TBD	SOC 101	1 Times & Periods TBD	1 Times & Periods TBD	TBD (AHC)	TBD (AHC)	36	3.70
Preparation for Transfer	AA-T Cal-GETC	TBD	AJ 101	AJ 103	1 Times & Periods TBD	1 Times & Periods TBD	TBD (AHC)	TBD (AHC)	36	7.41
College & Career Readiness	AA GE	TBD	PROD 301	PROD 301	10 Times & Periods TBD	10 Times & Periods TBD	David Yamate (HS) Rick Hebert (HS)	David Yamate (HS) Rick Herbert (HS)	720 cohorts rotate	74.06

1. **Required:** Describe the criteria used to assess the ability of pupils to benefit from the course(s) offered:

In consultation with their SCHOOL DISTRICT counselors, students self-select a pathway based on their academic readiness and alignment of course content to students' educational and career goals. SCHOOL DISTRICT and COLLEGE faculty identified CCAP courses using the following criteria:

a. Alignment with HIGH SCHOOL pathways and COLLEGE programs of study.
b. Potential for course completion to accelerate students' time to completion of postsecondary degree or certificate.
c. Potential to earn a Certificate of Training and be eligible to enter the workforce in their selected career technical pathway.
d. Potential to work toward completion of an associate degree or an associate degree for transfer.

2. **MINIMUM QUALIFICATIONS FOR INSTRUCTION:** All instructors teaching CCAP Agreement Courses must meet the minimum qualifications for instruction in a California community college as set forth in Title 5 of the California Code of Regulations, sections 53410 and 58060 or as amended. The minimum qualifications for instruction are:

Course Name & Number	**Minimum Qualifications For Instructors**
AG 150	• Any bachelor's degree or higher and two years of professional experience • OR any associate degree and six years of professional experience NOTE: Professional experience is required when the application possesses a master's degree. The professional experience required must be directly related to the teaching assignment. • OR master's degree in agriculture, agricultural science, education with a specialization in agriculture or other agricultural area, including agricultural business, agricultural engineering, agricultural mechanics, agronomy, animal science, enology, environmental (ornamental) horticulture, equine science, forestry, natural resources, plant science, pomology, soil science, viticulture or other agriculture science • OR master's degree in business, business management, business administration, accountancy, finance, marketing or business education • OR bachelor's degree in any of the above AND master's degree in economics, personnel management, public administration, or Juris Doctor Degree (J.D.) or Legum Baccalaureus (LL.B.) • OR bachelor's degree in economics with a business emphasis AND master's in personnel management, public administration, or Juris Doctor Degree (J.D.) or Legum Baccalaureus (LL.B.) • OR master's degree in business administration, business management, business education, marketing, advertising or finance • OR bachelor's degree in any of the above AND master's degree in economics, accountancy, taxation or law • OR the equivalent
AG 100 AG 152	• Any bachelor's degree or higher and two years of professional experience • OR any associate degree and six years of professional experience.

AG 153 AG 154 AG 155 AG 156 AG 190 AG 191	Professional experience is required when the application possesses a master's degree. The professional experience required must be directly related to the teaching assignment. • OR a master's degree in agriculture, agricultural science, education with a specialization in agriculture or other agricultural area, including agricultural business, agricultural engineering, agricultural mechanics, agronomy, animal science, enology, environmental (ornamental) horticulture, equine science, forestry, natural resources, plant science, pomology, soil science, viticulture or other agriculture science • OR the equivalent
AG 157	• Any bachelor's degree or higher and two years of professional experience • OR any associate degree and six years of professional experience. NOTE: Professional experience is required when the application possesses a master's degree. The professional experience required must be directly related to the teaching assignment • OR a master's degree in agriculture, agricultural science, education with a specialization in agriculture or other agricultural area, including agricultural business, agricultural engineering, agricultural mechanics, agronomy, animal science, enology, environmental (ornamental) horticulture, equine science, forestry, natural resources, plant science, pomology, soil science, viticulture or other agriculture science • OR master's degree in business, business management, business administration, accountancy, finance, marketing or business education • OR bachelor's degree in any of the above AND master's degree in economics, personnel management, public administration, or Juris Doctor Degree (J.D.) or Legum Baccalaureus (LL.B.) OR bachelor's degree in economics with a business emphasis AND master's in personnel management, public administration, or Juris Doctor Degree (J.D.) or Legum Baccalaureus (LL.B.) • OR the equivalent
AG 158	• Master's degree in agriculture, agricultural science, education with a specialization in agriculture or other agricultural area, including agricultural business, agricultural engineering, agricultural mechanics, agronomy, animal science, enology, environmental (ornamental) horticulture, equine science, forestry, natural resources, plant science, pomology, soil science, viticulture or other agriculture science • OR the equivalent
AJ 101 AJ 103 AJ 105	• Any bachelor's degree or higher and two years of professional experience • OR any associate degree and six years of professional experience. NOTE: Professional experience is required when the application possesses a master's degree. The professional experience required must be directly related to the teaching assignment.

ART 101 ART 120	• Master's degree in fine arts, art, or art history • OR bachelor's degree in any of the above AND master's degree in humanities • OR the equivalent NOTE: "master's degree in fine arts" as used here refers to any master's degree in the subject matter of fine arts, which is defined to include visual studio arts such as drawing, painting, sculpture, printmaking, ceramics, textiles, and metal and jewelry art, and also art education and art therapy. It does not refer to the "Master of Fine Arts" (MFA) degree when that degree is based on specialization in performing arts or dance, film, video, photography, creative writing or other nonplastic arts.
ASL 120 ASL 121	• Master's degree in American Sign Language • OR bachelor's degree in American Sign Language AND master's degree in another language or linguistics • OR the equivalent
AT 100 AT 303 AT 313 AT 323	• Any bachelor's degree or higher and two years of professional experience • OR any associate degree and six years of professional experience. NOTE: Professional experience is required when the application possesses a master's degree. The professional experience required must be directly related to the teaching assignment.
ATH 104	• Any bachelor's degree or higher and two years of professional experience • OR any associate degree and six years of professional experience. NOTE: Professional experience is required when the application possesses a master's degree. The professional experience required must be directly related to the teaching assignment.
BIOL 100	• Master's degree in any biological science • OR bachelor's degree in any biological science AND master's degree in biochemistry, biophysics, or marine science • OR the equivalent
CA 119 CA 120 CA 124	• Any bachelor's degree or higher and two years of professional experience • OR any associate degree and six years of professional experience. NOTE: Professional experience is required when the application possesses a master's degree. The professional experience required must be directly related to the teaching assignment.
CNET 105	• Any bachelor's degree or higher and two years of professional experience

CNET 106 CNET 107	• OR any associate degree and six years of professional experience. NOTE: Professional experience is required when the application possesses a master's degree. The professional experience required must be directly related to the teaching assignment.
COMM C1000	• Master's degree in speech, speech broadcasting, telecommunications, rhetoric, communication, communication studies, speech communication or organizational communication • OR bachelor's degree in any of the above AND master's degree in drama/theater arts, mass communication or English • OR the equivalent
DANC 140	• Master's degree in dance, physical education with a dance emphasis, or theater with dance emphasis • OR bachelor's degree in any of the above AND master's degree in physical education, any life science, physiology, theater arts, kinesiology, humanities, performing arts or music • OR any bachelor's degree or higher and two years of professional experience in Folk Dance • OR any associate degree and six years of professional experience in Folk Dance. Professional experience is required when the application possesses a master's degree. The professional experience required must be directly related to the teaching assignment • OR the equivalent
DANC 142	• Master's degree in dance, physical education with a dance emphasis, or theater with dance emphasis • OR bachelor's degree in any of the above AND master's degree in physical education, any life science, physiology, theater arts, kinesiology, humanities, performing arts or music • OR the equivalent
DANC 145	• Master's degree in dance, physical education with a dance emphasis, or theater with dance emphasis, with professional experience in Folklorico • OR bachelor's degree in any of the above AND master's degree in physical education, any life science, physiology, theater arts, kinesiology, humanities, performing arts or music AND professional experience in Folklorico • OR the equivalent
DRMA 103	• Master's degree or Master's degree of Fine Arts in drama/theater arts/performance • OR bachelor's degree or bachelor's degree of Fine Arts in drama/theater arts/performance AND master's degree in comparative literature, English, communication studies, speech, literature or humanities • OR the equivalent

EMS 102	• Any bachelor's degree or higher and two years of professional experience • OR any associate degree and six years of professional experience. NOTE: Professional experience is required when the application possesses a master's degree. The professional experience required must be directly related to the teaching assignment.
ECS 100 ECS 101	• Master's degree in child development, early childhood education, human development, home economics/family and consumer studies with a specialization in child development/early childhood education or educational psychology with a specialization in child development/early childhood education • OR bachelor's degree in any of the above AND master's in social work, educational supervision, elementary education, special education, psychology, bilingual/bicultural education, life management/home economics, family life studies or family and consumer studies • OR the equivalent
EDUC 130	• Master's degree in education • OR the equivalent
EDUC 132	• Master's degree in child development, early childhood education, human development, home economics/family and consumer studies with a specialization in child development/early childhood education or educational psychology with a specialization in child development/early childhood education • OR bachelor's degree in any of the above AND master's in social work, educational supervision, elementary education, special education, psychology, bilingual/bicultural education, life management/home economics, family life studies or family and consumer studies • OR master's degree in education • OR the equivalent
EMS 102	• Any bachelor's degree or higher and two years of professional experience • OR any associate degree and six years of professional experience. NOTE: Professional experience is required when the application possesses a master's degree. The professional experience required must be directly related to the teaching assignment.
ENGL 100 ENGL C1000 ENGL 102	• Master's degree in English, literature, comparative literature, or composition • OR bachelor's degree in any of the above AND master's degree in linguistics, TESL, speech, or education with a specialization in reading, creative writing or journalism • OR the equivalent

ENGL C1001 ENGL 145 ENGL 146	
ES 120	• Master's degree in African American Studies, Black Studies, Africana Studies, Latino Studies, La Raza Studies, Chicana/o Studies, Asian American Studies, Native American Studies, or American Indian Studies • OR master's degree in Ethnic Studies • OR the equivalent
FILM 101 FILM 110	• Master's degree in film/cinema and media studies, film, television, and media studies, drama/theater, and mass communication • OR bachelor's degree in any of the above AND master's degree in visual studies, media studies, English, or communication • OR the equivalent
FRCH 101 FRCH 102	• Master's degree in French • OR bachelor's degree in French AND master's degree in another language or linguistics • OR the equivalent
GEOG 101 GEOG 102	• Master's degree in geography • OR bachelor's degree in geography AND master's degree in geology, history, meteorology or oceanography • OR the equivalent
GEOL 100	• Master's degree in geology, geophysics, earth sciences, meteorology, oceanography or paleontology • OR bachelor's degree in geology AND master's degree in geography, physics, or geochemistry • OR the equivalent • OR master's degree in the interdisciplinary area • OR master's degree in one of the disciplines included in the interdisciplinary area and upper division or graduate course work in at least one other constituent discipline NOTE: The Interdisciplinary Studies discipline is provided to allow for those cases where it is locally determined that a course must be taught by someone with qualifications that exceed a single discipline. The constituent disciplines can include any disciplines found in the Master's List.

GRPH 112 GRPH 113	• Any bachelor's degree or higher and two years of professional experience • OR any associate degree and six years of professional experience. NOTE: Professional experience is required when the application possesses a master's degree. The professional experience required must be directly related to the teaching assignment.
HIST 101 HIST 102 HIST 104 HIST 105 HIST 107 HIST 108	• Master's degree in history • OR bachelor's degree in history AND master's degree in political science, humanities, geography, area studies, women's studies, social science or ethnic studies • OR the equivalent
HIST 120	• Master's degree in Chicano Studies • OR master's degree in African American Studies, Black Studies, Africana Studies, Latino Studies, La Raza Studies, Chicana/o Studies, Asian American Studies, Native American Studies, or American Indian Studies • OR master's degree in ethnic studies • OR master's degree in history • OR bachelor's degree in history AND master's degree in political science, humanities, geography, area studies, women's studies, social science or ethnic studies • OR master's degree in humanities • OR the equivalent
HUSV 110	• Any bachelor's degree or higher and two years of professional experience in Addiction Paraprofessional Training • OR any associate degree and six years of professional experience. NOTE: Professional experience is required when the application possesses a master's degree. The professional experience required must be directly related to the teaching assignment. • Master's degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, career development, marriage and family therapy, or marriage, family and child counseling • NOTE: A bachelor's degree in one of the listed degrees and a license as a Marriage and Family Therapist (MFT) is an alternative qualification for this discipline

	• OR master's degree in education • OR the equivalent
MA 305	• Any bachelor's degree or higher and two years of professional experience • OR any associate degree and six years of professional experience. NOTE: Professional experience is required when the application possesses a master's degree. The professional experience required must be directly related to the teaching assignment.
MATH 121 MATH 131 MATH 181 MATH 182 STAT C1000	• Master's degree in mathematics or applied mathematics • OR bachelor's degree in either of the above AND master's degree in statistics, physics or mathematics education • OR the equivalent
MMAC 126	• Master's degree in fine arts, art, or art history • OR bachelor's degree in any of the above AND master's degree in humanities NOTE: "master's degree in fine arts" as used here refers to any master's degree in the subject matter of fine arts, which is defined to include visual studio arts such as drawing, painting, sculpture, printmaking, ceramics, textiles, and metal and jewelry art, and also art education and art therapy. It does not refer to the "Master of Fine Arts" (MFA) degree when that degree is based on specialization in performing arts or dance, film, video, photography, creative writing, or other non-plastic arts.) • OR master's degree in film/cinema and media studies, film, television, and media studies, drama/theater, mass communication • OR bachelor's degree in any of the above AND master's degree in visual studies, media studies, English, or communication • OR the equivalent • OR Any bachelor's degree or higher and two years of professional experience • OR any associate degree and six years of professional experience. NOTE: Professional experience is required when the application possesses a master's degree. The professional experience required must be directly related to the teaching assignment
MUS 100	• Master's degree in music • OR bachelor's degree in music AND master's degree in humanities • OR the equivalent

MT 109 MT 113 MT 116	• Any bachelor's degree or higher and two years of professional experience • OR any associate degree and six years of professional experience. NOTE: Professional experience is required when the application possesses a master's degree. The professional experience required must be directly related to the teaching assignment.
PD 101	• Master's degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, career development, marriage and family therapy, or marriage, family and child counseling • NOTE: A bachelor's degree in one of the listed degrees and a license as a Marriage and Family Therapist (MFT) is an alternative qualification for this discipline • OR master's degree in education • OR the equivalent
PHYS 100	• Master's degree in physics, astronomy or astrophysics • OR bachelor's degree in physics or astronomy AND master's degree in engineering, mathematics, meteorology or geophysics • OR the equivalent
POLS C1000	• Master's degree in political science, government, or international relations • OR bachelor's degree in any of the above AND master's degree in economics, history, public administration, social science, sociology, and any ethnic studies, Juris Doctor Degree (J.D.) or Legum Baccalaureus (LL.B.) • OR the equivalent
PROD 301	• Master's degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, career development, marriage and family therapy, or marriage, family, and child counseling • OR the equivalent NOTE: A bachelor's degree in one of the listed degrees and a license as a Marriage and Family Therapist (MFT) is an alternative qualification for this discipline • OR master's degree in education • OR any bachelor's degree or higher and two years of professional experience in Office Technologies • OR any associate degree and six years of professional experience in Office Technologies. NOTE: Professional experience is required when the application possesses a master's degree. The professional experience required must be directly related to the teaching assignment.
PSYC C1000	• Master's degree in psychology • OR bachelor's degree in psychology AND master's degree in counseling, sociology,

	statistics, neuroscience or social work • OR the equivalent
SOC 101	• Master's degree in sociology • OR bachelor's degree in sociology AND master's degree in anthropology, any ethnic studies, social work, or psychology • OR the equivalent
SPAN 101 SPAN 102	• Master's degree in Spanish • OR bachelor's degree in Spanish AND master's degree in another language or linguistics • OR the equivalent
SPCH 101	• Master's degree in speech, speech broadcasting, telecommunications, rhetoric, communication, communication studies, speech communication or organizational communication • OR bachelor's in any of the above AND master's degree in drama/theater arts, mass communication or English • OR the equivalent
VEN 120	• Any bachelor's degree or higher and two years of professional experience • OR any associate degree and six years of professional experience. Professional experience is required when the application possesses a master's degree. The professional experience required must be directly related to the teaching assignment. • OR a master's degree in agriculture, agricultural science, education with a specialization in agriculture or other agricultural area, including agricultural business, agricultural engineering, agricultural mechanics, agronomy, animal science, enology, environmental (ornamental) horticulture, equine science, forestry, natural resources, plant science, pomology, soil science, viticulture or other agriculture science • OR the equivalent
WEE 149	• The minimum qualifications in any discipline in which work experience may be provided
WLDT 106 WLDT 300	• Any bachelor's degree or higher and two years of professional experience • OR any associate degree and six years of professional experience. NOTE: Professional experience is required when the application possesses a master's degree. The professional experience required must be directly related to the teaching assignment.

3. **BOOKS AND INSTRUCTIONAL MATERIALS:** The total cost of books and instructional materials for

SCHOOL DISTRICT students participating in CCAP course as part of this CCAP Agreement will be borne by SCHOOL DISTRICT. Current pricing and textbook availability is published on the COLLEGE bookstore website each semester.

4. **JOINT FACILITIES USE PROTOCOLS:** COLLEGE and SCHOOL DISTRICT shall adhere to the terms and protocols outlined in Section 19, Facilities, of the CCAP Agreement. SCHOOL DISTRICT, shall extend access and use of the following SCHOOL DISTRICT facilities:

BUILDING NAME & ADDRESS	**CLASSROOM**	**DAYS**	**HOURS**
Santa Maria High School 901 South Broadway Santa Maria, CA 93454	TBD	Monday through Friday	8:30 am – 4:30 pm

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT

By:_____
Vice-President, Academic Affairs

Date: _____

By:_____
Vice-President, Finance &Administration

Date: _____

SANTA MARIA HIGH SCHOOL

By: _____
Principal

Date: _____

By: _____
Head Counselor

Date: _____

APPENDIX C

CCAP Agreement Courses Approved for 2025 - 2026

HIGH SCHOOL DISTRICT: **Santa Maria Joint Union High School District**

HIGH SCHOOL SITE: **Mark Richardson CTE Center and AG Farm**

PROJECTED NUMBER OF STUDENTS TO BE SERVED: **574**

TOTAL PROJECTED FTES: **260.98**

CCAP Pathway	College Degree or Certificate	High School Pathway	CCAP Course Offerings		Number of Sections, High School period(s) & Times		Instructor Name & Employer of Record (AHC or HS)		Projected Number of Students	Projected FTES
			FALL	SPRING	FALL	SPRING	FALL	SPRING		
Career Technical Education	Agricultural Science - AS	Plant and Soil Science	AG 153 AG 190	AG 191 WEE 149*	6 Period 1-2 8:30 am – 10:10 am Period 3-4 10:45 am– 12:25 pm Period 5-6 1:05 pm – 2:45 pm	6 Period 1-2 8:30 am – 10:10 am Period 3-4 10:45 am– 12:25 pm Period 5-6 1:05 pm – 2:45 pm TBD	Steven Gambril (HS)	Steven Gambril (HS) Steven Gambril (AHC)	102	38.47
Career Technical Education	Auto Tech: Auto Engine Rebuilding - AS	System Diagnostic, Service, and Repair	AT 100	AT 303	3 Period 1-2 8:30 am – 10:10 am Period 3-4 10:45 am– 12:25 pm Period 5-6	3 Period 1-2 8:30 am – 10:10 am Period 3-4 10:45 am– 12:25 pm Period 5-6	Eduardo Gonzales-Ramos (HS)	Eduardo Gonzales-Ramos (HS)	102	48.96

					1:05 pm – 2:45 pm	1:05 pm – 2:45 pm				
Career Technical Education	Electronics Technology: Network Maintenance & Digital Technologies - AS	Networking	CNET 106	CNET 105 CNET 107	6 Period 1-2 8:30 am – 10:10 am Period 3-4 10:45 am– 12:25 pm Period 5-6 1:05 pm – 2:45 pm	3 Period 1-2 8:30 am – 10:10 am Period 3-4 10:45 am– 12:25 pm Period 5-6 1:05 pm – 2:45 pm	Tyler Lamica (HS)	Tyler Lamica (HS)	102	52.46
Career Technical Education	Culinary Arts & Management - AS	Food Service and Hospitality	CA 124	CA 120 CA 121	3 Period 1-2 8:30 am – 10:10 am Period 3-4 10:45 am– 12:25 pm Period 5-6 1:05 pm – 2:45 pm	6 Period 1-2 8:30 am – 10:10 am Period 3-4 10:45 am– 12:25 pm Period 5-6 1:05 pm – 2:45 pm	Russell Thomas (HS)	Russell Thomas (HS)	102	45.46
Career Technical Education	Machining & Manufacturing Technology - AS	Machining and Forming Technologies	MT 113 MT 116	MT 109	6 Period 1-2 8:30 am – 10:10 am Period 3-4 10:45 am– 12:25 pm Period 5-6 1:05 pm – 2:45 pm	3 Period 1-2 8:30 am – 10:10 am Period 3-4 10:45 am– 12:25 pm Period 5-6 1:05 pm – 2:45 pm	Daniel Howard (HS)	Daniel Howard (HS)	102	61.03
Career Technical Education	Machining & Manufacturing Technology - AS	Machining and Forming Technologies	MT 109	MT 109	1 TBD	1 TBD	Daniel Howard (AHC)	Daniel Howard (AHC)	44	12.07

Career Technical Education	Admin of Justice: Cyber Security - CA		AJ 160	AJ 162	1 TBD	1 TBD	TBD (AHC)	TBD (AHC)	20	4.11

1. **Required:** Describe the criteria used to assess the ability of pupils to benefit from the course(s) offered:

In consultation with their SCHOOL DISTRICT counselors, students self-select a pathway based on their academic readiness and alignment of course content to students' educational and career goals. SCHOOL DISTRICT and COLLEGE faculty identified CCAP courses using the following criteria:

a. Alignment with HIGH SCHOOL pathways and COLLEGE programs of study.
b. Potential for course completion to accelerate students' time to completion of postsecondary degree or certificate.
c. Potential to earn a Certificate of Training and be eligible to enter the workforce in their selected career technical pathway.
d. Potential to work toward completion of an associate degree or an associate degree for transfer.

2. **MINIMUM QUALIFICATIONS FOR INSTRUCTION:** All instructors teaching CCAP Agreement Courses must meet the minimum qualifications for instruction in a California community college as set forth in Title 5 of the California Code of Regulations, sections 53410 and 58060 or as amended. The minimum qualifications for instruction are:

Course Name & Number	Minimum Qualifications For Instructors
AG 153 AG 190 AG 191	• Any bachelor's degree or higher and two years of professional experience • OR any associate degree and six years of professional experience. Professional experience is required when the application possesses a master's degree. The professional experience required must be directly related to the teaching assignment. • OR a master's degree in agriculture, agricultural science, education with a specialization in agriculture or other agricultural area, including agricultural business, agricultural engineering, agricultural mechanics, agronomy, animal science, enology, environmental (ornamental) horticulture, equine science, forestry, natural resources, plant science, pomology, soil science, viticulture or other agriculture science • OR the equivalent
AJ 160 AJ 162	• Any bachelor's degree or higher and two years of professional experience • OR any associate degree and six years of professional experience. NOTE: Professional experience is required when the application possesses a master's degree. The professional experience required must be directly related to the teaching assignment.

AT 100 AT 303	• Any bachelor's degree or higher and two years of professional experience • OR any associate degree and six years of professional experience. NOTE: Professional experience is required when the application possesses a master's degree. The professional experience required must be directly related to the teaching assignment.
CA 119 CA 120 CA 124	• Any bachelor's degree or higher and two years of professional experience • OR any associate degree and six years of professional experience. NOTE: Professional experience is required when the application possesses a master's degree. The professional experience required must be directly related to the teaching assignment.
CNET 105 CNET 106 CNET 107	• Any bachelor's degree or higher and two years of professional experience • OR any associate degree and six years of professional experience. NOTE: Professional experience is required when the application possesses a master's degree. The professional experience required must be directly related to the teaching assignment.
MT 109 MT 113 MT 116	• Any bachelor's degree or higher and two years of professional experience • OR any associate degree and six years of professional experience. NOTE: Professional experience is required when the application possesses a master's degree. The professional experience required must be directly related to the teaching assignment.
WEE 149	• The minimum qualifications in any discipline in which work experience may be provided

3. **BOOKS AND INSTRUCTIONAL MATERIALS:** The total cost of books and instructional materials for SCHOOL DISTRICT students participating in CCAP course as part of this CCAP Agreement will be borne by SCHOOL DISTRICT. Current pricing and textbook availability is published on the COLLEGE bookstore website each semester.

