
ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

Agenda

Regular Board Meeting
Tuesday, June 11, 2019

Hilda Zacarías, President
Larry Lahr, Vice President
Jeffery C. Hall
Dan Hilker
Gregory A. Pensa

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

Teleconference Location
Trustee Larry Lahr
11333 South Butte Creek Rd
Scotts Mills OR 97375

- | | <u>Page</u> | <u>Tent.
Time</u> |
|--|-------------|-----------------------|
| 1. Call to Order | | 5:30 PM |
| 2. Public Comment to Closed Session | | |
| <p>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. <i>Please note that Board members are prohibited by the Brown Act from responding to comments made regarding topics not on the official agenda.</i> The leading speaker from the audience on each side of an issue will be limited to five (5) minutes. Additional speakers are limited to two (2) minutes. To address the Board of Trustees, please fill out a <u>Request to Address the Board of Trustees</u> form and provide it to the superintendent/president <u>prior</u> to this part of the agenda.</p> | | |
| 3. Adjourn to Closed Session | | 5:30 PM |
| 3.A. Potential Litigation (1 case) (Govt. Code §54956.9(b) | | |
| <p>One case of alleged violation of labor code.</p> | | |
| 3.B. Conference with Labor Negotiator – (Government Code §54957.6) | | |
| <p>Agency designated representatives: Dr. Paul Murphy
Employee Association: Faculty Association</p> | | |
| <p>Agency designated representative: Dr. Kevin Walthers
Employee Association: Part-Time Faculty Association</p> | | |

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

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

Agency designated representative: Dr. Kevin Walthers
Employee Organization: California School Employees Association (CSEA) Chapter #25

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.A. Public Comment

The section of the agenda is intended for members of the public to address the board on items involving the school district. Time limits and procedures to address the Board of Trustees, as stated in the Public Comment to Closed Session, apply to this part of the agenda. Public comment not pertaining to specific agenda items is welcome under public comment. *Please note that Board members are prohibited by the Brown Act from responding to comments made regarding topics not on the official agenda.* 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.

8.B. Seating of Student Trustee

Administration of the oath of office and seating of Heidi Mendiola.

9. Approval of Minutes

9.A. Approval of Minutes from the May 14, 2019 regular board meeting. 11

9.B. Approval of Minutes from the May 24, 2019 special board meeting. 21

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10. Consent Agenda		6:15 PM
<p>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.</p>		
10.A. Register of Warrants Supplemental Payroll 04/01/19 and Regular Payroll 04/30/19	22	
<p>A recommendation that the board of trustees approve commercial warrants.</p>		
10.B. Authorization to Declare District Property as Surplus	24	
<p>Staff recommends that the board of trustees declare the items listed to be surplus and authorize disposal of the items through appropriate procedures.</p>		
10.C. Authorization to Utilize Foundation for California Community Colleges Administrative Services Agreement CB-185-17	25	
<p>Staff recommends that the board of trustees authorize staff to utilize Foundation for California Community Colleges Administrative Services Agreement CB-185-17.</p>		
10.D. Part-time Faculty Appointments, Regular Faculty Overload Assignments and Special Assignments/Stipends	26	
<p>A recommendation that the board of trustees approve part-time faculty appointments, regular faculty overload, and special assignments/stipends.</p>		
10.E. Equivalency Certification for Faculty	50	
<p>A recommendation to approve equivalency certifications for faculty members who have been authorized to teach, as needed, based on equivalency criteria specified in Board Policy 7211 (formerly BP 4105) and as restricted by the equivalency certification document.</p>		
10.F. Out-of-State Travel Request	55	
<p>A recommendation that the board of trustees authorize out-of-state travel for Thomas Lamica, project director, career center & K-12</p>		

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partnerships and student Inri Serrano to attend the 2019 Skills USA National Championships in Louisville, Kentucky on June 23-28, 2019.		
10.G. Short-Term/On-Call, Substitute, and Professional Expert Appointments Exempt From Classified Service	56	
A recommendation that the board of trustees approve the short-term, substitute, and professional expert appointments exempt from classified service as presented.		
10.H. Appointments, Transfers, and Promotions of Classified Service Employees	61	
A recommendation that the board of trustees approve the appointments of Sierra Rivera, accountant, business services, effective June 12, 2019; Tino Vega, student services technician, student services, effective June 17, 2019; and Jennifer Gaddis, cashier technician, auxiliary accounting, effective June 17, 2019. A recommendation may be made that the board of trustees approve the appointments of maintenance specialist – electrician, facilities; administrative assistant II, academic affairs; administrative assistant V, academic affairs; and cook – children’s center. If a recommendation is made, a revised board agenda item will be presented.		
10.I. Appointments of Educational Management Positions	62	
A recommendation that the board of trustees approve the educational management promotion of Mitchel McCann, associate dean, public safety, effective July 1, 2019; and approve the appointment of Mary Patrick, dean, academic affairs, effective July 1, 2019.		
10.J. Appointments of Tenure-Track Faculty Members	64	
A recommendation that the board of trustees approve the tenure-track faculty appointments of Luz Veronica De Leija, assistant professor, licensed vocational nurse, health sciences, effective August 14, 2019; Anna Kopcrak, assistant professor, mathematics, mathematical sciences, effective August 14, 2019; Laurene Lee, assistant professor, mathematics, mathematical sciences, effective August 14, 2019; and John Gerrity, assistant professor, machining and manufacturing technology, industrial technology, effective August 14, 2019; and		

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approve the tenure-track appointment and promotion of Elaine Healy, assistant professor/program coordinator, academic resource center, learning resources, effective August 14, 2019.		
10.K. Out-of-Classification Assignments of Classified Service Employees	66	
<p>A recommendation that the board of trustees approve the continuation of the out-of-classification assignment of Adelina Pozos, coordinator, student services/administrative assistant V, student services, retroactive to May 21, 2019 through May 31, 2019; and approve the continuation of the out-of-classification out of bargaining unit assignment of Andrew Specht, interim director, information technology services, effective July 1, 2019 through June 30, 2020, or earlier per district need; approve the out-of-classification out of bargaining unit assignment of Keli Seyfert, interim director, business services, retroactive to June 1, 2019 through June 30, 2019, or earlier per district need; and approve the out-of-classification assignment of Anna Quesada Harrison, community education technician, community education, retroactive to June 1, 2019 through June 30, 2019, or earlier per district need, and contingent upon continued funding; and Yvette Dorado, administrative assistant II, academic affairs, retroactive to March 11, 2019 through May 31, 2019.</p>		
10.L. Coaching Appointments and Stipends	68	
<p>A recommendation that the board of trustees approve coaching appointments and stipends, as presented.</p>		
10.M. Change of Status of Classified Service Employees	69	
<p>A recommendation that the board of trustees approve the permanent change of status of Toby McLaughlin, science laboratory specialist, life and physical sciences, retroactive to June 1, 2019; and Lori Williamson, science laboratory specialist, life and physical sciences, effective June 1, 2020.</p>		
10.N. Reappointment of Interim Management Position	70	
<p>A recommendation that the board of trustees approve the temporary academic management reappointment of David Whitham, interim director public safety, effective July 1, 2019 through October 31, 2019, or earlier per district need.</p>		

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11. Oral Reports		6:35 PM
11.A. Superintendent/President's Report		
11.B. Board Member Reports		
11.C. Association Reports		6:45 PM
1) Associated Student Body Government		
2) AHC Foundation		
3) Management Association		
4) Part-Time Faculty Association		
5) Faculty Association		
6) Academic Senate		
7) California School Employees Association		
12. Action Items		7:15 PM
12.A. Academic Policy and Planning Committee Curriculum Summary	71	
A recommendation that the board of trustees adopt the curriculum additions and changes reflected in the summary report of the Academic Policy and Planning Committee.		
12.B. Acceptance of Grants Approved	91	
A recommendation to accept funded proposals.		
12.C. Change of Status of Faculty Member	92	
A recommendation that the board of trustees approve the continued reduced workload (Willie Brown Act) for Krystyna Musev, mathematics instructor, mathematical sciences, from 100 percent to 79.2 percent full-time equivalency for the 2019-2020 academic year, under the provisions of California Education Code Section 87483 (Willie Brown Act) and the District's contractual agreement with the Faculty Association of Allan Hancock College, and to be renewed each year for a maximum of ten years unless the instructor and the district mutually agree to change the conditions of the reduced workload.		
12.D. Classified and Educational Management Employment Agreements	93	
A recommendation that the board of trustees approve the rolling employment agreements for management and executive management employees who have met performance evaluation criteria.		

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12.E. Memorandum of Understanding Between the Allan Hancock Joint Community College District and the California School Employees Association, Chapter #251, Professional Development	95	
<p>A recommendation that the board of trustees ratify the Memorandum of Understanding between the Allan Hancock Joint Community College District “District” and California School Employees Association “CSEA” and its Allan Hancock College Chapter #251 regarding professional development funds to support the Vision for Success.</p>		
12.F. Adoption of the 2019-2020 Tentative Budget	98	
<p>A recommendation that the board of trustees adopt the 2019-2020 Tentative Budget.</p>		
12.G. Award of Contract for Building N Boiler Replacement Project Bid 19-01	129	
<p>Staff recommends that the board of trustees award the contract for the Building N, Boiler Project to Brannon, Inc. dba Smith Electrical Service in the amount of \$326,627.</p>		
12.H. Award of Contract for Independent Audit Services for Fiscal Years Ending June 30, 2020, 2021, and 2022	130	
<p>Staff recommends that the board of trustees award the contract for independent audit services to Cossolias/Wilson/Dominguez/Leavitt, Certified Public Accountants for fiscal years ending June 30, 2020, 2021, and 2022 in the amount of \$232,320.</p>		
12.I. Capital Outlay Project District’s Order of Priority for the 2021-2025 State Five-Year Construction Plan	131	
<p>Staff recommends that the board of trustees approve the capital outlay project district’s order of priority for the 2021-2025 State Five-Year Construction Plan.</p>		
12.J. Approval of the 2019-2022 Student Equity Plan	136	
<p>A recommendation to approve the 2019-2022 Student Equity Plan is presented for board approval.</p>		

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13. Information		7:30 PM
13.A. Grant Proposals Submitted	161	
A report on grant proposals submitted.		
13.B. First Reading: Revised Board Policy 2100 Board Elections	163	
A recommendation that the board of trustees review revised board policy 2100 Board Elections.		
13.C. First Reading: Revised Board Policy 2315 Closed Sessions	166	
A recommendation that the board of trustees review revised board policy 2315 Closed Sessions.		
13.D. First Reading: Revised Board Policy 2330 Quorum and Voting	169	
A recommendation that the board of trustees review revised board policy 2330 Quorum and Voting.		
13.E. First Reading: Revised Board Policy 2720 Communications Among Board Members	171	
A recommendation that the board of trustees review revised board policy 2720 Communications Among Board Members.		
13.F. First Reading: Revised Board Policy and Administrative Procedure 3410, Nondiscrimination	173	
A recommendation that the board of trustees review the revised board policy and administrative procedure 3410, Nondiscrimination.		
13.G. First Reading: Revised Board Policy 3430, Prohibition of Harassment	178	
A recommendation that the board of trustees review the revised board policy 3430, Prohibition of Harassment.		
13.H. First Reading: Revised Administrative Procedure 3435, Discrimination and Harassment Complaints and Investigations	181	
A recommendation that the board of trustees review the revised administrative procedure 3435, Discrimination and Harassment Complaints and Investigations.		

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13.I. First Reading: Revised Board Policy 3910 Display of Flags	200	
A recommendation that the board of trustees review revised board policy 3910 Display of Flags.		
13.J. First Reading: Revised Administrative Procedure 5055, Enrollment Priorities	203	
A recommendation to review revised Administrative Procedure 5055, Enrollment Priorities.		
13.K. First Reading: Revised Administrative Procedure 5075, Course Adds, Drops, and Withdrawals	207	
A recommendation to review revised Administrative Procedure 5075, Course Adds, Drops, and Withdrawals.		
13.L. First Reading: Revised Administrative Procedure 5130, Financial Aid	212	
A recommendation to review revised Administrative Procedure 5130, Financial Aid.		
13.M. First Reading: Revised Administrative Procedure 5530, Student Rights and Grievances	215	
A recommendation to review revised Administrative Procedure 5530, Students Rights and Grievances.		
13.N. First Reading: Revised Board Policy and Administrative Procedure 7150, Administrator Evaluations	225	
A recommendation that the board of trustees review the revised board policy and administrative procedure 7150, Administrator Evaluations		
13.O. Volunteer Aides	236	
A quarterly report on volunteer aides.		
13.P. Associate Faculty Status	237	
An update on Associate Faculty		

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13.Q. Monthly Report, Associate Superintendent/Vice President, Academic Affairs	238	
13.R. Monthly Report, Associate Superintendent/Vice President, Student Services	239	
13.S. Monthly Report, Vice President, Institutional Effectiveness	240	
13.T. Monthly Report, Executive Director, College Advancement	241	
13.U. Monthly Report, Associate Superintendent/Vice President, Finance and Administration	242	
13.V. A Monthly Report on the Year-to-Date Financial Data for Various Funds.	243	
14. New Business		7:55 PM
15. Calendar	266	
16. Adjournment		

The next regular meeting of the board of trustees will be held on Tuesday, July 9, 2019. Closed session begins at 5:00 p.m. Open session begins at 6:00 p.m.

In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the President's Office at (805) 922-6966 ext. 3245. Please make requests 48 hours prior to the meeting in order to make reasonable arrangements to ensure accessibility to this meeting.



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

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

Minutes

Regular Board Meeting
Tuesday, May 14, 2019

Hilda Zacarías, President
Larry Lahr, Vice President
Jeffery C. Hall
Dan Hilker
Gregory A. Pensa
Inri Serrano, Student Trustee

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

Teleconference Location
Trustee Hilda Zacarías
2983 Tulare Street
Fresno, CA 93721

1. Call to Order

Prior to roll call, Trustee Lahr asked that the minutes reflect that this meeting is to be conducted pursuant to California Government Code Section 54953, in that Trustee Zacarías was out of town and participating in this meeting via speaker phone. In accordance with the Ralph M. Brown Act, each teleconference location was identified in the notice and agenda for this meeting. He confirmed that Trustee Zacarias had the board meeting documents, was able to hear the meeting and was heard by the meeting attendees. He noted all action was to be carried out with a roll call vote.

Trustees present: Hall, Hilker, Lahr, Pensa, Zacarías

Trustees absent: None

2. Public Comment to Closed Session

Ron Lovell, culinary class instructor, gave credit to his students for preparing a meal for the board of trustees. He added the class has catered various events on campus to provide cooking and services learning experiences for the students. He noted an associate degree in this discipline is in the process at the state level.

Enjoli Ward, culinary student, shared how the culinary program had a positive impact on her. She has learned many cooking skills and has also volunteered to help with the Food Share Because We Care event.

Ashley Schwark, culinary student, explained how she made the white chocolate Crème brûlée, chicken marsala, rice pilaf and grilled asparagus.

3. Adjourn to Closed Session

Trustee Lahr adjourned the meeting to closed session at 5:20 p.m.

4. Reconvene to Open Session

Trustee Lahr reconvened the meeting to open session at 6:00 p.m. Trustee Zacarías was not in attendance.

5. Action Taken in Closed Session

Trustee Lahr reported no action was taken in closed session.

6. Pledge of Allegiance

Heidi Mendiola, newly elected student trustee, led the audience in the pledge of allegiance.

7. Approval of Agenda as Presented

On a motion by Trustee Pensa, seconded by Trustee Hall, the Board approved the agenda on a roll-call vote as follows:

Ayes: Hall, Hilker, Lahr, Pensa

Noes: None

Abstentions: None

Concur: Student Trustee

8. Public Comment

Jessica Zarate said she was presenting on behalf of students and staff to request support for the potential location for the AIM/Dream Center. She noted having a place where undocumented students feel connected to the resources on campus is very important.

Mayte Solis thanked everyone for supporting a Dream Center. She asked staff, faculty, and students to stand up in support of undocumented students.

Ulisses Serrano, former student, spoke in favor of providing a safe place and other services to support undocumented students.

Trustee Lahr said he is impressed by student driven support for this need.

9. Approval of Minutes

9.A Approval of Minutes from the April 9, 2019 regular board meeting

On a motion by Trustee Pensa, seconded by Trustee Hall, the Board voted unanimously to approve the minutes for the April 9, 2019 regular board meeting as submitted. (Ayes: Hall, Hilker, Lahr, Pensa; Noes: None; Absent: Zacarías; Student Advisory Vote: Concur)

10. Presentation

10.A. Sabbatical Presentation

Ms. Mina Yavari, mathematics professor, presented her sabbatical topic on a no-cost Math 331 intermediate algebra course using open education resources. She went over the cost of textbooks and how much using open education resources will save. She demonstrated how online assignment works and different modules in Canvas. She explained how students are able to read the textbook by sections, see demonstration videos, send messages to the instructor, and practice problems before completing their homework. She reviewed the steps she took to create the open education resource course.

10.B. Changing the Odds

Dr. Walthers introduced Lauren Milbourne who shared two commercials that feature alumni that have changed their odds at Hancock College.

11. Consent Agenda

On a motion by Trustee Hall, seconded by Trustee Pensa, the Board voted to approve the consent agenda on a roll-call vote as follows:

Ayes: Hall, Hilker, Lahr, Pensa

Noes: None

Abstentions: None

Concur: Student Trustee

12. Oral Reports

12.A. Superintendent/President's Report

Dr. Walthers has attended a few graduations and receptions in the last few weeks and invited everyone to the upcoming commencement.

12.B. Board Member Reports

Trustee Hilker did not have a report.

Trustee Pensa attended the 20th Anniversary Celebration for the Lompoc Valley Center and shared some history of how the initial funding for the center was secured. He joined a Foundation tour of the campus, attended a MESA STEM dinner, and the California Community College League conference in Squaw Valley and learned about the revised funding formula.

Trustee Hall also attended the California Community College League conference at Squaw Valley and the 20th Anniversary Celebration of the Lompoc Valley Center.

Student Trustee Serrano shared the student body's accomplishments. He said the students are very grateful for the Food Share program as well as the new student food locker. He thanked Stephanie Robb for her mentorship. He shared the names of the faculty of the year. Trustee Lahr attended the 20th Anniversary Celebration of the Lompoc Valley Center and Agents of Change program.

12.C. Association Reports

1) AHC Foundation

Trustee Hall reported the Foundation had a very successful scholarship year. He said 620 students applied for scholarships and 330 students received scholarships totaling over \$500,000. This number was up from \$493,000 last year. The Foundation meeting took place at the Lompoc Valley Center following the center's anniversary celebration.

Trustee Lahr appreciates the donations from the community that help support Hancock students.

2) Management Association

Dean Mahon shared the association's accomplishments during the semester. This included revising the evaluation process and creating a management emeritus board policy and administrative procedure.

3) Part-Time Faculty Association

No report was given.

4) Faculty Association

Roger Hall attended the California Community College Independents conference. The organization voted to pass a no confidence resolution on the new funding formula. He noted a future addition to their contract to protect faculty against stalking and other safety concerns. He wished Marla Allegre and Jessica Blazer well in the new endeavors.

5) Academic Senate

Marla Allegre referred to a recent vote of no confidence in the state chancellor for lack of consultation. She read a statement regarding proposed changes to the EOPS guidelines without input which detailed how the changes would be detrimental to the program. She would like the board of trustees to work with the senate on a joint response if the proposed EOPS changes proceed. As she retires, she feels the college is in a good place. She thanked everyone for their support and collaboration.

6) California School Employees Association

Dorine Mathieu thanked Dr. Walthers for helping bring the Lompoc Valley Center staff to Santa Maria to enjoy CSEA appreciation events and professional development classes. She said the classes were very helpful and appreciated.

7) Associated Student Body Government

Heidi Mendiola gave a recap of recent ASBG activities. She reviewed recent election results. She looks forward to serving as the new student trustee.

13. Action Items

13.A. Acceptance of Grants Approved

On a motion by Trustee Hall, seconded by Trustee Pensa, the Board of trustees accepted funded proposals. (Ayes: Hall, Hilker, Lahr, Pensa; Noes: None; Absent: Zacarías; Student Advisory Vote: Concur)

13.B. Academic Policy and Planning Committee Curriculum Summary

On a motion by Trustee Pensa, seconded by Trustee Hilker, the Board of trustees adopted the curriculum additions and changes reflected in the summary report of the Academic Policy and Planning Committee. (Ayes: Hall, Hilker, Lahr, Pensa; Noes: None; Absent: Zacarías; Student Advisory Vote: Concur)

13.C. Vision for Success Goals

On a motion by Trustee Hilker, seconded by Trustee Pensa, the Board of trustees approved the Vision for Success goals. (Ayes: Hall, Hilker, Lahr, Pensa; Noes: None; Absent: Zacarías; Student Advisory Vote: Concur)

13.D. 2018-2019 Revised Adopted Budget

On a motion by Trustee Hilker, seconded by Trustee Pensa, the board of trustees of trustee adopted revisions to the 2018-2019 district budget. (Ayes: Hall, Hilker, Lahr, Pensa; Noes: None; Absent: Zacarías; Student Advisory Vote: Concur)

13.E. Establish New Bank Account

On a motion by Trustee Pensa, seconded by Trustee Hilker, the board of trustees of trustee approved the request to establish a new account called PCPA Money Market Account. (Ayes: Hall, Hilker, Lahr, Pensa; Noes: None; Absent: Zacarías; Student Advisory Vote: Concur)

13.F. Revised Termination Notice of Nontenure-Track Faculty

On a motion by Trustee Hall, seconded by Trustee Pensa, the board of trustees of trustees authorized a revised notification that nontenure-track employment with the district will terminate effective the date herein designated: Kathy Beckelhymer,

temporary, nontenure-track basic skills faculty/coordinator, effective May 22, 2019; and Katherine Garcia, temporary, nontenure-track noncredit vocational education faculty/coordinator, effective May 22, 2019. (Ayes: Hall, Hilker, Lahr, Pensa; Noes: None; Absent: Zacarías; Student Advisory Vote: Concur)

13.G. New and/or Revised Management Job Description

On a motion by Trustee Hall, seconded by Trustee Pensa, the board of trustees approved the new educational management job description, director, learning assistance program (DSPS), student health services and veteran success center, as presented. (Ayes: Hall, Hilker, Lahr, Pensa; Noes: None; Absent: Zacarías; Student Advisory Vote: Concur)

13.H. Equal Employment Opportunity Fund Multiple Method Allocation Certification Form, Fiscal Year 2018-2019

On a motion by Trustee Pensa, seconded by Trustee Hilker, the board of trustees approved the Equal Employment Opportunity Multiple Method Fund Allocation Form, as presented. (Ayes: Hall, Hilker, Lahr, Pensa; Noes: None; Absent: Zacarías; Student Advisory Vote: Concur)

13.I. Privileges of the Student Trustee

On a motion by Trustee Hall, seconded by Trustee Pensa, the board of trustees considered whether to afford the student member privileges as noted in Ed Code. 72023.5. (Ayes: Hall, Hilker, Lahr, Pensa; Noes: None; Absent: Zacarías; Student Advisory Vote: Concur)

13.J. Resolutions 19-03 through 19-22 Honoring Retiring Employees

On a motion by Trustee Pensa, seconded by Trustee Hilker, the board of trustees adopted resolutions 19-03 through 19-22 honoring 2018-19 retirees.

Ayes: Hall, Hilker, Lahr, Pensa

Noes: None

Abstentions: None

Concur: Student Trustee

13.K. Resolutions 19-23 through 19-25 in Memory of Susan Farley, Janet Hooghuis and Annette Chapman.

On a motion by Trustee Hall, seconded by Trustee Hilker, the board of trustees adopted resolutions 19-23 through 19-25 in memory of Susan Farley, Janet Hooghuis, and Annette Chapman.

Ayes: Hall, Hilker, Lahr, Pensa

Noes: None

Abstentions: None

Concur: Student Trustee

13.L. Resolution 19-26, Honoring Student Trustee

On a motion by Trustee Pensa, seconded by Trustee Hall, the board of trustees adopted Resolution 19-26 honoring Student Trustee Inri Serrano for his exemplary service.

Ayes: Hall, Hilker, Lahr, Pensa

Noes: None

Abstentions: None

Concur: Student Trustee

14. Information Items

14.A. Grant Proposals Submitted

The grant proposals submitted were shared with the board of trustees.

14.B. Student Health Fee Increase

Dr. Ornelas provided an update on the one dollar increase to the student health fee effective fall 2019.

14.C. Employee Resignations, Retirements and Separation from Service.

Dr. Walthers acknowledged the retirements and separation from services as reported. He thanked Jessica Blazer and Dr. Rob Parisi for their service to the college.

14.D. First Reading: Revised Board Policy 3550, Drug Free Environment and Drug Prevention Program

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

14.E. First Reading: New Administrative Procedure 3570, Smoking on Campus

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

14.F. First Reading: New Board Policy 3810, Claims Against the District and new Administrative Procedure 3810, Claims Against the District

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

14.G. First Reading: Revised Board Policy 3950, Sustainability

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

14.H. First Reading: New Board Policy and Administrative Procedure 4230, Grading and Academic Record Symbols

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

- 14.I. First Reading: New Administrative Procedure 4610, Instructional Service Agreements
The board of trustees did not suggest changes to the procedure.
- 14.J. First Reading: Revised Board Policy 6301, Cash Receipts
The board of trustees did not suggest changes to the policy.
- 14.K. First Reading: Revised Board Policy 6310, Accounting for Funds
The board of trustees did not suggest changes to the policy.
- 14.L. First Reading: New Administrative Procedure 6322, Employee Indemnity Bonds
The board of trustees did not suggest changes to the procedure.
- 14.M. First Reading: New Administrative Procedure 6365, Contracts-Accessibility of Information Technology
The board of trustees did not suggest changes to the procedure.
- 14.N. First Reading: Revised Board Policy 6520, Security for District Property and new Administrative Procedure 6520, Security for District Property
The board of trustees did not suggest changes to the policy or procedure.
- 14.O. First Reading: Revised Board Policy 6530, District Vehicles and revised Administrative Procedure 6530, Vehicle Accident Reports
The board of trustees did not suggest changes to the policy or procedure.
- 14.P. First Reading: New Administrative Procedure 6535, Use of District Equipment
The board of trustees did not suggest changes to the procedure.
- 14.Q. First Reading: Revised Board Policy 6541, Reporting Injuries
The board of trustees did not suggest changes to the policy.
- 14.R. First Reading: Revised Board Policy 6750, Parking and Traffic Control on College District Properties
The board of trustees did not suggest changes to the policy.
- 14.S. First Reading: New Administrative Procedure 7310, Favoritism
The board of trustees did not suggest changes to the procedure.

- 14.T. First Reading: New Board Policy and Administrative Procedure 7910, Administrator Emeritus Status

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

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

Dr. Curry highlighted some of the student athletes' accomplishments. He acknowledged faculty and staff for their service on hiring committees.

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

Dr. Ornelas invited everyone to commencement. She noted a location on the Santa Maria campus and another on the Lompoc Valley Center were identified for the new AIM/Dream Center.

- 14.W. Monthly Report, Vice President, Institutional Effectiveness

Dr. Murphy convened a series of student focus groups in the fall. A facilitator provided a report with 16 recommendations. A group reviewed the recommendations and developed a few follow up items.

- 14.X. Monthly Report, Executive Director, College Advancement

Executive Director Hooten spoke to the "Change Your Odds" theme efforts and the recently completed improvement process for new outreach design work by Campus Graphics.

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

Associate Superintendent Smith said Measure I, series E closed and funds have been wired to the county treasurer for the college. The newly formed Resource Allocation Committee is working on creating more transparency on how funds are allocated and reviewing budget augmentation requests.

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

Associate Superintendent Smith pointed out the variances in the categorical expenditures and noted they are under 100 percent. He also explained why there is a small deficit in the Child Development revenues.

15. New Business

Trustee Hilker said he received a report that the district was fined for not allowing an employee to peruse his personnel file. Dr. Walthers responded the report is not accurate and he will forward the response sent to the Labor Commission to the board of trustees with supporting documentation.

16. Calendar

Dr. Walthers welcomed Mary Patrick and Mitch McCann to permanent positions.

Dr. Walthers said students were invited to an event in Japan. A decision was made to hold a special board meeting before commencement to approve the students out-of-country trip.

Dr. Walthers noted he will represent the local Rotary organization at a Rotary International convention in Europe and will extend the trip to take a vacation.

17. Adjournment

Trustee Lahr adjourned the meeting at 7:43 p.m.



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

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

Minutes
Special Board Meeting
Friday, May 24, 2019
11:30 a.m.
Allan Hancock College

Hilda Zacarías, President
Larry Lahr, Vice President
Jeffery C. Hall
Dan Hilker
Gregory A. Pensa

Allan Hancock College
Building B – Captain’s Room –Room B-102
800 S. College Drive, Santa Maria, CA 93454

1. Call to Order

Trustee Zacarías called the meeting to order at 11:31 a.m. with the following trustees present:
Hall, Hilker, Lahr, Pensa, Zacarías

Trustees absent: None

2. Public Comment

No public comment was made.

3. Consent Agenda

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

Ayes:	Hall, Hilker, Lahr, Pensa, Zacarías
Noes:	None
Abstentions:	None
Concur:	None

8. Adjournment

Trustee Zacarías adjourned the meeting at 11:32 p.m.



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

CONSENT ITEM

To: Board of Trustees	Date:
From: Superintendent/President	June 11, 2019
Subject: Register of Warrants	Item Number: 10.A.
Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures: Page 1 of 2 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.

GENERAL FUND 9410		
INVOICE WARRANTS	\$ 2,115,941.67	
PAYROLL 4/1/19 – 4/30/19	5,258,073.65	
TOTAL GENERAL FUND		\$ 7,374,015.32
CHILD DEVELOPMENT FUND 9433		
INVOICE WARRANTS	10,685.36	
PAYROLL 4/1/19 – 4/30/19	71,060.81	
TOTAL CHILD DEVELOPMENT FUND		81,746.17
GO BOND CLEARING FUND 9446		
INVOICE WARRANTS	0.00	
TOTAL GO BOND CLEARING FUND		0.00
GO BOND BUILDING FUND 9447		
INVOICE WARRANTS	0.00	
TOTAL GO BOND BUILDING FUND		0.00
CAPITAL OUTLAY PROJECTS FUND 9441		
INVOICE WARRANTS	258,964.27	
TOTAL CAPITAL OUTLAY PROJECTS FUND		258,964.27
SELF INSURANCE DENTAL FUND 9461		
INVOICE CHECK	69,403.00	
TOTAL SELF INSURANCE DENTAL FUND		69,403.00
STUDENT CENTER FEE TRUST FUND 9473		
INVOICE WARRANTS	58.58	
TOTAL STUDENT CENTER FEE TRUST FUND		58.58
SELF INSURANCE HEALTH FUND 9462		
INVOICE WARRANTS	300.00	
TOTAL SELF INSURANCE HEALTH FUND		300.00
SELF INSURANCE PROPERTY/LIABILITY FUND 9463		
INVOICE WARRANTS	0.00	
TOTAL SELF INSURANCE PROPERTY/LIABILITY FUND		0.00
<u>GRAND TOTAL ALL FUNDS</u>		<u>\$ 7,784,487.34</u>

RECOMMENDATION:

Staff recommends that the board of trustees approve commercial warrants 25007772 through 25008357 for a subtotal of \$2,455,352.88, and payroll warrants in the amount of \$5,329,134.46, for a grand total of \$7,784,487.34.

Administrator Initiating Item: Eric D. Smith	Final Disposition:
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ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
04/01/2019 - 04/30/2019
Payroll

General Fund 10

100 Academic Salaries

1100A	Academic Salaries Full Time	1,450,106.25
1100B	Administrators (Cert.) Non Teaching	211,230.65
1100D	Part Time Faculty	777,576.25
SUB TOTAL		<u>\$2,438,913.15</u>

200 Classified Salaries

2000A	CSEA	1,087,447.83
2000B	Confidential/Supervisory	147,319.77
2000C	Classified Administrators	157,135.24
2000E	Classified Hourly	140,279.46
2000F	Student Workers	193,876.20
SUB TOTAL		<u>\$1,726,058.50</u>

300 Employee Benefits

3000A	STRS	315,871.34
3000B	PERS	251,710.50
3000C	OASDHI-FICA	136,772.38
3000D	Health & Welfare	352,756.74
3000E	EDD-SUI	1,856.87
3000F	Workers Comp	34,134.17
SUB TOTAL		<u>\$1,093,102.00</u>

TOTAL FUND 10		<u>\$5,258,073.65</u>
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Child Development Fund 33

100 Academic Salaries

1100A	Academic Salaries Full Time	15,881.94
1100D	Part Time Faculty	3,729.72
SUB TOTAL		<u>\$19,611.66</u>

200 Classified Salaries

2000A	CSEA	5,718.83
2000E	Classified Hourly	6,500.00
2000F	Student Workers	31,291.91
SUB TOTAL		<u>\$43,510.74</u>

300 Employee Benefits

3000A	STRS	2,734.77
3000B	PERS	1,227.77
3000C	OASDHI-FICA	866.19
3000D	Health & Welfare	2,568.84
3000E	EDD-SUI	14.42
3000F	Workers Comp	526.42
SUB TOTAL		<u>\$7,938.41</u>

TOTAL FUND 33		<u>\$71,060.81</u>
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TOTAL DISTRICT PAYROLL		<u>\$5,329,134.46</u>
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Allan Hancock College
Warrant Register
 Check Dates from 4/1/2019 to 4/30/2019
 Bank Code: CT

Vendor Name	Description	Amount	Warrant
Gregory Abate	Manual Refund Submitted	\$270.00	
		\$270.00	CT 25007772
Aly Abel	Manual Refund Submitted	\$69.00	
		\$69.00	CT 25007773
Academic Senate	Marla Allegre 4.10-13.19	\$625.00	
		\$625.00	CT 25007774
Miguel Acosta	Manual Refund Submitted	\$187.00	
		\$187.00	CT 25007775
Frederick Adams	Manual Refund Submitted	\$58.00	
		\$58.00	CT 25007776
Jade Adams	Manual Refund Submitted	\$48.00	
		\$48.00	CT 25007777
Scott Adams	Manual Refund Submitted	\$13.50	
		\$13.50	CT 25007778
Seneca Adams	Manual Refund Submitted	\$158.00	
		\$158.00	CT 25007779
James Adcock	Manual Refund Submitted	\$97.00	
		\$97.00	CT 25007780
Jesse Aguilar	Manual Refund Submitted	\$172.00	
		\$172.00	CT 25007781
Juan Albarran	Manual Refund Submitted	\$47.00	
		\$47.00	CT 25007782
Brian Albert	Manual Refund Submitted	\$159.00	
		\$159.00	CT 25007783
Michael Aldridge	Manual Refund Submitted	\$78.00	
		\$78.00	CT 25007784
Zoie Aliado	Manual Refund Submitted	\$141.00	
		\$141.00	CT 25007785
Joslynn Allen	Manual Refund Submitted	\$24.00	
		\$24.00	CT 25007786
Cynthia Alm	Manual Refund Submitted	\$209.00	
		\$209.00	CT 25007787
Jeffrey Almaguer	Manual Refund Submitted	\$108.00	
		\$108.00	CT 25007788
Cory Altig	Manual Refund Submitted	\$110.50	
		\$110.50	CT 25007789
Barry Alton	Manual Refund Submitted	\$138.00	
		\$138.00	CT 25007790
Eduardo Alvarez	Manual Refund Submitted	\$138.00	

Allan Hancock College
Warrant Register
 Check Dates from 4/1/2019 to 4/30/2019
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Vendor Name	Description	Amount	Warrant
		\$138.00	CT 25007791
Terry Alviar	Manual Refund Submitted	\$151.00	
		\$151.00	CT 25007792
Arinze Anakwenze	Manual Refund Submitted	\$47.00	
		\$47.00	CT 25007793
Kellye Cohn	Historic evening with Eva Schloss	\$25.00	
		\$25.00	CT 25007794
Dominic Dal Bello	CSU-LSAMP meeting	\$502.60	
		\$502.60	CT 25007795
David Degroot	ASCCC Curriculum Regional meeting	\$249.86	
		\$249.86	CT 25007796
Ellucian Live	Veronica Sanchez 4.4-7.19	\$0.00	
	Veronica Sanchez 4.4-7.19	\$0.00	
	Veronica Sanchez 4.4-7.19	\$715.00	
		\$715.00	CT 25007797
Jeffery Hall	3.12.19 mileage reimbursement	\$29.81	
		\$29.81	CT 25007798
Patrick Halpin	RSA Conference-Sophos @ SPIN	\$506.68	
		\$506.68	CT 25007799
Hancock Promise	Vendor Refund/AHC Fdtn	\$138.00	
	Vendor Refund/AHC Fdtn	\$115.00	
	Vendor Refund/AHC Fdtn	\$92.00	
	Vendor Refund/AHC Fdtn	\$70.50	
	Vendor Refund/AHC Fdtn	\$69.00	
	Vendor Refund/AHC Fdtn	\$47.00	
	Vendor Refund/AHC Fdtn	\$47.00	
	Vendor Refund/AHC Fdtn	\$47.00	
	Vendor Refund/AHC Fdtn	\$47.00	
	Vendor Refund/AHC Fdtn	\$47.00	
	Vendor Refund/AHC Fdtn	\$47.00	
	Vendor Refund/AHC Fdtn	\$47.00	
	Vendor Refund/AHC Fdtn	\$47.00	
	Vendor Refund/AHC Fdtn	\$47.00	
	Vendor Refund/AHC Fdtn	\$47.00	
	Vendor Refund/AHC Fdtn	\$46.00	
	Vendor Refund/AHC Fdtn	\$45.00	
	Vendor Refund/AHC Fdtn	\$45.00	
	Vendor Refund/AHC Fdtn	\$23.50	
	Vendor Refund/AHC Fdtn	\$23.00	
	Vendor Refund/AHC Fdtn	\$414.00	
	Vendor Refund/AHC Fdtn	\$376.00	
	Vendor Refund/AHC Fdtn	\$329.00	
	Vendor Refund/AHC Fdtn	\$329.00	
	Vendor Refund/AHC Fdtn	\$326.00	
	Vendor Refund/AHC Fdtn	\$161.00	
	Vendor Refund/AHC Fdtn	\$141.00	
	Vendor Refund/AHC Fdtn	\$322.00	
	Vendor Refund/AHC Fdtn	\$322.00	

Allan Hancock College

Warrant Register

Check Dates from 4/1/2019 to 4/30/2019

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Hancock Promise	Vendor Refund/AHC Fdtn	\$282.00	
	Vendor Refund/AHC Fdtn	\$282.00	
	Vendor Refund/AHC Fdtn	\$282.00	
	Vendor Refund/AHC Fdtn	\$282.00	
	Vendor Refund/AHC Fdtn	\$276.00	
	Vendor Refund/AHC Fdtn	\$235.00	
	Vendor Refund/AHC Fdtn	\$229.00	
	Vendor Refund/AHC Fdtn	\$211.50	
	Vendor Refund/AHC Fdtn	\$188.00	
	Vendor Refund/AHC Fdtn	\$188.00	
	Vendor Refund/AHC Fdtn	\$188.00	
	Vendor Refund/AHC Fdtn	\$188.00	
	Vendor Refund/AHC Fdtn	\$184.00	
	Vendor Refund/AHC Fdtn	\$141.00	
	Vendor Refund/AHC Fdtn	\$141.00	
	Vendor Refund/AHC Fdtn	\$141.00	
	Vendor Refund/AHC Fdtn	\$139.00	
	Vendor Refund/Fdtn NRT Diff	\$20,228.50	
	Vendor Refund/AHC Fdtn	\$3,160.00	
	Vendor Refund/AHC Fdtn	\$792.00	
	Vendor Refund/AHC Fdtn	\$677.00	
	Vendor Refund/AHC Fdtn	\$652.00	
	Vendor Refund/AHC Fdtn	\$645.00	
	Vendor Refund/AHC Fdtn	\$560.00	
	Vendor Refund/AHC Fdtn	\$557.00	
	Vendor Refund/AHC Fdtn	\$421.00	
	Vendor Refund/AHC Fdtn	\$231.00	
	Vendor Refund/AHC Fdtn	\$230.00	
	Vendor Refund/AHC Fdtn	\$230.00	
	Vendor Refund/AHC Fdtn	\$184.00	
	Vendor Refund/AHC Fdtn	\$184.00	
	Vendor Refund/AHC Fdtn	\$139.00	
	Vendor Refund/AHC Fdtn	\$138.00	
	Vendor Refund/AHC Fdtn	\$138.00	
	Vendor Refund/AHC Fdtn	\$138.00	
	Vendor Refund/AHC Fdtn	\$138.00	
	Vendor Refund/AHC Fdtn	\$136.00	
	Vendor Refund/AHC Fdtn	\$136.00	
	Vendor Refund/AHC Fdtn	\$136.00	
	Vendor Refund/AHC Fdtn	\$135.00	
	Vendor Refund/AHC Fdtn	\$92.00	
	Vendor Refund/AHC Fdtn	\$90.00	
	Vendor Refund/AHC Fdtn	\$63.00	
	Vendor Refund/AHC Fdtn	\$51.00	
	Vendor Refund/AHC Fdtn	\$50.00	
	Vendor Refund/AHC Fdtn	\$50.00	
	Vendor Refund/AHC Fdtn	\$50.00	
	Vendor Refund/AHC Fdtn	\$49.00	
	Vendor Refund/AHC Fdtn	\$48.00	
	Vendor Refund/AHC Fdtn	\$48.00	
	Vendor Refund/AHC Fdtn	\$48.00	
	Vendor Refund/AHC Fdtn	\$48.00	

Allan Hancock College
Warrant Register
 Check Dates from 4/1/2019 to 4/30/2019
 Bank Code: CT

Vendor Name	Description	Amount	Warrant
Jeremiah Hernandez	Foster Kinship Care Ed conference	\$0.00	
		\$61.40	CT 25007801
Hilton	Veronica Sanchez 4.4-7.19	\$0.00	
	Veronica Sanchez 4.4-7.19	\$0.00	
	Veronica Sanchez 4.4-7.19	\$914.48	
		\$914.48	CT 25007802
Christopher Hite	Italian Cinemas Abroad Conference	\$709.43	
	Italian Cinemas Abroad Conference	\$709.43	
		\$1,418.86	CT 25007803
Edwin Hodges	3.19-20.19	\$108.72	
		\$108.72	CT 25007804
Jennifer Jozwiak	Present at NADE conference	\$937.12	
		\$937.12	CT 25007805
Andria Keiser	NADE Conference	\$866.78	
		\$866.78	CT 25007806
Latina Leadership Network	Lucerito Salgado 3.21-23.19	\$5,079.70	
		\$5,079.70	CT 25007807
Richard Mahon	Connecting the Dots workshop	\$77.03	
		\$77.03	CT 25007808
Marriott	Jeremiah Hernandez 4.22-23.19	\$139.74	
	Jeremiah Hernandez 4.22-23.19	\$0.00	
		\$139.74	CT 25007809
Dorine Mathieu	Women in Engineering conference	\$846.53	
		\$846.53	CT 25007810
Lynn Mayer	StrongerWorkforce & EmploymentStragegiesWkshp	\$0.00	
	StrongerWorkforce & EmploymentStragegiesWkshp	\$251.48	
		\$251.48	CT 25007811
Celestina Middleton	4.6-10.19	\$0.00	
	4.6-10.19	\$144.00	
		\$144.00	CT 25007812
Martha Moreno	2.28.19 mileage reimbursement	\$12.30	
		\$12.30	CT 25007813
Paul Murphy	Guided Pathways	\$150.80	
	Connecting the Dots workshop	\$76.56	
		\$227.36	CT 25007814
NACCE	Robert Mabry 4.24-26.19 group	\$1,200.00	
		\$1,200.00	CT 25007815
Robert Nourse	1.9-3.20.19 mileage reimbursement	\$518.29	
		\$518.29	CT 25007816
Greg Pensa	3.12.19 mileage reimbursement	\$41.30	

Allan Hancock College
Warrant Register
 Check Dates from 4/1/2019 to 4/30/2019
 Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$41.30	CT 25007817
Kenia Perez	4.6-10.19	\$144.00	
	4.6-10.19 pre-travel reimbursement for airfare	\$644.00	
		\$788.00	CT 25007818
Lizabeth Phillips	3.4 and 3.12.19 mileage reimbursement	\$55.68	
		\$55.68	CT 25007819
Adelina Pozos	StrongerWorkforce & EmploymentStrategiesWrkshp	\$0.00	
	StrongerWorkforce & EmploymentStrategiesWrkshp	\$259.69	
		\$259.69	CT 25007820
Ruben Ramirez	T-9 Mastered Essentials training	\$209.76	
		\$209.76	CT 25007821
Ana Sofia Ramirez Gelpi	AB 2098 Work Group	\$374.68	
	Connecting the Dots workshop	\$76.56	
	AB 2098 Work Group	\$374.68	
		\$825.92	CT 25007822
Ricky Rantz	Person Brain Model conference	\$150.86	
		\$150.86	CT 25007823
Gordon Rivera	EDU Printshop ProUser Group conference	\$269.71	
	EDU Printshop ProUser Group conference	\$0.00	
		\$269.71	CT 25007824
Alexandra Spiess	University Tour and Chafee Zoo	\$5.12	
		\$5.12	CT 25007825
Jose Villegas	Manual Refund Submitted	\$250.00	
		\$250.00	CT 25007826
Kevin Walthers	CEO Symposium	\$620.34	
	Co-present at NASPA conference	\$202.82	
		\$823.16	CT 25007827
Christina Wright-Morgan	1.17-3.14.19 mileage reimbursement	\$90.48	
		\$90.48	CT 25007828
Acme Auto Leasing Llc	Lease payment for 2018 Dodge Police Charger	\$658.80	
		\$658.80	CT 25007829
Airgun Depot, LLC	Umarex Glock 17 Pistol Invoice 7748437	\$2,969.70	
		\$2,969.70	CT 25007830
Amazon	Four Es Scientific 100uL-1000uL High-Accurate	\$375.92	
	INSTRUCTIONAL SUPPLIES (JAN 11-MAY 30, 2019)	\$14.88	
	INSTRUCTIONAL SUPPLIES (JAN 11-MAY 30, 2019)	\$116.40	
	Physics Instructional Supplies 2/7/19 - 5/31/19	\$221.28	
	Physics Instructional Supplies 2/7/19 - 5/31/19	\$17.49	
	Physics Instructional Supplies 2/7/19 - 5/31/19	\$71.23	
	Physics Instructional Supplies 2/7/19 - 5/31/19	\$28.98	
	Science Night supplies January 29 - May 31 2019	\$115.57	
	Supplies for the Chem labs, 3-11-19 - 5-31-19	\$36.75	

Allan Hancock College

Warrant Register

Check Dates from 4/1/2019 to 4/30/2019

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Amazon	Pop-up Magnifier	\$137.38	
	Digital Calipers	\$402.48	
	Scientific Calculator	\$65.08	
	Supplies for the Chem labs, 7-6-18 - 5-31-19.	\$7.52	
	Supplies for the Chem labs, 7-6-18 - 5-31-19.	\$74.44	
	Operational Supplies	\$62.89	
	Operational Supplies	\$499.18	
	Operational Supplies	\$171.10	
	Student Materials (March 19-May 30, 2019)	\$161.70	
	Student Materials (Feb 8-May 30, 2019)	\$61.01	
	Student Materials (Feb 8-May 30, 2019)	\$65.74	
	Student Materials (Feb 8-May 30, 2019)	\$64.48	
	Student Materials (Feb 8-May 30, 2019)	\$744.00	
	SunGro Horticulture #SUGRMIX4	\$98.91	
		\$3,614.41	CT 25007831
American Business Machines	Staple Cartridge, Canon ImageRUNNER 4251	\$63.72	
	Canon Copier IR4235, Serial #RKJI7959, ID#10845	\$5.19	
	Canon Copier IR4235, Serial #RKJI7959, ID#10845	\$5.19	
	Canon Copier IR4235, Serial #RKJI7959, ID#10845	\$10.39	
	Copy Machine Maintenance	\$79.84	
	Cannon Copier IR2525, Serial #RMU01022, ID #10966	\$32.31	
	Maintenance agreement : ID#Z10953	\$115.86	
	Cannon Copier iR 2525, Serial #FRU43875	\$60.99	
	Cannon Copier iR Adv4251, Serial #RKPO9130	\$125.83	
	Cannon Copier IR 4225, Serial #RKF10470	\$158.54	
	Cannon Copier iRAdv4251, Serial #RKPO6410	\$42.46	
	Maintenance Agreement for Canon iR Adv5030	\$70.09	
	Maintenance Agreement for Canon iR Adv5030	\$6.37	
	Canon Copier IR5050 SN#CHE9176 ID#11001	\$58.28	
	Campuswide Copier Maintenance July 1, 2018 to	\$83.42	
	Canon Copier IR4245, Serial #QHP03847, ID#10987	\$46.42	
	Canon Copier IR4535, Serial #RKJI7964, ID#10846	\$8.30	
	Canon Copier IR4535, Serial #RKJI7964, ID#10846	\$16.59	
	Canon Copier IR4535, Serial #RKJI7964, ID#10846	\$8.30	
	\$998.09	CT 25007832	
American Star Tours, Inc.	Bus Service - AHC Track Team	\$1,408.00	
	Bus Service - AHC Baseball	\$1,178.00	
	Charter Bus Service Charter No. 18-23109	\$1,878.00	
	Bus Service - AHC Swim Team	\$1,408.00	
	Bus Service - AHC Softball Team	\$1,556.00	
	Charter Bus Service Charter # 19-23314	\$3,146.00	
	Bus Service - AHC Softball Team	\$1,556.00	
	Bus Service - AHC Softball Team	\$1,178.00	
	Bus Service - AHC Softball Team	\$1,178.00	
	Bus Service - AHC Baseball	\$1,178.00	
	\$15,664.00	CT 25007833	
American Target Company	B 8 CP Target Quote No. m304	\$39.50	
	B 27 PR Target	\$430.00	
	SR 42 Target	\$344.00	

**Allan Hancock College
Warrant Register**

Check Dates from 4/1/2019 to 4/30/2019
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$813.50	CT 25007834
Apprenticeship Leaders Institute	Agriculture Apprenticeship Workshop	\$1,800.00	
		\$1,800.00	CT 25007835
Aramark Uniform Services	TOWEL RENTAL-PS JULY 1, 2018-JUNE 30, 2019	\$40.00	
		\$40.00	CT 25007836
Assessment Technologies Institute Llc	Dosage Calculation Tutorial Package 2.0	\$2,584.00	
		\$2,584.00	CT 25007837
Atlas Performance Ind Inc	Office Trailer W/RR, 12 x 60, 7-1-18 thru 6-30-19	\$650.00	
	Ramp-Under 30" Straight Design	\$435.00	
		\$1,085.00	CT 25007838
Blick Art Materials	REPLACEMENT CANVAS FOR SR-36 SLAB ROLLER	\$330.48	
	SHIPPING	\$8.64	
		\$339.12	CT 25007839
Bremer Auto Parts	OPERATIONAL SUPPLIES JULY 1 2018 TO MAY 31 2019	\$6.78	
	Supplies/Parts for LE Training Vehicles	\$706.15	
	Supplies/Parts for LE Training Vehicles	\$49.12	
		\$762.05	CT 25007840
Brummel Myrick & Associates	Engineering services - Bldg N Boiler Replacement	\$950.00	
	Engineering services for chilled water system	\$1,450.00	
		\$2,400.00	CT 25007841
Cal State Auto Parts	Instr Supplies Auto Tech Program	(\$114.64)	
	Instr Supplies Auto Tech Program	\$135.00	
	Instr Supplies Auto Tech Program	\$115.91	
	Instr Supplies Auto Tech Program	(\$114.91)	
	Instr Supplies Auto Tech Program	\$57.74	
	Instr Supplies Auto Tech Program	\$55.24	
	Instr Supplies Auto Tech Program	(\$113.56)	
		\$20.78	CT 25007842
California Electric Supply	ELECTRICAL-LIGHTING SUPPLIES , 7-1-18 thru 5-31-19	\$42.67	
		\$42.67	CT 25007843
Carney Inc	LACAI Annual Hosting Service Contract date range:	\$950.00	
	One-time migration of existing data	\$500.00	
		\$1,450.00	CT 25007844
Carolina Biological	Instructional supplies for Biology labs	\$39.68	
		\$39.68	CT 25007845
CDW Government Inc	Apple 9.7in iPad #5035159	\$678.67	
	Recycle Fee #654809	\$10.00	
	Netgear AC1600 Router R6250 #4711891	\$239.82	
	AppleCare for iPad Mini #5034810	\$123.06	
	Dell P2417H LED MONITOR 24" QUOTE #JVRZ388	\$228.41	
	RECYCLING FEE	\$6.00	
	Microsoft Surface Pro- 12.3" core i5 7300U	\$1,873.53	

Allan Hancock College

Warrant Register

Check Dates from 4/1/2019 to 4/30/2019

Bank Code: CT

Vendor Name	Description	Amount	Warrant
CDW Government Inc	Microsoft Surface Pro Type Cover (M1725)	\$2.08	
	Microsoft Surface Pro Type Cover (M1725)	\$206.03	
	Recycling fee	\$10.00	
	Credit Return 14 Display Mounts P1901897	(\$335.21)	
	Credit Return 2 Display Mount P1901897	(\$111.74)	
	Credit Return Display Mount P1901897	(\$111.74)	
	Credit Return Display Mount P1901897	(\$55.87)	
	Credit Return Display Mount P1901897	(\$111.74)	
	HP Office jet Pro 8720 Quote #JZJF814	\$250.33	
	HP 952 yellow original ink cartridge	\$21.37	
	HP 952 magenta original ink cartridge	\$21.37	
	HP 952 cyan original ink cartridge	\$21.37	
	HP 952 black original ink cartridge	\$31.09	
	HP Office jet Pro 8720 Quote #JZJF814	\$250.33	
	HP 952 yellow original ink cartridge	\$64.12	
	HP 952 magenta original ink cartridge	\$64.12	
	HP 952 cyan original ink cartridge	\$64.12	
	HP 952 black original ink cartridge	\$93.28	
	Dell P2417H LED 24inch Monitor #4138024	\$923.49	
	Recycle Fee #654810	\$24.00	
	\$4,480.29		CT 25007846
City of Lompoc	Sanitary Landfill Fees 7.1.18 - 6.30.19	\$83.40	
	\$83.40		CT 25007847
Coalition of Labor, Agriculture & Business	TABLE SPONSORSHIP INVOICE #848465	\$1,000.00	
	\$1,000.00		CT 25007848
Comcast Cable	Monthly Recurring Costs 7.1.18-6.30.19	\$153.83	
	\$153.83		CT 25007849
Culligan/Central Coast Water Treatment	Campus Graphics Drinking Water	\$9.26	
	Water Rental Stand	\$11.00	
		\$20.26	CT 25007850
	Monthly rental for 9 mixed bed DI tank Deionized Water for Bldg M 7.1.18 - 6.30.19	\$25.00 \$100.00	
	\$125.00		CT 25007851
Custom Colors Auto Body Supplies, Inc.	Instr Supplies Auto Body Program	\$216.18	
	Instructional Supplies for Auto Body program	\$4,426.93	
	Instructional Supplies for Auto Body program	\$14.04	
	\$4,657.15		CT 25007852
DexYP	Santa Maria Verizon Directory Jan-June 2019	\$26.00	
		\$26.00	CT 25007853
Digital West Networks, Inc	Telephone Service 1.1.19 - 6.30.19	\$2,729.57	
	Telephone Service 1.1.19 - 6.30.19	\$1,238.86	
	\$3,968.43		CT 25007854

Allan Hancock College
Warrant Register
 Check Dates from 4/1/2019 to 4/30/2019
 Bank Code: CT

Vendor Name	Description	Amount	Warrant
Ellucian Company LP	000030 Performance Cloud Subscription	\$12,350.00	
	000080 Learning Cloud Subscription	\$12,350.00	
	000130 Talent Management Suite:	\$8,075.00	
	000320 Talent Management Suite:	\$13,300.00	
	000800 Subscription for Chrome River	\$23,400.00	
		\$69,475.00	CT 25007855
Eyemed Vision Care	Vision Insurance Premiums April 2019	\$2,582.05	
		\$2,582.05	CT 25007856
Fatte's Pizza of Santa Maria	Food for Transfer Thursday	\$62.18	
	Food for Transfer Thursday	\$62.18	
		\$124.36	CT 25007857
Federal Express Corp	Shipping fees for Grants 7.1.18 to 6.30.19	\$6.72	
		\$6.72	CT 25007858
Ferguson Enterprises Inc	Plumbing Supplies, 03-01-19 thru 05-31-19	\$55.08	
	Plumbing Supplies, 03-01-19 thru 05-31-19	\$300.51	
	Plumbing Supplies, 03-01-19 thru 05-31-19	\$791.10	
	Plumbing Supplies, 03-01-19 thru 05-31-19	\$17.24	
		\$1,163.93	CT 25007859
Ferrilli	Estimated Travel & Expenses	\$986.21	
		\$986.21	CT 25007860
Fisher Scientific Co Llc	5FT VACUUM TUBI	\$251.26	
	TYG TUB 1/4X7/16 50FT-15M/PK	\$184.16	
	SPARKLEEN I MANWASH 3/4 BOX	\$67.31	
	5FT VACUUM TUBI	\$114.21	
	FUEL SURCHARGE	\$4.20	
		\$621.14	CT 25007861
Gaylord Bros	GAYLORD ARCHIVAL DROP-FRONT PRINT BOX	\$274.40	
	PERMALIFE 20 LB BOND PAPER	\$96.68	
	Shipping and Processing	\$129.88	
		\$500.96	CT 25007862
Goodson Tools & Supplies	Instr. Supplies for the Automotive Tech program	\$661.31	
		\$661.31	CT 25007863
Grainger Inc.	Maintenance Supplies, 03-01-19 thru 05-31-19	\$68.67	
		\$68.67	CT 25007864
Harbor Freight Tools	Instructional Supplies for Auto Tech Program	\$12.93	
		\$12.93	CT 25007865
Health Journeys	SLIP INTO SLEEP GIFT PACK FOR STUDENT WELLNESS	\$55.90	
	SHIPPING CHARGE	\$12.95	
		\$68.85	CT 25007866
Health Sanitation Services	Roll-off Fees for 3-4-19	\$147.68	
	Greenyard Waste - Disposal Per Ton	\$119.05	
		\$266.73	CT 25007867
Intermountain Lock And	Keypad, Multi-Tech Prox, SCEMTK Gray	\$841.33	

Allan Hancock College
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Vendor Name	Description	Amount	Warrant
Security Supply		\$841.33	CT 25007868
J & P Construction Inc	ADA Parking Lot E Resurfacing Project (LVC)	\$39,000.00	
	Change Order 01-ADA Asphalt Resurfacing Project	\$6,754.00	
		\$45,754.00	CT 25007869
Grant Johnson	Reimbursement for Live Scan	\$97.00	
		\$97.00	CT 25007870
JR Barto Heating & Aircon	Materials for Duct work for CNC Router	\$700.00	
	Labor	\$2,140.00	
		\$2,840.00	CT 25007871
Kone Inc	Elevators Service Agreement , 7-1-18 thru 6-30-19	\$4,227.60	
		\$4,227.60	CT 25007872
Lexipol Llc	Lexipol Policy Manual Update Subscription	\$2,433.00	
		\$2,433.00	CT 25007873
Lowes	ART INSTRUCTIONAL SUPPLIES JULY 1 2018-MAY 31 2019	\$104.99	
	ART INSTRUCTIONAL SUPPLIES JULY 1 2018-MAY 31 2019	\$142.61	
		\$247.60	CT 25007874
Robert Mabry	Food Reimb MakerMatic Final Presentation 3/14/19	\$108.48	
		\$108.48	CT 25007875
Making Waves USA, LLC	ARENA FEMALE MAST LIGHT DROP ROYAL VAR. SZ SHIPPING	\$1,648.09	
		\$80.00	
		\$1,728.09	CT 25007876
McKesson Medical Surgical Inc	Medical Supplies per attached quote #CPQ-53702	\$111.24	
	Medical Supplies per attached quote #CPQ-53702	\$1,594.93	
		\$1,706.17	CT 25007877
Christina Mcmillan	Clothes Reimbursement	\$193.03	
		\$193.03	CT 25007878
Mid State Container Sales Inc	Container Rental, 01-01-19 thru 06-30-19	\$134.69	
		\$134.69	CT 25007879
Office Depot	Office/Operational Supplies for MESA Center	\$202.66	
	Operational Supplies 1-9-19 to 5-31-19	\$40.28	
	GENERAL OFFICE SUPPLIES	\$21.89	
	Office supplies for LVC sciences.	\$34.01	
	Operational Supplies July 16, 2018-May 31, 2019	\$7.55	
	Operational Supplies July 16, 2018-May 31, 2019	\$14.03	
	Office Supplies thru 12-31-2018	(\$0.21)	
	P1901438 Cr Inv 236682749001	(\$1.19)	
	Operational supplies 7/1/18-5/31/19	(\$6.11)	
	Office Supplies 2-13 through 5-31-2019 Janet McGee	\$30.36	
	Office Supplies, 02-01-19 thru 05-31-19	\$31.80	
	320991 ENGRAVED SIGN WITH METAL WRAPAROUND	\$22.02	
	143291 HP 83A BLACK TONER CARTRIDGES	\$119.38	