4. **JOINT FACILITIES USE PROTOCOLS:** COLLEGE and SCHOOL DISTRICT shall adhere to the terms and protocols outlined in Section 19, Facilities, of the CCAP Agreement. SCHOOL DISTRICT, shall extend access and use of the following SCHOOL DISTRICT facilities:

BUILDING NAME & ADDRESS	CLASSROOM	DAYS	HOURS
Mark Richardson CTE Center and AG Farm 1280 Founders Avenue Santa Maria, CA 93455	102, 103, 202, 204, 302, 304	Monday through Friday	8:30am – 8:30pm

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT

By:_____

Vice-President, Academic Affairs

Date: _____

MARK RICHARDSON CTE CENTER & AG FARM

By: _____

Principal

Date: _____

By: _____

Head Counselor

Date: _____

APPENDIX D
Registration Timeline 2025 - 2026

	2025-2026 Week Ranges	Process	Timeline	Type
FALL	Week 1: July 1, 2025 - July 7, 2025			
	Week 2: July 8, 2025 - July 14, 2025			
	Week 3: July 15, 2025 - July 21, 2025			
	Week 4: July 22, 2025 - July 28, 2025			
	Week 5: July 29, 2025 - August 4, 2025	Ideal	CRNs available for DualEnroll & we see bulk of forms (Would like Aug 1 deadline for CRNs)	CCAP
	Week 6: August 5, 2025 - August 11, 2025	Ideal	(NonCCAP) Late Add influx, Appeal Delays, Registration Processing Delays	
	Week 6: August 5, 2025 - August 11, 2025	Ideal	Firm Deadline for NonCCAP Petitions (Fall 2025)	NonCCAP
	Week 6: August 5, 2025 - August 11, 2025	Ideal	(NonCCAP) Bulk of Petitions come in around this time through first day of AHC classes	NonCCAP
	Week 7: August 12, 2025 - August 18, 2025		**Start of Fall Term for HS Partners (Average)**	
	Week 8: August 19, 2025 - August 25, 2025		**Start of Fall Term for AHC**	
	Week 8: August 19, 2025 - August 25, 2025	Actual	(NonCCAP) We accepted petitions for up until the start of classes (extended)	NonCCAP
	Week 8: August 19, 2025 - August 25, 2025		**Winter app opens**	
	Week 9: August 26, 2025 - September 1, 2025	Actual	Influx of Fall Petitions Timeframe	Both
	Week 9: August 26, 2025 - September 1, 2025	Actual	(NonCCAP) Late Add influx, Appeal Delays, Registration Processing Delays	NonCCAP
	Week 10: September 2, 2025 - September 8, 2025	Actual	CRNs available in DualEnroll & we see beginning of bulk of forms	CCAP
SPRING	Week 10: September 2, 2025 - September 8, 2025	Ideal	**Spring app opens for CCAP students**	CCAP
	Week 11: September 9, 2025 - September 15, 2025			
	Week 12: September 16, 2025 - September 22, 2025			
	Week 14: September 30, 2025 - October 6, 2025	Ideal	CCAP CRNs available (Spring 2026)	CCAP
	Week 14: September 30, 2025 - October 6, 2025	Ideal	CCAP Registration Begins (Spring 2026)	CCAP
	Week 14: September 30, 2025 - October 6, 2025		**Spring app opens**	
	Week 14: September 30, 2025 - October 6, 2025	Actual	Deadline for NonCCAP Petitions (Fall 2025 Term 2)	NonCCAP
	Week 15: October 7, 2025 - October 13, 2025			
	Week 16: October 14, 2025 - October 20, 2025	Actual	AHC accepting NonCCAP petitions (Winter/Spring 2026)	NonCCAP
	Week 16: October 14, 2025 - October 20, 2025		**Class Search opens**	
	Week 17: October 21, 2025 - October 27, 2025			
	Week 18: October 28, 2025 - November 3, 2025	Ideal	Fall processing complete for CCAP	CCAP
	Week 19: November 4, 2025 - November 10, 2025	Actual	CRN available for CCAP for spring	CCAP
	Week 20: November 11, 2025 - November 17, 2025	Actual	*NonCCAP Registration Begins (Winter/Spring 2026)*	NonCCAP
	Week 20: November 11, 2025 - November 17, 2025	Actual	*CCAP Registration Begins (Early Spring 2026)*	CCAP
	Week 21: November 18, 2025 - November 24, 2025			
	Week 22: November 25, 2025 - December 1, 2025			
	Week 23: December 2, 2025 - December 8, 2025	Ideal	Influx of CN Spring Petitions Timeframe	NonCCAP

APPENDIX D
Registration Timeline 2025 - 2026

SPRING	Week 23: December 2, 2025 - December 8, 2025	Ideal	Deadline for NonCCAP Petitions (Winter 2026)	
	Week 24: December 9, 2025 - December 15, 2025	Ideal	Bulk of CCAP regsitrations submitted for Spring	CCAP
	Week 25: December 16, 2025 - December 22, 2024	Actual	Processing completed for Fall CCAP	CCAP
	Week 25: December 16, 2025 - December 22, 2025	Actual	**Start of Winter Term for AHC**	
	Week 26: December 23, 2025 - December 29, 2025			
	Week 27: December 30, 2025 - January 5, 2026			
	Week 28: January 6, 2026 - January 12, 2026	Actual	Deadline for NonCCAP Petitions (Spring 2026)	
	Week 29: January 13, 2026 - January 19, 2026	Actual	Start of Spring Term for HS Partners (Average)	Both
	Week 29: January 13, 2026 - January 19, 2026	Actual	Influx of CN petitions	Both
	Week 30: January 20, 2026 - January 26, 2026	Actual	**Start of Spring Term for AHC**	
	Week 31: January 27, 2026 - February 2, 2026			
	Week 32: February 3, 2026 - February 9, 2026	Actual	We see bulk of our CCAP forms being turned in	CCAP
	Week 33: February 10, 2026 - February 16, 2026	Actual	We see bulk of our CCAP forms being turned in	CCAP
	Week 34: February 17, 2026 - February 23, 2026		CCAP Sections Identify and Created - Alicia to meet with High Schools (summer/fall 2026)	
	Week 35: February 24, 2026 - March 2, 2026			
	Week 36: March 3, 2026 - March 9, 2026			
	Week 37: March 10, 2026 - March 16, 2026			
	Week 38: March 17, 2026 - March 23, 2026			
	Week 39: March 24, 2026 - March 30, 2026		CCAP Sections CRNs Complete (summer/fall 2026)	
	Week 40: March 31, 2026 - April 6, 2026			
	Week 41: April 7, 2026 - April 13, 2026		AHC accepting NonCCAP petitions (summer/fall 2026)	
	Week 41: April 7, 2026 - April 13, 2026	Actual	Summer/Fall Class Search Opens	
	Week 42: April 14, 2026 - April 20, 2026			
	Week 42: April 14, 2026 - April 20, 2026		Priority Reg	
	Week 43: April 21, 2026 - April 27, 2026	Ideal	Spring processing complete for CCAP	CCAP
	Week 44: April 28, 2026 - May 4, 2026			
FALL	Week 45: May 5, 2026 - May 11, 2026	Ideal	*NonCCAP Registration Begins (Summer/Fall 2026)*	
	Week 46: May 12, 2026 - May 18, 2026	Actual	Deadline for NonCCAP Petitions (Spring Term 2 2026)	
	Week 47: May 19, 2026 - May 25, 2026	Actual	Spring processing complete for CCAP	
	Week 48: May 26, 2026 - June 1, 2026			
	Week 49: June 2, 2026 - June 8, 2026	Ideal	Influx of Fall Petitions Timeframe	NonCCAP
	Week 50: June 9, 2026 - June 15, 2026	Actual	Start of Summer Term for AHC	
	Week 51: June 16, 2026 - June 22, 2026			
	Week 52: June 23, 2026 - June 29, 2026			

COLLEGE AND CAREER ACCESS PATHWAYS (CCAP) PARTNERSHIP AGREEMENT BETWEEN THE ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT AND SANTA YNEZ VALLEY UNION HIGH SCHOOL DISTRICT

This College and Career Access Pathway Partnership Agreement ("CCAP Agreement") is between the Allan Hancock Joint Community College District ("COLLEGE) and Santa Ynez Valley Union High School District ("SCHOOL DISTRICT"). COLLEGE and SCHOOL DISTRICT will collectively be referred to as "PARTIES" or individually as "PARTY".

RECITALS

WHEREAS, COLLEGE is a community college district whose mission includes providing educational programs and services that are responsive to the needs of the students and communities within the community college services area; and

WHEREAS, SCHOOL DISTRICT is a public school district located within the regional service area of the COLLEGE unless otherwise specified and agreed to as stated in AB 288, Sec. 2, Education Code section 76004, subdivision (e); and

WHEREAS, a high school ("HIGH SCHOOL") "includes a community school, continuation high school, juvenile court school, or adult education program offering courses for high school diplomas or high school equivalency certificates" as stated in Education Code section 76004, subdivision (a)(2); and

WHEREAS**,** the PARTIES desire to enter into this CCAP Agreement for the purpose of offering or expanding dual enrollment opportunities, consistent with the provisions of the Education Code, for high school students "who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and helping high school pupils achieve college and career readiness," (Ed. Code, § 76004, subdivision (a)); and

WHEREAS**,** instruction will comply with the student selection standards, curriculum guidelines, recommendations and procedures promulgated by applicable law, the California Community College Chancellor's Office and the COLLEGE; and

WHEREAS**,** the PARTIES desire to enter this CCAP, which sets forth their mutual rights and responsibilities and governs their relationship; and

WHEREAS**,** the PARTIES intend for COLLEGE to report full-time equivalent students ("FTES") and obtain state apportionment for the subject courses given through this CCAP Agreement in

accordance with California Education Code, section 76004 and the appropriate portions of Title 5 of the California Code of Regulations; and

WHEREAS, participation in the CCAP Agreement is consistent with the core mission of California Community Colleges pursuant to Education Code section 66010.4, and that pupils participating in a CCAP partnership will not lead to enrollment displacement of otherwise eligible adults in the community college (Ed. Code, § 76004, subdivision (k)(2));

NOW, THEREFORE, PARTIES mutually agree as follows:

1. TERM OF AGREEMENT

1.1. **Effective Date and Duration.** The term of this CCAP Agreement shall be effective on **July 1, 2025,** and continue in effect until **June 30, 2026**, or until duly modified or terminated by the PARTIES in accordance with Section 1.2 of this CCAP Agreement.

1.2. **Early Termination.**

a. This agreement may be terminated by either PARTY without cause or for any reason upon giving at least sixty (60) days prior written notice to the other PARTY. Any students currently enrolled in COLLEGE courses under this CCAP Agreement shall be allowed to complete those courses prior to the termination of this CCAP Agreement.

b. This CCAP Agreement may be terminated by either PARTY with cause if another PARTY fails to comply with the insurance or indemnification requirements or otherwise commits a material breach. Termination will be effective no sooner than 15 calendar days after a written demand to cure is provided and the PARTY fails to cure. This remedy is in addition to any other remedy which may be provided for by law.

1.3. **The CCAP Agreement Appendix**. This CCAP Agreement outlines the terms of the Agreement.

a. The CCAP Agreement Appendix shall specify CCAP Agreement Courses as well as additional details regarding, but not be limited to, the total number of high school students to be served and the total number of full-time equivalent students ("FTES") projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses:

Appendix A: Agreement with Instructor.

Appendix B: Identification of CCAP Pathways for Course-Specific College and Career Pathway Opportunities.

Appendix C: CCAP Agreement Courses Approved for 2025-2026.

Appendix D: Registration Timeline 2025-2026.

b. The CCAP Agreement Appendix C shall be reviewed and approved annually by both PARTIES by a duly adopted written amendment to this Agreement.

1.4. **Points of contact and Educational Administrators** are as follows:

COLLEGE: Thomas Lamica, dean, academic affairs

SCHOOL DISTRICT: Dr. Kimberly Sheehan, superintendent/principal

HIGH SCHOOL SITE: Victoria Martinez, assistant principal

(Ed. Code, § 76004, subdivision (c)(2))

1.5. A copy of the COLLEGE and SCHOOL DISTRICT CCAP Agreement shall be filed with the office of the Chancellor of the California Community Colleges and with the California Department of Education before the start of the CCAP partnership. (Ed. Code, § 76004, subdivision (c)(3).)

1.6. COLLEGE and SCHOOL DISTRICT shall present this CCAP agreement at an open public meeting of their respective governing boards, allowing for public comments prior to consideration for approval or disapproval of this CCAP agreement. (Ed. Code, § 76004, subdivision (b)(2).)

2. DEFINITIONS

2.1. **CCAP Agreement Courses.** CCAP Agreement Courses offered as part of this CCAP Agreement shall be community college courses acceptable towards a career technical education credential or certificate, preparation for transfer, or appropriate to improve high school graduation rates or help high school pupils achieve college and career readiness. (Ed. Code § 76004, subdivision (a).) All community college courses offered at the SCHOOL DISTRICT have been approved in accordance with the policies and guidelines of COLLEGE and applicable law. Courses offered at the COLLEGE that are open to the public for enrollment fall outside of this CCAP agreement and are subject to all conditions and rules of the COLLEGE.

2.2. **Pupil or Student Fees.** Pupil or Student is defined as a resident or nonresident student attending HIGH SCHOOL in California. SCHOOL DISTRICT pupils enrolled in a course offered through this CCAP Agreement shall not be assessed any fee that is prohibited by Education Code section 49011 (Ed. Code § 76004, subdivision (f)), including a fee charged to a student or a student's parent or guardian as a condition for course registration or for textbooks, supplies, materials and equipment needed to participate in the course. Students who are enrolled in a combination of CCAP and regular credit college courses will be subject to all fees assessed for the regular credit college enrollment for the regular credit college courses.

3. STUDENT ELIGIBILITY, SELECTION AND ENROLLMENT, ADMISSION, REGISTRATION, MINIMUM SCHOOL DAY

3.1. **Student Eligibility**. Students who "may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from

high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils to achieve college and career readiness" and "underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate" are eligible to participate in CCAP courses hosted at a SCHOOL DISTRICT site. (Education Code § 76004, subdivision (a); Assembly Bill 288 (2015) Section I, subdivision (d))

3.2. **Student Selection and Enrollment**. Enrollment shall be open to all eligible students as part of the CCAP Agreement who have been admitted to the COLLEGE and who meet all applicable prerequisites. Student selection criteria will be further specified in the CCAP Agreement Appendix C. Applicable prerequisite courses, training, or experience and standards required as preparation for courses offered through the CCAP Agreement will be determined by COLLEGE and shall be in compliance with applicable law and COLLEGE standards and policies.

3.3. **College Admission and Registration.** Procedures for students participating in the CCAP Agreement shall be governed by the COLLEGE and shall be in compliance with the admissions and registration guidelines outlined in applicable law and COLLEGE policy.

3.4. **Records of Student Attendance**. All records of student attendance and achievement shall be submitted to COLLEGE periodically using the COLLEGE student information system or upon demand and shall be maintained by COLLEGE.

3.5. **Priority Enrollment**. Students enrolling in a CCAP course will have priority enrollment by virtue of their status. High school students enrolling in non-CCAP college courses will not be eligible for priority registration.

3.6. **Physical Education Courses.** As part of a CCAP Agreement, a participating community college district shall not provide physical education course opportunities to high school students or any other course opportunities that do not assist in the attainment of the goals associated with career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve career and college readiness. (Ed. Code § 76004, subdivision (d)).

3.7. **Maximum Units.** Students participating under a CCAP Agreement may enroll in up to a maximum of 15 units per term, without exception, if all the following conditions specified in Assembly Bill 288, Sec. 2 (p)(l)(2)(3) are satisfied:

a. The units constitute no more than four community college courses per term.

b. The units are part of an academic program that is part of a CCAP partnership agreement established pursuant to this article.

c. The units are part of an academic program that is designed to award students both a high school diploma and an associate degree or a certificate or credential.

3.8. **Minimum School Day**. The SCHOOL DISTRICT shall certify that it shall teach SCHOOL DISTRICT students participating as part of a CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code sections 46141 and 46142.

3.9. **Enrollment Restriction**. COLLEGE reserves the right to block students from enrolling in any courses for students who incur an unpaid debt for a non-CCAP class at the college. COLLEGE agrees to remove the enrollment block when debt is paid in full.

4. **COLLEGE APPLICATION PROCEDURE**

4.1. The COLLEGE will be responsible for processing student applications.

4.2. The COLLEGE will provide the necessary admission and registration forms and procedures, and both COLLEGE and SCHOOL DISTRICT will jointly ensure that each applicant accepted has met all the enrollment requirements.

4.3. The SCHOOL DISTRICT agrees to assist COLLEGE in the admission and registration of SCHOOL DISTRICT students as may be necessary and requested by COLLEGE.

5. PARTICIPATING STUDENTS

5.1. The total cost of books and instructional materials for SCHOOL DISTRICT students who enroll in a COLLEGE course offered as part of this CCAP Agreement will be borne by SCHOOL DISTRICT.

5.2. Both COLLEGE and SCHOOL DISTRICT will ensure that ancillary and support services are accessible to students (e.g., Tutoring.)

5.3. A student taking courses under this CCAP Agreement with an Individual Education Plan or 504 Plan with the SCHOOL DISTRICT may request accommodation for his or her disability to participate in the educational programs and activities required by the COURSE and COLLEGE. Accommodation required by state law or SCHOOL DISTRICT policy will be provided through SCHOOL DISTRICT in consultation with the COLLEGE Learning Assistance Program (LAP) Office. Students requesting services by the LAP office will need to follow the standard process for requesting accommodations.

6. CCAP AGREEMENT COURSES

6.1. The COLLEGE may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus during the regular school day and the community college course is offered pursuant to this CCAP Agreement.

6.2. The COLLEGE is responsible for all courses and educational programs offered as part of CCAP Agreement .

6.3. The scope, nature, time, location, and listing of courses offered by a COLLEGE shall be determined by COLLEGE in consultation with the SCHOOL DISTRICT and with the approval of the COLLEGE and will be recorded in the Appendix C to this CCAP Agreement.

6.4. Courses offered as part of a CCAP Agreement shall be jointly selected and approved by COLLEGE and SCHOOL DISTRICT.

6.5. Courses offered as part of this CCAP Agreement shall have a minimum enrollment of fifteen (15) students.

6.6. The SCHOOL DISTRICT confirms that each approved CCAP course is held for no less than 50 minutes each class day in full compliance with the course outcomes determined by the COLLEGE.

6.7. Degree and certificate programs that are included in the CCAP agreement must have been approved by the California Community College Chancellor's Office and courses offered at the SCHOOL DISTRICT shall adhere to the official course outline of record and the student

learning outcomes established by the associated academic department within the COLLEGE, approved by the COLLEGE Academic Policy & Planning (AP&P) Committee and submitted to the Chancellor's Office. Course outlines will be provided to the SCHOOL DISTRICT.

6.8. Courses must meet the number of hours sufficient to meet the stated performance objectives as outlined in the course outlines provided to the SCHOOL DISTRICT on a semester basis.

6.9. Courses offered at the SCHOOL DISTRICT as part of this CCAP Agreement shall be of the same quality and rigor as those offered on the COLLEGE campus and shall be in compliance with COLLEGE academic standards.

6.10. Courses offered as part of this CCAP Agreement will comply with all applicable regulations, policies, procedures, prerequisites, and standards applicable to the COLLEGE as well as any corresponding policies, practices, and requirements of the SCHOOL DISTRICT. In the event of a conflict between the COLLEGE course related regulations, policies, procedures, prerequisites and standards and SCHOOL DISTRICT policies, practices and requirements, the COLLEGE regulations, policies, procedures, prerequisites, and standards, shall prevail.

6.11. A student's withdrawal prior to completion of a course offered as part of this CCAP Agreement shall be in accordance with COLLEGE guidelines, policies, pertinent statutes and regulations.

6.12. Supervision and evaluation of students enrolled in courses offered as part of this CCAP Agreement shall be in accordance with COLLEGE guidelines, policies, pertinent statues and regulations.

6.13. COLLEGE has the sole right to control and direct the instructional activities for all CCAP Agreement courses and all instructors, including those who are SCHOOL DISTRICT employees.

6.14. This CCAP Agreement certifies that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering SCHOOL DISTRICT, and shall involve collaborative effort between the SCHOOL DISTRICT and the COLLEGE faculty to deliver an innovative remediation course as an intervention in the student' s junior or senior year to ensure the student is prepared for college-level work upon graduation.

6.15. CCAP Agreement Courses outlined in Appendix C shall be updated annually and approved before the start of each academic year.

7. INSTRUCTORS

7.1. All instructors teaching COLLEGE courses offered as part of this CCAP Agreement must meet the minimum qualifications for instruction in a California community college as set forth in Title 5 California Code of Regulations, Sections 53410 and 58060 or as amended.

7.2. The CCAP Agreement Appendix C shall specify which participating SCHOOL DISTRICT or COLLEGE will be the employer of record for purposes of assignment monitoring and reporting to the county office of education.

7.3. This CCAP Agreement specifies that the SCHOOL DISTRICT will assume reporting

responsibilities pursuant to applicable federal teacher quality mandates.

7.4. Instructors who teach COLLEGE courses offered as part of this CCAP Agreement must provide the supervision and control reasonably necessary for the protection of the health and safety of students and may not have any other assigned duty during the instructional activity.

7.5. Instructors who teach COLLEGE courses shall comply with the fingerprinting requirements set forth in Education Code section 45125 or as amended and the tuberculosis testing and risk assessment requirements of California Health and Safety Code section 121525 or as amended. In addition to any other prohibition or provision, no person who has been convicted of a violent or serious felony shall be eligible to teach any courses offered as part of this CCAP Agreement or otherwise provide services on a SCHOOL DISTRICT site. SCHOOL DISTRICT shall immediately notify COLLEGE if an instructor is charged with an offense prohibited by Education Code sections 44010 or 44011.

7.6. Prior to teaching, faculty provided by the SCHOOL DISTRICT shall participate in required discipline-specific training and orientation from COLLEGE regarding, but not limited to, course curriculum, assessment criteria, pedagogy, course philosophy, testing and grading procedures record keeping, and other instructional responsibilities. Such training shall be approved and provided by the COLLEGE.

7.7. Prior to teaching, instructors provided by the COLLEGE may receive training and orientation from SCHOOL DISTRICT regarding, but not limited to, SCHOOL DISTRICT policies, practices, and requirements. Such training may be approved and provided by the SCHOOL DISTRICT.

7.8. Faculty provided by the SCHOOL DISTRICT are eligible to participate in professional development activities sponsored by the COLLEGE as required by the terms and condition of the contract and shall be encouraged to participate in ongoing collegial interaction to include, but not limited to, addressing course content, course delivery, assessment, evaluation, and/or research and development in the field.

7.9. The COLLEGE shall evaluate faculty performance for the college courses using the adopted evaluation of process and standards for faculty of the COLLEGE, subject to the approval of COLLEGE.

7.10. The COLLEGE and SCHOOL DISTRICT will work collaboratively to identify instructors from SCHOOL DISTRICT who may meet minimum qualification requirements or local equivalency standards to teach a COLLEGE course and encourage them to apply for consideration. Instructors will be required to go through the COLLEGE screening process for possible selection and assignment to the course.

7.11. The SCHOOL DISTRICT teachers approved to teach COLLEGE courses remain employees of the SCHOOL DISTRICT, subject to the authority of the SCHOOL DISTRICT, but will also be subject to the authority of COLLEGE specifically with regard to their duties as COLLEGE instructors, pursuant to the terms of Appendix A.

7.12. The COLLEGE shall determine the number of instructors, the ratio of instructors to students, and the subject areas of instruction.

7.13. Faculty provided by the SCHOOL DISTRICT who do not comply with the policies, regulations, standards, and expectations of the COLLEGE shall be ineligible to teach college courses under this CCAP Agreement.

7.14. SCHOOL DISTRICT teachers approved to teach CCAP Courses under this CCAP

Agreement must submit grades to both the COLLEGE and SCHOOL DISTRICT using the COLLEGE student information system by the established timeline (Appendix D).

7.15. SCHOOL DISTRICT teachers approved by the COLLEGE shall sign an Agreement with the Instructor (Appendix A) prior to the start of each academic year.

7.16. SCHOOL DISTRICT teachers approved by the COLLEGE shall provide support to high school students taking COLLEGE courses under CCAP agreement with COLLEGE admission and registration procedures.

8. ASSESSMENT OF LEARNING AND CONDUCT

8.1. Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same standards of achievement as students in courses taught on the COLLEGE campus.

8.2. Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same grading standards as those expected of students in courses taught on the COLLEGE campus.

8.3. Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in courses taught on the COLLEGE campus.

8.4. Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same behavioral standards as those expected of students in courses taught on the COLLEGE campus.

9. LIAISON AND COORDINATION OF RESPONSIBILITIES

9.1. The COLLEGE shall appoint an educational administrator who will serve as point of contact to facilitate coordination and cooperation between COLLEGE, SCHOOL DISTRICT, and HIGH SCHOOL in conformity with COLLEGE policies and standards. (Ed. Code, § 76004, subd. (c)(2).) Among other things, the COMMUNITY COLLEGE DISTRICT Educational Administrator and the SCHOOL DISTRICT Educational Administrator described in Section 9.2, shall collaborate to determine the process for timely receiving, investigating, and remediating complaints of sexual misconduct or other conduct covered by Title IX of the Education Amendments of 1972 alleged to have occurred in or related to the CCAP program.

9.2. The SCHOOL DISTRICT shall appoint an educational administrator who will serve as point of contact to facilitate coordination and cooperation between SCHOOL DISTRICT, COLLEGE, HIGH SCHOOL in conformity with SCHOOL DISTRICT policies and standards.

9.3. This CCAP Agreement requires an annual report to the office of the Chancellor of the California Community Colleges by COLLEGE and SCHOOL DISTRICT. COLLEGE shall complete and file the Apportionment Attendance Report (CCFS-320); SCHOOL DISTRICT agrees to provide the following information, when requested by COLLEGE, in accordance with AB 288 Section 2, Education Code Section 76004:

a. The total number of high school students by school site enrolled in each partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws.

b. The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants.

c. The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants.

d. The total number of full-time equivalent students generated by CCAP partnership community college district participants.

10. DISPUTES

10.1. COLLEGE and SCHOOL DISTRICT recognize that, from time to time, disputes may arise between COLLEGE employees or students and SCHOOL DISTRICT employees or students. When such disputes arise, COLLEGE and SCHOOL DISTRICT shall collaborate and use their best efforts to resolve them informally. Where informal resolution is not successful or the PARTIES must address a formal inter-agency complaint, the following process will be utilized to resolve the matter.

a. The PARTY receiving the complaint will timely notify the other, and promptly provide the other PARTY with any written complaint received.

b. The Educational Administrators will review the complaint to determine, based on the nature of the complaint, whether any statutory or regulatory timelines or other procedural requirements apply, including but not limited to:

10.1.b.1. Whether COLLEGE is required to investigate the complaint to the State Chancellor pursuant to Title 5 of the California Code of Regulations.

10.1.b.2. Whether, based on the nature of the complaint, the complainant is entitled to any rights or protections with regard to how the complaint is handled, pursuant to Title 5 or applicable state or federal laws, including but not limited to Title IX of the Education Amendments of 1972.

10.1.b.3. If either Educational Administrator finds such rights to exist, he or she shall notify the other Educational Administrator, and COLLEGE and SCHOOL DISTRICT shall cooperate as needed in carrying out these requirements. It is understood that such requirements may include but are not limited to conducting a formal investigation within regulatory timelines or the implementation of interim safety measures for the complainant.

c. Within a reasonable time, either PARTY receiving the complaint, the PARTIES will discuss the nature and severity of the allegations and come to a mutual agreement regarding the need for and scope of any investigation required. If it is agreed that a formal investigation is required, the PARTIES will mutually agree upon an investigator, who may be an outside investigator, or qualified employee of COLLEGE or SCHOOL DISTRICT. If the PARTIES agree to have the matter investigated internally by either a COLLEGE or SCHOOL DISTRICT employee, the other PARTY may designate an employee to attend all witness interviews. Where it is determined that an outside investigator will be used, the cost will be divided between the PARTIES.

d. If, despite the good faith effort of the PARTIES, they are unable to agree on a process for investigating the complaint, the PARTY whose employee/student is the subject of the complaint will determine the process.

e. The COLLEGE and SCHOOL DISTRICT will cooperate in any investigation initiated and make its employees available to the investigator.

f. Interviews of COLLEGE and SCHOOL DISTRICT employees shall comply with any rights and protections afforded to them under an applicable collective bargaining agreement or state or federal law, including but not limited to the right to have a representative present during an interview that could lead to discipline.

g. The investigator will prepare a report that will be provided to both PARTIES setting forth findings as to the allegations and the basis for the findings.

h. The COLLEGE and SCHOOL DISTRICT shall share any and all materials from the investigation, unless sharing would cause a PARTY to violate confidentiality or privacy laws.

i. The COLLEGE and SCHOOL DISTRICT have sole discretion in determining any disciplinary measures to be imposed against their respective employees or students.

j. Regardless of any disciplinary measures taken by the COLLEGE or SCHOOL DISTRICT against its respective employees or students, the other PARTY retains the right to have the subject of a sustained complaint removed from participating in or providing services for the program that is the subject of this CCAP Agreement.

11. **APPORTIONMENT**

11.1. COLLEGE shall include the students enrolled in a CCAP Agreement course in its report of full-time equivalent students (FTES) for purposes of receiving state apportionments when the course(s) complies with current requirements for dual enrollment under applicable California law.

11.2. For purposes of allowances and apportionments from Section B of the State School Fund, a community college district conducting a closed course on a high school campus shall be credited with those units of full-time equivalent students attributable to the attendance of eligible high school pupils.

11.3. The COLLEGE shall not receive a state allowance or apportionment for an instructional activity for which the SCHOOL DISTRICT has been, or shall be, paid an allowance or apportionment. (Ed. Code § 76004, subdivision (o)(2)).

11.4. The attendance of a SCHOOL DISTRICT pupil at the COLLEGE as a special part-time or full-time student pursuant to this section is authorized attendance for which the COLLEGE shall be credited or reimbursed pursuant to Section 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity.

12. CERTIFICATIONS

12.1. The SCHOOL DISTRICT certifies that:

a. The direct education costs of the courses offered as part of this CCAP Agreement are not fully funded through other sources.

b. It agrees and acknowledges that the COLLEGE will claim apportionment for the SCHOOL DISTRICT students enrolled in community college course(s) under this CCAP Agreement.

c. Any COLLEGE instructor teaching a course at the SCHOOL DISTRICT has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus.

12.2. The COLLEGE certifies that:

a. A community college course offered for college credit at the participating SCHOOL DISTRICT does not reduce access to the same course offered at the partnering COLLEGE.

b. The COLLEGE has not received full compensation for the direct education costs for the conduct of the courses offered as part of this CCAP Agreement from other sources.

c. The Agreement is consistent with the core mission of the COLLEGE pursuant to Section 66010.4 and students participating in this CCAP Agreement will not lead to displacement of otherwise eligible adults at the COLLEGE.

d. A qualified SCHOOL DISTRICT instructor teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing COLLEGE faculty member teaching the same course at the partnering community college campus.

12.3. The PARTIES certify that:

a. Any COLLEGE instructor teaching a course on a SCHOOL DISTRICT campus has not been convicted of any sex offense as defined in Education Code section 44010 or as amended, or any controlled substance offense as defined in Education Code section 44011 or as amended.

b. The SCHOOL DISTRICT and COLLEGE comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP Agreement course offered for high school credit. (AB288 Sec. 2 (I).)

13. PROGRAM IMPROVEMENT

13.1. The COLLEGE and the SCHOOL DISTRICT may annually conduct surveys of participating SCHOOL DISTRICT pupils, instructors, principals, and school counselors for the purpose of informing practice, adjusting, and improving the quality of courses offered as part of this CCAP Agreement.

14. **RECORDS**

14.1. Permanent records of student attendance, grades and achievement will be maintained by both the SCHOOL DISTRICT and COLLEGE for SCHOOL DISTRICT students who enroll in course(s) offered as part of this CCAP Agreement. Permanent records of student enrollment, grades, and achievement for COLLEGE students shall be maintained by COLLEGE.

14.2. Each PARTY shall maintain records pertaining to this CCAP Agreement as may be required by federal and state law. Each PARTY may review and obtain a copy of the other

PARTY'S pertinent records subject to federal and state privacy statutes.

14.3. SCHOOL DISTRICT instructors will submit grades to the COLLEGE when due according to the COLLEGE schedule per section 7.14. The SCHOOL DISTRICT will include all criteria identified by the COLLEGE for grading purposes.

14.4. COLLEGE may provide the SCHOOL DISTRICT with a report on participating students' final grades after each term.

15. **CCAP AGREEMENT DATA MATCH AND REPORTING**

15.1. COLLEGE and SCHOOL DISTRICT shall ensure operational protocols consistent with the collection of participating student data and the timely submission of the data.

15.2. COLLEGE shall report all program and participating student data to the office of the Chancellor of the California Community Colleges.

16. DATA SHARING

16.1. COLLEGE and SCHOOL DISTRICT may share confidential student data for the purposes of evaluating the educational services provided under this CCAP agreement and for evaluating student performance pursuant to participating in CCAP courses. Any data shared will be for research and analytical purposes aimed at understanding student performance and improving applicable federal and state laws concerning access to and confidentiality of student record information as described in Section 17 of this agreement.

17. **PRIVACY OF STUDENT RECORDS**

17.1. COLLEGE and SCHOOL DISTRICT understand and agree that education records of students enrolled in a CCAP course and personally identifiable information contained in those educational records are subject to the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 C.F.R. Part 99, including the disclosure provisions of § 99.30 and state law as outlined in Education Code section 49064 and section 49076). COLLEGE and SCHOOL DISTRICT agree to hold all student education records generated pursuant to this CCAP Agreement in strict confidence and further agree not to disclose such records except as authorized by applicable law or regulation for COLLEGE records or by the parent or guardian's prior written consent for HIGH SCHOOL records. (34 C.F.R. § 99.33 (a), (b); 34 C.F.R. § 99.34(b) and Education Code§§ 49064 and 49076.)

17.2. **Limitation on Use**. COLLEGE and SCHOOL DISTRICT shall use each student education record that they may receive pursuant to this CCAP Agreement solely for purposes consistent with their authority to access that information pursuant to Federal and State law, as may be as applicable. (34 C.F.R. § 99.31, 34 C.F.R. § 99.34, and Education Code § 49076.)

17.3. **Recordkeeping Requirements.** COLLEGE and SCHOOL DISTRICT shall comply with the requirements governing maintenance of records of each request for access to and each disclosure of student education records set forth under Title 34, Code of Federal Regulations § 99.32 and under Education Code § 49064 as applicable.

17.4. **Acknowledgement of Receipt of Notice of FERPA Regulations**. By signature of its authorized representative or agent on this Agreement, COLLEGE and SCHOOL DISTRICT hereby acknowledges that it has been provided with the notice required under

34 C.F.R. § 99.33(d) that it is strictly prohibited from re-disclosing student education records to any other person or entity except as authorized by applicable law or regulation. Parent or guardian requests for information will need to be addressed directly by the HIGH SCHOOL or SCHOOL DISTRICT personnel.

18. **REIMBURSEMENT**

18.1. The SCHOOL DISTRICT shall invoice the COLLEGE no later than 30 (thirty) days after the start of each term for the instructional services provided through this CCAP agreement as follows:

a. For courses taught by COLLEGE-approved SCHOOL DISTRICT teachers and COLLEGE instructors on HIGH SCHOOL campuses during regular high school hours rendered at the rate of $1,000.00 per course unit delivered to CCAP students.

Example: 3 CCAP courses @ 3 units each = 9 units x $1,000.00 = $9,000.00

18.2. The COLLEGE shall make payment to the SCHOOL DISTRICT within 30 days of receiving the invoice for instructional services rendered.

18.3. The COLLEGE is required to report to the state the percentage of funds paid to an agency to the SCHOOL DISTRICT that will provide direct instruction on behalf of the college as part of the CCAP partnership agreement. The SCHOOL DISTRICT will use 100% of all funds received from Allan Hancock College in fulfillment of this agreement to pay for direct instructional costs. (Ed. Code § 84632).

19. FACILITIES

19.1. The SCHOOL DISTRICT will provide adequate classroom space at its facilities or other mutually agreed upon locations to conduct the instruction and do so without charge to COLLEGE or students. SCHOOL DISTRICT agrees to clean, maintain, and safeguard SCHOOL DISTRICT's premises. SCHOOL DISTRICT warrants that its facilities are safe and compliant with all applicable buildings, fire, and safety codes.

19.2. The SCHOOL DISTRICT will furnish, at its own expense, all course materials, specialized equipment, books and other necessary equipment for all SCHOOL DISTRICT students. The parties understand that such equipment and materials are the SCHOOL DISTRICT's sole property.

19.3. The SCHOOL DISTRICT facilities may be used by COLLEGE for COLLEGE course offerings before or after regular high school schedule at no additional cost. Prior approval by the SCHOOL DISTRICT is required. COLLEGE courses offered before or after the regular high school schedule will be open to the public.

20. **INDEMNIFICATION**

20.1. The SCHOOL DISTRICT agrees to and shall indemnify, save and hold harmless the COLLEGE, and its governing board, officers, employees, administrators, independent

contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of SCHOOL DISTRICT's performance of this CCAP Agreement. The obligation to indemnify shall extend to all claims and losses that arise out of SCHOOL DISTRICT's or its trustees', officers', agents', or employees' negligence, wrongful acts or omissions, or willful misconduct related to this CCAP Agreement or performance of this CCAP Agreement. The provisions of this section shall survive the termination or expiration of this CCAP Agreement.

20.2. The COLLEGE agrees to and shall indemnify, save and hold harmless the SCHOOL DISTRICT and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of COLLEGE'S performance of this CCAP Agreement. The obligation to indemnify shall extend to all claims and losses that arise out of COLLEGE'S or its trustees', officers', agents', or employees' negligence, wrongful acts or omissions, or willful misconduct related to this CCAP Agreement or performance of this CCAP Agreement. The provisions of this section shall survive the termination or expiration of this CCAP Agreement.

21. INSURANCE

21.1. The SCHOOL DISTRICT, in order to protect the COLLEGE, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this CCAP Agreement, shall secure and maintain in force during the entire term of this CCAP Agreement, insurance coverage or an approved program of self-insurance in the amount of not less than ONE MILLION DOLLARS ($1,000,000) per incident and TWO MILLION DOLLARS ($2,000,000) general aggregate for personal injury, bodily injury, death, and property and other damage, with an admitted California insurer duly licensed to engage in the business of insurance in the State of California, or public entity risk management Joint Powers Authority, authorized to provide public liability and property damage insurance in the state of California. Said policy of insurance, insurance coverage through a public entity risk management JPA, or program of self-insurance shall expressly name the COLLEGE, its agents, employees and officers as an additional insured for the purposes of this CCAP Agreement. A certificate of insurance including such endorsement shall be furnished to the COLLEGE.

21.2. The COLLEGE, in order to protect the SCHOOL DISTRICT, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this CCAP Agreement, shall secure and maintain in force during the entire term of this CCAP Agreement, insurance coverage or an approved program of self- insurance in the amount of not less than ONE MILLION DOLLARS ($1,000,000) per incident and TWO MILLION DOLLARS ($2,000,000) general aggregate for personal injury, bodily injury, death, and property and other damage, with an admitted California insurer duly licensed to engage in the business of insurance in the State of California, or public entity risk management Joint Powers Authority, authorized to provide public liability and property damage insurance in the State

of California. Said policy of insurance, insurance coverage through a public entity risk management JPA or program of self-insurance shall expressly name the SCHOOL DISTRICT, its agents, employees and officers as an additional insured for the purposes of this CCAP Agreement. A certificate of insurance including such endorsement shall be furnished to the SCHOOL DISTRICT.

21.3. For the purpose of Workers' Compensation, SCHOOL DISTRICT shall be the "primary employer" for all its employees who perform services as instructors and support staff. SCHOOL DISTRICT shall be solely responsible for processing, investigating, defending, and paying all workers' compensation claims by their respective SCHOOL DISTRICT employees made in connection with performing services and receiving instruction under this CCAP Agreement. SCHOOL DISTRICT agrees to hold harmless, indemnify, and defend COLLEGE, its directors, officers, agents, and employees from any liability resulting from its failure to process, investigate, defend, or pay any workers' compensation claims by SCHOOL DISTRICT employees connected with providing services under this CCAP Agreement.

22. **NON-DISCRIMINATION**

22.1. Neither the SCHOOL DISTRICT nor the COLLEGE shall discriminate on the basis of race or ethnicity, gender, nationality, physical or mental disability, sexual orientation, religion, or any other protected class under California State or federal law.

23. NOTICES

23.1. Any and all notices required to be given hereunder shall be deemed given when personally delivered or deposited in the U.S. Mail, postage to be prepaid, to the following addresses:

Allan Hancock College Joint Community College District
800 S. College Drive
Santa Maria, CA 93460
Attn: Dennis Curran

Santa Ynez Valley Union High School District
Address: 2975 Mission Drive, Solvang, CA 93463
Attn: Victoria Martinez

24. **MODIFICATION AND AMENDMENT**

24.1. Appendix A through D to this CCAP Agreement is incorporated by this reference into this CCAP Agreement.

24.2. This CCAP Agreement and Appendix A through D to this CCAP Agreement set forth the entire agreement between the PARTIES relating to the subject matter of this CCAP Agreement. This CCAP Agreement and Appendix A through D to this CCAP Agreement supersede any prior agreements, promises, negotiations, or representations, express or implied, oral or written, not included in this CCAP Agreement and Appendix A through D

to this CCAP Agreement.

24.3. This Agreement may be amended only with the mutual consent of the Parties. All amendments must be in writing and must be approved by the Parties' respective governing Boards.

25. **GOVERNING LAWS**

25.1. This CCAP Agreement will be governed by and construed in accordance with California law, and the venue of any action or proceeding in connection with this CCAP Agreement shall be Santa Barbara County, California.

26. **COMMUNITY COLLEGE DISTRICT BOUNDARIES**

26.1. For locations outside the geographical boundaries of Allan Hancock College Joint Community College District, the COLLEGE will comply with the requirements of Title 5 of the California Code of Regulations, Sections 55300 et seq. or as amended, concerning approval by adjoining high school or community college districts and use of non-district facilities.

27. **SEVERABILITY**

27.1. This CCAP Agreement shall be considered severable, such that if any provision or part of the CCAP Agreement is ever held invalid under any law or ruling, that provision or part of the CCAP Agreement shall remain in force and effect to the extent allowed by law, and all other provisions or parts shall remain in full force and effect.

28. **COUNTERPARTS**

28.1. This CCAP Agreement may be executed by the PARTIES in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument.

IN WITNESS WHEREOF, the PARTIES hereto have caused this CCAP Agreement to be executed on the dates set forth below, to be effective as of the Effective Date.

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT	SANTA YNEZ VALLEY UNION HIGH SCHOOL DISTRICT
By:_____	By: _____
Associate Superintendent/Vice President of Finance and Administration	Superintendent/Principal
Date: _____	Date: _____

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT BOARD MEETINGS	SANTA YNEZ VALLEY UNION HIGH SCHOOL DISTRICT BOARD MEETINGS
Information Board Meeting Date:	Information Board Meeting Date:
_____	_____
Public Comment and Approval Board Meeting Date:	Public Comment and Approval Board Meeting Date:
_____	_____

APPENDIX A

ALLAN HANCOCK COLLEGE JOINT COMMUNITY COLLEGE DISTRICT

Agreement with INSTRUCTOR

This agreement is made and entered into this _____ [day] of _____ [month] ____ [year] by three parties: The Allan Hancock College Joint Community College District (hereinafter "COLLEGE"), the _____ [high school district] (hereinafter "SCHOOL DISTRICT") and _____ [first name, last name], an employee of the SCHOOL DISTRICT (hereinafter "INSTRUCTOR") who is being assigned to the COLLEGE on a part-time basis pursuant to Title 5, California Code of Regulations, section 58058(b).

WHEREAS, the SCHOOL DISTRICT has the experience, training, equipment and other resources, and staff necessary to provide instruction to COLLEGE students through the CCAP Agreement;

WHEREAS, Title 5, California Code of Regulations, section 58050, subdivision (a) provides authority for claiming apportionment;

NOW, THEREFORE, the three parties to this Agreement hereby agree as follows:

1. The SCHOOL DISTRICT's INSTRUCTOR is an employee of the SCHOOL DISTRICT who shall meet "Minimum Qualifications" for the academic position of COLLEGE's INSTRUCTOR as established by the COLLEGE and as determined by the COLLEGE.

2. The SCHOOL DISTRICT's INSTRUCTOR is professionally and specially trained and competent to provide the supervisory and/or instructional services required by the COLLEGE.

3. The INSTRUCTOR will be an employee of the COLLEGE for purposes of the Attendance Accounting Standards (Ed. Code, § 58050). COLLEGE has the right to; 1) evaluate and terminate INSTRUCTOR; 2) evaluate the quality of instruction to ensure that it meets the needs of students; 3) evaluate the quality and rigor equal to the COLLEGE'S approved course outline of record and the accreditation requirements of COLLEGE. The COLLEGE will not provide INSTRUCTOR evaluation results to the SCHOOL DISTRICT.

4. The SCHOOL DISTRICT's INSTRUCTOR shall at all times comply with the supervisory and/or instructional requirements outlined in Title 5, California Code of Regulations, section 58055, which require direct instruction by the SCHOOL DISTRICT's INSTRUCTOR except in limited circumstances. The SCHOOL DISTRICT's INSTRUCTOR's responsibilities and duties as an employee of the COLLEGE shall include, but are not limited to, the following:

    4.1. Ensure that an instructional time of 50 minutes per class each day is expended in full compliance with the course objectives determined by the COLLEGE.
    4.2. Ensure the safety and well-being of students.
    4.3. Be in sufficient physical proximity and range of communication to provide immediate instructional supervision and control of all students in his/her classes.
    4.4. Attend periodic staff meetings with the COLLEGE.
    4.5. Regularly check and respond to communication from COLLEGE.
    4.6. Priority in class enrollment shall be given to students desiring to take the course for college credit towards a degree or certificate (Ed. Code § 76370). Ensure accurate and current daily student attendance records, accurate calculation of final student grades of

all students enrolled in the course for college credit, and the prompt submission of all data necessary for the calculation of FTES to the DISTRICT within 3 (three) calendar days of course completion (Ed. Code § 84500).

4.7. Ensure the effective use of instructional methods, technology, testing and remediation.

4.8. Ensure that he/she does not have any other assigned duties during the instructional activity where multiple skill levels of students are being taught for which attendance is being claimed.

4.9. Be familiar with and comply with all relevant COLLEGE policies, rules and regulations, including but not limited, to those related to student safety, grading, attendance, sexual harassment and discrimination.

4.10. Provide support to SCHOOL DISTRICT students taking COLLEGE courses under CCAP agreement with COLLEGE admission and registration procedures.

5. The SCHOOL DISTRICT shall indemnify and hold harmless the COLLEGE and its authorized agents, officers, and employees against any and all claims and actions arising from the SCHOOL DISTRICT's INSTRUCTOR's or SCHOOL DISTRICT's negligent, reckless or intentional acts, errors or omissions and for any cost or expense incurred by the COLLEGE on account of any claim therefor.

6. The COLLEGE shall provide no compensation to the SCHOOL DISTRICT's INSTRUCTOR for any services rendered pursuant to this Agreement, but compensation, as well as workers' compensation insurance, shall be the responsibility of the SCHOOL DISTRICT in accordance with its established and standard practices.

7. This Agreement may be terminated at any time by the COLLEGE within the sole and exclusive discretion of the COLLEGE upon written notice to the SCHOOL DISTRICT and the SCHOOL DISTRICT's INSTRUCTOR. This Agreement may be terminated upon thirty (30) days' prior written notice to COLLEGE by either the SCHOOL DISTRICT or the SCHOOL DISTRICT's INSTRUCTOR within either's sole and exclusive discretion.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year last written below.

INSTRUCTOR	ALLAN HANCOCK COLLEGE JOINT COMMUNITY COLLEGE DISTRICT
_____	_____
Print	Print
_____	_____
Signature	Signature

APPENDIX B

Identification of CCAP Pathways for Course-Specific College and Career Pathway Opportunities

Pursuant to California Assembly Bill No. 288, the COLLEGE and SCHOOL DISTRICT enter into this partnership agreement to offer College and Career Pathways (CCAP) to high school students to expand dual enrollment opportunities to facilitate college and career readiness, particularly among students who may not already be college-bound or who are underrepresented in higher education.

The goal of the CCAP partnership is to offer seamless pathways from high school to community college to promote: 1) academic preparation for transfer to four-year colleges and universities; 2) completion of career and technical education programs for entry into the workforce; (3) improving high school graduation rates, and (4) helping high school pupils achieve college and career readiness.

The following pathways are included in the CCAP partnership agreement between the COLLEGE and SCHOOL DISTRICT:

Career and Technical Education:

1. This pathway includes COLLEGE courses in a Career and Technical education ("CTE") pathway at the college level that apply to an Allan Hancock College degree or certificate in the pathway. This includes:
    a. Naming of HIGH SCHOOL Pathway and Course Location in Sequence (Introductory, Concentrator, Capstone, or Practicum)
    b. Naming of COLLEGE Pathway – Degree or Certificate
    c. Identifying Career/Employment Outcomes associated with CTE Pathway
    d. Identifying the course(s) in the Pathway to be offered under the CCAP Agreement.
2. Examples of CTE Technical Pathways include Automotive, Digital Art and Graphic Design, Culinary, Early Childhood Studies, Welding etc.

College and Career Readiness:

1. This pathway includes COLLEGE courses in career exploration and career development that prepare students in college and career planning. Successful completion of these courses will allow students to matriculate at college level in courses in a CTE pathway or General Education/ California State University ("CSU") Transfer pathway.
2. Course examples include: WEE (Work Experience); PD (Career Planning).

Preparation for Transfer:

1. California General Education Transfer Curriculum (Cal-GETC). This pathway includes COLLEGE courses which have been approved to meet the lower-division general education requirements at any CSU or University of California campus (i.e. Areas 1-6)

Improve High School Graduation Rates:

1. Student participation in college courses improves graduation rates of students who participate compared to peers who do not participate in college-level coursework.

APPENDIX C

CCAP Agreement Courses Approved for 2025 - 2026

HIGH SCHOOL DISTRICT: **Santa Ynez Valley Union High School District**

HIGH SCHOOL SITE: **Santa Ynez Valley Union High School**

PROJECTED NUMBER OF STUDENTS TO BE SERVED: **605**

TOTAL PROJECTED FTES: **129.09**

CCAP Pathway	College Degree or Certificate	High School Pathway	CCAP Course Offerings		Number of Sections, High School period(s) & Times		Instructor Name & Employer of Record (AHC or HS)		Projected Number of Students	Projected FTES
			FALL	SPRING	FALL	SPRING	FALL	SPRING		
Career Technical Education	Agricultural Science - AS	Agriculture and Natural Resources	AG 152	Vet Science	1 periods/ times TBD	1 periods/ times TBD	Heather Clement (HS)	Heather Clement (HS)	30	3.09
Career Technical Education	Agricultural Science - AS	Agriculture and Natural Resources	AG 154	AG 156	1 periods/ times TBD	1 periods/ times TBD	Kylin Bray (HS)	Kylin Bray (HS)	25	5.14
Career Technical Education	Sports Medicine - AS	Patient Care	WEE 149	ATH 104 WEE 149	TBD	1 periods/ times TBD	TBD (AHC)	TBD (HS) TBD (AHC)	20	4.80
Career Technical Education	Auto Body Tech – AS	Service and Repair	AT 100	AB 351	1 periods/ times TBD	1 periods/ times TBD	Gary Semerdjian	Gary Semerdjian	40	16.46
Career Technical Education	Admin of Justice – AS	Admin of Justice	AJ 101	AJ 105	1 periods/ times TBD	1 periods/ times TBD	TBD (AHC)	TBD (AHC)	20	4.12
Career Technical Education	Admin of Justice: Cyber Security - CA	Cyber Security	AJ 160	AJ 162	1 periods/ times TBD	1 periods/ times TBD	TBD (AHC)	TBD (AHC)	20	4.12

Preparation for Transfer	AA-T Cal-GETC	HS graduation requirement	ENGL C1000	ENGL C1001	3 periods/ times TBD	3 periods/ times TBD	Casey Reck (HS) Pattrick Shattuck (HS)	Casey Reck (HS) Pattrick Shattuck(HS)	75	18.00
Preparation for Transfer	AA-T Cal-GETC	HS graduation requirement	POLS 103	ECON 101	2 periods/ times TBD	2 periods/ times TBD	Robert Cantrell (HS) Greg Wolf (HS)	TBD (AHC)	40 cohorts rotate	8.22
			ECON 101	POLS 103	2 periods/ times TBD	2 periods/ times TBD	TBD (AHC)	Robert Cantrell (HS) Greg Wolf (HS)	40 cohorts rotate	8.22
Preparation for Transfer	AA-T Cal-GETC	HS graduation requirement	-	COMM C1000	-	1 periods/ times TBD	-	AHC (TBD)	20	2.06
Preparation for Transfer	Film and Video Production – CA	Arts, Media and Entertainment	FILM 102	FILM 110	2 periods/ times TBD	2 periods/ times TBD	TBD (HS)	TBD (HS)	40	13.72
Preparation for Transfer	Film and Video Production – CA	Arts, Media and Entertainment	High school course	MMAC 126	1 periods/ times TBD	1 periods/ times TBD	TBD (HS)	TBD (HS)	25	5.14
Preparation for Transfer	AA-T Cal-GETC	HS graduation requirement	HIST 107	HIST 108	3 periods/ times TBD	3 periods/ times TBD	Greg Wolf (HS)	Greg Wolf (HS)	90	18.52
Preparation for Transfer	AA-T Cal-GETC	HS graduation requirement	PSY 101	SOC 101	1 periods/ times TBD	1 periods/ times TBD	TBD (AHC)	TBD (AHC)	20	4.12
Preparation for Transfer	AA-T Cal-GETC	Arts, Media and Entertainment	ART 101	MUS 101	1 periods/ times TBD	1 periods/ times TBD	TBD (AHC)	TBD (AHC)	20	4.12
Preparation for Transfer	AA-T Cal-GETC	HS graduation requirement	ASL 120	ASL 121	1 periods/ times TBD	1 periods/ times TBD	TBD (AHC)	TBD (AHC)	40	8.22
Preparation for Transfer	Dance - AA	Arts, Media and Entertainment	DANC 107	DANC 133	1 periods/ times TBD	1 periods/ times TBD	TBD (AHC)	TBD (AHC)	40	12.34

1. **Required:** Describe the criteria used to assess the ability of pupils to benefit from the course(s) offered:

In consultation with their SCHOOL DISTRICT counselors, students self-select a pathway based on their academic readiness and alignment of course content to students' educational and career goals. SCHOOL DISTRICT and COLLEGE faculty identified CCAP courses using the following criteria:

a. Alignment with HIGH SCHOOL pathways and COLLEGE programs of study.
b. Potential for course completion to accelerate students' time to completion of postsecondary degree or certificate.
c. Potential to earn a Certificate of Training and be eligible to enter the workforce in their selected career technical pathway.
d. Potential to work toward completion of an associate degree or an associate degree for transfer.