**Allan Hancock College
Warrant Register**

Check Dates from 4/1/2019 to 4/30/2019
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Vendor Name	Description	Amount	Warrant
Office Depot	431632 HP 952XL HIGH YIELD BLACK AND COLOR CARTRID	\$95.44	
	843796 O.D. SELF STICK NOTES	\$3.84	
	305706 O.D. WRITING PADS	\$15.72	
	Office Supplies through May 31, 2019	\$200.97	
	HAMMERMIL PAPER COPY PLUS ITEM# 0347005	\$138.32	
	office supplies March 14-May 31 2019	\$459.66	
		\$1,430.42	CT 25007880
Olverita'S Village	INSTRUCTIONAL SUPPLIES FOR DANCE CONCERTS	\$154.50	
		\$154.50	CT 25007881
Omniupdate Inc	Hancock Website Redesign Professional Services	\$49,000.00	
		\$49,000.00	CT 25007882
Judy Osterhage	Independent Contract-Osterhage	\$1,200.00	
		\$1,200.00	CT 25007883
Panera Bread	Food for Transfer Thursday	\$171.53	
		\$171.53	CT 25007884
Pharmedix	Prescription medication July 1, 2018- May 31, 2019	\$19.96	
		\$19.96	CT 25007885
Portable Johns, Inc.	Rental - Holding Tank, 7-1-18 thru 6-30-19	\$64.80	
	Service - 300 Gal. Holding Tank	\$220.00	
	Additional Service	\$220.00	
	Renta1/Serviceing 7-1-18 thru 6-30-19	\$730.95	
		\$1,235.75	CT 25007886
PPG Architectural Finishes Inc	Paint Per Invoices	\$32.95	
	Paint Per Invoices	\$65.12	
		\$98.07	CT 25007887
Praxair Distribution Inc.	Feed Roll Kit for .072 Wire #LINKP1697-068	\$202.44	
	Lincoln Innershield Gun 10ft #LINK126-10	\$1,196.64	
	Supplies for Bulldog Bound Events	\$45.79	
	Supplies for Bulldog Bound Events	\$52.63	
		\$1,497.50	CT 25007888
Quinn Company	Adapter, 20AA 200-A-AL	\$4.30	
	Adaptor, RS10009500	\$59.13	
	Trash Pump, RS4024000	\$1,116.24	
	Hose, RS33727000	\$108.00	
	Suction Hose, RS33729510	\$64.81	
		\$1,352.48	CT 25007889
Rayne Water Conditioning	Reverse Osmosis for Buildings: J,K,M,N,CBC,S2,R2	\$163.95	
	Reverse Osmosis for Buildings: J,K,M,N,CBC,S2,R2	\$55.90	
		\$219.85	CT 25007890
Robertson Gomez Automotive	Smog Testing for Vehicles, Lompoc Campus	\$24.95	
		\$24.95	CT 25007891
Ruisenor Psychological Pc	Service Contract for DACA Students Healing Circle	\$450.00	

Allan Hancock College
Warrant Register
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Vendor Name	Description	Amount	Warrant
		\$450.00	CT 25007892
Safeway Inc - Vons Division	Science Lab Supplies July 1, 2018-May 31, 2019	\$23.49	
	Instructional supplies for Biology labs	\$13.76	
		\$37.25	CT 25007893
Santa Maria Firefighters Benevolent Foundation	GOLF TOURNAMENT CAPTAIN SPONSORSHIP	\$1,000.00	
		\$1,000.00	CT 25007894
Satin Flame Design	Web Development Consulting Services	\$1,379.02	
		\$1,379.02	CT 25007895
Save Mart Supermarkets	Food Supplies for Children Cntr 1-11-19 to 5-22-19	\$85.28	
	Food Supplies for Children Cntr 1-11-19 to 5-22-19	\$205.95	
		\$291.23	CT 25007896
Sherwin-Williams Co	Paint Per Invoices 6029-4 and 2276-2	\$5.81	
	Paint Per Invoices 6029-4 and 2276-2	\$17.44	
		\$23.25	CT 25007897
SISC III	INSURANCE PREMIUMS APR 2019	\$488,136.00	
		\$488,136.00	CT 25007898
SLO Safe Ride	Transportation Services, AHC Baseball	\$1,311.00	
		\$1,311.00	CT 25007899
Smart & Final	Food Supplies for MESA meetings and events spring	\$195.45	
	Food for Healthy Eating and Nutrition Workshop on	\$313.86	
	Food for Healthy Eating and Nutrition Workshop on	\$88.45	
	Snacks for UTC Events 2-14-19 to 5-31-19	\$138.63	
	Food Supplies For Children Cntr 1-11-19 to 5-22-19	\$25.35	
	Instructional Supplies 8-22-2018 thru 5-31-2019	\$49.84	
		\$811.58	CT 25007900
Smith Pipe & Supply Inc	LANDSCAPE SUPPLIES, 7-1-18 thru 05-31-19	\$111.39	
		\$111.39	CT 25007901
Alberto Solano	Independent Contract for Guided Pathways coaching	\$2,500.00	
		\$2,500.00	CT 25007902
Sonoma Cast Stone Corp	Amphora Concrete Tank- 320gal	\$3,442.50	
	Glycol Heating/Cooling Coils	\$708.75	
	Pomace Door- Stainless	\$445.50	
	Custom Angle Racking Arm	\$225.18	
	Valve and Fittings Package- Stainless Steel	\$384.75	
	Shipping Materials	\$113.40	
	Metal Pallet	\$259.20	
	Shipping	\$400.00	
		\$5,979.28	CT 25007903
Sport & Cycle Team Athletics Inc	FULL FIELD TARP COVER	\$2,252.61	
	FULL FIELD TARP COVER	\$1,944.00	
	SHIPPING	\$319.12	

Allan Hancock College

Warrant Register

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Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$4,515.73	CT 25007904
Strata Information Group	Professional Svcs for SOW151-DW501SUPPORT1819-EXT1	\$3,875.00	
	TECHNICAL CONSULTING FOR FINANCIAL AID	\$3,415.71	
	TRAVEL EXPENSE ONSITE CONSULTING 7-1-18 TO 6-30-19	\$1,500.00	
	TECHNICAL CONSULTING FOR FINANCIAL AID	\$77.50	
	Banner Consulting Services October 18-January 19	\$6,859.02	
	Additional Services for Grant Module	\$2,102.18	
		\$17,829.41	CT 25007905
Subway	Food for Launch to College	\$1,110.00	
		\$1,110.00	CT 25007906
T-Mobile USA Inc	Unlimited high speed mobile broadband data	\$595.00	
	Hotspots - tax only	\$23.20	
		\$618.20	CT 25007907
T3kFit LLC	AHC Promise Mobile App License Agreement for 3	\$45,846.00	
		\$45,846.00	CT 25007908
Target Specialty Products	Target 31-3-5 50% XRT 3% FE	\$1,297.73	
		\$1,297.73	CT 25007909
Testa's Campus Cuisine	Food for Veterans Mentor Monday	\$102.38	
		\$102.38	CT 25007910
The Docuteam LLC	Destruction of Documents WO #00263806	\$38.00	
		\$38.00	CT 25007911
Trocsh Colcman Pacific Inc	Landscape Boulders	\$427.41	
		\$427.41	CT 25007912
United Parcel Service	UPS Charges, 7-1-18 thru 6-30-19	\$60.55	
		\$60.55	CT 25007913
United Refrigeration Inc	ASME Bladder Expansion Tank, 125 PSI	\$2,456.84	
	HVAC Supplies, 02-01-19 thru 05-31-19	\$293.06	
		\$2,749.90	CT 25007914
US Bank Corporate Payment System	Cal Poly University Parking Permit Fee	\$5.00	
	American Airlines Baggage Fee for N.Ornelas	\$30.00	
	Cab Services Fee for N.Ornelas Feb 2-5 2019	\$35.98	
	Cab Services Fee for N.Ornelas Feb 2-5 2019	\$32.51	
	American Airlines Baggage Fee for N.Ornelas	\$30.00	
		\$133.49	CT 25007915
Virtual Vri	Typewell Transcription	\$1,350.00	
		\$1,350.00	CT 25007916
VWR International	FORENSIC DNA FINGERPRINTING KI BIORAD	\$301.06	
	LIP (SECT) HE (PRIMATE)	\$97.69	
	MUSCLE-BONE CONNECTION (SECT) HE M	\$148.62	
		\$547.37	CT 25007917

Allan Hancock College
Warrant Register
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Vendor Name	Description	Amount	Warrant
Winema Industrial and Safety Supply	Sharps Refill Container, 5 Qt	\$161.59	
	Shipping charges	\$36.54	
		\$198.13	CT 25007918
Ana E Zuniga	Independent Contract-Zuniga	\$650.00	
		\$650.00	CT 25007919
Maria Arvizu-Rodriguez	Transfer Summit	\$60.00	
	Transfer Summit	\$30.00	
		\$90.00	CT 25007920
Stephen Bernardo	3.12-26.19 mileage reimbursement	\$77.72	
		\$77.72	CT 25007921
Ashley Brackett	Region 6 meeting	\$97.36	
	Leading with Love conference	\$119.95	
	Transfer Summit	\$181.10	
	Transfer Summit	\$30.00	
		\$428.41	CT 25007922
Josephine Cabanas	3.28.19 mileage reimbursement	\$38.86	
		\$38.86	CT 25007923
Mary Campos	2.15-3.21.19 mileage reimbursement	\$106.03	
		\$106.03	CT 25007924
S Richard Cota	Makerspace Festival	\$143.32	
		\$143.32	CT 25007925
Vernetta Crain	CCC Veterans Summit	\$371.08	
	CCC Veterans Summit	\$0.00	
		\$371.08	CT 25007926
Brent Darwin	6.16-20.19 pre-travel reimbursement for registrati	\$1,040.00	
	6.16-20.19 pre-travel reimbursement for registrati	\$0.00	
		\$1,040.00	CT 25007927
Henry Davis	CCC Veterans Summit	\$371.08	
	CCC Veterans Summit	\$0.00	
		\$371.08	CT 25007928
Andrew Densmore	Firehouse World conference	\$1,192.64	
		\$1,192.64	CT 25007929
Claudia Diaz	Pathway to Equity & Success conference	\$552.70	
		\$552.70	CT 25007930
Enterprise Rent-A-Car	Car Rental for user D. Perez 7/1/18 - 5/31/19	\$134.64	
		\$134.64	CT 25007931
Christian Farmer	Manual Refund Submitted	\$138.50	
		\$138.50	CT 25007932
Foundation for California Community Colleges	Pam Storie 5.6-7.19	\$115.00	
	Pam Storie 5.6-7.19	\$0.00	

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Vendor Name	Description	Amount	Warrant
		\$115.00	CT 25007933
Christine Greck	3.18-21.19 mileage reimbursement	\$120.64	
	3.18-21.19 mileage reimbursement	\$0.00	
		\$120.64	CT 25007934
Gerardo Hernandez	2.13-3.29.19 mileage reimbursement	\$124.94	
		\$124.94	CT 25007935
Aaron Hildebrandt	Manual Refund Submitted	\$46.00	
		\$46.00	CT 25007936
Hyatt Regency Orange County	Pam Storie 5.6-7.19	\$151.85	
	Pam Storie 5.6-7.19	\$0.00	
		\$151.85	CT 25007937
Linda Kelly	1.16-3.14.19 mileage reimbursement	\$126.32	
		\$126.32	CT 25007938
Latina Leadership Network	Mayte Solis 3.21-23.19	\$150.00	
	Mayte Solis 3.21-23.19	\$0.00	
		\$150.00	CT 25007939
Robert Mabry	Makerspace Festival	\$571.22	
		\$571.22	CT 25007940
Carissa Perales	CCC Veterans Summit	\$371.08	
	CCC Veterans Summit	\$0.00	
		\$371.08	CT 25007941
Sebastian Ramirez	Makerspace Festival	\$139.50	
		\$139.50	CT 25007942
Julie Rios	3.6-29.19 mileage reimbursement	\$175.63	
		\$175.63	CT 25007943
Brenden Robertson	CENIC Conference	\$871.29	
		\$871.29	CT 25007944
Jose Rodriguez	11.7.18-3.13.19 mileage reimbursement	\$31.20	
		\$31.20	CT 25007945
Alexandra Spiess	4.18-19.19 group	\$1,280.00	
		\$1,280.00	CT 25007946
Kristy Rose Tumbaga	2.13-3.1.19 mileage reimbursement	\$66.24	
		\$66.24	CT 25007947
B&H Photo Video	TIFFEN 67mm Clear Filter Quote 786886030	\$12.80	
		\$12.80	CT 25007948
Bone Clones	Human Medical Skull, Sphenoid in plastic case	\$161.63	
	Shipping and handling	\$19.00	
		\$180.63	CT 25007949
Bremer Auto Parts	FHP Belt per Invoice 838253	\$22.98	

Allan Hancock College

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Vendor Name	Description	Amount	Warrant
		\$22.98	CT 25007950
Capitol Advisors Group LLC	CONSULTING AND ADVOCACY SERVICES	\$2,000.00	
		\$2,000.00	CT 25007951
Carolina Biological	Instructional supplies for Biology labs	\$38.93	
	Instructional supplies for Biology labs	\$42.58	
	Beaker, 150mL pk12 Cat#731007 Quote:416413	\$32.51	
	Human Genetic Traits Kit Cat#173835	\$47.08	
	Cow Eye, Cat#228904	\$177.66	
	Sheep Brain, Cat#228704	\$704.16	
	Sheep Heart, Cat#228774	\$383.40	
	Sheep Kidney, Cat#228804	\$304.57	
	Flints for Gas Lighter pk15, Cat#706632	\$10.71	
	Bunsen Burner Tubing, Cat#706775	\$271.76	
	Balls, Cotton, Medium, Cat#712672	\$89.02	
	Freight and Handling	\$135.00	
		\$2,237.38	CT 25007952
Carr's Boot Shop	Safety Boots July 1, 2018 through May 31, 2019	\$125.00	
		\$125.00	CT 25007953
Coast Clutch & Brake Supply	Bearings per Invoice 119940	\$33.48	
		\$33.48	CT 25007954
County of Ventura, Elections Division	NOVEMBER 6, 2018 Gubernatorial General Election	\$7,448.58	
		\$7,448.58	CT 25007955
Culligan Of Lompoc	RFNTAI REVERSE OSMOSIS JULY 1 2018 TO JUNE 30 2019	\$23.50	
		\$23.50	CT 25007956
Cuyama Joint Unified School District	Transportation- Career Exploration Day	\$296.50	
		\$296.50	CT 25007957
Demco Inc	Misc. Office Supplies Jan 24, 2019 - May 31, 2019	\$99.37	
		\$99.37	CT 25007958
Drug Free Sport	2.6.19 ORAL FLUID SPORTS 5 PANEL	\$875.00	
	2.6.19 COLLECTION CHARGES	\$450.00	
	2.6.19 MILEAGE	\$168.00	
		\$1,493.00	CT 25007959
Facilities Planning And Consulting Services	Consulting Services for Facilities Planning	\$3,237.50	
		\$3,237.50	CT 25007960
Fisher Scientific Co Llc	Methanol Lab Grade, #NC0701101	\$141.92	
	Isopropyl alcohol, #NC9504821	\$174.33	
	Test Discs, #R55054, quote #9037-6760-26	\$266.66	
	Cotton applicator, #23-400-125	\$224.60	
	Descaler, #04-355-36	\$55.23	
	Weigh dish, large, #08-732-115	\$179.87	

Allan Hancock College
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Vendor Name	Description	Amount	Warrant
Fisher Scientific Co Llc	Glucose Tolerance beverage, #40-100-9FB	\$268.59	
	Transfer pipet, #13-711-20	\$165.92	
	Test tube clamp, #05-840	\$55.46	
	Fuel surcharge	\$4.20	
	Ethanol 95%, #S73985A	\$36.83	
	Chromatography paper, #S23973	\$36.94	
	250ml beakers, #S76100G	\$32.67	
	100ml beakers, #S76100E	\$35.85	
	Hanging drop slides, #12-560A	\$197.74	
	CONDENSER GRAHAM 400MM	\$32.05	
	BTL DROP-DISP LDPE 60ML 12/PK	\$199.60	
	\$2,108.46	CT 25007961	
Foodbank Of Santa Barbara County	Food Supplies for SM LVC and Gym through 6/30/19	\$344.65	
		\$344.65	CT 25007962
	Food Supplies for SM LVC and Gym through 6/30/19	\$543.74	
		\$543.74	CT 25007963
	Food Supplies for SM LVC and Gym through 6/30/19	\$329.50	
		\$329.50	CT 25007964
	Food Supplies for SM LVC and Gym through 6/30/19	\$194.99	
		\$194.99	CT 25007965
	Food Supplies for SM LVC and Gym through 6/30/19	\$540.96	
		\$540.96	CT 25007966
	Food Supplies for SM LVC and Gym through 6/30/19	\$324.69	
		\$324.69	CT 25007967
	Food Supplies for SM LVC and Gym through 6/30/19	\$348.24	
		\$348.24	CT 25007968
Food Supplies for SM LVC and Gym through 6/30/19	\$446.14		
	\$446.14	CT 25007969	
Food Supplies for SM LVC and Gym through 6/30/19	\$304.57		
	\$304.57	CT 25007970	
Food Supplies for SM LVC and Gym through 6/30/19	\$454.59		
	\$454.59	CT 25007971	
Ford Motor Credit Company Llc	Lease Payment for 3 2018 Ford Explorer	\$1,786.92	
		\$1,786.92	CT 25007972
Frontier Communications	Telephone Service 7.1.18-6.30.19	\$100.50	
		\$100.50	CT 25007973
Garda CI West Inc	Armored Transportation Service 12 @ \$409.36	\$466.80	
		\$466.80	CT 25007974
Hardy Diagnostics	C.albicans, MBL	\$192.83	
	Science Lab Supplies July 1, 2018-May 31, 2019	\$184.62	
	Science Lab Supplies July 1, 2018-May 31, 2019	\$59.47	

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Vendor Name	Description	Amount	Warrant
Hardy Diagnostics	OF Basal Medium HDx Criterion, 2L Freight	\$42.88	CT 25007975
		\$1.61	
		\$481.41	
Institute Of Beauty Culture Inc	DSL LINE FEES JULY 1, 2018-JUNE 30, 2019 AGREEMENT FOR COSMETOLOGY TRAINING AGREEMENT FOR COSMETOLOGY TRAINING	\$123.20	CT 25007976
		\$29,327.52	
		\$19,551.68	
		\$49,002.40	
Internet Software Sciences	Annual Helpdesk Software Support/Upgrades	\$3,000.00	CT 25007977
		\$3,000.00	
John R Byerly Inc	Inspection Services for Prop 39 LVC Solar Project	\$6,491.50	CT 25007978
		\$6,491.50	
Kathy Grbac	Reimburse overpayment of traffic citation H119023	\$80.00	CT 25007979
		\$80.00	
Norm Katz	Invoice 33119 Pre-Employment Psychological	\$450.00	CT 25007980
		\$450.00	
L.N. Curtis & Sons	PROSERIES BRITE ALU SCREW LOCK D CARABINER SHIPPING	\$4,374.00	CT 25007981
		\$20.00	
		\$4,394.00	
Lakeshore Learning Materials	Operational Supp.Chldm Cntr per attachquote#19199 Operational Supp.Chldm Cntr per attachquote#19199	\$2,383.04	CT 25007982
		\$2,383.03	
		\$4,766.07	
Lee Central Coast Newspapers	Legal Ads for Business Services Group	\$125.12	CT 25007983
		\$125.12	
Liebert Cassidy Whitmore	General Legal Counsel November 1, 2018 through General Legal Counsel November 1, 2018 through General Legal Counsel November 1, 2018 through	\$11,098.00	CT 25007984
		\$227.00	
		\$1,632.00	
		\$12,957.00	
LOVARC	Fee agreement for Spring 2019	\$292.32	CT 25007985
		\$292.32	
Mailfinance Inc	Leasing IM5000 Mail Machine, 7-1-18 thru 6-30-19	\$1,958.95	CT 25007986
		\$1,958.95	
McKesson Medical Surgical Inc	Medical Supplies per attached quote #CPQ-53702 Medical Supplies per attached quote #CPQ-53702	(\$396.65)	CT 25007987
		\$405.29	
		\$8.64	
Mission Linen Supply	Uniform Services and Towels, 07-1-18 THRU 05-31-19 Laundry services for AT Program Laundry services for AB Program Uniform Services and Towels, 07-1-18 THRU 05-31-19	\$34.88	CT 25007988
		\$35.34	
		\$11.11	
		\$34.88	
		\$116.21	
Nub Games Inc	ANNUAL SUBSCRIPTION, 5-5-2019 TO 5-4-2020	\$475.00	CT 25007989
		\$475.00	

Allan Hancock College

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Vendor Name	Description	Amount	Warrant
Office Depot	Office Depot Brand Low-Odor Dry-Erase Markers	\$38.77	
	Office Depot Brand Low-Odor Dry-Erase Markers	\$55.45	
	Office Depot Brand Low-Odor Dry-Erase Markers	\$55.45	
	Office Depot Brand Low-Odor Dry-Erase Markers	\$55.45	
	Purell Sanitizing Wipes, Canister of 270	\$76.78	
	HP 78A (CE278A) Black Original LaserJet Toner	\$106.42	
	Eveready Economy LED Flashlight Twin Pack	\$23.94	
	BIC Soft Feel Retractable Ballpoint Pens, Medium	\$22.16	
	Energizer Industrial Alkaline AA Batteries	\$4.05	
	Instructional Supplies 9-26-18 to 5-31-19.	\$19.57	
	Office Supplies 9-26-18 to 5-31-19	\$110.01	
	OFFICE SUPPLIES FOR WRITING CTR 2/1/19 - 5/31/19	\$11.21	
		\$579.26	CT 25007990
Oracle America Inc	Oracle Linux Basic Limited Support 1 YR (8);	\$998.00	
	Five Year Order Document No. 2637071 Total Value	\$554.49	
	Configuration Management Pack - Named User Plus	\$554.51	
	Oracle Database Enterprise Edition - Named User	\$7,393.43	
	Internet Application Server Enterprise Edition -	\$5,545.07	
	Internet Developer Suite - Named User Plus	\$843.23	
	Programmer - Named User Plus Perpetual 5 FULL USE	\$168.65	
	Diagnostics Pack - Named User Plus Perpetual	\$554.51	
	Internet Application Server Enterprise Edition -	\$1,818.24	
	Tuning Pack - Named User Plus Perpetual 640 FULL	\$181.83	
	Configuration Management Pack - Named User Plus	\$181.83	
	Diagnostics Pack - Named User Plus Perpetual 640	\$181.83	
	Oracle Database Enterprise Edition - Named User	\$2,467.62	
	Configuration Management Pack - Named User Plus	\$289.34	
	Diagnostics Pack - Named User Plus Perpetual 1049	\$413.35	
	Oracle Database Enterprise Edition - Named User	\$3,926.78	
	Internet Application Server Enterprise Edition -	\$2,893.42	
Tuning Pack - Named User Plus Perpetual 1049 FULL	\$413.35		
	\$29,379.48	CT 25007991	
Pacific Gas & Electric Company	Electricity Services 7.1.18-6.30.19	\$1,359.18	
	Electricity Services 7.1.18-6.30.19	\$339.80	
		\$1,698.98	CT 25007992
	Electricity Services 7.1.18-6.30.19	\$3,335.30	
	Electricity Services 7.1.18-6.30.19	\$833.83	
		\$4,169.13	CT 25007993
PARS Public Agency Retirement	PAYROLL DEDUCTION 4.10.19	\$555.59	
		\$555.59	CT 25007994
Part Time Faculty AHC - Member	PAYROLL DEDUCTION 4.10.19	\$402.39	
		\$402.39	CT 25007995
Pasco Scientific	Polarizer Demonstators OS-9477A quote# QT111397	\$421.71	
	shipping	\$19.00	

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Vendor Name	Description	Amount	Warrant
		\$440.71	CT 25007996
Passmore Electric Co, Inc	Install Electrical Outlets and Feeds - Materials	\$1,062.15	
	Labor Charges	\$3,606.02	
	Service Truck	\$259.00	
		\$4,927.17	CT 25007997
Diana Perez	Reimb for logo on briefcase	\$6.48	
		\$6.48	CT 25007998
PPG Architectural Finishes Inc	Paint Supplies, 12-01-18 thru 05-31-19	\$16.41	
		\$16.41	CT 25007999
Praxair Distribution Inc.	Carbon Dioxide Liquid, 7-1-18 thru 6-30-19	\$250.94	
		\$250.94	CT 25008000
Pro Tint	Photo manipulation artwork badge (labor) EST0055	\$350.00	
	15 Badge printed laminated DI-CUT 3m 1j180 Cv3	\$1,652.40	
	Installation per vehicle (labor)	\$680.00	
	Removal of existing graphics (labor)	\$220.00	
		\$2,902.40	CT 25008001
ProCare Janitorial Supply, Inc.	Custodial Supplies-Lompoc, 11-01-18 thru 05-31-19	\$460.77	
	Custodial Supplies, SM, 1-01-19 thru 6-30-19	\$332.74	
	Custodial Supplies, SM, 1-01-19 thru 6-30-19	\$151.95	
	Custodial Supplies, SM, 1-01-19 thru 6-30-19	\$134.07	
	Custodial Supplies, SM, 1-01-19 thru 6-30-19	\$66.25	
	Custodial Supplies, SM, 1-01-19 thru 6-30-19	\$2,534.82	
		\$3,680.60	CT 25008002
Public Economics Inc	Amendment 1 Phase 2/3 for additional services	\$3,132.50	
		\$3,132.50	CT 25008003
Qualtrics Llc	Research Suite License - Single User Number of	\$1,469.00	
		\$1,469.00	CT 25008004
Rays Auto Parts	22in exactfit beam for P 2 unit Invoice #522851	\$29.18	
		\$29.18	CT 25008005
Readyrefresh By Nestle	Water Delivery Service for Bldgs. O and P	\$12.95	
		\$12.95	CT 25008006
San Luis Obispo Co Clerk-Recorder	November 6, 2018 Consolidated General Election	\$1,568.58	
		\$1,568.58	CT 25008007
Santa Maria Produce Golf	GOLF TOURNAMENT SPONSORSHIP	\$250.00	
		\$250.00	CT 25008008
Santa Maria Public Library	Sub Recipient Agreement	\$2,332.07	
		\$2,332.07	CT 25008009
Save Mart Supermarkets	Food Supplies for Children Cntr 1-11-19 to 5-22-19	\$58.67	
	Food Supplies for Children Cntr 1-11-19 to 5-22-19	\$91.51	
	Food Supplies for Children Cntr 1-11-19 to 5-22-19	\$70.23	

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Vendor Name	Description	Amount	Warrant
		\$220.41	CT 25008010
Sheet Music Plus	SWEET BETSY FROM PIKE ITEM #HL50483284	\$11.41	
	YOU'RE THE ONE THAT I WANT ITEM #AP.27423	\$17.07	
	AND ALL THAT JAZZ ITEM # AP.41833	\$17.07	
	SHIPPING	\$9.13	
		\$54.68	CT 25008011
Skyline Flower Growers	Instructional Supplies for NC Floral Classes	\$63.00	
	Instructional Supplies for NC Floral Classes	\$118.70	
	Instructional Supplies for NC Floral Classes	\$84.00	
	Instructional Supplies for NC Floral Classes	\$107.00	
		\$372.70	CT 25008012
SLO Pest And Termite	Pest Control Services, 7-1-18 thru 6-30-19	\$120.00	
	Pest Control Services, 11-1-18 thru 6-30-19	\$125.00	
		\$245.00	CT 25008013
Smart & Final	Operational Supplies 2/27/19-4/30/19 B Lombardo	\$273.63	
	Instructional Supplies 4-1-19 thru 5-31-19	\$131.78	
	Instructional Supplies 4-1-19 thru 5-31-19	\$81.49	
	Instructional Supplies 4-1-19 thru 5-31-19	\$61.16	
	Food items for staff mtgs from 01/17/19-05/31/19	\$9.97	
		\$558.03	CT 25008014
	VISA GIFT CARDS FOR NATIONAL COLLEGE HEALTH	\$400.00	
	VISA GIFT CARDS FOR NCHA SURVEY INCENTIVES	\$100.00	
	VISA GIFT CARD ACTIVATION FEE CHARGE	\$23.80	
	VISA GIFT CARD ACTIVATION FEE CHARGE	\$9.90	
		\$533.70	CT 25008015
Smith Pipe & Supply Inc	LANDSCAPE SUPPLIES, 7-1-18 thru 05-31-19	\$228.28	
		\$228.28	CT 25008016
Spectrum Reach	Spring CE Commercial Contracts	\$554.00	
	Spring CE Commercial Contracts	\$1,287.00	
		\$1,841.00	CT 25008017
Strata Information Group	SOW-147 Remote Consultation	\$155.00	
	DBA consulting for Banner 8.X and 9.X Student	\$2,247.50	
	Professional Services for SOW150-CCCAPPLY SUPPORT	\$1,550.00	
	CPOS-SIG Onsite Consulting thru 6-30-19	\$581.25	
		\$4,533.75	CT 25008018
STRS Cash Balance Plan, MS#20	PAYROLL DEDUCTION 4.10.19	\$1,778.78	
		\$1,778.78	CT 25008019
Supply Doc Inc	Prehema articulating paper	\$15.10	
	Spectrum flowbowl mixing bowl, medium	\$3.78	
		\$18.88	CT 25008020
SVM Lp	Transportation Vouchers CARE students	\$19,000.00	
	Shipping	\$28.68	
	Transportation Vouchers CAFYES students	\$15,000.00	

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Vendor Name	Description	Amount	Warrant
SVM Lp	Shipping	\$25.56	
		\$34,054.24	CT 25008021
Karen Tait	Employee Reimbursement, instructional supplies	\$39.43	
		\$39.43	CT 25008022
The Docuteam LLC	Confidential 32 Gal Bin, Picked up and Shredded	\$25.00	
		\$25.00	CT 25008023
Total Compensation System Inc	Consulting Services for GASB Accounting Standards	\$1,530.00	
		\$1,530.00	CT 25008024
Troesh Coleman Pacific Inc	Cuyama Rock per Invoice 10172	\$193.05	
		\$193.05	CT 25008025
Trojan Petroleum, Inc	Diesel Fuel Charges Per Invoice 0231395-IN	\$1,426.98	
	Oil, Syn Blend 10-30 RIB Per Invoice 0230853-IN	\$522.63	
	Ca Oil Recycling Fee	\$14.35	
	CA Motor Oil Fee	\$2.75	
		\$1,966.71	CT 25008026
United Parcel Service	UPS Charges, 7-1-18 thru 6-30-19	\$533.01	
		\$533.01	CT 25008027
US Bank Corporate Payment System	Instructional supplies purchased for Bio labs	\$79.50	
	Advertising for recruitment - Zip Recruiter	\$249.00	
	Advertising for recruitment - Zip Recruiter	\$416.06	
	Advertising for recruitment - Indeed, Inc.	\$32.82	
	Advertising for recruitment - Facebook	\$25.00	
	Advertising for recruitment - Facebook	\$25.00	
	Advertising for recruitment - Facebook	\$25.00	
	Advertising for recruitment - Facebook	\$35.00	
	Marriot Hotel Fees for Workshop Sacramento 3-15-19	\$236.58	
	Beekman Hotel fees March 19-20, 2019, New York	\$846.96	
		\$1,970.92	CT 25008028
Verizon	Long Distance Telephone Service 7.1.18 - 6.30.19	\$2.24	
		\$2.24	CT 25008029
	Long Distance Telephone Service 7.1.18 - 6.30.19	\$15.76	
		\$15.76	CT 25008030
Verizon Select Svc Inc	Long Distance and Toll Free Service Charges	\$15.57	
		\$15.57	CT 25008031
VTC Enterprises	Collection of Recycling Paper on Main Campus,	\$660.00	
		\$660.00	CT 25008032
Kevin Walthers	REIMBURSEMENT FOR DISTRICT BUSINESS LUNCH	\$50.00	
		\$50.00	CT 25008033
West Coast Water Services Inc	Monthly Water Treatment, 07-01-18 thru 06-30-19	\$1,087.32	
	Monthly Water Treatment, 07-01-18 thru 06-30-19	\$1,428.00	

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Vendor Name	Description	Amount	Warrant
		\$2,515.32	CT 25008034
West Covina Wholesale Nursery LLC	Plants per Invoice 68708	\$476.19	
	Tree per Invoice 68709	\$198.41	
		\$674.60	CT 25008035
Western Exterminator Company	Pest Control Services - Bldg. G Cafeteria	\$114.00	
	Pest Control Services - Bldg. D (PCPA theater)	\$275.00	
	Pest Control Services - CBC Bldg.	\$95.00	
		\$484.00	CT 25008036
Winema Industrial and Safety Supply	AED Inspection and Reporting Per Month	\$285.00	
		\$285.00	CT 25008037
Workers' Compensation Administrators, LLC	REFUND TEMP DIS BENEFITS 1.14.19	\$2,870.88	
		\$2,870.88	CT 25008038
Zoro Tools, Inc	Safetyflex FR Coverall Rain Suit, Green, XL	\$161.42	
	Safetyflex FR Coverall Rain Suit, Green, L	\$177.21	
		\$338.63	CT 25008039
Academic Senate	Lynn Becerra-Valencia	\$0.00	
	Lynn Becerra-Valencia	\$100.00	
		\$100.00	CT 25008040
	Mayra Morales 4.25-27.19	\$100.00	
	Mayra Morales 4.25-27.19	\$0.00	
		\$100.00	CT 25008041
ACTLA	Miguel Gutierrez 4.25-27.19	\$375.00	
		\$375.00	CT 25008042
	Elaine Healy 4.24-27.19	\$385.00	
		\$385.00	CT 25008043
Raul Aldama	Campus Logic Training	\$152.77	
	Campus Logic Training	\$0.00	
	1.30-2.27.19 mileage reimbursement	\$16.82	
		\$169.59	CT 25008044
Leonardo Alejo	Manual Refund Submitted	\$22.00	
		\$22.00	CT 25008045
Dana Avila	4.9-11.19 mileage reimbursement	\$135.49	
		\$135.49	CT 25008046
Erica Biely	RP Conference	\$0.00	
	RP Conference	\$586.18	
		\$586.18	CT 25008047
Steven Butler	RP Conference	\$901.86	
	RP Conference	\$0.00	

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Vendor Name	Description	Amount	Warrant
		\$901.86	CT 25008048
Cal State University-Long Beach	Robert Reid 4.29-5.1.19	\$333.00	
		\$333.00	CT 25008049
Mary Campos	CCCAA Convention	\$50.00	
	CCCAA Convention	\$0.00	
		\$50.00	CT 25008050
David Degroot	CIAC Conference	\$400.00	
	CIAC Conference	\$283.92	
		\$683.92	CT 25008051
Gregory Deleon	Empowered19 Conference	\$143.00	
	Empowered19 Conference	\$0.00	
		\$143.00	CT 25008052
Lori Doty	EmpowerED-Campus Logic Conference	\$114.00	
	EmpowerED-Campus Logic Conference	\$0.00	
		\$114.00	CT 25008053
Embassy Suites Hotel	Maria Arizu-Rodriguez 5.16-17.19	\$274.60	
	Maria Arizu-Rodriguez 5.16-17.19	\$0.00	
		\$274.60	CT 25008054
Kim Ensing	CCC Athletics Assn convention	\$508.58	
	CCC Athletics Assn convention	\$0.00	
		\$508.58	CT 25008055
Oscar Escobedo	3.1-28.19 mileage reimbursement	\$324.81	
	3.1-28.19 mileage reimbursement	\$0.00	
		\$324.81	CT 25008056
Foundation for California Community Colleges	Ashley Brackett 5.9-10.19	\$0.00	
	Ashley Brackett 5.9-10.19	\$115.00	
		\$115.00	CT 25008057
Sara Galindo	2.27-3.21.19 mileage reimbursement	\$336.98	
	2.27-3.21.19 mileage reimbursement	\$0.00	
		\$336.98	CT 25008058
Jeffery Hall	4.9.19 mileage reimbursement	\$25.87	
		\$25.87	CT 25008059
Cheryl Hamlin	Ellucian Live	\$255.37	
		\$255.37	CT 25008060
Joan Henretta	EmpowerEd Calmpus logic conference	\$250.49	
	EmpowerEd Calmpus logic conference	\$0.00	
		\$250.49	CT 25008061
Jeremiah Hernandez	4.22-23.19	\$211.68	
	4.22-23.19	\$0.00	
	Nat'l Assn of Chicana/Chicano Scholars conference	\$919.65	

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Vendor Name	Description	Amount	Warrant
		\$1,131.33	CT 25008062
Daniel Hilker	4.9.19 mileage reimbursement	\$32.71	
		\$32.71	CT 25008063
Larry Lahr	4.9.19 mileage reimbursement	\$36.31	
		\$36.31	CT 25008064
Margaret Lau	CCCAOE conference	\$0.00	
	CCCAOE conference	\$1,311.04	
	3.23-28.19 mileage reimbursement	\$0.00	
	3.23-28.19 mileage reimbursement	\$116.58	
	3.23-28.19 mileage reimbursement	\$0.00	
	3.23-28.19 mileage reimbursement	\$0.00	
		\$1,427.62	CT 25008065
Armando Limon	4.24-27.19	\$356.13	
	4.24-27.19	\$0.00	
		\$356.13	CT 25008066
Monica Maldonado Ramirez	3.1-28.19 mileage reimbursement	\$201.84	
	3.1-28.19 mileage reimbursement	\$0.00	
		\$201.84	CT 25008067
Dianne McMahon	4.6.19	\$18.00	
		\$18.00	CT 25008068
Jose Millan	2.6-3.28.19 mileage reimbursement	\$156.02	
	2.6-3.28.19 mileage reimbursement	\$0.00	
		\$156.02	CT 25008069
Bernardo Morales Lopez	2.5-3.26.19 mileage reimbursement	\$12.36	
		\$12.36	CT 25008070
Paul Murphy	RP Conference	\$1,112.45	
	RP Conference	\$0.00	
		\$1,112.45	CT 25008071
Holly Nolan-Chavez	Capital/Farm Bureau field trip	\$401.00	
	Capital/Farm Bureau field trip	\$34.00	
	CCCAOE donference	\$1,323.04	
		\$1,758.04	CT 25008072
Robert Nourse	ABM Calibration Training	\$143.26	
		\$143.26	CT 25008073
Nohemy Omelas	CCC IEPI Data Informed Integrated Planning	\$77.03	
	CCC IEPI Data Informed Integrated Planning	\$0.00	
	CSSO Conference	\$235.91	
	CSSO Conference	\$0.00	
		\$312.94	CT 25008074
Mary Patrick	CCL Meeting	\$449.68	
		\$449.68	CT 25008075
Marian Quaid-Maltagliati	Ellucian Live	\$2,126.72	

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Vendor Name	Description	Amount	Warrant
		\$2,126.72	CT 25008076
Ruben Ramirez	Human Resources Leadership Academy	\$381.64	
		\$381.64	CT 25008077
Ana Sofia Ramirez Gelpi	12.20.18-3.19.19 mileage reimbursement	\$304.98	
		\$304.98	CT 25008078
Steven Reed	Ellucian Live Conference	\$316.72	
	Ellucian Live Conference	\$1,098.56	
		\$1,415.28	CT 25008079
Fernando Robles Jr.	4.27.19	\$183.84	
		\$183.84	CT 25008080
Lucerito Salgado Olivera	3.6-20.19 mileage reimbursement	\$25.75	
		\$25.75	CT 25008081
Santa Barbara City College	Juanita Tuan 6.28-30.19	\$1,050.00	
	Kiri Villa 6.28-30.19	\$750.00	
		\$1,800.00	CT 25008082
Santa Clara Marriott	Ashley Brackett 5.9-10.19	\$0.00	
	Ashley Brackett 5.9-10.19	\$256.73	
		\$256.73	CT 25008083
Inri Serrano-Valenzuela	4.9.19 mileage reimbursement	\$47.91	
		\$47.91	CT 25008084
Christopher Sprecher	3.5-28.19 mileage reimbursement	\$90.48	
		\$90.48	CT 25008085
Tim Thistleton	USITT National Conference	\$700.00	
		\$700.00	CT 25008086
US Dept of Veterans Affairs Chapter 33	VA33 Return for H20062757	\$93.52	
		\$93.52	CT 25008087
Marina Washburn	4.24-27.19	\$356.13	
	4.24-27.19	\$0.00	
		\$356.13	CT 25008088
Veronica West	CCC Veteran's Summit	\$0.00	
	CCC Veteran's Summit	\$311.16	
		\$311.16	CT 25008089
Hilda Zacarias	4.9.19 mileage reimbursement	\$40.02	
		\$40.02	CT 25008090
Action Library Media Service	MEDIA FOR SM LIBRARY, 2-20-2019 TO 5-31-2019	\$464.94	
		\$464.94	CT 25008091
Acupuncture Center of Santa Maria	Service Agreement 8-15-18 thru 6-30-19	\$1,235.00	
	Service Agreement 8-15-18 thru 6-30-19	\$1,235.00	
	Service Agreement 8-15-18 thru 6-30-19	\$1,235.00	

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Vendor Name	Description	Amount	Warrant
		\$3,705.00	CT 25008092
AERA Engine Builders Association	AERA Membership Renewal for AT Program	\$279.00	
	AERA Prosis Pro Software Subscription Renewal	\$459.00	
		\$738.00	CT 25008093
AHC - Auxiliary Corporation	General Fund Allocation to PCPA 7.1.18 - 6.30.19	\$400,000.00	
		\$400,000.00	CT 25008094
AHC - Part-Time Faculty Association	Reimbursement for rent Inv# 84	\$1,617.28	
	Reimbursement for phone	\$219.17	
	Reimbursement for utilities	\$166.62	
	Reimbursement for office supplies	\$39.95	
	Reimbursement for Computer Software	\$148.86	
	Reimbursement for Computer Consultant	\$20.00	
	Reimbursement for Financial Consultant	\$100.00	
		\$2,311.88	CT 25008095
AHC Foundation	Foundation Advancement Specialist Salary - 3.2019	\$5,548.74	
		\$5,548.74	CT 25008096
Airgun Depot, LLC	Umarex Glock 17 Gen3 CO2 Blow Back BB Gun	\$1,187.88	
		\$1,187.88	CT 25008097
Aldridge Concrete Company	Concrete Repair at Lompoc Campus Bldg 2, Materials	\$1,814.72	
	Labor Charges	\$3,582.27	
	Equipment Charges	\$2,220.00	
		\$7,616.99	CT 25008098
Amazon	Update International Steam Table Pan #SPH-1004	\$155.52	
	Misc Office Supplies for Chldrn Cntr	\$1,288.04	
	Misc Office Supplies for Chldrn Cntr	\$26.58	
	Misc Office Supplies for Chldrn Cntr	\$49.85	
	Misc Office Supplies for Chldrn Cntr	\$44.95	
	Misc Office Supplies for Chldrn Cntr	\$56.96	
	Misc Office Supplies for Chldrn Cntr	\$59.50	
	Misc Office Supplies for Chldrn Cntr	\$70.00	
	Misc Office Supplies for Chldrn Cntr	\$125.98	
	Misc Office Supplies for Chldrn Cntr	\$46.97	
	Office Supplies for Chldrn Cntr 1-11-19 to 5-22-19	\$30.33	
	Office Supplies for Chldrn Cntr 1-11-19 to 5-22-19	\$30.34	
	Office Supplies for Chldrn Cntr 1-11-19 to 5-22-19	\$15.51	
	Office Supplies for Chldrn Cntr 1-11-19 to 5-22-19	\$15.51	
	Office Supplies for Chldrn Cntr 1-11-19 to 5-22-19	\$325.62	
	Office Supplies for Chldrn Cntr 1-11-19 to 5-22-19	\$325.60	
	Office Supplies for Chldrn Cntr 1-11-19 to 5-22-19	\$37.34	
	Office Supplies for Chldrn Cntr 1-11-19 to 5-22-19	\$37.33	
	Office Supplies for Chldrn Cntr 1-11-19 to 5-22-19	\$133.40	
	Office Supplies for Chldrn Cntr 1-11-19 to 5-22-19	\$133.40	
	Office Supplies for Chldrn Cntr 1-11-19 to 5-22-19	\$149.64	
	Office Supplies for Chldrn Cntr 1-11-19 to 5-22-19	\$149.64	
	Office Supplies for Chldrn Cntr 1-11-19 to 5-22-19	\$56.09	

Allan Hancock College

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Vendor Name	Description	Amount	Warrant	
Amazon	Office Supplies for Chldrn Cntr 1-11-19 to 5-22-19	\$56.08		
	Tiger Chef Steam Table Pan Cover	\$64.98		
	Shipping and Handling	\$23.51		
	Rhapsody 16oz Plastic Tumblers	\$116.58		
	Artaste Stainless Steel Flatware #59380	\$362.56		
	Q Squared Zen Serving Bowl	\$89.88		
	Gridmann Bakery Rack- 20 sheet	\$138.23		
	GET Diamond White 12oz Mug	\$175.38		
	Gridmann Bakery Rack- 10 sheet	\$270.80		
	Carlisle Kingline Bowl #KL12102	\$59.18		
	Rhapsody 16oz Plastic Tumblers	\$116.58		
	Artaste Stainless Steel Flatware #59380	\$120.85		
	American Metalcraft Rectangle Platter #MEL21	\$170.48		
	Q Squared Zen Serving Bowl	\$90.70		
	Winco UT-12 Utility Tong	\$43.03		
	Update International 12 Steam Table Pan #NJP-504	\$111.37		
	Metronic Manual Hand Sealer	\$105.81		
	Plastic Pitcher 64oz	\$51.81		
	Winco 12 size Steam Table Pan Cover #SPSCH	\$82.28		
	Keurig K-Elite K-Cup Coffee Maker	\$139.00		
		\$5,753.19		CT 25008099
		MEDIA FOR SM LIBRARY, 2-20-19 TO 5-31-19	\$79.99	
		\$79.99		CT 25008100
American Cleaners & Laundry Inc	DRY CLEANING COSTUMES JULY 1, 2018 - MAY 31, 2018	\$1,510.00		
		\$1,510.00	CT 25008101	
American General Media Inc.	Com Ed Ad on La Ley Run dates: Feb 4-Mar. 21-19	\$375.00		
	Com Ed Ad on La Ley Run dates: Feb 4-Mar. 21-19	\$375.00		
		\$750.00	CT 25008102	
B&H Photo Video	CANON LENS CAP f/82mm/REG CALC82/5672B0	\$11.21		
	CANON LENS CAP f/77mm/REG CALC77/6318B0	\$10.80		
	PEARSTONE ULTRA THIN HDMI CABLE 3' BLACK/REG	\$8.24		
	INSTA360 EVO 3D2D CONVERTIBLE 360180 VR CAMERA	\$341.28		
	PROTAPES PRO GAFF TAPE (2X12yd) BLACK REG	\$4.78		
	LINECO ACID-FREE GUMMED LINEN TAPE (1X360) REG	\$6.71		
	WESTCOTT REFLECTOR HOLDER REG	\$37.75		
	PELICAN COIN CELL 1.5v ALKALINE BATT. (4-PK) REG	\$23.68		
	MAXELL LR44 ALKALINE CELL BATTERIES 1.5V-2PK/REG	\$16.10		
	KALT 8X LOUPE-AGFA STYLE/REG	\$30.12		
	RAYA 42" 5-IN-1 COLLAPS REFLECTOR DISCS/REG	\$17.96		
	SEKONIC L-478D-U LITEMASTER PRO METER/REG	\$322.92		
	SEKONIC L-308X-U FLASHMATE LIGHT METER/REG	\$273.78		
	SEKONIC L-308X-U FLASHMATE LIGHT METER/REG	\$273.78		
DOT-LINE BAMBOO PRINT TONGS (SET OF 3) REG	\$20.84			
	\$1,399.95		CT 25008103	
Berchtold Equipment Company	Parts per Invoices PCO2720, PC02769, PC02821	(\$45.54)		
	Parts per Invoices PCO2720, PC02769, PC02821	\$99.25		
	Parts per Invoices PCO2720, PC02769, PC02821	\$58.61		

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Vendor Name	Description	Amount	Warrant
		\$112.32	CT 25008104
Jessica Blazer	Physical Examination Fund	\$300.00	
		\$300.00	CT 25008105
Blick Art Materials	PALOMINO BLACKWING PENCILS PEARL BOX OF 12	\$71.12	
	PALOMINO BLACKWING PENCILS BLACK BOX OF 12	\$71.12	
		\$142.24	CT 25008106
Bob'S Printing & Rubber Stamps Inc	Self-Inking Signature Stamp for R.R.	\$40.99	
		\$40.99	CT 25008107
Douglas Braun	Food Supply Reimb for 03-08-19 Admin Team Spring	\$185.83	
		\$185.83	CT 25008108
Bremer Auto Parts	Supplies/Parts for LE Training Vehicles	\$132.50	
	Supplies/Parts for LE Training Vehicles	(\$89.20)	
	Supplies/Parts for LE Training Vehicles	\$15.32	
		\$58.62	CT 25008109
Brummel Myrick & Associates	LEED Engineering Services for Operational	\$8,475.50	
		\$8,475.50	CT 25008110
Cal-Coast Machinery, Inc.	Filter Element per Invoice 535527	\$13.64	
	Mower Blades Per Invoice 536100	\$210.62	
		\$224.26	CT 25008111
Canon Financial Services Inc	Campus Graphics Canon Copier Lease Feb-June 2019	\$3,917.15	
	Duplo DC646 60 month lease at 908.08 per month.	\$980.73	
	Campus Graphics Canon Copier	\$249.35	
	Campus Graphics Canon Copier	\$2,440.51	
		\$7,587.74	CT 25008112
Card Integrators	CIS Software License CI badge 8.2	\$2,085.00	
	CIS Maintenance id card printer	\$4,020.00	
		\$6,105.00	CT 25008113
Career America Llc	Financial Aid Online Video Svc Year 1 & 2 of 3 Yr	\$13,000.00	
		\$13,000.00	CT 25008114
CDW Government Inc	Linksys Business LGS108P #3192319	\$156.36	
		\$156.36	CT 25008115
Chemsearch Fe	Usolv, 12x32 oz. NAC FE, Product 10172128	\$440.32	
		\$440.32	CT 25008116
City of Lompoc	Commercial Light Electric 7.1.18 - 6.30.19	\$11,001.50	
	Water Services 7.1.18 - 6.30.19	\$4,535.67	
	Waste Disposal/Sewer Fees 7.1.18 - 6.30.19	\$1,797.98	
		\$17,335.15	CT 25008117
City Of Santa Maria	Disposal Site Landfill 7.1.18 - 6.30.19	\$67.68	
	PCPA Disposal Site Landfill 7.1.18 - 6.30.19	\$100.92	
		\$168.60	CT 25008118

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Vendor Name	Description	Amount	Warrant
CMC Rescue Inc	RIGTECH, RED, CMC PART #441103-01 QUOTE #804049	\$389.88	
	RIGTECH, BLUE, CMC PART #441102	\$389.88	
	PULLEY, HD4, RED, CMC	\$756.00	
		\$1,535.76	CT 25008119
Coast Line Distributing	Food Supplies for Children Cntr 1-11-19 to 5-22-19	\$362.38	
		\$362.38	CT 25008120
Collaborative Braintrust Consulting Firm	Service contract for one-day strategy meeting on	\$5,000.00	
		\$5,000.00	CT 25008121
Columbia Business Center Partners Lp	LEASE OF 890 E. STOWELL CBC 2018-19	\$24,214.00	
		\$24,214.00	CT 25008122
Comcast Cable	Monthly Recurring Costs 7.1.18-6.30.19	\$218.26	
		\$218.26	CT 25008123
	Monthly Recurring Costs 7.1.18-6.30.19	\$238.21	
	\$238.21	CT 25008124	
	Monthly Recurring Costs 7.1.18-6.30.19	\$128.26	
		\$128.26	CT 25008125
Constellation Newenergy Inc	Electricity Services 7.1.18-6.30.19	\$14,860.10	
	Electricity Services 7.1.18-6.30.19	\$3,715.03	
		\$18,575.13	CT 25008126
	Electricity Services 7.1.18-6.30.19	\$0.03	
		\$0.03	CT 25008127
	Electricity Services 7.1.18-6.30.19	\$15.62	
	\$3.90		
	\$19.52	CT 25008128	
Crowne Plaza Hotel	Catering for Meeting	\$500.00	
		\$500.00	CT 25008129
Deliver-It	PU Lompoc PM, deliver Santa Ynez with return	\$154.00	
		\$154.00	CT 25008130
Dell Marketing Lp Inc	Storage & Availability	\$53,942.68	
	Dell VSAN Storage Ready Node R740XD (taxable)	\$143,124.47	
	Dell VSAN Storage Ready Node R740XD (non-taxable)	\$14,870.96	
	PowerEdge M1000E ProSupport 4-Hour 7x24 On-Site	\$620.70	
	PowerEdge M1000E ProSupport 7x24 HWSW	\$420.15	
	PowerEdge M620 ProSupport 4-Hour 7x24 On-site	\$517.58	
	PowerEdge M620 ProSupport 7x24 HWSW	\$417.85	
	PowerEdge M620 ProSupport 4-Hour 7x24 On-site	\$517.58	
	PowerEdge M620 ProSupport: 7x24 HWSW	\$417.85	
	PowerEdge M620 ProSupport 4-Hour 7x24 On-site	\$509.05	
	PowerEdge M620 ProSupport 7x24 HWSW	\$410.96	
	PowerEdge M620 ProSupport 4-Hour 7x24 On-site	\$509.05	
	PowerEdge M620 ProSupport 7x24 HWSW	\$410.96	
PowerEdge M620 ProSupport 4-Hour 7x24 On-site	\$509.05		

**Allan Hancock College
Warrant Register**

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Vendor Name	Description	Amount	Warrant
Dell Marketing Lp Inc	PowerEdge M620 Prosupport 7x24 HWSW	\$410.96	
	PowerEdge M620 ProSupport 4-Hour 7x24 On-site	\$509.05	
	PowerEdge M620 Prosupport 7x24 HWSW	\$410.96	
	APOS_F10_Navasota_MXL10 ProSupport 7x24 On-site	\$1,231.38	
	APOS_F10_Navasota_MXL10 ProSupport 7x24 HWSW	\$330.83	
	APOS_F10_Navasota_MXL10 ProSupport 7x24 On-site	\$1,231.38	
	APOS_F10_Navasota_MXL10 ProSupport 7x24 HWSW	\$330.83	
		\$221,654.28	CT 25008131
Department of Conservation	Assessment of Geologic Hazard Reports	\$3,600.00	
		\$3,600.00	CT 25008132
Department Of Justice	DOJ FBI Clearance for staff and student workers	\$1,247.00	
		\$1,247.00	CT 25008133
Department Of Social Services	Chldm Center Annual Licensing Fee	\$726.00	
	Chldm Center Annual Licensing Fee	\$726.00	
		\$1,452.00	CT 25008134
Ellucian Company LP	Professional Services July 1, 2018- June 30, 2019	\$93.50	
		\$93.50	CT 25008135
Ferguson Enterprises Inc	Plumbing Supplies, 03-01-19 thru 05-31-19	\$3.91	
	Plumbing Supplies, 03-01-19 thru 05-31-19	\$2.34	
	Plumbing Supplies, 03-01-19 thru 05-31-19	\$2.12	
	Sloan Faucets per Invoice 7235386	\$3,410.74	
		\$3,419.11	CT 25008136
Ferrilli	Leadership IT Consulting 6 months @ \$23,750	\$23,750.00	
	Estimated Travel & Expenses	\$3,104.36	
		\$26,854.36	CT 25008137
Fisher Scientific Co Llc	Tubing, Rubber 12ft rl., Cat# 14-175D	\$378.91	
	Fuel Surcharge	\$4.20	
	Science Lab Supplies July 1, 2018-May 31, 2019.	\$119.19	
		\$502.30	CT 25008138
Follett Heg - Ahc Bookstore	Campus Graphics Office Supplies	\$54.44	
	Books for ESL book-lending program	\$8,230.95	
		\$8,285.39	CT 25008139
Foodbank Of Santa Barbara County	Food Supplies for SM LVC and Gym through 6/30/19	\$239.35	
		\$239.35	CT 25008140
	Food Supplies for SM LVC and Gym through 6/30/19	\$284.76	
	Food Supplies for SM LVC and Gym through 6/30/19	\$327.59	
	Food Supplies for SM LVC and Gym through 6/30/19	\$156.31	
		\$768.66	CT 25008141
	Food Supplies for SM LVC and Gym through 6/30/19	\$537.20	
		\$537.20	CT 25008142
	Food Supplies for SM LVC and Gym through 6/30/19	\$443.17	
	Food Supplies for SM LVC and Gym through 6/30/19	\$416.86	

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Vendor Name	Description	Amount	Warrant
		\$860.03	CT 25008143
Foundation for California Community Colleges	Career Catalyst Program	\$1,590.19	
		\$1,590.19	CT 25008144
Gemalto Cogent Inc	\$.75 per transaction	\$21.75	
		\$21.75	CT 25008145
GM Financial Leasing	Lease 2017 Chev Suburban, 7-1-18 thru 6-30-19	\$775.14	
		\$775.14	CT 25008146
	Lease 2017 Chev Suburban, 7-1-18 thru 6-30-19	\$775.14	
		\$775.14	CT 25008147
	Lease 2016 Chev Suburban, 7-1-18 thru 6-30-19	\$769.88	
		\$769.88	CT 25008148
	Lease 2016 Chev Suburban, 7-1-18 thru 6-30-19	\$769.88	
		\$769.88	CT 25008149
Grainger Inc.	Drill Bit Sharpener, Item 6YB32	\$218.54	
		\$218.54	CT 25008150
Ashley Greco	Reissue Payroll WA 02-802433	\$4,367.58	
	Reissue Stale Dated Payroll WA 02-775678	\$412.88	
	Reissue Stale Dated WA 02-807082	\$2,613.60	
	Reissue Stale Dated Payroll WA 02-767597	\$469.10	
		\$7,863.16	CT 25008151
Griego Pool Service	Pool Service, 07-01-18 thru 06-30-19	\$1,200.00	
		\$1,200.00	CT 25008152
Jeffery Hall	Trustee Compensation for Board Meeting Attendance	\$240.00	
		\$240.00	CT 25008153
Hardy Diagnostics	Sabdex Agr w/Chloramphen HDx Criterion, 500gm	\$44.75	
	Voges-Proskauer Reagent A HDx, Naphthol, 15ml	\$92.34	
	Voges-Proskauer Reagent B HDx KOH 40%, 15ml	\$74.45	
	Caviwipes, Disinf Wipes Metrex 160 wipes GRND ONLY	\$47.97	
	Freight	\$9.73	
	Caviwipes, Disinf Wipes Metrex 160 wipes GRND ONLY	\$23.98	
	Freight	\$0.90	
		\$294.12	CT 25008154
Health Sanitation Services	Roll-off Fees for 2-5-19 and 3-28-19	\$147.68	
	Greenyard Waste - Disposal Per Ton	\$186.55	
	Roll-off Fees for 2-5-19 and 3-28-19	\$147.68	
	Greenyard Waste - Disposal Per Ton	\$114.10	
		\$596.01	CT 25008155
Daniel Hilker	Trustee Compensation for Board Meeting Attendance	\$240.00	
		\$240.00	CT 25008156
Intermountain Lock And Security Supply	KEY AND LOCK SUPPLIES, 01-01-19 THRU 05-31-19	\$101.21	
	KEY AND LOCK SUPPLIES, 01-01-19 THRU 05-31-19	\$141.75	

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Vendor Name	Description	Amount	Warrant
		\$242.96	CT 25008157
J.E. Halliday Sales Inc	Campus Graphics Envelope Press CNS. Toner, Drums	\$262.53	
	Campus Graphics OKI Envelope Press Consumables	\$641.91	
		\$904.44	CT 25008158
Johnson Plastics Plus	Campus Graphics Engraving Consumables	\$532.73	
		\$532.73	CT 25008159
Kelly Paper Co	Paper consumables for Campus Graphics	\$244.47	
	Paper consumables for Campus Graphics	\$2,881.28	
		\$3,125.75	CT 25008160
Kincares Inc	Independent Contract-Kincares	\$2,000.00	
		\$2,000.00	CT 25008161
Knn Public Finance Llc	Fees: Disclosure Annual Report Ending 6-30-18	\$5,000.00	
		\$5,000.00	CT 25008162
Kubota Leasing	Lease Purchase-Kubota Tractor, 7-1-18 thru 6-30-19	\$811.61	
		\$811.61	CT 25008163
Larry Lahr	DENTAL INS PREM DED APR 2019	(\$196.69)	
	Trustee Compensation for Board Meeting Attendance	\$240.00	
		\$43.31	CT 25008164
Margaret Lau	Food Supply Reimb for 03-08-19 Admin Team Spring	\$520.75	
		\$520.75	CT 25008165
Lightfoot Ltd, Inc	INK AND PAINT BOARD SKU00246-BPS ACME PEGS	\$539.46	
	SHIPPING	\$49.85	
	EASEL DESIGN PRO LED SKULED 39 ACME PEGBOARD	\$539.95	
	SHIPPING	\$49.85	
		\$1,179.11	CT 25008166
Link-Systems International Inc	ONLINE TUTORING, INVOICE 8259, SEPT. 2018	\$4,067.07	
	ONLINE TUTORING, INVOICE 8179, AUG. 2018	\$15,588.41	
		\$19,655.48	CT 25008167
Evangelina Marquez	Enrollment Exp Reimbursement	\$38.99	
		\$38.99	CT 25008168
Matheson Tri-Gas Inc	Instr Supplies-Material Fees for Welding Program	\$293.91	
		\$293.91	CT 25008169
Matranga Floral	Instructional Supplies for NC Floral classes	\$204.77	
	Instructional Supplies for NC Floral classes	\$208.12	
		\$412.89	CT 25008170
McKesson Medical Surgical Inc	Sodium Chlorie Bact	\$38.39	
	Exam gloves small for student use	\$105.71	
	Exam gloves medium for student use	\$161.81	
	Glucose test strip	\$205.18	
	Blood collection tube	\$61.43	
	CR P1902130 ITEM 3	(\$38.39)	
	P1902130 ITEM 3	\$29.19	

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Vendor Name	Description	Amount	Warrant
		\$563.32	CT 25008171
McMaster-Carr Supply Co.	Instructional Supplies for MT Program 3/20-5/31/19	\$31.95	
	Instructional Supplies for MT Program 3/20-5/31/19	\$792.92	
		\$824.87	CT 25008172
Mission Linen Supply	Uniform Services and Towels, 07-1-18 THRU 05-31-19	\$34.88	
		\$34.88	CT 25008173
MORALES, DIANE	FINGERPRINTING	\$20.00	
		\$20.00	CT 25008174
MOSCATO, JOSEPH	FINGERPRINTING	\$25.00	
		\$25.00	CT 25008175
Moxie Cafe	Moxie Cafe Bkfst - Commencement Mtg on 04052019	\$158.75	
		\$158.75	CT 25008176
Office Depot	OFFICE SUPPLIES FOR WRITING CTR 2/1/19 - 5/31/19	\$146.04	
	Office Supplies 1/1/19 - 5/31/19	\$48.36	
	Office Supplies 1/1/19 - 5/31/19	\$72.54	
	Operational supplies for Biology	\$321.11	
	Office Supplies July 1, 2018 - May 31, 2019	\$34.55	
	Office Supplies July 1, 2018 - May 31, 2019	\$34.55	
	OPERATIONAL SUPPLIES JULY 1 2018 TO MAY 31 2019	\$53.84	
	OFFICE OPERATIONAL SUPPLIES 7-1-18 TO 5-31-19	\$99.62	
	OFFICE OPERATIONAL SUPPLIES 7-1-18 TO 5-31-19	\$63.92	
	office supplies 8/27/18 - 5/31/19	\$11.30	
	PAPER AND TONER SUPPLIES	\$91.64	
	Operational Supplies 10.1.18 - 5.31.19	\$18.47	
	Operational Supplies 1-9-19 to 5-31-19	\$500.76	
	Misc office supplies Jan 23, 2019-May 31, 2019	\$182.76	
	Misc office supplies Jan 23, 2019-May 31, 2019	\$35.37	
	Misc office supplies Jan 23, 2019-May 31, 2019	\$41.49	
	Office Supplies, February 27, 2019 - May 31, 2019	\$303.16	
	Office Supplies, February 27, 2019 - May 31, 2019	\$18.13	
	OFFICE SUPPLIES 3/28/19 - 5/31/19	\$183.48	
	OFFICE SUPPLIES 3/28/19 - 5/31/19	\$16.44	
	INSTRUCTIONAL SUPPLIES 3/30/19 - 5/31/19	\$198.12	
	INSTRUCTIONAL SUPPLIES 3/30/19 - 5/31/19	\$48.92	
	1" Binder-6 7506412	\$21.74	
	Mind Mesh Storage Organizers 396633	\$36.95	
	Clipboard 705660 purple	\$11.31	
	Brenton Studio Metro Mesh Organizer 314934	\$9.93	
	Drawer organizer 737741	\$43.84	
	Red 2 Pocket folder 991502	\$2.15	
	Green 2-Pocket Folder 680529	\$1.28	
	Yllw 2-Pocket Folder 870411	\$1.28	
	HP97OXL ink Cartridge	\$101.13	
	Navy 2-pocket folder 6833206	\$22.77	
	Writing Pads 395002	\$80.07	
	Bic pen red ink	\$4.54	
	Bic pen purple ink	\$3.88	

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Vendor Name	Description	Amount	Warrant	
Office Depot	Clorox Wipes	\$26.90		
	Kleenex facial tissue	\$43.02		
	White copy paper	\$365.95		
	3 volt photo batteries	\$39.81		
	Velcro strips black	\$7.71		
	Velcro squares black	\$8.58		
	Avery shipping labels	\$39.06		
	Large monthly desk calendar	\$3.77		
	Medium binder clips	\$20.06		
	Large binder clips	\$8.16		
	Small binder clips	\$30.18		
	Invisible tape	\$13.16		
	Bic pen black in	\$4.62		
	Bic pen blue ink	\$4.62		
	Bic pen green ink	\$11.07		
	Yellow highlighter	\$7.99		
	Correction tape	\$10.02		
	3x3 yellow post it notes	\$50.51		
	3x5 yellow post it notes	\$18.76		
	1.5x2 yellow post it notes	\$21.70		
	Office Supplies 7.1.18 - 5.31.19	\$290.47		
	Office/Operational Supplies for MESA Center	\$98.53		
	Keyboard, Logitech K120 Black	\$34.79		
	Canned Duster 3 pack Office Depot	\$16.20		
	Pens, Papermate retractable box of 12 Blue	\$7.00		
		\$4,048.08		CT 25008177
	PABON-BUSTAMONTE, ISAAC	FINGERPRINTING	\$20.00	
			\$20.00	CT 25008178
Pacific Gas & Electric Company	Electricity Services 7.1.18-6.30.19	\$22,017.56		
	Electricity Services 7.1.18-6.30.19	\$5,504.40		
		\$27,521.96	CT 25008179	
	Electricity Services 7.1.18-6.30.19	\$6.62		
	Electricity Services 7.1.18-6.30.19	\$1.66		
		\$8.28	CT 25008180	
	Electricity Services 7.1.18-6.30.19	\$44.56		
	Electricity Services 7.1.18-6.30.19	\$11.15		
		\$55.71	CT 25008181	
	Electricity Services 7.1.18-6.30.19	\$15.29		
	Electricity Services 7.1.18-6.30.19	\$3.83		
		\$19.12	CT 25008182	
	Electricity Services 7.1.18-6.30.19	\$220.90		
	Electricity Services 7.1.18-6.30.19	\$55.23		
		\$276.13	CT 25008183	
Greg Pensa	DENTAL INS PREM DED APR 2019	(\$136.96)		
	Trustee Compensation for Board Meeting Attendance	\$240.00		

Allan Hancock College
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Vendor Name	Description	Amount	Warrant
		\$103.04	CT 25008184
Pharmedix	Prescription medication July 1, 2018- May 31, 2019	\$285.63	
		\$285.63	CT 25008185
Phenix Technology, Inc	Phenix First Due Shell Black #PHE014BLK	\$6,058.79	
	Phenix First Due Shell Red #PHE014R	\$1,603.80	
	Phenix First Due Shell White #PHE014W	\$178.20	
	Detachable 8" Yellow Nomex & Orange FR Cotton	\$1,261.66	
	UPS	\$92.76	
		\$9,195.21	CT 25008186
Portable Johns, Inc.	Renta1/Serviceing 7-1-18 thru 6-30-19	\$730.95	
	Rental - Holding Tank, 7-1-18 thru 6-30-19	\$64.80	
	Service - 300 Gal. Holding Tank	\$220.00	
	Additional Service	\$165.00	
		\$1,180.75	CT 25008187
PPG Architectural Finishes Inc	Paint Supplies, 12-01-18 thru 05-31-19	\$28.36	
		\$28.36	CT 25008188
Praxair Distribution Inc.	Liquid Nitrogen	\$46.11	
	Cylinder Demurrage Charges, 7-1-18 thru 06-30-19	\$91.70	
		\$137.81	CT 25008189
ProCare Janitorial Supply, Inc.	Custodial Supplies-Lompoc, 4-01-19 thru 6-30-19	\$448.76	
	Custodial Supplies, SM, 1-01-19 thru 6-30-19	\$179.44	
	Custodial Supplies, SM, 1-01-19 thru 6-30-19	\$65.14	
	Custodial Supplies, SM, 1-01-19 thru 6-30-19	\$337.67	
	Custodial Supplies, SM, 1-01-19 thru 6-30-19	\$2,553.82	
	Custodial Supplies-Lompoc, 4-01-19 thru 6-30-19	\$840.60	
	Custodial Supplies-Lompoc, 4-01-19 thru 6-30-19	\$241.77	
	Custodial Supplies, SM, 1-01-19 thru 6-30-19	\$482.96	
	Custodial Supplies, SM, 1-01-19 thru 6-30-19	\$39.70	
	SENSOR XP 12" Vacuum Per Quote 125592	\$551.83	
	Custodial Supplies-Lompoc, 4-01-19 thru 6-30-19	\$52.26	
		\$5,793.95	CT 25008190
Professional Plastics	acrylic mirror; item# SACRMI.062CEF; quote# 298795	\$261.00	
	Shipping	\$50.00	
		\$311.00	CT 25008191
Quintron Systems, Inc.	Emergency Repair of Fiber Optic Cables at LVC -	\$780.00	
	Parts needed for fiber repair	\$86.63	
		\$866.63	CT 25008192
Ruben Ramirez	Reimbursement for snacks for interviews:	\$84.85	
		\$84.85	CT 25008193
Stephanie Robb	Reimb. for handles to the cabinets in G-103	\$58.58	
		\$58.58	CT 25008194
	Reimb. Shelving and Bins for Lunch Locker	\$347.61	
		\$347.61	CT 25008195

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Vendor Name	Description	Amount	Warrant
RP Group, The	Service agreement for focus groups, data analysis	\$21,450.00	
		\$21,450.00	CT 25008196
Safeway Inc - Vons Division	Instructional supplies for Biology labs	\$42.29	
	Supplies for the Chem labs, 7-6-18 - 5-31-19.	\$9.33	
		\$51.62	CT 25008197
Samy's Camera	DOT LINE MINI-BALL HEAD WITH LOCK	\$107.48	
		\$107.48	CT 25008198
Santa Barbara Cnty Air Pollution Control District	Routine Inspection Fee for Gas Tank, Bldg. P	\$24.85	
		\$24.85	CT 25008199
Santa Maria Ford/Mitsubishi	Replacement 3 wheels and alignment service (labor)	\$317.95	
	Parts: wheel assembly, arm assembly, link, kit	\$789.66	
	Parts per Invoices 266945 and 266996	\$8.77	
	Parts per Invoices 266945 and 266996	\$20.60	
		\$1,136.98	CT 25008200
Santa Maria Sun	3/16-page, Color Ad	\$241.00	
		\$241.00	CT 25008201
Santa Maria Valley Discovery Museum	Sub Recipient Agreement	\$7,386.47	
		\$7,386.47	CT 25008202
Sex.E	Performance, The Sex.E Show on 4/9/19 transportation and lodging	\$1,000.00	
		\$250.00	
		\$1,250.00	CT 25008203
Shandon Joint Unified School District	South Central Coast Region DSN AWET Mini Grant	\$4,781.38	
		\$4,781.38	CT 25008204
Sheet Music Plus	WILD MOUNTAIN THYME ITEM # LO.15-3532H SHIPPING	\$19.13	
		\$3.84	
		\$22.97	CT 25008205
Smart & Final	Smart Final	\$700.00	
	Snacks for UTC Events 2-14-19 to 5-31-19	\$16.28	
	Smart Final	\$176.70	
	Food Supplies For Children Cntr 1-11-19 to 5-22-19	\$146.76	
	TEA, GRANOLA BARS, CUPS FOR STUDENTS	\$118.59	
	Food Items for CARE students ending 5.31.19	\$335.97	
		\$1,494.30	CT 25008206
Stowasser Buick GMC	Pickup Ford Ranger 2011 Used VIN#1FTKR1ED18PA29565	\$17,073.74	
	Document Processing Charge	\$92.44	
	Emission Testing Charge	\$54.38	
	Electronic Vehicle Registration-Transfer Charge	\$30.00	
	Registration-Transfer-Titling Fees	\$80.00	
	State Emissions Certification Fee	\$8.25	
		\$17,338.81	CT 25008207

Allan Hancock College

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Vendor Name	Description	Amount	Warrant
Strata Information Group	Additional Services for Grant Module	\$1,240.00	
	Consultant labor and travel January-June 2019	\$8,588.03	
		\$9,828.03	CT 25008208
Supply Doc Inc	Supply Doc clear barrier film w/dispenser	(\$38.62)	
	Plastic drinking cups - blue	\$53.98	
	Protector needle sheath	\$29.03	
	Spectrum flowbowl mixing bowl, medium	\$11.34	
	Unipack cotton rolls	\$11.87	
	Supply Doc blue patient bibs, 2 ply	\$21.05	
	Plasdent disposable 12cc utility syringe, curved	\$16.19	
	Supply Doc clear barrier film w/dispenser	\$77.24	
	Sterilization pouch w/ indicator 3.5"x5.25"	\$21.56	
	Sterilization pouch w/ indicator 3.5"x10"	\$25.88	
	APF Gel, 60 second, Strawberry Shortcake flavor	\$8.48	
	Unipack air/water syringe sleeves w/opening	\$12.94	
	Saliva ejector, white	\$7.84	
	2"x2" non woven sponges	\$32.38	
	Bite registration material, fast set, spearmint	\$35.51	
	Smart dam premium powder free dental dam, no latex	\$34.54	
	HVE Tips, white	\$9.36	
Ultra sensitive face mask	\$30.22		
	\$400.79	CT 25008209	
Lori Switanowski	Independent Contract to provide 12 educational	\$1,500.00	
		\$1,500.00	CT 25008210
Kristy Treur	Reimbursement	\$8.10	
		\$8.10	CT 25008211
United Parcel Service	UPS Charges, 7-1-18 thru 6-30-19	\$32.99	
		\$32.99	CT 25008212
United Refrigeration Inc	HVAC Supplies, 02-01-19 thru 05-31-19	\$146.42	
	HVAC Supplies, 02-01-19 thru 05-31-19	\$123.49	
		\$269.91	CT 25008213
US Bank Corporate Payment System	Stata Corp maintenance renewal	\$245.00	
	SANUS Simplicity 37" - 90" Full-Motion TV Mount	\$140.39	
	Airline Baggage Charges for ASBG travel	\$240.00	
	10 Double Room Suites March 18-20, 2019	\$1,740.00	
	Room Tax at 14.195%	\$247.18	
	ACCJC Conf. 2019 Registration for Bob Curry	\$595.00	
	Bryce Fastener (Safety Bolts and Hardware)	\$331.25	
	Fred Pryor Career Track (Training-Ageo Olivera)	\$149.00	
	LOWES	\$317.85	
		\$4,005.67	CT 25008214
Valley Glass & Mirror Co	Mirrors, 30" x 18", Bright Dip Silver Channel	\$268.06	
		\$268.06	CT 25008215
Ward's Science Inc	Instructional supplies for Biology labs	\$33.19	
	Sea Anemone (Metridium), #470000-876	\$36.72	

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Vendor Name	Description	Amount	Warrant
		\$69.91	CT 25008216
Marina Washburn	Reimbursement for office supplies	\$248.74	
		\$248.74	CT 25008217
Waypoint Coaching & Consulting	Leadership Development Support	\$9,000.00	
		\$9,000.00	CT 25008218
Western Propane Service	Propane Expenses, 7-01-18 thru 5-31-19	\$14.83	
		\$14.83	CT 25008219
Western Ways	Janitorial/Grounds Services, 7-1-18 thru 6-30-19	\$2,100.00	
		\$2,100.00	CT 25008220
Wex Bank	Gas Credit Card Purchases, 03-01-19 thru 6-30-19	\$16.00	
		\$16.00	CT 25008221
Susan Woolley	Agreement for Legal Services 5/29/18 - 3/31/19	\$14,351.75	
		\$14,351.75	CT 25008222
Yankee Book Peddler Inc	BOOKS, SM LIBRARY, 2-5-19 TO 5-31-19	\$108.32	
		\$108.32	CT 25008223
Hilda Zacarias	DENTAL INS PREM DED APR 2019	(\$66.68)	
	Trustee Compensation for Board Meeting Attendance	\$240.00	
		\$173.32	CT 25008224
Ana E Zuniga	Independent Contract-Zuniga	\$780.00	
		\$780.00	CT 25008225
Catalina Armijo-Staugaard	Ellucian Live	\$0.00	
	Ellucian Live	\$304.28	
		\$304.28	CT 25008226
Tyson Aye	Assemblies to Youth in Bulldog Bound	\$8.02	
	Assemblies to Youth in Bulldog Bound	\$178.85	
		\$186.87	CT 25008227
Best Western Plus	Diana Perez 4.29-5.1.19	\$216.18	
		\$216.18	CT 25008228
Pamela Blanchard	3.11-4.11.19 mileage reimbursement	\$134.56	
		\$134.56	CT 25008229
Carmen Camacho	4.9.19 mileage reimbursement	\$38.86	
		\$38.86	CT 25008230
College Source Inc	Eunice Barcenas 6.17-20.19	\$0.00	
	Eunice Barcenas 6.17-20.19	\$895.00	
		\$895.00	CT 25008231
	Stephen Bernardo 6.17-20.19	\$0.00	
	Stephen Bernardo 6.17-20.19	\$895.00	
		\$895.00	CT 25008232
Anthony Cooper	Assemblies to Youth in Bulldog Bound	\$1.85	

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<u>Vendor Name</u>	<u>Description</u>	<u>Amount</u>	<u>Warrant</u>
		\$1.85	CT 25008233
Michael Cottam	Retraining to Meet Changing Institutional Needs	\$360.00	
	Retraining to Meet Changing Institutional Needs	\$410.50	
		\$770.50	CT 25008234
David Degroot	CCC Spring Plenary	\$769.67	
	CCC Spring Plenary	\$625.00	
		\$1,394.67	CT 25008235
Joyce Dendo	Campus Logic Conference	\$83.00	
	Campus Logic Conference	\$0.00	
		\$83.00	CT 25008236
Janae Dimick	Assn of Writers & Writing Programs presenter	\$700.00	
	Assn of Writers & Writing Programs presenter	\$201.04	
		\$901.04	CT 25008237
Enterprise Rent-A-Car	Vehicle rental to WiE Conference 3/15/19 - 3/17/19	\$190.06	
		\$190.06	CT 25008238
Catherine Farley	T-9 Mastered	\$977.36	
		\$977.36	CT 25008239
Amaurys Fernin	Assemblies to Youth in Bulldog Bound	\$1.74	
		\$1.74	CT 25008240
Christian Gardner	Ellucian Live	\$100.00	
	Ellucian Live	\$422.37	
		\$522.37	CT 25008241
Jeffery Hall	GISS Conference	\$23.08	
		\$23.08	CT 25008242
Joan Henretta	Ellucian Live	\$0.00	
	Ellucian Live	\$360.33	
		\$360.33	CT 25008243
Larry Lahr	GISS Conference	\$74.70	
		\$74.70	CT 25008244
John Moore	Retraining to Meeting changing Institutional needs	\$360.00	
	Retraining to Meeting changing Institutional needs	\$150.00	
		\$510.00	CT 25008245
Joshua Motenko	Assemblies to Youth in Bulldog Bound	\$0.44	
		\$0.44	CT 25008246
Paradise Point Resort & Spa	Eunice Barcenas 6.17-20.19	\$943.84	
	Eunice Barcenas 6.17-20.19	\$0.00	
		\$943.84	CT 25008247
	Stephen Bernardo 6.17-20.19	\$707.89	
	Stephen Bernardo 6.17-20.19	\$0.00	
		\$707.89	CT 25008248
Diana Perez	CSAC Commission meeting	\$455.98	

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Vendor Name	Description	Amount	Warrant
		\$455.98	CT 25008249
Marian Quaid-Maltagliati	4.4-15.19 mileage reimbursement	\$55.68	
		\$55.68	CT 25008250
Ruben Ramirez	Ca Public Employers Labor Relations Board	\$293.48	
		\$293.48	CT 25008251
Jennie Robertson	Ellucian Live	\$551.14	
	Ellucian Live	\$691.82	
		\$1,242.96	CT 25008252
Sandra Rodin	Ellucian Live	\$277.42	
	Ellucian Live	\$0.00	
	Ellucian Live	\$102.68	
		\$380.10	CT 25008253
Inri Serrano-Valenzuela	1.10-2.7.19 mileage reimbursement	\$61.95	
		\$61.95	CT 25008254
Keli Seyfert	Ellucian Live	\$276.93	
	Ellucian Live	\$0.00	
	Ellucian Live	\$0.00	
		\$276.93	CT 25008255
Hearan Tanouye	Manual Refund Submitted	\$253.00	
		\$253.00	CT 25008256
Chrissela Villafuerte	2.1-4.10.19 mileage reimbursement	\$295.12	
		\$295.12	CT 25008257
Amazon	FNS supplies March 14, 2019 - May 31, 2019	\$260.97	
	FNS supplies March 14, 2019 - May 31, 2019	\$50.39	
	Physics Instructional Supplies 2/7/19 - 5/31/19	\$30.78	
	Physics Instructional Supplies 2/7/19 - 5/31/19	\$53.45	
	Operational Supplies	\$14.12	
	Dynarex 2512 SafeTouch Nitrile Exam Gloves	\$190.08	
	Daigger DAI-T24-27-C Self-Adhering Label Tape	\$77.96	
	Dynarex 2513 SafeTouch Nitrile Exam Gloves	\$118.34	
	Dynarex 2511 SafeTouch Nitrile Exam Gloves	\$168.24	
	Technology Supplies Mar 4, 2019 - May 31, 2019	\$769.07	
	Technology Supplies Mar 4, 2019 - May 31, 2019	(\$102.81)	
	Technology Supplies Mar 4, 2019 - May 31, 2019	\$102.81	
	Fostering Habits of Mind in Today's Students	\$29.91	
	Building Transfer Student Pathways for College	\$32.61	
	Faculty Mentoring by Susan L. Phillips	\$22.94	
	Designing a Motivational Syllabus	\$27.13	
	Sentipensante (Sensing-Thinking) Pedagogy	\$26.05	
	Mobile Storage Deep Box on Wheels, Dewalt	\$195.72	
	Jamar Long-Ring Timer Timing Device	\$19.58	
	Shipping and Handling	\$46.22	
	Weeds of the West- Paperback Book	\$55.46	
	Supplies for the Chem labs, 3-11-19 - 5-31-19	\$43.94	
	Operational Supplies 4/1/19-5/31/19	\$112.04	

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Vendor Name	Description	Amount	Warrant
Amazon	Instructional Supplies 7-1-2018 to 5-31-2019	\$29.54	
	INSTRUCTIONAL SUPPLIES, 4-2-2019 TO 5-31-2019	\$48.88	
	Operational Supplies February 2 thru May 31, 2019	\$21.56	
	INSTRUCTIONAL SUPPLIES (JAN 11-MAY 30, 2019)	\$117.99	
	Operational Supplies	\$75.55	
		\$2,638.52	CT 25008258
	BOOKS, SM LIBRARY, 2-5-19 TO 5-31-19	\$43.52	
	BOOKS, SM LIBRARY, 2-5-19 TO 5-31-19	\$101.55	
	LIBRARY OPERATIONAL SUPPLIES, 3-6-19 TO 5-31-19	\$184.86	
	LIBRARY OPERATIONAL SUPPLIES, 3-6-19 TO 5-31-19	\$105.36	
BOOKS-SM LIBRARY, 2-5-19 TO 5-31-19 (DORITY FUNDS)	\$790.72		
	\$1,226.01	CT 25008259	
American Business Machines	Campuswide Copier Maintenance July 1, 2018 to	\$4,585.08	
	Canon Copier IR2525 SN #FRU47593, ID #10988	\$6.48	
	\$4,591.56	CT 25008260	
American Star Tours, Inc.	Bus Service - AHC Swim Team	\$1,556.00	
	Bus Service - AHC Track Team	\$1,178.00	
	Bus Service - AHC Baseball	\$1,178.00	
	Bus Service - AHC Baseball	\$1,178.00	
	Bus Service - AHC Baseball	\$1,178.00	
	Bus Service - AHC Baseball	\$1,178.00	
	Bus Service - AHC Softball Team	\$1,178.00	
	Bus Service - AHC Softball Team	\$2,335.00	
	Bus Service - AHC Swim Team	\$2,335.00	
	Bus Service - AHC Track Team	\$1,556.00	
	Bus Service - AHC Softball Team	\$1,408.00	
		\$16,258.00	CT 25008261
Anderson, Shane	Reimbursement Certification	\$405.50	
	\$405.50	CT 25008262	
Ara Dental Equipment Repair	Power switch	\$40.00	
	Labor	\$120.00	
	\$160.00	CT 25008263	
AT&T	ATT Directory Listing July1, 2018-June 30, 2019	\$18.68	
	\$18.68	CT 25008264	
Bagby, Jonathan	Reimbursement Certification	\$300.00	
	\$300.00	CT 25008265	
Baker, Lucie	Reimbursement Certification	\$600.00	
	\$600.00	CT 25008266	
BC Pump Sales And Service	Pump Bearing Assembly, ARM816032MF-000	\$342.95	
	Labor Charges	\$35.00	
	\$377.95	CT 25008267	
Best Buy	Kingston Data Traveler 104-USB Flash drive 16GB	\$3,471.30	
	Shipping	\$79.00	

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Vendor Name	Description	Amount	Warrant
		\$3,550.30	CT 25008268
Breathing Air Systems	#58827 Cartridge, 27 in CO-removal Quote#342019	\$314.28	
	#58825 Cartridge - 27 in. no CO. Was BC274	\$272.16	
	Shipping UPS Ground	\$103.00	
		\$689.44	CT 25008269
Brummel Myrick & Associates	Engineering services for chilled water system	\$350.00	
	Engineering services - Bldg N Boiler Replacement	\$550.00	
		\$900.00	CT 25008270
Ca Schools Dental Coalition	Delta Dental insurance premiums for May 2019	\$69,403.00	
		\$69,403.00	CT 25008271
Califitness Equipment Expert	REPLACEMENT PARTS	\$37.09	
	SHIPPING	\$18.50	
		\$55.59	CT 25008272
California Electric Supply	ELECTRICAL-LIGHTING SUPPLIES , 7-1-18 thru 5-31-19	\$11.64	
	ELECTRICAL-LIGHTING SUPPLIES , 7-1-18 thru 5-31-19	\$291.60	
	ELECTRICAL-LIGHTING SUPPLIES , 7-1-18 thru 5-31-19	\$15.40	
	ELECTRICAL-LIGHTING SUPPLIES , 7-1-18 thru 5-31-19	\$165.99	
	ELECTRICAL-LIGHTING SUPPLIES , 7-1-18 thru 5-31-19	\$84.38	
	ELECTRICAL-LIGHTING SUPPLIES , 7-1-18 thru 5-31-19	\$31.60	
	ELECTRICAL-LIGHTING SUPPLIES , 7-1-18 thru 5-31-19	\$71.60	
	ELECTRICAL-LIGHTING SUPPLIES , 7-1-18 thru 5-31-19	\$49.22	
	ELECTRICAL-LIGHTING SUPPLIES , 7-1-18 thru 5-31-19	\$12.26	
	ELECTRICAL-LIGHTING SUPPLIES , 7-1-18 thru 5-31-19	\$799.28	
		\$1,532.97	CT 25008273
Carolina Biological	Instructional supplies for Biology labs	\$17.89	
		\$17.89	CT 25008274
CDW Government Inc	Dell 15" Latitude Laptop - 5590	\$1,278.38	
	Recycling Fee	\$6.00	
	Kingston DDR3 4GB DIMM 240 Pin Memory	\$1,531.42	
	Total Micro Memory 4GB SoDIMM DDR3	\$1,117.43	
	WD Green SSD 240 GB SATA 6GBs	\$4,077.04	
	Western Digital Green 240GB SSD Quote #1BXVYPG	\$3,316.03	
	NEC NP22LP Projector Lamp	\$2,176.34	
		\$13,502.64	CT 25008275
Central City Leasing	Leasing 2016 Chevrolet Pickup, 11-1-18 thru 6-30-19	\$2,845.40	
	Leasing 2016 Chevrolet Pickup, 11-1-18 thru 6-30-19	\$2,845.40	
		\$5,690.80	CT 25008276
Chipotle Mexican Grill, Inc	Burritos by the Box for Healthy Relationships	\$570.94	
		\$570.94	CT 25008277
Chism, Rodney	Reimbursement Certification	\$300.00	
		\$300.00	CT 25008278
Coastal Reprographic Services	LFBW Scanning - Lompoc Valley Center Plans	\$659.02	
	Email Charges	\$5.40	
	Campus Graphics Mounting, Foam Consumables	\$533.53	

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Vendor Name	Description	Amount	Warrant
		\$1,197.95	CT 25008279
Community Action Commission	CHAMPIONS DINNER SPONSORSHIP	\$2,500.00	
		\$2,500.00	CT 25008280
Compton, William	Reimbursement Certification	\$300.00	
		\$300.00	CT 25008281
Extron Electronics	Extron Control Specialist Online	\$99.00	
		\$99.00	CT 25008282
Federal Express Corp	Mailings for Acct #1104-8488-7 7.1.18 - 6.30.19	\$19.53	
	Shipping fees for Grants 7.1.18 to 6.30.19	\$6.72	
	Overnight Service for Student Equity	\$77.81	
Federal Express Corp.	Shipping charges N.Suniga, D.Perez 7.1.18-6.30.19	\$6.72	
		\$110.78	CT 25008283
Ferguson Enterprises Inc	Plumbing Supplies, 03-01-19 thru 05-31-19	\$65.25	
	Plumbing Supplies, 03-01-19 thru 05-31-19	\$24.50	
	Plumbing Supplies, 03-01-19 thru 05-31-19	\$27.24	
		\$116.99	CT 25008284
Fisher Scientific Co Llc	Filtering Flask 250mL, 6/pk Cat# 10-180D	\$346.85	
	Remel Blank Disk Cat# R55054, Quote: 9094802484	\$89.50	
	BARIUM SULFATE 500G PWD LG	\$13.13	
	FORMIC ACID 88 PERCENT 500ML - RG	\$21.60	
	BARIUM CHLORIDE 500G RGT GR	\$20.79	
	HCL 2.5L SAFE-COAT	\$96.42	
	FUEL SURCHARGE	\$4.20	
	Whatman Membrane 0.45um, 100/pk Cat#09-940-042	\$172.19	
		\$764.68	CT 25008285
Follett Heg - Ahc Bookstore	Books and supplies for students with 3rd party	\$116.12	
	Books and supplies for the following pre-paid	\$300.58	
		\$416.70	CT 25008286
Foodbank Of Santa Barbara County	Food Supplies for SM LVC and Gym through 6/30/19	\$207.54	
		\$207.54	CT 25008287
	Food Supplies for SM LVC and Gym through 6/30/19	\$472.49	
		\$472.49	CT 25008288
	Food Supplies for SM LVC and Gym through 6/30/19	\$281.68	
		\$281.68	CT 25008289
Ford Motor Credit Company Llc	Leasing 2016 Ford 150 Pickup, 7-1-18 thru 6-30-19	\$490.15	
		\$490.15	CT 25008290
Freestyle Photographic Supplies	FORMULARY COPPER TONER POWDER - 2 LITERS #060010	\$15.08	
	ARISTA UNIV LIQUID RAPID FIXER #16275	\$146.45	
	ARISTA LIQUID PAPER DEVELOPER #11646	\$206.75	
	ARISTA INDICATOR STOP BATH #11912	\$67.11	
	ARISTA LIQUID FILM DEVELOPER #1646	\$177.68	
	USHIO BULB ESJ 85W 82V #1000358	\$258.49	

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Bank Code: CT

Vendor Name	Description	Amount	Warrant
Freestyle Photographic Supplies	ARISTA TANK PVC REPLACEMENT TOP #161816	\$53.77	
	LEGACYPRO 6 INCH GLASS THERMOMETER #62010	\$17.20	
	PEC-12 PHOTOGRAPHIC EMULSION CLEANER #2222	\$9.64	
	ARISTA EDU ULTRA VC RC PEARL 8X10100 SHEET #18384	\$80.80	
	SHIPPING	\$27.50	
	EPSON P800 VIVID MAGENTA INK CARTRIDGE #85030	\$124.98	
	EPSON P800 VIVID LIGHT MAGENTA INK CART #85060	\$124.99	
	EPSON P800 MATTE BLACK INK CARTRIDGE #85080	\$62.50	
	EPSON P800 LIGHT LIGHT BLACK INK CARTRIDGE #85090	\$62.50	
	EPSON ENHANCED MATTE INKJET PAPER #41595	\$60.33	
	EPSON ULTRA PREMIUM PHOTO LUSTER INKJET PAPER	\$193.93	
	EPSON SOMERSET VELVET INKJET PAPER #91203	\$135.92	
	EPSON ULTRACHROME HD LIGHT CYAN INK CARTRIDGE	\$158.39	
	EPSON ULTRACHROME HD PHOTO BLACK INK CARTRIDGE	\$158.39	
	EPSON ULTRACHROME HD VIVID LIGHT MAGENTA INK SHIPPING	\$158.39 \$27.50	
		\$2,328.29	CT 25008291
	Future Leaders Of America	TABLE TICKETS FOR LATINO LEGACY AWARDS BANQUET	\$1,200.00
		\$1,200.00	CT 25008292
Get R Gun	Ammunition 9mm Luger 115 GR Full Metal Jacket	\$4,676.25	
		\$4,676.25	CT 25008293
Grand Performance Music	Outdoor system for commencement on 05.24.2019	\$1,950.00	
		\$1,950.00	CT 25008294
Graybar Electric	Talk-A-Phone ETP-500E ADA Compliant Emergency	\$4,175.84	
		\$4,175.84	CT 25008295
Great American Self Storage	Storage unit (#481) rental	\$780.00	
		\$780.00	CT 25008296
Hardy Diagnostics	Instructional supplies for Biology labs	\$330.77	
	Instructional supplies for Biology labs	\$188.68	
		\$519.45	CT 25008297
Henry Schein Animal Health	Dental Face Shields DTP (Pk of 3) Item #005578	\$98.95	
		\$98.95	CT 25008298
Industrial Medical Group Of Santa Maria Valley	Health PhysicalsTB -March 18, 2019 - June 30,	\$1,200.00	
		\$1,200.00	CT 25008299
Intermountain Lock And Security Supply	KEY AND LOCK SUPPLIES, 01-01-19 THRU 05-31-19	\$76.91	
		\$76.91	CT 25008300
Kelly Paper Co	Paper consumables for Campus Graphics	\$863.09	
		\$863.09	CT 25008301

Allan Hancock College
Warrant Register
 Check Dates from 4/1/2019 to 4/30/2019
 Bank Code: CT

<u>Vendor Name</u>	<u>Description</u>	<u>Amount</u>	<u>Warrant</u>
Knuth Machine Tools Usa Inc	Hydraulic Swing Beam Plate Shears #183205	\$31,363.20	
	Shear Blades- Extra set #US6000	\$3,003.69	
	On site training #8822	\$1,625.00	
	Freight	\$3,720.00	
	55 gallon drums of Hydraulic Oil #US6000	\$912.60	
		\$40,624.49	CT 25008302
Lee Central Coast Newspapers	Legal ad for Independent Audit 3/26/19 - 4/2/19	\$245.24	
		\$245.24	CT 25008303
Liebert Cassidy Whitmore	General Legal Counsel November 1, 2018 through	\$1,647.00	
		\$1,647.00	CT 25008304
Lowe's	Instructional supplies for Biology labs	\$23.24	
		\$23.24	CT 25008305
Lyons, Meredith	Interview	\$300.00	
		\$300.00	CT 25008306
Masters Notary Academy	41024 Loan Signing Specialist 3/28/19	\$54.00	
	41023 Become a CA Notary Public 3/30/19	\$422.50	
		\$476.50	CT 25008307
Medical Billing Technologies Inc	FPACT Billing Services 7-1-18-6-30-19	\$394.80	
		\$394.80	CT 25008308
Michael Fleischmann	Reimbursement Certification	\$600.00	
		\$600.00	CT 25008309
Mission Linen Supply	Uniform Services and Towels, 07-1-18 THRU 05-31-19	\$34.88	
		\$34.88	CT 25008310
Musson Theatrical	ROSCO IMPERIAL DRAGON DROP	\$13.35	
	SHIPPING	\$13.81	
		\$27.16	CT 25008311
NCS Pearson Inc	SMARTHINKING TUTORING SERVICE SOW-014097	(\$840.00)	
	SMARTHINKING TUTORING SERVICE SOW-014097	\$10,440.00	
		\$9,600.00	CT 25008312
Noble Power Equipment	Supplies per Invoices	\$31.03	
	Labor Charges	\$90.00	
	Supplies per Invoices	\$55.94	
	Supplies per Invoices	\$5.40	
	Labor Charges	\$80.00	
	Supplies per Invoices	\$163.24	
	Labor Charges	\$40.00	
	Supplies per Invoices	\$79.84	
	Supplies per Invoices 404370, 404371	\$2.70	
	Labor Charges	\$80.00	
	Supplies per Invoices 404370, 404371	\$2.70	
	Labor Charges	\$80.00	
		\$710.85	CT 25008313

Allan Hancock College
Warrant Register
 Check Dates from 4/1/2019 to 4/30/2019
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Vendor Name	Description	Amount	Warrant	
Office Depot	PAPER AND TONER SUPPLIES	\$252.92		
	Operational Supplies	\$39.02		
	Office supplies for LPS dept, 7-6-18 - 5-31-19.	\$28.22		
	Office Supplies for Counseling and NC Counseling	\$812.35		
	Office Supplies for Counseling and NC Counseling	\$468.48		
	Office Supplies for Counseling and NC Counseling	\$56.22		
	Office Supplies for Counseling and NC Counseling	\$708.54		
	Office/Operational Supplies for MESA Center	\$93.51		
	Instructional Supplies 3-29-19 to 5-31-19.	\$72.74		
	Office Supplies 9-26-18 to 5-31-19	\$14.46		
	Operational Supplies	\$45.66		
	\$2,592.12		CT 25008314	
Old Town Shirt Factory	Shirt, Long Sleeve, Item #S608	\$16.61		
	Pocket Tee, Port & Company-Essential, Item PC61P	\$47.84		
	\$64.45		CT 25008315	
Olverita'S Village	INSTRUCTIONAL SUPPLIES FOR DANCE CONCERTS	\$107.04		
		\$107.04		CT 25008316
Oracle America Inc	Oracle Linux CSI#20441794 (5) Full Use License	\$610.34		
	Oracle Linux CSI#20441794 (5) Full Use License	\$610.34		
	\$1,220.68		CT 25008317	
Pacific Coast Business Times	Ad Insertion Order Full-Page Ad April 5, 2019	\$2,445.00		
		\$2,445.00		CT 25008318
Pacific Gas & Electric Company	Electricity Services 7.1.18-6.30.19	\$1,282.33		
	Electricity Services 7.1.18-6.30.19	\$320.59		
		\$1,602.92		CT 25008319
	Electricity Services 7.1.18-6.30.19	\$119.02		
	Electricity Services 7.1.18-6.30.19	\$29.76		
	\$148.78		CT 25008320	
Passmore Electric Co, Inc	Labor Charges - Electrical Work, 4/2/19 - 4/12/19	\$5,694.54		
		\$5,694.54		CT 25008321
Pegasus Transit, Inc	Bus Service - Mar 1-2, 2019 AHC Basketball	\$4,526.00		
		\$4,526.00		CT 25008322
Pharmedix	Prescription medication July 1, 2018- May 31, 2019	\$262.80		
	Prescription medication July 1, 2018- May 31, 2019	\$185.64		
	Oral Contraceptives July 1, 2018- May 31, 2019	\$551.68		
	Oral Contraceptives July 1, 2018- May 31, 2019	\$0.00		
	Oral Contraceptives July 1, 2018- May 31, 2019	\$0.00		
	Oral Contraceptives July 1, 2018- May 31, 2019	\$134.82		
	\$1,134.94		CT 25008323	
ProCare Janitorial Supply, Inc.	Custodial Supplies, SM, 1-01-19 thru 6-30-19	\$2,246.99		
	Bolt Polisher, 20" Deluxe Per Quote 123627	\$862.92		
	\$3,109.91		CT 25008324	
Proquest Llc	Misc. Books Jan 28, 2019- May 31, 2019	\$15.72		

Allan Hancock College
Warrant Register
 Check Dates from 4/1/2019 to 4/30/2019
 Bank Code: CT

Vendor Name	Description	Amount	Warrant
Proquest Llc	BOOKS, SM LIBRARY, 2-5-19 TO 5-31-19	(\$114.80)	
	BOOKS, SM LIBRARY, 2-5-19 TO 5-31-19	\$114.80	
		\$15.72	CT 25008325
Rays Auto Parts	Parts-Supplies, 10-1-18 thru 5-31-19	\$18.89	
	Parts-Supplies, 10-1-18 thru 5-31-19	\$29.06	
	Parts-Supplies, 10-1-18 thru 5-31-19	\$125.15	
	Parts-Supplies, 10-1-18 thru 5-31-19	\$80.28	
	\$253.38	CT 25008326	
Readyrefresh By Nestle	Water Bottles July 1, 2018 through June 30, 2019	\$39.71	
		\$39.71	CT 25008327
Roebbelen Construction Management Services	Staff Augmentation and preconstruction services	\$11,935.00	
		\$11,935.00	CT 25008328
Safeway Inc - Vons Division	Instructional supplies for Biology labs	\$30.15	
		\$30.15	CT 25008329
Santa Barbara Co Dept Of Social Svc	WRC Lease & Operating Costs 7-1-18 to 6-30-19	\$1,523.17	
		\$1,523.17	CT 25008330
Santa Maria Chrysler Jeep Dodge Ram	Parts for 2008 Dodge Charger	\$987.62	
	Labor	\$959.98	
		\$1,947.60	CT 25008331
Santa Maria Public Library	Sub Recipient Agreement	\$2,249.58	
		\$2,249.58	CT 25008332
Save Mart Supermarkets	Food Supplies for Children Cntr 1-11-19 to 5-22-19	\$76.44	
	Food Supplies for Children Cntr 1-11-19 to 5-22-19	\$80.27	
		\$156.71	CT 25008333
Sheather, Danielle	Interview	\$600.00	
		\$600.00	CT 25008334
Sirchie Fingerprint Labs Inc	Instructional Supplies 10-1-18 to 5-31-19	\$49.22	
		\$49.22	CT 25008335
Smart & Final	Smart Final	\$152.57	
		\$152.57	CT 25008336
SmartMan	SMARTMAN BABY CPR PRO QUOTE#30363	\$4,266.00	
	SHIPPING	\$80.00	
	SMARTMAN BLS PRO CPR MANIKIN QUOTE30361	\$5,086.00	
	SHIPPING	\$110.00	
	\$9,542.00	CT 25008337	
Smith Electric	Electrical Services - Labor	\$920.00	
	Materials - 30 Amp Breaker	\$978.89	
	Service Truck	\$15.00	
	\$1,913.89	CT 25008338	

Allan Hancock College

Warrant Register

Check Dates from 4/1/2019 to 4/30/2019
Bank Code: CT

Vendor Name	Description	Amount	Warrant
Sms Designs	GILDAN T SHIRTS INVOICE #2410	\$1,454.63	
		\$1,454.63	CT 25008339
Maria Solis	Reimb for Binders for AIM	\$102.31	
		\$102.31	CT 25008340
Sorenson, Sydney	Interview	\$500.92	
		\$500.92	CT 25008341
Southern California Gas Co	Gas Supply 7.1.18-6.30.19	\$2,644.11	
	Gas Supply 7.1.18-6.30.19	\$661.03	
	Gas Supply 7.1.18-6.30.19	\$7,528.55	
	Gas Supply 7.1.18-6.30.19	\$1,882.14	
		\$12,715.83	CT 25008342
Sprint Communications Company Lp	Cellphone service from Feb 04 to Mar 03, 2019	\$45.73	
	Cellphone service from Mar 04 to Apr 03, 2019	\$42.27	
		\$88.00	CT 25008343
Steck Jr, John Barry	Interview	\$300.00	
		\$300.00	CT 25008344
Tavarez, Rosanna	Interview	\$300.00	
		\$300.00	CT 25008345
Templeton Uniforms Llc	LIONS SHIRT 1540 (HELD RECEIPT)	\$1,605.15	
		\$1,605.15	CT 25008346
Testa's Campus Cuisine	Testa's host lunch for Hiring Committee 03.27.2019	\$31.25	
		\$31.25	CT 25008347
Tom Little Inspection	Consultant to provide inspection services	\$680.00	
		\$680.00	CT 25008348
Trace Analytics, LLC	The AirCheck Kit w/CGA Adaptor #K901C	\$175.00	
	Routine Analysis #RA01	\$682.88	
	shipping UPS Ground	\$35.00	
		\$892.88	CT 25008349
United Refrigeration Inc	HVAC Supplies, 02-01-19 thru 05-31-19	\$163.27	
	HVAC Supplies, 02-01-19 thru 05-31-19	\$24.02	
	HVAC Supplies, 02-01-19 thru 05-31-19	\$535.57	
	HVAC Supplies, 02-01-19 thru 05-31-19	\$48.81	
	HVAC Supplies, 02-01-19 thru 05-31-19	\$38.13	
	HVAC Supplies, 02-01-19 thru 05-31-19	\$112.01	
	HVAC Supplies, 02-01-19 thru 05-31-19	\$50.94	
	HVAC Supplies, 02-01-19 thru 05-31-19	(\$528.74)	
	HVAC Supplies, 02-01-19 thru 05-31-19	\$590.05	
		\$1,034.06	CT 25008350
US Bank Corporate Payment System	Best Western hotel room for Bay Area JPA Meeting	\$130.71	
	Best Buy Wireless Printer	\$248.38	
	Electronic Parts Store - 20 Aux Audio Cables 3.5	\$71.09	

Allan Hancock College
Warrant Register
 Check Dates from 4/1/2019 to 4/30/2019
 Bank Code: CT

Vendor Name	Description	Amount	Warrant
		\$450.18	CT 25008351
Us Postal Service-Hasler	Postage Deposit to Hasler for Meter in Shipping	\$10,000.00	
		\$10,000.00	CT 25008352
Valley Rock Landscape Supply	Supplies per Invoices 1-119141 and 1-119214	\$199.34	
	Supplies per Invoices 1-119141 and 1-119214	\$26.39	
		\$225.73	CT 25008353
Verizon Wireless	Cell Phone Monthly Service Fees	\$74.25	
		\$74.25	CT 25008354
Ward's Science Inc	Instructional supplies for Biology labs	\$154.59	
	Instructional supplies for Biology labs	\$135.18	
	Instructional supplies for Biology labs	(\$76.34)	
	Instructional supplies for Biology labs	(\$96.39)	
	Instructional supplies for Biology labs	\$60.09	
		\$177.13	CT 25008355
Waypoint Coaching & Consulting	Leadership Development Support	\$9,000.00	
		\$9,000.00	CT 25008356
Wex Bank	Gas Credit Card Purchases, 03-01-19 thru 6-30-19	\$179.51	
		\$179.51	CT 25008357

Warrant Register

Check Dates from 4/1/2019 to 4/30/2019
Bank Code: CT

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

Total for General Fund 9410	\$2,115,941.67
Total for Bond Interest & Redemption Fund 9421	\$0.00
Total for Child Development Fund 9433	\$10,685.36
Total for Capital Outlay Project Fund 9441	\$258,964.27
Total for General Obligation Bond Fund 9447	\$0.00
Total for Dental Self-Insurance Fund 9461	\$69,403.00
Total for Self-Insurance Health Exam Fund 9462	\$300.00
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	\$58.58

Allan Hancock College
Check Register
 Check Dates from 4/1/2019 to 4/30/2019
 Bank Code: RC

Vendor Name	Description	Amount	Check
Dianne McMahon	4.6.19 group	\$1,950.00	
		\$1,950.00	RC 40000189
On Course	Lubna Haddad 4.11-13.19	\$0.00	
	Lubna Haddad 4.11-13.19	\$595.00	
		\$595.00	RC 40000190
	Feride Schroeder 4.11-13.19	\$0.00	
	Feride Schroeder 4.11-13.19	\$595.00	
		\$595.00	RC 40000191
		Total: \$3,140.00	

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT

June 11, 2019

ACRONYMS

ACTLA	Association of Colleges for Tutoring & Learning Assistance
AHC - Auxiliary Corporation	Allan Hancock College - Auxiliary Corporation
AHC Foundation	Allan Hancock College Foundation
AHC - Part - Time Faculty Association	Allan Hancock College - Part Time Faculty Association
AHC -RCF	Allan Hancock College - Revolving for Cash Fund
AREA Engine Builders Association	Automotive Engine Rebuilders Association Engine Builders Association
AT&T	American Telephone & Telegraph
BC Pumps Sales and Service	Bill Caldwell Pumps Sales and Service
CDW Government Inc	Computer Discount Warehouse Government Inc
CHEMSEARCH FE	Chemsearch Facility Engineers
CMC RESCUE INC	California Mountain Company Rescue INC
DEX YP Media	Dex Yellow Page Media
Follett Heg - Ahc Bookstore	Follett Higher Education Group - Allan Hancock College Bookstore
GARDA CL West Inc	Garda Cash Logistics West Inc
GM Financial Leasing	General Motors Financial Leasing
J & P Construction Inc	Jeff Ploutz Construction Inc
LOVARC	Life Options, Vocational and Resource Center
NACCE	National Association for Community College Entrepreneurship
NCS Pearson	National Computer Systems Pearson
PARS Public Agency Retirement	Public Agency Retirement System
Part Time Faculty AHC-Member	Part Time Faculty Allan Hancock College Member
PPG Architectural Finishes	Pittsburgh Paints & Glass Architectural Finishes
RP GROUP	Research & Planning Group for California Community Colleges
Sex.E	Sex Education
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
Stowasser Buick GMC	Stowasser Buick General Motors Company
STRS Cash Balance Plan, MS#20	State Teachers Retirement System Cash Balance Plan, MS#20
SVM LP	Stored Value Marketing
The Docuteam	The Document Team
VIRTUAL VRI	Virtual Video Remote Interpreting
VTC Enterprises	Vocational Training Center Enterprises
VWR International	Van Waters Rogers
WEX Bank	Wright Express Financial Services Corp

**CONSENT ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	June 11, 2019
Subject: Authorization to Declare District Property as Surplus	Item Number: 10.B.
Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures: Page 1 of 1

BACKGROUND

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

Description	Quantity	Condition
1999 Chevy 3500 Pick Up Utility Bed. This vehicle has exceeded 15 year threshold and has several issues (burning oil and coolant).	1	inoperable
1990 Crown Victoria. This vehicle has exceeded 15 year threshold as well as the mileage threshold. This vehicle is non-operational with multiple issues.	1	inoperable
2002 Lincoln LS. This vehicle has reached the end of its useful life as instructional equipment for the Automotive Technology program.	1	operable
2003 Chevrolet C2500. This vehicle has reached the end of its useful life as instructional equipment for the Automotive Technology program.	1	operable
2006 Volkswagen Jetta. This vehicle has reached the end of its useful life as instructional equipment for the Automotive Technology program.	1	operable
1997 Ford F250. This vehicle has reached the end of its useful life as instructional equipment for the Automotive Technology program.	1	operable

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

FISCAL IMPACT

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

RECOMMENDATION

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

Administrator Initiating Item: Eric D. Smith	Final Disposition:
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CONSENT ITEM

To:	Board of Trustees	Date:	
From:	Superintendent/President		June 11, 2019
Subject:	Authorization to Utilize Foundation for California Community Colleges Administrative Services Agreement CB-185-17	Item Number:	10.C.
Strategic Goal:	Goal IR3: To enhance and maintain currency in technology usage/application in support of students and faculty, staff efficiency and operational effectiveness.	Enclosures:	Page 1 of 1 Agreement CB-185-17 online

BACKGROUND

This request is for authorization to utilize the Foundation for California Community Colleges Administrative Services Agreement CB-185-17, to purchase computer equipment and accessories from CDW Government LLC under the provisions of California Public Contract Code 20652 (Community College Districts).

Contract Code 20652 allows school districts, community college districts, colleges, universities, and county offices of education to procure items per the PCC Code referenced above.

This contract will end June 1, 2020, with a renewal option for two (2) successive one-year periods.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees approve the authorization to utilize Foundation for California Community Colleges Administrative Services Agreement CB-185-17.

Administrator Initiating Item: Eric D. Smith	Final Disposition:
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FOUNDATION *for* CALIFORNIA
COMMUNITY COLLEGES
www.foundationccc.org

**FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES
ADMINISTRATIVE SERVICES AGREEMENT**

CB-185-17

This ADMINISTRATIVE SERVICES AGREEMENT (“Agreement”) is made this 2nd day of June, 2017 (“Effective Date”), between the Foundation for California Community Colleges (“Foundation”) and CDW Government LLC (“Supplier”).

RECITALS

WHEREAS, the Foundation for California Community Colleges (“Foundation”) is the official auxiliary organization for the California Community College (“CCC”) Board of Governors, Chancellor’s Office, and CCC system. It is a private, non-profit 501(c)(3) organization. The Foundation was formed and began operations in the spring of 1998-after the Board of Governors of the CCC had disassociated with the prior California Community Colleges Foundation in late 1997; and

WHEREAS, University of California Office of the President (UCOP), a California higher education system, has entered into a Master Agreement dated June 2, 2017, attached hereto as Exhibit A (“Master Agreement”) by and between UCOP and Supplier, as may be amended from time to time in accordance with the terms thereof, for the purchase of CDW-G’s catalog, as more fully described in the Master Agreement (“**Product**”); and

WHEREAS, set forth by Assembly Bill 653 (Levine), California community college districts (“Participating Agencies”) may purchase materials, equipment, supplies, or services under the same terms and conditions as are specified in a contract lawfully awarded by the University of California or the California State University (California Public Contract Code 20653.5 and Education Code 81646); and

WHEREAS, Supplier desires to make the Master Agreement available to California community colleges, which are supported, in part, by the Foundation and the parties desire to add and incorporate by reference, the terms in this Agreement, into the terms of the Master Agreement; and

WHEREAS, The Foundation developed, supports, and operates collegebuys.org (“CollegeBuys”), a cooperative purchasing program designed to pool the purchasing power of public and private schools across the nation and, as a result, the Foundation is in a unique and valuable position to provide Supplier with marketing and promotional services for the Product; and

WHEREAS, CollegeBuys was established in 1999 and represents over 1800 colleges and universities nationwide and is the largest higher education purchasing consortium nationwide. CollegeBuys focuses

on facilities and construction related material and equipment; technology hardware, software and other technology; and higher education related products and services; and

WHEREAS, CollegeBuys seeks to improve the overall value and selection process of various facilities items, while leveraging the buying power of and providing a purchasing forum for educational institutions and public agencies. Some agreements will be based upon competitively bid vehicles through a lead agency, utilizing a thorough and business focused process which will raise the performance of the ultimate solution for these entities. Some Foundation agreements may not require a competitive solicitation through a lead agency.

THEREFORE, in consideration of the payments to be made and the mutual covenants contained in this Agreement, the Foundation and Supplier agree as follows:

1. TERMS AND CONDITIONS

1.1 Obligations of the Foundation.

1.1.1 **Promotional Services.** The Foundation shall utilize CollegeBuys in order to publicize and promote the availability of the Product under the Master Agreement (“Promotional Services”) with all California Community Colleges.

1.2 Obligations of Supplier.

1.2.1 In consideration of the Foundation’s promotional services described in Paragraph 1.1.1 above, Supplier shall pay the Foundation the Administrative Fee pursuant to section 3 of this Agreement.

1.2.2 Supplier shall comply with the Supplier Commitments attached hereto and incorporated herein as Exhibit B.

1.2.3 Supplier shall comply with the Supplier Program Standards attached hereto and incorporated herein as Exhibit C.

1.2.4 Supplier’s failure to maintain the Commitments or comply with the Program Standards identified in Exhibits B and C, respectively, shall be a material breach under this Agreement and if not cured within thirty (30) days of written notice to Supplier, is cause for termination of this Agreement at the Foundation's sole discretion.

1.2.5 Upon request, Supplier shall make available to potential Participating Agencies a copy of the Master Agreement and such price lists or quotes as may be necessary to evaluate potential purchases. Supplier authorizes the Foundation’s use of Supplier’s name, trademarks, and materials in promoting the use of the Master Agreement and purchasing program.

1.3 **Insurance.** Upon request within ten (10) days of formal commitment to utilize the Agreement, the Supplier and each Subcontractor identified in its Subcontractors List issued by the Supplier shall deliver to the agency taking part in the agreement Certificates of Insurance evidencing the insurance coverage in the minimum amounts noted below. The foregoing notwithstanding, a Participating Agency may require additional or different insurance coverage or minimum amounts in connection with the use of the agreement. In such event, such additional or different

insurance requirements shall be noted in writing from the Participating Agency, and the Supplier shall comply with the same.

- 1.3.1 Workers' Compensation Insurance. The Supplier and all Subcontractors to the Supplier shall obtain and maintain Workers' Compensation Insurance with coverage amounts under such policies in accordance with applicable law.
- 1.3.2 Commercial General Liability Insurance. The Supplier and all Subcontractors to the Supplier shall obtain and maintain Commercial General Liability Insurance Policies covering: injuries, including accidental death, to persons, damage to property, completed operations, and contractual liability. Minimum coverage amounts under each such Commercial General Liability insurance policy shall be One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate.
- 1.3.3 Modifications; Cancellation; Additional Insured. Each Participating Agency hereunder shall be additional named insured to the Commercial General Liability insurance policies of the Supplier and its Subcontractors. The Workers' Compensation insurance policy and the General Liability insurance policy of the Supplier and each Subcontractor shall include provisions that the policy terms will not be materially modified and the policy will not be cancelled or terminated without at least thirty (30) days advance written notice to the Participating Agency, as applicable.

2. SPECIFIC PROVISIONS

- 2.1 Term. This Agreement shall be coterminous with the Term agreed upon in Exhibit A, between UCOP and Supplier.
- 2.2 Right to Terminate. Foundation has the right to terminate this Agreement for any reason, without penalty, at any time by providing Supplier with written notice of the termination at least thirty (30) days in advance.
- 2.3 Terms and Conditions in Master Agreement. The terms and conditions of the Master Agreement, attached as Exhibit A, shall apply and are incorporated by reference into this Agreement except as otherwise provided in this Agreement.
- 2.4 Use of Logo. **The Foundation's prior review and written approval is required for any use of the Foundation or CollegeBuys name or logo by the Supplier in marketing materials including but not limited to: press releases, print pieces, broadcast emails, and website postings.**

3. QUARTERLY FEES & REPORTING

- 3.1 Quarterly Administrative Fee. Supplier shall pay Foundation a quarterly administrative fee in the amount of 2% of the total purchase invoice, less taxes, additional services (excluding included services) and transportation for all purchases of Participating Public or Private Agencies under said Master Agreement and provide the Foundation with an electronic accounting report, in a format prescribed by the Foundation, summarizing all purchases under the Agreement. A sample of the reporting format appears at Exhibit D. Quarterly reports are due within thirty (30) calendar days after the conclusion of the preceding quarter. Quarterly administrative fees applicable to each quarter, are due within thirty (30) days of the end of each calendar quarter. The Foundation reserves the right, upon thirty (30) days advance notice to the Supplier, to change the prescribed

reporting format. Administrative fee payments shall be made by check to the Foundation for California Community Colleges.

- 3.2 Accounting. Supplier shall at its expense maintain an accounting of all purchases made by Participating Public and Private Agencies. The Foundation reserves the right to audit the accounting for a period of four (4) years from the date the Foundation receives the accounting. In the event of such an audit, the requested materials shall be provided at the location designated by the Foundation. Quarterly reports and the administrative fee applicable to each quarter are due within thirty (30) days of the end of each calendar quarter.
- 3.3 Material Breach. Failure to provide a quarterly report within thirty (30) days and payment within thirty (30) days, as specified in Paragraph 3.2 shall be regarded as material breach under this Agreement, and if not cured within thirty (30) days of written notice to Supplier, shall be deemed a cause for termination of the Agreement at the Foundation's sole discretion. All administrative fees not paid within sixty (60) days of the end of each quarter shall bear interest at the rate of one and one half percent (1.5 %) per month until paid.
- 3.4 Errors and Omissions on Quarterly Reporting and Overpayment of Administrative Fee to the Foundation. Supplier is provided ninety (90) days or until the conclusion of the subsequent quarter (whichever comes first) from when a quarterly report was due or submitted, to correct error(s) and/or omission(s) on a quarterly report; and/or to recover an overpayment of the administrative fee from the Foundation. Once the ninety (90) days or the conclusion of the subsequent quarter (whichever comes first) has lapsed, the Foundation reserves the right to retain the amount of the overpaid administrative fee. The Foundation also reserves the right to recover any unpaid administrative fee(s) from the Supplier discovered during an audit conducted pursuant to Section 3.1 above, and/or the correction of error(s) and/or omission(s) on quarterly report(s).
- 3.5 Right to Compare Records. The Foundation or its designee may, at the Foundation's sole discretion, compare Participating Agency records with quarterly reports submitted by Supplier. If there is a discrepancy, the Foundation will notify the Supplier in writing. The Supplier will have thirty (30) days from the date of such notice to resolve the discrepancy to the Foundation's reasonable satisfaction. If the Supplier does not resolve the said discrepancy, the Foundation shall have the right to engage outside services to conduct an independent audit of the Supplier's quarterly reports. The Supplier shall be obligated to reimburse any and all of the Foundation's costs and expenses related to or connected with the review of records and reports; the audit; Foundation staff time; and expenses, counsel, and collection.

4. GENERAL PROVISIONS

- 4.1 Purchasing. With respect to any purchases by a Participating Agency pursuant to the Agreement, the Foundation: (i) shall not be construed as a dealer, re-marketer, representative, partner, or agent of any type of the Supplier or such Participating Agency; (ii) shall not be obligated, liable or responsible for any order made by Participating Agency or any employee thereof under the Agreement, or for any payment required to be made with respect to such order; and (iii) shall not be obliged, liable, or responsible for any failure by any Participating Agency to comply with procedures or requirements of applicable law or to obtain the due authorization and approval necessary to purchase under the Agreement. The Foundation makes no representation or guaranty with respect to any minimum purchases by any Participating Agency or any employee thereof under this Agreement.

- 4.2 **Entire Agreement.** This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof, and no other agreement, statement, or promise relating to the subject matter of this Agreement which is not contained herein shall be valid or binding.
- 4.3 **Modification and Waiver.** Except as provided otherwise herein, this Agreement may not be modified except by a writing signed by an authorized representative of both parties. A waiver by either party of its rights hereunder shall not be binding unless contained in a writing signed by an authorized representative of the party waiving its rights. The non-enforcement or waiver of any provision shall not constitute a waiver of such provision on any other occasion unless expressly so agreed in writing.
- 4.4 **Assignment.** Neither party may assign this Agreement without the prior written consent of the other party which shall not be unreasonably withheld. The consent requirement shall not apply to an assignment to a successor corporation in the event of a merger or acquisition. Further, each party may assign this Agreement without consent to any of its affiliates. Subject to the foregoing, this Agreement will be binding on the heirs, executors, administrators, successors, and assigns of the respective parties.
- 4.5 **Severability.** If any provision of this Agreement shall be deemed to be, or shall in fact be, illegal, inoperative, or unenforceable, the same shall not affect any other provision or provisions herein contained or render the same invalid, inoperative, or unenforceable to any extent whatsoever.
- 4.6 **Notices.** All reports, notices, and other written or electronic communications given under this Agreement shall be delivered by email or by express delivery requiring signature on receipt to the addresses as set forth below. The Foundation may, by written or electronic notice delivered to the Supplier, designate any different electronic or physical addresses to which subsequent reports, notices or other communications shall be sent.