2. **MINIMUM QUALIFICATIONS FOR INSTRUCTION:** All instructors teaching CCAP Agreement Courses must meet the minimum qualifications for instruction in a California community college as set forth in Title 5 of the California Code of Regulations, sections 53410 and 58060 or as amended. The minimum qualifications for instruction are:

Course Name & Number	Minimum Qualifications For Instructors
AB 351	• Any bachelor's degree or higher and two years of professional experience • OR any associate degree and six years of professional experience. NOTE: Professional experience is required when the application possesses a master's degree. The professional experience required must be directly related to the teaching assignment.
AG 152 AG 154 AG 156	• Any bachelor's degree or higher and two years of professional experience • OR any associate degree and six years of professional experience. Professional experience is required when the application possesses a master's degree. The professional experience required must be directly related to the teaching assignment. • OR a master's degree in agriculture, agricultural science, education with a specialization in agriculture or other agricultural area, including agricultural business, agricultural engineering, agricultural mechanics, agronomy, animal science, enology, environmental (ornamental) horticulture, equine science, forestry, natural resources, plant science, pomology, soil science, viticulture or other agriculture science • OR the equivalent
AJ 101 AJ 105	• Any bachelor's degree or higher and two years of professional experience • OR any associate degree and six years of professional experience.

AJ 160 AJ 162	NOTE: Professional experience is required when the application possesses a master's degree. The professional experience required must be directly related to the teaching assignment.
ART 101	• Master's degree in fine arts, art, or art history • OR bachelor's degree in any of the above AND master's degree in humanities • OR the equivalent NOTE: "master's degree in fine arts" as used here refers to any master's degree in the subject matter of fine arts, which is defined to include visual studio arts such as drawing, painting, sculpture, printmaking, ceramics, textiles, and metal and jewelry art, and also art education and art therapy. It does not refer to the "Master of Fine Arts" (MFA) degree when that degree is based on specialization in performing arts or dance, film, video, photography, creative writing or other nonplastic arts.
ASL 120 ASL 121	• Master's degree in American Sign Language • OR bachelor's degree in American Sign Language AND master's degree in another language or linguistics • OR the equivalent
AT 100	• Any bachelor's degree or higher and two years of professional experience • OR any associate degree and six years of professional experience. NOTE: Professional experience is required when the application possesses a master's degree. The professional experience required must be directly related to the teaching assignment.
ATH 104	• Any bachelor's degree or higher and two years of professional experience • OR any associate degree and six years of professional experience. NOTE: Professional experience is required when the application possesses a master's degree. The professional experience required must be directly related to the teaching assignment.
COMM C1000	• Master's degree in speech, speech broadcasting, telecommunications, rhetoric, communication, communication studies, speech communication or organizational communication • OR bachelor's degree in any of the above AND master's degree in drama/theater arts, mass communication or English • OR the equivalent
DANC 107 DANC 133	• Master's degree in dance, physical education with a dance emphasis, or theater with dance emphasis • OR bachelor's degree in any of the above AND master's degree in physical education, any

	life science, physiology, theater arts, kinesiology, humanities, performing arts or music • OR any bachelor's degree or higher and two years of professional experience in Folk Dance • OR any associate degree and six years of professional experience in Folk Dance. Professional experience is required when the application possesses a master's degree. The professional experience required must be directly related to the teaching assignment • OR the equivalent
ENGL C1000 ENGL C1001	• Master's degree in English, literature, comparative literature, or composition • OR bachelor's degree in any of the above AND master's degree in linguistics, TESL, speech, or education with a specialization in reading, creative writing or journalism • OR the equivalent
FILM 102 FILM 110	• Master's degree in film/cinema and media studies, film, television, and media studies, drama/theater, and mass communication • OR bachelor's degree in any of the above AND master's degree in visual studies, media studies, English, or communication • OR the equivalent
HIST 107 HIST 108	• Master's degree in history • OR bachelor's degree in history AND master's degree in political science, humanities, geography, area studies, women's studies, social science or ethnic studies • OR the equivalent
MMAC 126	• Master's degree in fine arts, art, or art history • OR bachelor's degree in any of the above AND master's degree in humanities NOTE: "master's degree in fine arts" as used here refers to any master's degree in the subject matter of fine arts, which is defined to include visual studio arts such as drawing, painting, sculpture, printmaking, ceramics, textiles, and metal and jewelry art, and also art education and art therapy. It does not refer to the "Master of Fine Arts" (MFA) degree when that degree is based on specialization in performing arts or dance, film, video, photography, creative writing, or other non-plastic arts.) • OR master's degree in film/cinema and media studies, film, television, and media studies, drama/theater, mass communication • OR bachelor's degree in any of the above AND master's degree in visual studies, media studies, English, or communication • OR the equivalent • OR Any bachelor's degree or higher and two years of professional experience • OR any associate degree and six years of professional experience. NOTE: Professional experience is required when the application possesses a master's degree.

	The professional experience required must be directly related to the teaching assignment
MUS 101	• Master's degree in music • OR bachelor's degree in music AND master's degree in humanities • OR the equivalent
POLS C1000	• Master's degree in political science, government, or international relations • OR bachelor's degree in any of the above AND master's degree in economics, history, public administration, social science, sociology, and any ethnic studies, Juris Doctor Degree (J.D.) or Legum Baccalaureus (LL.B.) • OR the equivalent
PSYC C1000	• Master's degree in psychology • OR bachelor's degree in psychology AND master's degree in counseling, sociology, statistics, neuroscience or social work • OR the equivalent
SOC 101	• Master's degree in sociology • OR bachelor's degree in sociology AND master's degree in anthropology, any ethnic studies, social work, or psychology • OR the equivalent
WEE 149	• The minimum qualifications in any discipline in which work experience may be provided

3. **BOOKS AND INSTRUCTIONAL MATERIALS:** The total cost of books and instructional materials for SCHOOL DISTRICT students participating in CCAP course as part of this CCAP Agreement will be borne by SCHOOL DISTRICT. Current pricing and textbook availability are published on the COLLEGE bookstore website each semester.

4. **JOINT FACILITIES USE PROTOCOLS:** COLLEGE and SCHOOL DISTRICT shall adhere to the terms and protocols outlined in Section 19, Facilities, of the CCAP Agreement. SCHOOL DISTRICT, shall extend access and use of the following SCHOOL DISTRICT facilities:

BUILDING NAME & ADDRESS	**CLASSROOM**	**DAYS**	**HOURS**
SYVUHS 2975 Mission Drive, Solvang, CA 93463	C1, C2, C3, C4	Monday through Friday	8:00 am – 9:00 pm

SYVUHS 2975 Mission Drive, Solvang, CA 93463	L1, L2, L3, L4, L5	Monday through Friday	8:00 am – 9:00 pm
SYVUHS 2975 Mission Drive, Solvang, CA 93463	E1, E2, E3, E4, E5, E6	Monday through Friday	8:00 am – 9:00 pm
SYVUHS 2975 Mission Drive, Solvang, CA 93463	S1, S2, S3, S4, S5, S6	Monday through Friday	8:00 am – 9:00 pm
SYVUHS 2975 Mission Drive, Solvang, CA 93463	EP1 and EP2	Monday through Friday	8:00 am – 9:00 pm
SYVUHS 2975 Mission Drive, Solvang, CA 93463	P1, P2, P3, P4, P5, P6, P7, P8, P9, P10, P14, P15, P16, P17, P18, P19, P20, P21, P22	Monday through Friday	8:00 am – 9:00 pm
SYVUHS 2975 Mission Drive, Solvang, CA 93463	VE1 and VE2	Monday through Friday	8:00 am – 9:00 pm
SYVUHS 2975 Mission Drive, Solvang, CA 93463	IA1	Monday through Friday	8:00 am – 9:00 pm
SYVUHS 2975 Mission Drive, Solvang, CA 93463	Music Room	Monday through Friday	8:00 am – 9:00 pm
SYVUHS 2975 Mission Drive, Solvang, CA 93463	R1, R2, R3, R4	Monday through Friday	8:00 am – 9:00 pm

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT

By:_____

Vice-President, Academic Affairs

Date: _____

By:_____

Vice-President, Finance &Administration

Date: _____

SANTA YNEZ VALLEY UNION HIGH SCHOOL

By: _____

Principal

Date: _____

By: _____

Head Counselor

Date: _____

APPENDIX D
Registration Timeline 2025 - 2026

	2025-2026 Week Ranges	Process	Timeline	Type
FALL	Week 1: July 1, 2025 - July 7, 2025			
	Week 2: July 8, 2025 - July 14, 2025			
	Week 3: July 15, 2025 - July 21, 2025			
	Week 4: July 22, 2025 - July 28, 2025			
	Week 5: July 29, 2025 - August 4, 2025	Ideal	CRNs available for DualEnroll & we see bulk of forms (Would like Aug 1 deadline for CRNs)	CCAP
	Week 6: August 5, 2025 - August 11, 2025	Ideal	(NonCCAP) Late Add influx, Appeal Delays, Registration Processing Delays	
	Week 6: August 5, 2025 - August 11, 2025	Ideal	Firm Deadline for NonCCAP Petitions (Fall 2025)	NonCCAP
	Week 6: August 5, 2025 - August 11, 2025	Ideal	(NonCCAP) Bulk of Petitions come in around this time through first day of AHC classes	NonCCAP
	Week 7: August 12, 2025 - August 18, 2025		**Start of Fall Term for HS Partners (Average)**	
	Week 8: August 19, 2025 - August 25, 2025		**Start of Fall Term for AHC**	
	Week 8: August 19, 2025 - August 25, 2025	Actual	(NonCCAP) We accepted petitions for up until the start of classes (extended)	NonCCAP
	Week 8: August 19, 2025 - August 25, 2025		**Winter app opens**	
	Week 9: August 26, 2025 - September 1, 2025	Actual	Influx of Fall Petitions Timeframe	Both
	Week 9: August 26, 2025 - September 1, 2025	Actual	(NonCCAP) Late Add influx, Appeal Delays, Registration Processing Delays	NonCCAP
	Week 10: September 2, 2025 - September 8, 2025	Actual	CRNs available in DualEnroll & we see beginning of bulk of forms	CCAP
SPRING	Week 10: September 2, 2025 - September 8, 2025	Ideal	**Spring app opens for CCAP students**	CCAP
	Week 11: September 9, 2025 - September 15, 2025			
	Week 12: September 16, 2025 - September 22, 2025			
	Week 14: September 30, 2025 - October 6, 2025	Ideal	CCAP CRNs available (Spring 2026)	CCAP
	Week 14: September 30, 2025 - October 6, 2025	Ideal	CCAP Registration Begins (Spring 2026)	CCAP
	Week 14: September 30, 2025 - October 6, 2025		**Spring app opens**	
	Week 14: September 30, 2025 - October 6, 2025	Actual	Deadline for NonCCAP Petitions (Fall 2025 Term 2)	NonCCAP
	Week 15: October 7, 2025 - October 13, 2025			
	Week 16: October 14, 2025 - October 20, 2025	Actual	AHC accepting NonCCAP petitions (Winter/Spring 2026)	NonCCAP
	Week 16: October 14, 2025 - October 20, 2025		**Class Search opens**	
	Week 17: October 21, 2025 - October 27, 2025			
	Week 18: October 28, 2025 - November 3, 2025	Ideal	Fall processing complete for CCAP	CCAP
	Week 19: November 4, 2025 - November 10, 2025	Actual	CRN available for CCAP for spring	CCAP
	Week 20: November 11, 2025 - November 17, 2025	Actual	*NonCCAP Registration Begins (Winter/Spring 2026)*	NonCCAP
	Week 20: November 11, 2025 - November 17, 2025	Actual	*CCAP Registration Begins (Early Spring 2026)*	CCAP
	Week 21: November 18, 2025 - November 24, 2025			
	Week 22: November 25, 2025 - December 1, 2025			
	Week 23: December 2, 2025 - December 8, 2025	Ideal	Influx of CN Spring Petitions Timeframe	NonCCAP

APPENDIX D
Registration Timeline 2025 - 2026

SPRING	Week 23: December 2, 2025 - December 8, 2025	Ideal	Deadline for NonCCAP Petitions (Winter 2026)	
	Week 24: December 9, 2025 - December 15, 2025	Ideal	Bulk of CCAP regsitrations submitted for Spring	CCAP
	Week 25: December 16, 2025 - December 22, 2024	Actual	Processing completed for Fall CCAP	CCAP
	Week 25: December 16, 2025 - December 22, 2025	Actual	**Start of Winter Term for AHC**	
	Week 26: December 23, 2025 - December 29, 2025			
	Week 27: December 30, 2025 - January 5, 2026			
	Week 28: January 6, 2026 - January 12, 2026	Actual	Deadline for NonCCAP Petitions (Spring 2026)	
	Week 29: January 13, 2026 - January 19, 2026	Actual	Start of Spring Term for HS Partners (Average)	Both
	Week 29: January 13, 2026 - January 19, 2026	Actual	Influx of CN petitions	Both
	Week 30: January 20, 2026 - January 26, 2026	Actual	**Start of Spring Term for AHC**	
	Week 31: January 27, 2026 - February 2, 2026			
	Week 32: February 3, 2026 - February 9, 2026	Actual	We see bulk of our CCAP forms being turned in	CCAP
	Week 33: February 10, 2026 - February 16, 2026	Actual	We see bulk of our CCAP forms being turned in	CCAP
	Week 34: February 17, 2026 - February 23, 2026		CCAP Sections Identify and Created - Alicia to meet with High Schools (summer/fall 2026)	
	Week 35: February 24, 2026 - March 2, 2026			
	Week 36: March 3, 2026 - March 9, 2026			
	Week 37: March 10, 2026 - March 16, 2026			
	Week 38: March 17, 2026 - March 23, 2026			
	Week 39: March 24, 2026 - March 30, 2026		CCAP Sections CRNs Complete (summer/fall 2026)	
	Week 40: March 31, 2026 - April 6, 2026			
	Week 41: April 7, 2026 - April 13, 2026		AHC accepting NonCCAP petitions (summer/fall 2026)	
	Week 41: April 7, 2026 - April 13, 2026	Actual	Summer/Fall Class Search Opens	
	Week 42: April 14, 2026 - April 20, 2026			
	Week 42: April 14, 2026 - April 20, 2026		Priority Reg	
	Week 43: April 21, 2026 - April 27, 2026	Ideal	Spring processing complete for CCAP	CCAP
	Week 44: April 28, 2026 - May 4, 2026			
FALL	Week 45: May 5, 2026 - May 11, 2026	Ideal	*NonCCAP Registration Begins (Summer/Fall 2026)*	
	Week 46: May 12, 2026 - May 18, 2026	Actual	Deadline for NonCCAP Petitions (Spring Term 2 2026)	
	Week 47: May 19, 2026 - May 25, 2026	Actual	Spring processing complete for CCAP	
	Week 48: May 26, 2026 - June 1, 2026			
	Week 49: June 2, 2026 - June 8, 2026	Ideal	Influx of Fall Petitions Timeframe	NonCCAP
	Week 50: June 9, 2026 - June 15, 2026	Actual	Start of Summer Term for AHC	
	Week 51: June 16, 2026 - June 22, 2026			
	Week 52: June 23, 2026 - June 29, 2026			

ALLAN HANCOCK COLLEGE

INFORMATION ITEM

To:	Board of Trustees	Date:	June 10, 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
Badalamenti, Olivia	Teacher, Children's Center	Children's Center	05/20/25	04/28/25
Herrea Sifuentes, Antony	Campus Safety Officer	Police Department	06/07/25	09/02/24
Alilano, Teddy	**Custodian I**	**Facilities**	**06/06/25**	**09/15/21**

Administrator Initiating Item:	Final Disposition:
Ruben Ramirez	

ALLAN HANCOCK COLLEGE

INFORMATION ITEM

To:	Board of Trustees	Date:	June 10, 2025
From:	Superintendent/President		
Subject:	2027-2031 Deferred Maintenance Plan	Item Number:	14.C.
Institutional Goal:	Accreditation Standard III	Enclosures:	Page 1 of 1

BACKGROUND

The district maintains a prioritized list of maintenance needs in anticipation of state funding. The list was prioritized by the facilities council and took various factors into consideration, including efficiency, comfort, operability, safety, and accessibility. The recommended priorities are depicted in the table below, from highest priority to lowest.

2027-2031 Deferred Maintenance Plan

Description	Cost
Replace building M100/200 air handler	$125,000
Replace building D icehouse refrigeration unit	175,000
Upgrade building M-400 HVAC	150,000
Modernize electrical system; complete12 KVA loop and decommission 5 KVA	750,000
Replace building K HVAC units (5 total)	347,064
Barrier removal – walkways. Buildings L, D, S, M300	300,000
Install campus wide remote energy management system	450,000
Replace inoperable N building HVAC for offices	40,000
Reroof buildings Q & P	500,000
Rekey SM & LVC Campus - single key system	500,000
Refinish pool fiberglass	100,000
Replace LVC buildings 1, 2, and 3 HVAC economizers	55,000
Replace gym lockers	340,000
Repair building G roof at skylights	90,000
Replace buildings 1, 2, and 3 HVAC variable frequency drives	60,000
Refinish pool deck	100,000
Repair south campus facilities yard pavement	300,000
Convert pool to dry chemical system; remove chlorine tank	50,000
Replace building P furnace (South Campus)	20,000
Barrier removal	300,000
EVOC track slurry seal	110,000
LVC UPS generator replacement	200,000
Refurbish running track surface	600,000
Replace building W carpet	80,000
Replace building K carpet	200,000
Refurbish tennis courts	$150,000
Total	**$6,092,064**

Administrator Initiating Item:	Final Disposition:
Dennis Curran	

ALLAN HANCOCK COLLEGE

INFORMATION ITEM

To:	Board of Trustees	Date:	June 10, 2025
From:	Superintendent/President		
Subject:	First Review of Revised Board Policy 3930, Minors on Campus	Item Number:	14.D.
Institutional Goal:	Accreditation Standard II	Enclosures:	Page 1 of 4

BACKGROUND

Board policy 3930, Minors on Campus, is presented for review. The board policy was reviewed per administrative procedure 2410, Board Policies which states all policies and procedures are to be reviewed on a five-year cycle. The board policy was updated to align with the current Community College League of California language and current practices.

The revised board policy has been vetted through the shared governance process.

Administrator Initiating Item:	Final Disposition:
Genevieve Siwabessy	

ALLAN HANCOCK COLLEGE

BP 3930

Allan Hancock Joint Community College District
Board Policy
Chapter 3 – General Institution

BP 3930 MINORS ON CAMPUS

The primary mission of the college is to educate students eligible to enroll in community college courses. ~~To that end, T~~the District has the responsibility to provide a place of instruction which is free from internal as well as external distraction. ~~To~~ provide a place of instruction which is free from distraction requires that some restrictions be placed on children on campus. ~~In~~ addition to concerns about the ability to carry out the District's mission, the presence of children in campus facilities raises safety and liability issues.

This policy statement addresses issues raised by the presence of children on the campus and provides guidance for students and employees of the District.

~~First and foremost, t~~The District and its facilities (classrooms, offices, public service areas and grounds) ~~should not be viewed~~are not ~~as~~ a substitute for ~~child care~~childcare arrangements. ~~This~~ policy does not preclude an adult from bringing children on campus for visits, such as the examples listed in the Exceptions section, but when the reason for the child's presence is to take the place of childcare services, then it is inappropriate for the child to be on site.

~~Second, a~~At no time may children be unattended or unsupervised on campus. ~~The~~ terms "unattended" and "unsupervised" are used to refer to situations in which the child is on campus or in a campus facility and is not under the immediate physical control of an adult or an instructor, for example, College for Kids classes. ~~As a practical matter~~Likewise, children may not be left unattended in public areas such as the library and the cafeteria while the adult is in class. ~~Nor~~ may a child be left to wait or play outside a classroom while the accompanying adult is in class.

~~Third, o~~Only enrolled students may be present in classrooms or lab facilities when classes are in session. ~~Children~~ may not attend ~~class,~~class or class activities such as field trips, along with enrolled students. Moreover, children may not be present at ~~the~~ an ~~employee's~~employee's~~'~~ work site during ~~a staff member's~~the employee's assigned work hours. ~~This~~ does not preclude short visits when the child is accompanied by another responsible adult.

Employees must advise students that it is a violation of Board policy to allow children in the classroom. ~~Students~~ who do not comply with a request to remove dependent children

from class will be ~~dealt~~ subject to ~~with in accordance with the~~ BP/AP 5500 Standards of Student Conduct ~~and Disciplinary Action~~.

~~Finally, as a safety measure,~~ Eemployees and students should not allow ~~children~~ minors to be left unattended on campus. ~~–~~Employees or students who observe children who appear to be unattended should contact the Allan Hancock College Police Department. The Allan Hancock College Police Department will handle the matter in accordance with appropriate State of California education and penal codes.

Definitions:
For purposes of this policy, the definition of a ~~child~~ minor is any person under the age of eighteen years of age. ~~–~~Emancipated minors are considered adults. ~~–~~Adult refers to a responsible person over the age of eighteen or an emancipated minor.

Exceptions:
Exceptions to this policy are campus facilities or activities which, by their very nature, might be attended by children. ~~-~~It is assumed, however, that children in these facilities or attending these activities are under the supervision of an instructor or adult or are enrolled in a fee-based program. ~~-~~Examples of such activities would be athletic events, performing arts performances, College for Kids, ~~day care centers~~Orfalea ~~C~~children's ~~C~~center ~~L~~lab ~~S~~schools, and other activities planned for children.

In certain courses, children may occasionally be included in classrooms or other academic settings for activities that contribute to the achievement of course objectives and student learning outcomes. In such cases, appropriate permissions will be obtained from the parent(s)/legal guardian~~s~~(s).

This policy does not apply to ~~Minors~~ minors ~~under age 18~~ who are enrolled in ~~credit classes through the Special Student or High School Special Program~~college courses as special admit students ~~are treated as regular Hancock students~~. ~~–~~Program enrollment materials ~~must, however,~~ contain a statement of conditions of enrollment and ~~must~~ require~~s~~ a parent or guardian's signature as stipulated by statute.

Certain campus services are open to the public or community users, for example, the cafeteria, library, and pool. ~~-~~As long as an adult or guardian is present with the child, the child may be in the facility. ~~-~~However, if the child becomes disruptive or the presence of the child interferes with the peaceful conduct of the activities of the campus, the adult may be asked to remove the child.

References: No references

Adopted: 6/20/95

Revised: 9/15/04
Revised: 4/11/17

ALLAN HANCOCK COLLEGE

INFORMATION ITEM

To:	Board of Trustees	Date:	June 10, 2025
From:	Superintendent/President		
Subject:	First Review of Revised Administrative Procedure 5020, Nonresident Tuition	Item Number:	14.E.
Institutional Goal:	Accreditation Standard II	Enclosures:	Page 1 of 3

BACKGROUND

Revised administrative procedure 5020, Nonresident Tuition, is presented for review. The administrative procedure was updated to align with the current Community College League of California language and current practices.

The revised administrative procedure has been vetted through the shared governance process.

Administrator Initiating Item:	Final Disposition:
Genevieve Siwabessy	

Allan Hancock Joint Community College District
Administrative Procedure
Chapter 5 – Student Services

AP 5020 NONRESIDENT TUITION

Nonresident Tuition
Students who are not residents of California for one year prior to the first day of the semester will be charged Nonresident Tuition at the Board-approved rate per semester unit. Nonresident students must pay Nonresident Tuition in addition to the California Community College Enrollment Fees. Calculation of such tuition shall be done in compliance with applicable law and regulation to reflect the current expense of education and that of the preceding fiscal year, and it shall reflect fees in contiguous districts. Students who believe they should be reclassified as resident students have the responsibility to request a change of their classification in the Admissions and Records Office prior to enrollment.

Military Resident Exemption
Nonresident U.S. military personnel on active duty in California (except those assigned for education purposes to state-supported institutions of higher education) are granted a waiver of Nonresident Tuition until they are discharged from their military service. Their dependents are granted a waiver for a period of one year from the date they enter California. Upon expiration of the waiver, evidence must be provided as to the date the student surrendered his/her/their out-of-state residence to become a resident of California. The student will be classified as a nonresident and charged Nonresident Tuition until one year has elapsed since the out-of-state residence was surrendered.

High School Graduate Exemptions
Students, other than undocumented immigrants under 8 U.S.C. 1101(a)(15), who meet the following requirements are exempt from paying nonresident tuition:

- high school attendance in California for three or more years;
- graduation from a California high school or attainment of the equivalent thereof;
- registration or enrollment in a course offered for any term commencing on or after January 1, 2002;
- completion of a questionnaire form prescribed by the Chancellor verifying eligibility for this nonresident tuition exemption or in the case of students applying for state-based financial aid, by filing a California Dream Act Application with the California Student Aid Commission.; and in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his/her/their immigration status, or will file an application as soon as he/she/they is eligible to do so.

International Students

Citizens and residents of a foreign country shall be charged a Board-approved tuition fee. The Nonresident tuition fee is paid in addition to the enrollment fee paid by all students. If the student believes he/she/they should be classified as a resident student, it is their responsibility to request a change of their classification in the Admissions and Records Office prior to enrollment.

September 11, 2001 Exemption

If an individual who was killed in the terrorist attacks on the World Trade Center in New York City, the Pentagon in Washington, D.C., or the crash of United Airlines Flight 93 was a resident of California on September 11, 2001, or if his/her/their dependent was a resident on that date and if he/she/they meets the financial need requirement for the Cal Grant A Program, the dependent(s) of this individual may be exempt from nonresident tuition. If the dependent is a spouse, the exemption applies~~s~~d until January~~,~~ 1, 2013. If the dependent is a child, the exemption applies until the person reaches the age of 30.

References:

Education Code Sections 68075.65, 68130.5, and 76140 et seq.;
Title 5 Section 54045.5

Approved: 3/8/16
Revised: 5/10/22

ALLAN HANCOCK COLLEGE

INFORMATION ITEM

To:	Board of Trustees	Date:	June 10, 2025
From:	Superintendent/President		
Subject:	First Review of Revised Administrative Procedures 5045, Student Records – Challenging Content and Access Log	Item Number:	14.F.
Institutional Goal:	Accreditation Standard II	Enclosures:	Page 1 of 3

BACKGROUND

Revised administrative procedure 5045, Student Records – Challenging Content and Access Log, is presented for review. The administrative procedure was reviewed per administrative procedure 2410, Board Policies which states all policies and procedures are to be reviewed on a five-year cycle. The board policy was updated to align with the current Community College League of California language and current practices.

The revised administrative procedure has been vetted through the shared governance process.

Administrator Initiating Item:	Final Disposition:
Genevieve Siwabessy	

Allan Hancock Joint Community College District
Administrative Procedure
Chapter 5 – Student Services

AP 5045 STUDENT RECORDS – CHALLENGING CONTENT AND ACCESS LOG

This Administrative Procedure is not applicable to grade grievances. Students interested in grade grievances should consult the respective college catalog for information on how to file a petition for a grade grievance review.

Challenging Content
Any student may file a written request with the Chief Student Services Officer or designee to correct or remove information recorded in his ~~or~~ /her/their student records that the student alleges to be:

1. inaccurate;
2. an unsubstantiated personal conclusion or inference;
3. a conclusion or inference outside of the observer's area of competence; or
4. not based on the personal observation of a named person with the time and place of the observation noted.

Within 30 days of receipt of the request, the Chief Student Services Officer or designee shall meet with the student and the employee who recorded the information in question, if any, if the employee is presently employed by the District. The Chief Student Services Officer or designee shall then sustain or deny the allegations.

If the Chief Student Services Officer or designee sustains any or all of the allegations, he/she/they shall order the correction or removal and destruction of the information. If the Chief Student Services Officer or designee denies any or all of the allegations and refuses to order the correction or removal of the information, the student, within 30 days of the refusal, may appeal the decision in writing to the Superintendent/President.

Within 30 days of receipt of an appeal, the Board of Trustees shall, in closed session with the student and the employee who recorded the information in question, determine whether to sustain or deny the allegations. If the governing board sustains any or all of the allegations, it shall order the Superintendent/President or designee, to immediately correct or remove and destroy the information. The decision of the Board of Trustees shall be final.

If the final decision is unfavorable to the student, the student shall have the right to submit a written statement of his/her/their objections to the information. This statement shall become a part of the student's record until the information objected to is corrected or removed.

Whenever there is included in any student record information concerning any disciplinary action, the student shall be allowed to include in such record a written statement or response concerning the disciplinary action.

Whenever there is included in any student record information concerning any disciplinary action in connection with any alleged sexual assault or physical abuse, or threat of sexual assault, or any conduct that threatens the health and safety of the alleged victim, the alleged victim of that sexual assault or physical abuse shall be informed within three days of the results of the disciplinary action and the results of any appeal. The alleged victim shall keep the results of that disciplinary action and appeal confidential.

Access Log

A log or record shall be maintained for each student's record that lists all persons, agencies, or organizations requesting or receiving information from the record and their legitimate interests. The listing need not include any of the following:

- Students seeking access to their own records;
- Parties to whom directory information is released;
- Parties for whom written consent has been executed by the student;
- Officials or employees having a legitimate educational interest.

The log or record shall be open to inspection only by the student and the Chief Student Services Officer, and to the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, and state educational authorities as a means of auditing the operation of the system.

References:

Education Code Sections 76222 and 76232
Title 5 Section 54630

Approved: 2/17/15
Reviewed: 6/9/20

ALLAN HANCOCK COLLEGE

INFORMATION ITEM

To:	Board of Trustees	Date:	June 10, 2025
From:	Superintendent/President		
Subject:	First Review of Revised Administrative Procedure 5050, Student Success and Support Program	Item Number:	14.G.
Institutional Goal:	Accreditation Standard II	Enclosures:	Page 1 of 5

BACKGROUND

Revised administrative procedure 5050, Student Success and Support Program, is presented for review. The administrative procedure was updated to align with the current Community College League of California language and current practices.

The revised administrative procedure has been vetted through the shared governance process.

Administrator Initiating Item:	Final Disposition:
Genevieve Siwabessy	

Allan Hancock Joint Community College District
Administrative Procedure
Chapter 5 – Student Services

AP 5050 STUDENT SUCCESS AND SUPPORT PROGRAM

The Student Success and Support Program, currently referenced as the Student Equity and Achievement (SEAP) Program, is a comprehensive set of student support services focused on preparing the student for the expectations of post-secondary enrollment and educational goal completion. The Student Success and Support Program brings the student and the District into agreement regarding the student's educational goal through the District's established programs, policies, and requirements. The District shall adopt a Student Success and Support Program plan describing the services to be provided to its students. The Student Success and Support Program shall identify and close opportunity gaps that impact student success and improve the District's commitment to diversity, equity, and inclusion to better support student success. The plan shall be developed through consultation with representatives of the academic senate, students, administrators, and staff with appropriate expertise. The Student Success and Support Program will coordinate with the District's student equity plan to ensure that the college has identified strategies to monitor and address equity issues and mitigate any disproportionate impacts on student access and achievement. The agreement between the student and the district is implemented by means of the student educational plan.

Each student, in entering into an educational plan, will do all of the following:

- complete orientation;
- be assessed to determine appropriate course placement;
- identify a course of study;
- identify education and career goal;
- complete an abbreviated student education plan no later than the primary term after which the student completes ~~15~~6 semester units of degree applicable credit coursework;
- complete a comprehensive student education plan prior to registering for ~~no later than~~ the third primary term;
- diligently attend class;
- complete assigned coursework;
- complete course(s);
- maintain progress toward an educational goal;
- participate in the development of the student education plan.

Student Success and Support Program services include, but are not limited to, all the following:

1) orientation services designed to provide to students information concerning campus procedures, academic expectations, financial assistance, and any other appropriate matters;
2) assessment and counseling upon enrollment, which shall include, but not be limited to, all the following:

    a) Administration of AB1705 to determine student placement recommendations in English, English as a Second Language, and mathematics coursework;
    b) assistance to students in the identification of aptitudes, interests and educational objectives, including, but not limited to, associate of arts degrees, transfer for baccalaureate degrees, and career/technical certificates and licenses;
    c) evaluation of student study and learning skills;
    d) referral to specialized support services as needed, including, but not limited to, federal, state, and local financial assistance; health services; mental health services; campus employment placement services; extended opportunity programs and services; campus childcare services programs that teach English as a second language; and; learning assistance program;
    e) advisement concerning course selection;
    f) follow-up services required advisement or counseling for students who are enrolled in remedial courses, who have not declared an educational objective as required, or who are on academic probation/dismissal;
    g) the provision of information, guided by sound counseling principles and practices, using a broad array of delivery mechanisms, including technology-based strategies to serve a continuum of student needs and abilities, that will enable students to make informed choices.
    h) Faculty and staff training

The District shall not use any assessment instrument except one specifically authorized by the Board of Governors of the California Community Colleges.

The District shall do all the following:

- Inform students of their rights to access transfer-level coursework in English, mathematics (or quantitative reasoning), credit English as a Second Language and of the multiple measures placement policies or other college placement processes including the availability of challenge processes;
- Include information about the student's course placement options in the college catalog, in orientation and advisement materials, on the college's website, and in any written communication by counseling services;

- Provide annual reports to the California Community Colleges Chancellor's Office in a manner and form described by the California Community Colleges Chancellor's Office; and
- Publicly post the college's placement results, including the number of students assessed and the number of students placed into transfer-level coursework, transfer-level coursework with concurrent support, or transfer-level or credit English as a Second Language coursework, disaggregated by race and ethnicity.

New students who complete orientation, advisement, math and English placement process, and an abbreviated student educational plan receive priority enrollment. Administrative Procedure 5055, Enrollment Priorities, provides information on priority enrollment.

New, first-time students, beginning Fall 2024, who are not exempt from student education plan development, will be required to obtain a comprehensive student education plan (CSEP) by the end of the second primary term enforceable with a registration hold.

EXEMPTION CRITERIA

Allan Hancock College elects to exempt certain students from participation in orientation, assessment, counseling, advisement, or student education plan development as follows:

- Any student who has completed an associate degree or higher.
- Unless required for receiving Title IV Financial Aid, Veterans' educational benefits, or by special program participation, students are further exempt from the counseling requirement if:
    - Transferring to Allan Hancock College from another district/college; or
    - Not planning to obtain a degree, certificate, or participate in a transfer program; or
    - Concurrently enrolled in another post-secondary institution; or
    - Concurrently enrolled in a high school.

Any student declared exempt shall be notified that they are covered by an exemption and shall be given the opportunity to elect whether or not to participate in any part of the Student Success and Support Program process.

References:

Education Code Sections 78210 et seq.
Title 5 Sections 55500 et seq.
ACCJC Accreditation Standard 2

Approved: 3/17/92
Revised: 3/15/94
Revised: 12/13/94
Revised: 4/17/01
Revised: 2/17/15
Revised: 11/15/22
Revised (reference only): 7/16/24

ALLAN HANCOCK COLLEGE

INFORMATION ITEM

To:	Board of Trustees	Date:	June 10, 2025
From:	Superintendent/President		
Subject:	First Review of Revised Board Policy and Administrative Procedure 5410, Associated Students Elections	Item Number:	14.H.
Institutional Goal:	Accreditation Standard II	Enclosures:	Page 1 of 4

BACKGROUND

Revised board policy and administrative procedure 5410, Associated Students Elections, are presented for review. The board policy and administrative procedure were reviewed per administrative procedure 2410, Board Policies which states all policies and procedures are to be reviewed on a five-year cycle. The board policy and administrative procedure were updated to align with the current Community College League of California language and current practices.

The revised board policy and administrative procedure have been vetted through the shared governance process.

Administrator Initiating Item:	Final Disposition:
Genevieve Siwabessy	

Allan Hancock Joint Community College District
Board Policy
Chapter 5 – Student Services

BP 5410 ASSOCIATED STUDENTS ELECTIONS

The Associated Students shall conduct annual elections to elect officers. The elections shall be conducted in accordance with procedures established by the Superintendent/ President.

Any student elected as an officer in the Associated Students shall meet ~~both~~ any of the following requirements:

- The student shall be enrolled in the District at the time of election and throughout ~~his/her~~the student's term of office, with a minimum of ~~eight~~ five ~~eight~~ semester units or the equivalent quarter units.
- The student shall meet and maintain the minimum grade point average (GPA) of 2.00 and the ~~grade point average of 2.0~~ standards of scholarship (see BP 4220 Standards of Scholarship and related administrative procedures).
- The student shall be enrolled in an adult education program offered by the District at the time of the election and throughout the student's term
- The student is enrolled in the District at the time of election, and throughout the student's term, and is a disabled student.

Reference:
Education Code Section 76061

Adopted: 7/14/15
Reviewed: 10/13/20

Allan Hancock Joint Community College District
Administrative Procedure
Chapter 5 – Student Services

AP 5410 ASSOCIATED STUDENTS ELECTIONS

The Associated Students shall conduct annual elections to elect officers.

Any student elected as an officer in the Associated Students shall meet the requirements in BP 5410, ~~titled~~ Associated Students Elections.

The Office of Student ~~Activities~~ Engagement and Community Outreach conducts student elections for the Associated Students Organization every spring term in April.

Polls are open on-line and open to all students. ~~both day and evening hours. Voting is conducted at the campus~~.

Any student elected as an officer of the Associated Students Organization must meet the requirements in BP 5410, ~~titled~~ Associated Students Elections as well as those stated in the Associated Students' Constitution. Unit and grade point average (GPA) requirements are strictly followed.

The governing documents for the Associated Students Organization are the Constitution and Bylaws.

Offices are held for one year, unless disqualification occurs. There is a term limit of three years.

The process for disqualification is outlined in the Constitution and Bylaws of the Associated Students Organization, which is available in the Office of Student ~~Activities~~Engagement and Community Outreach.

Reference:
Education Code Section ~~Education Code Section\~~ 76061

Approved: 6/16/15
Reviewed: 6/9/20

ALLAN HANCOCK COLLEGE

INFORMATION ITEM

To:	Board of Trustees	Date:	June 10, 2025
From:	Superintendent/President		
Subject:	First Review of Revised Administrative Procedure 5520, Student Discipline Procedures	Item Number:	14.I.
Institutional Goal:	Accreditation Standard II	Enclosures:	Page 1 of 26

BACKGROUND

Revised administrative procedure 5520, Student Discipline Procedures, is presented for review. The administrative procedure were reviewed per administrative procedure 2410, Board Policies which states all policies and procedures are to be reviewed on a five-year cycle. The administrative procedure was updated to align with the current Community College League of California language and current practices.

The revised administrative procedure has been vetted through the shared governance process.

Administrator Initiating Item:	Final Disposition:
Genevieve Siwabessy	

AP 5520

Allan Hancock Joint Community College District
Administrative Procedure
Chapter five – Student Services

AP 5520 STUDENT DISCIPLINE PROCEDURES

The purpose of this procedure is to provide a prompt and equitable means to address violations of the Standards of Student Conduct, which guarantees to the student or students involved the due process rights guaranteed them by state and federal constitutional protections. –This procedure will be used in a fair and equitable manner, and not for purposes of retaliation. –It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

These administrative procedures are specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Section 76120, and will not be used to punish expression that is protected.

For discipline resulting from a complaint of sex discrimination, including sex-based harassment, under Title IX, the procedure in AP 3434 Responding to Harassment Based on Sex under Title IX, must be used.

I. DEFINITIONS AND GUIDELINES GOVERNING THESE PROCEDURES

The following guidelines govern the procedures described in this Administrative Procedure.

~~**Definitions**~~

~~A.~~

District ~~means –~~ t~~T~~he Allan Hancock College Community College District.

~~1.~~

Student – Any ~~means any~~ person currently enrolled as a student at any campus or in any program offered by the District who was also enrolled at the time of the alleged violation of the Standards of Student Conduct.

~~2.~~

~~**Faculty Member**~~ **Instructor** – Any ~~means any~~ academic employee of the District in whose class a student subject to discipline is enrolled, or counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student's educational program.~~or service faculty of the District.~~

Day – Days during which the District is in session and regular classes are ~~help~~held, excluding Saturdays and Sundays as it relates to the procedural timeline.~~.~~

Withdrawal of Consent to Remain on Campus – Withdrawal of consent by the Chief of Police for any person to remain on campus in accordance with California Penal Code Section 626.4 where the Chief of Police has reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus.

Removal from class - Exclusion of the student by an instructor for the day of the removal and the next class meeting.
~~A faculty member may remove a student from class when the student's conduct interferes with the instructional process on the day the interference occurs and, at the option of the faculty member, for the next class meeting. The faculty member shall immediately report the removal in writing to the Vice President of Student Services Office. Records of the removal shall be retained in the office of the Vice President, Student Services. A student who has been removed has no right to appeal or to a due process hearing (Education Code Section 76032). The student is responsible for any assignments or academic work missed as a result of the removal.~~

Written or verbal reprimand – An admonition to the student to cease and desist from conduct determined to violate the Standards of Student Conduct. Written reprimand may become part of a student's permanent record at the college. A record of the fact that a verbal reprimand has been given may become part of a student's record at the college for a period of up to one year.
~~An official reprimand is a record that a student violated the Standards of Student Conduct. The reprimanded student shall be notified in writing that a further violation of the Standards of Student Conduct may result in additional disciplinary action against him/her. The Chief Student Services Officer or designee shall issue the official reprimand. Records of official reprimands shall be retained in the office of the Vice President Student Services Office and in the student's file. A student who has been issued an official reprimand has no right to appeal or to a due process hearing (Education Code Section 76031).~~

Restitution – Monetary restitution may be imposed whenever District property has been damaged or destroyed and/or whenever District funds have been fraudulently received or used for an unauthorized purpose. The Chief Student Services Officer or designee will place a hold on all student records until the monetary restitution is cleared.

Disciplinary Probation - Disciplinary probation may consist of removal from all college clubs and organizations and denial of privileges of participating in all District or student-sponsored activities including public performances. Disciplinary probation may be imposed for a period not to exceed one year and can be rendered by an administrator. Notification of disciplinary probation actions shall be immediately reported in writing to the Chief Student Services Officer or designee. A student placed on disciplinary probation may appeal to the Chief Student Services Officer or designee. Records of disciplinary probation actions shall be retained in the office of the Vice President Student Services

and in the student's file. A student has no right to an appeal hearing for the imposition of disciplinary probation. (Education Code Section 76031).

Short-term Suspension – Exclusion of the student by the Superintendent/President or designee for good cause from one or more classes for a period of up to ten consecutive days of instruction.

~~**Summary Suspension**~~

~~Where an immediate suspension is required in order to protect lives or property and to ensure the maintenance of order, the Chief Student Services Officer or designee may summarily suspend a student. A hearing shall be conducted within ten (10) days from the date the student is suspended utilizing the procedures set forth in Section V.B., Preliminary Meeting. At that hearing, if the District determines to reverse the summary suspension, the student will be allowed to make up any coursework missed during the summary suspension. If the District determines to uphold the summary suspension, the District may also decide to impose additional discipline. Records of the interim suspension shall be retained in the office of the Vice President Student Services Office in the student's file (Education Code Section 66017).~~

~~**Disciplinary Suspension**~~

~~Disciplinary suspension is a penalty for repeated, continued, or serious violations of the Standards of Student Conduct. A student may be suspended from one or more classes for a period of up to ten (10) days of instruction; from one or more classes for the remainder of the term; or from all classes and activities of the District for one or more terms. A suspended student may also be prohibited from occupying any portion of the campus and be denied participation in any or all college activities. Disciplinary suspensions shall be initiated by the Chief Student Services Officer or designee and are subject to the Due Process Hearing and Appeal Procedures set forth in Section V.B. Records of disciplinary suspensions shall be retained in the office of the Vice President Student Services Office in the student's file (Education Code Sections 66017, 76030, and 76031).~~

Long-term Suspension – Exclusion of the student by the Superintendent/President or designee for good cause from one or more classes for the remainder of the school term, or from all classes and activities of the college for one or more terms.

Expulsion – Exclusion of the student by the Board of Trustees from all colleges in the District for one or more terms.

~~Expulsion is the permanent and unconditional removal of a student from the District. A student may be expelled only by the Board of Trustees upon recommendation of the Superintendent/President. The expulsion of a student is initiated by the Chief Student Services Officer and is determined according to the Due Process Hearing and Appeal Procedures set forth in Sections V and VI (Education Code Section 76030).~~

~~3.~~

4. Property means (i) any District-owned or controlled property, including off- campus leased facilities; and (ii) other facilities owned or controlled by entities other than the District where District-sponsored activities take place, including but not limited to performances, concerts, and sporting events.
5. Chief Student Services Officer means the Vice President, Student Services or other Superintendent/ President designee.
6. When determining response time, day means any day, excluding Saturdays, Sundays, and holidays, during which the District is open.
7. Standards of Student Conduct mean the rules listed in Board Policy and Administrative Procedure 5500 Standards of Student Conduct.
8. Sanctions means any official disciplinary action taken by the college against a student who has been found to be in violation of the Standards of Student Conduct.

B. Guidelines

1. Proceeding in Absentia

In any proceeding or hearing at which the student has a right to attend and participate, if the student fails to attend or participate and appropriate notice has been given per section I.B.5, the proceeding or hearing may take place in the student's absence and the student will be bound by the result of the proceeding or hearing as if the student had attended and participated.

2. Continuances

The District or student(s) directly involved in the violation of the Standards of Student Conduct may seek a continuance of any hearing date or deadline based upon a showing of good cause. Requests for a continuance shall be decided by the Chief Student Services Officer or designee, unless the continuance concerns an expulsion hearing by the Board of Trustees, in which case the continuance request shall be decided by the President of the Board.

3. Repeat Offenders

Subsequent violations of the Standards of Student Conduct by a student who has been previously disciplined will ordinarily be subject to more severe disciplinary actions than might be imposed for a first offense.

4. Notices to a Student's Parent

Where a student who is the subject of a disciplinary proceeding is a minor, notices and disciplinary decisions served upon the student shall also be sent to the parents or guardian of the student in the same manner and with the same effect as set forth in paragraph e, below.

5. Notification Process

Whenever a notice or disciplinary decision is required to be served upon a student, it shall be sent via email to the student's District-assigned email. Additionally, it may be sent via certified mail, postage paid and addressed to the last mailing address of the student on file with the District. Notice served by any of these methods shall be presumed to have been received by the student. Notice may also be served by personal service.

II. JURISDICTION

The District may discipline students who have violated the Standards of Student Conduct. Students may be disciplined (including removal, suspension, or expulsion)

~~where, based upon the facts and circumstances of the offense, the District determines that the violation is related to college activity or college attendance on or off-campus.~~

~~COMMENCING THE DISCIPLINARY PROCESS~~
Disciplinary Procedures

Except in cases where immediate discipline pending a hearing is authorized, the following procedures will apply before disciplinary action is taken to suspend or expel a student.

Notice and Opportunity to Respond

- **Notice** – The Chief Student Services Officer or designee will provide the student with written notice of the conduct warranting the discipline. The written notice will include the following:
  - the specific section of the Standards of Student Conduct that the student is accused of violating.
  - a short statement of the facts supporting the accusation.
  - the right of the student to meet with the Chief Student Services Officer or designee to discuss the accusation, or to respond in writing.
  - the nature of the discipline that is being considered.
  - A clause informing the student of their right to select an adviser of their choice or to request the District provide an adviser to the student.

- **Time limits** – The notice must be provided to the student within 30 days of the date on which the conduct took place; in the case of continuous, repeated, or ongoing conduct, the notice must be provided within 30 days of the date on which conduct occurred which led to the decision to take disciplinary action.

- **Meeting** – If the student chooses to meet with the Chief Student Office or designee, the meeting must occur no sooner than 10 days after the notice is provided. At the meeting, the student must again be told the facts leading to the accusation and must be given an opportunity to respond verbally or in writing to the accusation.

~~**III.**~~

~~Any District employee or student may file a written complaint with the Chief Student Services officer or designee against any student for violating the Standards of Student Conduct. Before any formal disciplinary proceeding is commenced, the complaining party and student alleged to have violated the Standards of Student Conduct are encouraged to try to informally resolve the complaint. The Chief Student Services Officer or designee is available to assist the parties in mediating this informal process.~~

~~Notifying the Student of the Misconduct Charge:~~ Preliminary Meeting
A student charged with violations of the Standards of Student Conduct shall be notified that they are required to meet with the Chief Student Services Officer or designee to discuss such alleged violations and any disciplinary action that may or will result if such charges are found to be true. The notice to attend the preliminary ~~M~~meeting may be verbal

or written, and it may be hand-delivered, emailed to the student's district-assigned email, or mailed to the student's address on file in the Admissions and Records Office.

At the preliminary meeting with the Chief Student Services Officer or designee, the student shall again be told the facts leading to the accusation and the nature of the discipline being considered. The student shall be given a copy of the Standards of Student Conduct, ~~and~~ a written statement of the alleged violation(s), and an opportunity ~~. The student will be given a reasonable opportunity~~ to respond verbally or in writing to the accusation. ~~answer each alleged violation(s) and to present evidence demonstrating that the student did not commit those violations. The student will be informed of any possible disciplinary action(s) that may or will be taken. The student will be provided notice of further meetings if the Chief Student Services Officer or designee deems such further meeting(s) necessary. The student will be provided written notice of their right to a hearing before the Student Disciplinary Committee on the matter before a suspension or expulsion is imposed~~.

Determination of Discipline

Within 10 days after the meeting described above, the Superintendent/President or designee shall pursuant to a recommendation from the Chief Student Services Officer or designee, decide whether to impose discipline or whether to end the matter. Discipline may be:

- No discipline;
- Written or verbal reprimand
- Short-term suspension;
- Long-term suspension; or
- Recommendation to the Board of Trustees for expulsion.

Short-term Suspension – If the Superintendent/President or designee imposes a short-term suspension, or some lesser disciplinary action, written notice of the Superintendent/President or designee's decision shall be provided to the student. The notice will include the length of time of the suspension or the nature of the lesser disciplinary action. The Superintendent/President or designee's decision shall be final.

Long-term Suspension or Expulsion – If the Superintendent/President or designee imposes a long-term suspension or recommends expulsion, the following procedures shall be provided the student:

- Written notice of the Superintendent/President or designee decision shall be provided to the student.
- The notice shall identify the imposed discipline as either a long-term suspension or a recommendation to the Board of Trustees for expulsion.
- The notice shall inform the student of the right to request a formal hearing before a long-term suspension or expulsion is imposed.

- The notice shall include a copy of AP 5520 Student Discipline Procedures describing the procedures for a hearing.

Expulsion – Within 15 days after the meeting described above, the Superintendent/President or designee shall decide whether to recommend expulsion to the Board of Trustees. The Superintendent/President or designee will provide written notice of this decision to the student. The notice will include the right of the student to request a formal hearing before expulsion is imposed, and a copy of AP 5520 Student Discipline Procedures describing the procedures for a hearing.