4.6.1 Foundation
Foundation for California Community Colleges
 1102 Q Street, Suite 4800
 Sacramento, CA 95811
 Attn: **Jorge J.C. Sales**
Director of Collaborative Services
 Email: jsales@foundationccc.org

4.6.2 Supplier
CDW Government LLC
 Attn: Director, Program Sales
 2 Corporate Drive, Suite 800
 Shelton, CT 06484
 Email: Contmgt@cdw.com

CDW Government LLC
 Attn: General Counsel
 230 N. Milwaukee Avenue
 Vernon Hills, IL 60061
If Electronically:
tarabar@cdwg.com

- 4.6.3 Written notice shall be deemed to have been duly served if delivered at or sent by registered or certified mail to the address provided by Supplier in Paragraph 4.4.2 above.
- 4.7 Governing Law. This Agreement shall be governed exclusively by and construed in accordance with the applicable laws of the State of California, excluding its choice of law rules. Any action or proceeding seeking any relief under or with respect to this Agreement shall be brought solely in the Superior Court of the State of California for the County of Sacramento, subject to transfer of venue under applicable State law.
- 4.8 General Indemnity. Each party to this Agreement (“Indemnitor”) shall defend, indemnify, and hold harmless the other and its agents, representatives, officers, consultants, employees (collectively “Indemnitees”) from any and all claims, demands, liabilities, damages, losses, suits and actions, and expenses (including, but not limited to, attorney’s fees and costs including fees of consultants) of any kind, nature and description (collectively “Claims”) brought by an unaffiliated third party, that results in a judgment awarded by a court of competent jurisdiction, or as part of a final settlement, and that directly arises out of, is connected with, or results from, the gross negligence, or willful misconduct of the Indemnitor or its agents or employees in the performance of or failure to perform Indemnitor’s obligations under this Agreement and that results in death or personal physical injury, or damage to tangible personal property suffered or incurred by the Indemnified Party. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity, which would otherwise exist as to a party, person, or entity described in this paragraph.
- 4.9 Limitation of Liability. In no event shall either parties’ aggregate liability arising out of or related to this Agreement, whether in contract, tort, or under any other theory of liability exceed the amounts paid by the Foundation for California Community Colleges under this Agreement.
- 4.10 Damages. Notwithstanding anything stated herein to the contrary, neither party shall not be liable for any special, consequential, indirect or incident damages, including but not limited to lost profits in connection with this Agreement.
- 4.11 Independent Parties. This Agreement does not constitute, give effect to, or otherwise imply a joint venture, pooling arrangement, partnership, or formal or informal business organization of any kind, or (except as expressly set forth herein) any sort of agency relationship between the parties. Neither party will, or will have the power to, bind the other party to any third party without the prior written consent of the other party. The relationship of Supplier and the Foundation under this Agreement is that of independent contractors. Neither party (the “Acting Party”) will have the authority to make any agreement or commitment, or incur any liability on behalf of the other party, nor shall such other party be liable for any acts, omissions to act, contracts, commitments, promises, or representations made by the Acting Party. Except as expressly set forth herein, this Agreement does not restrict either party from conducting business with any third party.
- 4.12 Precedence. This Agreement and any exhibits constitutes the entire, complete, final, and exclusive agreement between the parties with respect to the subject matter hereof and supersedes and replaces any and all prior and contemporaneous communications between Foundation and Supplier regarding such subject matter. Any terms and conditions which are additional to or different from the terms and conditions of this Agreement are hereby deemed rejected by Foundation and shall not be of any effect or in any way binding upon the Foundation. To the extent that the terms and conditions of this Agreement conflict with, or are in any way

inconsistent with, the terms and conditions of any exhibit hereto, the terms and conditions of this Agreement will prevail. The exhibits will be given precedence as follows: (1) Foundation's Administrative Services Agreement; (2), Master Agreement between Supplier and UCOP; (3) Exhibits of this Agreement beyond the aforementioned.

4.13 Good Faith Cooperation. The parties to this Agreement shall cooperate fully in the execution of any and all other documents and in the completion of any additional actions that may be necessary or appropriate to give full force and effect to the terms and intent of this Agreement.

4.14 Counterparts. This Agreement may be executed in counterparts such that the signatures may appear on separate signature pages. A copy, facsimile, or an original, with all signatures appended together, shall be deemed a fully executed agreement.

4.15 Authorized Representative. The persons who have signed this Agreement warrant that they are legally authorized to do so on behalf of the respective Parties, and by their signatures to bind the respective Parties to this Agreement.

IN WITNESS WHEREOF, the Foundation for California Community Colleges has caused this Agreement to be executed in its name, and the Supplier has caused this Agreement to be executed in its name, all as of the Effective Date.

FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES



By Joseph Quintana

[typed name]

Title Chief Operating Officer

Date May 30, 2017


Julian Roberts (May 30, 2017)


By Julian Roberts

[typed name]

Title Chief Financial Officer

Date May 30, 2017

SUPPLIER



By Tara K. Barbieri

Director, Program Sales
[typed name]

Title _____

Date 1 June 2017

Reviewed
By


EXHIBIT A

AGREEMENT BETWEEN SUPPLIER AND UC



**UNIVERSITY
OF
CALIFORNIA**

Purchasing Agreement UCOP-285

The Agreement to furnish certain goods and services described herein and in the documents referenced herein ("Services") is made by and between The Regents of the University of California, a California public corporation ("UC") on behalf of the University of California, and CDW Government LLC ("CDW-G" or "Supplier")

1. Statement of Work

Supplier agrees to perform the Services listed in the statement of work attached as Attachment A ("Statement of Work") and any other documents referenced in the Incorporated Documents section herein. Unless otherwise provided in the Agreement, UC will not be obligated to purchase a minimum amount of Services from Supplier.

2. Term of Agreement/Termination

- a) The term of the Agreement will be from June 2, 2017 and through June 1, 2020 and is subject to earlier termination as provided below.
It may be renewed for two (2) successive **one-year periods (Renewal Term)** unless either party provides the other party with at least 30 calendar days' written notice of nonrenewal before the end of the Initial Term or any Renewal Term.
- b) UC may terminate the Agreement for convenience by giving Supplier at least 30 calendar days' written notice.

3. Purchase Order

Unless otherwise provided in the Agreement, Supplier may not begin providing specific Services until UC approves a Purchase Order for those specific Services.

4. Invoices and Pricing

All invoices must be itemized according to the Statement of Work and include the Agreement and/or Purchase Order Number, payment remittance instructions, and a description of the Services performed. Invoices will be submitted directly to UC Accounts Payable Departments on each campus, unless the Supplier is notified otherwise by an authorized UC location representative. Invoices will normally be paid within thirty (30) days of satisfactory product delivery and receipt of a correct invoice

5. Notices

As provided in the UC Terms and Conditions of Purchase, notices may be given by overnight delivery or by certified mail with return receipt requested, at the addresses specified below. Additionally, notices by Email will be considered legal notice if such communications include the following text in the Subject field: FORMAL LEGAL NOTICE – [insert, as the case may be, Supplier name or University of California].

To UC, regarding contract issues not addressed above:

Name	Bala Balakumar		
Phone	310-794-6012		
Email	bala.balakumar@ucop.edu		
Address	10920 Wilshire Blvd. Suite 650, Los Angeles, CA 90024		

To Supplier:

Name	General Counsel		
Phone			
Email			
Address	230 N. Milwaukee Avenue, Vernon Hills, IL 60061		

With a courtesy copy to:

Name	Program Sales		
Phone			
Email			
Address	2 Corporate Drive, Suite 800, Shelton, CT 06484		

6. Intellectual Property, Copyright and Patents

The Services involve Work Made for Hire

The Services **do not** involve Work Made for Hire

7. Patient Protection and Affordable Care Act (PPACA)

Because the Services involve temporary or supplementary staffing, they are subject to the PPACA warranties in the T&Cs.

The Services do not involve temporary or supplementary staffing, and they are not subject to the PPACA warranties in the T&Cs.

8. Prevailing Wages

Supplier is not required to pay prevailing wages when providing the Services.

9. Fair Wage/Fair Work

Supplier is not required to pay the UC Fair Wage (defined as \$13 per hour as of 10/1/15, \$14 per hour as of 10/1/16, and \$15 per hour as of 10/1/17) when providing the Services.

10. Insurance

Deliver the Certificate of Insurance to UC's Buyer, by mail or overnight delivery. Additionally, this requirement will be considered satisfied if a PDF version of the Certificate of Insurance is sent by Email and includes the following text in the Subject field: CERTIFICATE OF INSURANCE – CDW-G

11. Services-Specific Provisions:

CSU/CCC System: Supplier agrees to extend pricing and services to the California State University institutions (CSU) and the California Community Colleges (CCC) under the terms of the Agreement. All contractual administration issues (e.g. terms and conditions, extensions, and renewals) will remain UC's responsibility. Operational issues, fiduciary responsibility, payment issues, performance issues and liabilities, and disputes involving individual CSU or CCC campuses will be addressed, administered, and resolved by each CSU or CCC campus

12. Amendments to UC Terms and Conditions

The University of California Terms and Conditions of Purchase (07/07/16) are hereby amended as follows:

- Article 2 C. Delete in its entirety and replace it with "UC may by written notice stating the extent and effective date thereof, terminate the Agreement for convenience in whole or campus-by-campus without penalty. In the event of such termination, UC agrees to provide Supplier at least thirty (30) days prior written notice of the effective date of termination and the extent thereof. As specified in the termination notice, this Agreement will continue to remain in effect with respect to orders and purchased Services submitted prior to the termination of this Agreement. UC will pay Supplier as full compensation the pro rata Agreement price for performance through the date UC provided Supplier with notice of termination or through the date that Services will terminate."
- Article 2 D. Delete in its entirety and replace with "UC may upon thirty (30) days' prior by written notice terminate the Agreement for Supplier's breach of the Agreement, in whole or in part, at any time, if Supplier refuses or fails to cure a material default in this period or comply with the provisions of the Agreement, or so fails to make progress as to endanger performance and does not cure such failure or fails to supply the Services within the time specified or any written extension thereof. In such event, UC may purchase or otherwise secure Services and, except as otherwise provided herein, Supplier will be liable to UC for any excess costs UC incurs thereby
- Article 4. Add the following after the last sentence "as specified in provision 8 Indemnity:
- Article 8. Add the following paragraph after the last sentence. Limitation of Liability. NEITHER SUPPLIER NOR ITS AFFILIATES WILL BE LIABLE FOR LOST PROFITS, LOSS OF BUSINESS OR ANY CONSEQUENTIAL, SPECIAL, INDIRECT, OR PUNITIVE DAMAGES, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER A CLAIM FOR ANY SUCH LIABILITY IS PREMISED UPON BREACH OF CONTRACT, WARRANTY, NEGLIGENCE, STRICT LIABILITY OR OTHER

THEORY OF LIABILITY. NEITHER SUPPLIER NOR ITS AFFILIATES WILL BE LIABLE FOR PRODUCTS NOT BEING AVAILABLE FOR USE OR FOR LOST OR CORRUPTED DATA OR SOFTWARE. UC AGREES THAT FOR ANY LIABILITY RELATED TO THE PURCHASE, DELIVERY OR USE OF PRODUCTS, NEITHER SUPPLIER NOR ITS AFFILIATES WILL BE LIABLE OR RESPONSIBLE FOR ANY AMOUNT OF DIRECT DAMAGES IN EXCESS OF THE DOLLAR AMOUNT PAID BY CUSTOMER FOR THE PRODUCT(S) GIVING RISE TO THE CLAIM; LATENT DEFECTS, WHICH DO NOT INVOLVE MISREPRESENTATION BY THE SUPPLIER, SHALL BE REMEDIED IN ACCORDANCE WITH THE MANUFACTURER'S WARRANTY. THE FOREGOING LIMITATION OF LIABILITY IS NOT APPLICABLE TO PERSONAL INJURY AND PROPERTY DAMAGE AS WELL AS PROPRIETARY RIGHTS INDEMNIFICATION.

- Article 9 C. Delete in its entirety and replace it with "If applicable, Professional Liability Insurance with a limit of two million dollars (\$2,000,000) per occurrence with an aggregate of not less than two million dollars (\$2,000,000). If this insurance is written on a claims-made form, it will continue for two years following termination of the Agreement. The insurance will have a retroactive date of placement prior to or coinciding with the effective date of the Agreement."
- Article 9 E. Delete in its entirety and replace it with "If applicable, Supplier Fidelity Bond or Crime coverage for the dishonest acts of its employees in a minimum amount of one million dollars (\$1,000,000)."
- Article 9 F. Delete in its entirety and replace it with "Additional other insurance in such amounts as may be reasonably required by UC against other insurable risks relating to performance. If the above insurance is written on a claims-made form, it will continue for two years following termination of the Agreement. The insurance will have a retroactive date of placement prior to or coinciding with the effective date of the Agreement. Should any of the insurance policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions."
- Article 9 G. Delete the sentence "The coverages referred to under A and B of this Article must include UC as an additional insured. It is understood that the coverage and limits referred to under A, B and C of this Article will not in any way limit Supplier's liability."
- Article 13: Delete in its entirety and replace it with "Supplier will promptly notify UC in writing, of any claims, demands, causes of action, liens or suits brought to its attention that adversely and materially impact the possibility of performance of the Agreement"
- Article 17 A: Delete in its entirety
- Article 17 C. Delete in its entirety and replace it with "Title to the Goods purchased under the Agreement will pass directly from Supplier to UC at the f.o.b. point shown, or as otherwise specified in the Agreement, UC will have right to reject upon inspection and will follow Supplier Return Policy for that purpose"
- Article 17 E. Delete in its entirety and replace with "Supplier warrants that, to the best of its knowledge, no foreign-made equipment, materials, or supplies furnished to UC pursuant to the Agreement will be produced in whole or in part by forced labor, convict labor, or indentured labor under penal sanction. If UC determines that Supplier knew or should have known that it was breaching this warranty, UC may, in addition to terminating the Agreement, remove Supplier from consideration for UC contracts for a period not to exceed one year"
- Article 19. Delete in its entirety and replace with " The Agreement is subject to the examination and audit of the Auditor General of the State of California or Comptroller General of the United States or designated Federal authority for a period of up to five (5) years after final payment under the Agreement. UC, and if the underlying grant or cooperative agreement so provides, the other contracting party or grantor (and if that be the United States or an instrumentality thereof, then the Comptroller General of the United States) will have access to and the right to examine Supplier's pertinent books, documents, papers, and records involving transactions and work related to the Agreement until the expiration of five (5) years after final payment under the Agreement. The examination and audit will be confined to those matters connected with the performance of the Agreement including the pertinent books, documents, papers, and records of the Supplier involving transactions and work related to the Agreement as well as the costs of administering the Agreement."
- Article 22: Delete in its entirety and replace with "Supplier will use environmentally preferable products and services (i.e., products and services with a lesser or reduced effect on human health and the environment), to the

maximum possible extend consistent with the Agreement and as specified in Supplier proposal. Information on environmentally preferable products and services is available at:<http://www.epa.gov/opptintr/epp/>

- Article 26: Add the following before the beginning of the first sentence "Except in the case of nonpayment"

13. Incorporated Documents

The following documents are incorporated and made a part of the Agreement by reference as if fully set forth herein, listed in the order of precedence following the Agreement:

- a) Statement of Work – Attachment A
- b) UC Terms and Conditions of Purchase, dated 07/07/2016

14. Entire Agreement

The Agreement and its Incorporated Documents contain the entire Agreement between the parties and supersede all prior written or oral agreements with respect to the subject matter herein.

The Agreement is signed below by the parties' duly authorized representatives.

**THE REGENTS OF THE
UNIVERSITY OF CALIFORNIA**

CDW GOVERNMENT LLC

DocuSigned by:


 (Signature) 254CF ...



 (Signature)

William Cooper, Associate Vice President
 And Chief Procurement Officer

 (Printed Name, Title)

Tara K. Barbieri, Director, Program Sales/
 Capture

 (Printed Name, Title)

05/23/17

 (Date)

5.18.17

 (Date)

Attachment A to UC /CDW-G Purchase Agreement (UCOP-285)**Statement of Work****1. Definitions**

As used in this Agreement and its attachments and exhibits which become a part of it, the following term have the following meanings:

- 1.1 "Business Day" shall mean Monday through Friday, between 8:00am - 5:00pm Pacific Time (PT) excluding UC and Seller observed holidays. Seller shall notify UC thirty (30) days in advance of the date of any planned physical inventory closure.
- 1.2 "Account Manager and Management Team" means the Seller employee, satisfactory to UC, whom Seller designates to UC as the person with overall responsibility at Seller managing the UC/Seller relationship under this Agreement. Seller's Account Management Team is included as Exhibit 3 to this Agreement. This team includes Seller's representatives responsible for managing the entire relationship between UC and Seller and representatives responsible for managing a specific UC campus/location . Seller will use best efforts to provide UC a written notification thirty (30) days prior to any change(s) to its Account Management Team.
- 1.3 "Products" shall mean CDW-G's entire IT solutions catalog.
- 1.4 "Delivery" shall mean delivery by Seller directly to the designated UC delivery points as requested by UC Departments ordering Products. The delivery points will be determined by UC authorized personnel.
- 1.5 "Published Web Price" shall mean the advertised pricing Seller advertises through its company's website that is accessible publically to all educational customers for computer products without the need for a log in account.
- 1.6 "Purchase Order Fill Rate " shall mean the percent of total *line* items on a purchase order that were shipped complete, whereby partials are not counted.

2. SCOPE

- 2.1 Seller agrees to extend the terms and conditions of this Agreement, including pricing, to all current and future UC campuses, med centers, UCOP, labs, ANR and as further detailed at <https://www.universityofcalifornia.edu/uc-system/parts-of-uc>
- 2.2 Supplier agrees to extend pricing and services to the California State University institutions (CSU) and the California Community Colleges (CCC) under the terms of the Agreement. All contractual administration issues (e.g. terms and conditions, extensions, and renewals) will remain UC's responsibility. Operational issues, fiduciary responsibility, payment issues, performance issues and liabilities, and disputes involving individual CSU or CCC campuses will be addressed, administered, and resolved by each CSU or CCC campus

3. DESCRIPTION OF PROGRAM

During the term of this Agreement and any extension(s) of such term, Seller agrees to sell UC the Products as designated by UC, subject to the terms and conditions set forth in this Agreement. Seller is responsible for the individual requirements at each campus

4. PROGRAM REQUIREMENTS

- 4.1 **Purchase Order Fill Rate** During the term of this agreement and any extension(s) of such term, Seller agrees to maintain a minimum of ninety five percent(95%)fill rate.
- 4.2 **Substitutions** No substitutions of alternate items for products ordered will be permitted except with the express approval from authorized UC personnel. Seller shall not substitute and/or interchange a different brand or generic product or package size, other than the specific product ordered, without authorization from UC.
- 4.3 **Full Electronic Catalog**: Bidders must maintain and provide to UC upon request a full electronic catalog of all the items under their computer for which they wish to sell to UC under this contract. The customization of Seller catalog, if requested by UC, will be mutually agreed upon between both parties and provided at no cost to UC.
- 4.4 **Minimum Order** There shall be no minimum order requirement during the term of this Agreement and any extension(s) of such term.
- 4.5 **Order Packaging and Labeling** Each order shall be individually wrapped and labeled Labeling requirements may include but are not limited to:
- End-user name
 - Building name or number
 - Street address
 - Department name
 - Room number
 - Purchase order number
 - Product description
 - Quantity
 - Number of packages and the total number of packages for the order if More than one (e.g. . Box 1 of 3)
 - Catalog number of the Product ordered
 - Open 32 character field for internal identification
 - Internal customer order numbers..
 - Other information as requested by the ordering department.
- 4.6 **Environmentally Responsible Packaging** Seller agrees to use good faith efforts to utilize environmentally responsible packaging that is reusable, contains a minimum of hazardous and non-recyclable materials and meets or exceeds the US EPA Comprehensive Procurement Guidelines for Paperboard and Packaging and to employ recycling practices to

minimize the adverse effects of packaging on the environment. Seller commits that all packaging materials used by Seller to ship any tangible goods to the UC will meet at least one of and preferably all of the following criteria;

- Made from 100% post consumer waste (PCW) materials and is reusable or recyclable
- Non-toxic
- Biodegradable
- Produced with a minimum of resources and sized as small as possible while maintaining adequate Product protection during shipping

4.7 **Receiving Locations** Seller agrees to provide delivery to all of UC current and future authorized personnel delivery points, as requested by UC consistent with any of the following models outlined below:

- **Desktop / Job Site Product Delivery** UC end user departmental orders will be placed directly with Seller via a web-based static and/or roundtrip electronic catalog system and/or by the traditional method of telephone, fax or hardcopy purchase order for product delivery to a specific address (e.g. desk, office, lab, etc) by the Seller.
- **Central Receiving or Storehouse Delivery** UC end user departmental orders will be placed directly with Seller via a web-based static and/or roundtrip electronic catalog system and/or by the traditional method of telephone, fax or hard copy purchase order for product delivery to one central receiving area. In this model Products may be delivered on pallet(s) as appropriate for handling. This aggregation is determined by each campus location. Product is packaged for delivery to end customer (could be bulk/high volume quantity purchase or one off).
- **Remote Location Deliveries** UC end user departmental orders will be placed directly with Seller via a web-based static and or roundtrip electronic catalog system and/or by the traditional method of telephone, fax or hardcopy purchase order for product delivery to remote or rural locations by Seller, provided however, the necessary address and location information is adequate for third party shippers. In this model Product is packaged for delivery to end customer based on their receiving limitations.

4.8 **Standard Delivery Requirements** Seller agrees to deliver all UC orders for Products received by 5:00pm PT within three (3) business day as follows:

- Campus direct (desktop delivery) by 3:00pm
- Storehouse or Central Receiving (drop ship delivery) by 10:0am

All deliveries shall be FOB Destination with freight prepaid and allowed. Delivery charges, hazmat fees (if applicable) and risk of loss will be borne by the Seller.

4.9 **Rush Delivery Requirements** Seller agrees to deliver UC emergency orders based on stock availability within twenty four (24) hours after receipt of order and UC will pay for the expedited freight delivery or use UC carrier account number. Rush delivery orders for next day delivery must be requested by UC prior to 1:00 pm PT. Seller cannot guarantee, but agrees to use good faith efforts to provide next day delivery for rush orders placed after 1:00pm PT by UC.

If freight charge is approved by UC for special case delivery, Seller must itemize freight and service charges separately from Product and apply taxes only as is appropriate per the California State Board of Equalization tax guidelines. The University shall be responsible for payment to Seller of all sales tax applicable to the purchase of the products or services. If requested, any non-taxable shipping charges (e.g. UPS or other third-party freight charges) must be separated from taxable shipping (e.g. handling charges).

4.10 Returns

For items delivered via Desktop Delivery, Seller must accept all returns for full credit regardless of reason for return within thirty (30) Days from confirmed Delivery of Product.

Orders(s) under \$20.00 do not need to be physically returned to Seller. Requests for credit can be transmitted by the ordering UC personnel via the established order management system (telephone, fax, paper return form and web-based). Within three (3) business days after notification from UC, returns must be scheduled for pick up by Seller. Chargebacks and credit memos will be issued to UC ordering departments in the current month's billing period. If Products were purchased via UC purchasing card, credit must be issued to the same purchasing card. Returned items shall be credited at cost, and a corresponding credit for supplier's charges shall be issued via a separate invoice within 15 business days after the returned goods are received by Seller, referencing the original order and invoice to which the credit applies. Seller will be responsible for all standard shipping charges.

4.11 Invoicing All invoices must clearly indicate the following information:

- California sales tax as a separate line item;
- Order or release number and the Agreement number;
- Description, quantity, catalog number and manufacturer number of the item ordered;
- Net cost of each item;
- Any applicable discount;
- Reference to original purchase order number for all credit invoices issued.
- Level 3 purchasing card information, in the case of P-card orders.

Time of the Essence Time is of the essence with respect to the performance of each and every condition, covenant and agreement contained herein. UC has the option to accept or reject all Products delivered after promised delivery time, and, in addition, may hold Seller liable for all direct damages caused by late delivery as determined and documented by UC; provided, however, in no event shall the amount of such direct damages exceed UC's documented replacement/substitution cost for Products ordered. Seller will report any delivery delay whatsoever to the ordering location, as well as its cause, promptly, preferably within

two (2) hours after Seller is able to reasonably determine there will be such a delay; such report will be provided to UC by telephone or e-mail . Seller shall keep UC fully informed and shall take all reasonable action in eliminating the cause of delay.

Despite any previous language to the contrary, if late delivery is due to causes beyond the reasonable control and without the fault or negligence of Seller, including but not limited to: acts of God, war, civil commotion governmental action, fire, floods., unusually severe weather, explosions , earthquakes, strikes, walkouts quarantine restrictions, or any other causes beyond reasonable control of Seller, Seller shall not have any liability to UC.

UC's failure to take, or delay in taking delivery of Products ordered, when due to causes beyond the reasonable control and without the fault or negligence of UC, including but not limited to: acts of God, war, civil commotion, governmental action, fire, floods, unusually severe weather, explosions, earthquakes, strikes. walkouts, quarantine restrictions or any other causes beyond reasonable control of UC shall not result in any liability of UC to Seller.

- 4.12 E-Commerce UC campuses have enabled e-commerce as befits their situation and existing financial infrastructure. Seller must comply with campus e-commerce requirements on a campus by campus basis. Seller shall provide for UC, if requested by UC, real-time secured access to Seller's automated systems including web-based order management, customized electronic Products Catalog with UC pricing and contract terms, as defined in the RFP and Seller's Response. Seller will provide the necessary network, data lines, and/or any computer software required to UC at no additional cost to UC.
- 4.13 Training Seller shall provide reasonable sufficient training to UC's authorized personnel to enable UC to order Products from Seller via Seller's order entry systems.
- 4.14 Program Management Seller will provide the necessary staff and resources to provide program management functions as outlined including, but not limited to:
- Marketing Program to increase sales activity;
 - Program Manager to coordinating program implementation;
 - Providing superior customer service;
 - Promoting alternate Products to reduce cost;
 - Demonstrating new Products;
 - Managing the continuous improvement process;
 - Account Manager to providing on-going contract monitoring and maintenance;
 - Program to regularly monitor and compare;
 - Conducting quarterly account review meetings.
- 4.15 Order Procedures Orders placed shall be binding when they have been accepted by an authorized representative of Seller and an acknowledged copy of such acceptance has been communicated to UC. Each such order for any Products covered by this Agreement and all documents issued as a result thereof, shall be governed by this Agreement. Each order shall specify

the quantity, description and price and delivery point.

All invoices, packing lists, packages , shipping notices, and other written documents shall contain the applicable UC purchase order number.

If there is an out of stock situation of any ordered inventoried item(s), the out of stock item will be added to the back order file and will be delivered to UC when the item is in stock without a further order being submitted.

Seller shall provide the ability to receive UC orders through manual and/or automated methods including, but not limited to, telephone, mail, EDI, and Internet.

4.16 Project Manager Seller shall assign a project management team to coordinate the implementation of the Agreement

4.17 Product Certification Seller hereby certifies and warrants that all products sold to UC under this Agreement

- Shall be new and genuine;
- Shall be provided to UC in the manufacturer's original packaging unless otherwise requested by UC;
- Shall purchase products that are manufactured for retail sale in the United States;
- Shall be purchased from legal and reputable channels, which are understood to be the manufacturer or authorized representatives of the manufacturer;
- Shall not be altered or misbranded within the meaning of the
- Federal and State laws applicable to such products.

5. SERVICE STANDARDS

Seller shall provide consistent exceptional customer service to all UC locations. The following chart outlines the baseline expectations of the UC System for standard service metrics. It is necessary that these minimums be upheld throughout the term of the Agreement and that Seller provides reports on these benchmarks for each Location during every Quarterly Business Review (QBR). Each UC location has means to determine their internal level of customer satisfaction and these self reports are substantiating indicators. If Seller falls below the service level expectations it will be escalated to that Location's IT Purchasing/Commodity manager and to UCOP to determine a mutually agreed upon corrective action plan to resolve the concern. If the service levels do not improve to the satisfaction of the University the issue may ultimately result in termination of this Agreement. The minimum quality of service standards set forth below recognize that occasional errors are likely; however, Seller further agrees to use best efforts to achieve 100% quality of service level.

- | | |
|-----------------------------|---|
| • Normal delivery | - within 3 business days |
| • Rush delivery | - within 24 hours |
| • Pick up returns scheduled | - within 3 business days |
| • Credit/Reinvoice | - within 5 business days after return pick up |
| • Request for reports | - within 5 business days for non custom |
| • Quote turnaround time | - within 1 business day (for standard requests) |

- Return customer calls - within 4 hours
- Purchase order fill rate - 95%
- Order accuracy -98%
- Delivery On-time -98%
- Invoice/billing accuracy -98%
- Customer service satisfaction -95%

6. PRICING AND APPLICABLE TAXES

- 6.1 The prices of the Products included in this Agreement shall be calculated based on Exhibit 1 Discount Off Pricing Structure and the Published Web Prices of Products included on Seller's published website at www.cdwg.com/hied. The Discount Off Pricing Structure will be fixed for the duration of the contract, unless both parties mutually agree to negotiated changes proceeded by an amendment to the agreement
- 6.2 For UC Locations using a **static** e-Commerce catalog, the UC net prices should remain unchanged during refresh cycles of maximum one (1) refresh every 3 month regardless, of bidder's published web pricing change.
- 6.3 For UC locations using dynamic e-procurement via punch out or vendor hosted ecommerce catalogs, the UC net prices shall be the best available, either current market (for any of the named price list sites) or agreed discount off list.
- 6.4 Seller was advised that there is no mandatory use policy at UC, and Seller must compete with other suppliers for UC orders. Therefore, Seller shall make every best effort so that manufacturer and/or Seller price-decreases be passed on to UC immediately.
- 6.5 During the term of this Agreement, and any extension(s) to such term, Supplier agrees to provide UC a quarterly Patronage Incentive in the amount equal to two (2%) percent of the total sales of Products. The amount of quarterly Patronage Incentive provided to each UC campus will be calculated based on the total quarterly sales to each campus. Each participating campus shall have the right to modify proposal pricing for the individual campus up to 2% in the event UC campus(s) decide not to implement a rebate program. The Patronage Incentive will be issued to The Regents of the University of California and mailed to each UC campus participating in the rebate program.
- 6.6 New Products: The UC recognizes that Products and Product line additions to the Seller's offerings are likely to occur during this Agreement. Additions will be considered under the following methods:
- Products will be categorized with similar Products or Product lines into existing market commodity codes/Product line families/replacement line items previously defined and agreed to by the UC with- respect to the discount structure.
 - In the event the Seller adds a new specialty Product line which represents Products that are substantially different from the Products or brands represented in the existing market commodity codes/Product line families/line items, the UC and the Seller may enter into, negotiations to establish a discount structure, net price, or total cost for the Product(s) if the UC agrees that the Product(s) are not covered under an existing market

commodity code/Product line family/line item. The Seller will provide appropriate documentation to support its position for special pricing. Negotiations must be completed prior to any purchase orders being processed. In the event the UC and Seller cannot come to agreement, UC may at its sole opinion conduct a separate formal bidding process.

7. **REPORTING**

- 7.1 Seller will provide UC, at a minimum, the following periodic reports (by campus and UC total) as specified using UC provided templates if available:

Report	Frequency
UC System-wide Sales and Patronage	Quarterly (template provided)
<u>Catalog Update Proposal</u> : Line item Product additions and deletions, UOM / pack count changes, etc.	Periodically for updating hosted ecommerce catalogs
<u>Patronage Incentive Detail</u> : Show Patronage Incentive calculation by campus detailed by invoice included in the incentive payment; state reason for any exclusions and time period covered	Quarterly to campuses and to UCOP
Total Sales Detail: Same data parameters as report below but aggregates by part # to provide a System-wide view	Quarterly to UCOP IT Commodity Manager
Total Sales Detail: Total sales by campus providing Seller part number, manufacture part number, UC PO#, item description, Seller's published web price, contract price, purchasing price and quantity.	Quarterly to UCOP
<u>Service Standards Tracking</u> :	On Demand; Reports to be generated within 5 business days

- 7.2 Seller agrees to provide other reports as reasonably requested by UC during the term of the Agreement and any extension(s) to such term at no additional cost to UC.

8. **UC - SELLER COMMUNICATIONS**

- 8.1 Conduct Relating to Communications
- All messages, information and other items communicated from Seller to UC shall be professional and consistent in nature.

- Communications that are specific to a UC location (such as new campus representatives, vendor shows, marketing plans, etc) shall be communicated between the Seller and the location directly.
- The Seller agrees to hold System-wide quarterly business reviews (QBRs) that will be open to any UC team member, UC commodity expert or any UC location Strategic Sourcing personnel.
- Off-cycle (non-QBR) contract management meetings with UCOP may include other UC team members as appropriate to ensure transparency and consistency of message. UCOP will keep minutes of these meetings and make them available to the UC team and the Seller.
- Campuses retain the right to hold separate business reviews to address local concerns. These local business reviews are open to UCOP team member(s) (as appropriate) to ensure the same transparency and consistency of message.

8.2 Spam

Sellers are prohibited from sending unsolicited promotional emails to any UC location or UC email address.

8.3 QBR Meeting Format and Instructions

UC seeks to obtain the most value from each QBR, for both UC and Sellers. In order to do so, UC expects the following to be included in any QBR presentation:

- Sales Data
 - o UC Fiscal Year to Date (beginning July 1)
 - o UC Fiscal Year to Date for the previous year
 - o Last 12 month spend
 - o last 12 month spend for the prior year
- Outreach and promotions
 - o Meetings with end users
 - o On campus promotions
- Accounting Issues
 - o Past due invoices
 - o User issues
 - o Invoice mismatches
- SLA Discussions
- In addition, Seller is to provide UC with all materials at least five (5) business days in advance to allow UC time to review and determine an appropriate agenda.

Exhibits to Statement of Work

UC Discount Off Pricing Schedule	Exhibit 1
Seller's response to UC Request for Proposal	Exhibit 2
Seller's Account Management Team	Exhibit 3

Exhibit 1 – Discount Off Pricing Schedule

A	Accessories	-16.0%
A\PD\DIG	Digitizer Tablets	-5.0%
B	Power, Cooling, & Racks	-10.5%
B\BA	UPS/Battery Backup	-9.0%
TRPL	Tripp-Lite	-12.0%
C	Desktop Computers	-2.5%
LVP	Lenovo Desktop	-6.5%
C\TC	Thin Clients	-2.5%
LVP	Lenovo Thin Client	-6.5%
D	Data Storage	-10.5%
E	Enterprise Storage	-10.5%
HPE	Hewlett-Packard Enterprise Storage	-14.5%
F	Point of Sale/Data Capture	-7.5%
H	Servers & Server Management	-4.5%
HPE	Hewlett-Packard Enterprise Servers	-8.5%
L	Notebook/Mobile Devices	-4.5%
LVP	Lenovo Laptops	-8.5%
MS2	Microsoft Slate/2-in-1 Devices	-6.5%
J	Services (CDW Delivered)	0.0%
N	NetComm Products	-9.5%
HPE	Hewlett-Packard Enterprise NetComm	-12.5%
O	Carts & Office Equipment	-9.0%
P	Printing & Document Scanning	-10.0%
P\LP	Single Function	-8.0%
P\PA	Printer Accessories	-10.0%
P\PU	Printer Supplies	-10.0%
Q	Services (Partner Delivered)	-5.0%
LVP	Lenovo Services (Partner Delivered)	-9.0%
HPE	HPE Services (Partner Delivered)	-9.0%
S	Software	-5.5%
T	Collaboration Hardware	-10.5%
T\TL	Voice Hardware - Headsets	-10.5%
U	Memory/System Components	-9.5%
HPE	HPE System Components	-12.5%
U\MB	Motherboards/Chassis	-9.5%
U\MC	CPUs/Fans	-9.5%
V	Video-Projection-Pro Audio	-9.0%
V\VA	Video Adapters	-6.0%
V\VL	Computer Displays	-6.0%

LVP	Lenovo Computer Displays	-10.0%
V\PZ	Digital Signage Displays	-9.0%
V\OH	Projectors	-9.0%
V\LT	Consumer Television	-9.0%
W	Cables	-17.0%
APPLE	Apple Products	-0.5%

Exhibit 2 –CDW-G Response to UC RFP #UCOP/IT/2016 dated 12/02/2016

CDW-G response is incorporated by reference. Contact UCOP Commodity Manager for copy.

Exhibit 3 – Seller's Account Management Team

Institution	Primary Account Manager	Secondary Account Manager	Account Executive
UC-Berkeley	Paul Cardamone		AJ Engelbrecht
UC-Davis	Kyle French	Kyle Stanko	AJ Engelbrecht
UC-Hastings	Paul Cardamone		
UC-Irvine	Paul Cardamone	Mike Bajc	Tyler Quaranta
UCLA	Angie Bania	Brian O'Callaghan	Tyler Quaranta
UC-Merced	Paul Cardamone		AJ Engelbrecht
UCOP	Angie Bania	Brian O'Callaghan	
UC-Riverside	Paul Cardamone		
UC-Santa Cruz	Paul Cardamone		AJ Engelbrecht
UCSB	Eric Grap		
UCSD	Kyle French	Rodrick Thomas	Tyler Quaranta
UCSF	Paul Cardamone		AJ Engelbrecht
UC-Wash Center	Paul Cardamone		
UC-Davis Med	Brian Sitter	Adam Pesche	
UC-Irvine Med	Brian Sitter	Adam Pesche	Cristina Sardina
UCLA Med	Adam Pesche	Brian Sitter	
UCSD Med	Brian Sitter	Adam Pesche	
UCSF Med	Adam Pesche		Kyle Leach

EXHIBIT B**SUPPLIER COMMITMENT**

The Supplier shall observe five basic commitments:

Corporate Commitment - A commitment that the Foundation has the support of senior management of the Supplier, and that the Foundation contract is the Supplier's primary offering to Participating Agencies. The Supplier shall make its existing Participating Agency clients aware of its Foundation contract, and upon request, such agencies will be transitioned to the Supplier's Foundation contract;

Pricing Commitment - A commitment that Supplier will make commercially reasonable efforts to offer pricing to Participating Agencies in California and that is competitive with the prices Supplier offers to other similarly situated customers purchasing a comparable volume of the same products at the same time and under the same terms and conditions.

Sales Commitment - A commitment that the Supplier will aggressively market Foundation and that the sales force will be trained, engaged and committed to offering Foundation to potential Participating Agencies, with a further commitment that all Foundation sales be accurately and timely reported.

Service Commitment - A commitment that the Supplier will provide, at minimum, the level of service defined in the Master Agreement to any and all Participating Agencies.

Communication and Information Commitment – Supplier shall establish the following communication links to facilitate customer access and communication:

- Information for website shall include:
 - Supplier's standard logos;
 - Copy of original Request for Proposal or Invitation to Bid;
 - Copy of Master Contract and amendment;
 - Summary of products and pricing;
 - Other promotional material as desired.
- A toll-free national telephone for inquiries and orders
- Regional or toll-free fax number for inquiries and orders
- An email address for general inquiries

EXHIBIT C

SUPPLIER PROGRAM STANDARDS

Foundation recognizes that Supplier has a successful business and may choose to meet its commitments to Foundation purchasing programs in a variety of ways that best suit Supplier's business model, organization, and market approach. The following are Program Standards intended to assist Supplier in successfully implementing the Agreement:

Account Management Team – Supplier shall assign an account manager to the Agreement with the authority and responsibility for the overall success of the Agreement within Supplier's organization. Supplier shall also designate a lead referral contact person, responsible for receiving communications from the Foundation concerning new public agency registrations, and for ensuring timely follow-up by Supplier's staff to requests for contact from public community college districts and school districts. Additionally, Foundation suggests the supplier implement and supports a supplier-based internet Web page dedicated to Supplier's Foundation program and linked to the CollegeBuys Web site.

Quarterly Review – Supplier shall schedule a quarterly review with Foundation to evaluate Supplier's performance of Supplier Commitments and Supplier Program Standards.

Foundation Purchasing Program Awareness – Foundation is responsible for marketing the overall purchasing program concept and programs to Participating Agencies. Foundation marketing is intended to supplement and enhance the direct sales effort of the Supplier. Supplier assists by providing camera-ready logos and by participating in related trade shows and conferences. Foundation employs a marketing team, a network of partner associations, direct mail, the Internet, newsletters, and other publications to increase awareness of CollegeBuys.

Supplier Sales - Supplier is responsible for proactive direct sales of Supplier's goods and services to Participating Agencies nationwide and the timely follow-up to leads established by Foundation. Use of product catalogs, targeted advertising, direct mail and other sales initiatives are encouraged. All sales materials are to use the CollegeBuys or logo. Foundation will provide Supplier with its logo and the standards to be employed in the use of the logo. At a minimum, Supplier's sales initiatives should communicate:

- That the Master Contract was competitively solicited by a public agency;
- Best educational pricing
- That there is no cost to participate
- That the contracts are non-exclusive

Sales Force Training - Supplier is responsible for the training of its sales force on this Agreement. Foundation may provide training materials and generally assist with the education of sales personnel. At a minimum, sales training should include:

- Key features of this Agreement
- Understanding of the process of development of the Master Agreement
- Working knowledge of Foundation organization and solicitation process
- Awareness of the range of public and private agencies districts that can access products and services made available through this Agreement

EXHIBIT D

SAMPLE QUARTERLY REPORT FORM

NOTE: Reports to be submitted in Microsoft Excel format.

Agency Association	Supplier Client Agency Account Number (Constant for each Account)	Agency name	Contact Person Name	Contact Person Title
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CCC or CA K-12, etc.	123456	John Doe Community College District	John Doe	Purchasing Director
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Contact Person Email	Contact Person Phone	Contact Person Fax	Contact Person Mailing Address 1	Contact Person Mailing Address 2	Contact Person City	Contact Person State	Contact Person Zip Code
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<u>XXXX@4cd.net</u>	555-555-5555	555-555-5555	CCCCD	500 John Doe Street	Doeville	CA	55555
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Year of Sale	Quarter of Sale	Supplier Invoice Date	Supplier Invoice Number	Invoice Amount *	Additional Discounting from Typical Contracts	Savings
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52003	3	4/20/2003	AB555-55	3,500.00	4,000.00	500
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*Excluding taxes, additional services and transportation

CONSENT ITEM

To: Board of Trustees	Date:
From: Superintendent/President	June 11, 2019
Subject: Part-time Faculty Appointments, Regular Faculty Overload Assignments and Special Assignments/Stipends	Item Number: 10.D.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 24

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 2018-2019 and 2019-2020 fiscal year.

RECOMMENDATION

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

Administrator Initiating Item: Robert Curry	Final Disposition:
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**PART-TIME FACULTY ASSIGNMENTS - CREDIT
SPRING 2019**

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
		COOPERATIVE WORK EXPERIENCE		
Lindahl, Alexa	42366	CWE 149	Coop. Work Exp. Occupational	.056
		FIRE TECHNOLOGY		
D'Andrea, Dana	40393	FT 308	Firefighter 1 Academy 1B	.059
Gonzales, Richard	40393	FT 308	Firefighter 1 Academy 1B	.059
Hart, Stanley	40393	FT 308	Firefighter 1 Academy 1B	.088
Janatsch, Bruce	40393	FT 308	Firefighter 1 Academy 1B	.235
Martinez, Essex	40393	FT 308	Firefighter 1 Academy 1B	.059
McMann, Scott	40393	FT 308	Firefighter 1 Academy 1B	.059
		LAW ENFORCEMENT		
Alvarez, Gabriel	41558	LE 320	Basic Law Enforcement Academy	.015
Abbas, Hussein	42397	LE 320	Basic Law Enforcement Academy	.021
Callahan, Kenneth	40966	LE 330	Core Custody Academy	.036
Cassetta, Richard	40614	LE 421	Complaint Dispatcher	.050
Cox, Corey	42397	LE 320	Basic Law Enforcement Academy	.059
Gotschall, Christopher	42397	LE 320	Basic Law Enforcement Academy	.067
Hollis, Michael	41558	LE 320	Basic Law Enforcement Academy	.015
Hollis, Michael	42397	LE 320	Basic Law Enforcement Academy	.059
Hutton, Kevin	42397	LE 320	Basic Law Enforcement Academy	.059
Lammer, Shawn	40966	LE 330	Core Custody Academy	.017
Lovato, Chris	41558	LE 320	Basic Law Enforcement Academy	.015
Martinez, Alison	42398	LE 320	Basic Law Enforcement Academy	.017
Miller, Cristofer	41558	LE 320	Basic Law Enforcement Academy	.017
Reid, Robert	40966	LE 330	Core Custody Academy	.021

**FULL-TIME FACULTY ASSIGNMENTS - CREDIT
SUMMER 2019**

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
ACCOUNTING				
Darwin, Brent	10360	ACCT 130	Financial Accounting	.212
Darwin, Brent	10070	ACCT 130	Financial Accounting	.212
ANTHROPOLOGY				
Stokes, Brian	10042	ANTH 101	Intro to Biological Anthro	.212
Stokes, Brian	10043	ANTH 102	Intro to Cultural Anthro	.212
ART				
Hood, John	10025	ART 101	Art Appreciation	.212
Hood, John	10024	ART 101	Art Appreciation	.212
Hood, John	10306	ART 101	Art Appreciation	.212
ASTRONOMY				
Tobin, Vincent	10517	ASTR 100	Elementary Astronomy	.225
BIOLOGY				
Fox, Alicia	10098	BIOL 124	Human Anatomy	.408
Hadley, Wendy	10005	BIOL 100	Introductory Biology	.408
BUSINESS				
Bryant, Robert	10167	BUS 101	Introduction to Business	.212
Bryant, Robert	10113	BUS 102	Marketing	.212
Comstock, Marie	10361	BUS 107	Human Relations in Business	.212
Comstock, Marie	10071	BUS 110	Business Law	.212
BUSINESS OFFICE TECHNOLOGY				
Derry, Jody	10117	CBOT 100	Keyboarding	.075
Derry, Jody	10072	CBOT 131	Intro to Word Processing	.212
COUNSELING				
Brackett, Ashley	Assigned	Counselor	3SP Counseling	.201
Britten, Benjamin	Assigned	Counselor	3SP Counseling	.271
Campos, Mary	Assigned	Counselor	3SP Counseling	.203
Freeland, Clint	Assigned	Counselor	3SP Counseling	.556
Hernandez, David	Assigned	Counselor	3SP Counseling	.221
Hernandez, David	Assigned	Counselor	Counseling EOPS Program	.391
Millan, Jose	Assigned	Counselor	3SP Counseling	.073
Millan, Jose	Assigned	Counselor	Counseling EOPS Program	.038
Morales, Mayra	Assigned	Counselor	3SP Counseling	.240
Morales, Mayra	Assigned	Counselor	Counseling EOPS Program	.555
Navarrette, Ricardo	Assigned	Counselor	3SP Counseling	.165
Perales, Carissa	Assigned	Counselor	3SP Counseling	.018
Ramirez, Antonio	Assigned	Counselor	3SP Counseling	.036
Ramirez, Antonio	Assigned	Counselor	Counseling EOPS Program	.019
Runkle, Kerry	Assigned	Counselor	LAP Counseling	.066
Sanchez, Veronica	Assigned	Counselor	3SP Counseling	.475
Sanchez, Veronica	Assigned	Counselor	Counseling EOPS Program	.055
Tuan, Juanita	Assigned	Counselor	Counseling EOPS Program	.221

**FULL-TIME FACULTY ASSIGNMENTS - CREDIT
SUMMER 2019**

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
CHEMISTRY				
Nouri, Dustin	10115	CHEM 120	Introductory Chemistry	.392
COMPUTER SCIENCE				
Wagner, Michael	10010	CS 102	Intro to Computing with HTML	.212
Wagner, Michael	10112	CS 111	Fundamentals of Programming 1	.283
DENTAL ASSISTING				
Johnson, Kathleen	10114	DA 310	Exploring Career Opportunities	.066
EARLY CHILDHOOD STUDIES				
Caddell, Alice	10068	ECS 100	Child Growth and Development	.212
Caddell, Alice	10500	ECS 106	Intro to EC Curriculum	.212
Demchak, Karan	10154	ECS 101	Child, Family and Community	.212
Frazier, Yvon	10499	ECS 116	Teaching in a Diverse Society	.212
Frazier, Yvon	10501	ECS 303	Intro to Early Childhood	.142
Roepke, Thesa	10185	ECS 101	Child Growth and Development	.212
Roepke, Thesa	10579	ECS 118	Practicum: Preschool	.365
ECONOMICS				
Elliott, Herbert	10044	ECON 101	Principles of Macro-Economics	.212
Elliott, Herbert	10295	ECON 101	Principles of Macro-Economics	.212
Elliott, Herbert	10045	ECON 102	Principles of Micro-Economics	.212
EMERGENCY MEDICAL SERVICES				
Roehl, Susan	10362	EMS 300	Intro to Emergency Medical Ser	.067
ENGLISH				
Adams, Kathryn	10080	ENGL 102	Freshman Comp: Literature	.234
Adams, Kathryn	10084	ENGL 131	American Lit 1865 to Present	.212
Dimick, Janae	10169	ENGL 106	Creative Writing	.234
Dimick, Janae	10074	ENGL 101	Freshman Comp: Literature	.306
Jozwiak, Jennifer	10528	ENGL 110	Grammar for College and Career	.212
Kopecky, Susannah	10598	ENGL 101	Freshman Comp: Exposition	.309
Nunez, Christina	10108	ENGL 103	Critical Thinking & Composition	.234
Nunez, Christina	10153	ENGL 101	Freshman Comp: Exposition	.306
Raybould-Rodgers, Julia	10480	ENGL 103	Critical Thinking & Composition	.234
Raybould-Rodgers, Julia	10081	ENGL 103	Critical Thinking & Composition	.234
Read, James	10075	ENGL 101	Freshman Comp: Exposition	.306
Read, James	10073	ENGL 101	Freshman Comp: Exposition	.306
Senior, Robert	10527	ENGL 101	Freshman Comp: Exposition	.306
Senior, Robert	10745	ENGL 101	Freshman Comp: Exposition	.306
ENVIORNMENTAL HEALTH & SAFETY				
Treur, Kristy	10737	ENVT 456	FRO Refresher	.033
Treur, Kristy	10738	ENVT 456	FRO Refresher	.033

**FULL-TIME FACULTY ASSIGNMENTS - CREDIT
SUMMER 2019**

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
FILM				
Hite, Christopher	10030	FILM 105	Film and Television Writing I	.272
Webb, Timothy	10029	FILM 102	Hollywood & the American Film	.272
Webb, Timothy	10093	FILM 103	Contemporary Latin American Fi	.272
GEOGRAPHY				
Straub, Christopher	10088	GEOG 101	Physical Geography	.212
Straub, Christopher	10146	GEOG 102	Human Geography	.212
HEALTH EDUCATION				
Bates, Sheri	10031	HED 100	Health and Wellness	.212
Bates, Sheri	10032	HED 100	Health and Wellness	.212
Bates, Sheri	10131	HED 100	Health and Wellness	.212
Damron, Seth	10127	HED 100	Health and Wellness	.208
HISTORY				
Bierly, Gary	10046	HIST 101	World Civilizations to 1600	.212
Bierly, Gary	10048	HIST 102	World Civilizations Since 1500	.212
Bierly, Gary	10124	HIST 105	Western Civilizations Since 165	.148
Hall, Roger	10049	HIST 107	US History to 1877	.212
Hall, Roger	10051	HIST 108	US History 1877 to Present	.212
Hall, Roger	10054	HIST 119	History of California	.212
INTERCOLLEGIATE ATHLETICS				
Aye, Tyson	10142	PEIA 195	Intercollegiate Conditioning	.150
Damron, Seth	10180	PEIA 195	Intercollegiate Conditioning	.083
Dutra, Kristopher	10181	PEIA 195	Intercollegiate Conditioning	.223
Maumausolo, Scia	10297	PEIA 195	Intercollegiate Conditioning	.074
Stevens, Christopher	10140	PEIA 195	Intercollegiate Conditioning	.071
MATHEMATICS				
Chung, Eui	10195	MATH 141	Precalculus	.444
Chung, Eui	10014	MATH 141	Precalculus	.444
Mitchem, Jon	10011	MATH 123	Elementary Statistics	.378
Mitchem, Jon	10015	MATH 311	Algebra 1	.306
Pavone, Christopher	10091	MATH 181	Calculus 1	.378
West, Elizabeth	10183	MATH 309	Algebra and Math Literacy	.378
Yavari, Mina	10013	MATH 131	College Algebra	.306
Yavari, Mina	10018	MATH 331	Algebra 2	.378
MUSIC				
Diaz, Christopher	10558	MUS 160	Music Business	.122
NURSING				
Bellrose, Joann	10020	NURS 320	Gerontology	.100
Bellrose, Joann	10123	NURS 416	Certified Home Health Aide	.188
Conner, Bethany	10020	NURS 320	Gerontology	.033
Conner, Bethany	10021	NURS 327	Digestive and Urinary Systems	.046
Conner, Bethany	10022	NURS 328	Clinical Lab 2	.496
Conner, Bethany	10092	NURS 422	EKG/Monitor Observer	.100

**FULL-TIME FACULTY ASSIGNMENTS - CREDIT
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INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
Cralley, Jill	10573	NURS 328	Clinical Lab 2	.033
McComas, Megan	10022	NURS 328	Clinical Lab 2	.430
McComas, Megan	10023	NURS 335	Skin & Musculoskeletal System	.178
Nelson, Mary	10021	NURS 327	Digestive and Urinary Systems	.138
Nelson, Mary	10123	NURS 416	Certified Home Health Aide	.088
PERSONAL DEVELOPMENT				
Britten, Benjamin	10506	PD 110	College Success Seminar	.069
Britten, Benjamin	10507	PD 110	College Success Seminar	.069
Navarrette, Ricardo	10513	PD 110	College Success Seminar	.069
Navarrette, Ricardo	10510	PD 110	College Success Seminar	.069
Perales, Carissa	10514	PD 110	College Success Seminar	.069
Perales, Carissa	10511	PD 110	College Success Seminar	.069
Perales, Carissa	10509	PD 110	College Success Seminar	.069
Ramirez, Antonio	10089	PD 100	Personal & Career Exploration	.208
Ramirez, Antonio	10143	PD 101	Success in College	.208
Reed, Christine	10198	PD 100	Personal & Career Exploration	.212
Tuan, Juanita	10515	PD 110	College Success Seminar	.069
Zepeda De Rosas, Maria	10505	PD 110	College Success Seminar	.069
Zepeda De Rosas, Maria	10508	PD 110	College Success Seminar	.069
PHILOSOPHY				
Bierly, Gary	10057	PHIL 101	Survey of Philosophy	.212
PHYSICAL EDUCATION				
Aye, Tyson	10171	PE 100	Introduction to Kinesiology	.212
Aye, Tyson	10368	PE 100	Introduction to Kinesiology	.212
Aye, Tyson	10120	PE 140	Physical Fitness Laboratory	.132
Damron, Seth	10120	PE 140	Physical Fitness Laboratory	.096
Dutra, Kristopher	10120	PE 140	Physical Fitness Laboratory	.297
Maumausolo, Scia	10120	PE 140	Physical Fitness Laboratory	.063
Stevens, Christopher	10119	PE 121	Swim Fitness Lab	.267
Stevens, Christopher	10120	PE 140	Physical Fitness Laboratory	.071
PHYSICS				
Youngblood, Brian	10090	PHYS 110	Introductory Physics	.208
POLITICAL SCIENCE				
Patrick, Frederic	10111	POLS 103	American Government	.212
Patrick, Frederic	10310	POLS 103	American Government	.212
PSYCHOLOGY				
Haddad, Lubna	10544	PSY 101	General Psychology	.212
Haddad, Lubna	10545	PSY 118	Lifespan Development	.212
Vandermolen, Thomas	10059	PSY 101	General Psychology	.212
Vandermolen, Thomas	10061	PSY 112	Human Sexuality	.212
Vandermolen, Thomas	10103	PSY 117	Child Psychology	.212

**FULL-TIME FACULTY ASSIGNMENTS - CREDIT
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INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
SOCIOLOGY				
McNeil, Daniel	10371	SOC 101	Intro to Sociology	.212
McNeil, Daniel	10065	SOC 101	Intro to Sociology	.212
McNeil, Daniel	10192	SOC 110	Intro to Marriage and Family	.212
Restrepo, Alberto	10066	SOC 102	Social Problems	.212
Restrepo, Alberto	10087	SOC 120	Race and Ethnic Relations	.212
SPANISH				
Diaz, Claudia	10105	SPAN 101	Elementary Spanish I	.350
Diaz, Claudia	10037	SPAN 101	Elementary Spanish I	.333
Gomez De Torres, Ana	10296	SPAN 102	Elementary Spanish II	.350
SPEECH COMMUNICATION				
Auten, Diane	10118	SPCH 103	Interpersonal Communication	.212
Auten, Diane	10160	SPCH 110	Intercultural Communication	.212
Schroeder, Jennifer	10331	SPCH 101	Public Speaking	.208
Schroeder, Jennifer	10176	SPCH 101	Public Speaking	.208
Schroeder, Jennifer	10175	SPCH 102	Small Group Communication	.208
WRITING CENTER				
Kopecky, Susannah	Assigned	Writing Center	Writing Center-BSI Grant	.027

**PART-TIME FACULTY ASSIGNMENTS - CREDIT
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INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
ADMINISTRATION OF JUSTICE				
Kruse, Kurt	10067	AJ 101	Intro to Criminal Justice	.211
Kruse, Kurt	10569	AJ 102	Criminal Procedures	.211
Lupo, Edward	10560	AJ 101	Intro to Criminal Justice	.211
AGRIBUSINESS				
Fuller, Richard	10002	AG 122	Viticulture Operations 3	.161
Shiers, Eric	10730	AG 125	Soils and Plant Nutrition	.386
AMERICAN SIGN LANGUAGE				
Rivera, Maria	10104	ASL 120	American Sign Language 1	.211
Rivera, Maria	10532	ASL 121	American Sign Language 2	.211
ART				
Durham, William	10026	ART 101	Art Appreciation	.211
Durham, William	10492	ART 101	Art Appreciation	.208
Rayburn, Lauren	10102	ART 101	Art Appreciation	.209
Rayburn, Lauren	10357	ART 120	Drawing 1	.392
Vosburg, Candace	10546	ART 160	Ceramics 1	.384
AUTOMOTIVE TECHNOLOGY				
Leonard, Richard	10529	AT 313	Automotive Brakes	.368
Rosenthal, Mark	10530	AT 100	Automotive Fundamentals	.368
BIOLOGY				
Doyle, Timothy	10172	BIOL 100	Introductory Biology	.398
Knowles, Juliet	10173	BIOL 120	Humans & the Environment	.212
Marsh, Jennifer	10004	BIOL 100	Introductory Biology	.400
May, Melissa	10006	BIOL 100	Introductory Biology	.398
BUSINESS INFORMATION TECHNOLOGY				
Reinwald, Eileen	10097	CBIS 141	Microsoft Excel-Comprehensive	.212
COUNSELING				
Davis, Henry	Assigned	Counselor	3SP Counseling	.108
Eulloqui, Angelica	Assigned	Counselor	MESA Counseling	.225
Eulloqui, Angelica	Assigned	Counselor	3SP Counseling	.035
Eulloqui, Angelica	Assigned	Counselor	3SP Counseling- Other	.003
Garcia, Beverly	Assigned	Counselor	Counseling EOPS Program	.200
Machado, Michelle	Assigned	Coordinator	CalWORKS	.121
Machado, Michelle	Assigned	Counselor	Counseling EOPS Program	.090
Machado, Michelle	Assigned	Counselor	Counseling CARE Program	.030
McKinley, Lisa	Assigned	Counselor	3SP Counseling	.199
Navarrette, Krystle	Assigned	Counselor	3SP Counseling	.054
Navarrette, Krystle	Assigned	Counselor	3SP Counseling- Other	.003
Pena-Rico, Eudaldo	Assigned	Counselor	3SP Counseling	.023
Pena-Rico, Eudaldo	Assigned	Counselor	3SP Counseling- Other	.001
Wright-Morgan, Christina	Assigned	Coordinator	CalWORKS	.036

**PART-TIME FACULTY ASSIGNMENTS - CREDIT
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INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
Wright-Morgan, Christina	Assigned	Counselor	CAFYES	.076
Wright-Morgan, Christina	Assigned	Counselor	CARE Program	.038
Wright-Morgan, Christina	Assigned	Counselor	EOPS Program	.154
CHEMISTRY				
Houlis, James	10518	CHEM 140	Intro Organic Chemistry	.388
Contu, Francesco	10009	CHEM 120	Introductory Chemistry	.392
Contu, Francesco	10746	CHEM 120	Introductory Chemistry	.196
Houlis, James	10007	CHEM 120	Introductory Chemistry	.392
CULINARY ARTs				
Peters, Dawn	10502	CA 121	Basic Baking and Pastry	.329
Peters, Dawn	10503	CA 324	Cake Decorating & Decorative	.125
DANCE				
Heredia Vital, Horacio	10372	DANC 175	Clinic in Salsa	.092
Kim, Young	10577	DANC 176	Choreography Field Work	.177
Kim, Young	10576	DANC 186	Dance Production	.282
Mann, Shandy	10358	DANC 155	Clinic in Pilates	.092
Reyes, Benjamin	10557	DANC 163	Clinic in Intermediate Jazz	.092
Reyes, Benjamin	10556	DANC 165	Clinic in Hip Hop	.092
Segura, Monique	10577	DANC 176	Choreography Field Work	.177
Segura, Monique	10576	DANC 186	Dance Production	.282
EARLY CHILDHOOD STUDIES				
Viker, Sharol	10497	ECS 100	Child Growth and Development	.211
Viker, Sharol	10155	ECS 104	Principles and Practices	.211
EMERGENCY MEDICAL SERVICES				
Pucciarelli, William	10196	EMS 306	CPR for Healthcare Providers	.033
Pucciarelli, William	10485	EMS 306	CPR for Healthcare Providers	.033
Schuetz-Jones, Deborah	10177	EMS 306	CPR for Healthcare Providers	.033
Turner, James	10363	EMS 102	First Aid & Safety	.200
Turner, James	10166	EMS 306	CPR for Healthcare Providers	.033
ENGINEERING TECHNOLOGY				
Breschini, Timothy	10085	ET 100	Computer-Aided Drafting	.309
ENGLISH				
Carroll, Christopher	10106	ENGL 101	Freshman Comp: Exposition	.306
Carroll, Christopher	10168	ENGL 103	Critical Thinking & Composition	.225
Davis, Jessica	10132	ENGL 101	Freshman Comp: Exposition	.309
Halderman, Anthony	10109	ENGL 103	Critical Thinking & Composition	.228
Harris, Laura	10523	ENGL 101	Freshman Comp: Exposition	.300
Harris, Laura	10524	ENGL 112	Transfer Engl Composition Skill	.111
Hidinger, Matthew	10083	ENGL 104	Technical Writing	.204
Huk, Peter	10178	ENGL 103	Critical Thinking & Composition	.234