Hearing Procedures – Request for Hearing.

Within five (5) days after receipt of the Superintendent/President or designee's decision regarding a long-term suspension or expulsion, the student may request a formal hearing. The request must be made in writing to the Superintendent/President or designee.

Schedule of Hearing – The formal hearing shall be held within 20 days after a formal request for hearing is received.

Hearing Panel – The hearing panel for any disciplinary action shall be composed of:

1. Two full-time faculty (voting)
2. Chief Student Services Officer or designee (non-voting), whichever did not render the original decision which is being appealed.
3. Administrator (voting)
4. Two students (voting)

~~The administrator shall be the chairperson of the Student Disciplinary Committee except in cases relating to Academic Integrity, when a faculty member will chair.~~

The Superintendent/President or designee, the president of the Academic Senate, and the Associated Students president shall each, ~~A~~at the beginning of ~~each fall term~~the academic year, establish a list of at least five persons who will serve on student disciplinary hearing panels. The Superintendent/President or designee shall appoint the hearing panel from the names on these lists. However, no administrator, faculty member, or student who has any personal involvement in the matter to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner shall serve on a hearing panel~~, the Chief Student Services Officer or designee will ensure the Student Disciplinary Committee is appointed for the academic year.~~
~~The Chief Student Services Officer or designee shall convene the Student Disciplinary Committee to hear the charges and recommend disciplinary action.~~

Hearing Panel Chair – The Superintendent/President or designee shall appoint one member of the panel to serve as the chair. In the case of a hearing panel convened for an accusation regarding a violation of the Standards of Student Conduct relating to academic dishonesty, a faculty member will chair. The decision of the hearing panel chair

shall be final on all matters relating to the conduct of the hearing unless there is a vote by at least three other members of the panel to the contrary.

Conduct of the Hearing

The members of the hearing panel shall be provided with a copy of the accusation against the student and any written response provided by the student before the hearing begins.

The facts supporting the accusation shall be presented by a college representative who shall be the Conduct Officer.

The college representative and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter.

Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.

Unless the hearing panel determines to proceed otherwise, the college representative and the student shall each be permitted to make an opening statement. Thereafter, the college representative shall make the first presentation, followed by the student. The college representative may present rebuttal evidence after the student completes his/her/their evidence. The burden shall be on the college representative to prove by the preponderance of the evidence that the facts alleged are true.

The student may represent himself/herself/themself and may also have the right to be represented by a person of his/her/their choice; except that the student shall not be represented by an attorney unless, in the judgment of the hearing panel, complex legal issues are involved. If the student wishes to be represented by an attorney, the student must submit a request to the Panel Chair not less than five days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the college representative may request legal assistance. The hearing panel may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.

The District and the student shall have the right to call and, examine, ~~and cross- examine~~ witnesses at the hearing. The chairperson of the Student Disciplinary Committee may, upon a finding that good cause exists, determine that the disclosure of either the identity of a witness or the testimony of that witness at the hearing, or both, would subject the witness to an unreasonable risk of psychological or physical harm. Upon this determination, the testimony of the witness may be presented at the hearing in the form of sworn declarations which shall be examined only by the members of the Student Disciplinary Committee. Copies of these sworn declarations, edited to delete the name and identity of the witness, shall be made available to the student.

Hearings shall be closed and confidential unless the student requests that it be open to the public. Any such requests must be made no less than five (5) days prior to the date of the hearing.

In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the panel agree to the contrary.

The student's parent or guardian may also attend the hearing if the student is a minor.

The hearing shall be recorded by the District either by tape, digital, electronic, or stenographic recording. The official recording shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the hearing panel chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. The recording shall remain in the custody of the District at all times, unless released to a professional transcribing service. The student may request a copy of the recording.

All testimony shall be taken under oath; the oath shall be administered by the hearing panel chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be recorded is not unavailable.

Within 10 days following the close of the hearing, the hearing panel shall prepare and send to the Superintendent/President or designee a written decision. The decision shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the Standards of Student Conduct were violated. The decision shall also include a specific recommendation regarding the disciplinary action to be imposed, if any. The decision shall be based only on the record of the hearing, and not on any matter outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing.

Superintendent/President or Designee's Decision:

The Decision

The decision of the ~~Student Disciplinary Committee~~Haring Panel shall be one of four options: (1) recommend expulsion; (2) ~~impose a~~recommend long-term ~~-~~suspension; (3) impose a lesser disciplinary action; (4) find that the charges against the student alleging violation of ~~alleged to have violated~~ the Standards of Student Conduct have not been proven and no discipline should be imposed.

~~Within ten (10) days after conducting the hearing, the Student Disciplinary Committee shall render a decision, prepare written findings and conclusions, and serve them upon the student alleged to have violated the Standards of Student Conduct with a copy sent to the Chief Student Services Officer or designee. With the exception of a recommendation of expulsion, the Chief Student Services Officer or designee will implement the decision of the Student Disciplinary Committee. If the Student Disciplinary Committee recommends that the student be expelled, the Chief Student Services Officer~~

~~or designee shall forward the findings to the Superintendent/President for further action pursuant to Section V.I.~~

Long-term suspension – Within 10 days following receipt of the hearing panel's recommended decision, the Superintendent/President or designee shall render a final written decision. The Superintendent/President or designee may accept, modify, or reject the findings, decisions and recommendations of the hearing panel. If the Superintendent/President or designee modifies, or rejects the hearing panel's decision, the Superintendent/President or designee shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Superintendent/President or designee shall be final.

Expulsion – Within 10 days following receipt of the hearing panel's recommended decision, the Superintendent/President or designee shall render a written recommended decision to the Board of Trustees. The Superintendent/President or designee may accept, modify, or reject the findings, decisions and recommendations of the hearing panel. If the Superintendent/President or designee modifies, or rejects the hearing panel's decision, he/she/they shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The Superintendent/President or designee's decision shall be forwarded to the Board of Trustees.

Board of Trustees Decision: The Board of Trustees shall consider any recommendation from the Superintendent/President or designee for expulsion at the next regularly scheduled meeting of the Board after receipt of the recommended decision.

The Board shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures. (Education Code Section 72122.)

The student shall be notified in writing, by registered or certified mail to the address last on file with the District, or by personal service, at least three days prior to the meeting, of the date, time, and place of the Board's meeting.

The student may, within 48 hours after receipt of the notice, request that the hearing be held as a public meeting.

Even if a student has requested that the Board consider an expulsion recommendation in a public meeting, the Board will hold any discussion that might be in conflict with the right to privacy of any student other than the student requesting the public meeting in closed session.

The Board may accept, modify, or reject the findings, decisions and recommendations of the Superintendent/President or designee or the hearing panel. If the Board modifies or rejects the decision, the Board shall review the record of the hearing, and shall prepare a

new written decision, which contains specific factual findings and conclusions. The decision of the Board shall be final.

The final action of the Board on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the District.

Immediate Interim Suspension (Education Code Section 66017): The Superintendent/President or designee may order immediate suspension of a student where he/she/they concludes that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases where an interim suspension has been ordered, the time limits contained in these procedures shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within ten (10) days.

Removal from Class (Education Code Section 76032): Any instructor may order a student removed from his/her/their class for the day of the removal and the next class meeting. The instructor shall immediately report the removal to the Superintendent/President or designee and the Chief Student Services Officer. The Chief Student Services Officer shall arrange for a conference between the student and the instructor regarding the removal. If the instructor or the student requests, Chief Student Services Officer shall attend the conference. The student shall not be returned to the class during the period of the removal without the concurrence of the instructor. Nothing herein will prevent the Chief Student Services Officer from recommending further disciplinary procedures in accordance with these procedures based on the facts which led to the removal.

Withdrawal of Consent to Remain on Campus: The Chief of Police may notify any person for whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus that consent to remain on campus has been withdrawn. If the person is on campus at the time, he/she/they must promptly leave or be escorted off campus. If consent is withdrawn by the Chief of Police a written report must be promptly made to the Superintendent/President or designee.

The person from whom consent has been withdrawn may submit a written request for a hearing on the withdrawal within the period of the withdrawal. The request shall be granted not later than seven days from the date of receipt of the request. The hearing will be conducted in accordance with the provisions of this procedure relating to interim suspensions.

In no case shall consent be withdrawn for longer than 14 days from the date upon which consent was initially withdrawn.

Any person as to whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to arrest (Penal Code Section 626.4).

Time Limits: Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

Advisers:
If a student selects or requests an adviser, the adviser, with written permission from the student, shall receive updates along with the student during the adjudication process of the alleged violation of the student code of conduct student discipline procedure and shall participate in the procedure as an advocate for the student.

The District may fulfill its obligation to provide an adviser to a student through a confidential respondent services coordinator, an agreement with a student-based peer support program, or an agreement with an alumni-based support program. The District shall provide training to an adviser on the District's adjudication procedures for the alleged violation.

No Disciplinary Action against Complainants or Witnesses in Sexual Assault Investigations
An individual who participates as a Complainant or witness in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for a violation of the District's student conduct policy at or near the time of the incident, unless the District determines that the violation was egregious, including, but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating, or academic dishonesty.

~~**IV. DISCIPLINARY ACTIONS**~~

~~If a student violates the Standards of Student Conduct, the District may initiate the disciplinary actions listed below. These disciplinary actions are listed in order of severity but are not sequential steps, which must be followed in the discipline process. The District will determine which disciplinary action is appropriate in each case based upon the severity of the student misconduct and the prior discipline record of the student.~~

~~**A. Warning**~~

~~A warning is a verbal or written notice to the student that continuing or repeating the student's misconduct may be cause for more severe disciplinary action. A faculty member or administrator shall issue such a warning. A student has no right to appeal or to a due process hearing (Education Code Section 76031).~~

~~**B. Removal by Instructor**~~

~~A faculty member may remove a student from class when the student's conduct interferes with the instructional process on the day the interference occurs and, at the option of the faculty member, for the next class meeting. The faculty member shall immediately report the removal in writing to the Vice President of Student Services Office. Records of the removal shall be retained in the office of the Vice President, Student Services. A student who has been removed has no right to appeal or to a due process hearing (Education Code Section 76032). The student~~

is responsible for any assignments or academic work missed as a result of the removal.

C. Official Reprimand

An official reprimand is a record that a student violated the Standards of Student Conduct. The reprimanded student shall be notified in writing that a further violation of the Standards of Student Conduct may result in additional disciplinary action against him/her. The Chief Student Services Officer or designee shall issue the official reprimand. Records of official reprimands shall be retained in the office of the Vice President Student Services Office and in the student's file. A student who has been issued an official reprimand has no right to appeal or to a due process hearing (Education Code Section 76031).

D. Restitution

Monetary restitution may be imposed whenever District property has been damaged or destroyed and/or whenever District funds have been fraudulently received or used for an unauthorized purpose. The Chief Student Services Officer or designee will place a hold on all student records until the monetary restitution is cleared.

E. Hold on Records

The Chief Student Services Officer or designee may place a hold on all student records. Such holds may be removed once the Preliminary Meeting is held (see Section V.B.).

F. Disciplinary Probation

Disciplinary probation may consist of removal from all college clubs and organizations and denial of privileges of participating in all District or student-sponsored activities including public performances. Disciplinary probation may be imposed for a period not to exceed one year and can be rendered by an administrator. Notification of disciplinary probation actions shall be immediately reported in writing to the Chief Student Services Officer or designee. A student placed on disciplinary probation may appeal to the Chief Student Services Officer or designee. Records of disciplinary probation actions shall be retained in the office of the Vice President Student Services and in the student's file. A student has no right to appeal or to a due process hearing (Education Code Section 76031).

G. Summary Suspension

Where an immediate suspension is required in order to protect lives or property and to ensure the maintenance of order, the Chief Student Services Officer or designee may summarily suspend a student. A hearing shall be conducted within ten (10) days from the date the student is suspended utilizing the procedures set forth in Section V.B., Preliminary Meeting. At that hearing, if the District determines to reverse the summary suspension, the student will be allowed to make up any coursework missed during the summary suspension. If the District determines to uphold the summary suspension, the District may also decide to impose additional discipline. Records of the interim suspension shall be retained in the office of the

Vice President Student Services Office in the student's file (Education Code Section 66017).

H. Disciplinary Suspension

Disciplinary suspension is a penalty for repeated, continued, or serious violations of the Standards of Student Conduct. A student may be suspended from one or more classes for a period of up to ten (10) days of instruction; from one or more classes for the remainder of the term; or from all classes and activities of the District for one or more terms. A suspended student may also be prohibited from occupying any portion of the campus and be denied participation in any or all college activities. Disciplinary suspensions shall be initiated by the Chief Student Services Officer or designee and are subject to the Due Process Hearing and Appeal Procedures set forth in Section V.B. Records of disciplinary suspensions shall be retained in the office of the Vice President Student Services Office in the student's file (Education Code Sections 66017, 76030, and 76031).

I. Expulsion

Expulsion is the permanent and unconditional removal of a student from the District. A student may be expelled only by the Board of Trustees upon recommendation of the Superintendent/President. The expulsion of a student is initiated by the Chief Student Services Officer and is determined according to the Due Process Hearing and Appeal Procedures set forth in Sections V and VI (Education Code Section 76030).

II. DUE PROCESS HEARING AND APPEAL PROCEDURES

A student may only be suspended (other than a summary suspension) or expelled if the District substantially complies with the following due process hearing and appeal procedures. Additionally, this due process hearing and appeal procedure is utilized for students who have been subject to summary suspension. The District will have substantially complied with these procedures unless the student alleged to have violated the Standards of Student Conduct can prove that any variance from these procedures resulted in him/her being suspended or expelled based upon unfair or mistaken findings of misconduct.

A. Initiating a Charge of Misconduct

The representative of the District or other person having knowledge of the violation of the Standards of Student Conduct shall submit a written account to the Chief Student Services Officer or designee detailing the alleged violation. The written account should, to the extent possible, include a specific description of the alleged misconduct, the dates and times when the alleged misconduct occurred, the names and contact information of any witnesses, and any documentary or other evidence relevant to the alleged violation. The Chief Student Services Officer or designee may withhold the names of any witnesses from the Statement of Charges if the Chief Student Services Officer or designees determines that disclosure of the identity of the witness would subject the witness to an unreasonable risk of psychological or physical harm.

B. Notifying the Student of the Misconduct Charge: Preliminary Meeting

A student charged with violations of the Standards of Student Conduct shall be notified that they are required to meet with the Chief Student Services Officer or designee to discuss such alleged violations and any disciplinary action that may or will result if such charges are found to be true. The notice to attend the preliminary Meeting may be verbal or written and it may be hand-delivered, emailed to the student's district-assigned email, or mailed to the student's address on file in the Admissions and Records Office.

At the preliminary meeting with the Chief Student Services Officer or designee, the student shall be given a copy of the Standards of Student Conduct and a written statement of the alleged violation(s). The student will be given a reasonable opportunity to answer each alleged violation(s) and to present evidence demonstrating that the student did not commit those violations. The student will be informed of any possible disciplinary action(s) that may or will be taken. The student will be provided notice of further meetings if the Chief Student Services Officer or designee deems such further meeting(s) necessary. The student will be provided written notice of their right to a hearing before the Student Disciplinary Committee on the matter before a suspension or expulsion is imposed.

C. Imposition of Discipline by the Chief Student Services Officer

If, after reviewing the situation with the student, the Chief Student Services Officer concludes that disciplinary action is appropriate the Chief Student Services Officer or designee shall send a letter to the student, in the manner required by section I.B.5. of these procedures, imposing one or more of the following types of disciplinary action: Warning; Official Reprimand; Disciplinary Probation; Summary Suspension; Disciplinary Suspension; Restitution; or Hold on Records. The Chief Student Services Officer or designee may also recommend that a student be expelled but may not impose that discipline. The Chief Student Services Officer or designee may impose the foregoing discipline or may recommend expulsion even if the student does not participate in a meeting with the Chief Student Services Officer or designee per section I.B.1. of these procedures.

In a case where the Chief Student Services Officer or designee decides to impose any discipline other than (1) suspension or (2) a recommendation of expulsion, the decision of the Chief Student Services Officer or designee shall be final. In a case where the Chief Student Services Officer or designee decides to impose a suspension or to recommend expulsion, the student shall have the right to request a hearing before the Student Disciplinary Committee.

That request must be made in writing and sent to the Chief Student Services Officer or designee postmarked within ten (10) days of notice of the decision of the Chief Student Services Officer or designee, or hand-delivered by the student or designee and received and receipted by the Chief Student Services Officer or

~~designee within ten (10) days from the date of notification to the student of the Chief Student Services Officer or designee's decision.~~

~~If a student does not request a hearing, the imposition of a suspension by the Chief Student Services Officer or designee shall be final. If the recommended discipline is that of expulsion, this recommendation shall be forwarded to the Superintendent/President without any intermediate review by the Student Disciplinary Committee pursuant to section VI.A. of these procedures.~~

~~D. Notice of and Right to Appear at a Disciplinary Hearing in Cases of Suspension or Expulsion~~

~~If the student has requested a hearing to challenge the imposition of a suspension or a recommendation of expulsion, the Chief Student Services Officer or designee shall prepare a detailed Statement of Charges specifying the (a) alleged misconduct, (b) evidence in support of the charges, and (c) proposed discipline the District intends to take against the student. The Chief Student Services Officer or designee may redact the names of any witnesses from the Statement of Charges if the Chief Student Services Officer or designees determines that disclosure of the identity of the witness would subject the witness to an unreasonable risk of psychological or physical harm.~~

~~In addition to the above statement of charges, the Chief Student Services Officer or designee shall serve the student with a Notice of Intended Discipline, which will include (a) a copy of this Administrative Procedure, (b) notice of the date, time and place of the disciplinary hearing, (c) composition of the Student Disciplinary Committee, and (d) notice that the student may be accompanied at the hearing by legal counsel, if so desired. If the student is to be represented by legal counsel, he/she must so notify the Chief Student Services Officer or designee of that fact at least five (5) days prior to the date of the scheduled hearing. The student shall not be represented by an attorney unless, in the judgment of the hearing panel, complex legal issues are involved i.e. freedom of speech, academic freedom. If the student wishes to be represented by an attorney, a request must be presented not less than five days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the District representative may request legal assistance. The hearing panel may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.~~

~~Statement of Charges and Notice of Intended Discipline are served upon the student if it is served by email or personal service, or within thirteen (13) days if it is served by mail. This deadline may be extended under extenuating circumstances as determined by the Chief Student Services Officer or designee on their own initiative and at their sole discretion. Absent extenuating circumstances, requests to reschedule submitted by the student must be submitted to the Chief Student Services Officer or designee with an explanation for their request at least five (5) days prior to the hearing.~~

If the student does not appear at the disciplinary hearing, no hearing need take place and (a) in cases where the Chief Student Services Officer or designee has imposed a suspension, the suspension shall be final; (b) in cases where the Chief Student Services Officer or designee has recommended expulsion, that recommendation shall be forwarded to the Superintendent/President without any intermediate review by the Student Disciplinary Committee pursuant to section VI.A. of these procedures.

E. Disciplinary Hearing

In cases where the student has requested and appears at the disciplinary hearing, the hearing shall be conducted in the following manner.

F. Composition of the Student Disciplinary Committee

At the beginning of each fall term, the Chief Student Services Officer or designee will ensure the Student Disciplinary Committee is appointed for the academic year. The Chief Student Services Officer or designee shall convene the Student Disciplinary Committee to hear the charges and recommend disciplinary action.

The Student Disciplinary Committee shall be comprised as follows:

1. Two full-time faculty (voting) appointed for one academic year by the president of the Academic Senate. If either or both of these faculty appointees are a direct party to a particular disciplinary case, the Academic Senate president will appoint a substitute for that situation only.
2. Chief Student Services Officer or designee, whichever did not render the original decision which is being appealed (non-voting).
3. Administrator (voting) appointed for one academic year by the Superintendent/President. If this administrator appointee is a direct party to a particular disciplinary case, the Superintendent/President will appoint a substitute for that situation only.
4. Two students (voting) appointed for one academic year by the president of the Associated Student Government (ASBG). If either or both of these student appointees are a direct party to a particular disciplinary case, the ASBG president will appoint a substitute for that situation only.

The administrator shall be the chairperson of the Student Disciplinary Committee except in cases relating to Academic Integrity, when a faculty member will chair.

The Chief Student Services Officer or designee will provide all members of the Student Disciplinary Committee with the Statement of Charges and Notice of Intended Discipline.

All members of the Student Disciplinary Committee who are selected to decide cases involving allegations of sexual assault, dating violence, domestic violence, and stalking, must participate in annual training on non-discrimination; the dynamics of sexual harassment, sexual violence and intimate partner violence; the

factors relevant to a determination of credibility; the appropriate manner in which to receive and evaluate sensitive information; the manner of deliberation; evaluation of consent and incapacitation; the application of the preponderance of the evidence standard; sanctioning; and the District's policies and procedures. The training will be coordinated by the Title IX Coordinator.

G. Challenges to the Composition of the Student Disciplinary Committee

The complaining party and the student alleged to have violated the Standards of Student Conduct may submit a written request to the Chief Student Services Officer or designee that a member of the Student Disciplinary Committee be removed. The request must clearly state the grounds to support a claim of bias, conflict of interest, or an inability to be fair and impartial. This challenge must be raised in writing with the Chief Student Services Officer or designee within five (5) days of receipt of the Notice of Intended Discipline. All objections must be raised prior to the commencement of the hearing in alignment with the deadline noted. Failure to object prior to the hearing will forfeit one's ability to appeal the outcome based on perceived or actual bias.

H. Conduct of the Disciplinary Hearing

1. Persons who are direct parties to the case shall have the right to be present during the hearing proceedings. The student's parent or guardian may also attend the hearing if the student is a minor. Witnesses may be excluded until it is their turn to testify. All hearing proceedings will be tape-recorded. If they are conducted, unless the District and the student agree that a re-hearing is unnecessary and agree to a joint statement of factual findings.
2. The District and the student may each be represented by legal counsel. If the student is to be represented by legal counsel, he/she must so notify the Chief Student Services Officer or designee of that fact at least five (5) days prior to the date of the scheduled hearing. If the student is not represented by legal counsel, the student may be accompanied by another person at the hearing provided that person does not participate in any way except to offer counsel to the student.
3. The District and the student shall have the right to call, examine, and cross-examine witnesses at the hearing. The chairperson of the Student Disciplinary Committee may, upon a finding that good cause exists, determine that the disclosure of either the identity of a witness or the testimony of that witness at the hearing, or both, would subject the witness to an unreasonable risk of psychological or physical harm. Upon this determination, the testimony of the witness may be presented at the hearing in the form of sworn declarations which shall be examined only by the members of the Student Disciplinary Committee. Copies of these sworn declarations, edited to delete the name and identity of the witness, shall be made available to the student.

I. Decision of the Student Disciplinary Committee

The members of the Student Disciplinary Committee shall consider and reach a decision by a simple majority vote on each of the charges against the student. The

Student Disciplinary Committee shall apply the preponderance of the evidence standard of proof in determining whether the student is found to be in violation of the Standards of Student Conduct.

J. General Evidentiary Rules

The decision shall not be based solely upon hearsay evidence, unless the chairperson of the Student Disciplinary Committee has allowed the testimony of all witnesses to be presented at the hearing in the form of sworn declarations as permitted in paragraph V.H.3. above.

K. Evidence of the Complaining Party's Prior Sexual History

In general, a complainant's prior sexual history is not relevant and will not be admitted as evidence at a hearing. Where there is a current or ongoing relationship between the complainant and the student alleged to have violated the Standards of Student Conduct, and that student alleges consent, the prior sexual history between the parties may be relevant to assess the manner and nature of communications between the parties. As noted in other sections of this policy, however, the mere fact of a current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Any prior sexual history of the complaining party with other individuals is typically not relevant and will not be permitted.

L. Evidence of Student's Pattern of Conduct

Where there is evidence of pattern of conduct similar in nature by the student alleged to have violated the Standards of Student Conduct, either prior to or subsequent to the conduct in question, regardless of whether there has been a finding of responsibility, this information may be deemed relevant and probative to the Student Disciplinary Committee's determination of responsibility and/or assigning of a disciplinary sanction. The determination of relevance will be based on an assessment by the Student Disciplinary Committee of whether the previous and/or subsequent incident was substantially similar to the conduct cited in the Statement of Charges and indicates a pattern of behavior and substantial conformity with that pattern by the student. Where there is a prior finding of responsibility for a similar act of sexual misconduct, there is a presumption of relevance and the finding may be considered in making a determination as to responsibility and/or assigning of a sanction.

M. Affirmative Consent in Sexual Assault Cases

In cases involving charges of sexual assault, where the defense of the student alleged to have violated the Standards of Student Conduct is that the complaining party consented to the sexual act, the following rules shall be applied by the Student Disciplinary Committee.

"Affirmative consent" means affirmative, conscious, and voluntary agreement to engage in sexual activity.

It is the student's responsibility to ensure that he/she has the affirmative consent of the complaining party to engage in the sexual activity. Lack of protest or resistance by the complaining party does not mean consent, nor does silence mean consent

Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the student alleged to have violated the Standards of Student Conduct and the complaining party, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

1. It shall not be a valid excuse to alleged lack of affirmative consent that the student believed that the complaining party consented to the sexual activity under either of the following circumstances:
   a. The student's belief in affirmative consent arose from the intoxication or recklessness of the complaining party.
   b. The student did not take reasonable steps, in the circumstances known to the student at the time, to ascertain whether the complaining party affirmatively consented.

2. Further, it shall not be a valid excuse that the accused student believed that the complaining party affirmatively consented to sexual activity if the accused student knew or reasonably should have known that the complaining party was unable to consent to the sexual activity under any of the following circumstances:
   a. The complaining party was asleep or unconscious.
   b. The complaining party was incapacitated due to the influence of drugs, alcohol, or medication, so that the complainant could not understand the fact, nature, or extent of the sexual activity.
   c. The complaining party was unable to communicate due to a mental or physical condition.

N. The Decision

The decision of the Student Disciplinary Committee shall be one of four options: (1) recommend expulsion; (2) impose a suspension; (3) impose a lesser disciplinary action; (4) find that the charges against the student alleged to have violated the Standards of Student Conduct have not been proven and no discipline should be imposed.

Within ten (10) days after conducting the hearing, the Student Disciplinary Committee shall render a decision, prepare written findings and conclusions, and serve them upon the student alleged to have violated the Standards of Student Conduct with a copy sent to the Chief Student Services Officer or designee. With the exception of a recommendation of expulsion, the Chief Student Services Officer or designee will implement the decision of the Student Disciplinary

Committee. If the Student Disciplinary Committee recommends that the student be expelled, the Chief Student Services Officer or designee shall forward the findings to the Superintendent/President for further action pursuant to Section V.I.

III. RULES PERTAINING TO EXPULSION RECOMMENDATIONS

A. Review by the Superintendent/President

Within five (5) days of receiving the findings and conclusions of the Student Disciplinary Committee recommending that the student be expelled, the Superintendent/President shall review the findings and conclusions, and shall prepare a discipline decision (1) recommending that the student be expelled; (2) imposing some lesser discipline; (3) deciding that no discipline should be imposed; or (4) remanding the matter back to the Student Disciplinary Committee for a further hearing to more fully develop the factual record or to take any other actions directed by the Superintendent/President.

If the Superintendent/President concurs with the expulsion recommendation, the Superintendent/President shall also prepare an Expulsion Hearing Notice stating (1) the date, time, and place of the meeting of the Board of Trustees at which the matter of expulsion shall be considered; (2) notice that the student may be accompanied at the hearing by legal counsel, if so desired; and (3) that the student may submit a written request, within two (2) days after receipt of the written notification, that the hearing of the Board be held as a public meeting rather than in closed session.

The Superintendent/President's discipline decision and the Expulsion Hearing Notice (if applicable) shall be served upon the student, and a copy sent to the Chief Student Services Officer or designee. If the Superintendent/President concurs with the expulsion recommendation, the discipline decision and Expulsion Hearing Notice shall also be sent to the Board of Trustees.

B. Review by the Board of Trustees

1. The Expulsion Hearing Date

The hearing before the Board of Trustees will be held within ten (10) days after the date the Superintendent/President's discipline determination and the expulsion hearing notice are served upon the student if he/she is served by email or personal service, or within thirteen (13) days if he/she is served by mail. This deadline may be extended under extenuating circumstances as determined by the Board on its own initiative and in its sole discretion. Absent extenuating circumstances, requests to reschedule submitted by the complaining party or student alleged to have violated the Standards of Student Conduct must be submitted to the Board with an explanation for their request at least five (5) days prior to the hearing.

2. Conduct of the Hearing by the Board of Trustees

~~Unless the student requests that the hearing of the Board of Trustees be held as a public meeting, the hearing to consider the matter shall be conducted by the Board in closed session. If a written request by the student is submitted, the meeting shall be public except that any discussion at the meeting that might be in conflict with the right to privacy of any student other than the student requesting the public meeting, shall be in closed session.~~

~~The student, student's counsel, Chief Student Services Officer or designee, chairperson of the Student Disciplinary Committee, Superintendent/President, and District's legal counsel may attend the hearing before the Board of Trustees. Whether the hearing is conducted before the public or in closed session, the Board shall confer in private as necessary with its designated legal counsel and Superintendent/President to consider the evidence presented and reach its determination in the matter. When these deliberations are completed, the final action of the Board shall be taken at a public meeting and the result of that action shall be made a part of the public record of the District (Education Code Section 72122).~~

~~**3. The Decision of the Board of Trustees**~~

~~The student shall be expelled if a majority of the members of the Board of Trustees present at the hearing vote to expel the student. If a majority of the members of the Board of Trustees do not vote to expel the student, they may, by majority vote of the members: (1) impose some lesser discipline; (2) decide that no discipline should be imposed; or (3) remand the matter to the Student Disciplinary Committee for a further hearing to more fully develop the factual record or to take any other actions directed by the Board of Trustees. The decision of the Board shall be final.~~

~~If the majority of the members of the Board of Trustees present at the hearing cannot reach a decision to expel the student or to take some other action, the matter shall be remanded to the Superintendent/President who shall suspend or impose some lesser discipline on the student.~~

~~The decision of the Board of Trustees or the Superintendent/President shall be implemented immediately, and within five (5) days of making that decision, the decision shall be served upon the student and sent to the Chief Student Services Officer or designee.~~

I. ~~**ACADEMIC INTEGRITY SANCTIONS**~~
~~IV.~~ **Santions for Academic Dishonesty**

The following sanctions will be imposed on ~~followed for~~ students found to have violated~~be violating the academic integrity standards~~ the Standards of Student Conduct relating to academic dishonesty.

A. First Offense ~~In~~ in ~~A~~ a Course or Non-Course Activity – Academic Penalties

In course-related activities, when a student commits a first offense, decisions regarding the severity of ~~A~~academic penalties imposed for academic dishonesty shall reside with the instructor. An instructor may give written or verbal notice to a student that continuation or repetition of specified conduct may be cause for disciplinary action. If the instructor chooses to impose academic penalties~~disciplinary action~~, the instructor shall notify the student, the appropriate department chair, and Chief Student Services Officer or designee, of the incident and the ~~A~~academic penalties imposed. The Chief Student Services Officer or designee shall retain this documentation in their files.

In non-course activities, when a student commits a first offense, the ~~-~~appropriate District employee shall notify the appropriate Dean, Academic Affairs, of the incident and the Chief Student Services Officer or designee of the ~~A~~academic penalties imposed.

~~B.~~ **Academic ~~Penalties~~ penalties for the first offense may include the following:**

1. A failing grade on the assignment, paper or exam. ~~Violations~~ violations related to course placement shall nullify course placement for the term.
2. Temporary ~~Exclusion~~ exclusion from an ~~Activity~~ activity or ~~Class~~class: ~~An~~ an instructor may remove a student who is in violation of the ~~guidelines for~~ Standards of ~~s~~Student ~~c~~Conduct for the duration of the class meeting or activity during which the violation took place and, if necessary, for the following class meeting. Faculty members may not drop students from class for academic ~~integrity~~ dishonesty violations. ~~-~~Faculty-initiated withdrawals are only permitted for nonattendance.
3. An additional assignment: ~~An~~ an instructor may require the student to perform additional academic work.

The student may appeal the determination of academic dishonesty and/or penalty using the discipline appeal procedure as outlined in AP 5520 Student Discipline Procedures.

~~C.~~ **Multiple Offenses in a Course or Non-Course Activity ~~-~~ Disciplinary Action**

In course-related activities, when a student commits a second or multiple offense(s), decisions regarding the severity of penalties imposed for academic dishonesty shall reside with the instructor and the Chief Student Services Officer or designee. The instructor shall notify the student, the appropriate department chair, and Chief Student Services Officer or designee, of the incident.

In non-course activities, when a student commits a second or multiple offenses(s), the staff member shall notify the appropriate Dean of the incident and the Dean shall notify the student and Chief Student Services Officer or designee of the incident and the penalties imposed using the “Academic Integrity Violation Form.”

Disciplinary ~~A~~actions for the second or multiple offense(s) may include ~~A~~academic penalties listed for the first offense and penalties detailed below under the heading Multiple Offenses at the District.

The student may appeal the determination of academic dishonesty ~~and/~~or penalty using the discipline appeal procedure outlined in AP 5520 Student Discipline Procedures.

~~D.~~ **Multiple Offenses at the District – Disciplinary Action**

When the Chief Student Services Officer or designee has determined that an academic dishonesty infraction is a second such offense or multiple offenses, he/she/they ~~shall~~ may initiate ~~institutional~~ disciplinary action. Penalties may include, in addition to those listed above:

1. Written or verbal reprimand;
2. Disciplinary probation;
3. Short-term suspension;
4. Long-term suspension; or
5. Expulsion

~~1. Censure: a verbal reprimand or recorded written statement which details how a student's conduct violates District regulations. The student receiving such a verbal or a written statement shall be notified that such continued conduct or further violation of District regulations may result in further disciplinary action.~~

~~2. Disciplinary Probation: may consist of removal from all college clubs and organizations and denial of privileges of participating in all District or student-sponsored activities including public performances. Disciplinary probation may be imposed for a period not to exceed one year and can be rendered by an administrator. Notification of disciplinary probation actions shall be immediately reported in writing to the Chief Student Services Officer. A student placed on disciplinary probation may appeal to the Chief Student Services Officer. Records of disciplinary probation actions shall be retained in the office of the Chief Student Services Officer or designee and in the student's file. A student has no right to appeal or to a due process hearing (Education Code Section 76031).~~

~~3. Disciplinary Suspension: A student may be suspended from one or more classes for a period of up to ten days of instruction; from one or more classes for the remainder of the term; or from all classes and activities of the District for one or more terms. A suspended student may also be prohibited from occupying any portion of the campus and be denied participation in any or all college activities. Disciplinary suspensions shall be initiated by the Chief Student Services Officer and are subject to the Due Process Hearing and Appeal Procedures set forth in Section V of AP 5520 Discipline Procedures. Records of disciplinary suspensions shall be retained in the office of the Chief Student Services Office and in the student's file (Education Code Sections 66017, 76030, and 76031).~~

~~4. Expulsion: the permanent and unconditional removal of a student from the District. A student may be expelled only by the Board of Trustees upon recommendation of the Superintendent/President. The expulsion of a student is initiated by Chief Student Services Officer and is determined according to the Due Process Hearing and Appeal Procedures set forth in Sections V and VI of AP 5520 Student Discipline Procedures (Education Code Section 76030).~~

References:

Education Code Sections 66017, 66300, 72122, ~~and~~ 76030, and 76030 et seq.; Penal Code Section 626.4

~~BP/AP 5500 Standards of Student Conduct~~

Approved: 6/16/15 **Revised: December 11, 2018**

ALLAN HANCOCK COLLEGE

INFORMATION ITEM

To:	Board of Trustees	Date:	June 10, 2025
From:	Superintendent/President		
Subject:	Monthly Report, Associate Superintendent/Vice President, Academic Affairs	Item Number:	14.J.
Institutional Goal:	Ed Master Plan Goal C. Student Progression through Program of Study	Enclosures:	Page 1 of 1

BACKGROUND

Ad Astra Implementation

Academic Affairs is in the early stages of implementing a new process for scheduling. For years, department chairs and deans have built course schedules with our schedulers using digital copies of paper forms, often making edits with either pencil or ink. With the collective input of department chairs and deans, we elected to adopt a software platform for scheduling. The product we chose, Ad Astra, combines scheduling capabilities like classroom size and availability and faculty information with predictive analytics based on our program maps and past enrollment history, and we hope to use these tools to build more responsive and more efficient student-centered schedules. The implementation is spearheaded by Ricardo Lopez, scheduling specialist, and the team, including deans, who will be training on the new system during the summer. Department chairs will receive training in late summer, with the goal of creating the spring 2026 schedule within the new system.

Administrator Initiating Item:	Final Disposition:
Robert Curry	

ALLAN HANCOCK COLLEGE

INFORMATION ITEM

To:	Board of Trustees	Date:	June 10, 2025
From:	Superintendent/President		
Subject:	Monthly Report, Associate Superintendent/Vice President, Student Services	Item Number:	14.K.
Institutional Goal:	Accreditation Standard II	Enclosures:	Page 1 of 3

BACKGROUND

CAN-TRIO Program Update

The 2024-2025 academic year is the final year of our Allan Hancock College's five-year TRIO-SSS grant, set to expire August 30, 2025, which funds the CAN-TRIO program. Though the college submitted a grant application for the next funding cycle, we have yet to be notified of the status of our grant application.

CAN-TRIO aims to provide personalized and comprehensive educational services that help increase retention, graduation, and transfer rates for traditionally disadvantaged college students who are first generation, economically disadvantaged, and/or students with disabilities evidencing academic need. This year, our program served a total of 360 students of which 155 students were new for the 2024-2025 academic year.

Eligibility Type	Count	Percentage
Low Income and First Generation	254	70.55%
Low Income Only	4	1.11%
First Generation Only	87	24.16%
Disabled Only	2	0.55%
Disabled and Low Income	13	3.61%

Academic Highlights:

- **Student Educational Plans (SEP) and Academic Counseling:** 100 percent of CAN-TRIO participants have a SEP and 98 percent of CAN-TRIO participants have a comprehensive SEP on file.
- **Increased Grant Aid**: The CAN-TRIO program awarded 90 percent more in grant aid to participants this year for a total of $19,000.
- **Graduation and Completion**: 64 CAN-TRIO participants graduated, with 48 of those students transferring to a four-year institution. Institutions students are transferring include, but are not limited to: UC Santa Cruz, USC, UCLA, Berkeley, CSU LA, and CSU East Bay.

Administrator Initiating Item:	Final Disposition:
Genevieve Siwabessy	



Programmatic Highlights:

- This year the CAN-TRIO program staff hosted 63 workshops and events focused on academic support, financial literacy, transfer support, career and professional development, and social events that fostered community building.
- CAN-TRIO program staff coordinated four trips for students to have the opportunity to explore university campuses and participate in cultural activities:
    1. Participants toured California State University Channel Islands and visited Old Mission Santa Barbara.
    2. CAN-TRIO and EOPS+ Guardian Scholars/NextUp toured California State University San Marcos, University of California San Diego, and visited Centro Cultural de la Raza in Balboa Park.
    3. Participants toured California State University Fresno.
    4. Students completed a nature walk at Pinnacles National Park to celebrate Earth Week, learned about sustainability, connected with nature, and visited Sensorio: Field of Lights art exhibit.





Student Spotlight:

- **Martin Castillo:** Martin joined CAN-TRIO in summer 2024. Martin has received support from CAN-TRIO staff in applying for scholarship opportunities. Martin's dedication and commitment to his education and community service have led him to be awarded as a recipient of the Mestizo Arts Scholarship Cultural and Recreation Association award.

- **Natalia Ramos- Ortiz:** Natalia joined CAN-TRIO in fall 2022. Natalia faced challenges during the spring semester and was not able to pass a class she needed for transfer. Natalia sought out the help of CAN-TRIO staff who helped her reach out to CSU Monterey Bay admissions department to address the situation. The CAN-TRIO counselors helped Natalia find a class to enroll in to complete in the summer through California Virtual Campus placing her back on track to transfer in the fall. Natalia consistently joined our transfer support workshops for application review, admissions process, and housing placement.

ALLAN HANCOCK COLLEGE

INFORMATION ITEM

To:	Board of Trustees	Date:	June 10, 2025
From:	Superintendent/President		
Subject:	Monthly Report, Executive Director, Institutional Effectiveness	Item Number:	14.L.
Institutional Goal:	Accreditation Standard I	Enclosures:	Page 1 of 1

BACKGROUND

Hispanic Serving Institution (HSI) Designation

Allan Hancock College has been designated as an eligible Hispanic Serving Institution (HSI) under Title III and Title V of the Higher Education Act of 1965. The college is now eligible for a waiver of the non-federal share matching requirements under the Federal Work Study (FWS) Program, the Federal Supplemental Educational Opportunity Grant (FSEOG) Program, and the TRIO Student Support Services Program under Title IV of the Higher Education Act.

Administrator Initiating Item:	Final Disposition:
Craig N. Bach	

ALLAN HANCOCK COLLEGE

INFORMATION ITEM

To:	Board of Trustees	Date:	June 10, 2025
From:	Superintendent/President		
Subject:	Monthly Report, Executive Director, College Advancement	Item Number:	14.M.
Institutional Goal:	Accreditation Standard II	Enclosures:	Page 1 of 2

BACKGROUND

Allan Hancock College's 104th commencement ceremony generated substantial visibility and engagement across both earned and owned media channels. The combined efforts of media outreach, storytelling, and digital strategy contributed to widespread community recognition and celebration of the class of 2025.

Earned Media Coverage

Five media outlets covered the commencement event, showcasing inspiring student stories and highlighting the college's impact:

- KEYT News reported on standout graduates. Emphasis was placed on academic excellence and determination.
- KSBY News featured a heartfelt story about mother-daughter duo graduates, capturing the spirit of family, perseverance, and community that defines the college experience.
- Noozhawk covered the event's celebratory atmosphere, demographic diversity, and Hancock's 24th consecutive year garnering the top transfer rate to Cal Poly San Luis Obispo.
- Santa Maria Times provided local coverage of the ceremony with a focus on student achievement and the college's role in supporting regional success.
- Santa Maria Sun highlighted Samantha McDonald's impressive accomplishment of graduating from both Ernest Righetti High School and Hancock at the same time, emphasizing the college's dual enrollment opportunities and student support services.

Owned Media Performance

Our platforms experienced a significant surge in engagement, impressions, and reach throughout graduation week, driven by compelling student narratives and ceremony coverage.

- Total impressions: 286,374
- Total content output: 146 posts
- Top performing posts:
  - Samantha McDonald: 474 reactions
  - Josie Mora: 398 reactions
  - Class of 2025 announcement: 201 reactions

Platform Specific Breakdown

- Facebook
  - 191,206 impressions
  - 5,954 reactions
  - 5.94 percent average engagement rate (well above benchmarks)

- Instagram
  - 3,811 engagements

Administrator Initiating Item:	Final Disposition:
Jon Hooten	

    - 33,072 profile reach
    - 17 stories posted on commencement day, totaling 19,390 views (80 percent from followers and 20 percent from new audiences)
- Twitter (X)
    - Top tweets achieved up to 27.27 percent engagement
- YouTube
    - Full commencement video: 2,053 views
- TikTok
    - One video received 937 views
- College Website
    - Graduation landing page was the fifth most visited page that week
    - Total page views: 2,661

Commencement 2025 successfully elevated Hancock's visibility across multiple media channels. Earned media coverage amplified our institutional reputation, while owned digital platforms allowed us to control and extend the reach of key messages celebrating student achievement and community impact. Together, these efforts showcased Hancock's continued role in changing the odds for students and their families.

ALLAN HANCOCK COLLEGE

INFORMATION ITEM

To:	Board of Trustees	Date:	June 10, 2025
From:	Superintendent/President		
Subject:	Monthly Report, Associate Superintendent/Vice President, Finance and Administration	Item Number:	14.N.
Institutional Goal:	Accreditation Standard III	Enclosures:	Page 1 of 1

BACKGROUND

The district participates regularly in the statewide Association of Chief Business Officials (ACBO). The Association, "…offers business officers in California opportunities to develop professionally, to identify issues affecting community colleges, and to share their expertise with their colleagues. Our membership includes 73 districts, 116 California community colleges, enrolling 1.8 million students."

The association sponsors two conferences a year, most recently in Lake Tahoe from May 19-21. The conferences typically include topics on contracting, facilities construction, public records laws, finance issues, the Student Centered Funding Formula (SCFF), apportionment updates and more. The presentations focus on providing information so that CBO's have a common understanding of how the state operates and clarity on pertinent laws and policies. They also provide specific examples and best practices to explicitly define main points.

The May conference included topics on the following:

- General remarks on the economy
- Shifts in federal policy
- AI in action
- Navigating the 50% law
- CBO's role in negotiations
- An overview of the SCFF
- Nuts and bolts of risk management
- Protected speech and the first amendment
- Legislative updates
- Semi-annual report from the Chancellor's office

The next semi-annual conference will be held in Long Beach, October 20-22, 2025.

Administrator Initiating Item:	Final Disposition:
Dennis Curran	

ALLAN HANCOCK COLLEGE

INFORMATION ITEM

To:	Board of Trustees	Date:	June 10, 2025
From:	Superintendent/President		
Subject:	A Monthly Report on the Year-to-Date Financial Data for Various Funds	Item Number:	14.O.
Institutional Goal:	Accreditation Standard III	Enclosures:	Page 1 of 23

BACKGROUND

Attached are copies of financial statements for the following funds:

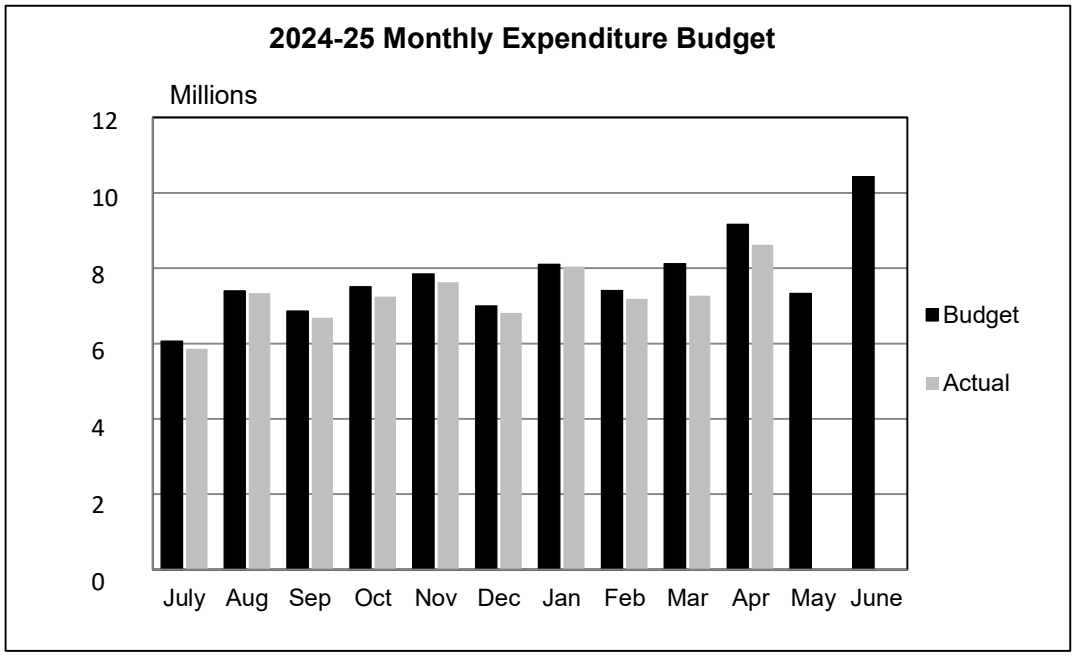
General Fund - Unrestricted
General Fund - Restricted
Child Development Fund
PCPA Fund
Capital Outlay Projects Fund
General Obligation Bond Building Fund
Dental Self-Insurance Fund
Property and Liability Self-Insurance Fund
Post-Employment Benefits Fund
Other Post-Employment Benefits (OPEB) Trust Summary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

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

Administrator Initiating Item:	Final Disposition:
Dennis Curran	

GENERAL FUND UNRESTRICTED EXPENDITURE BUDGET

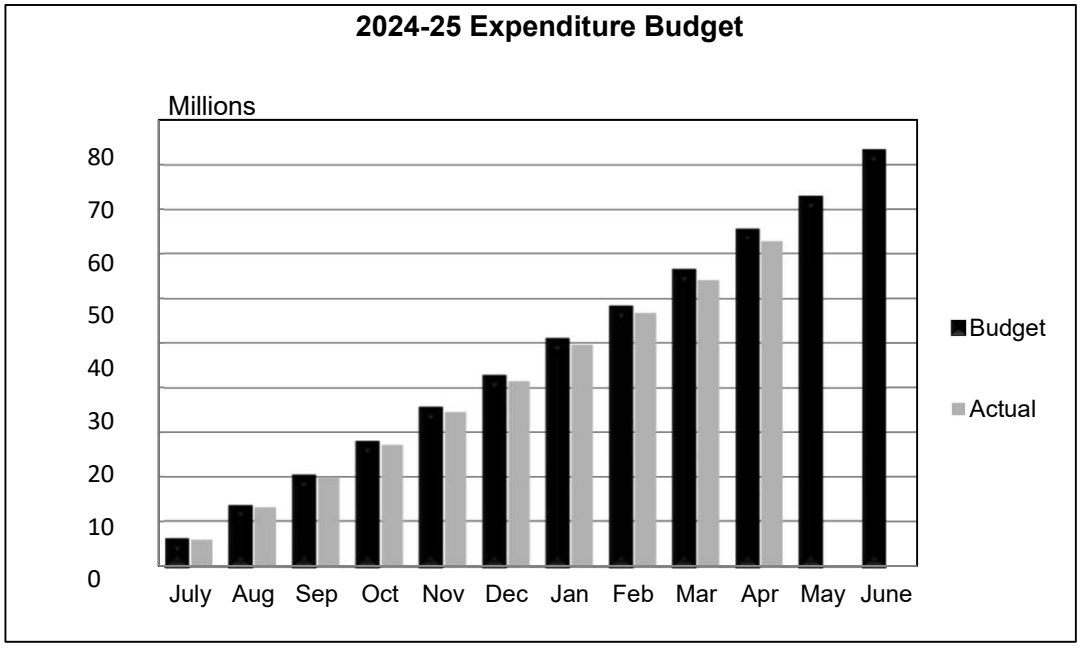
	April Budget	April Expenditures	Percentage Variance
Academic Salaries	2,881,537	2,839,590	98.54%
Classified Salaries	1,901,708	1,869,458	98.30%
Employee Benefits	1,956,518	1,797,557	91.88%
Supplies and Materials	218,288	192,660	88.26%
Other Operating Expenses	1,024,266	933,843	91.17%
Capital Outlay	107,465	73,391	68.29%
Other Outgo/Transfers	1,076,598	918,413	85.31%
	9,166,380	8,624,912	94.09%



GENERAL FUND UNRESTRICTED EXPENDITURE BUDGET

Year to Date Expenditures

	July - April Budget	July - April Year to Date	Percentage Variance
Academic Salaries	27,456,273	27,381,828	99.73%
Classified Salaries	19,241,012	18,465,185	95.97%
Employee Benefits	15,392,655	14,938,346	97.05%
Supplies and Materials	1,629,019	1,348,985	82.81%
Other Operating Expenses	7,789,462	7,025,153	90.19%
Capital Outlay	650,667	530,449	81.52%
Other Outgo/Transfers	3,310,354	2,994,482	90.46%
	75,469,442	72,684,428	96.31%