**PART-TIME FACULTY ASSIGNMENTS - CREDIT
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INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
Licoscos, Christine	10107	ENGL 101	Freshman Comp: Exposition	.306
Licoscos, Christine	10082	ENGL 103	Critical Thinking & Composition	.225
Loomis, Sherry	10521	ENGL 101	Freshman Comp: Literature	.300
Loomis, Sherry	10522	ENGL 112	Transfer Engl Composition Skill	.111
Miller, Mark	10078	ENGL 101	Freshman Comp: Exposition	.285
Miller, Mark	10079	ENGL 101	Freshman Comp: Literature	.309
Shattuck, Patrick	10170	ENGL 103	Critical Thinking & Composition	.228
Sukrad, Wilma	10076	ENGL 101	Freshman Comp: Literature	.285
Weyandt, Mary	10077	ENGL 101	Freshman Comp: Exposition	.300
ENGLISH AS A SECOND LANGUAGE				
Sandvik, Adrienne	10533	ESL 550	Fundamentals of Grammar	.275
Sandvik, Adrienne	10534	ESL 555	Pronunciation for ESL	.211
FILM				
Simonsen, Michele	10027	FILM 101	Film Art & Communication	.273
Simonsen, Michele	10028	FILM 101	Film Art & Communication	.273
FOOD SCIENCE AND NUTRITION				
Benedict, Patricia	10186	FSN 109	Basic Nutrition for Health	.212
Kohlen, Corinne	10145	FSN 110	Nutrition Science	.212
Kohlen, Corinne	10152	FSN 110	Nutrition Science	.212
GEOGRAPHY				
Chaudhari, Rajni	10564	GEOG 102	Human Geography	.211
Chaudhari, Rajni	10565	GEOG 102	Human Geography	.211
Chaudhari, Rajni	10148	GEOG 103	World Regional Geography	.212
HEALTH EDUCATION				
Clark, Jada	10035	HED 100	Health and Wellness	.211
Griego, Clarence	10099	HED 100	Health and Wellness	.208
Maltagliati, Frank	10033	HED 100	Health and Wellness	.208
Nickason, Scott	10162	HED 100	Health and Wellness	.211
Weare, Myrna	10034	HED 100	Health and Wellness	.211
HEALTH SERVICES				
Feld, Christine	Assigned	Health Services	Health Services	.084
Redding-Stewart, Deborah	Assigned	Health Services	Health Services	.111
Santa Cruz, Dalila	Assigned	Health Services	Health Services	.071
Stagnolia, Beth	Assigned	Health Services	Health Services	.030
HISTORY				
Ashbaugh, John	10050	HIST 107	US History to 1877	.208
Ashbaugh, John	10052	HIST 108	U S History 1877 to Present	.208
Ashbaugh, John	10540	HIST 118	U S History	.208
Hall, Kari	10474	HIST 101	World Civilizations to 1600	.212
Hall, Kari	10190	HIST 118	U S History	.212
Jenkins, Basil	10124	HIST 105	Western Civilization Since 165	.064
McComb, James	10309	HIST 118	U S History	.208

**PART-TIME FACULTY ASSIGNMENTS - CREDIT
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INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
McComb, James	10539	HIST 118	U S History	.208
Severn, Joshua	10125	HIST 118	U S History	.212
HUMAN SERVICES				
Gossner Jr, Joseph	10561	HUSV 106	Fam Systems, Addiction, Trauma	.211
Rock, Sabrina	10562	HUSV 132	Drugs, the Brain and the Body	.211
INTERCOLLEGIATE ATHLETICS				
Kichler, Buddy	10552	PEIA 195	Intercollegiate Conditioning	.227
Nerelli, Cary	10141	PEIA 195	Intercollegiate Conditioning	.152
Vinnedge, Billy	10139	PEIA 195	Intercollegiate Conditioning	.227
LAW ENFORCEMENT				
Baker, Sean	10619	LE 427	Bicycle Patrol	.088
Bianchi, Catherine	10670	LE 351	Field Training Officer	.050
Dickel, Jason	10670	LE 351	Field Training Officer	.100
Douglas, Jeremy	10619	LE 427	Bicycle Patrol	.154
Reid, Robert	10670	LE 351	Field Training Officer	.017
LIBRARY				
Beck, Colleen	Assigned	Library	Librarian-SM	.140
Buckarma, Sunshyne	Assigned	Library	Librarian-SM	.164
Buckarma, Sunshyne	Assigned	Library	Librarian-LVC	.055
Lara, Karina	Assigned	Library	Librarian-SM	.147
Meddings, Nancy	Assigned	Library	Librarian-LVC	.033
Moore, M Michelle	Assigned	Library	Librarian-SM	.122
Mosson, Leslie	Assigned	Library	Librarian-SM	.051
Pendleton, Kim	Assigned	Library	Librarian-SM	.122
Pendleton, Kim	Assigned	Library	Librarian-LVC	.044
Reid, Carol	Assigned	Library	Librarian-LVC	.055
Reid, Daniel	Assigned	Library	Librarian-LVC	.055
Yurasek, James	Assigned	Library	Librarian-SM	.106
Yurasek, James	Assigned	Library	Librarian-LVC	.044
MATHEMATICS				
Crain, Richard	10016	MATH 311	Algebra 1	.283
Crain, Richard	10095	MATH 321	First Year Geometry	.208
Dinh, Uyen	10519	MATH 123	Elementary Statistics	.350
Lee, Laurene	10370	MATH 123	Elementary Statistics	.350
Lee, Laurene	10520	MATH 181	Calculus 1	.350
Mesri, Parivash	10019	MATH 331	Algebra 2	.350
Rose, Kimberly	10094	MATH 123	Elementary Statistics	.350
Underwood, Scott	10128	MATH 331	Algebra 2	.350
Ye, Jingtian	10012	MATH 123	Elementary Statistics	.350
MUSIC				
Becker, David	10359	MUS 100	Music Appreciation	.212

**PART-TIME FACULTY ASSIGNMENTS - CREDIT
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INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
NURSING				
Bisson, Carmen	10123	NURS 416	Certified Home Health Aide	.088
Deleija, Luz	10022	NURS 328	Clinical Lab 2	.165
Miller, Jacqueline	10022	NURS 328	Clinical Lab 2	.033
Page, Randolph	10022	NURS 328	Clinical Lab 2	.132
Rosensteel, Clare	10022	NURS 328	Clinical Lab 2	.165
Salazar, Patricia	10022	NURS 328	Clinical Lab 2	.165
PARALEGAL STUDIES				
Wagner, Stephen	10535	PLGL 106	Case Management	.211
PERSONAL DEVELOPMENT				
Davis, Henry	10553	PD 100	Personal & Career Exploration	.211
Davis, Henry	10554	PD 100	Personal & Career Exploration	.211
PHOTOGRAPHY				
Velasquez, Mark	10559	PHTO 110	Basic Photography	.320
PHILOSOPHY				
Heiges, Kenneth	10200	PHIL 114	Critical Thinking	.234
Mahon, Richard	10191	PHIL 121	Religions of the Modern World	.212
Tennberg, Chris	10184	PHIL 102	Existence & Reality	.212
PHYSICAL EDUCATION				
Aguilar, Rick	10725	PE 146	Strength and Flexibility	.135
Aguilar, Rick	10120	PE 140	Physical Fitness Laboratory	.084
Clark, Jada	10100	PE 132	Cardio Kickboxing	.151
Clark, Jada	10197	PE 146	Strength and Flexibility	.135
Claverie, Kellie	10549	PE 132	Cardio Kickboxing	.135
Claverie, Kellie	10120	PE 140	Physical Fitness Laboratory	.125
King, Roy	10288	PE 120	Beginning & Intermed. Swimming	.135
King, Roy	10036	PE 120	Beginning & Intermed. Swimming	.135
Koivisto, Patricia	10289	PE 132	Cardio Kickboxing	.135
Koivisto, Patricia	10165	PE 133	Yoga Fitness	.135
Koivisto, Patricia	10550	PE 146	Strength and Flexibility	.135
Landers, Shannon	10551	PE 130	Self Defense	.135
Miller, Leslie	10120	PE 140	Physical Fitness Laboratory	.071
Molina, Julio	10151	PE 172	Volleyball	.151
Nickason, Scott	10120	PE 140	Physical Fitness Laboratory	.143
Schuetz-Jones, Deborah	10163	PE 129	First Aid-CPR: Educator/Coach	.067
Twitchell, Mary	10570	PE 121	Swim Fitness Lab	.180
Wolter, Kenna	10634	PE 146	Strength and Flexibility	.151
POLITICAL SCIENCE				
Mahon, Cynthia	10149	POLS 103	American Government	.208
Mahon, Cynthia	10147	POLS 103	American Government	.208
Sprecher, Christopher	10058	POLS 101	Intro to Political Science	.211
PSYCHOLOGY				
Mandziara, Maria	10063	PSY 112	Human Sexuality	.211

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INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
Melena, Jennifer	10060	PSY 101	General Psychology	.208
Melena, Jennifer	10129	PSY 101	General Psychology	.208
Oneill, Kathleen	10062	PSY 101	General Psychology	.212
SPANISH				
Leon Merino, Hilda	10330	SPAN 101	Elementary Spanish 1	.333
Leon Merino, Hilda	10038	SPAN 101	Elementary Spanish 1	.333
SPEECH COMMUNICATION				
Gerbasi, Suzanne	10040	SPCH 101	Public Speaking	.211
Gerbasi, Suzanne	10110	SPCH 102	Small Group Communication	.211
Greco, Ashley	10179	SPCH 101	Public Speaking	.211
Greco, Ashley	10041	SPCH 102	Small Group Communication	.211
Greco, Ashley	10159	SPCH 102	Small Group Communication	.211
Silva, Amy	10182	SPCH 101	Public Speaking	.211
Silva, Amy	10039	SPCH 101	Public Speaking	.211
Ward, Amy	10130	SPCH 101	Public Speaking	.211
Ward, Amy	10158	SPCH 101	Public Speaking	.211
THEATER				
Allen, Jeffery	10566	THEA 198N	Exploration of Gent's Guide &	.200
Allen, Jeffery	10567	THEA 198P	Rep of Million Dollar Quarter	.038
Allen, Jeffery	10133	THEA 310	Beg Summer Tour Rep Production	.132
Atkins, Ilana	10567	THEA 198P	Rep of Million Dollar Quarter	.038
Atkins, Ilana	10133	THEA 310	Beg Summer Tour Rep Production	.132
Barrows, Eddy	10567	THEA 198P	Rep of Million Dollar Quarter	.038
Barrows, Eddy	10133	THEA 310	Beg Summer Tour Rep Production	.132
Bolen, Jason	10567	THEA 198P	Rep of Million Dollar Quarter	.038
Bolen, Jason	10133	THEA 310	Beg Summer Tour Rep Production	.132
Firestone Walker, Polly	10567	THEA 198P	Rep of Million Dollar Quarter	.038
Firestone Walker, Polly	10133	THEA 310	Beg Summer Tour Rep Production	.132
Fuchs-Wackowski, Katie	10567	THEA 198P	Rep of Million Dollar Quarter	.038
Fuchs-Wackowski, Katie	10133	THEA 310	Beg Summer Tour Rep Production	.132
Hogan, Abigail	10567	THEA 198P	Rep of Million Dollar Quarter	.132
Hogan, Abigail	10133	THEA 310	Beg Summer Tour Rep Production	.038
Hogan, Tim	10567	THEA 198P	Rep of Million Dollar Quarter	.038
Hogan, Tim	10133	THEA 310	Beg Summer Tour Rep Production	.132
Ice, Sara	Assigned	Theatre	Coord, Technical Theatre	.476
Ice, Sara	10567	THEA 198P	Rep of Million Dollar Quarter	.038
Ice, Sara	10133	THEA 310	Beg Summer Tour Rep Production	.132
Newell, Robin	10567	THEA 198P	Rep of Million Dollar Quarter	.038
Newell, Robin	10133	THEA 310	Beg Summer Tour Rep Production	.132
Seevers, Yusef	10567	THEA 198P	Rep of Million Dollar Quarter	.038
Seevers, Yusef	10133	THEA 310	Beg Summer Tour Rep Production	.132
Thistleton, Tim	10567	THEA 198P	Rep of Million Dollar Quarter	.038
Thistleton, Tim	10133	THEA 310	Beg Summer Tour Rep Production	.132
Walker, George	10567	THEA 198P	Rep of Million Dollar Quarter	.038
Walker, George	10133	THEA 310	Beg Summer Tour Rep Production	.132
Zornow, Jennifer	10567	THEA 198P	Rep of Million Dollar Quarter	.038

**PART-TIME FACULTY ASSIGNMENTS - CREDIT
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INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
Zornow, Jennifer	10133	THEA 310	Beg Summer Tour Rep Production	.132
		WELDING TECHNOLOGY		
Perez, Armando	10531	WLDT 106	Beginning Welding	.390
Sjostedt, Nohl	10157	WLDT 335	Flux Core Arc Welding	.130
		WRITING CENTER		
Davis, Jessica	Assigned	Writing Center	Writing Center-BSI Grant	.063
Guido Brunet, Melanie	Assigned	Writing Center	Writing Center-BSI Grant	.080
McLaughlin, Michael	Assigned	Writing Center	Writing Center-BSI Grant	.045
Romo, Alina	Assigned	Writing Center	Writing Center-BSI Grant	.054

PART-TIME FACULTY ASSIGNMENTS - NONCREDIT
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INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
ADULT BASIC SKILLS				
Aleman, Florentino	10340	BASK 7005B	GED Test Preparation	.081
Gonzalez, Carlos	10338	BASK 7005B	GED Test Preparation	.081
Gonzalez, Carlos	10339	BASK 7005B	GED Test Preparation	.081
Lombard, Amanda	10402	BASK 7011B	Basic Math	.061
Majoue, Mary Alice	10116	BASK 7011B	Math Lab	.304
Rivera, Griselda	10335	BASK 7005B	GED Test Preparation	.081
Suarez, Hedy	10343	BASK 7011B	Basic Math	.081
Wambolt, Lilia	10336	BASK 7005B	GED Test Preparation	.081
Wambolt, Lilia	10337	BASK 7005B	GED Test Preparation	.081
CITIZENSHIP				
Lopez, Mirko	10292	CITZ 7000B	Preparation for Citizenship	.081
Uribe Colima, Adriana	10395	CITZ 7000B	Preparation for Citizenship	.081
ENGLISH AS A SECOND LANGUAGE				
Aguilera, Virginia	10679	NESL 7000	Intro to English Pre-A	.162
Aguilera, Virginia	10680	NESL 7000	Intro to English Pre-A	.162
Aguilera, Virginia	10713	NESL 7060T	ESL Instructional Lab	.054
Balsiger, Theresa	10681	NESL 7003	Intro to English B	.162
Balsiger, Theresa	10682	NESL 7003	Intro to English B	.162
Beres, Casey	10683	NESL 7007	Intro to English D	.162
Dominguez, Aurea	10686	NESL 7020A	Spanish Literacy	.162
Elliott, Barbara	10687	NESL 7003	Intro to English B	.162
Elliott, Barbara	10688	NESL 7005	Intro to English C	.162
Faries, Martin	10689	NESL 7003	Intro to English B	.162
Franklin, Suzanne	10690	NESL 7001	Intro to English A	.162
Franklin, Suzanne	10712	NESL 7060T	ESL Instructional Lab	.108
Gonzalez, Alfredo	10691	NESL 7000	Intro to English Pre-A	.162
Gutierrez, Jaime	10695	NESL 7005	Intro to English C	.162
Gutierrez, Jaime	10696	NESL 7005	Intro to English C	.162
Leon, Henry	10697	NESL 7001	Intro to English A	.162
Lester, Janet	10698	NESL 7001	Intro to English A	.162
McSparron, Edward	10700	NESL 7005	Intro to English C	.162
Rangel, Minerva	10702	NESL 7000	Intro to English: Pre-A	.162
Schwartz, Rebeca	10706	NESL 7007	Intro to English D	.162
Schwartz, Rebeca	10710	NESL 7060T	ESL Instructional Lab	.054
Schwartz, Rebeca	10711	NESL 7060T	ESL Instructional Lab	.054
Suarez Guzman, Anabel	10707	NESL 7040	Conversation for Beginning ESL	.081
Uitti, Rosalie	10708	NESL 7005	Intro to English C	.162
Walters, Jan	10274	NESL 7003	Intro to English B	.162
HEALTH AND SAFETY				
Claverie, Kellie	10685	HEAL 7021	Balance and Mobility	.041
Griffith, Lisa	10693	HEAL 7021	Balance and Mobility	.041
Sais, Rebecca	10703	HEAL 7021	Balance and Mobility	.041

**PART-TIME FACULTY ASSIGNMENTS - NONCREDIT
SUMMER 2019**

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
HOME ECONOMICS				
D'Atri, Maria	10227	HOEC 7102A	Sewing Studio-Open Lab	.108
D'Atri, Maria	10345	HOEC 7100A	Beg Clothing Construction	.108
Gabel, Mary Jo	10347	HOEC 7102A	Sewing Studio-Open Lab	.108
Gabel, Mary Jo	10348	HOEC 7110A	Embroidery Machine Basics	.081
Jaquez, Arcelia	10346	HOEC 7100A	Beg Clothing Construction	.108
Jaquez, Arcelia	10394	HOEC 7101A	Clothing Construction 2	.108
Missamore, Patricia	10228	HOEC 7151B	Quilting	.041
Missamore, Patricia	10231	HOEC 7151B	Quilting	.041
Porter, Barbara	10229	HOEC 7151B	Quilting	.041
Porter, Barbara	10230	HOEC 7151B	Quilting	.041
Porter, Barbara	10232	HOEC 7164B	Crochet and Knitting	.041
Porter, Barbara	10349	HOEC 7164B	Crochet and Knitting	.041
OLDER ADULTS				
Eastey, Karen	10236	OLDR 7100B	Sensory Awareness	.027
Eastey, Karen	10240	OLDR 7100B	Sensory Awareness	.027
Eastey, Karen	10246	OLDR 7100B	Sensory Awareness	.027
Eastey, Karen	10248	OLDR 7100B	Sensory Awareness	.027
Eastey, Karen	10250	OLDR 7100B	Sensory Awareness	.027
Eastey, Karen	10253	OLDR 7100B	Sensory Awareness	.027
Eastey, Karen	10351	OLDR 7100B	Sensory Awareness	.027
Eastey, Karen	10353	OLDR 7100B	Sensory Awareness	.027
Easton, Samantha	10594	OLDR 7213A	Painting in Oils and Acrylics	.081
Easton, Samantha	10595	OLDR 7213A	Painting in Oils and Acrylics	.081
Easton, Samantha	10596	OLDR 7213A	Painting in Oils and Acrylics	.081
Easton, Samantha	10597	OLDR 7211A	The Joy of Drawing	.081
Griffith, Lisa	10233	OLDR 7100B	Sensory Awareness	.027
Griffith, Lisa	10237	OLDR 7100B	Sensory Awareness	.027
Griffith, Lisa	10241	OLDR 7100B	Sensory Awareness	.027
Griffith, Lisa	10694	OLDR 7100B	Sensory Awareness	.027
Johnson, Sandra	10256	OLDR 7212A	Watercolor Painting	.081
Johnson, Sandra	10601	OLDR 7209A	Botanical Illustration	.081
Ostapiuk, Elizabeth	10599	OLDR 7200A	Int. Watercolor Painting	.081
Ostapiuk, Elizabeth	10600	OLDR 7212A	Watercolor Painting	.081
Parker, Tiana	10234	OLDR 7100B	Sensory Awareness	.027
Parker, Tiana	10238	OLDR 7100B	Sensory Awareness	.027
Sais, Rebecca	10239	OLDR 7100B	Sensory Awareness	.027
Sais, Rebecca	10243	OLDR 7100B	Sensory Awareness	.027
Sais, Rebecca	10249	OLDR 7100B	Sensory Awareness	.027
Sais, Rebecca	10704	OLDR 7100B	Sensory Awareness	.027
Sais, Rebecca	10705	OLDR 7100B	Sensory Awareness	.027
Santa Cruz, Dalila	10242	OLDR 7100B	Sensory Awareness	.027
Santa Cruz, Dalila	10251	OLDR 7100B	Sensory Awareness	.027
Santa Cruz, Dalila	10252	OLDR 7101B	Crafts for Seniors	.027
Santa Cruz, Dalila	10254	OLDR 7100B	Sensory Awareness	.027
Santa Cruz, Dalila	10255	OLDR 7101B	Crafts for Seniors	.027

**PART-TIME FACULTY ASSIGNMENTS - NONCREDIT
SUMMER 2019**

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
		SHORT-TERM VOCATIONAL		
Bergstrom Smith, Joan	10684	VOCE 7101A	Computers and You: Level 2	.108
Gonzalez, Carlos	10692	VOCE 7100A	Computers & You - Level 1	.108
Guzman, Anthony	10257	VOCE 7035B	Jewelry Making & Repair	.054
Guzman, Anthony	10258	VOCE 7035B	Jewelry Making & Repair	.054
Mercado-Gomez, Ricardo	10701	VOCE 7107A	Introduction to Excel	.054
Uribe, Armando	10714	VOCE 7108A	Business Skills Lab	.081

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
Aguilera, Virginia	Allan Hancock College Community Education is providing a work group (funded by the California Adult Education Program Consortium) for NESL faculty to work through improving our NESL programs as well as to inform our part of the next three-year plan (5/10/19).	\$123.30
Aguilera, Virginia	Habits of Mind and Growth Mindset training for Community Education part-time faculty (4/19/19).	\$164.40
Allegre, Marla	Compensation as an existing co-chair (College Council) for spring 2019 at the daily prorated amount of 4 days. Payment based on full-time faculty agreement 16.7.1.b. (1/22/19 - 5/22/19).	\$2,389.04
Astacio, Jaime	Running the math center for study-a-thon. Compensation covered by Equity funds (5/21/19).	\$150.00
Astacio, Jaime	Outcomes for Statistic Pairs to Meet. We talked every two weeks to stay on track and bounce ideas off each other, stay in sync for support course, and help facilitate what to cover in the support course. Met with Laurene Lee a total of 6.5 hours to talk about the support course, students in the course, and to synchronize the classes (1/1/19 - 6/1/19).	\$325.00
Balsiger, Theresa	Allan Hancock College Community Education is providing a work group (funded by our California Adult Education Program Consortium) for NESL faculty to work through improving our NESL programs as well as to inform our part of the next three-year plan (5/10/19).	\$123.30
Beres, Casey	Allan Hancock College Community Education is providing a work group (funded by our California Adult Education Program Consortium) for NESL faculty to work through improving our NESL programs as well as to inform our part of the next three-year plan (5/10/19).	\$112.41
Bergstrom Smith, Joan	Allan Hancock College Community Education is providing a work group (funded by our California Adult Education Program Consortium) for VOCE faculty to work through improving our VOCE programs as well as to inform our part of the next three-year plan (5/10/19).	\$71.94
Britten, Ben	Committee member for the assistant professor, program coordinator of the Academic Resource Center (5/23/19).	\$400.00
Brunet, Melanie	To assist students in the writing center for study-a-thon (5/20/19).	\$141.44
Brunet, Melanie	To assist students in the writing center during the first day of finals (5/16/19).	\$106.08
Brunet, Melanie	To assist students in the writing center for study-a-thon (5/16/19).	\$212.16
Buckarma, Sunshyne	Study-a-Thon (5/21/19).	\$120.72
Byrne, Jean	To assist students in the writing center for study-a-thon (5/15/19).	\$135.24
Chakshiri, Alex	Allan Hancock College Community Education is providing a work group (funded by our California Adult Education Program Consortium) for NESL faculty to work through improving our NESL programs as well as to inform our part of the next three-year plan (5/10/19).	\$107.91
Chakshiri, Alex	Habits of Mind and Growth Mindset training for Community Education part-time faculty (4/19/19).	\$143.88
Davis, Jessica	Writing center instructor during study-a-thon hours (5/20/19).	\$87.68
Davis, Jessica	Writing center faculty orientation/training (1/24/19).	\$87.68

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
Detter, Diane	To provide not-for-credit Infection Control in Dentistry via contract education (5/10/19).	\$280.00
Dimick, Janae	To provide a writing center workshop for students. Includes research and presentation (5/1/19).	\$100.00
Dominguez, Aurea	Habits of Mind and Growth Mindset training for Community Education part-time faculty (4/19/19).	\$147.00
Elliott, Barbara	Allan Hancock College Community Education is providing a work group (funded by our California Adult Education Program Consortium) for NESL faculty to work through improving our NESL programs as well as to inform our part of the next three-year plan (5/10/19).	\$116.67
Faries, Martin	Allan Hancock College Community Education is providing a work group (funded by our California Adult Education Program Consortium) for NESL faculty to work through improving our NESL programs as well as to inform our part of the next three-year plan (5/10/19).	\$123.30
Faries, Martin	Habits of Mind and Growth Mindset training for Community Education part-time faculty (4/19/19).	\$164.40
Fleischer, Isabelle	Habits of Mind and Growth Mindset training for Community Education part-time faculty (4/19/19).	\$135.28
Franklin, Suzanne	Allan Hancock College Community Education is providing a work group (funded by our California Adult Education Program Consortium) for NESL faculty to work through improving our NESL programs as well as to inform our part of the next three-year plan (5/10/19).	\$129.75
Franklin, Suzanne	Habits of Mind and Growth Mindset training for Community Education part-time faculty (4/19/19).	\$173.00
Fuentes, Natalie	Allan Hancock College Community Education is providing a work group (funded by our California Adult Education Program Consortium) for NESL faculty to work through improving our NESL programs as well as to inform our part of the next three-year plan (5/10/19).	\$103.53
Fuentes, Natalie	Habits of Mind and Growth Mindset training for Community Education part-time faculty (4/19/19).	\$138.04
Gray, Cary	Habits of Mind and Growth Mindset training for Community Education part-time faculty (4/19/19).	\$143.88
Gonzales, Richard	Delivered WTFO 320 & 321 courses via instructional services agreement with SB County Fire who will reimburse the college for the cost of instruction (5/13/19 - 5/17/19).	\$2,570.00
Gonzalez, Alfredo	Allan Hancock College Community Education is providing a work group funded by our California Adult Education Program Consortium for NESL faculty to work through improving our NESL programs as well as to inform our part of the next three-year plan (5/10/19).	\$107.91
Gonzalez, Alfredo	Habits of Mind and Growth Mindset training for Community Education part-time faculty (4/19/19).	\$143.88
Gottlieb, Sean	Support of study-a-thon spring 2019 (5/15/19 - 5/20/19).	\$400.00
Gutierrez, Jamie	Allan Hancock College Community Education is providing a work group (funded by our California Adult Education Program Consortium) for NESL faculty to work through improving our NESL	\$123.30

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
	programs as well as to inform our part of the next three-year plan (5/10/19).	
Gutierrez, Jamie	Habits of Mind and Growth Mindset training for Community Education part-time faculty (4/19/19).	\$164.40
Haddad, Lubna	Stipend for large class: spring 2019, PSY 101, CRN 40192 had 68 students at census. \$300 per unit x 3 units= \$900 per faculty agreement 14.6.5. (3/25/19 - 5/22/19).	\$900.00
Haddad, Lubna	Stipend for large class: spring 2019, PSY 118, CRN 40203 had 69 students at census. \$300 per unit x 3 units= \$900 per faculty agreement 14.6.5. (3/25/19 - 5/22/19).	\$900.00
Hernandez, David	Evening career and academic counseling support for Industrial Technology students (4/8/19 - 5/14/19).	\$1,800.00
Hood, John	Assistant Professor, Photography recruitment- 30 hours for screening and interviewing (6/5/19, 6/27/19, 6/28/19).	\$1,500.00
Hood, John	Provide professional development workshop about kinetic art sculptures for ESTEEM scholarship students (4/13/19).	\$150.00
Jacoby, Richard	Assistant professor, photography recruitment- 30 hours for screening and interviewing (6/5/19, 6/27/19, 6/28/19).	\$1,433.10
Janatsch, Bruce	Fire control officer for Diablo Canyon Fire Department live burn training (5/10/19).	\$467.60
Jo Ward, Nancy	Assistant professor, photography recruitment- 30 hours for screening and interviewing (6/5/19, 6/27/19, 6/28/19).	\$1,500.00
Jozwiak, Jennifer	To provide a writing center workshop for students. Includes research and presentation (4/24/19).	\$150.00
Keinkert, Kevin	Provide professional development workshop for ESTEEM scholarship students in electro-mechanical systems (4/27/19).	\$200.00
Kopecky, Susie	Assistant professor, photography recruitment- 30 hours for screening and interviewing (6/5/19, 6/27/19, 6/28/19).	\$1,500.00
Kopecky, Susie	To assist students in the writing center during the first day of finals (5/16/19).	\$100.00
Lau, Bowman	Delivered not-for-credit PEC Basic Orientation course via Contract Education (4/22/19 & 5/7/19).	\$1,140.00
Lee, Laurene	Outcomes for Statistic Pairs to Meet. We talked every two weeks to stay on track and bounce ideas off each other, stay in sync for support course, and help facilitate what to cover in the support course. Met with Jaime a total of 6.5 hours and 10 hours with Wendy (1/1/19 - 6/1/19).	\$784.58
Lee, Laurene	Monthly outcomes for Study Skills Group meetings to discuss the progress of our support course and plan for future weeks. The meetings helped us get feedback and ideas. We also provided lots of thoughts on what to do next semester (1/1/19 - 6/1/19).	\$380.40
Leon, Henry	Allan Hancock College Community Education is providing a work group funded by our California Adult Education Program Consortium for NESL faculty to work through improving our NESL programs as well as to inform our part of the next three-year plan (5/10/19).	\$123.30
Leon, Henry	Habits of Mind and Growth Mindset training for Community Education part-time faculty (4/19/19).	\$164.40
Lester, Janet	Allan Hancock College Community Education is providing a work group (funded by our California Adult Education Program	\$123.30

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
	Consortium) for NESL faculty to work through improving our NESL programs as well as to inform our part of the next three-year plan (5/10/19).	
Lester, Janet	Habits of Mind and Growth Mindset training for Community Education part-time faculty (4/19/19).	\$164.40
Lopez, Mirko	Habits of Mind and Growth Mindset training for Community Education part-time faculty (4/19/19).	\$64.74
Lopez, Mirko	Allan Hancock College Community Education is providing a work group (funded by our California Adult Education Program Consortium) for basic skills/citizenship faculty, AEP director, LAP non-credit counselor to work through improving our basic skills/citizenship programs as well as to inform our part of the next three-year plan (5/3/19).	\$64.74
Martinez, Alison	Non-instructional: coordination duties for Law Enforcement Training program fall 2019 (scheduling recruit counseling, evaluations, surveys, and instructor evaluation) (7/15/19 - 12/10/19).	\$11,424.71
Martinez, Christopher	To provide not-for-credit safety training (Heat Illness and Bloodborne Pathogens) to Santa Barbara County Public Works employees via contract education (5/1/19 & 5/7/19).	\$534.44
Maxwell, Lydia	Transcript review of RN and LVN program applicants for the 2020 cohort (5/20/19 - 7/5/19).	\$2,500.00
McLaughlin, Michael	To assist students in the writing center for study-a-thon (5/21/19).	\$206.28
McLaughlin, Michael	Allan Hancock College Community Education is providing a work group (funded by our California Adult Education Program Consortium) for NESL faculty to work through improving our NESL programs as well as to inform our part of the next three-year plan (5/10/19).	\$107.91
McLeod, Derek	Assist in instruction and assistance for the ropes course not-for-credit (5/20/19 - 5/24/19).	\$1,796.40
McLeod, Derek	Preparation and maintenance of equipment for RS2 course. Assist in coordination of the Advance Rope Rescue Technician course not-for-credit (3/5/19 & 3/14/19).	\$521.28
McSparron, Edward	Allan Hancock College Community Education is providing a work group (funded by our California Adult Education Program Consortium) for NESL faculty to work through improving our NESL programs as well as to inform our part of the next three-year plan (5/10/19).	\$129.75
McSparron, Edward	Habits of Mind and Growth Mindset training for Community Education part-time faculty (4/19/19).	\$173.00
Misra, Anjali	Support of study-a-thon paid for with Equity funds (5/15/19 - 5/21/19).	\$1,057.92
Mitchem, Jon	Monthly outcomes for Study Skills Group meetings to discuss the progress of our support course and plan for future weeks. The meetings helped us get feedback and ideas. We also provided lots of thoughts on what to do next semester. (1/1/19 - 6/1/19).	\$400.00
Moore, Michelle Mary	Study-a-thon (5/15/19 & 5/20/19).	\$274.08
Murch, Tamara	Running the math center for study-a-thon. Compensation covered by Equity funds (5/21/19).	\$34.51

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
Muscio, Mike	Allan Hancock College Community Education is providing a work group (funded by our California Adult Education Program Consortium) for NESL faculty to work through improving our NESL programs as well as to inform our part of the next three-year plan (5/10/19).	\$107.91
Nishimori, Melinda	Develop a tool for students using a student's educational and career goals for self-guided placement into the appropriate English, math, and ESL course(s) (1/22/19 - 5/24/19).	\$1,250.00
Pendleton, Kim	Part-time librarian working during extended LVC Library hours for spring 2019 study-a-thon (5/16/19).	\$47.55
Pendleton, Kim	Study-a-thon, Santa Maria Library (5/15/19).	\$95.10
Peters, Dawn	Faculty evaluated: Becky Corey, Semester: S19 (1/1/19 - 5/31/19).	\$105.00
Rangel, Minerva	Allan Hancock College Community Education is providing a work group (funded by our California Adult Education Program Consortium) for NESL faculty to work through improving our NESL programs as well as to inform our part of the next three-year plan (5/10/19).	\$125.67
Raybould-Rodgers, Julia	Screening, hiring, supervising, mentoring, and reporting on peer facilitators and acting as a liaison with their classroom instructors throughout the semester (1/22/19 - 5/22/19).	\$4,250.00
Reid, Carol	Part-time librarian working during extended LVC Library hours for spring 2019 study-a-thon (5/21/19).	\$45.68
Reid, Daniel	Part-time librarian working during extended LVC Library hours for spring 2019 study-a-thon (5/20/19).	\$44.96
Reid, Robert	Non-instructional: coordination and scheduling for Perishable Skills program spring 2019 and summer 2019 not-for-credit-classes. Coordinate training dates with agency managers, schedule, and perishable skills courses (5/1/19 - 5/29/19).	\$2,805.12
Rivera, Griselda	Allan Hancock College Community Education is providing a work group (funded by our California Adult Education Program Consortium) for basic skills/citizenship faculty, AEP director, LAP non-credit counselor to work through improving our basic skills/citizenship programs as well as to inform our part of the next three-year plan (5/3/19).	\$77.78
Romo, Alina	To assist students in the writing center during the first day of finals (5/16/19).	\$201.24
Rosa, Kimberly	Community Education is providing a work group funded by our California Adult Education Program Consortium for NESL faculty to work through improving our NESL programs as well as to inform our part of the next three-year plan (5/10/19).	\$110.25
Rose, Kimberly	Monthly outcomes for Study Skills Group meetings to discuss the progress of our support course and plan for future weeks. The meetings helped us get feedback and ideas. We also provided lots of thoughts on what to do next semester. (1/1/19 - 6/1/19).	\$344.48
Ruiz, Melissa	Allan Hancock College Community Education is providing a work group (funded by our California Adult Education Program Consortium) for NESL faculty to work through improving our NESL programs as well as to inform our part of the next three-year plan (5/10/19).	\$97.11

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
Ruiz, Melissa	Habits of Mind and Growth Mindset training for Community Education part-time faculty (4/19/19).	\$129.48
Schwartz, Rebecca	Allan Hancock College Community Education is providing a work group (funded by our California Adult Education Program Consortium) for NESL faculty to work through improving our NESL programs as well as to inform our part of the next three-year plan (5/10/19).	\$123.30
Suarez-Guzman, Anabel	Allan Hancock College Community Education is providing a work group (funded by our California Adult Education Program Consortium) for NESL faculty to work through improving our NESL programs as well as to inform our part of the next three-year plan (5/10/19).	\$97.11
Suarez-Guzman, Anabel	Habits of Mind and Growth Mindset training for Community Education part-time faculty (4/19/19).	\$129.48
Suarez, Hedy	Running the math center for study-a-thon. Compensation covered by Equity funds (5/15/19 - 5/20/19).	\$335.12
Sutter, Wendy	Outcomes for Statistic Pairs to Meet. We talked every two weeks to stay on track and bounce ideas off each other, stay in sync for support course, and help facilitate what to cover in the support course (1/1/19 - 6/1/19).	\$500.00
Sutter, Wendy	Monthly outcomes for Study Skills Group meetings to discuss the progress of our support course and plan for future weeks. The meetings helped us get feedback and ideas. We also provided lots of thoughts on what to do next semester. (1/1/19 - 6/1/19).	\$400.00
Tait, Karen	Running the math center for study-a-thon. Compensation covered by Equity Funds (5/16/19).	\$200.00
Thomas, Susan Laura	Art gallery coordinator for summer and fall 2019 (8/1/19 - 12/19/19).	\$5,730.00
Titus, Maureen	To provide not-for-credit Infection Control in Dentistry via contract education (5/10/19).	\$555.99
Uitti, Rosalie	Allan Hancock College Community Education is providing a work group (funded by our California Adult Education Program Consortium) for NESL faculty to work through improving our NESL programs as well as to inform our part of the next three-year plan (5/10/19).	\$123.30
Uitti, Rosalie	Habits of Mind and Growth Mindset training for Community Education part-time faculty (4/19/19).	\$164.40
Walters, Jan	Allan Hancock College Community Education is providing a work group (funded by our California Adult Education Program Consortium) for NESL faculty to work through improving our NESL programs as well as to inform our part of the next three-year plan (5/10/19).	\$107.91
Wambolt, Lilia	Allan Hancock College Community Education is providing a work group (funded by our California Adult Education Program Consortium) for VOCE Faculty to work through improving our VOCE programs as well as to inform our part of the next three-year plan (5/10/19).	\$82.20

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

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
Wambolt, Lilia	Allan Hancock College Community Education is providing a work group (funded by our California Adult Education Program Consortium) for basic skills/citizenship faculty, AEP director, LAP non-credit counselor to work through improving our basic skills/citizenship programs as well as to inform our part of the next three-year plan (5/3/19).	\$82.20
West, Elizabeth	Outcomes for Statistic Pairs to Meet. We talked every two weeks to stay on track and bounce ideas off each other, stay in sync for support course, and help facilitate what to cover in the support course (1/1/19 - 6/1/19).	\$400.00
West, Elizabeth	Chaired outcomes for Study Skills group meetings, set dates, agenda, took notes, organized. Meetings consist of discussion on the progress of our support courses and plan for future weeks. (1/1/19 - 6/1/19).	\$500.00
Woods, Anne	Outcomes for Statistic Pairs to Meet. We talked every two weeks to stay on track and bounce ideas off each other, stay in sync for support course, and help facilitate what to cover in the support course (1/1/19 - 6/1/19).	\$394.72
Ying Hood, Chellis	To provide a writing center workshop for students. Includes research and presentation (4/17/19).	\$150.00
Yurasek, James	Part-time librarian working during extended LVC Library hours for spring 2019 study-a-thon (5/15/19).	\$43.87
Yurasek, James	Study-a-thon (5/16/19).	\$87.74

CONSENT ITEM

To: Board of Trustees	Date:
From: Superintendent/President	June 11, 2019
Subject: Equivalency Certification for Faculty	Item Number: 10.E.
Strategic Goal: Goal IR1: To recruit and retain quality employees.	Enclosures: Page 1 of 5

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 (formerly 4105), 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 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

<u>Name</u>	<u>Discipline</u>
Marcie Guerra	Business
Michael Muscio	Chemistry

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that 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: Robert Curry	Final Disposition:
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ALLAN HANCOCK COLLEGE

✓	Equivalency Approval Date: 5/10/19
	Not Approved Date:

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

NAME: Guerra, Marcie	DIVISION: Academic Affairs
DEPARTMENT: Business Education	DISCIPLINE: Business

■ Master's degree in any discipline; plus 24 units of course work in the discipline of the assignment. At least 18 of these units must be graduate or upper division. (The 24 units may have been either included in or taken in addition to the master's degree.)

Master's degree in any discipline plus two years of professional experience related to the discipline of the assignment or two years of successful experience teaching a range of courses in the discipline of the assignment.

Completion of the coursework equivalent to a master's degree in the discipline or a related discipline, including at least 24 graduate semester units, when the candidate is enrolled in a Ph.D. program that does not award the master's degree.

Bachelor's degree in the discipline or related discipline, including at least 18 semester units in the discipline of the assignment, 12 of which must be upper division; plus six years of professional experience directly related to the discipline of the assignment or six years of experience teaching a range of courses in the discipline of the assignment.

In rare cases, recognized accomplishments which demonstrate expertise and skill in the field of study beyond that normally achieved through formal education. Candidate must provide conclusive evidence of attaining coursework or experience equal to the components of the required degree, including general education requirements as outlined in Title 5 section 55063. In no case will recognized accomplishments be the sole criterion for granting equivalency. (See Administrative Procedures 7211.)

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

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

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

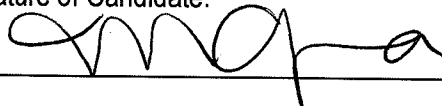
RATIONALE: Explain how your qualifications meet the selected guidelines. Qualifications must be verified with appropriate documentation. Please refer to Professional Standards Guidelines and Checklist for outline format. (Signature block on the reverse side of this form.)

I have been teaching at Pioneer Valley High School for 13 years in the Business Technology department. I have taught a variety of classes within the department, have written new curriculum and courses, and was also the department chair for 8 years. I re-wrote our current Introduction to Business course, got it approved as an a-g UC approved "G" elective, and have grown the course at our site to more than one teaching section. I have taught the Introduction to Business course for over 10 years.

Before becoming a teacher I worked approximately four years in industry. I worked in sales and merchandising for Youngs Market Co. I was a sales representative for two years with Youngs. I also spent over two years working for the Firestone Family at one of their smaller wineries, Curtis Winery located in Los Olivos, Ca. I was hired to sell wine in their tasting room, but soon became the assistant tasting room manager. I also helped with merchandising, inventory, wine club orders and events, and a variety of managerial tasks.

I hereby certify that all information submitted above is true and correct.

Signature of Candidate:



Date:

11-8-18

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

Signature of Department Chair:



Date:

2/25/2018

Signature of Dean:



Date:

2/28/19

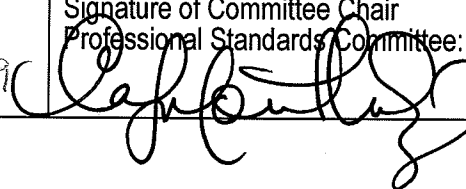
Signature of Appropriate Academic or Student Services Vice President:



Date:

5/20/19

Signature of Committee Chair Professional Standards Committee:



Date:

5/02/19

Date of Board Approval:

2/11/19

ALLAN HANCOCK COLLEGE

✓	Equivalency Approval Date: 5/30/19
	Not Approved Date:

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

NAME: Michael Muscio	DIVISION: Academic Affairs
DEPARTMENT: Life & Physical Sciences	DISCIPLINE: Chemistry

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

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

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

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

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

Michael Muscio has a master's degree in education from Brandman University and a bachelor's degree in pharmacology. In consultation with Professor Dustin Nouri, one of our full-time chemistry faculty, and upon further discussion with the applicant about the nature of pharmacology and psychopharmacology classes, we strongly believe that the pharmacology classes on the attached sheet contain enough chemistry content to include them in the list of Mr. Muscio's courses pertaining to the discipline of chemistry. With 28.67 upper division units, Mr. Muscio meets the requirement of 24 total semester-equivalent units in the discipline, with at least 18 of them being upper-division level.

Mr. Muscio has teaching experience as an instructor for ESL classes for over nine years here at Allan Hancock College and teaching physical science courses at the junior high school level for seven of the fifteen years he taught for the Santa Maria Bonita School District. The chemistry topics covered in the physical science classes included states of matter, solutions, phase changes, chemical reactions, atomic and molecular structure, chemical bonding, periodic properties, chemical equilibrium, energy transformations, and nuclear chemistry.

Demonstrating an inclination to go above and beyond his day-to-day teaching duties, Mr. Muscio wrote several successful applications for grants awarded by the Santa Barbara County Office of Education. As examples, two of the grants were for student exploration of the chemical nature of ecology; During tree plantings the students studied how water reacted with carbon dioxide in the process of photosynthesis.

I hereby certify that all information submitted above is true and correct.

Signature of Candidate: <i>Michael Muscio</i>	Date: <i>5/21/19</i>
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I have reviewed all documentation and recommend approval of regular equivalency certification.

Signature of Department Chair: <i>Vincent Tolim</i>	Date: <i>5/21/19</i>	Signature of Dean: <i>Wendy</i>	Date: <i>5/21/19</i>
Signature of Appropriate Academic or Student Services Vice President: <i>B</i>	Date: <i>5/30/19</i>	Signature of Committee Chair Professional Standards Committee: <i>Cap...</i>	Date: <i>5/30/19</i>
Date of Board Approval: <i>6/11/19</i>			

**CONSENT ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	June 11, 2019
Subject: Out-of-State Travel Request	Item Number: 10.F.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 1

BACKGROUND

Student Inri Serrano, a member of the Skills USA/Allan Hancock College Chapter, recently earned a Gold Medal at the California State Skills USA Championships on April 27, 2019. As the Gold Medalist in Extemporaneous Speaking, Inri has earned the right to compete at the Nationals Skills USA Championships, June 24-28, 2019, at the Kentucky Exposition Center in Louisville, KY.

Inri and his advisor, Thomas Lamica, project director, career center & K-12 partnerships, are scheduled to travel to Louisville, KY on June 23-28, 2019. Inri will have the opportunity to compete against the nation's top young collegiate leaders, while participating in a series of weeklong leadership seminars, exhibits and internationally recognized keynote speakers.

FISCAL IMPACT

The estimated cost for both Thomas Lamica and Inri Serrano is \$5,000.00, to be funded by the Foundation, Skills USA account. Trip expenses include: entry fees, lodging, travel, meals and associated travel expenses such as a rental car, mileage and parking fees.

RECOMMENDATION

Staff recommends that the board of trustees authorize out-of-state travel for Thomas Lamica and student Inri Serrano to attend the 2019 Skills USA National Championships in Louisville, Kentucky on June 23-28, 2019.

Administrator Initiating Item: Robert Curry	Final Disposition:
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**CONSENT ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	June 11, 2019
Subject: Short-Term/On-Call, Substitute, and Professional Expert Appointments Exempt from Classified Service	Item Number: 10.G.
Strategic Goal: Goal IR1: To recruit and retain quality employees.	Enclosures: Page 1 of 8

BACKGROUND

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.

(Continued)

FISCAL IMPACT

Assignments for the 2018-2019 fiscal year will be included in the 2018-2019 fiscal year budget. Assignments for the 2019-2020 fiscal year will be included in the 2019-2020 fiscal year budget.

RECOMMENDATION

Staff recommends that the board of trustees approve the short-term/on-call, substitute, and professional expert appointments exempt from classified service as presented.

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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Short-Term:

<u>Name</u>	<u>Position Title</u>	<u>Dates</u>	<u>Duties/Responsibilities</u>	<u>Hourly Rate</u>
Alvarez-Novoa, Jose Juan	Program Specialist	7/1/19 – 6/30/20	Assist with Cash for College, Cal-SOAP	\$25.00
Andrade-Arreola, Pablo	Test Administrator	7/1/19 – 12/31/19	Administer START and CELSA testing and proctor exams, testing center	\$1881
Armstrong, Walker	Program Assistant III	6/10/19 – 6/30/19 and 7/1/19 – 6/30/20	Assist with baseball summer camp, kinesiology, recreation & athletics	\$15.59
Avila-Corona, Vania	Instructional Aide II	7/1/19 – 8/1/19	Assist in math center, mathematical sciences	\$14.00
Aviles, Juan	Program Specialist	6/17/19 – 6/30/19 and 7/1/19 – 8/16/19	Support for NIH/Bridges to the Baccalaureate labs	\$15.00
Baez, Isaac	Program Assistant III	6/10/19 – 6/30/19 and 7/1/19 – 6/30/20	Support baseball summer camp, kinesiology, recreation & athletics	\$15.59
Barker, Margaret	Instructional Aide IV	8/15/19 – 5/22/20	Support students in ceramics and sculpture labs, fine arts	\$18.81
Bautista, Aleyda	Program Specialist	6/17/19 – 6/30/19 and 7/1/19 – 8/16/19	Support for NIH/Bridges to the Baccalaureate labs	\$15.00
Betancourt, Alexis	Program Specialist	6/17/19 – 6/30/19 and 7/1/19 – 8/16/19	Support for NIH/Bridges to the Baccalaureate labs	\$15.00
Castellanos, Aaron	Instructional Aide IV	8/10/19 – 5/10/20	Assist with dance rehearsals, choreography, fine arts	\$18.81
Colores, Briselda	Program Specialist	6/17/19 – 6/30/19 and 7/1/19 – 8/16/19	Support for NIH/Bridges to the Baccalaureate labs	\$15.00
Connolly, Mikayla	Program Specialist	6/17/19 – 6/30/19 and 7/1/19 – 8/16/19	Support for NIH/Bridges to the Baccalaureate labs	\$15.00
Copeland, Shannon	Program Assistant III	7/1/19 – 6/30/20	Lifeguard, kinesiology, recreation & athletics	\$15.59
Cortes, Rosa Erika	Program Assistant IV	7/1/19 – 6/30/20	Cal-SOAP	\$18.81
Diaz, Nicholas	Program Specialist	6/17/19 – 6/30/19 and 7/1/19 – 8/16/19	Support for NIH/Bridges to the Baccalaureate labs	\$15.00
Estrada, Richard	Instructional Aide IV	8/10/19 – 5/10/20	Assist with dance rehearsals, choreography, fine arts	\$18.81
Friedrich, Victoria	Program Assistant III	6/10/19 – 6/30/19 and 7/1/19 – 6/30/20	Lifeguard for credit/non-credit courses	\$15.59
Garcia, Trevor	Program Assistant III	6/10/19 – 6/30/19 and 7/1/19 – 6/30/20	Assist with baseball summer camp, kinesiology, recreation & athletics	\$15.59

Short-Term Continued:

Groppetti, Madison Yolar	Instructional Aide IV	8/10/19 – 5/10/20	Assist with dance rehearsals, choreography, fine arts	\$18.81
Huerta, Liliana	Clerk II	6/10/19 – 6/30/19 and 7/1/19 – 8/1/19	Assist at Library Circulation Desk, learning resources	\$12.20
Huffer, Bridget	Instructional Aide IV	8/10/19 – 5/10/20	Assist with dance rehearsals, choreography, fine arts	\$18.81
Lainez, Itzayana	Program Specialist	6/17/19 – 6/30/19 and 7/1/19 – 8/16/19	Support for NIH/Bridges to the Baccalaureate labs	\$15.00
Lang, James	Program Assistant IV	5/23/19 – 6/30/19 and 7/1/19 – 8/31/19	Assist with winery operations, life and physical sciences	\$18.81
Lazaro, Bilma	Program Specialist	6/17/19 – 6/30/19 and 7/1/19 – 8/16/19	Support for NIH/Bridges to the Baccalaureate labs	\$15.00
Lopez-Murguia, Jacqueline	Program Specialist	6/17/19 – 6/30/19 and 7/1/19 – 8/16/19	Support for NIH/Bridges to the Baccalaureate labs	\$15.00
McMurrain, Jennifer	Program Specialist	6/17/19 – 6/30/19 and 7/1/19 – 8/16/19	Support for NIH/Bridges to the Baccalaureate labs	\$15.00
Machuca, Anay Perez	Program Specialist	6/17/19 – 6/30/19 and 7/1/19 – 8/16/19	Support for NIH/Bridges to the Baccalaureate labs	\$15.00
Martinez, Roman	Program Assistant III	6/10/19 – 6/30/19 and 7/1/19 – 6/30/20	Assist with baseball summer camp, kinesiology, recreation & athletics	\$15.59
Mendoza-Atilano, Lizbeth	Program Specialist	8/14/19 – 3/30/20	Cal-SOAP	\$25.00
Montiel, Ricardo	Program Specialist	6/17/19 – 6/30/19 and 7/1/19 – 8/16/19	Support for NIH/Bridges to the Baccalaureate labs	\$15.00
Morales, Matthew	Program Specialist	6/17/19 – 6/30/19 and 7/1/19 – 8/16/19	Support for NIH/Bridges to the Baccalaureate labs	\$15.00
Novelo, Amber	Program Specialist	6/17/19 – 6/30/19 and 7/1/19 – 8/16/19	Support for NIH/Bridges to the Baccalaureate labs	\$15.00
Orozco, Sandra	Program Assistant IV	6/1/19 – 6/30/19 and 7/1/19 – 8/30/19	Provide support for AEBG/CAEP director	\$18.81
Ortiz, Cathie	Program Specialist	6/17/19 – 6/30/19 and 7/1/19 – 8/16/19	Support for NIH/Bridges to the Baccalaureate labs	\$15.00
Reed, Arianna	Accounting Services Technician III	5/28/19 – 6/30/19 and 7/1/19 – 1/31/20	Assistance to support year-end activities, new year start-up activities and Chrome River software implementation, business services	\$21.30

Short-Term Continued:

Robson, Jacob	Instructional Aide II	7/1/19 – 8/15/19	Assist in math center, mathematical sciences	\$14.00
Sanchez-Zuno, Marco	Program Specialist	6/17/19 – 6/30/19 and 7/1/19 – 8/16/19	Support for NIH/Bridges to the Baccalaureate labs	\$15.00
Santos, Itzelt	Program Specialist	8/14/19 – 3/30/20	Cal-SOAP	\$25.00
Shleel, Yaser	Program Assistant IV	5/23/19 – 6/30/19 and 7/1/19 – 8/31/19	Assist with winery operations, life and physical sciences	\$18.81
Soto, Olga Valencia	Program Specialist	6/17/19 – 6/30/19 and 7/1/19 – 8/16/19	Support for NIH/Bridges to the Baccalaureate labs	\$15.00
Treur, Kaitlyn	Program Specialist	6/17/19 – 6/30/19 and 7/1/19 – 8/16/19	Support for NIH/Bridges to the Baccalaureate labs	\$15.00
Valencia, Consuelo	Program Specialist	6/17/19 – 6/30/19 and 7/1/19 – 8/16/19	Support for NIH/Bridges to the Baccalaureate labs	\$15.00
Vazquez-Alvarado, Miguel	Program Specialist	6/17/19 – 6/30/19 and 7/1/19 – 8/16/19	Support for NIH/Bridges to the Baccalaureate labs	\$15.00

Professional Experts:

<u>Name</u>	<u>Position Title</u>	<u>Dates</u>	<u>Duties/Responsibilities</u>	<u>Hourly Rate</u>
Andrews, Wanda	Program Assistant III	8/19/19 – 5/25/20	Art model, fine arts	\$15.59
Bonser, Stephen	Program Assistant III	8/19/19 – 5/25/20	Art model, fine arts	\$15.59
Chaparro, Elizabeth	Interpreter I	7/1/19 – 6/30/20	Interpreter for deaf and hard-of-hearing students	\$30.00
Craddock, Christina Corley	Interpreter I	7/1/19 – 6/30/20	Interpreter for deaf and hard-of-hearing students	\$30.00
Dupriest, Marcia	Program Assistant III	8/19/19 – 5/25/20	Art model, fine arts	\$15.59
Eaton, Kimberly	Program Assistant VI	8/10/19 – 5/31/20	Costumer for dance concerts, fine arts	\$35.00
Gastineau, Ashley	Program Assistant III	8/19/19 – 5/25/20	Art model, fine arts	\$15.59
Hamilton, Nanette	Program Assistant III	8/19/19 – 5/25/20	Art model, fine arts	\$15.59
Lippencott, Laura	Interpreter V	7/1/19 – 6/30/20	Interpreter for deaf and hard-of-hearing students	\$53.00
Lyons, Vanessa Roxanne	Interpreter IV	7/1/19 – 6/30/20	Interpreter for deaf and hard-of-hearing students	\$50.00
Lynn, Patricia	Program Assistant II	7/1/19 – 6/30/20	Assist with music library and musical instruments, fine arts	\$14.00

Professional Experts Continued:

McDaniel, Aaron	Interpreter I	7/1/19 – 6/30/20	Interpreter for deaf and hard-of-hearing students	\$30.00
McSparron, Shui-Ching Hu	Program Assistant III	8/19/19 – 5/25/20	Art model, fine arts	\$15.59
Morales, Jennie Caldwell	Interpreter IV	7/1/19 – 6/30/20	Interpreter for deaf and hard-of-hearing students	\$50.00
Schneppe, Elaine	Interpreter IV	7/1/19 – 6/30/20	Interpreter for deaf and hard-of-hearing students	\$50.00
Simmons, Elijah	Interpreter II	7/1/19 – 6/30/20	Interpreter for deaf and hard-of-hearing students	\$35.00
Smith, Jacoby	Program Assistant III	8/19/19 – 5/25/20	Art model, fine arts	\$15.59
Stire, John	Program Assistant III	8/19/19 – 5/25/20	Art model, fine arts	\$15.59
Terry, Daniel	Program Assistant III	8/19/19 – 5/25/20	Art model, fine arts	\$15.59
Thacker, Cynthia	Program Assistant III	8/19/19 – 5/25/20	Art model, fine arts	\$15.59
Travis, Bruce	Program Assistant III	8/19/19 – 5/25/20	Art model, fine arts	\$15.59

Substitutes:

<u>Name</u>	<u>Position Title</u>	<u>Dates</u>	<u>Duties/Responsibilities</u>	<u>Hourly Rate</u>
Arredondo, Leo	Custodial Substitute I (Late Night)	7/1/19 – 6/30/20	On-call substitute for vacation, sick leave, or vacancy	\$12.00
Hernandez, Fernando	Custodial Substitute II (Day)	7/1/19 – 6/30/20	On-call substitute for vacation, sick leave, or vacancy	\$12.20
Hogeland, James	Custodial Substitute II (LVC)	7/1/19 – 6/30/20	On-call substitute for vacation, sick leave, or vacancy	\$12.20
Hosley, Liam	Technical Support Specialist I	6/3/19 – 6/30/19 and 7/1/19 – 10/09/19	Substitute for vacancy and assist with summer computer refresh, information technology services, up to 100 days	\$24.24
Kinnick, Niles	Custodial Substitute II (Evening)	7/1/19 – 6/30/20	On-call substitute for vacation, sick leave, or vacancy	\$12.20
Liendo, Salvador	Custodial Substitute II (Evening)	7/1/19 – 6/30/20	On-call substitute for vacation, sick leave, or vacancy	\$12.20
Santillan, Raymond	Custodial Substitute II (Evening)	7/1/19 – 6/30/20	On-call substitute for vacation, sick leave, or vacancy	\$12.20
Steadman, Jason	Custodial Substitute II (Day)	7/1/19 – 6/30/20	On-call substitute for vacation, sick leave, or vacancy	\$12.20
Williams, Joseph	Custodial Substitute II (Day)	7/1/19 – 6/30/20	On-call substitute for vacation, sick leave, or vacancy	\$12.20

REVISIONS AND ADDITIONS**Short-Term:**

<u>Name</u>	<u>Position Title</u>	<u>Dates</u>	<u>Duties/Responsibilities</u>	<u>Hourly Rate</u>
Berry, Tommi	Program Assistant V	7/1/19 – 12/31/19	Support recruitment, human resources	\$25.00
Dominguez, Denise	Program Specialist	6/12/19 – 6/30/19	Tutor, Cal-SOAP	\$13.00
Funkhouser, Chase	Program Assistant III	6/10/19 – 6/30/19 and 7/1/19 – 6/30/20	Lifeguard, credit and noncredit courses	\$15.59
Jones, Shakara	Program Assistant V	5/25/19 – 6/30/19	Provide temporary classroom coverage, children's center	\$25.00
Leal-Camacho, Korrine	Clerk III	6/10/19 – 6/30/19	Clerk III	\$12.53
Montoya, Geraldine	Program Specialist	6/12/19 – 6/30/19	Tutor, Cal-SOAP	\$13.00
Morales, Karina	Program Assistant IV	7/1/19 – 12/31/19	Provide support and data entry for student worker processing, human resources	\$18.81
Placencia, Mia	Program Specialist	6/12/19 – 6/30/19	Tutor, Cal-SOAP	\$13.00
Rice, Carly	Program Specialist	6/10/19 – 6/30/19	Learning facilitator, English	\$13.50
Steller, Jacqueline	Program Specialist	6/12/19 – 6/30/19	Tutor, Cal-SOAP	\$13.00
Steller, Kaetlyn	Program Specialist	6/12/19 – 6/30/19	Tutor, Cal-SOAP	\$13.00
Steller, Victoria	Program Specialist	6/12/19 – 6/30/19	Tutor, Cal-SOAP	\$13.00

Substitutes:

<u>Name</u>	<u>Position Title</u>	<u>Dates</u>	<u>Duties/Responsibilities</u>	<u>Hourly Rate</u>
Garcia, Eddie Jr.	Program Assistant IV	7/1/19 – 6/30/20	On-call substitute for vacation, sick leave, or vacancy	\$18.81
Steller, Matthew	Groundskeeper Substitute	7/1/19 – 6/30/20	On-call substitute for vacation, sick leave, or vacancy	\$12.20

Short-Term/On-Call:**EMS, Fire, Law Enforcement Programs**

Police and Fire Academy tactical officers, program assistants, and program specialists are limited in the number of days they are eligible to work. The number of hours is limited by the budget for the program—one tactical officer may work a 40-hour workshop in 5 days, but another may work in a one-hour session on 40 different days. The academy needs flexibility to schedule tactical officers as they are available; for instance, if a fire officer is scheduled to work in a class on a certain day but is called to fight a fire that day, another officer is called to fill in. There is no way to accurately predict how many hours each officer may work during the academic year. The total available budget for tactical officers, divided by the hourly rate, is the maximum number of hours which can be worked by the entire group of tactical officers.

Fire, Safety and EMS,**Law Enforcement Programs:**

<u>Positions:</u>	<u>Hrly Rate</u>	<u>Max Hrs</u>	<u>Max Days</u>
Instructional Aide I	\$12.00	Not more than 40 hours/weekly and/or 999 hours fiscally	170 days within the Fiscal Year
Instructional Aide II	\$14.00		
Instructional Aide III	\$15.59		
Instructional Aide IV	\$18.81		
Instructional Aide V	\$25.00		
Instructional Aide VI	\$35.00		

On-Call: Program Assistant I, III, IV, V, and VI:

<u>Name</u>	<u>Position Title</u>	<u>Dates</u>	<u>Duties/Responsibilities</u>
Abbas, Hussein	Instructional Aide IV	7/1/19 – 6/30/20	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Anderson, Charles	Instructional Aide IV	7/1/19 – 6/30/20	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Berrios, George	Instructional Aide IV	7/1/19 – 6/30/20	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Buck, Vincent	Instructional Aide IV	7/1/19 – 6/30/20	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Burns, Jeremy	Instructional Aide IV	7/1/19 – 6/30/20	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Coolidge, Howard	Instructional Aide IV	7/1/19 – 6/30/20	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Coolidge, Howard	Instructional Aide VI	7/1/19 – 6/30/20	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Cox, Corey	Instructional Aide IV	7/1/19 – 6/30/20	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Cullen, Clayton	Instructional Aide IV	7/1/19 – 6/30/20	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Culver, David	Instructional Aide IV	7/1/19 – 6/30/20	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs

Culver, David	Instructional Aide VI	7/1/19 – 6/30/20	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Curry, Scott	Instructional Aide IV	7/1/19 – 6/30/20	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Curry, Scott	Instructional Aide VI	7/1/19 – 6/30/20	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Dickel, Jason	Instructional Aide IV	7/1/19 – 6/30/20	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Dillard, Bryan	Instructional Aide IV	7/1/19 – 6/30/20	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Douglas, Jeremy	Instructional Aide VI	7/1/19 – 6/30/20	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Gerber, Sonny	Instructional Aide IV	7/1/19 – 6/30/20	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Miranda, Paul	Instructional Aide IV	7/1/19 – 6/30/20	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Miranda, Paul	Instructional Aide VI	7/1/19 – 6/30/20	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Neumann, Timothy	Instructional Aide VI	7/1/19 – 6/30/20	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Pierce, Gregory	Instructional Aide IV	7/1/19 – 6/30/20	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Pierce, Gregory	Instructional Aide VI	7/1/19 – 6/30/20	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Thome, Desiree	Instructional Aide IV	7/1/19 – 6/30/20	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Uhl, Paul	Instructional Aide VI	7/1/19 – 6/30/20	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs
Washington, David	Instructional Aide IV	7/1/19 – 6/30/20	See Short-Term/On-Call Appointments – EMS, Fire, Law Enforcement Programs

CONSENT ITEM

To: Board of Trustees	Date:
From: Superintendent/President	June 11, 2019
Subject: Appointments, Transfers, and Promotions of Classified Service Employees	Item Number: 10.H.
Strategic Goal: Goal IR1: To recruit and retain quality employees.	Enclosures: Page 1 of 2

BACKGROUND

The following personnel actions are recommended:

Appointments

1. Sierra Rivera, accountant, business services, full time, 12 months, 37 hours weekly, range 28-A, classified bargaining unit salary schedule 55, effective June 12, 2019.

Reason: Ms. Rivera fills a recent vacancy.

2. Tino Vega, student services technician, student services, full time, 12 months, 37 hours weekly, range 17-B, classified bargaining unit salary schedule 55, effective June 17, 2019.

Reason: Mr. Vega fills the vacancy of Laura Leon, who transferred to a new position, effective March 11, 2019.

FISCAL IMPACT

1. The cost to the unrestricted general fund is approximately \$5,690 for the 2018-2019 fiscal year
2. The cost to the unrestricted general fund is approximately \$4,021 for the 2018-2019 fiscal year.
3. The cost to the unrestricted general fund is approximately \$4,055 for the 2018-2019 fiscal year.
4. **The cost to the unrestricted general fund is approximately \$97,089 for the 2019-2020 fiscal year.**
5. **The cost to the unrestricted general fund is approximately \$68,898 for the 2019-2020 fiscal year.**
6. **The cost to the unrestricted general fund is approximately \$81,161 for the 2019-2020 fiscal year.**
7. **The cost to the unrestricted general fund is approximately \$93,298 for the 2019-2020 fiscal year.**

The costs for the 2018-2019 fiscal year are included in the 2018-2019 fiscal year budget.

The costs for the 2019-2020 fiscal year will be included in the 2019-2020 fiscal year budget.

(Continued)

RECOMMENDATION

Staff recommends that the board of trustees approve the appointments of Sierra Rivera, accountant, business services, effective June 12, 2019; Tino Vega, student services technician, student services, effective June 17, 2019; Jennifer Gaddis, cashier technician, auxiliary accounting, effective June 17, 2019; **Daniel Cox, maintenance specialist – electrician, facilities, effective July 1, 2019; Nancy Ramirez, administrative assistant II, academic affairs, effective July 1, 2019; Kenia Perez, human resources assistant, human resources, effective July 1, 2019; and approve the promotion of Janet McGee, administrative assistant V, academic affairs, effective July 1, 2019.**

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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Appointments continued:

3. Jennifer Gaddis, cashier technician, auxiliary accounting, full time, 12 months, 37 hours weekly, range 16-C, classified bargaining unit salary schedule 55, effective June 17, 2019.

Reason: Ms. Gaddis fills the vacancy of Jayme Llamas-Meraz, who was promoted to administrative assistant II, academic affairs, effective April 10, 2019.

4. Daniel Cox, maintenance specialist – electrician, facilities, full time, 12 months, 37 hours weekly, range 29-D, classified bargaining unit salary schedule 55, effective July 1, 2019.

Reason: Mr. Cox fills the vacancy of Steven Lopez, who retired, effective November 27, 2018.

5. Nancy Ramirez, administrative assistant II, academic affairs, full time, 12 months, 37 hours weekly, range 17-B, classified bargaining unit salary schedule 55, effective July 1, 2019.

Reason: Ms. Ramirez fills the vacancy of Yvette Valadez-Andrade, who was promoted to administrative assistant II, summer & evening, academic affairs, effective April 1, 2019.

6. Kenia Perez, human resources assistant, human resources, full time, 12 months, 37 hours weekly, range 25-B, classified bargaining unit salary schedule 55, effective July 1, 2019.

Reason: Ms. Perez is granted bargaining unit status under California Education Code 88003.

Promotion

7. Janet McGee, FROM administrative assistant III, academic affairs, full time, 12 months, 37 hours weekly, range 25-B, classified bargaining unit salary schedule 55 TO administrative assistant V, academic affairs, full time, 12 months, 37 hours weekly, range 29-C, classified bargaining unit salary schedule, effective July 1, 2019.

Reason: Ms. McGee fills the vacancy of Holly Costello, who was promoted to coordinator, student services/administrative assistant V, student services, effective June 1, 2019.

CONSENT ITEM

To: Board of Trustees	Date:
From: Superintendent/President	June 11, 2019
Subject: Appointments of Educational Management Positions	Item Number: 10.I.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 2

BACKGROUND

The following personnel actions are recommended:

Promotion

1. Mitchel McCann, FROM director, law enforcement training, public safety, full time, 12 months, range 13-F, management salary schedule TO associate dean, public safety, full time, 12 months, range 9-F, management salary schedule, effective July 1, 2019.

Reason: Mr. McCann fills the vacancy of David Senior, who retired, effective July 1, 2015.

Mr. McCann earned a Master of Public Administration and Management from California State University Northridge, Northridge, California and he earned a bachelor's degree in business administration from California State University Northridge, Northridge, California. Mr. McCann was interim director of law enforcement training, public safety, from August 2017 to May 2018, and he became the director of law enforcement training at Allan Hancock College in May 2018. Mr. McCann assumed on-site supervision duties at the Lompoc Valley Center from June 2018 to present; and in December 2018 to present, he has been the interim associate dean, public safety. From April 1988 through June 2012, Mr. McCann held positions of police officer, sergeant, lieutenant and Captain for the City of Beverly Hills, Beverly Hills, California. Mr. McCann was Chief of Police for the City of Simi Valley, Simi Valley, California from June 2012 through December 2016; and from 1985 to 1988 he was Deputy Sheriff for Los Angeles County Sheriff's Department (LASD), Los Angeles, California.

(Continued)

FISCAL IMPACT

1. The cost to the unrestricted general fund is approximately \$189,990 for the 2019-2020 fiscal year.
2. The cost to the unrestricted general fund is approximately \$166,178 for the 2019-2020 fiscal year.

These costs will be included in the 2019-2020 fiscal year budget.

RECOMMENDATION

Staff recommends that the board of trustees approve the educational management promotion of Mitchel McCann, associate dean, public safety, effective July 1, 2019; and approve the appointment of Mary Patrick, dean, academic affairs, effective July 1, 2019.

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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Appointment

2. Mary Patrick, Ph.D., dean, academic affairs, full time, 12 months, range 7-B, management salary schedule, effective July 1, 2019.

Reason: Dr. Patrick fills the vacancy of Dr. Robert Curry, who was promoted to associate superintendent/vice president, academic affairs, effective July 1, 2018.

Dr. Patrick earned a Ph.D. in English/literature from University of Louisiana at Lafayette, Lafayette, Louisiana; she earned a Master of Fine Arts degree and a Master of Arts degree at McNeese State University, Lake Charles, Louisiana; and she earned a Bachelor of Arts degree and a Bachelor of Science degree from Central Michigan University, Mount Pleasant, Michigan. Dr. Patrick has been interim dean, academic affairs at Allan Hancock College from January 2019 through June 2019. She has been a part-time faculty member in English at Allan Hancock College since August 2018. She was department chair/full-time faculty, English, at South Louisiana Community College, Lafayette, Louisiana from August 2016 to May 2018; she was assistant professor at South Louisiana Community College, Lafayette, Louisiana from August 2014 to May 2016; and she was adjunct instructor at South Louisiana Community College, Lafayette, Louisiana from August 2012 to August 2014.

**CONSENT ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	June 11, 2019
Subject: Appointments of Tenure-Track Faculty Members	Item Number: 10.J.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 2

BACKGROUND

The following personnel actions are recommended:

Appointments

1. Luz Veronica De Leija, assistant professor, licensed vocational nurse, health sciences, full time, 10 months, 175 days, tenure track faculty, column II step 5, full-time faculty salary schedule, effective August 14, 2019.

Reason: Ms. De Leija will fill the vacancy of Bethany Conner, who transferred to assistant professor, registered nursing (RN) instructor, health sciences, effective August 15, 2019.

Ms. De Leija earned an Associate of Science degree at Allan Hancock College; and she earned a Bachelor of Science in Nursing at Chamberlain University, Addison, Illinois. Ms. De Leija has been employed as a registered nurse at Marian Regional Medical Center, Santa Maria, California from June 2006 to present; and she has been a part-time faculty clinical nurse instructor at Allan Hancock College from January 2015 to present.

FISCAL IMPACT

1. The cost to the unrestricted general fund is approximately \$94,151 for the 2019-2020 fiscal year.
2. The cost to the unrestricted general fund is approximately \$94,151 for the 2019-2020 fiscal year.
3. The cost to the unrestricted general fund is approximately \$94,151 for the 2019-2020 fiscal year.
4. The cost to the unrestricted general fund is approximately \$107,872 for the 2019-2020 fiscal year.
5. The cost to the unrestricted general fund is approximately \$94,151 for the 2019-2020 fiscal year.

These costs will be included in the 2019-2020 fiscal year budget.

These appointments are contingent upon successful completion of pre-employment requirements.

(Continued)

RECOMMENDATION

Staff recommends that the board of trustees approve the tenure-track faculty appointments of Luz Veronica De Leija, assistant professor, licensed vocational nurse, health sciences, effective August 14, 2019; Anna Kopcrak, assistant professor, mathematics, mathematical sciences, effective August 14, 2019; Laurene Lee, assistant professor, mathematics, mathematical sciences, effective August 14, 2019; and John Gerrity, assistant professor, machining and manufacturing technology, industrial technology, effective August 14, 2019; and approve the tenure-track appointment and promotion of Elaine Healy, assistant professor/program coordinator, academic resource center, learning resources, effective August 14, 2019.

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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2. Anna Kopcrak, assistant professor, mathematics, mathematical sciences, full time, 10 months, 175 days, tenure track faculty, column II step 5, full-time faculty salary schedule, effective August 14, 2019.

Reason: Ms. Kopcrak will fill the vacancy of Deborah Strance, who retired, effective May 25, 2019.

Ms. Kopcrak earned a Bachelor of Science degree and a Master of Science degree at California Polytechnic State University, San Luis Obispo, California. She has been a full-time lecturer at Cuesta College, San Luis Obispo, California from August 2018 to present. Ms. Kopcrak was a part-time lecturer at Cuesta College, San Luis Obispo, California from September 2011 to June 2018; she was a pre-calculus/calculus instructor at Upward Bound in July and August 2014; and in July 2012 to September 2012, she was employed by Chesapeake Technology International Corporation.

3. Laurene Lee, assistant professor, mathematics, mathematical sciences, full time, 10 months, 175 days, tenure track faculty, column II step 5, full-time faculty salary schedule, effective August 14, 2019.

Reason: New position

Ms. Lee earned a Bachelor of Science degree at Linfield College, McMinnville, Oregon; and she earned a Master of Science degree at California Polytechnic State University, San Luis Obispo, California. Ms. Lee has been a part-time faculty at Allan Hancock College from January 2016 to present; she was a part-time faculty at California Polytechnic State University, San Luis Obispo, California from August 2000 to June 2007; and she was a full-time instructor at Hood River Valley High School, Hood River, Oregon from August 1997 to June 2000.

4. John Gerrity, assistant professor, machining and manufacturing technology, industrial technology, full time, 10 months, 175 days, tenure-track faculty, column IV step 3, full-time faculty salary schedule, effective August 14, 2019.

Reason: Mr. Gerrity fills the vacancy of Robert Mabry, who retired, effective June 1, 2019.

Mr. Gerrity earned a Bachelor of Science degree and a Master of Science degree at California Polytechnic State University, San Luis Obispo, California. rs. Gerrity has been employed as a lecturer at California Polytechnic State University, San Luis Obispo, California from April 2018 to present; and he has been a part-time faculty at Allan Hancock College from September 2017 to present. He is also a systems engineering and manufacturing R & D at JPT Laboratories since November 2017 to present. Mr. Gerrity was a senior shop technician at Cal Poly Mechanical Engineering Department from June 2015 to June 2017; he was an embedded systems programmer at Cal Poly Biology department from August 2015 through December 2015; he was a manufacturing engineer at Co-op – Alcon Surgical Instruments, Irvine California from January 2014 through July 2014; he was a project manager at Photovoltaic Solar Engineering from June 2015 to June 2016; and he was a design engineer at Photovoltaic Solar Engineering from August 2013 through October 2013.

Promotion

5. Elaine Healy, FROM coordinator, writing center laboratory, learning resources, full time, 12 months, 37 hours weekly, range 33-E, classified bargaining unit salary schedule 55 TO assistant professor/program coordinator, academic resource center, learning resources, full time, 10 months, 175 days, tenure-track faculty, column II, step 5, faculty salary schedule, effective August 14, 2019.

Reason: New position

Ms. Healy earned a Bachelor of Arts degree in English and a Bachelor of Arts degree in Psychology at University of California, Santa Barbara, Santa Barbara, California; and she earned a Master of Arts degree in English at Boston College, Chestnut Hill, Massachusetts. Ms. Healy has been the coordinator, community education at Allan Hancock College from March 2006 to present. She has temporarily been the coordinator, writing center laboratory, learning resources from January 2019 through June 30, 2019; she was the temporary assistant professor, program coordinator of the academic resources center, learning resources from January 2018 through December 2018; and from January 2016 through December 2017, she was the temporary project director for the Adult Education Block Grant (AB104). Ms. Healy was the grants analyst, institutional grants at Allan Hancock College from July 2003 to March 2006.

CONSENT ITEM

To: Board of Trustees	Date:
From: Superintendent/President	June 11, 2019
Subject: Out-of-Classification Assignments of Classified Service Employees	Item Number: 10.K.
Strategic Goal: Goal IR1: To recruit and retain quality employees.	Enclosures: Page 1 of 2

BACKGROUND

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.

The following personnel actions are recommended:

Out-of-Classification Assignments

1. Adelina Pozos, FROM career/job placement services assistant, student services, full time, 12 months, 37 hours weekly, range 14-D, classified bargaining unit salary schedule 55 TO coordinator, student services/administrative assistant V, student services, full time, 12 months, range 31-A, classified bargaining unit salary schedule 55, retroactive to May 1, 2019 through May 31, 2019.

Reason: This is a continuation of the out-of-classification assignment approved at the regular board of trustees meeting on February 12, 2019. Ms. Pozos is temporarily filling the vacancy of Espie Valenzuela, who transferred to administrative assistant V, administrative services, effective February 5, 2019. Ms. Pozos returned to her regular assignment effective June 1, 2019, or earlier per district need.

FISCAL IMPACT

1. The cost to the unrestricted general fund is approximately \$1,376 for the 2018-2019 fiscal year.
2. The cost to the unrestricted general fund is approximately \$166,178 for the 2019-2020 fiscal year.
3. The cost to the unrestricted general fund is approximately \$2,674 for the 2018-2019 fiscal year.
4. The cost to the unrestricted general fund is approximately \$1,506 (60 percent) and the cost to Adult Education Block Grant (AEBG) is approximately \$1,004 (40 percent) for a total cost of approximately \$2,510 for the 2018-2019 fiscal year
5. The cost to the unrestricted general fund is approximately \$3,109 for the 2018-2019 fiscal year.

The costs for the 2018-2019 fiscal year are included in the 2018-2019 fiscal year budget.

The costs for the 2019-2020 fiscal year will be included in the 2019-2020 fiscal year budget.

RECOMMENDATION

Staff recommends that the board of trustees approve the continuation of the out-of-classification assignment of Adelina Pozos, coordinator, student services/administrative assistant V, student services, retroactive to May 21, 2019 through May 31, 2019; and approve the continuation of the out-of-classification out of bargaining unit assignment of Andrew Specht, interim director, information technology services, effective July 1, 2019 through June 30, 2020, or earlier per district need; approve the out-of-classification out of bargaining unit assignment of Keli Seyfert, interim director, business services, retroactive to June 1, 2019 through June 30, 2019, or earlier per district need; and approve the out-of-classification assignments of Anna Quesada Harrison, community education technician, community education, retroactive to June 1, 2019 through June 30, 2019, or earlier per district need, and contingent upon continued funding; and Yvette Dorado, administrative assistant II, academic affairs, retroactive to March 11, 2019 through May 31, 2019.

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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2. Andrew Specht, FROM systems analyst, information technology services, full time, 12 months, 40 hours weekly, range 12-B, classified bargaining unit salary schedule 56 TO interim director, information technology services, full time, 12 months, 40 hours weekly, range 7-B, management salary schedule, effective July 1, 2019 through June 30, 2020, or earlier per district need.

Reason: This is a continuation of the out-of-class out of bargaining unit assignment approved at the regular board of trustees meeting on January 15, 2019. Mr. Specht is filling the vacancy of Carol Moore, who retired, effective July 3, 2018. Mr. Specht will return to his regular assignment effective July 1, 2020, or earlier per district need.

3. Keli Seyfert, FROM auxiliary accounting supervisor, auxiliary accounting, full time, 12 months, 40 hours weekly, range 4-E, supervisory/confidential employees salary schedule TO interim director, business services, full time, 12 months, 40 hours weekly, range 11-F, management salary schedule, retroactive to June 1, 2019 through June 30, 2019, or earlier per district need.

Reason: Ms. Seyfert will temporarily fill the vacancy of Jessica Blazer, who resigned, effective June 1, 2019. Ms. Seyfert will return to her regular assignment effective July 1, 2019.

4. Anna Quesada Harrison, FROM community education technician, community education, part time, 12 months, 19 hours weekly, range 17-D, classified bargaining unit salary schedule 55 TO community education technician, community education, full time, 12 months, 37 hours weekly, range 17-D, classified bargaining unit salary schedule 55, retroactive to June 1, 2019 through June 30, 2019, or earlier per district need, and contingent upon continued funding.

Reason: Ms. Harrison is assuming additional duties during the absence of an employee on leave. Ms. Harrison will return to her regular assignment effective July 1, 2019.

5. Yvette Dorado, FROM administrative assistant II, academic affairs, full time, 12 months 37 hours weekly, range 17-E, classified bargaining unit salary schedule 55 TO administrative assistant II, academic affairs, full time, 12 months 37 hours weekly, range 17-E plus five (5) percent, classified bargaining unit salary schedule 55, retroactive to March 11, 2019 through May 31, 2019.

Reason: Ms. Dorado performed duties outside of her job description assisting with projects and duties of the program technician. Ms. Dorado returned to her regular assignment effective June 1, 2019.

CONSENT ITEM

To: Board of Trustees	Date:
From: Superintendent/President	June 11, 2019
Subject: Coaching Appointments and Stipends	Item Number: 10.L.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 1

BACKGROUND

The following personnel action for coaching appointments and stipends is recommended. The college reserves the right to cancel any coaching appointment or to reassign the area of service.

Coaching Appointments and Stipends

Head Coaches:

The coaching appointments for the period of August 1, 2019 through May 31, 2020, or earlier per district need.

Ashmore, Michael	Swimming (W)	\$8,000
Aye, Tyson	Basketball (M)	\$8,000
Dutra, Kris	Football	\$9,000
McComish, John	Golf (M)	\$7,000
Maumausolo, Scia	Softball	\$9,000
Molina, Julio	Volleyball	\$9,000
Nerelli, Cary	Basketball (W)	\$8,000
Quintana, Louie	Cross Country (W)	\$9,000
Stevens, Chris	Baseball	\$9,000
Vinnedge, Billy	Soccer (M)	\$8,000
Vinnedge, Billy	Soccer (W)	\$8,000

Assistant Coaches:

Damron, Seth	Football	\$7,000
Wolter, Kenna	Track (M & W)	\$7,000

FISCAL IMPACT

The cost to the unrestricted general fund is approximately \$125,360 for the 2019-2020 fiscal year and will be included in the 2019-2020 fiscal year budget.

RECOMMENDATION

Staff recommends that the board of trustees approve the coaching appointments and stipends as presented, or earlier per district need.

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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CONSENT ITEM

To: Board of Trustees	Date:
From: Superintendent/President	June 11, 2019
Subject: Change of Status of Classified Service Employees	Item Number: 10.M.
Strategic Goal: Goal IR1: To recruit and retain quality employees.	Enclosures: Page 1 of 2

BACKGROUND

The following personnel actions are recommended:

1. Toby McLaughlin, FROM science laboratory specialist, life and physical sciences, full time, 11 months, 37 hours weekly, range 27-E, classified bargaining unit salary schedule 55 TO science laboratory specialist, life and physical sciences, full time, 12 months, 37 hours weekly, range 27-E, classified bargaining unit salary schedule 55, retroactive to June 1, 2019.

Reason: Pursuant to the CSEA collective bargaining agreement, article 9.17.1, Mr. McLaughlin's position is permanently changed from 11 months to 12 months.

2. Lori Williamson, FROM science laboratory specialist, life and physical sciences, full time, 10 months, 37 hours weekly, range 27-E, classified bargaining unit salary schedule 55 TO science laboratory specialist, life and physical sciences, full time, 12 months, 37 hours weekly, range 27-E, classified bargaining unit salary schedule 55, effective June 1, 2020.

Reason: Pursuant to the CSEA collective bargaining agreement, article **9.17.1**, Ms. Williamson's position will be permanently changed from 10 months to 12 months.

FISCAL IMPACT

1. The **increased** cost to the unrestricted general fund is approximately \$6,784 for the 2018-2019 fiscal year.
2. The **increased** cost to the unrestricted general fund is approximately \$7,235 for the 2019-2020 fiscal year.
3. **The increased cost to the unrestricted general fund is approximately \$6,331 for the 2018-2019 fiscal year.**
4. **The increased cost to the unrestricted general fund is approximately \$4,715 for the 2018-2019 fiscal year.**

The costs for the 2018-2019 fiscal year are included in the 2018-2019 fiscal year budget.

The costs for the 2019-2020 fiscal year will be included in the 2019-2020 fiscal year budget.

RECOMMENDATION

Staff recommends that the board of trustees approve the permanent change of status of Toby McLaughlin, science laboratory specialist, life and physical sciences, retroactive to June 1, 2019; Lori Williamson, science laboratory specialist, life and physical sciences, effective June 1, 2020; **Mary Alice Majoue, coordinator, mathematics center, mathematical sciences, retroactive to June 10, 2019; and Lucy Aquino, office services technician I, health services, retroactive to June 10, 2019.**

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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3. **Mary Alice Majoue, FROM coordinator, mathematics center, mathematical sciences, full time 10 months, 37 hours weekly, range 28-E, classified bargaining unit salary schedule TO coordinator, mathematics center, mathematical sciences, full time, 12 months, 37 hours weekly, range 28-E, classified bargaining unit salary schedule, effective June 10, 2019.**

Reason: Pursuant to the CSEA collective bargaining agreement, article 9.17.1, Ms. Majoue's position will be permanently changed from 10 months to 12 months.

4. **Lucy Aquino, FROM office services technician I, health services, full time, 10 months, 37 hours weekly, range 12-E, classified bargaining unit salary schedule 55 TO office services technician I, health services, full time, 12 months, 37 hours weekly, range 12-E, classified bargaining unit salary schedule 55, retroactive to June 10, 2019.**

Reason: Pursuant to the CSEA collective bargaining agreement, article 9.17.1, Ms. Aquino's position will be permanently changed from 10 months to 12 months.

CONSENT ITEM

To: Board of Trustees	Date:
From: Superintendent/President	June 11, 2019
Subject: Reappointment of Interim Management Position	Item Number: 10.N.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 1

BACKGROUND

The following personnel action is recommended:

Reappointment

David Whitham, interim director, public safety, full time, 12 months, range 13-B, management salary schedule, effective July 1, 2019 through October 31, 2019, or earlier per district need.

Reason: Mr. Whitham was approved at the January 15, 2019 regular board of trustees meeting as interim director, public safety. Mr. Whitham continues to fill the vacancy of Mitchel McCann, who was promoted to associate dean, public safety, effective July 1, 2019.

FISCAL IMPACT

The cost to the unrestricted general fund is approximately \$42,740 for the 2019-2020 fiscal year and will be included in the 2019-2020 fiscal year budget.

RECOMMENDATION

Staff recommends that the board of trustees approve the temporary academic management reappointment of David Whitham, interim director public safety, effective July 1, 2019 through October 31, 2019, or earlier per district need.

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

To: Board of Trustees	Date: June 11, 2019
From: Superintendent/President	
Subject: Academic Policy and Planning Committee Curriculum Summary	Item Number: 12.A.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 20

BACKGROUND

The curriculum report for the period April 11, 2019 to April 25, 2019 is attached for consideration of the board of trustees. This report includes a summary of new courses, modifications to existing courses and programs, course reviews, and miscellaneous information.

FISCAL IMPACT:

The cost for additional library materials for new and modified curricula is estimated at \$1002.00.

RECOMMENDATION:

Staff recommends that the board of trustees adopt the curriculum additions and changes reflected in the summary report of the Academic Policy and Planning Committee for the period.

Administrator Initiating Item: Robert Curry	Final Disposition:
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ACADEMIC POLICY AND PLANNING COMMITTEE CURRICULUM REPORT
for the period April 11 – 25, 2019

June 11, 2019

Larry Manalo, Committee Chairperson

Dave DeGroot, Vice Chair

Christine Bisson, Applied Behavioral Sciences

Brent Darwin, Business

Lydia V. Maxwell, Counseling

Kate Adams, English

Adrienne Allebe, Fine Arts

Sheri Bates, Kinesiology, Recreation and Athletics

Mary Pat Nelson, Health Sciences

Patrick McGuire, Industrial Technology

Andrea Sanders, Languages & Communication

Kellye Cohn, Academic/Student Services

Wendy Hadley, Life and Physical Sciences

Derek Mitchem, Mathematical Sciences

Kristy Treur, Public Safety

Thomas VanderMolen, Social & Behavioral Sciences

Associated Student Body Government (vacant)

Stephen Bernardo and Josie Cabanas, Admissions & Records Representative (non-voting)

Kathy Beckelhymer, Non-Credit Education (non-voting)

Dave DeGroot, Articulation Officer (non-voting)

Robert Curry, Vice President, Academic Affairs (non-voting)

Rebecca Andres, Curriculum Specialist (non-voting)

Approved by Academic Senate:



President, Academic Senate
Allan Hancock College

Date

Adopted by Board of Trustees:

President, Board of Trustees
Allan Hancock Joint Community College District

Date

NEW COURSES RECOMMENDED FOR ADOPTION

This section lists all new courses including credit, noncredit, experimental, and special topics.

NEW Credit Courses: Effective summer/fall 2020 and pending Chancellor's Office approval and publication of course details. Catalog year 2020-21.

Course Prefix	Course Title	Units
ACCT 105	Introduction to Accounting	3
ACCT 131	Financial Accounting 1	3
ACCT 132	Financial Accounting 2 Prerequisite: ACCT 131 Formerly ACCT 130: In the previous decade, the Financial Accounting course, ACCT 130 was taught as two semester length courses. The course was later changed to a single, 3-unit course and there was a significant reduction to the topics taught and the level of detail presented in the course. An SGID in an Accounting 130 class was conducted last year and the overwhelming opinion was there was too much material presented too fast. This opinion was true of successful students as well as struggling students. This is the consequence of combining two, 3-unit courses into one, 3-unit course. In reviewing financial accounting from six other community colleges, half of those colleges offer financial accounting as a five or six unit course. Other colleges offer it as a four-unit course. Offering financial accounting at Allan Hancock College as two, 3-unit courses would improve our success rates and provide a better foundation for our students.	3
ART 199U	Creative Art and Design Practices This is a new special topic course in the art discipline.	2

Course Review

Course Prefix & No.	Course Title	Units
ATH 104	Care and Prevention of Athletics Injuries	3
ATH 106	Orthopedic Injury Assess/Rehab Prerequisite: ATH 104, Advisories: BIOL 124, ENGL 101	4
COS 301	Intro to Cosmetology Prerequisite: Math 521 or Math 531 or higher	5
COS 310	Manicuring Prerequisite: Math 521 or Math 531 or higher	9
MMAC 112	Responsive Web Design Formerly titled Web Page Design	3

MAJOR COURSE MODIFICATIONS not resulting from Course Review. Modifications include but are not limited to course units, hours, prerequisites, co-requisites, advisories, and enrollment limitations. Specific modifications are listed below.

Course Prefix & No.	Course Title	Units
EMS 130	Principles of Emergency Management Modification of grading option from P/NP to Letter Grade only. Letter grade needs to be an option in some EMS program courses in order that students may be eligible for the degree.	3
DANC 148	Folklorico Concert Production Advisory: ENGL 514, Limitation on Enrollment: Audition Repeatable: 3 The course has been modified as a competition course	3

PROGRAM MODIFICATIONS

Catalog Year: 2020-21 and pending Chancellor's Office approval as needed.

Discipline	Program Title and Award	Units
ACCT	Accounting, Associate in Science Modifications to the program are a result of modifications to accounting courses. ACCT 131 and 132 are replacing ACCT 130 in this program and other programs in the Business department. Other modifications to this program include, replacing CBIS 101 with CBIS 141 Excel. Excel is a mandatory skill for all accountants. The total core units are changing from from 21 to 24 units, and the total major units from 27 to 30 units	30
BUS	Business Administration, Associate in Art Modifications: Removing ACCT 130, adding ACCT 131 and ACCT 132, total major units from 25 to 28 units	28
BUS	Business Administration, Associate in Science for Transfer Modifications: Removing ACCT 130, adding ACCT 131 and ACCT 132, increase total core units from 15 to 18, total major units changing from 25-26 to 28-29	28-29
BUS	Business: Marketing, Associate in Science Modifications: removing ACCT 100, ACCT 130, adding ACCT 131 and ACCT 132, core units changing from 27 to 30 units, total major units changing from 33 to 36 units.	36
BUS	Business: Management, Associate in Science	36

Modifications: Removing ACCT 100, ACCT 130, BUS/ECON 101, ECON 102, adding BUS 102, ACCT 131 and 132 to core, adding ENTR 101 and ENTR 102 to list of selected courses

CBIS	Computer Business Information Systems: Information Technology Fundamentals, Certificate of Accomplishment Modifications: removing CBIS 301 and CBIS 321, total core units from 9 to 3 units	3
CBIS	Computer Business Information Systems, Certificate of Achievement Modifications: ACCT 130 being replaced with ACCT 105	27
CBOT	Computer Applications and Office Management Associate in Science Modifications: program title change from Administrative Assistant/Secretarial, modified catalog description, modified program outcomes, adding BUS 107(3) to core courses and BUS 302 (3) to core courses, total core units from 23 to 29, removing list of selected units.	29
CBOT	Computer Applications and Office Management, Certificate of Achievement Modifications: program title change from Administrative Assistant/Secretarial, modified catalog description, modified program outcomes. adding BUS 107(3) and BUS 302 (3) to core courses, total core units from 23 to 29, removing list of selected courses.	29
CBOT	Computer Business Office Technology: Legal Secretarial, Certificate of Achievement Modifications: required core units from 21 to 27 units, total major units from 30 to 27 units, adding PLGL 105 and BUS 107 to required core courses, removing list of selected courses.	27
CBOT	Computer Business Office Technology: Legal Secretarial Associate in Science Modifications: required core units from 21 to 27 units, total major units from 30 to 27 units, adding PLGL 105 and BUS 107 to required core courses, removing list of selected courses.	27
CBOT	C Computer Business Office Technology: Word/Information Processing, Certificate of Achievement Modifications: removing ACCT 100, ACCT 130, and ACCT 150 from selected units, adding ACCT 105 to list of selected courses.	24
CBOT	Computer Business Office Technology: Word/Information Processing, Associate in Science Modifications: removing ACCT 100, ACCT130, and ACCT 150 from selected units, adding ACCT 105 to list of selected courses.	24

MISCELLANEOUS ITEMS

Modification	Course Prefix and No.	Course Title	Units	Effective
ESL corrections	Language regarding lecture and lab hours is being added to the ESL catalog descriptions.			
	ESL 538	Intermediate Writing for ESL (4)	4	2020-21
	ESL 541	Advanced Writing for ESL (4)	4	2020-21
	ESL 550	Fundamentals of Grammar (3)	3	2020-21
	ESL 551	Intermediate Grammar for ESL (3)		2020-21
			3	
Fire Tech corrections	The unit values for fire academy courses were reported incorrectly in the March 12, 2019 report.			
	FT 307	Firefighter 1 Academy 1A	6	2020-21
	FT 308	Firefighter 1 Academy 1B		2020-21
			7	

Allan Hancock College

Program Outline

Title: Accounting

Award Type: Associate in Science

All businesses need accounting information to measure their profitability, solvency, and liquidity. Accounting is known as the language of businesses and without it, businesses would be unable to communicate with leaders, stakeholders, and government authorities. The program focuses on traditional financial, managerial, and tax accounting principles and techniques. Coursework is sequenced in building blocks of knowledge and skills with an emphasis on learning by doing.

The associate degree in accounting prepares students for entry-level positions and professional advancement in public, private, and government accounting. Entry-level opportunities consist of positions such as accounts payable/receivable clerk, payroll accountant, accounting paraprofessional, tax examiner assistant, and junior cost accountant. This is a tech prep program.

The graduate of the Associate in Science in Accounting will:

- Record common bookkeeping and accrual transactions in an accounting information system.
- Explain and analyze business transactions involving assets, liabilities, equities, revenues and expenses
- Prepare and read a set of financial statements consisting of an income statement, balance sheet, statement of stockholders' equity and statement of cash flows.
- Perform common managerial/cost accounting analyses to help managers make better decisions.
- Be proficient in the use of computer applications such as QuickBooks, Excel, and Access.
- Perform an effective analysis of financial statement information.
- Prepare a basic individual and small business tax return and assist an individual or small business owner with common tax issues.
- Additional learning outcomes unique to the accounting or bookkeeping certificates: Explain, analyze and record payroll tax transactions.

Program Requirements

A major of 30 units is required for the associate in science degree.

Required core courses (24 units):		Units: 24
ACCT131	Financial Accounting 1	3
ACCT132	Financial Accounting 2	3
ACCT140	Managerial Accounting	3
ACCT150	Introduction to Accounting Information Systems	3
ACCT160	Introduction Financial Statement Analysis	3
ACCT170	Introduction to Tax Accounting	3
BUS101	Introduction to Business	3
CBIS141	Microsoft Excel-Comprehensive	3
Plus a minimum of 6 units selected from the following:		Units: 6
BUS104	Business Organization and Management	3
BUS107	Human Relations in Business	3
BUS110	Business Law	3
BUS130	Consumer & Family Finance	3
BUS140	Survey of International Business	3
BUS160	Business Communications	3
CBIS142	Microsoft Access-Comprehensive	3

Total Program Units **30**

Allan Hancock College⁷⁸ Program Outline

Title: Business Administration

Award Type: Associate in Arts

The associate degree program in business administration prepares students to begin upper-division work leading to a baccalaureate degree in business or business administration. Students will recall and apply significant business principles, produce work-based learning projects, and demonstrate the ability to follow oral and written instructions.

The graduate of the Associate in Arts in Business Administration will:

- Recall significant business administration issues, theories, and applications relevant to subsequent upper-division coursework.
 - Apply business administration principles to produce work-based learning projects related to upper-division coursework.
 - Demonstrate the ability to follow instructions on assignments and class activities.
-

Program Requirements

A major of 28 units is required for the associate in arts degree.

Required core courses (28 units):		Units: 28
ACCT131	Financial Accounting 1	3
ACCT132	Financial Accounting 2	3
ACCT140	Managerial Accounting	3
BUS101	Introduction to Business	3
BUS110	Business Law	3
CBIS101	Computer Concepts & Applications	3
ECON101	Principles of Macro-Economics	3
ECON102	Principles of Micro-Economics	3
MATH123	Elementary Statistics	4

Recommended electives:

BUS141	Global Economics	3
or		
ECON141	Global Economics	3
or		
GBST141	Global Economics	3
MATH135	Calculus with Applications	4

Total Program Units **28**

Allan Hancock College⁷⁹ Program Outline

Title: Business Administration

Award Type: Associate in Science for Transfer

The Associate in Science in Business Administration for Transfer degree prepares students to begin upper-division work leading to a California State University baccalaureate degree in business or business administration. Students will recall and apply significant business principles, produce work-based learning projects and demonstrate the ability to follow oral and written instructions.

Associate Degree for Transfer Requirements

Completion of 60 semester units that are eligible for transfer to the California State University, including the following:

A. The completion of the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE). [The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.]

B. A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.

C. Obtainment of a minimum grade point average of 2.0 with all courses in the major being completed with a grade of "C" or better.

The graduate of the Associate in Science for Transfer in Business Administration will:

- Recall significant business administration issues, theories and applications relevant to subsequent upper-division coursework.
 - Apply business administration principles to produce workbased learning projects related to upper-division coursework.
 - Demonstrate the ability to follow instructions on assignments and class activities.
-

Program Requirements

MAJOR COURSES: A major of 28-29 units is required for the associate in science in business administration for transfer degree. **Units: 18**

Required core units 18 units:

ACCT131	Financial Accounting 1	3
ACCT132	Financial Accounting 2	3
ACCT140	Managerial Accounting	3
BUS101	Introduction to Business	3
ECON101	Principles of Macro-Economics	3
ECON102	Principles of Micro-Economics	3

List A - select one course from the following (4 units): **Units: 4**

MATH123	Elementary Statistics	4
MATH135	Calculus with Applications	4

List B - select 2 courses below OR one course below and the course not selected in List A above. (6-7 units): **Units: 6 - 7**

BUS110	Business Law	3
CBIS101	Computer Concepts & Applications	3

General Education

Complete one of the following:

- a) CSU General Education Pattern 39 units
or
- b) Intersegmental General Education Transfer Curriculum 37 units

Double Counting: A maximum of 10 units can be double counted for the major and CSU GE or IGETC General Education requirements.

CSU Transferrable Electives:

Select additional courses, if needed, to achieve the 60 units required for the Associate in Science in Business Administration for Transfer degree.

Total Program Units

28.00 - 29.00

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Allan Hancock College⁸¹

Program Outline

Title: Business: Management

Award Type: Associate in Science

The associate of science degree program in business prepares students for entry-level management positions. Courses also provide a foundation for upper division courses in a baccalaureate degree program in Business. Students will recall and apply significant business principles, produce work-based learning projects, and demonstrate the ability to follow oral and written instructions.

The graduate of the Associate in Science in Business: Management will:

- Recall significant business issues, theories, and applications relevant to entry-level management positions and subsequent upper-division coursework.
 - Apply business principles to produce work-based learning projects related to entry-level management positions.
 - Demonstrate the ability to follow instructions on assignments and class activities.
-

Program Requirements

A major of 36 units is required for the associate in science.

Required core courses (27 units): **Units: 27**

ACCT131	Financial Accounting 1	3
ACCT132	Financial Accounting 2	3
BUS101	Introduction to Business	3
BUS102	Marketing	3
BUS104	Business Organization and Management	3
BUS107	Human Relations in Business	3
BUS110	Business Law	3
BUS160	Business Communications	3
CBIS101	Computer Concepts & Applications	3
or		
CBIS141	Microsoft Excel-Comprehensive	3
or		
CBOT131	Introduction to Word Processing	3

Plus a minimum of 9 units selected from the following: **Units: 9**

BUS106	Small Business Management	3
BUS111	Internet Marketing	3
BUS140	Survey of International Business	3
CWE149	Cooperative Work Experience OCCUPATIONAL	1 - 3
ENTR101	Intro to Entrepreneurship	3
ENTR102	Entrepreneurship Projects	3

Total Program Units **36**

Allan Hancock College⁸²

Program Outline

Title: Business: Marketing

Award Type: Associate in Science

The associate of science degree program in business prepares students for entry-level management positions. Courses also provide a foundation for upper division courses in a baccalaureate degree program in Business. Students will recall and apply significant business principles, produce work-based learning projects, and demonstrate the ability to follow oral and written instructions.

The graduate of the Associate in Science in Business: Marketing will:

- Recall significant business issues, theories, and applications relevant to entry-level management positions and subsequent upper-division coursework.
 - Apply business principles to produce work-based learning projects related to entry-level management positions.
 - Demonstrate the ability to follow instructions on assignments and class activities.
-

Program Requirements

A major of 36 units is required for the associate in science degree.

Required core courses 30 units. Units: 30

ACCT131	Financial Accounting 1	3
ACCT132	Financial Accounting 2	3
BUS101	Introduction to Business	3
BUS102	Marketing	3
BUS104	Business Organization and Management	3
BUS107	Human Relations in Business	3
BUS110	Business Law	3
BUS160	Business Communications	3
BUS302	Essentials of Management	3
CBIS101	Computer Concepts & Applications	3
or		
CBIS142	Microsoft Access-Comprehensive	3
or		
CBOT333	Business Desktop Publishing	3

Plus a minimum of 6 units selected from the following: Units: 6

BUS103	Advertising	3
BUS106	Small Business Management	3
BUS111	Internet Marketing	3
BUS140	Survey of International Business	3
BUS303	Sales And Marketing	3
BUS149	Cooperative Work Experience: Occupational *	1 - 8

*: (related to Marketing)

Total Program Units 36

Allan Hancock College⁸³

Program Outline

Title: Computer Applications and Office Management

Award Type: Associate in Science

The Computer Applications and Office Management degree and certificate programs are designed to provide students with the computer application and office administration skills required for employment in a wide variety of fields. Training includes all phases of administrative operations, management essentials and business communication with emphasis on software applications, such as word processing, business desktop publishing, spreadsheets, presentation graphics and records management. The degree and certificate options prepare students for occupations in office management, computer support, records management and employment as an administrative or executive assistant.

The graduate of the Associate in Science in Computer Applications and Office Management will:

- Demonstrate the use of appropriate software applications to analyze and solve problems related to office administration.
 - Apply business principles to produce work-based learning projects.
 - Demonstrate proper administrative operations and procedures for business.
 - Communicate clearly and professionally.
-

Program Requirements

A major of 29 units is required for the associate of science degree.

Units: 29

Required core courses (29 units):

CBOT131	Introduction to Word Processing	3
CBOT333	Business Desktop Publishing	3
BUS160	Business Communications	3
CBOT132	Advanced Word Processing	3
BUS302	Essentials of Management	3
CBOT302	Records Management	2
CBOT337	Presentation Design - PowerPoint	3
BUS107	Human Relations in Business	3
CBIS141	Microsoft Excel-Comprehensive	3
CBOT334	Administrative Office Procedures	3

Total Program Units

29

Allan Hancock College⁸⁴ Program Outline

Title: Computer Applications and Office Management

Award Type: Certificate of Achievement

The Computer Applications and Office Management degree and certificate programs are designed to provide students with the computer application and office administration skills required for employment in a wide variety of fields. Training includes all phases of administrative operations, management essentials and business communication with emphasis on software applications, such as word processing, business desktop publishing, spreadsheets, presentation graphics and records management. The degree and certificate options prepare students for occupations in office management, computer support, records management and employment as an administrative or executive assistant.

The graduate of the Certificate of Achievement in Computer Applications and Office Management will:

- Demonstrate the appropriate use of software applications to analyze and solve problems related to office administration.
 - Apply business principles to produce work-based learning projects.
 - Demonstrate proper administrative operations and procedures for business.
 - Communicate clearly and professionally.
-

Program Requirements

A major of 29 units is required for the certificate.

Units: 29

Required core courses (29 units):

CBOT131	Introduction to Word Processing	3
CBOT333	Business Desktop Publishing	3
BUS160	Business Communications	3
CBOT132	Advanced Word Processing	3
BUS302	Essentials of Management	3
CBOT302	Records Management	2
CBOT337	Presentation Design - PowerPoint	3
BUS107	Human Relations in Business	3
CBIS141	Microsoft Excel-Comprehensive	3
CBOT334	Administrative Office Procedures	3

Total Program Units

29

Allan Hancock College⁸⁵

Program Outline

Title: Computer Business Office Technology: Legal Secretarial

Award Type: Associate in Science

Legal Secretarial is designed to provide training for specialized secretarial/administrative assistant careers in law offices, legal departments of businesses, real estate firms, and civil service. Training includes all phases of administrative/secretarial work with emphasis on business law and legal office procedures.

The graduate of the Associate in Science in Computer Business Office Technology: Legal Secretarial will:

- Apply proper administrative operations and procedures for business.
 - Demonstrate the use of software applications to accomplish appropriate tasks.
 - Analyze and solve problems related to legal office procedures and administrative operations.
 - Communicate clearly and professionally.
-

Program Requirements

A major of 27 units is required for the associate of science degree.

Required core courses (27 units):		Units: 27
BUS107	Human Relations in Business	3
BUS110	Business Law	3
BUS160	Business Communications	3
CBOT131	Introduction to Word Processing	3
CBOT132	Advanced Word Processing	3
CBOT305	Legal Office Procedures	3
CBOT334	Administrative Office Procedures	3
PLGL101	Intro to Paralegal Studies	3
PLGL105	Legal Analysis & Writing	3
Total Program Units		27

Allan Hancock College⁸⁶ Program Outline

Title: Computer Business Office Technology: Legal Secretarial

Award Type: Certificate of Achievement

Legal Secretarial is designed to provide training for specialized secretarial/administrative assistant careers in law offices, legal departments of businesses, real estate firms, and civil service. Training includes all phases of administrative/secretarial work with emphasis on business law and legal office procedures.

The graduate of the Certificate of Achievement in Computer Business Office Technology: Legal Secretarial will:

- Demonstrate the use of software applications to accomplish appropriate tasks.
 - Apply proper administrative operations and procedures for business.
 - Analyze and solve problems related to legal office procedures and administrative operations.
 - Communicate clearly and professionally.
-

Program Requirements

A total of 27 units is required for the certificate.

Required core courses (27 units):		Units: 27
BUS107	Human Relations in Business	3
BUS110	Business Law	3
BUS160	Business Communications	3
CBOT131	Introduction to Word Processing	3
CBOT132	Advanced Word Processing	3
CBOT305	Legal Office Procedures	3
CBOT334	Administrative Office Procedures	3
PLGL101	Intro to Paralegal Studies	3
PLGL105	Legal Analysis & Writing	3
Total Program Units		27

Allan Hancock College⁸⁷

Program Outline

Title: Computer Business Office Technology: Word/Information Processing

Award Type: Associate in Science

Word/Information Processing, is designed to provide specialized training for the development of the skills needed for those in management positions that want to enhance their technical office skills. Training includes administrative office procedures with emphasis on word processing, desktop publishing and presentation graphics.

The graduate of the Associate in Science in Computer Business Office Technology: Word/Information Processing will:

- Apply proper administrative operations and procedures for business.
 - Demonstrate the use of software applications to accomplish tasks.
 - Analyze and solve problems related to administrative operations.
 - Communicate clearly and professionally.
-

Program Requirements

A major of 24 units is required for the associate of science degree.

Required core courses (15 units):	Units: 15
CBOT131 Introduction to Word Processing	3
CBOT132 Advanced Word Processing	3
CBOT333 Business Desktop Publishing	3
CBOT334 Administrative Office Procedures	3
CBOT337 Presentation Design - PowerPoint	3
or	
CBIS337 Presentation Design - PowerPoint	3

Plus a minimum of 9 units selected from the following:	Units: 9
ACCT105 Introduction to Accounting	3
BUS101 Introduction to Business	3
BUS160 Business Communications	3
CBIS141 Microsoft Excel-Comprehensive	3
CBIS142 Microsoft Access-Comprehensive	3
BUS372 Workplace Diversity	0.5
BUS377 Managing Service Quality	0.5
CWE149 Cooperative Work Experience OCCUPATIONAL	1 - 8

Total Program Units **24**

Allan Hancock College

Program Outline

Title: Computer Business Office Technology: Word/Information Processing

Award Type: Certificate of Achievement

Word/Information Processing, is designed to provide specialized training for the development of the skills needed for those in management positions that want to enhance their technical office skills. Training includes administrative office procedures with emphasis on word processing, desktop publishing and presentation graphics.

The graduate of the Certificate of Achievement in Computer Business Office Technology:

Word/Information Processing will:

- Apply proper administrative operations and procedures for business.
 - Demonstrate the use of software applications to accomplish tasks.
 - Analyze and solve problems related to administrative operations.
 - Communicate clearly and professionally.
-

Program Requirements

A total of 24 units is required for the certificate.

Required core courses (15 units):

Units: 15

CBOT131	Introduction to Word Processing	3
CBOT132	Advanced Word Processing	3
CBOT333	Business Desktop Publishing	3
CBOT334	Administrative Office Procedures	3
CBOT337	Presentation Design - PowerPoint	3
or		
CBIS337	Presentation Design - PowerPoint	3

Plus a minimum of 9 units selected from the following:

Units: 9

ACCT105	Introduction to Accounting	3
BUS101	Introduction to Business	3
BUS160	Business Communications	3
CBIS141	Microsoft Excel-Comprehensive	3
CBIS142	Microsoft Access-Comprehensive	3
BUS372	Workplace Diversity	0.5
BUS377	Managing Service Quality	0.5
CWE149	Cooperative Work Experience OCCUPATIONAL	1 - 8

Total Program Units

24

Allan Hancock College⁸⁹

Program Outline

Title: Computer Business Information Systems

Award Type: Certificate of Achievement

If you enjoy using technology and helping others then a career in information technology may be for you. The Computer and Business Information Systems (CBIS) program is a comprehensive certificate where you will learn business concepts along with needed technical skills to help support a company's information systems' needs. This is a Tech Prep program (see "Programs of Study" for information about Tech Prep).

The graduate of the Certificate of Achievement in Computer Business Information Systems will:

- Understand the fundamentals of business, and how they relate to information systems needs of a business.
 - Use effective written and oral communication to support business information systems needs.
 - Develop technical skills to analyze and solve problems both independently and in teams, using a variety of problem-solving approaches and selecting the appropriate software.
 - Analyze/design/develop/deploy/maintain and manage business applications.
-

Program Requirements

A major of 21 units is required for a certificate of achievement.

Required core courses (21 units)		Units: 21
ACCT105	Introduction to Accounting	3
BUS101	Introduction to Business	3
CBIS101	Computer Concepts & Applications	3
CBIS108	Networking and Administration	3
CBIS112	Intro to Visual Basic Program	3
CBIS141	Microsoft Excel-Comprehensive	3
CBIS142	Microsoft Access-Comprehensive	3
Total Program Units		21

Allan Hancock College⁹⁰

Program Outline

Title: Information Technology Fundamentals

Award Type: Certificate of Accomplishment

This certificate provides the basic computer skills that every student need. The focus will be on understanding and using computer applications such as word processing, spreadsheets, database, and presentation and application of this knowledge to the business setting.

The graduate of the Certificate of Accomplishment in Information Technology Fundamentals will:

- Understand the fundamentals of business and how they relate to information systems' needs of a business.
 - Use effective written and oral communication to support business information systems needs.
 - Develop technical skills to analyze and solve problems both independently and in teams, using a variety of problem-solving approaches and selecting the appropriate software.
 - Analyze/design/develop/deploy/maintain and manage business applications.
-

Program Requirements

A total of 3 units is required for the certificate.

Core courses

Units: 3

CBIS101	Computer Concepts & Applications	3
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Total Program Units

3

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**ACTION ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	June 11, 2019
Subject: Acceptance of Grants Approved	Item Number: 12.B.
Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures: Page 1 of 1

The office of institutional grants has been notified of the funding for the following grant in the amount of \$13,030.

BACKGROUND:

1. State of California Department of Resources - Recycling and Recovery (CalRecycle): Food Waste Prevention and Rescue Grant Program (\$13,030)

The college has been awarded funding in collaboration with the Community Environmental Council to expand the Santa Barbara County Food Rescue Program. The project will purchase equipment for Allan Hancock College, as well as Santa Barbara City College and UC Santa Barbara, to allow receipt and safe storage of prepared foods. Rescued foods will be redistributed to feed food insecure students. The project will divert approximately 84,000 pounds of food from landfill disposal over the grant term.

The project period is April 24, 2019 to April 1, 2021. (Submitted by Christine Bisson)

FISCAL IMPACT:

1. State of California Department of Resources - Recycling and Recovery (CalRecycle): Food Waste Prevention and Rescue Grant Program, in the amount of \$13,030.

RECOMMENDATION:

Staff recommends that the board of trustees accept these contracts for a total of \$13,030 in restricted funds to the district.

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

To: Board of Trustees	Date:
From: Superintendent/President	June 11, 2019
Subject: Change of Status of Faculty Member	Item Number: 12.C.
Strategic Goal: Goal IR1: To recruit and retain quality employees.	Enclosures: Page 1 of 1

BACKGROUND:

The following personnel action is recommended:

Workload Reduction under California Education Code 87483 (Willie Brown Act)

Krystyna Musev, mathematics instructor, mathematical sciences, requests a continuation of workload reduction from 100 percent to 79.2 percent full-time equivalency, a reduction of 20.8 percent, effective 2019-2020 academic year.

It is anticipated that Ms. Musev will return to full-time status at the beginning of fall semester 2020 or will submit a request to continue working a reduced workload.

FISCAL IMPACT

The savings to the unrestricted general fund is approximately \$17,094 for the 2019-2020 fiscal year. Backfill will be provided by part-time faculty.

RECOMMENDATION

Staff recommends that the board of trustees approve the continued reduced workload (Willie Brown Act) for Krystyna Musev, mathematics instructor, mathematical sciences, from 100 percent to 79.2 percent full-time equivalency for the 2019-2020 academic year, under the provisions of California Education Code Section 87483 (Willie Brown Act) and the District's contractual agreement with the Faculty Association of Allan Hancock College, and to be renewed each year for a maximum of ten years unless the instructor and the district mutually agree to change the conditions of the reduced workload.

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

To: Board of Trustees	Date:
From: Superintendent/President	June 11, 2019
Subject: Classified and Educational Management Employment Agreements	Item Number: 12.D.
Strategic Goal: Goal IR1: To recruit and retain quality employees.	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 and extension on their current agreement:

Executive Management

Educational Managers:

- Nohemy Ornelas July 1, 2019 through June 30, 2022
- Paul Murphy July 1, 2019 through June 30, 2022
- Robert Curry July 1, 2019 through June 30, 2022

Classified Manager:

- Eric Smith July 1, 2019 through June 30, 2022

(Continued)

FISCAL IMPACT

None

RECOMMENDATION

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

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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The following employees are recommended for an extension on their current agreement:

Management Association

Educational Managers:

- Mark Booher July 1, 2019 through June 30, 2021
- Gustavo Enriquez-Fernandez July 1, 2019 through June 30, 2021
- Kim Ensing July 1, 2019 through June 30, 2021
- Thomas Lamica July 1, 2019 through June 30, 2021
- Margaret Lau July 1, 2019 through June 30, 2021
- Mitchel McCann July 1, 2019 through June 30, 2021
- Richard Mahon July 1, 2019 through June 30, 2021
- Ana Sofia Ramirez-Gelpi July 1, 2019 through June 30, 2021
- Rick Rantz July 1, 2019 through June 30, 2020
- Yvonne Teniente-Cuello July 1, 2019 through June 30, 2021

Classified Managers:

- Catherine Farley July 1, 2019 through June 30, 2021
- Petra Gomez July 1, 2019 through June 30, 2020
- Jon Hooten July 1, 2019 through June 30, 2021
- LeeAnne McNulty July 1, 2019 through June 30, 2021
- Lauren Milbourne July 1, 2019 through June 30, 2021
- Holly Nolan Chavez July 1, 2019 through June 30, 2021
- Diana Perez July 1, 2019 through June 30, 2021
- Marian Quaid Maltagliati July 1, 2019 through June 30, 2021
- Ruben Ramirez July 1, 2019 through June 30, 2021
- Stephanie Robb July 1, 2019 through June 30, 2021
- Jennifer Schwartz July 1, 2019 through June 30, 2021
- Marina Washburn July 1, 2019 through June 30, 2021

**ACTION ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	June 11, 2019
Subject: Memorandum of Understanding Between the Allan Hancock Joint Community College District and the California School Employees Association, Chapter #251, Professional Development	Item Number: 12.E.
Strategic Goal: Goal IE1: To identify the institutional capacity to fulfill the college mission	Enclosures: Page 1 of 3

BACKGROUND

This memorandum of understanding (MOU) between the Allan Hancock Joint Community College District and the California School Employees Association, Chapter #251 represents mutual agreement by the Parties that this MOU is of limited duration and solely for the purpose of addressing funding under the AB 1840 block grant; all training sessions under AB 1840 shall be related to “Vision for Success”. This provision pertaining to the Classified School Employee Professional Development Block Grant Program, shall sunset on June 30, 2020.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees ratify the Memorandum of Understanding between the Allan Hancock Joint Community College District “District” and California School Employees Association and its Allan Hancock College Chapter #251 “CSEA” regarding professional development funds to support the Vision for Success.

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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Memorandum of Understanding

between the

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT

and the

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, and its ALLAN HANCOCK
CHAPTER #251

May 8, 2019

Introduction

The following Memorandum of Understanding (MOU) reflects the full and complete agreement of the California School Employees Association and its Allan Hancock Chapter # 251 (hereafter “CSEA”) and the Allan Hancock Community College District (hereafter “District”) regarding the utilization of AB 1840 SEC. 38 (2018); AB 1840 allocates professional development funds for Classified Community College Employees to support the Vision for Success, the strategic plan for the California Community College System.

Joint Interests

The need for a Memorandum of Understanding between the District and CSEA is because of the following joint interests:

- The District and CSEA believe in a well-trained workforce and for classified staff to attend training sessions.
- Utilizing the staff development dollars under the original intention of AB 1840 for “purposes relating to the “Vision for Success”.
- The District and CSEA agree that training should occur during a regular work day and is of no cost to the unit member.
- The District and CSEA agree that AB1840 professional development funds will be spent efficiently/effectively for providing training to CSEA members.

Implementation.

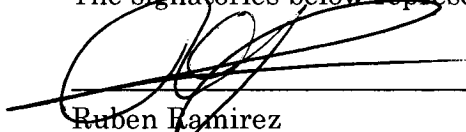
In order to meet the interests of both CSEA and the District (the Parties), the Parties agree to the following:

1. The primary interest for these training sessions involve topics related to “Vision for Success”.

2. The professional development offered shall be delivered in a manner that best meets the needs of the students served, program priorities, and employee schedules.
3. The Parties will meet during monthly Labor / Management Team meetings to mutually select and plan an event(s) according to the Joint Interest tenants outlined above.
4. Training session(s) planned from the Labor / Management meetings will be funded by the AB 1840 dollars.
5. The Parties agree that this MOU is of limited duration and solely for the purpose of addressing the funding grant under AB 1840. Per AB 1840, this provision pertaining to the Classified School Employee Professional Development Block Grant Program, shall sunset on June 30, 2020.


This is a one-time agreement that does not set precedence and cannot be applied to any other situation within the District.

The signatories below represent they are authorized to enter into this MOU.



 Ruben Ramirez
 Chief Human Resources Officer
 Allan Hancock Community College District

Date: 5/8/19



 Veronica Reyes
 President,
 CSEA, Chapter #251

Date: 5.8.19

 Phyllis Comstock
 Labor Relations Representative
 CSEA
 Date: _____

**ACTION ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	June 11, 2019
Subject: Adoption of the 2019-2020 Tentative Budget	Item Number: 12.F.
Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures: Page 1 of 31

BACKGROUND

Attached is the 2019-2020 Allan Hancock Joint Community College District tentative budget. The budget document is submitted for review and adoption.

Section 58196 of Title 5 of the California Code of Regulations requires that each district develop a tentative budget and forward an information copy to the appropriate county officer on or before the first day of July in each year.

The budgets presented are only tentative and subject to further review and revision. Included are initial projections of income and expenditures for fiscal year 2019-2020. Further adjustments will be made as the district ledgers are closed for fiscal year 2018-2019, as the state of California's budget is finalized, and as refinements in expenditure projections are completed.

A proposed budget will be available for public inspection September 3 through 6, 2019. The district is required to hold a public hearing and adopt the 2019-2020 budget on or before the 15th day of September. The board of trustees is required to establish a date for the public hearing.

(continued)

FISCAL IMPACT

The tentative budget provides the initial estimate of funding available for fiscal year 2019-2020.