Allan Hancock College
General Fund

Income Statement by Fund
For Period Ending 04/30/2025

	Unrestricted Budget	Unrestricted Actual	% Budget	Restricted Budget	Restricted Actual	% Budget
REVENUES						
Federal Revenues	$ 5,200	$ 47,523	913.90%	$ 5,564,216	$ 1,438,708	25.86%
State Revenues	59,442,965	39,943,711	67.20%	39,586,590	34,212,689	86.42%
Local Revenues	27,136,807	26,029,451	95.92%	2,092,874	1,822,945	87.10%
Total REVENUES	86,584,972	66,020,685	76.25%	47,243,680	37,474,342	79.32%
EXPENDITURES						
Academic Salaries	31,493,437	27,381,828	86.94%	5,465,812	3,110,965	56.92%
Classified Salaries	23,311,618	18,465,185	79.21%	9,402,576	5,794,830	61.63%
Employee Benefits	20,581,643	14,938,346	72.58%	4,708,530	2,540,918	53.96%
Supplies and Materials	2,018,210	1,348,985	66.84%	4,098,322	1,934,572	47.20%
Other Operating Exp. and Services	9,782,025	7,025,153	71.82%	7,640,400	3,374,583	44.17%
Capital Outlay	879,786	530,449	60.29%	3,833,611	1,670,973	43.59%
Total EXPENDITURES	88,066,719	69,689,947	79.13%	35,149,251	18,426,841	52.42%
Excess of Revenues Over/ (Under) Expenditures	(1,481,747)	(3,669,262)		12,094,429	19,047,501	
OTHER FINANCING SOURCES (USES)						
Other Financing Sources	0	71,124	0.00%	83,900	83,900	100.00%
Total OTHER FINANCING SOURCES (USES)	0	71,124	0.00%	83,900	83,900	100.00%
OPERATING TRANSFERS OUT						
Other Outgo	5,161,877	2,994,482	58.01%	9,485,910	3,820,227	40.27%
Total OPERATING TRANSFERS OUT	5,161,877	2,994,482	58.01%	9,485,910	3,820,227	40.27%
Excess of Revenues and Other Financing Sources Over/(Under)	(6,643,624)	(6,592,620)		2,692,419	15,311,175	
FUND BALANCE						
Fund Balance, July 1st	32,078,920	32,078,920		11,060,798	11,060,798	
Current Balance	$ 25,435,297	$ 25,486,300		$ 13,753,217	$ 26,371,973	

Allan Hancock College
Child Development Fund

Income Statement by Fund
For Period Ending 04/30/2025

	Budget	Actual	% Budget
REVENUES			
Federal Revenues	$ 391,156	$ 285,122	72.89%
State Revenues	1,423,227	1,228,822	86.34%
Local Revenues	563,163	310,334	55.11%
Total REVENUES	2,377,546	1,824,278	76.73%
EXPENDITURES			
Academic Salaries	104,459	134,977	129.22%
Classified Salaries	1,274,241	689,314	54.10%
Employee Benefits	230,887	164,581	71.28%
Supplies and Materials	318,280	83,235	26.15%
Other Operating Exp. and Services	46,100	17,683	38.36%
Capital Outlay	435,334	260,166	59.76%
Total EXPENDITURES	2,409,301	1,349,956	56.03%
Excess of Revenues Over/ (Under) Expenditures	(31,755)	474,322	
OTHER FINANCING SOURCES (USES)			
Other Financing Sources	30,000	30,000	100.00%
Total OTHER FINANCING SOURCES (USES)	30,000	30,000	100.00%
FUND BALANCE			
Fund balance, July 1	580,666	580,666	
Current Balance	$ 578,911	$ 1,084,988	

Allan Hancock College
PCPA Fund

Income Statement by Fund
For Period Ending
04/30/2025

	Budget	Actual	% Budget
REVENUES			
Local Revenues	$ 2,833,920	$ 2,884,083	101.77%
Total REVENUES	2,833,920	2,884,083	101.77%
EXPENDITURES			
Classified Salaries	3,568,102	2,820,551	79.05%
Employee Benefits	823,209	652,362	79.25%
Supplies and Materials	414,319	311,584	75.20%
Other Operating Exp. and Services	696,994	722,122	103.61%
Capital Outlay	31,190	24,974	80.07%
Total EXPENDITURES	5,533,814	4,531,593	81.89%
Excess of Revenues Over/ (Under) Expenditures	(2,699,894)	(1,647,510)	
OTHER FINANCING SOURCES (USES)			
Other Financing Sources	3,009,320	2,276,213	75.64%
Total OTHER FINANCING SOURCES (USES)	3,009,320	2,276,213	75.64%
OPERATING TRANSFERS OUT			
Other Outgo	1,125,433	860,748	76.48%
Total OPERATING TRANSFERS OUT	1,125,433	860,748	76.48%
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(816,007)	(232,045)	
FUND BALANCE			
Fund balance, July 1	4,029,232	4,029,232	
Current Balance	$ 3,213,226	$ 3,797,188	

Allan Hancock College
Capital Outlay Project Fund

Income Statement by Fund
For Period Ending 04/30/2025

	Budget	Actual	% Budget
REVENUES			
State Revenues	$ 0	$ 0	0.00%
Local Revenues	25,000	424,149	1,696.60%
Total REVENUES	25,000	424,149	1,696.60%
EXPENDITURES			
Supplies and Materials	49,445	15,578	31.51%
Other Operating Exp. and Services	122,323	36,779	30.07%
Capital Outlay	6,854,069	2,685,170	39.18%
Total EXPENDITURES	7,025,837	2,737,527	38.96%
Excess of Revenues Over/ (Under) Expenditures	(7,000,837)	(2,313,378)	
OTHER FINANCING SOURCES (USES)			
Other Financing Sources	2,737,960	370,875	13.55%
Total OTHER FINANCING SOURCES (USES)	2,737,960	370,875	13.55%
OPERATING TRANSFERS OUT			
Other Outgo	0	0	0.00%
Total OPERATING TRANSFERS OUT	0	0	0.00%
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(4,262,877)	(1,942,503)	
FUND BALANCE			
Fund balance, July 1	14,076,905	14,076,905	
Current Balance	$ 9,814,028	$ 12,134,402	

Allan Hancock College
General Obligation Bond Fund

Income Statement by Fund
For Period Ending 04/30/2025

	Budget	Actual	% Budget
REVENUES			
Local Revenues	$ 75,000	$ 133,684	178.25%
Total REVENUES	75,000	133,684	178.25%
EXPENDITURES			
Supplies and Materials	0	0	0.00%
Other Operating Exp. and Services	72,211	56,749	78.59%
Capital Outlay	4,139,494	873,501	21.10%
Total EXPENDITURES	4,211,704	930,250	22.09%
Excess of Revenues Over/ (Under) Expenditures	(4,136,704)	(796,566)	
OTHER FINANCING SOURCES (USES)			
Other Financing Sources	1,915,330	1,915,330	100.00%
Total OTHER FINANCING SOURCES (USES)	1,915,330	1,915,330	100.00%
OPERATING TRANSFERS OUT			
Other Outgo	1,915,330	1,915,330	100.00%
Total OPERATING TRANSFERS OUT	1,915,330	1,915,330	100.00%
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(4,136,704)	(796,566)	
FUND BALANCE			
Fund balance, July 1	6,309,167	6,309,167	
Current Balance	$ 2,172,463	$ 5,512,602	

Allan Hancock College
Dental Self Insurance Fund

Income Statement by Fund
For Period Ending 04/30/2025

	Budget	Actual	% Budget
REVENUES			
Local Revenues	$ 714,425	$ 710,658	99.47%
Total REVENUES	714,425	710,658	99.47%
EXPENDITURES			
Other Operating Exp. and Services	769,917	703,990	91.44%
Total EXPENDITURES	769,917	703,990	91.44%
Excess of Revenues Over/ (Under) Expenditures	(55,492)	6,668	
FUND BALANCE			
Fund balance, July 1	979,127	979,127	
Current Balance	$ 923,635	$ 985,796	

Allan Hancock College
Self Ins - Property & Liab. Fund

Income Statement by Fund
For Period Ending 04/30/2025

	Budget	Actual	% Budget
REVENUES			
Local Revenues	$ 23,511	$ 39,271	167.03%
Total REVENUES	23,511	39,271	167.03%
EXPENDITURES			
Supplies and Materials	0	0	0.00%
Other Operating Exp. and Services	88,937	51,187	57.55%
Capital Outlay	15,875	14,569	91.77%
Total EXPENDITURES	104,813	65,757	62.74%
Excess of Revenues Over/ (Under) Expenditures	(81,301)	(26,486)	
FUND BALANCE			
Fund balance, July 1	855,019	855,019	
Current Balance	$ 773,718	$ 828,533	

Allan Hancock College
Post Employment Benefits Fund

Income Statement by Fund
For Period Ending 04/30/2025

	Budget	Actual	% Budget
REVENUES			
Local Revenues	$ 4,000	$ 23,649	591.23%
Total REVENUES	4,000	23,649	591.23%
EXPENDITURES			
Other Operating Exp. and Services	31,300	3,300	10.54%
Total EXPENDITURES	31,300	3,300	10.54%
Excess of Revenues Over/ (Under) Expenditures	(27,300)	20,349	
FUND BALANCE			
Fund balance, July 1	1,018,975	1,018,975	
Current Balance	$ 991,675	$ 1,039,324	

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RHBPT-HANCOCK-DELEGATED DISCRETION
ACCOUNT 6746018043

Period from April 1, 2025 to April 30, 2025

MARKET AND COST RECONCILIATION

	04/30/2025 MARKET	04/30/2025 BOOK VALUE
Beginning Market And Cost	**10,682,485.43**	**10,350,172.23**
Investment Activity		
Interest	95.97	95.97
Dividends	19,993.83	19,993.83
Realized Gain/Loss	- 3,951.28	- 3,951.28
Change In Unrealized Gain/Loss	57,728.12	.00
Net Accrued Income (Current-Prior)	- 45.94	- 45.94
Total Investment Activity	**73,820.70**	**16,092.58**
Plan Expenses		
Administrative Expenses*	- 6,657.59	- 6,657.59
Total Plan Expenses	**- 6,657.59**	**- 6,657.59**
Net Change In Market And Cost	**67,163.11**	**9,434.99**
Ending Market And Cost	**10,749,648.54**	**10,359,607.22**

MARKET AND COST RECONCILIATION MESSAGES

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

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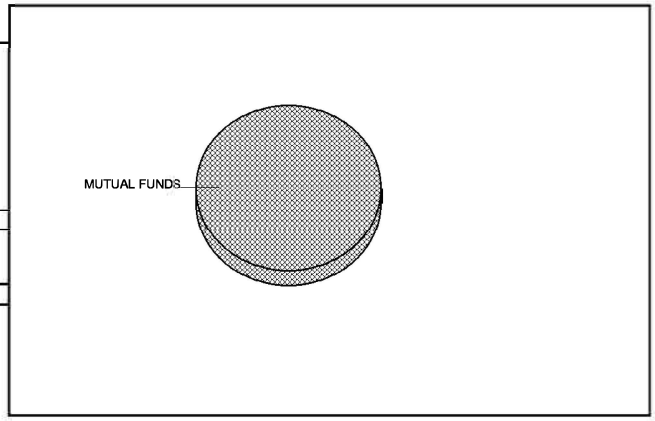
RHBPT-HANCOCK-DELEGATED DISCRETION
ACCOUNT 6746018043

Period from April 1, 2025 to April 30, 2025

ASSET SUMMARY

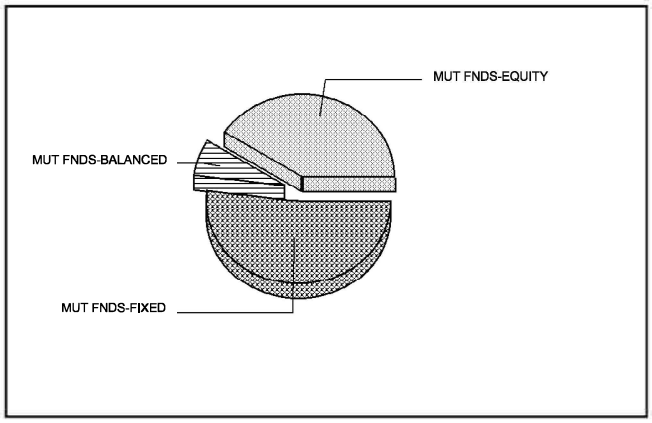
ASSETS	04/30/2025 MARKET	04/30/2025 BOOK VALUE	% OF MARKET
Cash And Equivalents	13,980.72	13,980.72	0.13
Mutual Funds-Equity	4,343,135.39	3,756,880.39	40.40
Mutual Funds-Fixed Income	5,649,502.17	5,920,106.91	52.56
Mutual Funds-Balanced	742,953.26	668,562.20	6.91
Total Assets	**10,749,571.54**	**10,359,530.22**	**100.00**
Accrued Income	77.00	77.00	0.00
Grand Total	**10,749,648.54**	**10,359,607.22**	**100.00**

Estimated Annual Income **362,738.44**



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 04/30/2025

	Budget	Actual	% Budget
REVENUES			
Local Revenues	$ 93,061	$ 137,916	148.20%
Total REVENUES	93,061	137,916	148.20%
EXPENDITURES			
Supplies and Materials	342,763	313,558	91.48%
Other Operating Exp. and Services	120,534	94,110	78.08%
Total EXPENDITURES	463,297	407,667	87.99%
Excess of Revenues Over/ (Under) Expenditures	(370,236)	(269,751)	
OTHER FINANCING SOURCES (USES)			
Other Financing Sources	428,270	428,270	100.00%
Total OTHER FINANCING SOURCES (USES)	428,270	428,270	100.00%
OPERATING TRANSFERS OUT			
Other Outgo	192,475	189,245	98.32%
Total OPERATING TRANSFERS OUT	192,475	189,245	98.32%
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(134,440)	(30,725)	
FUND BALANCE			
Fund balance, July 1	303,998	303,998	
Current Balance	$ 169,558	$ 273,273	

Allan Hancock College
Student Representation Fee Trst Fnd

Income Statement by Fund
For Period Ending 04/30/2025

	Budget	Actual	% Budget
REVENUES			
Local Revenues	$ 41,160	$ 47,735	115.98%
Total REVENUES	41,160	47,735	115.98%
EXPENDITURES			
Other Operating Exp. and Services	29,378	27,653	94.13%
Total EXPENDITURES	29,378	27,653	94.13%
Excess of Revenues Over/ (Under) Expenditures	11,782	20,082	
OPERATING TRANSFERS OUT			
Other Outgo	0	0	0.00%
Total OPERATING TRANSFERS OUT	0	0	0.00%
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	11,782	20,082	
FUND BALANCE			
Fund balance, July 1	21,814	21,814	
Current Balance	$ 33,596	$ 41,895	

Allan Hancock College
Student Body Center Fee Trust Fund

Income Statement by Fund
For Period Ending 04/30/2025

	Budget	Actual	% Budget
REVENUES			
Local Revenues	$ 25,300	$ 32,430	128.18%
Total REVENUES	25,300	32,430	128.18%
EXPENDITURES			
Supplies and Materials	4,616	0	0.00%
Other Operating Exp. and Services	65	0	0.00%
Capital Outlay	0	0	0.00%
Total EXPENDITURES	4,680	0	0.00%
Excess of Revenues Over/ (Under) Expenditures	20,620	32,430	
FUND BALANCE			
Fund balance, July 1	95,030	95,030	
Current Balance	$ 115,649	$ 127,459	

Allan Hancock College
Student Financial Aid Trust Fund

Income Statement by Fund
For Period Ending 04/30/2025

	Budget	Actual	% Budget
REVENUES			
Federal Revenues	$ 11,178,459	$ 17,192,107	153.80%
State Revenues	3,965,246	4,399,247	110.95%
Local Revenues	0	7	0.00%
Total REVENUES	15,143,705	21,591,361	142.58%
OTHER FINANCING SOURCES (USES)			
Other Financing Sources	634,762	968,285	152.54%
Total OTHER FINANCING SOURCES (USES)	634,762	968,285	152.54%
OPERATING TRANSFERS OUT			
Other Outgo	15,778,467	22,099,964	140.06%
Total OPERATING TRANSFERS OUT	15,778,467	22,099,964	140.06%
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	0	459,683	
FUND BALANCE			
Fund balance, July 1	21,809	21,809	
Current Balance	$ 21,809	$ 481,492	

Allan Hancock College
Scholarship and Loan Trust Fund

Income Statement by Fund
For Period Ending 04/30/2025

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

Allan Hancock College
District Trust Fund

Income Statement by Fund
For Period Ending 04/30/2025

	Budget	Actual	% Budget
REVENUES			
Local Revenues	$ 203,149	$ 492,591	242.48%
Total REVENUES	203,149	492,591	242.48%
EXPENDITURES			
Academic Salaries	17,445	9,750	55.89%
Classified Salaries	2,136	0	0.00%
Employee Benefits	0	0	0.00%
Supplies and Materials	114,069	84,019	73.66%
Other Operating Exp. and Services	45,931	29,646	64.54%
Capital Outlay	0	0	0.00%
Total EXPENDITURES	179,580	123,416	68.72%
Excess of Revenues Over/ (Under) Expenditures	23,568	369,175	
OPERATING TRANSFERS OUT			
Other Outgo	27,241	14,444	53.02%
Total OPERATING TRANSFERS OUT	27,241	14,444	53.02%
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(3,673)	354,731	
FUND BALANCE			
Fund balance, July 1	5,789,497	5,789,497	
Current Balance	$ 5,785,823	$ 6,144,228	

Allan Hancock Joint Community College District
Plan Activity Report - Pension
As of April 30, 2025

PARS . PUBLIC AGENCY RETIREMENT SERVICES

Month	Balance at the 1st of the Month	Contributions	Earnings	Expenses	Distributions	Transfers	Balance at the End of Month
February 2025	$ 5,018,299.87	$0.00	$55,454.60	($1,346.81)	$0.00	$0.00	$ 5,072,407.66
March 2025	$ 5,072,407.66	$0.00	($71,944.03)	($1,359.15)	$0.00	$0.00	$ 4,999,104.48
April 2025	$ 4,999,104.48	$0.00	$22,139.41	($1,342.11)	$0.00	$0.00	$ 5,019,901.78

Allan Hancock College
Student Clubs Agency Fund

Income Statement by Fund
For Period Ending 04/30/2025

	Budget	Actual	% Budget
REVENUES			
Local Revenues	$ 36,645	$ 38,064	103.87%
Total REVENUES	36,645	38,064	103.87%
EXPENDITURES			
Supplies and Materials	22,744	13,073	57.48%
Other Operating Exp. and Services	14,772	6,450	43.66%
Total EXPENDITURES	37,516	19,523	52.04%
Excess of Revenues Over/ (Under) Expenditures	(871)	18,541	
OPERATING TRANSFERS OUT			
Other Outgo	20,530	19,530	95.13%
Total OPERATING TRANSFERS OUT	20,530	19,530	95.13%
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(21,400)	(988)	
FUND BALANCE			
Fund balance, July 1	64,195	64,195	
Current Balance	$ 42,795	$ 63,207	

ALLAN HANCOCK COLLEGE FOUNDATION
STATEMENT OF OPERATIONS
FOR THE PERIOD ENDING 04/30/2025

	Cash Admin	General Operations	Restricted	Scholar-ships	Endowment Principal	Endowment Rev/Exp	Total
REVENUES:							
Contributions,Gifts,Grants&Endwmnts	0	174,468	476,333	450,319	212,011	0	1,313,131
Non Cash Contribution	0	0	9,432	0	0	0	9,432
Interest and Investment Income	0	35,863	1	0	0	663,485	699,349
Realized Gain/Loss on Invest	0	6,469	0	0	0	434,980	441,449
Unrealized Gain/Loss on Invest	0	7,447	0	0	0	(114,297)	(106,851)
Other Local Revenues	0	1,249	25,578	5,774	0	0	32,600
Total Revenues	0	225,496	511,344	456,092	212,011	984,167	2,389,111
EXPENSES:							
Non Bargaining Unit	0	248,704	0	0	0	0	248,704
Benefits	0	56,624	0	0	0	0	56,624
Instructional Printing	0	0	1,517	0	0	0	1,517
Public Relations/Recognitions	0	2,287	13	0	0	0	2,301
Office/Operational Supplies	0	2,801	28,710	0	0	0	31,511
Non Instr Printing	0	6,676	2,148	0	0	0	8,824
Food - Business Meetings/Events	0	14,549	54,288	0	0	0	68,836
In-Kind Food Supplies	0	0	185	0	0	0	185
Indep Contractor (Individuals)	0	22,791	39,688	0	0	0	62,479
Service Contracts (Businesses)	0	23,070	72,350	0	0	0	95,420
In-Kind Service Contracts (Busnss)	0	0	3,302	0	0	0	3,302
Travel - All Travel Costs	0	10,139	1,653	0	0	0	11,792
In-Kind Travel Expense	0	0	946	0	0	0	946
On-Site-Prof. Develop/Webinars	0	1,183	200	0	0	0	1,383
District Community Activities	0	1,250	0	0	0	0	1,250
Foundation Community Activities	0	25,203	5,000	0	0	0	30,203
Dues & Memberships	0	5,585	294	0	0	0	5,878
Non-Tech Licenses,Permits,Fees	0	922	1,863	0	0	0	2,785
Software License/Subscription Agrmt	0	29,767	14,415	0	0	0	44,182
Insurance	0	0	190	0	0	0	190
Laundry/Dry Cleaning	0	35	0	0	0	0	35
Equipment Rental	0	0	2,524	0	0	0	2,524
District/College Support	0	13,916	199,458	0	0	0	213,374
Postage/Express Services	0	2,757	566	0	0	0	3,323
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	1,142	376	0	0	0	1,518
Merchant Fees	0	0	598	0	0	0	598
Investment Brokerage Fees	0	2,687	0	0	0	143,761	146,448
Cash Over and Short	0	0	0	0	0	0	0
PCPA Support	0	0	14,511	58,572	0	0	73,083
Equipment	0	631	10,045	0	0	0	10,675
Student Assistance	0	0	9,392	0	0	0	9,392
Scholarships	0	2,461	108,366	563,765	0	0	674,592
Total Expenditures	0	478,753	577,635	622,338	0	143,761	1,822,487
Net Income (Loss)	0	(253,257)	(66,291)	(166,245)	212,011	840,406	566,624
OTHER FINANCING SOURCES/OUTGO:							
Intrafund Transfer-In	0	118,973	226,029	282,174	143,546	0	770,722
Intrafund Transfers-Out	0	19	154,583	2,000	0	614,120	770,722
Other Transfer-In	0	322,142	0	0	0	0	322,142
Net Transfers	0	441,095	71,447	280,174	143,546	(614,120)	322,142
Net Inc/Dec in Fund Bal	0	187,838	5,156	113,929	355,557	226,286	888,766
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	923,043	1,667,266	950,417	17,886,836	4,844,061	26,271,624

AHC Viticulture & Enology Foundation
Statement of Operations
For The Period Ending 04/30/2025

	Budget	Actual	% Budget
Revenue			
Contributions,Gifts,Grants&Endwmnts	3,241	1,741	53.71%
Non Cash Contribution	20,925	20,290	96.96%
Single Tickets	6,000	4,060	67.67%
Other Local Revenues	0	100	0.00%
Net Revenue	30,166	26,190	86.82%
Wine Operations			
Shipping Fee Revenue	1,300	781	60.09%
Sales and Commission	90,000	106,304	118.12%
Sales Discounts	(31,500)	(40,101)	127.31%
Net Sales	59,800	66,984	112.01%
Cost of Goods Sold	(45,000)	(41,555)	92.34%
Gross Profit	14,800	25,429	171.82%
Total REVENUES	44,966	51,619	114.80%
Expenditures			
Office/Operational Supplies	21,810	9,145	41.93%
In Kind Supply Expense	2,145	1,990	92.76%
Inventory Allocation Expense	(71,131)	(46,300)	65.09%
Non Instr Printing	2,853	21	0.75%
Food - Business Meetings/Events	1,200	345	28.75%
Indep Contractor (Individuals)	1,000	0	0.00%
Service Contracts (Businesses)	46,700	38,136	81.66%
Travel - All Travel Costs	4,921	1,795	36.47%
Non-Tech Licenses,Permits,Fees	774	724	93.54%
In Kind-Software/Technlgy Licenses	19,980	16,650	83.33%
Insurance	300	281	93.67%
Facility Leases	100	100	100.00%
Land Lease	400	400	100.00%
Repairs (Labor-Diagnostic)	3,756	3,652	97.23%
Technology Hosting Services	65	46	71.03%
Legal Fees	390	0	0.00%
In Kind-Legal Fees	325	0	0.00%
Excise Tax	35	19	53.09%
Sales Tax Expense	400	168	42.02%
Postage/Express Services	1,600	1,101	68.80%
Advertising/Sponsorships	2,621	1,527	58.26%
Bank Service Charges	25	0	0.00%
Merchant Fees	2,502	2,036	81.35%
Gain/Loss-Disposal of Assets	3,763	3,763	100.00%
Cash Over and Short	5	5	92.60%
Equipment	2,204	2,204	100.00%
Equipment-In Kind	1,870	1,650	88.23%
Restricted Reserve-Other	6,098	0	0.00%
Total EXPENDITURES	56,713	39,459	69.58%
Fund Balance			
Net Income (Loss)	(11,747)	12,161	(103.52%)
Fund Balance, July 1	165,319	165,319	165,319
Current Balance	$153,572	$177,480	115.57%

June 2025

ALLAN HANCOCK COLLEGE

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7 8:00 a.m. *Community Food Share* 1st & 3rd Saturday
8	9 Summer classes begin	10 **6:00 p.m.** **Board of Trustees Meeting** **Guadalupe Boys & Girls Club**	11 10:00 a.m. Law Enforcement Graduation PSTC	12	13	14 1:00 p.m. West Coast College & University Wine Festival Santa Maria campus between buildings A & B
15	16	17	18	19 *Waitress* through July 6 Solvang Festival Theater Juneteenth Holiday College Closed	20	21
22	23	24	25	26 *Holmes and Watson* through June 29 Marian Theatre	27	28
29	30					

ALLAN HANCOCK COLLEGE
CHANGING *the* ODDS

July 2025

ALLAN HANCOCK COLLEGE

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 *Waitress* through July 6 Solvang Festival Theater	2	3	4 Independence Day Holiday College Closed	5 8:00 a.m. *Community Food Share* 1st & 3rd Saturday
6	7	8	9	10	11 *Holmes and Watson* through July 26 Solvang Festival Theater	12
13	14	15 **Board of Trustees Meeting** **LVC**	16 Summer 6-wk classes end & finals through July 17	17 *Something Rotten* through July 26 Marian Theatre	18	19
20	21	22	23	24	25	26
27	28	29	30 Summer 8-wk classes end & finals through July 31	31		

ALLAN HANCOCK COLLEGE
CHANGING *the* ODDS