RECOMMENDATION

Staff recommends that the board of trustees adopt the 2019-2020 tentative budget and establish a public hearing for September 10, 2019, at 6:00 p.m. in the Allan Hancock College Boardroom (B 100).

Administrator Initiating Item: Eric D. Smith	Final Disposition:
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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
- Health Exams Fund
- Property and Liability Self-Insurance Fund
- Post-Employment Benefits Fund
- Student Financial Aid Trust Fund
- Scholarship and Loan Trust Fund
- Associated Students Trust Fund
- Student Representation Fee Trust Fund
- Student Body Center Fee Trust Fund
- District Trust Fund
- Student Clubs Agency Fund
- Foundation Agency Fund
- AHC Viticulture & Enology Foundation Agency Fund

GENERAL FUND UNRESTRICTED BUDGET

Budget development activities for fiscal year 2019-2020 have focused on maintaining fiscal stability and bolstering reserves. At this time the legislature has not approved the Governor’s proposed revision to the California Community College funding formula. As such this tentative budget assumes funding similar to that reported in the First State General Apportionment (P1) in 2018-19, increased by the statutory COLA of 3.26% in fiscal year 2019-20; the result is that the 2019-20 tentative budget is out of balance by **\$444,992**.

	2018-19 Adopted Budget	2019-20 Tentative Budget
Revenue	\$65,053,588	\$67,202,268
Expense	\$64,872,699	\$67,647,260
Income	\$180,889	<\$444,992>
Unrestricted Reserve	\$8,199,478	\$10,182,345
% of Total Expenditure	12.64%	15.05%

INCOME

Notable changes to income include the following:

Student Centered Funding Formula including COLA	\$2,337,642
Projected Local Deficit @ 1.5%	\$(933,273)
Interest Revenue	\$250,000
Lottery	\$158,097
Non Resident Tuition	\$(75,000)
Contributed Income	\$100,000

EXPENDITURES

The tentative fiscal year 2019-2020 budgeted expenditures reflect continuation of existing programs and services at the 2018-2019 approved funding levels, with the addition of projected expenses for increases in salary schedule movement, new hires, departmental reorganizations, employee re-classes, increases in PERS/STRS, bargaining unit settlements and other significant changes known at this time. STRS decreased due to a decrease in the employer rate contribution. Other benefits decreased due to a decrease in workers compensation rates. Capital outlay decreased due to the transfer to some maintenance expense to redevelopment revenues budgeted in the capital outlay fund. Other Outgo increased due the proposed inter-fund transfer increase to PCPA discussed in greater detail in the section on the PCPA fund.

Notable changes to expenditures include the following:

Salaries	\$2,338,349
STRS	\$(231,983)
PERS	\$345,672
Other Benefits	\$(103,447)
Supplies	\$26,398
Other Operating	\$(92,602)
Capital Outlay	\$(132,826)
Other Outgo	\$625,000

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 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 all revenues for, or from the 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.

As a program of Allan Hancock College, PCPA has historically received a transfer of funds from the college to support operational expenses, which includes among other items materials and salaries. PCPA uses a combination of revenue streams for budgeting including the transfer from AHC, earned revenue that includes ticket sales, concession sales, handling fees, etc. and contributed revenue which includes donations from individuals, corporations and foundation awards.

In 2016, Governor Jerry Brown signed into law the \$15 Minimum Wage Law. This law mandates incremental increases to minimum wage and to the exempt salary rate starting in 2017 and ending in 2022. The first two years of this law increased the minimum wage by .50 an hour and the last four years the increases to minimum wage are \$1 an hour until the minimum wage reaches \$15 an hour in 2022. For PCPA employees that are exempt, the legal minimum salary is the minimum wage rate doubled and then multiplied by the amount of hours worked in a year. In the past four years the exempt minimum wage has increased by 33%. By the time minimum wage hits \$15 in 2022, the minimum exempt rate will be 67% more than the rate in 2015. At full implementation, costs to PCPA will have increased nearly \$700,000.

PCPA has not had an increase in the operational support transfer from the district's general fund since 2011. As a result, the district operational support has not kept pace with inflation and the changes necessitated by the increase in salaries due to the ongoing increases in the minimum wage. We have been evaluating PCPA's financial position over the last several months and are now recommending an increase in the annual transfer amount. Although the proposed transfer amount is substantial, we believe it is in the district and PCPA's best interest to comprehensively address this issue rather than revisiting it on an annual basis.

CAPITAL OUTLAY PROJECTS FUND

The capital outlay projects fund is used to account for the accumulation of money for the acquisition of capital outlay items or construction. Projects include scheduled maintenance and capital outlay projects.

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 2006-07. The second and third series in the amount of \$30 million were issued during 2009-10. The fourth series was issued during 2012-13 in the amount of approximately \$39 million. The fifth series in the amount of approximately \$8.8 million was issued during 2013-14. General Obligation Refunding Bonds were issued during 2014-15 (outstanding Series A bonds in the amount of \$52,260,000 were refinanced). General Obligation Refunding Bonds also were issued during 2015-16 (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 project.

DENTAL SELF-INSURANCE FUND

This fund is used to account for the income and expenditures of the dental self-insurance program. Based on the current fund balance and utilization data, it appears unlikely that a rate increase will be required.

HEALTH EXAMS FUND

The health exams fund is a self-insurance fund and accounts for the transactions related to the employee physical examinations benefit. The district will maintain a fund balance equal to projected outstanding obligations as of June 30, 2019.

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.

STUDENT FINANCIAL AID TRUST FUND

The student financial aid trust fund accounts for the deposit and direct payment of government-funded student aid. These moneys are restricted and may not be used for other purposes. The 2019-2020 budget reflects the initial grant allocation per the U.S. Department of Education statement of account for the 2019-2020 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.

ASSOCIATED STUDENTS TRUST FUND

The associated student's trust fund is designated to account for moneys held in trust by the district for organized student body associations. The fund is supported in part by a \$50,000 annual distribution received as a portion of commissions paid to AHC from Follett for operation of the campus bookstore.

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 expended 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 the 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.

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 clubs 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.

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 2019.

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
2019-2020 TENTATIVE
GENERAL FUND - UNRESTRICTED**

Account Number	Description	2018-19 Revised Adopted	2018-19 Actual	2019-20 Tentative Budget
	Unrestricted	8,003,340	8,003,340	10,626,977
	Restricted Reserves	4,298,160	4,298,160	2,553,744
	NET BEGINNING BALANCE JULY 1	12,301,500	12,301,500	13,180,721
	FEDERAL INCOME			
8110	Forest Reserve	4,200	4,200	4,200
8199	Other Federal Income	30,000	30,000	30,000
Total	Federal Income	34,200	34,200	34,200
	STATE INCOME			
8612	Principal Apportionment	30,748,510	30,748,510	32,020,938
8612	Principal Apportionment - Prior Year	1,343,357	1,343,357	0
8611	Apprenticeship	109,299	109,299	109,299
8613	Board Financial Assistance Program	136,764	136,764	136,764
8630	Education Protection Account	8,677,561	8,677,561	8,600,000
8671	Homeowners Property Tax Relief	75,000	75,000	75,000
8681	Lottery Funds	1,291,503	1,291,503	1,449,600
8685	Mandated Cost Claims	273,319	273,319	289,536
8685	Mandate Block Grant	0	0	0
8690	STRS On-Behalf Of Revenue/Other State Revenue	1,578,022	1,578,022	1,578,021
8990	Other State Funds	229,002	229,002	229,002
Total	State Income	44,462,337	44,462,337	44,488,160
	LOCAL INCOME			
8811	District Taxes - Secured Roll	14,230,905	14,230,905	14,200,000
8812	District Taxes - Supplemental Roll	0	0	0
8813	District Taxes - Unsecured Roll	980,050	980,050	990,000
8816	District Taxes - Prior Years	0	0	0
8817	District Taxes - ERAF	2,684,548	2,684,548	2,700,000
8818	Redevelopment Agency Funds	200,000	200,000	200,000
8820	Contributed Income	210,000	210,000	310,000
8831	Contract Instructional Services	160,000	160,000	160,000
8840	Sales	18,000	18,000	1,500
8850	Rentals and Leases	20,000	20,000	6,000
8860	Interest and Investment Income	500,000	500,000	500,000
8872	Community Services Classes	120,000	120,000	120,000
8874	Enrollment Fees	2,533,286	2,533,286	2,550,000
8875	Use of Nondistrict Facilities	2,500	2,500	0
8877	Sales, Instructional Materials	353,863	353,863	355,768
8879	Student Records	50,000	50,000	50,000
8880	Nonresident Tuition	435,000	435,000	435,000
8885	Student Fines/Fees	7,000	7,000	7,000
8890	Miscellaneous Income	875,000	875,000	30,000
8890	Prior Year Adjustment	0	0	0
8891	Parking Citations	60,000	60,000	60,000
Total	Local Income	23,440,152	23,440,152	22,675,268
	INCOMING TRANSFERS			
8980	Interfund Transfers	562,500	562,500	5,000
Total	Incoming Transfers	562,500	562,500	5,000
TOTAL	INCOME - ALL SOURCES	68,499,189	68,499,189	67,202,628
TOTAL	BEGINNING BALANCE AND INCOME	80,800,689	80,800,689	80,383,349

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2019-2020 TENTATIVE
GENERAL FUND - UNRESTRICTED**

Account Number	Description	2018-19 Revised Adopted	2018-19 Actual	2019-20 Tentative Budget
1000	ACADEMIC SALARIES			
1100	Regular-Instructional Salaries	9,499,778	9,499,778	10,321,487
1200	Regular Non-Instructional Salaries	5,445,779	5,445,779	5,665,353
1300	Other Instructional Salaries	8,923,058	8,923,058	9,100,652
1400	Other Non-Instructional Salaries	899,379	899,379	865,875
Total	Academic Salaries	24,767,994	24,767,994	25,953,367
2000	CLASSIFIED SALARIES			
2100	Regular Classified Salaries	13,519,933	13,519,933	14,620,085
2200	Regular Inst Aide Salaries	1,072,189	1,072,189	1,270,730
2300	Other Classified Salaries	663,577	663,577	673,509
2400	Other Inst Aide Salaries	421,275	421,275	433,302
Total	Classified Salaries	15,676,974	15,676,974	16,997,626
3000	STAFF BENEFITS			
3100	State Teachers' Retirement	4,366,992	4,366,992	4,134,091
3200	Public Employees' Retirement	2,621,228	2,621,228	2,966,899
3300	Social Security - OASDI	1,469,817	1,469,817	1,567,790
3400	Health and Welfare	4,290,753	4,290,753	4,080,582
3500	Unemployment Insurance	55,913	55,913	61,745
3600	Workers' Compensation Insurance	362,254	362,254	370,977
3700	Other Benefits Retirement	0	0	0
3900	Other Benefits	50,695	50,695	19,505
Total	Staff Benefits	13,217,652	13,217,652	13,201,589
4000	BOOKS, SUPPLIES, AND MATERIALS			
4300	Instructional Supplies	567,812	567,812	583,266
4500	Non-Instructional Supplies	676,468	676,468	638,204
4600	Pupil Transportation Supplies	225,371	225,371	217,094
4700	Food Supplies	26,119	26,119	21,630
Total	Books, Supplies, and Materials	1,495,770	1,495,770	1,460,194
5000	OPERATING EXPENSES & SERVICES			
5100	Contract for Personal Services	2,460,812	2,460,812	1,410,066
5200	Travel, Conf. and In-Service Training	282,360	282,360	233,636
5300	Dues, Memberships, and Licenses	585,128	585,128	606,860
5400	Insurance	381,878	381,878	376,824
5500	Utilities and Housekeeping Services	1,948,253	1,948,253	1,775,082
5600	Rents, Leases and Repairs	1,893,603	1,893,603	1,839,020
5700	Legal, Elections and Audit Expenses	529,788	529,788	324,852
5800	Other Services, Postage, Advertising	427,785	427,785	362,620
5900	Other Operating Expenses	(92,682)	(92,682)	(175,000)
Total	Operating Expenses & Services	8,416,925	8,416,925	6,753,960

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2019-2020 TENTATIVE
GENERAL FUND - UNRESTRICTED**

Account Number	Description	2018-19 Revised Adopted	2018-19 Actual	2019-20 Tentative Budget
6000	CAPITAL OUTLAY			
6100	Sites and Improvements	13,147	13,147	0
6200	Buildings & Improvements	61,279	61,279	0
6300	Books and Media for Libraries	77,524	77,524	77,274
6400	Equipment	973,179	973,179	614,694
Total	Capital Outlay	1,125,129	1,125,129	691,968
7000	OTHER OUTGO			
7300	Interfund Transfer - Capital Maintenance Reserve	207,960	207,960	207,960
7300	Interfund Transfer - Technology Reserve	0	0	0
7300	Interfund Transfer - Cap Proj - Misc Projects	904,532	904,532	15,000
7300	Interfund Transfer - Co-curricular	168,483	168,483	127,047
7300	Interfund Transfer - Child Development	10,000	10,000	10,000
7300	Interfund Transfer - PCPA	1,431,949	1,431,949	2,031,949
7300	Interfund Transfer - P&L	0	0	0
7300	Interfund Transfer - ASBG	50,000	50,000	50,000
7300	Interfund Transfer - Restricted G/F	71,100	71,100	71,100
7300	Interfund Transfer - Miscellaneous	0	0	0
7500	Student Financial Aid	75,000	75,000	75,000
7600	Misc Payments to/for Students	500	500	500
Total	Other Outgo	2,919,524	2,919,524	2,588,556
Total	Expenditures and Other Outgo	67,619,968	67,619,968	67,647,260
7900	Appropriation for Contingencies	10,344,632	0	10,182,345
7920	Reserve for Recovery	0	0	0
7922	Restricted Reserve-Mandate Funds	850,966	850,966	850,966
7923	Reserve for One-Time Funds	474,822	0	0
7995	Reserve for Attrition	0	0	0
7925	Restricted Reserve	1,402,778	1,402,778	1,402,778
7991	Reserve for Reallocation	107,523	300,000	300,000
7994	Reserve for OPEB	0	0	0
TOTAL	EXPENDITURES, OTHER OUTGO AND CONTINGENCIES	80,800,689	70,173,712	80,383,349
	General Reserve (Net Ending Balance)		10,626,977	
GRAND TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	80,800,689	80,800,689	80,383,349

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2019-2020 TENTATIVE
GENERAL FUND - RESTRICTED**

Account Number	Description	2018-19 Revised Adopted	2018-19 Actual	2019-20 Tentative Budget
	NET BEGINNING BALANCE JULY 1	13,230,045	13,230,045	11,925,688
	FEDERAL INCOME			
8120	College Work Study	250,543	250,543	235,247
8121	Higher Education Act/Title V	1,084,795	1,084,795	0
8133	Workforce Investment Act WIA	0	0	0
8140	TANF	19,326	19,326	0
8170	VTEA - Basic Grant	0	0	0
8170	VTEA - Special Projects	666,992	666,992	0
8170	Tech-Prep/CTE Grants	0	0	0
8199	Other Federal Income	1,014,448	1,014,448	322,823
Total	Federal Income	3,036,104	3,036,104	558,070
	STATE INCOME			
83132	Basic Skills Apportionment	835,171	835,171	835,171
86220	Extended Opportunity Program & Services	881,419	881,419	881,419
86230	Disabled Students Programs & Svc	690,861	690,861	690,861
86250	CalWORKS	78,034	78,034	78,034
86270	Other General Categorical Programs	1,127,430	1,127,430	1,127,430
86271	Cooperative Agencies Resources for Education CARE	303,709	303,709	303,709
86272	Student Success and Support Programs	3,378,486	3,378,486	3,378,486
86273	Block Grant/Instructional Equipment & Physical Plant	118,353	118,353	0
86274	Foster Parent Training Grant	98,053	98,053	98,053
86520	Other Reimbursable Categorical Programs	2,659,529	2,659,529	2,659,528
86521	Economic Development	2,667,036	2,667,036	2,667,039
86524	Child Dev Trng Consortium	7,500	7,500	7,500
86810	Lottery Proceeds	400,000	400,000	500,000
86900	Other State Revenues	2,015,181	2,015,181	2,012,681
Total	State Income	15,260,762	15,260,762	15,239,911
	LOCAL INCOME			
8820	Contributions	294,844	294,844	78,790
8830	Contracted Instruction	41,784	41,784	0
8840	Sales	81,000	81,000	133,500
8850	Leases and Rentals	0	0	0
8876	Health Fees	545,000	545,000	545,000
8877	Sales, Instr Mtl	343,544	343,544	285,511
8881	Parking Services Fees	280,000	280,000	253,300
8885	Other Student Fees	81,570	81,570	74,496
8890	Other Income	435,029	435,029	411,557
Total	Local Income	2,102,771	2,102,771	1,782,154
	INCOMING TRANSFERS			
8980	Interfund Transfers	86,368	86,368	85,368
TOTAL	INCOME - ALL SOURCES	20,486,005	20,486,005	17,665,503
TOTAL	BEGINNING BALANCE AND INCOME	33,716,050	33,716,050	29,591,191

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2019-2020 TENTATIVE
GENERAL FUND - RESTRICTED**

Account Number	Description	2018-19 Revised Adopted	2018-19 Actual	2019-20 Tentative Budget
1000	ACADEMIC SALARIES			
1100	Regular-Instructional Salaries	321,225	321,225	16,972
1200	Regular Non-Instructional Salaries	1,773,677	1,773,677	1,764,308
1300	Other Instructional Salaries	42,941	42,941	36,515
1400	Other Non-Instructional Salaries	996,310	996,310	795,440
Total	Academic Salaries	3,134,153	3,134,153	2,613,235
2000	CLASSIFIED SALARIES			
2100	Regular Classified Salaries	3,017,108	3,017,108	3,110,971
2200	Regular Inst Aide Salaries	236,161	236,161	242,759
2300	Other Classified Salaries	1,491,713	1,491,713	1,230,974
2400	Other Inst Aide Salaries	668,706	668,706	574,097
Total	Classified Salaries	5,413,688	5,413,688	5,158,801
3000	STAFF BENEFITS			
3100	State Teachers' Retirement	614,647	614,647	435,221
3200	Public Employees' Retirement	543,099	543,099	582,016
3300	Social Security - OASDI & Medicare	329,437	329,437	241,397
3400	Health & Welfare	735,420	735,420	699,134
3500	Unemployment Insurance	7,229	7,229	2,541
3600	Workers' Compensation Insurance	112,599	112,599	38,563
3700	Non-Academic STRS	810	810	0
3900	Other Benefits - Projects	0	0	0
Total	Staff Benefits	2,343,241	2,343,241	1,998,872
4000	BOOKS, SUPPLIES, AND MATERIALS			
4300	Instructional Supplies	923,342	923,342	974,076
4500	Non-instructional Supplies	929,581	929,581	849,603
4600	Pupil Transportation Supplies	117,721	117,721	117,771
4700	Food Supplies	220,636	220,636	221,024
Total	Books, Supplies, and Materials	2,191,280	2,191,280	2,162,474
5000	OPERATING EXPENSES & SERVICES			
5100	Contract for Personal Services	2,048,245	2,048,245	1,745,133
5200	Travel, Conf. & In-service Training	848,516	848,516	687,493
5300	Dues, Memberships, and Licenses	351,826	351,826	223,228
5400	Insurance	32,979	32,979	32,979
5500	Utilities and Housekeeping Services	8,315	8,315	1,005
5600	Rents, Leases and Repairs	1,755,928	1,755,928	1,732,940
5700	Legal, Elections and Audit Expenses	2,037	2,037	850
5800	Other Services, Postage, Advertising	240,990	240,990	173,252
5900	Indirect Support Charges	372,317	372,317	283,283
Total	Operating Expenses & Services	5,661,153	5,661,153	4,880,163

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2019-2020 TENTATIVE
GENERAL FUND - RESTRICTED**

Account Number	Description	2018-19 Revised Adopted	2018-19 Actual	2019-20 Tentative Budget
6000	CAPITAL OUTLAY			
6100	Sites and Improvements	0	0	0
6200	Buildings & Improvement	198,082	198,082	106,000
6300	Books & Media for Libraries	30,266	30,266	5,838
6400	Equipment	1,480,722	1,480,722	827,127
6500	Lease/Purchase Agreements	0	0	0
Total	Capital Outlay	1,709,070	1,709,070	938,965
7000	OTHER OUTGO			
7200	Interfund Transfer - Capital Projects - Infrastructure	0	0	0
7200	Interfund Transfer - Scheduled Maintenance Projects	0	0	0
7200	Interfund Transfer - Capital Projects	0	0	0
7200	Interfund Transfers	364,363	364,363	154,364
7500	Student Financial Aid	716,955	716,955	630,464
7600	Other Payments to Students	256,458	256,458	247,071
Total	Other Outgo	1,337,776	1,337,776	1,031,899
7922	Restricted Reserve	11,925,688	0	10,806,782
TOTAL	EXPENDITURES, OTHER OUTGO AND CONTINGENCY	33,716,050	21,790,361	29,591,191
	General Reserve (Net Ending Balance)	0	11,925,688	
GRAND TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	33,716,050	33,716,050	29,591,191

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2019-2020 TENTATIVE
BOND INTEREST AND REDEMPTION FUND**

Account Number	Description	2018-19 Adopted Budget	2018-19 Actual	2019-20 Tentative Budget
	ADJUSTED NET BEGINNING BALANCE JULY 1	36,024,243	36,024,243	36,151,561
	LOCAL INCOME			
86XX	State Revenue	25,000	31,020	30,000
88XX	Local Income	6,100,000	6,600,535	6,600,000
8942	GO Bond Proceeds	0	0	0
TOTAL	Income	6,125,000	6,631,555	6,630,000
TOTAL	BEGINNING BALANCE AND INCOME	42,149,243	42,655,798	42,781,561
	EXPENDITURES			
	OPERATING EXPENSES & SERVICES			
5800	Other Services	0	0	0
	DEBT RETIREMENT			
7100	Debt Retirement	5,535,788	6,504,238	7,725,757
7200	Other Financing	0	0	
TOTAL	EXPENDITURES	5,535,788	6,504,238	7,725,757
7900	Appropriation for Contingencies	36,613,456	0	35,055,804
TOTAL	EXPENDITURES AND CONTINGENCIES	42,149,243	6,504,238	42,781,561
	NET ENDING BALANCE	0	36,151,561	0
TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	42,149,243	42,655,798	42,781,561

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2019-2019 TENTATIVE
CHILD DEVELOPMENT FUND**

Account Number	Description	2018-19 Adopted Budget	2018-19 Actual	2019-20 Tentative Budget
	NET BEGINNING BALANCE JULY 1	310,978	310,978	275,909
	FEDERAL INCOME			
8100	Other Federal Income	229,740	229,740	448,340
	STATE INCOME			
8600	Other State Income	490,699	433,683	687,644
	LOCAL INCOME			
8820	Contributions	777,371	777,371	777,371
8860	Interest	2,000	2,000	2,000
8890	Other Local Revenue	75,000	75,000	75,000
Total	Local Income	854,371	854,371	854,371
	INCOMING TRANSFERS		0	
8980	Interfund Transfers	25,000	25,000	25,000
TOTAL	INCOME AND INCOMING TRANSFERS	1,599,810	1,542,794	2,015,355
TOTAL	BEGINNING BALANCE AND INCOME	1,910,788	1,853,772	2,291,264
	ACADEMIC SALARIES			
1000	Regular - Non-instructional Salaries	235,828	235,828	186,618
1200	Other Instructional Salaries	0	0	0
1300	Other - Non-instructional Salaries	18,777	18,777	62,726
1400	Academic Salaries	254,605	254,605	249,344
Total	Academic Salaries	254,605	254,605	249,344
	CLASSIFIED SALARIES			
2000	All Classified Salaries	286,830	286,830	578,247
	STAFF BENEFITS			
3000	All Staff Benefits	131,982	131,982	167,738
	BOOKS, SUPPLIES & MATERIALS			
4000	All Books, Supplies & Materials	425,455	425,455	401,928
	OTHER OPERATING EXPENSES			
5000	Consultants	152,494	152,494	152,494
5100	Conferences	20,208	20,208	29,377
5200	Licenses and Permits	1,204	1,204	3,604
5300	Utilities	0	0	0
5500	Contracts, Repairs	1,000	1,000	1,600
5600	Other Services	972	972	1,047
5800	Other Expenses	5,019	5,019	12,492
5900	Other Operating Expenses	180,896	180,896	200,614
Total	Other Operating Expenses	180,896	180,896	200,614
	CAPITAL OUTLAY			
6000	Equipment	298,094	298,094	298,094
6400	Equipment	298,094	298,094	298,094
	OTHER OUTGO			
7000	Interfund Transfers	0	0	0
7300	Interfund Transfers	0	0	0
TOTAL	EXPENDITURES	1,577,861	1,577,862	1,895,965
7900	Appropriations for Contingency	332,927	0	395,299
TOTAL	EXPENDITURES AND OTHER OUTGO	1,910,788	1,577,862	2,291,264
	NET ENDING BALANCE	0	275,909	
GRAND TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	1,910,788	1,853,772	2,291,264

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2019-2020 TENTATIVE
PCPA**

Account Number	Description	2018-19 Adopted Budget	2018-19 Actual	2019-20 Tentative Budget
	NET BEGINNING BALANCE JULY 1	397,777	397,777	397,777
	STATE INCOME			
8600	State Grant	0	0	0
	LOCAL INCOME			
8830	Contribution from General Fund	1,426,949	1,426,949	1,631,949
8800	Ticket Revenue	1,827,813	1,827,813	1,778,774
8800	Other Revenue	1,167,010	1,167,010	1,103,099
TOTAL	INCOME	4,421,772	4,421,772	4,513,822
TOTAL	BEGINNING BALANCE AND INCOME	4,819,549	4,819,549	4,911,599
	EXPENDITURES			
1000	Academic Salaries	0	0	0
2000	Classified Salaries	2,063,244	2,063,244	2,083,101
3000	Staff Benefits	659,849	659,849	602,106
4000	Supplies and Materials	464,165	464,165	483,753
5000	Operating Expenses and Services	590,916	590,916	640,285
6000	Capital Outlay	38,800	38,800	42,100
7000	Other Outgo	604,798	604,798	662,477
TOTAL	EXPENDITURES	4,421,772	4,421,772	4,513,822
7900	Appropriation for Contingencies	397,777	0	397,777
TOTAL	EXPENDITURES AND CONTINGENCIES	4,819,549	4,421,772	4,911,599
	NET ENDING BALANCE		397,777	
GRAND TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	4,819,549	4,819,549	4,911,599

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2019-2020 TENTATIVE
CAPITAL OUTLAY PROJECTS FUND**

Account Number	Description	2018-19 Revised Adopted	2018-19 Actual	2019-20 Tentative Budget
	NET BEGINNING BALANCE JULY 1	8,971,891	8,971,891	6,416,876
	FEDERAL INCOME			
Total	Federal Income	0	0	0
	STATE INCOME			
8650	Community College Construction	708,000	708,000	0
8627	Scheduled Maintenance Income	118,353	118,353	0
8658	Prop 39 Energy Efficiency Income	0	0	0
8690	Other State Revenues	0	0	0
Total	State Income	826,353	826,353	0
	LOCAL INCOME			
8820	Contributions	0	0	0
8824	Foundation Contributions	1,226,417	29,927	109,803
8860	Interest	90,000	90,000	120,000
8890	Other Local Revenue	1,616	1,616	1,616
Total	Local Income	1,318,033	121,543	231,419
	INCOMING TRANSFERS			
8980	Interfund Transfers	1,127,493	1,127,493	222,960
Total	Incoming Transfers	1,127,493	1,127,493	222,960
TOTAL	INCOME	3,271,879	2,075,389	454,379
TOTAL	BEGINNING BALANCE AND INCOME	12,243,770	11,047,280	6,871,255

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2019-2020 TENTATIVE
CAPITAL OUTLAY PROJECTS FUND**

Account Number	Description	2018-19 Revised Adopted	2018-19 Actual	2019-20 Tentative Budget
4000	BOOKS, SUPPLIES, & MATERIALS			
4500	Operational Supplies	2,544	486	2,015
Total	Total Books, Supplies, & Materials	2,544	486	2,015
5000	OTHER OPERATING EXPENSES			
5100	Consultant & Architectural Svc	4,000	227,513	0
5200	Conferences/Travel	0	0	0
5300	Licenses and Permits	3,110	394,696	2,704
5500	Utilities	0	0	0
5600	Contracts, Repairs	170,339	170,339	0
5700	Legal Fees	5,031	0	5,040
5800	Other Services	216	0	216
Total	Other Operating Expenses	182,696	792,548	7,960
6000	CAPITAL OUTLAY			
6100	Site Improvement	0	0	0
6200	Buildings	5,143,590	3,464,491	1,674,614
6400	Equipment	226,011	220,379	5,674
6900	Construction contingency	881,202	0	32,690
Total	Capital Outlay	6,250,803	3,684,870	1,712,978
7000	OTHER OUTGO			
7300	Intrafund Transfers	152,500	152,500	0
Total	Other Outgo	152,500	152,500	0
TOTAL	EXPENDITURES AND OTHER OUTGO	6,588,543	4,630,404	1,722,953
7900	Appropriations for Contingency	5,655,227	0	5,148,302
Total	Contingency and Reserves	5,655,227	0	5,148,302
	NET ENDING BALANCE		6,416,876	
GRAND TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	12,243,770	11,047,280	6,871,255

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2019-2020 TENTATIVE
GENERAL OBLIGATION BOND BUILDING FUND**

Account Number	Description	2018-19 Revised Adopted	2018-19 Actual	2019-20 Tentative Budget
	NET BEGINNING BALANCE JULY 1	319,711	319,711	23,564,420
	LOCAL INCOME			
88XX	Local Income	4,000	4,000	400,000
TOTAL	Local Income	4,000	4,000	400,000
	INCOMING TRANSFERS			
8940	Other Financing Sources	24,021,091	24,021,091	0
TOTAL	Incoming Transfers	24,021,091	24,021,091	0
TOTAL	BEGINNING BALANCE AND INCOME	24,344,802	24,344,802	23,964,420
	EXPENDITURES			
	OPERATING EXPENSES & SERVICES			
5000	Consultant & Architectural Svc	0	0	0
5100	District Business Expense	0	0	0
5200	Licenses and Permits	0	-50,993	0
5300	Utilities	0	0	0
5400	Contracts, Repairs	0	0	0
5500	Audits/Legal Fees	0	0	7,770
5600	Other Services	358,746	0	0
TOTAL	Other Operating Expenses	358,746	-50,998	7,770
	CAPITAL OUTLAY			
6000	Site Improvement	0	0	0
6100	Buildings	23,050,210	-100,969	400,000
6200	Equipment	0	0	0
6300	Construction Contingency	0	0	23,556,650
TOTAL	Capital Outlay	23,050,210	-100,969	23,956,650
	OTHER OUTGO			
7000	Debt Retirement	932,345	932,345	0
7100	Interfund Transfers	0	0	0
TOTAL	EXPENDITURES	24,341,301	780,382	23,964,420
7200	Appropriation for Contingencies	3,501	0	0
TOTAL	EXPENDITURES AND CONTINGENCIES	24,344,802	780,382	23,964,420
	NET ENDING BALANCE	0	23,564,420	0
TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	24,344,802	24,344,802	23,964,420

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2019-2020 TENTATIVE
DENTAL SELF INSURANCE FUND**

Account Number	Description	2018-19 Adopted Budget	2018-19 Actual	2019-20 Tentative Budget
	NET BEGINNING BALANCE JULY 1	1,447,460	1,447,460	1,458,460
	LOCAL INCOME			
8830	Contribution from General Fund	825,000	819,000	820,000
8860	Interest	15,000	20,000	20,000
8980	Transfers In	0	0	0
TOTAL	INCOME	840,000	839,000	840,000
TOTAL	BEGINNING BALANCE AND INCOME	2,287,460	2,286,460	2,298,460
	EXPENDITURES			
5430	Self Insurance Claims	825,000	828,000	814,845
5890	Miscellaneous Fees	0	0	0
TOTAL	EXPENDITURES	825,000	828,000	814,845
7900	Appropriation for Contingencies	1,462,460	0	1,483,615
TOTAL	EXPENDITURES AND CONTINGENCIES	2,287,460	828,000	2,298,460
	NET ENDING BALANCE		1,458,460	
GRAND TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	2,287,460	2,286,460	2,298,460

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2019-2020 TENTATIVE
HEALTH EXAMS FUND**

Account Number	Description	2018-19 Adopted Budget	2018-19 Actual	2019-20 Tentative Budget
	Reserve	362,057	362,057	157,989
	NET BEGINNING BALANCE JULY 1	362,057	362,057	157,989
	LOCAL INCOME			
8830	Contribution from General Fund	0	0	0
8860	Interest	500	4,500	500
8890	Other Local Income	0	0	0
TOTAL	INCOME	500	4,500	500
TOTAL	BEGINNING BALANCE AND INCOME	362,557	366,557	158,489
	EXPENDITURES			
	STAFF BENEFITS			
3000	Academic Benefits	0	0	0
3410	Classified Benefits	4,743	0	0
3420	Non-Academic Benefits	8,568	8,568	21,000
3430				
TOTAL	EXPENDITURES	13,311	8,568	21,000
	OTHER OUTGO			
7000	Interfund Transfer	200,000	200,000	0
7390				
TOTAL	OTHER OUTGO	200,000	200,000	0
7900	Appropriation for Contingencies	149,246	0	137,489
TOTAL	EXPENDITURES AND CONTINGENCIES	362,557	208,568	158,489
	NET ENDING BALANCE		157,989	
GRAND TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	362,557	366,557	158,489

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2019-2020 TENTATIVE
PROPERTY AND LIABILITY SELF INSURANCE FUND**

Account Number	Description	2018-19 Adopted Budget	2018-19 Actual	2019-20 Tentative Budget
	NET BEGINNING BALANCE JULY 1	1,178,375	1,178,375	1,182,928
	LOCAL INCOME			
8830	Contribution from General Fund	0	0	0
8860	Interest	10,000	20,000	20,000
8890	Other Local Income	0	0	0
8910	Compensation for Loss of Fixed Assets	0	0	0
8980	Transfers-In	0	0	0
TOTAL	INCOME	10,000	20,000	20,000
TOTAL	BEGINNING BALANCE AND INCOME	1,188,375	1,198,375	1,202,928
	EXPENDITURES			
4000	All Books, Supplies & Materials	0	581	1,000
5410	District Insurance	0	0	0
5430	Self-Insurance Claims	0	7,019	10,000
5650	Contracted Repairs	0	3,775	3,500
5690	Equipment Rental	0	840	0
5740	Settlements	0	0	0
5830	Personal Property Damages	10,000	3,232	5,000
6000	Capital Outlay	0	0	0
TOTAL	EXPENDITURES	10,000	15,447	18,500
7900	Appropriation for Contingencies	1,178,375	0	1,184,428
TOTAL	EXPENDITURES AND CONTINGENCIES	1,188,375	15,447	1,202,928
	NET ENDING BALANCE	0	1,182,928	0
GRAND TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	1,188,375	1,198,375	1,202,928

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2019-2020 TENTATIVE
POST-EMPLOYMENT BENEFITS FUND**

Account Number	Description	2018-19 Adopted Budget	2018-19 Actual	2019-20 Tentative Budget
	Trust Reserve for GASB 45	959,295	959,295	972,095
	NET BEGINNING BALANCE JULY 1	959,295	959,295	972,095
	LOCAL INCOME			
8830	Contribution from General Fund	0	0	0
8860	Interest	1,000	13,800	16,000
8890	Other Local Income	150,000	150,000	150,000
	INCOMING TRANSFERS			
8980	Interfund/Intrafund Transfers	0	0	0
TOTAL	INCOME	151,000	163,800	166,000
TOTAL	BEGINNING BALANCE AND INCOME	1,110,295	1,123,095	1,138,095
	EXPENDITURES			
	STAFF BENEFITS			
3000	Academic Benefits	0	0	0
3410	Classified Benefits	0	0	0
3420	Non-Academic Benefits	0	0	0
3430	Retired/Active Health and Welfare	151,000	151,000	151,000
TOTAL	EXPENDITURES	151,000	151,000	151,000
	OTHER OUTGO			
7000	Interfund/Intrafund Transfer	0	0	0
7390		0	0	0
TOTAL	OTHER OUTGO	0	0	0
7900	Appropriation for Contingencies	959,295	0	987,095
TOTAL	EXPENDITURES AND CONTINGENCIES	1,110,295	151,000	1,138,095
	NET ENDING BALANCE		972,095	
GRAND TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	1,110,295	1,123,095	1,138,095

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2019-2020 TENTATIVE
STUDENT FINANCIAL AID TRUST FUND**

Account Number	Description	2018-19 Revised Adopted	2018-19 Actual	2019-20 Tentative Budget
	ADJUSTED NET BEGINNING BALANCE JULY 1	21,600	21,600	21,600
	FEDERAL INCOME			
8150	Supplemental Ed. Opportunity Grants Prog.	320,250	320,250	258,885
8153	Pell Grant Program	10,129,130	10,129,130	10,117,718
8155	Academic competitiveness Grant	0	0	0
8158	Financial Aid Prior Year	0	0	0
8199	Other Federal Income	0	0	0
Total	Federal Income	10,449,380	10,449,380	10,376,603
	STATE INCOME			
8627	Other General Categorical Programs	1,166,430	1,166,430	1,100,000
8652	Other Reimbursable Categorical Programs	1,107,695	1,107,695	1,200,000
8690	Other State Revenues	12,749	12,749	0
Total	State Income	2,286,874	2,286,874	2,300,000
	LOCAL INCOME			
8890	Other	0	0	0
8980	Interfund Transfers	246,364	246,364	125,000
Total	Local Income	246,364	246,364	125,000
TOTAL	INCOME	12,982,618	12,982,618	12,801,603
TOTAL	BEGINNING BALANCE AND INCOME	13,004,218	13,004,218	12,823,203
	EXPENDITURES			
5000	Operating Expenses & Services	0	0	0
	OTHER OUTGO			
7000	Interfund Transfers	0	0	0
7390	Pell Grant Program	10,117,718	10,117,718	10,117,718
7510	Pell/SEOG Overpayments	0	0	0
7512	Supplemental Ed. Opportunity Grants Prog.	320,250	320,250	258,885
7520	FT Student Success Grant	1,166,430	1,166,430	1,100,000
7525	Scholarships from Other Institutions	0	0	0
7530	Extended Opportunity Prog. & Serv. Grants	108,945	108,945	0
7540	EOPS Loans	0	0	0
7541	CARE Grants	122,435	122,435	125,000
7542	CAFYES Grants	0	0	0
7550	Cal Grant B	1,077,604	1,077,604	1,200,000
7551	Cal Grant C	30,091	30,091	0
7591	Pell Grant Prior Year	11,412	11,412	0
7592	SEOG Prior Year	0	0	0
7593	Cal Grant Prior Year	12,749	12,749	0
7595	EOPS Prior Year	0	0	0
7596	ACG Prior Year	0	0	0
7611	Misc Payments to Students	14,984	14,984	0
7900	EOP&S Loan Contingency	0	0	0
7950	Restricted Reserve	21,600	0	21,600
TOTAL	OTHER OUTGO	13,004,218	12,982,618	12,823,203
TOTAL	EXPENDITURES AND OTHER OUTGO	13,004,218	12,982,618	12,823,203
	General Reserve (Net Ending Balance)		21,600	
GRAND TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	13,004,218	13,004,218	12,823,203

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2019-2020 TENTATIVE
SCHOLARSHIP AND LOAN TRUST FUND**

Account Number	Description	2018-19 Adopted Budget	2018-19 Actual	2019-20 Tentative Budget
	ADJUSTED NET BEGINNING BALANCE JULY 1	8,708	8,708	8,708
	INCOME			
8820	Donations	1,000	0	1,000
8860	Interest	0	0	0
8980	Interfund Transfer	0	0	0
TOTAL	INCOME	1,000	0	1,000
TOTAL	BEGINNING BALANCE AND INCOME	9,708	8,708	9,708
	EXPENDITURES			
4000	Supplies & Other	0	0	0
5000	Operating Expenses & Services	0	0	0
TOTAL	EXPENDITURES	0	0	0
	OTHER OUTGO			
7000	Student Financial Aid	1,000	0	1,000
TOTAL	OTHER OUTGO	1,000	0	1,000
7900	Appropriation for Contingency	8,708	0	8,708
TOTAL	EXPENDITURES AND OTHER OUTGO	9,708	0	9,708
	NET ENDING BALANCE		8,708	
GRAND TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	9,708	8,708	9,708

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2019-2020 TENTATIVE
ASSOCIATED STUDENTS TRUST FUND**

Account Number	Description	2018-19 Adopted Budget	2018-19 Actual	2019-20 Tentative Budget
	Unrestricted (ASB)	53,760	54,523	64,870
	Restricted	10,486	15,857	8,750
	ADJUSTED NET BEGINNING BALANCE JULY 1	64,246	70,380	73,620
	INCOME			
	A.S.B.	1,400	1,400	226,200
	Athletics	27,975	27,975	28,000
	Transfer from District	157,047	157,047	177,047
	Interest	40	40	75
	Miscellaneous Income	0	0	0
TOTAL	INCOME - ALL SOURCES	186,462	186,462	431,322
TOTAL	BEGINNING BALANCE AND INCOME	250,708	256,842	504,942
	EXPENDITURES			
	ASSOCIATED STUDENTS	46,700	46,700	38,700
	ATHLETICS	135,022	135,022	155,447
	OTHER CO-CURRICULAR	0	0	0
	CLUBS & SCHOLARSHIPS	1,500	1,500	229,500
TOTAL	EXPENDITURES	183,222	183,222	423,647
	Appropriation for Contingencies	58,060	0	64,945
TOTAL	EXPENDITURES & CONTINGENCIES	241,282	183,222	488,592
	Reserve for ASB	3,000	3,000	11,000
	Reserve for Scholarships	5,350	5,350	5,350
	Reserve for Athletics	1,076	400	0
	Net Ending Balance		64,870	
GRAND TOTAL	EXPENDITURES AND ENDING BALANCE	250,708	256,842	504,942

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2019-2020 TENTATIVE
STUDENT REPRESENTATION FEE TRUST FUND**

Account Number	Description	2018-19 Adopted Budget	2018-19 Actual	2019-20 Tentative Budget
	ADJUSTED NET BEGINNING BALANCE JULY 1	20,361	20,362	23,872
	INCOME			
8860	Interest	10	10	15
8884	Student Representation Fee	18,000	18,000	18,000
8890	Other Local Revenue	0	0	0
8890	Interfund Transfer	0	0	0
Total	INCOME	18,010	18,010	18,015
TOTAL	BEGINNING BALANCE AND INCOME	38,371	38,372	41,887
	EXPENDITURES			
4000	Supplies & Other	500	500	0
5000	Operating Expenses & Services	14,000	14,000	20,000
6000	Equipment	0	0	
TOTAL	EXPENDITURES	14,500	14,500	20,000
7000	OTHER OUTGO			
7300	Interfund Transfers	0	0	0
TOTAL	OTHER OUTGO	0	0	0
7900	Appropriation for Contingency	23,871	0	21,887
TOTAL	EXPENDITURES AND OTHER OUTGO	38,371	14,500	41,887
	NET ENDING BALANCE		23,872	
GRAND TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	38,371	38,372	41,887

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2019-2020 TENTATIVE
STUDENT BODY CENTER FEE TRUST FUND**

Account Number	Description	2018-19 Adopted Budget	2018-19 Actual	2019-20 Tentative Budget
	ADJUSTED NET BEGINNING BALANCE JULY 1	160,906	160,906	185,706
	INCOME			
8860	Interest	1,500	2,800	2,800
8883	Student Fees	27,000	22,000	22,000
8980	Interfund Transfer	0	0	
TOTAL	INCOME	28,500	24,800	24,800
TOTAL	BEGINNING BALANCE AND INCOME	189,406	185,706	210,506
	EXPENDITURES			
4000	Supplies & Other	0	0	
5000	Operating Expenses & Services	0	0	0
6000	Equipment	27,000	0	24,800
TOTAL	EXPENDITURES	0	0	24,800
	OTHER OUTGO			
7000				
7300	Interfund Transfers	0	0	0
TOTAL	OTHER OUTGO	0	0	0
7900	Appropriation for Contingency	189,406	0	185,706
TOTAL	EXPENDITURES AND OTHER OUTGO	189,406	0	210,506
	NET ENDING BALANCE		185,706	
GRAND TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	189,406	185,706	210,506

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2019-2020 TENTATIVE
DISTRICT TRUST FUND**

Account Number	Description	2017-18 Actual Income & Expenditures	2018-19 Est. Income & Expenditures	2019-20 Est. Income & Expenditures
	ADJUSTED NET BEGINNING BALANCE JULY 1	912,368	995,658	992,238
	INCOME			
8820	Donations	13,008	12,571	5,100
8840	Sales	178,159	151,972	121,097
8850	Leases and Rentals	4,500	4,500	4,500
8860	Interest	461	463	500
88XX	Miscellaneous Income	26,132	10,360	15,065
8980	Interfund Transfers	27,770	3,240	0
TOTAL	INCOME	250,029	183,106	146,262
TOTAL	BEGINNING BALANCE AND INCOME	1,162,397	1,178,764	1,138,500
	EXPENDITURES			
1000	Certificated Salaries	1,342	1,400	5,500
2000	Classified Salaries	1,760	1,600	30,500
3000	Benefits	0	0	0
4000	Supplies & Materials	70,575	70,477	76,397
5000	Other Operating Exp & Svcs	48,479	49,074	60,032
6000	Capital Outlay	1,614	1,275	0
TOTAL	EXPENDITURES	123,770	123,826	172,429
7000	OTHER OUTGO			
7300	Interfund Transfers	27,770	55,000	12,672
7600	Other Payments to/for Students	15,200	7,700	300
TOTAL	OTHER OUTGO	42,970	62,700	12,972
TOTAL	EXPENDITURES AND OTHER OUTGO	166,740	186,526	185,401
	NET ENDING BALANCE	995,658	992,238	953,099
GRAND TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	1,162,397	1,178,764	1,138,500

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2019-2020 TENTATIVE
STUDENT CLUBS AGENCY FUND**

Account Number	Description	2017-18 Actual Income & Expenditures	2018-19 Est. Income & Expenditures	2019-20 Est. Income & Expenditures
	ADJUSTED NET BEGINNING BALANCE JULY 1	66,044	66,043	65,316
	INCOME			
8820	Donations	14,030	11,723	2,101
8840	Sales	24,205	22,065	25,492
8860	Interest	34	0	0
88XX	Miscellaneous Income	6,510	5,940	4,440
8980	Interfund Transfers	3,575	2,300	0
TOTAL	INCOME	48,354	42,028	32,033
TOTAL	BEGINNING BALANCE AND INCOME	114,398	108,071	97,349
	EXPENDITURES			
4000	Supplies & Materials	18,339	19,756	27,640
5000	Other Operating Exp & Svc	17,594	10,687	20,645
6000	Capital Outlay	354	350	0
TOTAL	EXPENDITURES	36,287	30,793	48,285
7000	OTHER OUTGO			
7300	Interfund Transfers	175	0	0
7500	Student Assistance	12,620	11,235	1,500
TOTAL	OTHER OUTGO	12,795	11,235	1,500
TOTAL	EXPENDITURES AND OTHER OUTGO	49,082	42,028	49,785
	NET ENDING BALANCE	65,316	66,043	47,564
GRAND TOTAL	EXPENDITURES, OTHER OUTGO AND ENDING BALANCE	114,398	108,071	97,349

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2019-2020 TENTATIVE
FOUNDATION AGENCY FUND**

Account Number	Description	2018-19 Adopted Budget	2018-19 Actual	2019-20 Tentative Budget
	FUND EQUITY	26,127,294	26,127,294	27,244,956
	Accumulated Fair Market Value inc/(dec)			
	ADJUSTED NET BEGINNING BALANCE JULY 1	26,127,294	26,127,294	27,244,956
	INCOME			
	Contributions	1,505,000	1,505,000	1,350,000
	District Grant Contributions	62,020	62,020	65,611
	Interest and Dividends	700,000	700,000	700,000
	Gain/Loss on Sale of investments	350,000	350,000	0
	Change in Asset Portfolio	750,000	750,000	0
	Royal/Other/Bad Debt Recovery	20,000	20,000	5,925
	Transfers in	199,940	199,940	755,634
TOTAL	INCOME	3,586,960	3,586,960	2,877,170
TOTAL	BEGINNING BALANCE AND INCOME	29,714,254	29,714,254	30,122,126
	EXPENDITURES			
	Salaries	228,923	228,923	249,993
	Employee Benefits	23,185	23,185	20,428
	Supplies and Materials	65,000	65,000	54,450
	Contracted Services	25,500	25,500	13,500
	Conference Expense	56,000	56,000	10,000
	Business Travel Expense	4,000	4,000	1,000
	Dues and Memberships	3,650	3,650	3,850
	Licenses, Permits, Filing Fees	450	450	2,000
	Telephone	750	750	0
	Maintenance Agreements	500	500	10,000
	Equipment, Leases, and Agreements	6,500	6,500	8,700
	Postage/Advertising	33,400	33,400	15,000
	Community Support	21,500	21,500	40,000
	Brokerage Fees	145,500	145,500	180,000
	Miscellaneous	500	500	100
	Scholarships/Student Assistance	830,000	830,000	762,500
	District/College Support	750,000	750,000	675,000
	PCPA Support	74,000	74,000	75,000
	Transfers Out/Other Outgo	199,940	199,940	755,634
TOTAL	EXPENDITURES	2,469,298	2,469,298	2,877,155
	Appropriation for Contingency	27,244,956	0	27,244,971
TOTAL	EXPENDITURES AND CONTINGENCY	29,714,254	2,469,298	30,122,126
	NET ENDING BALANCE	0	27,244,956	0
GRAND TOTAL	EXPENDITURES, CONTINGENCY AND ENDING BALANCE	29,714,254	29,714,254	30,122,126

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
2019-2020 TENTATIVE
AHC VITICULTURE AND ENOLOGY FOUNDATION AGENCY FUND**

Account Number	2018-19 Adopted Budget	2018-19 Actual	2019-20 Tentative Budget
NET BEGINNING BALANCE JULY 1	131,051	131,051	146,355
REVENUE			
Contributed Gifts/Grants	35,000	35,000	10,000
Non-Cash Contributions	0	0	20,000
Ticket Revenue	0	0	20,000
NET REVENUE	35,000	35,000	50,000
WINE OPERATIONS			
Sales & Commissions	25,000	25,000	50,000
Less: Returns & Allowances	0	0	0
Less: Sales Discounts	(6,750)	(6,750)	(10,500)
NET SALES	23,544	23,544	39,500
Less: Cost of Goods Sold	(11,890)	(11,890)	(9,450)
GROSS PROFIT	11,654	11,654	30,050
TOTAL REVENUE	46,654	46,654	80,050
TOTAL BEGINNING BALANCE AND REVENUE	177,705	177,705	226,405
EXPENDITURES			
Classified Salaries	15,000	15,000	0
Technology Supplies	0	0	0
Office/Operational Supplies	8,000	8,000	15,300
In-Kind Supply Contribution	12,000	12,000	26,550
Inventory Allocation Expense	(40,500)	(40,500)	(51,680)
Printing	2,700	2,700	7,300
Food Supplies	1,000	1,000	9,000
Indep Contractor (Individuals)	500	500	3,270
Service Contracts (Businesses)	20,000	20,000	24,848
Off-Site-Conference/Bus Exp	1,000	1,000	2,250
Non-Tech Licenses,Permits,Fees	1,200	1,200	1,410
Insurance	100	100	235
Technology Services	200	200	0
Facility Leases	100	100	100
Land Lease	400	400	400
Technology Hosting Services	0	0	410
In Kind-Legal Fees	150	150	0
Misc Operating Expenses	0	0	400
Equipment Rental	0	0	150
Sales Tax Expense	0	0	300
Postage/Express Services	0	0	400
Advertising	2,000	2,000	1,500
Merchant Fees	0	0	1,000
Cash Over and Short	0	0	20
Equipment	5,000	5,000	4,000
Scholarships	2,500	2,500	0
TOTAL EXPENDITURES	31,350	31,350	47,163
Appropriation for Contingency	146,355		179,242
NET ENDING BALANCE	0	146,355	0
TOTAL EXPENDITURES AND NET ENDING BALANCE	177,705	177,705	226,405

ACTION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	June 11, 2019
Subject: Award of Contract for Building N Boiler Replacement Project Bid 19-01	Item Number: 12.G.
Strategic Goal: Goal IR4: To provide a safe, attractive, and accessible physical environment that enhances the ability to teach, learn, and work.	Enclosures: Page 1 of 1

BACKGROUND

On April 9, 2019 the board of trustees authorized solicitation of bids for the Building N Boiler Replacement Project. The bid project was listed with Cyber Copy Reprographics, and advertised in the Santa Maria Times on April 18 and 25, 2019. On May 2, 2019 the mandatory job walk was held with two qualified bidders present.

On May 21, 2019 bids were due and one responsive bid proposal was received. The responsive bidder for this project was Brannon, Inc. dba Smith Electric Service with a bid amount of \$326,627.

FISCAL IMPACT

The bid amount is \$326,627 and will be funded from a combination of capital outlay and state scheduled maintenance funds.

RECOMMENDATION

Staff recommends that the board of trustees award the contract for the Building N Boiler Project to Brannon, Inc. dba Smith Electric Service in the amount of \$326,627.

Administrator Initiating Item: Eric D. Smith	Final Disposition:
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ACTION ITEM

To:	Board of Trustees	Date:	
From:	Superintendent/President		June 11, 2019
Subject:	Award of Contract for Independent Audit Services for Fiscal Years Ending June 30, 2015, 2016, and 2017	Item Number:	12.H.
Strategic Goal:	Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures:	Page 1 of 1

BACKGROUND

Education Code, Section 84040, requires that the governing board of each community college district provide for an annual audit in accordance with regulations of the state board of governors. If the governing board fails to provide for the audit, the board of governors shall be required to provide for the audit at the expense of the district.

Requests for proposals were circulated to qualified community college district auditing firms. Five firms responded and were invited for oral interviews.

Firm	Year 1	Year 2	Year 3
CliftonLarsonAllen, LLP	\$102,000	\$105,500	\$109,000
Cossolias/Wilson/Dominguez/Leavitt, CPAs (CWDL)	\$77,440	\$77,440	\$77,440
Glenn Burdette Attest Corp.	\$69,700	\$70,970	\$72,035
James Marta & Co., Inc.	\$96,170	\$98,576	\$101,038
Vavrinek, Trine, Day & Co., LLP	\$102,300	\$102,300	\$103,500

Staff analyzed the proposals for scope of services provided, audit staff composition, proposed hours and hourly rates. CWDL, CPAs provided the most comprehensive audit proposal. This firm has knowledge of community colleges, the understanding of the scope of work required, and the resources that would best assist the district. The proposed fees for audit services is \$232,320 over a three-year period.

FISCAL IMPACT

There is no fiscal impact.

RECOMMENDATION

Staff recommends that the board of trustees award the contract for independent audit services to Cossolias/Wilson/Dominguez/Leavitt, CPAs, for fiscal years ending June 30, 2020, 2021, and 2022 in the amount of \$232,320.

Administrator Initiating Item: Eric D. Smith	Final Disposition:
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ACTION ITEM

To:	Board of Trustees	Date:	June 11, 2019
From:	Superintendent/President		
Subject:	Capital Outlay Project District's Order of Priority for the 2021-2025 State Five-Year Construction Plan	Item Number:	12.I.
Strategic Goal:	Goal IR4: To provide a safe, attractive, and accessible physical environment that enhances the ability to teach, learn, and work.	Enclosures:	Page 1 of 5

BACKGROUND

Annually, the district is required to update and submit to the Chancellor's Office of the California Community Colleges a five-year construction plan. The proposed construction projects listed in the plan support the district's educational and facilities master plans, a locally created, multi-year document. The master plan is used by the state to better understand the district's conditions and examine the college's future educational and support services direction as it translates into a plan for facility improvements. The state provides a guide for educational and facilities master plans but the format and depth of detail for prioritizing projects are local decisions. The five-year construction plan is due to the Chancellor's Office on or before July 1, 2019.

The following pages provide priority rational and a narrative of district projects order of priority for the 2021-2025 State Five-Year Construction Plan.

FISCAL IMPACT

There is no fiscal impact to approve the capital outlay project district's order of priority for the 2021-2025 State Five-Year Construction Plan.

RECOMMENDATION

Staff recommends that the board of trustees approve the capital outlay project district's order of priority for the 2021-2025 State Five Year Construction Plan.

Administrator Initiating Item: Eric D. Smith	Final Disposition:
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**District Project Order of Priority
2021-2025 Five-Year Construction Plan Recommendation**

Allan Hancock Joint Community College District 2021-2025 Five Year Construction Plan Projects						
#	Project Title	Location	Total Budget	State Amount	Local Amount	Occupancy Date
1	Fine Arts Complex	Santa Maria	\$48,318,000	\$24,526,000	\$23,792,000	2021/2022
2	Gym Renovation	Santa Maria	\$17,665,000	\$13,328,000	\$4,337,000	2023/2024
3	Theatre Arts Complex	Santa Maria	\$14,819,000	\$0	\$14,819,000	2024/2025
4	Bulding O-300 Renovation	Santa Maria	\$10,024,000	\$0	\$10,024,000	2024/2025
5	Technology Center	Santa Maria	\$15,679,000	\$0	\$15,679,000	2024/2025
6	Building H Renovation	Santa Maria	\$3,636,000	\$0	\$3,636,000	2024/2025
7	Business/Humanities	Santa Maria	\$20,247,000	\$0	\$20,247,000	2024/2025
8	Physical Plant Building	Lompoc Valley Center	\$7,765,000	\$0	\$7,765,000	2024/2025
9	Public Safety Training Complex Expansion	Lompoc Valley Center	\$3,591,000	\$0	\$3,591,000	2024/2025
10	Amphitheater	Lompoc Valley Center	\$7,043,000	\$0	\$7,043,000	2024/2025
11	Kinesiology/Recreation/Management/Athletics	Santa Maria	\$11,000,000	\$0	\$11,000,000	2024/2025
Totals			\$159,787,000	\$37,854,000	\$121,933,000	

District Capital Project Narrative 2021-2025 Five-Year Construction Plan

Fine Arts Complex - Santa Maria Campus

The Fine Arts Complex is intended to consolidate the fine arts department in a new facility to meet the growing demand for arts training. The planned complex provides instructional space, offices, a music recital hall, instructional media space, and meeting spaces equipped with a robust technology network infrastructure. The project is envisioned to include a number of site improvements that will complete the southern section of The Commons. These include the art walk, which connects the Fine Arts Complex to the Theatre Arts Complex, and provides pedestrian gateways into the campus from parking lots three and eight, as well as the circular arrival area and a landscaped gateway plaza that will create a welcoming southern portal to the commons.

Gym Renovation – Santa Maria Campus

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 had no major upgrades since then. Many of the buildings systems have outlived their 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 900 asf of classroom, 2,286 asf of lab, 2500 asf of office and 31,800 asf of physical education space.

Theatre Arts Complex - Santa Maria Campus

Completion of the new Fine Arts Complex will allow for building E and F to be torn down and replaced with a new building to house the business offices at the Pacific Conservancy of the Performing Arts, rehearsal and studio space, and technical theater laboratories for the drama theater arts program. This project will enable these programs to vacate least off-campus sites and relocate near the theaters in Fine Arts Complex. The Theater Arts Complex is located in the heart of the campus and will be an integral element of the campus arts instructional facilities. The project completes the art walk to create a strong pedestrian link between the Fine Arts Complex in the Theater Arts Complex.

Building 0-300 Renovation – Santa Maria Campus

Initially, the building was planned to be used for short-term needs as described in the list of minor projects, under the project named Building O-300 Renovation for interim use. Upon completion of the Fine Arts Complex and Theatre Arts Complex, building O-300 is envisioned to be repurposed to provide laboratories for the future expansion of industrial technology and other career technical education programs and for facilities. It would continue to house state-of-the-art learning environments for electronics, automotive/technology/diesel and hybrid vehicles, and the agricultural mechanics automotive lab. Facilities will continue to use the yard and covered outdoor areas, as well as additional indoor space.

Technology Center - Santa Maria Campus

This project is intended to bring together a number of diverse functions on campus that will profit from a closer affiliation in a new expanded quarters for information technology services, engineering technology, life & physical science, health sciences, math engineering science achievement program (MESA), science technology engineering mathematics (STEM) center, open-access computer laboratory, and other computer technology-based instruction. The site

design for the Technology Center incorporates the existing landscape elements that were constructed as a part of the building M renovation. The area between the new Technology Center building is envisioned to include a plaza with informally designed landscape seating areas incorporating and preserving a number of the mature trees that currently grace this location.

Building H Renovation - Santa Maria Campus

This existing facility is planned to be renewed and repurposed to expand Campus Graphics and provide permanent space for Student Health Services and the Veterans Center. Building H is adjacent to the Student Center and the One Stop Student Service Center.

Business/Humanities - Santa Maria Campus

This project is intended to provide state-of-the-art instructional space for the business and humanities disciplines, as well as interdisciplinary classroom and laboratory space. It is planned to include a shared open-access computer lab, office space, and meeting space with the technology network infrastructure needed to support innovative modes of instruction. The location is adjacent to the Fine Arts Complex and will position this building to facilitate cross-disciplinary collaboration between the business and fine arts programs. Programs moving into this facility from building C will vacate space that will be repurposed for the social science programs. The business/humanities building and the Fine Arts Complex will both orient toward the landscaped courtyard between these buildings. The landscape concept will recognize and honor the increasingly important real world link between the fine arts and business disciplines. This will provide opportunities for students and faculty to collaborate and develop connections that will be beneficial to all.

Physical Plant Building – Lompoc Valley Center

This project will provide new facilities and a service yard that will support sustainable and healthy custodial grounds, maintenance, facilities operations, and recycling/waste/hazardous waste management practices.

Public Safety Training Complex – Lompoc Valley Center

This project would improve and add to the functionality of the outdoor training facilities at the Public Safety Training Complex. In addition to the improvements listed below, the Facilities Master Plan recommends the exploration of the space requirements to support the additional training needs that are identified in the Educational Master Plan and the determination of the potential need for additional land.

Mitigating measures for proposed development within the conservation area and buffer zone will be explored and considered in the determination of project feasibility.

- Expand the off-road driving track
- Provide an access gate to skid pad area
- Provide additional paving at the scenario buildings
- Build restrooms for the outdoor training area
- Build additional burn buildings
- Expand the fire technology simulated street area
- Add tanker, rail cars, and aircraft props for rescue training

Amphitheater – Lompoc Valley Center

The Lompoc Valley Center Amphitheater will be a unique venue for events, performances, and commencement ceremonies and would provide a signature outdoor gathering and learning space. Great care and sensitivity to the environment will assist in 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 intended. The design solution will incorporate the many beautiful oak and eucalyptus trees; in addition, to other special character defining elements. Additional oak trees could be planted to screen and embrace the site. The design will 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. This facility would have the infrastructure and technology to support audio/visual systems and provide lighting for nighttime use.

Kinesiology/Recreation/Management/Athletics - Santa Maria Campus

This project will upgrade the outdoor space including replacement of the existing swimming pool with a 50-meter swimming pool, including spectator seating and support facilities for accommodating swim meets. The area to the north of building N is envisioned to be a pre-function plaza area for staging events and athletic activities. The area between the gym and library is seen as an important link between the math and science building Fine Arts Complex and parking lot eight. This outdoor space is an opportunity to refresh the landscape on the eastside of the library constructing a major north to south bicycle and pedestrian route across campus.

ACTION ITEM

To: Board of Trustees	Date: June 11, 2019
From: Superintendent/President	
Subject: Approval of the 2019-22 Student Equity Plan	Item Number: 12.J.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 25

BACKGROUND

The 2019-22 Student Equity Plan is presented for board approval and will be submitted to the Chancellor's Office by June 30, 2019. A copy of the report is included.

FISCAL IMPACT:

None

RECOMMENDATION:

Staff recommends that the board of trustees approve the final report of the 2019-22 Student Equity Plan.

Administrator Initiating Item: Nohemy Ornelas	Final Disposition:
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Student Equity Plan

2019-2022

INTRODUCTION

California Community Colleges serve over 2.1 million students and is the economic engine of the state. For many students, community college is where students are able to receive an affordable education while still being able to live at home. Many students do not have the economic resources to attend a four-year university right out of high school and the community college is their only option. Other students will choose to pursue a certificate or an associate's degree in a career technical education field. Many come to brush up on skills that will enhance and strengthen their job opportunities. While others, come to obtain a GED or learn English. We serve all students and provide them the academic support that is needed to succeed. We hire faculty and staff that are committed to changing the odds for our students. We are agents of change. The core mission of the community college is to ensure access for the millions of students who come to us seeking a better life through education. Education is the means to upward mobility and closing the achievement gap.

EQUITY AT ALLAN HANCOCK COLLEGE

Allan Hancock College (AHC) is committed to student learning and success. In order to promote student success for all students, the Student Equity Plan provides the process for the college to engage in a self-evaluation to improve successful outcomes in **five metrics: successful enrollment at same college; completion of transfer level math and English in one year; achieved Vision Goal Completion; retention from Fall to Spring; and transfer to any 4-year institution.**

The college's strategic direction of student learning and success is to provide educational programs and comprehensive support services that promote student success and respond to qualitative and quantitative assessment of learning. Student success at AHC is defined by the achievement of the student's educational goals (AHC Strategic Plan 2014-2020). This strategic direction along with the college's mission statement, shared values, and planning process guided the development of the Student Equity Plan.

Mission Statement: AHC provides quality educational opportunities that enhance student learning and the creative, intellectual, cultural, and economic vitality of our diverse community.

Shared Values:	Student Success Innovation Mutual Respect Lifelong Learning Excellence	Diversity Academic Freedom Shared Governance
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We at AHC express our values in all that we do. Our commitment is to find innovative ways to enhance student achievement and always to put students first. We operate in a culture of mutual respect and lifelong learning, developing relationships among students and employees to enrich our collective appreciation for diverse ideas, thoughts, and experiences. Our culture is supported by a philosophy that shared governance and academic freedom are primary vehicles in promoting excellence in all teaching, learning, and services through open and honest communication.

Allan Hancock College is committed to closing the achievement gap for DI groups. AHC believes in Changing the Odds for the students in our district by developing partnerships with K-12 schools, industry, social services programs and prison. Targeted interventions and support will be given to those marginalized populations including *LGBTQ, Veterans, students with disabilities, foster youth and males of color*. The faculty, staff and administrators are committed to working together to ensure that students from historically marginalized groups are served through an “equity-minded” lens. AHC will provide opportunities for professional development to all faculty in equity-based pedagogy. This Equity Plan is a campus wide effort and everyone has a role in helping close equity gaps. Students depend on us to make the best decisions for them and we need to acknowledge that our policies and practices may be causing the inequities in access and success.

AHC uses the “six student success factors” framework from the Student Support (Re) defined by the Research and Planning (RP) Group. Students need to be:

Directed: Students have a goal and know how to achieve it.

Focused: Students stay on track-keeping their eyes on the prize.

Nurtured: Students feel somebody wants and helps them to succeed.

Engaged: Students actively participate in class and extracurricular activities.

Connected: Students feel like they are part of the college community

Valued: Students’ skills, talents, abilities and experiences are recognized; they have opportunities to contribute on campus and feel their contributions are appreciated.

These success factors drive our integrated planning and resource allocations.

Nondiscrimination Statement: The Board of Trustees of Allan Hancock College Joint Community College District recognizes that diversity in the academic environment fosters cultural awareness, mutual understanding and respect, harmony, and creativity while providing positive images for all students. The district is committed to the active promotion of campus diversity, including recruitment of and opportunities for qualified members of underrepresented/protected groups, as well as the provision of a work and learning environment conducive to open discussion and free of intimidation, harassment, and unlawful discrimination (Excerpt from AHC Board Policy 3420)

RECENT AND ONGOING MAJOR DEVELOPMENTS

Key developments and initiatives during the 18-19 year include: the implementation of AB705; expansion of PUENTE, Male Support Group; electronic student education plans on Degreeworks; Equity Summit fall 2018; Launch to College events that served over 1200 incoming high school students at 14 feeder schools; strengthening high school partnerships through Bridges to Success and concurrent enrollment; expanding

counseling services to Veterans, formerly incarcerated, AB540 and STEM students; first cohort of Promise students enrolled at AHC in fall 2018; and formation of Roadmaps to Success.

Below are some of the initiatives that we will be focusing on for the next couple of years:

AB705

Faculty and staff have been meeting twice a month to implement AB705. The goal is to maximize the probability that a student will enter and complete transfer-level coursework in English and math within a one year timeframe and use, in the placement of students into English and math courses, one or more of the following: high school coursework, high school grades, and high school grade point average. This will fully be implemented in Fall 2019 except for ESL, which will use CASAS for placement. Curriculum has been approved by AP and P to provide corequisite courses for math and English. Counselors and Academic Affairs have worked side by side to develop a communication plan to ensure that students are aware of the new legislation. Other interventions include having embedded counselors, using affective strategies, time management, study skills and connecting students with resources on campus.

Research

The office of Institutional Effectiveness supports integrated planning and program coordination at the institutional level. Institutional Effectiveness will evaluate progress towards meeting goals on an annual basis.

Promise Initiative

The Hancock Promise is a new program providing high school graduates with the opportunity to get their first year of tuition free at Allan Hancock College. The program removes financial barriers and creates pathways to increase college readiness, access, affordability, and success for all students and their families. We had our first cohort of 1200 students begin in the fall 2018. The Hancock Promise is unique in that we begin in the 5th grade and end when students achieve their goal of transferring or degree or certificate completion. Bulldog Bound introduces fifth-through eighth grade students and their families to the college. Path the Promise leverages programs and services for high school students and prepares them to succeed in college. The Hancock Promise provides high school graduates with their first year free (tuition and fees) at the college. Students must be enrolled in at least 12 units, have a comprehensive student education plan and take math and English during their first year at Hancock. The Extended Promise focuses on ensuring success with graduation or transfer during a student's second year at the college. The Promise Initiative has increased enrollment from high school students at top feeder high schools from 31.6% in 2017 to 48.6% in 2018. We also saw significant increases in student enrollment from the following populations in fall 2018: Low income (48%); Latinx (37%); White (43%); male (38%); female (39%); first generation (31%); and a total increase of 40% from the previous year. Hancock Promise students also attempted more units in fall 2018 than the previous year for a total of 13.5 units as compared to 11.9 in fall 2017. With the implementation of the Hancock Promise, we also saw more students return in the spring with 1080 students in spring 2019 as compared to 790 in spring 2018.

Guided Pathways (Roadmaps to Success)

AHC has started the conversation on the development and implementation of Guided Pathways (Roadmaps to Success). This would be in line with the Chancellor's Strategic Vision of providing students with clear education maps that include specific course sequences, progress milestones and program learning outcomes. Open Education Resources (OER) and the Hancock Promise will provide students with additional resources and wrap around services for success. Summer Bridge programs will be expanded to provide students with dedicated counselors, tutoring and engagement activities.

Equity Summit (Professional Development)

AHC is committed to continued staff development pertaining to student learning and development with a focus on cultural relevance, equity and social justice. AHC hosted the Equity Summit in fall 2018 and brought over 200 educators and community leaders to hear about how to better serve disproportionately impacted students including foster youth, first generation college students and students of color. This fall 2019, we will host the Equity Summit with special emphasis on LGBTQ students, Veterans and formerly incarcerated students.

Bridges to Success

The partnership with high schools has been expanded and in 2019-2020, we are looking at merging counselors from Lompoc, Santa Ynez into Santa Maria Valley Schools. Connecting with our high school partners to support and sustain the transition and success of high school students into AHC is key. Bridges to Success is a comprehensive counseling program between AHC counseling faculty and high school counselors. Professional development and training opportunities are offered monthly throughout the year to mutually inform counselors of activities and events relevant to serving all students, with focus on first-generation, at-risk groups. The goal of the program is to increase student's access and success by providing students with core services to assist them in achieving their educational and career goals.

Through Bridges to Success, counselors from high schools, AHC, Cal Poly, and UCSB have created a common vision and mission to serve area students. The mission of the Bridges to Success is to:

“Enhance each student's academic, career and personal growth. The partnership will provide a smooth transition from high school to college. Both educational programs and comprehensive student support services will collaboratively promote student success. The goal is to prepare all students to become productive citizens and career/college ready.”

VETTING TIMELINE FOR ALLAN HANCOCK COLLEGE STUDENT EQUITY PLAN

The 3SP/SE committee met early spring 2019 to discuss the new metrics for the Student Equity Plan. We had a group activity facilitated by the Dean, Student Services and senior research analyst to identify what we are currently doing and what opportunities we have moving forward. After reviewing the data, metrics and activities, we focused on Guided Pathways (Roadmaps to Success), Promise Initiative, transition from noncredit to credit courses, outreach to marginalized populations, tutoring, comprehensive education plans, professional development, AB705, Early Alert and direct aid to students. Below is how we vetted through the shared governance structure in spring 2019.

Date	Description
3/13/2019	Student Services Administrators
3/18/2019	Student Services Council - Information item
3/28/2019	3SP and Student Success Committee
4/2/2019	Academic Senate - Information item
4/3/2019	Deans and Directors
4/3/2019	Department Chairs
4/10/2019	Student Learning Council
4/11/2019	Student Services Council - Action item
4/15/2019	Assoc. Student Body Government
4/16/2019	Academic Senate -Action item
TBA	Information session (Santa Maria Campus/LVC)
5/2/2019	Basic Skills Committee
5/6/2019	College Council
June	Board of Trustees

STUDENT CATEGORIES

The completion of a student equity plan is a condition of funding under the Student Equity and Achievement Program (SEAP). The Student Equity Plan focus is to ensure equal educational opportunities and to promote student success for all students. The Student Equity Plan looks at how the institution is doing as a whole in the new success metrics and then disaggregates the data to see disproportionate impact. Title 5 regulations specify that colleges must review and address the following populations when looking at disproportionate impact: American Indians or Alaskan natives, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or other Pacific Islander, White, some other race, more than one race. Colleges must also assess the extent of student equity by gender for each of the following categories: current or former foster youth, students with disabilities, low-income students, Veterans, LGBTQ. In order to ensure equal educational opportunities and to promote student success for all students, regardless of race, gender, age, or disability, colleges must maintain a student equity plan that includes a disproportionate impact study. Each college develops specific goals/outcomes and actions to address disparities that are discovered, disaggregating data for indicators by student demographics, preferably in program review. College plans must describe the implementation of each success metric, as well as policies, activities and procedures as they relate to improving equity and success at the college.

STUDENT SUCCESS METRICS

AHC's Student Equity Plan has been aligned to the California Community College System's new student success metrics. We will set three-year goals from the Student Success Metrics Dashboard for the overall population and for each student equity population shown to have DI in the following success metrics:

1. **Access/Enrollment:** Increase the proportion of students who applied to and enrolled at Allan Hancock College
2. **Retention:** Increase the proportion of students retained from fall to spring semester
3. **Math/English:** Increase proportion of students who have completed both transfer level math and English in their first academic year of credit enrollment within the district
4. **Vision Goal:** Increase the number who earned a Chancellor Office approved credit certificate or an associate degree in the selected year and had an enrollment in the selected or previous year
5. **Transfer:** Increase the number of students who transfer to a 4 year institution

METHODOLOGY

The Chancellor's Office has shared the SEA equity data with each college through Data on Demand. This data includes calculations for disproportionality for each equity group using the Percentage Point Gap and/or Proportionality Index.

DATA DISAGGREGATION

Disaggregated data will be provided by the following demographic variables by gender:

- ***Race/Ethnicity:***
Value options: American Indian/Alaska Native, Asian, Black or African American, Filipino, Hispanic, Native Hawaiian or Other Pacific Islander, Two or More Races, White, Unknown/Non-Respondent, Multiple Values Reported
- ***Economically Disadvantaged:***
- ***First-Generation:***
- ***Foster Youth:***
- ***Disabled:***
- ***Veterans:***
- ***LGBT:***

GOALS AND ACTIVITIES FOR OVERALL STUDENT POPULATION

The 2019-2022 plan requires colleges to provide baseline data for the overall student population for each student equity metric, three-year goals, and a listing of activities that support goal attainment.

Metric	Current Baseline Data for Overall Student Population	Goals for Overall Student Population	Activities that support the goal
<p>Access: Successful Enrollment (within 12 months after applying)</p>	<p>16,391</p>	<p>16,391 (0% increase)</p>	<ul style="list-style-type: none"> ➤ Support and strengthen the Hancock Promise by providing strategic and intentional outreach to target populations, including ESL, and more information about the academic standards required in college classes. ➤ Provide Summer Bridges to Success Program, Week of Welcome and other activities with academic and counseling components to build skills and community for at-risk incoming first-time students to help them successfully transition to college life. ➤ Strengthen High School District and community partnerships ➤ Develop a communication plan so the college can outreach to credit and non-credit students more effectively. ➤ Update the online student orientation. ➤ Expand services through direct aid for students and establishment of a Basic Needs Center to coordinate partnerships and programs addressing food, housing, books and supplies, and other needs. ➤ Support development of open educational resources (OER) and Zero Textbook Cost (ZTC) degrees to reduce costs to students and encourage completion and transfer. ➤ Strengthen the credit ESL program.

Metric	Current Baseline Data for Overall Student Population	Goals for Overall Student Population	Activities that support the goal
Retention: Fall to Spring (all students)	8,925	9,371 (5% increase)	<ul style="list-style-type: none"> ➤ Expand tutorial and embedded services in all campus locations and modalities. ➤ Support the development of learning communities integrated within pathways and other innovative cohort programs. ➤ Improve Early Alert and other systematic interventions and communications. ➤ Improve successful completion of courses for all student groups by embedding support into corequisite courses, learning communities, and pathways completion teams. ➤ Expand services through direct aid for students and establishment of a Basic Needs Center to coordinate partnerships and programs addressing food, housing, books and supplies, and other needs. ➤ Track and reach out to students with Ws and Fs to encourage re-enrollment at the end of each semester. ➤ Support the use of peer facilitators and embedded counselors in corequisite courses. ➤ Support students' skills development with classroom and lab software. ➤ Support development of open educational resources (OER) and Zero Textbook Cost (ZTC) degrees to reduce costs to students and encourage completion and transfer.

Metric	Current Baseline Data for Overall Student Population	Goals for Overall Student Population	Activities that support the goal
<p><i>Transfer to a four-year institution (within 3 years)</i></p>	<p>935</p>	<p>940(.53% increase)</p>	<ul style="list-style-type: none"> ➤ Design and implement a process to evaluate program offerings to ensure alignment with transfer requirements and employment opportunities. ➤ Increase transfer immersion opportunities ➤ Support development of open educational resources (OER) and Zero Textbook Cost (ZTC) degrees to reduce costs to students and encourage completion and transfer. ➤ Increase transfer preparedness to all populations by implementing effective institutional practices around transfer. ➤ Expand university and industry field trips. ➤ Increase student participation in student conferences. ➤ Strengthen partnerships with industry and universities. ➤ Increase on campus presence from universities. ➤ Increase alumni presence in activities. ➤ Increase student education plans.

Metric	Current Baseline Data for Overall Student Population	Goals for Overall Student Population	Activities that support the goal
<i>Completion of transfer level math and English (in first year)</i>	179	217 (21% increase)	<ul style="list-style-type: none"> ➤ Implement and evaluate curricular redesign and placement changes to address AB 705. ➤ Strengthen collaboration between Student Services and Academic Affairs by embedding support into corequisite courses, learning communities, and pathways completion teams. ➤ Expand tutorial and embedded services in all campus sites and locations. ➤ Support innovative curriculum and professional development to enhance student learning, retention, and success. ➤ Support research and professional development on course success strategies for English, math, and ESL. ➤ Effect a targeted effort to promote enrollment in math and English in the first year including enrollment management strategies. ➤ Increase student success in math and English. ➤ Provide last-minute enrollments for English and math students who received Ws and Fs at the beginning of the following semester. ➤ Provide in-class peer facilitators and embedded counselors for corequisite support courses that address AB 705. ➤ Improve the tracking of students with Ws or Fs in math and English to ensure re-enrollment the next semester. ➤ Support students' skills development with classroom and lab software.

Metric	Current Baseline Data for Overall Student Population	Goals for Overall Student Population	Activities that support the goal
<p><i>Earned credit certificate over 18 units, associate degree, CCC bachelor's degree (Earned credit certificate or associate degree within 3 years)</i></p>	<p>1,095</p>	<p>1,306 (19% increase)</p>	<ul style="list-style-type: none"> ➤ Increase student completion by developing integrated learning experiences with links between academic courses and workplace and career training, including noncredit and ESL. ➤ Increase transfer and career preparedness by expanding university and industry field trips to increase degree, certificates, and transfer among all students. ➤ Increase collaboration between Student Services and Academic Affairs in advertising degree and certificate requirements. ➤ Provide intentional and strategic inreach to students. ➤ Increase the number of students who complete a Student Education Plan. ➤ Increase academic and counseling support, including the use of faculty mentors and data coaches on pathways completion teams. ➤ Expand CTE counseling and targeted academic support. ➤ Support development of open educational resources (OER) and Zero Textbook Cost (ZTC) degrees to reduce costs to students and encourage completion and transfer.

DISPROPORTIONATELY IMPACTED STUDENT POPULATIONS

Goal	Overall N	Overall %	Disproportionally Impacted Group	Gender	Baseline	Goal	Equity Change	Overall Goal	D.I. Goal
Enrolled in the Same Community College	16,391	46.06%	American Indian or Alaska Native	Female	81	95	17.28%	Goal = 16,391, 0% equity change	Set equity goal to reduce equity gap for female D.I. groups
			Asian	Female	295	312	5.76%		
			Black or African American	Female	167	225	34.73%		
			Disabled	Female	170	239	40.59%		
			Foster Youth	Female	144	161	11.81%		
			LGBT	Female	252	292	15.87%		
			Native Hawaiian or other Pacific Islander	Female	27	35	29.63%		
			Some other race	Female	50	61	22%		
			Veteran	Female	32	58	81.25%		
			White	Female	2180	2717	24.63%		
			Black or African American	Male	356	356	0%		
			Disabled	Male	157	157	0%		
			Foster Youth	Male	106	106	0%		
			LGBT	Male	126	126	0%		
			Some other race	Male	65	65	0%		
			Veteran	Male	345	345	0%		
Total					4553	5350	797		

Goal	Overall N	Overall %	Disproportionally Impacted Group	Gender	Baseline	Goal	Equity Change	Overall Goal	D.I. Goal	
								Goal = 9,371, +5% equity change	Set equity goal to reduce equity gap for all D.I. groups	
Retained from Fall to Spring at the Same College	8,925	65.04%	Asian	Male	46	57	23.91%	Goal = 9,371, +5% equity change	Set equity goal to reduce equity gap for all D.I. groups	
			Black or African American	Male	104	131	25.96%			
			Native Hawaiian or other Pacific Islander	Male	6	10	66.67%			
			Veteran	Male	172	223	29.65%			
			White	Male	1006	1126	11.93%			
			Total			1334	1547			213
			Total							
Completed Both Transfer-Level Math and English Within the District in the First Year	179	8.90%	Disabled	Female	0	2	100%	Goal = 217, +21.23% equity change	Set equity goal to reduce equity gap for all D.I. groups	
			Veteran	Male	0	2	100%			
			Total			0	4			4
			Total							
Attained the Vision Goal Completion Definition	1,095	5.40%	Asian	Female	6	13	116.67%	Goal = 1,306 (same of Vfs), +19.27% equity change	Set equity goal to reduce equity gap for all D.I. groups	
			Black or African American	Female	5	8	60%			
			Some other race	Female	3	8	166.67%			
			Black or African American	Male	11	16	45.45%			
			Foster Youth	Male	3	8	166.67%			
			Some other race	Male	3	6	100%			
			Total			31	59			28
Transferred to a Four-Year Institution	935	4.30%	Black or African American	Female	4	6	50%	Goal = 941, +0.64% equity change	Set equity goal to reduce equity gap for all D.I. groups	
			Foster Youth	Female	8	9	12.50%			
			Some other race	Female	0	1	0%			
			American Indian or Alaska Native	Male	2	3	50%			
			Some other race	Male	1	2	100%			
			Total			15	21			6

PLANNED ACTIVITIES TO ACHIEVE EQUITY GOALS

To close equity gaps for DI student populations identified in the above table, we will develop and/or continue the activities outlined below.

Metric	Activities for Disproportionately Impacted Student Populations
<p>Access: Successful Enrollment</p>	<ul style="list-style-type: none"> • Support the Hancock Promise by providing strategic and intentional outreach to target populations. • Increase support for DI students to successfully transition to college life by expanding summer bridge programs and orientations. Faculty will provide workshops for DI groups including Veterans, Foster Youth, and LGBT. Explore Affinity Group pathways coaching teams. • Support faculty to build and improve transfer and CTE guided pathways, including concurrent enrollment. • Provide Emergency Fund to students who need financial assistance and establish a Basic Needs Center to coordinate partnerships and programs addressing food and housing insecurity, books and supplies, and other needs. • Support the development of learning communities integrated within pathways and other cohort programs. Targeted out/inreach to DI groups for inclusion in these programs. • Support development of open educational resources (OER) and Zero Textbook Cost (ZTC) degrees to reduce costs to students and encourage completion and transfer. • Support the development of non-credit to credit pathways, including ESL
<p>Retention: Fall to Spring</p>	<ul style="list-style-type: none"> • Support curricular collaboration between faculty, counseling and resource centers • Fund professional development for faculty and staff to address needs of DI groups • Provide enhanced counseling services and follow up services for DI groups • Enhance tutorial and embedded services for DI groups • Provide support to DI groups by strengthening comprehensive Early Alert system and predictive model to identify and communicate to those students at risk of attrition to help students stay on the course, persist, and progress. Explore Affinity Group pathways coaching teams. • Increase participation in Male Support Group and look at expanding to Lompoc Valley Center • Develop milestones for credit and non-credit students and celebrate successes. • Expand services through direct aid for students and establish a Basic Needs Center to coordinate partnerships and programs addressing food, housing, books, and other needs.

<p><i>Transfer to a four year institutions</i></p>	<ul style="list-style-type: none"> ● Design and implement a process to evaluate program offerings to ensure alignment with transfer requirements and employment opportunities. ● Increase transfer immersion opportunities. ● Increase transfer preparedness to all populations by implementing effective institutional practices around transfer. ● Expand university and industry field trips to increase transfer among all students. ● Increase student participation in student conferences and activities. ● Strengthen partnerships with industry and universities. ● Increase on campus presence from universities. ● Support development of open educational resources (OER) and Zero Textbook Cost (ZTC) degrees to reduce costs to students and encourage completion and transfer. ● Increase alumni presence in activities on and off campus events. ● Increase and improve student education plans.
<p><i>Completion of transfer level math and English</i></p>	<ul style="list-style-type: none"> ● Implement and evaluate curricular redesign and placement changes to address AB705. ● Strengthen collaboration between Student Services and Academic Affairs by embedding support into corequisite courses, learning communities, and pathways completion teams. Targeted out/inreach to DI groups for inclusion in these programs. ● Expansion of tutorial and embedded services in all campus sites and locations. ● Support innovative curriculum and professional development to enhance student learning, retention, and success through culturally relevant teaching strategies and equity frameworks ● Support research and professional development on course success strategies for DI groups in English, math, and ESL. ● Create a targeted effort to ensure enrollment in math and English in the first year including enrollment management strategies. ● Increase student success in math and English of DI groups. ● Provide in-class peer facilitators and embedded counselors for corequisite support courses that address AB705.
<p><i>Vision Goal Completion</i></p>	<ul style="list-style-type: none"> ● Increase student completion by developing integrated learning experiences with links between academic courses and workplace and career training including noncredit.t ● Increase transfer and career preparedness by expanding university and industry field trips to

	<p>increase degree, certificates, and transfer among all students. Target recruitment efforts to DI groups.</p> <ul style="list-style-type: none"> • Increase collaboration between Student Services and Academic Affairs in advertising degree and certificate requirements. Provide intentional and strategic in reach to students. • Improve student completion by developing integrated learning experiences with links between academic courses and workplace and career training, including noncredit • Increase the number of students who complete a Student Education Plan. • Increase academic and counseling support for DI groups • Expand CTE counseling and targeted academic support for DI groups
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PREVIOUS ACCOMPLISHMENTS

<p>Equity (GOAL A) – Access: Conduct research and evaluation of 3SP core services; establish reliable data collection processes for foster youth and Veterans; and outreach to increase enrollment of ESL, foster youth, Veterans, economically disadvantaged, and students with disabilities.</p>	<p>Key strategies to close the gap for access include, but are not limited to, strengthening the High School District Partnership, increased outreach to target groups of ESL, students with disabilities, economically disadvantaged, foster youth, and Veterans; expansion of student services; and direct aid for students. The 2015-2016 student equity plan identified three groups with disproportionate impact: Hispanic/Latinos, males, and Veterans. To date, the percentage point gap has shown a decrease from -3% to -1.9% for Hispanic/Latino students, exceeding our goal. Additionally, there was a decrease from -3.5% to -3.3% for male students and -7% to -6.4% for Veterans bringing us closer to reaching our 2017 goals for those groups, -1% and -2%, respectively.</p>
<p>Equity (GOAL B) - Course Completion: Increase overall course completion rates among the following targeted groups within two years: African American students from 62.6% to 64.6%; Hispanic/Latino students from 68% to 70%; students with disabilities from 68.5% to 70.5%; foster youth from 56.5% to 58.5%.</p>	<p>The college expanded tutorial services in all locations and modalities, piloted an early alert system, and provided professional development opportunities to improve student-learning outcomes. Course completion rates increased for all targeted groups except for foster youth students and students with disabilities. The course completion rate for African American students increased from 62.6% to 65.2% and for Hispanics/Latino students from 66.8% to 68.7%, meeting out targets set in the 2015 Student Equity Plan. For Foster Youth students, there was a decrease in the course completion rate from 58.6% to 51.7%. However, enrollment increased for Foster Youth students from 556 in 2014 to 681 in 2016, increasing the number of under-prepared students. The course completion rate for students with disabilities remained relatively the same from 2014 to 2016, slightly below the overall average. Veteran’s course completion rates are equal to the overall average for the college at 71% in 2016.</p>

<p>Source: Allan Hancock College MIS data</p>	<p>Equity (GOAL C.1) - ESL & Basic Skills Completion: Increase the number of all students in basic skills and ESL courses who complete a degree applicable course in the same discipline.</p> <p>Source: Scorecard data for 2008-2009, 2009-2010, and 2010-2011 cohorts</p>	<p>Basic skills to a degree-applicable, course completion rate for students taking all basic skills and ESL courses increased from 33% for the 2008-2009 cohort to 36% for the 2010-2011 cohort. The completion rate for male students increased from 29.9% to 33.2%, Blacks/African-American students from 24.3% to 25.6%, students with disabilities from 30.8% to 39.2%, and economically disadvantaged students from 32.2% to 34%. For the 2010-2011 cohort, there is only disproportionate impact for two targeted groups, Black/African-American students at 10.1% percentage point gap and male students at 3.4% percentage point gap. The number of students in basic skills and ESL courses who complete a degree-applicable course in the same discipline increased from 697 for the 2009-2010 cohort to 791 for the 2010-2011 cohort, meeting our target of a 2% increase.</p>
<p>Source: Scorecard data for 2008-2009, 2009-2010, and 2010-2011 cohorts</p>	<p>Equity (GOAL C.2) – ESL Basic Skills Completion: Increase the number of all students ESL courses who complete a degree applicable course in the same discipline.</p> <p>Source: Scorecard data for 2008-2009, 2009-2010, and 2010-2011 cohorts</p>	<p>The basic skills to a degree-applicable, course completion for students taking ESL courses remained at 13% from the 2008-2009 cohort to the 2010-2011 cohort, with no disproportionate impact. The college increased the number of ESL students transitioning into college level English by 5% for males, 6% for Hispanics/Latinos, and 3% for economically disadvantaged students, exceeding our goal of a 2% increase.</p>
<p>Source: Scorecard data for 2008-2009, 2009-2010, and 2010-2011 cohorts</p>	<p>Equity (GOAL C.3) – Math Basic Skills Completion: Increase the number of all students in math basic skill courses who complete a degree applicable course in the same discipline.</p> <p>Source: Scorecard data for 2008-2009, 2009-2010, and 2010-2011 cohorts</p>	<p>The basic skills to a degree-applicable, course completion for students taking math courses increased from 29% for the 2008-2009 cohort to 36% for the 2010-2011 cohort. The campus exceeded its goal of 18% completion rate for math basic skills courses for Black/African-American students and 28% for students with disabilities.</p>
<p>Source: Scorecard data for 2008-2009, 2009-2010, and 2010-2011 cohorts</p>	<p>Equity (GOAL C.4) – English Basic Skills Completion: Increase the number of all students in English</p>	<p>The basic skills to a degree-applicable, course completion for students taking English courses is down slightly from 42% for the 2008-2009 cohort to 39% for the 2010-2011 cohort with disproportionate</p>

<p>basic skill courses who complete a degree applicable course in the same discipline.</p> <p>Source: Scorecard data for 2008-2009, 2009-2010, and 2010-2011 cohorts</p>	<p>impact for Black/African-American students (percentage point gap, 18.6%) and male students (percentage point gap, 3.9%).</p>
<p>Equity (GOAL D) - Degree & Certificate Completion: Increase the number of students who complete a degree and/or certificate.</p> <p>Source: Scorecard data for 2008-2009, 2009-2010, and 2010-2011 cohorts</p>	<p>The degree completion rate increased from 18% for the 2008-2009 cohort to 25% for the 2010-2011 cohort. All of our targeted groups increased the degree completion rate from the 2008-2009 cohort to the 2010-2011 cohort: Black/African-American students from 5.9% to 27.3%, Hispanics/Latino students from 16.6% to 23%, male students from 14.3% to 21.7%, students with disabilities from 10.8% to 25.6%, and economically disadvantaged students from 17.9% to 25.2%. In the 2010-2011 cohort, one targeted group (male students) displayed disproportionate impact (percentage point gap, 3.2%).</p> <p>There was an increase in certificate completion from 15% for the 2008-2009 cohort to 20% for the 2010-2011 cohort. All targeted groups increased the percentage of certificate completion with only males experiencing disproportionate impact with 3.6% percentage point gap.</p>
<p>Equity (GOAL E) – Transfer: Improve transfer rates of all students, in particular economically disadvantaged, Hispanic/Latino (including Hispanic/Latino males), students with disabilities, foster youth students, and Veterans.</p> <p>Source: Scorecard data for 2008-2009, 2009-2010, and 2010-2011 cohorts</p>	<p>There was a small increase in the overall transfer rate from 28% for the 2008-2009 cohort to 30% for the 2010-2011 cohort. All targeted groups increased their transfer rate from the 2008-2009 cohort to the 2010-2011 cohort: Black/African-Americans from 39.2% to 45.5%, Hispanics/Latinos from 17.2% to 21.4%, males from 26.2% to 29.4%, students with disabilities from 16.9% to 24.4%, and economically disadvantaged students from 23.4% to 26.6%. While all targeted groups increased their transfer rate and disproportional impact has decreased over the last two cohorts, three groups still experience disproportionate impact: Hispanic/Latinos (percentage point gap, 5.6%), students with disabilities (percentage point gap, 5.3%), and economically disadvantaged students (percentage point gap, 3.0%).</p>
<p>Equity (GOAL F) - Campus-Wide Initiatives: Identify where the college is imposing institutional barriers to access and success, the institution through collaborative efforts will identify ways to</p>	<p>During the 16-17 academic school year, a Multiple Measures taskforce was created to address the barriers of placement in English and Math. The initiative was faculty driven and the institution has implemented systematic multiple measures at the college. AHC adopted the statewide model and uses the CCCapply admissions form to ask questions on high school GPA and last English and Math course taken.</p>

mitigate these unintended outcomes.

Various Board Policies addressing access and success were revised and adopted.

The Student Success Summit was created to address institutional barriers to student achievement. Faculty and staff brought forth best practices and recommendations for student learning including acceleration and multiple measures. Student Learning Council and Student Services Council host the event and faculty present on best practices for student learning.

AHC's partnership with local feeder high schools hosted the "Counseling Summit-Growing Roses in Concrete" in October 2016. Dr. Jeff Duncan-Andrade was the keynote speaker and spoke about culturally relevant counseling and equity in education. Other topics including social justice and serving students at the margins were explored. The goal of the summit is to close the equity gap at our institutions, have student's graduate high school, and attend college.

REVIEW OF PAST EXPENDITURES

Category	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Promise/ High School Outreach	\$30,000	\$25,824	\$39,585	\$50,000	\$40,000
Student Services and Categorical(Academic Salaries/Classified and other Nonacademic Salaries)					
Early Alert Counselor, CAN/TRIO Counselor, University Transfer Counselor, DSPS/LAP Counselor	\$350,000	\$502,195	\$625,692	\$741,261	\$800,000
Student Ambassadors/Student Workers					
Faculty Stipends					
Portion of Dean, Student Services	\$15,000	\$43,108	\$77,038	\$77,038	\$78,000
Research and Evaluation					
Student Services Coordination and Planning (Student field trips, conferences, workshops, Student Equity Summit)		\$411,111	\$46,071	\$90,242	\$79,000
Curriculum, Course Dev. and Adoption (AB 705, Roadmaps to Success)		\$11,281	\$40,000	\$20,000	\$15,000
Professional Development	\$30,000	\$138,120	\$50,000	\$30,000	\$20,000
Instructional Support (Tutoring)	\$119,364	\$42,606	\$155,126	\$25,000	\$20,000
Direct Student Support		\$51,011	\$84,029	\$84,000	\$65,000
Program Totals	\$544,364	\$1,225,256	\$1,117,541	\$1,117,541	\$1,117,000

EVALUATION PLAN AND PROCESS

Allan Hancock College's Office of Institutional Effectiveness will monitor and report on measureable outcomes annually and continuously evaluate programs and activities supported by the Student Equity Plan. Specifically, The Office of Institutional Effectiveness will update a Tableau Equity Dashboard and Guided Pathways Momentum Point Dashboard on an annual basis. Both quantitative and qualitative data will be analyzed to evaluate activities and research findings will be disseminated to the campus community.

Point of Contact:

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Title Dean, Student Services

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Name Erica Biely

Title Senior Research Analyst

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Phone

805-922-6966

Santa Maria Campus

800 South College Drive
Santa Maria, CA 93454
805.922.6966

Lompoc Valley Center

One Hancock Drive
Lompoc, CA 93436
805.735.3366

Vandenberg AFB Center

641 Utah Ave. Bldg. 13640, Rm 216
Vandenberg AFB, CA 93437
805.734.3500 or 805.735-3366 ext. 3250

Santa Ynez Valley Center

Santa Ynez Valley Union School
2977 E. Hwy 246, Santa Ynez CA 93460
805.922.6966 ext. 3355

www.hancockcollege.edu



INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	June 11, 2019
Subject: Grant Proposals Submitted	Item Number: 13.A.
Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures: Page 1 of 2

BACKGROUND:

The office of institutional grants has submitted the following grant applications for a total of \$1,203,226.80 in requested funds:

1. United States Department of Agriculture: Hispanic-Serving Institutions Education Grants Program, “Strengthening Agriculture Education and Outreach” (\$981,923)

The college has submitted an application for funding to attract and support undergraduate and graduate students from underrepresented groups in order to prepare them for careers related to the food, agriculture, natural resources and human (FANH) sciences in the United States. The college is the lead for this four-year grant in collaboration with California Polytechnic State University, San Luis Obispo, and Cuesta College. No matching funds are required.

The project period is January 1, 2020 – December 31, 2023. (Submitted by Holly Nolan-Chavez)

2. Community Environmental Council: Food Waste Prevention & Rescue (\$13,303.80)

The college has been awarded funding in collaboration with the Community Environmental Council to expand the Santa Barbara County Food Rescue Program. The project will purchase equipment for Allan Hancock College, as well as Santa Barbara City College and UC Santa Barbara, to allow receipt and safe storage of prepared foods. Rescued foods will be redistributed to feed food insecure students. The project will divert approximately 84,000 pounds of food from landfill disposal over the grant term.

The project period is April 24, 2019 – April 1, 2021. (Submitted by Christine Bisson)

3. Campus Consortium: Campus Safety Grant App (\$30,000)

The college has submitted an application for funding to provide students an emergency app that has the ability to send an alert via App notification, SMS, and email about their location and request for immediate help. Students can further customize this app to send an alert to their parents, guardians, or friends and call the campus police in the event of an incident. The grant covers over five years in licensing and implementation.

The project period is 2019 – 2024. (Submitted by Cathy Farley)

(continued)

Administrator Initiating Item: Jon Hooten	Final Disposition:
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4. United States Department of Agriculture: Higher Education Challenge Grants Program, “Touchpoints to Diversity: Community College Pathway Transitions in Agriculture” (\$118,000)

The college has submitted a sub-recipient agreement form with California Polytechnic State University, San Luis Obispo, serving as the lead for a United States Department of Agriculture, Higher Education Challenge Grant entitled, “Touchpoints to Diversity: Community College Pathway Transitions in Agriculture.” The funds will be used to enhance the quality of instruction for baccalaureate degrees, master’s degrees, and first professional degrees in veterinary sciences, in order to help meet current and future workforce needs in the food, agricultural, natural resources, and human (FANH) sciences and to increase the number and diversity of students who will pursue and complete a postsecondary degree in the FANH sciences. No matching funds are required.

The project period is February 1, 2020 – January 31, 2023. (Submitted by Holly Nolan-Chavez)

5. United States Department of Agriculture: Food Safety Outreach Competitive Grants Program 2019, “Supporting Underserved California Leafy-green Producers’ FSMA Compliance, through Interdisciplinary Food Safety, Communication and Marketing Training” (\$60,000)

The college has submitted a sub-recipient agreement form with California Polytechnic State University, San Luis Obispo entitled, “Supporting Underserved California Leafy-green Producers’ FSMA Compliance, through Interdisciplinary Food Safety, Communication and Marketing Training.” The funds will be used for food safety training and education for small and mid-sized producers and processors affected by the Food Safety Modernization Act (FSMA). No matching funds are required.

The project period is September 1, 2019 – August 31, 2021. (Submitted by Erin Krier)

**INFORMATION ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	June 11, 2019
Subject: First Reading: Revised Board Policy 2100 Board Elections	Item Number: 13.B.
Strategic Goal: Goal IE1: To identify the institutional capacity to fulfill the college mission	Enclosures: Page 1 of 3

BACKGROUND

Board policy 2100 Board Elections has been updated to reflect when the term of service begins. The revision to the board policy is suggested by the California Community College League's Policy and Procedure Services and has been vetted through the shared governance process.

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

BP 2100 BOARD ELECTIONS

The governance of the Allan Hancock Joint Community College District of Santa Barbara, San Luis Obispo, and Ventura Counties is vested in the Board of Trustees, consisting of five members each elected by voters of his/her trustee area. Each trustee is elected or appointed from one of the five trustee areas, and the purpose of the areas is to provide for area representation of all the territory in the District. Each trustee area will have approximately the same number of registered voters. In order to equalize trustee area population, the trustee areas are reapportioned in the year following the release of federal census data collected through the national census.

The Superintendent/President shall submit recommendations to the Board regarding adjustments to be made to the boundaries of each trustee area, if any adjustment is necessary, after each decennial federal census. The Superintendent/President shall submit the recommendation in time for the Board to act as required by law.

Effective December 12, 2011 the trustee areas are:

- Area 1 Central and Northern Santa Maria
- Area 2 South East Santa Maria, Orcutt, and Cuyama Valley
- Area 3 Southern Santa Maria and Guadalupe
- Area 4 Lompoc Valley
- Area 5 Casmalia, Santa Ynez Valley, and Vandenberg AFB

The District website includes maps of the trustee areas.

The election of a Board member residing in and registered to vote in the trustee area he/she seeks to represent shall be only by the registered voters of the same trustee areas.

Each trustee must be a resident of and a qualified voter in the trustee area he/she represents. The term of office is four years, with service beginning the ~~first~~ second Friday in December following the general election.

Election of members to the Board shall be held biennially on the first Tuesday after the first Monday in November of each succeeding even-numbered year to fill the offices of

members whose terms expire the first Friday in December. Terms of trustees are staggered so that, as nearly as practical, one-half of the trustees shall be elected at each trustee election.

If a member of the Board moves his/her place of residence outside the boundaries of the district, or his/her trustee area, such a change of residence shall effect an automatic resignation and create a vacancy on the Board.

References: Education Code Sections 5000 et seq., 72022, and 72036

Adopted: 6/18/91

Revised: 8/18/92

Revised: 4/20/93

Revised: 4/26/94

Revised: 11/22/94

Revised: 3/21/95

Revised: 5/16/95

Revised: 3/19/96

Revised: 4/21/98

Revised: 6/20/00

Revised: 5/19/15

(Replaces a portion of the Rules and Regulations of the Board of Trustees)

INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	June 11, 2019
Subject: First Reading: Revised Board Policy 2315 Closed Sessions	Item Number: 13.C.
Strategic Goal: Goal IE1: To identify the institutional capacity to fulfill the college mission	Enclosures: Page 1 of 3

BACKGROUND

Board policy 2315 Closed Sessions has been updated to include a government code reference. The revision to the board policy is suggested by the California Community College League's Policy and Procedure Services and has been vetted through the shared governance process.

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

BP 2315 CLOSED SESSIONS

Closed sessions of the Board shall only be held as permitted by applicable legal provisions including but not limited to the Brown Act, California Government Code, and California Education Code. Matters discussed in closed session may include:

- the appointment, employment, evaluation of performance, discipline, dismissal, or release of a public employee;
- charges or complaints brought against a public employee by another person or employee, unless the accused public employee requests that the complaints or charges be heard in an open session. The employee shall be given at least twenty-four (24) hours written notice of the closed session.
- advice of counsel on pending litigation, as defined by law;
- consideration of tort liability claims as part of the District's membership in any joint powers agency formed for purposes of insurance pooling;
- real property transactions;
- threats to public security;
- review of the District's position regarding labor negotiations and giving instructions to the District's designated negotiator;
- discussion of student disciplinary action, with final action taken in public;
- conferring of honorary degrees;
- consideration of gifts from a donor who wishes to remain anonymous;
- consideration of its response to a confidential final draft audit report from the Bureau of State Audits;

The agenda for each regular or special meeting shall contain information regarding whether a closed session will be held and shall identify the topics to be discussed in any closed session in the manner required by law.

After any closed session, the Board shall reconvene in open session before adjourning and shall announce any actions taken in closed session and the vote of every member present.

All matters discussed or disclosed during a lawfully held closed session, and all notes, minutes, records or recordings made of such a closed session, are confidential and shall

remain confidential unless and until required to be disclosed by action of the Board or by law.

A person may not disclose confidential information that has been acquired by being present in a closed session to a person not entitled to receive it, unless the legislative body authorizes disclosure of that confidential information. Measures for addressing disclosure of confidential information are contained in Government Code Section 54963.

If any person requests an opportunity to present complaints to the Board about a specific employee, such complaints shall first be presented to the Superintendent/ President.

Notice shall be given to the employee against whom the charges or complaints are directed. If the complaint is not resolved at the administrative level, the matter shall be scheduled for a closed session of the Board. The employee shall be given at least twenty-four (24) hours written notice of the closed session, and shall be given the opportunity to request that the complaints be heard in an open meeting of the Board.

References: Education Code Section 72122;
Government Code Sections 54956.8, 54956.9, 54957, 54957.1, 54957.6,
54963, 11125.4

Adopted: 11/16/04

Revised: 4/16/13

Revised: 10/21/14

*(Replaces Board Policy 1220 and a portion of
the Rules and Regulations of the Board of
Trustees)*

INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	June 11, 2019
Subject: First Reading: Revised Board Policy 2330 Quorum and Voting	Item Number: 13.D.
Strategic Goal: Goal IE1: To identify the institutional capacity to fulfill the college mission	Enclosures: Page 1 of 2

BACKGROUND

Board policy 2330 Quorum and Voting has been updated to include two board actions that require a two-thirds majority vote and the corresponding Education Code reference. The revisions to the board policy are suggested by the California Community College League's Policy and Procedure Services and have been vetted through the shared governance process.

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

BP 2330 QUORUM AND VOTING

A quorum of the Board of Trustees shall consist of three members.

The Board shall act by majority vote of all of the membership of the Board, except as noted below.

No action shall be taken by secret ballot.

The following actions require a two-thirds majority of all members of the Board:

- Resolution of intention to sell or lease real property (except where a unanimous vote is required);
- Resolution of intention to dedicate or convey an easement;
- Resolution authorizing and directing the execution and delivery of a deed;
- Action to declare the District exempt from the approval requirements of a planning commission or other local land use body;
- Appropriation of funds from an undistributed reserve;
- Resolution to condemn real property.
- Resolution to pursue the authorization and issuance of bonds pursuant to paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution and subdivision (b) of Section 18 of Article XVI of the California Constitution.

The following actions require a unanimous vote of all members of the Board:

- Resolution authorizing a sale or lease of District real property to the state, any county, city, or to any other school or community college district;
- Resolution authorizing lease of District property under a lease for the production of gas.

References: Education Code Sections 15266, 72000 subdivision (d)(3), 81310 et seq., 81365, 81511, and 81432;
Government Code Section 53094;
Code of Civil Procedure Section 1245.240

Adopted: 10/21/14

**INFORMATION ITEM**

To:	Board of Trustees	Date:	
From:	Superintendent/President	June 11, 2019	
Subject:	First Reading: Revised Board Policy 2720 Communications Among Board Members	Item Number:	13.E.
Strategic Goal:	Goal IE1: To identify the institutional capacity to fulfill the college mission	Enclosures:	Page 1 of 2

BACKGROUND

Board policy 2720 Communications Among Board Members has been updated to expand on how members of the board of trustees shall not communicate among themselves. The revision to the board policy is suggested by the California Community College League's Policy and Procedure Services and has been vetted through the shared governance process.

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

BP 2720 COMMUNICATIONS AMONG BOARD MEMBERS

Members of the Board of Trustees shall not communicate among themselves by the use of any form of communication (e.g., personal intermediaries, e-mail, or other technological device) in order to ~~reach a collective concurrence regarding~~ hear, discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board. In addition, no other person shall make serial communications to Board Members.

Reference: Government Code Section 54952.2

Adopted: 2-17-15

INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	June 11, 2019
Subject: First Reading: Revised Board Policy and Administrative Procedure 3410, Nondiscrimination	Item Number: 13.F.
Strategic Goal: Goal IE1: To identify the institutional capacity to fulfill the college mission	Enclosures: Page 1 of 5

BACKGROUND

Revised board policy and administrative procedure 3410, Nondiscrimination is recommended by the California Community College League's Policy and Procedure Services and has been vetted through the shared governance process. The revised board policy and administrative procedure include language regarding the District's commitment to equal opportunity in employment and all access to institutional programs and activities.

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

BP 3410 NONDISCRIMINATION

The Allan Hancock Joint Community College District (“District”) is committed to equal opportunity in employment and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its employment opportunities, services, classes, and programs without regard to national origin, religion, age, sex or gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or military and veteran status of any person, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The ~~Superintendent/President~~ Director, Human Resources shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

Pursuant to Education Code section 72014, no District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of sex, race, color, religion, ancestry, national origin, ethnic group identification, age, mental disability, physical disability, medical condition, genetic information, marital status, or sexual orientation, or because he or she is perceived to have one or more of the foregoing characteristics, or because of his or her association with a person or group with one or more of these actual or perceived characteristics.

Any individual who believes that he or she has been discriminated against in violation of this policy should immediately report such incidents by following the procedures described in Administration Procedure Regulation 343540.

References: Education Code Sections 66250 et seq., 72010 et seq., and 87100 et seq.;

Title 5 Sections 53000 et seq. and 59300 et seq.;
Penal Code Section 422.55;
Government Code Sections 12926.1 and 12940 et seq.;
Labor Code section 1197.5
WASC/ACCJC Accreditation Eligibility Requirement 20.

Adopted: 9/8/15

Revised: 5/8/18, [date]



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

AP 3410 NONDISCRIMINATION

Education Programs

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, sex or gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status of any person, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

All courses, including noncredit classes, shall be conducted without regard to the gender of the student enrolled in the classes. As defined in the Penal Code, “gender” means sex, and includes a person’s gender identity and gender expression. “Gender expression” mean’s a person’s gender-related appearance and behavior whether or not stereotypically associated with the person’s assigned sex at birth.

The District shall not prohibit any student from enrolling in any class or course on the basis of gender.

Academic staff, including but not limited to counselors, instructors and administrators shall not offer program guidance to students which differs on the basis of gender.

Insofar as practicable, the District shall offer opportunities for participation in athletics equally to male and female students.

Employment

The District, and each individual who represents the District, shall provide equal access to employment opportunities without regard to race, national origin, color, ancestry, religion, age, sex or gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status of any person, or because he or she is perceived to have one or more of the foregoing characteristics, or

based on association with a person or group with one or more of these actual or perceived characteristics.

All employment decisions, including but not limited to hiring, retention, assignment, transfer, evaluation, dismissal, compensation, and advancement for all position classifications shall be based on job-related criteria as well as be responsive to the District's needs.

The District shall provide professional and staff development activities and training to promote understanding of diversity.

It is unlawful to discriminate against a person who serves in an unpaid internship or any other limited-duration program to provide unpaid work experience in the selection, termination, training, or other terms and treatment of that person on any the basis of their race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status.

Any individual who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in Administration Procedure 3435.

Nondiscrimination References for Education Programs:

Education Code Sections 66250 et seq., 200 et seq., and 72010 et seq.;

Penal Code Sections 422.55 et seq.;

Title 5 Sections 59300 et seq.;

WASC/ACCJC Accreditation Eligibility Requirement 20

Nondiscrimination References for Employment:

Education Code Sections 87100 et seq.;

Title 5 Sections 53000 et seq.;

Government Code Sections 11135 et seq. and 12940 et seq.

Title 2, Sections 10500, et. seq.'

Labor Code Sections 1197.5

Approved: 7/12/16

Revised: 4/10/18, [date]

INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	June 11, 2019
Subject: First Reading: Revised Board Policy 3430, Prohibition of Harassment	Item Number: 13.G.
Strategic Goal: Goal IE1: To identify the institutional capacity to fulfill the college mission	Enclosures: Page 1 of 3

BACKGROUND

Revised board policy 3430, Prohibition of Harassment is legally required. The revised board policy updates include language regarding the District's commitment to providing an academic and work environment free of unlawful harassment. The revised board policy is recommended by the California Community College League's Policy and Procedure Services and has been vetted through the shared governance process.

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

BP 3430 PROHIBITION OF HARASSMENT

The Allan Hancock Joint Community College District (“District”) is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation, including acts of sexual violence. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, or sexual orientation of any person, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or because he or she associates with persons with those characteristics.

The District seeks to foster an environment in which all employees feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any individual who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in Administration ~~Procedure~~ Regulation 34350. Supervisors, Managers and Administrators are required to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, t~~This policy applies to all terms and conditions of employment,~~

including but not limited to, hiring, assignment, promotion, disciplinary action, layoff, recall, transfer, leaves of absence, training opportunities and compensation.

To this end the Superintendent/President or designee shall ensure that the institution undertakes education and training activities to counter discrimination and to prevent, minimize and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Superintendent/President or designee shall establish procedures that define harassment on campus. The Superintendent/President or designee shall further establish procedures for employees, students, unpaid interns, volunteers, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, and agents.

This policy and related written procedures (including the procedure for making complaints) shall be widely published and publicized to administrators, faculty, staff, students, unpaid interns, and volunteers particularly when they are new to the institution. They shall be available for students, employees, unpaid interns, and volunteers in all administrative offices, and shall be posted on the District's website.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion. Unpaid interns who violate this policy and related procedures may be subject to disciplinary measure up to and including termination from the internship or other unpaid work experience program.

References: Education Code Sections 212.5; 66252; 66281.5;
Government Code 12950.1;
Title VII of the Civil Rights Act of 1964, 42 U.S.C.A. § 2000e.
2 CCR 10500, et seq.
5 CCR 59320, et seq.

Adopted: 9/8/15

Revised: [date]

INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	June 11, 2019
Subject: First Reading: Revised Administrative Procedure 3435, Discrimination and Harassment Complaints and Investigations	Item Number: 13.H.
Strategic Goal: Goal IE1: To identify the institutional capacity to fulfill the college mission	Enclosures: Page 1 of 19

BACKGROUND

Revised administrative procedure 3435, Discrimination and Harassment Complaints and Investigations, is legally required. The updates include revised language regarding the discrimination and harassment complaints and investigations procedure. The revised administrative procedure is recommended by the California Community College League's Policy and Procedure Services and has been vetted through the shared governance process.

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

AP 3435 Discrimination and Harassment Complaints and Investigations

Complaints

The law prohibits coworkers, supervisors, managers, and third parties with whom an employee comes into contact from engaging in harassment, discrimination, or retaliation. Any person who has suffered harassment, discrimination, or retaliation may file a formal or informal complaint of harassment, discrimination, or retaliation.

A formal complaint is a written and signed statement filed with the District or the California Community Colleges Chancellor's Office that alleges harassment, discrimination, or retaliation in violation of the District's Board Policies, Administrative Procedures or in violation of state or federal law. An informal complaint is any of the following: (1) An unwritten allegation of harassment, discrimination, or retaliation; (2) a written allegation of harassment, discrimination, or retaliation that falls outside the timelines for a formal complaint; or (3) a written complaint alleging harassment, discrimination, or retaliation filed by an individual who expressly indicates that ~~he/she~~ they does not want to file a formal complaint.

Where the complaint involves a minor, the District will comply with California mandated reporting requirements.

Informal Complaints

Any person may submit an informal complaint to the Chief Human Resources Officer or any other District or college administrator. Administrators receiving an informal complaint shall immediately notify the Chief Human Resources Officer in writing of all pertinent information and facts alleged in the informal complaint.

Upon receipt of an informal complaint, the Chief Human Resources Officer will notify the person bringing the informal complaint of his/her right to file a formal complaint, if the incident falls within the timeline for a formal complaint, and explain the procedure for doing so. The complainant may later decide to file a formal complaint, if within the timelines to do so. If the individual chooses not to file a formal complaint, or if the alleged conduct falls outside the timeline to file a formal complaint, the Chief Human Resources Officer shall consider the allegations contained in the informal complaint and determine the

appropriate course of action. This may include efforts to informally resolve the matter, or a fact-finding investigation.

Investigation of an informal complaint will be appropriate if the Chief Human Resources Officer determines that the allegation(s), if proven true, would constitute a violation of the District policy prohibiting harassment, discrimination, or retaliation. The Chief Human Resources Officer will explain to any individual bringing an informal complaint that the Chief Human Resources Officer may decide to initiate an investigation, even if the individual does not wish the Chief Human Resources Officer to do so. The Chief Human Resources Officer shall not disregard any allegations of harassment, discrimination, or retaliation solely on the basis that the alleged conduct falls outside the deadline to file a formal complaint.

Formal Complaints

If a complainant decides to file a formal written unlawful discrimination or harassment complaint against the District, they must file the complaint on a form prescribed by the California Community Colleges Chancellor's Office. These approved forms are available from the Office of Human Resources and at the California Community Colleges Chancellor's Office website.

Formal Complaints may be submitted to the District online via the website, or contact the human resources department directly.

If any party submits a written allegation of harassment, discrimination, or retaliation not on the form described above, the District will seek to have the individual complete and submit the form. However, if the individual chooses not to do so, the District will attach the written allegation(s) to the form and treat it as a Formal Complaint. In no instance will the District reject a written allegation of harassment, discrimination, or retaliation on the basis that it was not submitted on the proper form.

The completed form must be filed with any of the following:

- the Chief Human Resources Officer; or
- the Chief Student Services Officer; or
- the Title IX Coordinator; or
- the Superintendent/President; or
- the California Community Colleges Chancellor's Office.

Formal Complaints alleging discrimination, harassment, or retaliation against the responsible district officer, in which case it should be submitted directly to the Superintendent/President or the Chancellor of the California Community Colleges.

~~Formal Complaints must be filed with the Chancellor of the California Community Colleges or the Chief Human Resources Officer unless the party submitting the Formal Complaint alleges discrimination, harassment, or retaliation against the responsible district officer, in which case it should be submitted directly to the Superintendent/President or the Chancellor of the California Community Colleges.~~

Formal Complaints reported should be submitted to on the form prescribed by the Chancellor of the California Community Colleges should be submitted on a prescribed form. A copy of the form will be available at the District human resources department and on the district's web site.

~~If any party submits a written allegation of harassment, discrimination, or retaliation not on the form described above, the District will seek to have the individual complete and submit the form. However, if the individual chooses not to do so, the District will attach the written allegation(s) to the form and treat it as a Formal Complaint. In no instance will the District reject a written allegation of harassment, discrimination, or retaliation on the basis that it was not submitted on the proper form.~~

A Formal Complaint must meet each of the following criteria:

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

If the Formal Complaint does not meet the requirements set forth above, the Chief Human Resources Officer will promptly return it to the complainant and specify the defect. If the sole defect is that the Formal Complaint was filed outside the applicable proscribed timeline, the Chief Human Resources Officer or Designee will handle the matter as an informal complaint.

Oversight of Complaint Procedure

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

The actual investigation of complaints may be assigned by Chief Human Resources Officer or the Superintendent/President to other staff or to outside persons or organizations under contract with the District. This shall occur whenever the Chief Human Resources Officer is named in the complaint or implicated by the allegations in the complaint.

~~**Who May File a Complaint:** Any student, employee, or third party who believes he/she/they has been discriminated against or harassed by a student, employee, or third party in violation of this procedure and the related policy.~~

~~**Where to File a Complaint:** A student, employee, or third party who believes he/she/they has been discriminated against or harassed in violation of these policy and procedures may make a complaint verbally or in writing.~~

~~If a complainant decides to file a formal written unlawful discrimination or harassment complaint against the District, he/she/they must file the complaint on a form prescribed by the California Community Colleges Chancellor's Office. These approved forms are available from the Office of Human Resources and at the California Community Colleges Chancellor's Office website.~~

~~The completed form must be filed with any of the following:~~

- ~~• the Chief Human Resources Officer; or~~
- ~~• the Chief Student Services Officer; or~~
- ~~• the Superintendent/President; or~~
- ~~• the California Community Colleges Chancellor's Office.~~

Employment-Related Complaints

Complainants filing employment-related complaints shall be notified that they may also file employment discrimination complaints with the U.S. Equal Employment Opportunity Commission (EEOC) or the Department of Fair Employment and Housing (DFEH).

Complaints filed with the EEOC or the DFEH should be forwarded to the California Community Colleges Chancellor's Office.

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

Title IX- Related Complaints Complaint Procedure:

All responsible employees are required to report all actual or suspected sexual misconduct to the Title IX Coordinator or Designee immediately. A responsible employee is any employee who has the authority to take action to redress sexual misconduct, who has been given the duty of reporting incidents of sexual misconduct to the Title IX Coordinator, or whom a student or employee could reasonable believe has this authority or duty. The District is on notice if a responsible employee knew, or in the exercise of reasonable care should have known, about the sexual misconduct.

Any person may make a complaint by contacting the Title IX Coordinator or Designee directly or submitting a complaint through the District's website. The District's Title IX Coordinator is the Chief Student Services Officer located in the Student Services Building (A-213). The Title IX Coordinator will receive all relevant details about the alleged sexual misconduct reported to the District responsible employee in order to determine what occurred and how to resolve the situation.

Privileged or Confidential Reporting:

A District responsible employee should, whenever possible, before a student or employee reveals information that they may wish to keep confidential, ensure that the person making the report understands the employees obligations to report to the Title IX Coordinator or Designee, the victims option to request confidentiality, which the District will take into consideration, and the victims ability to share the information confidentially with designated District employees.

Professional, licensed, mental health counselors, who provide mental-health counseling to members of the District community, or interns, graduate students, and others supervised by professional licensed counselors, are not required to report any information to the Title IX Coordinator.

Non-professional counselors who work or volunteer in Health Center, including front desk personnel and student employees in the course of their duties, may maintain confidentiality. They are not required to report actual or suspected sexual misconduct to the Title IX Coordinator or Designee in a way that identifies the student without the victims consent. These individuals are limited to staff in the Health Center.

Authority over Parties:

The District has authority over students, employees, and third parties for alleged violations of this policy that occur on District property. The District has authority over District employees and students for alleged violations of this policy that occur at District activities or events. The District may exercise authority over events that occur off-campus to determine if the conduct occurred in the context of an education program or activity or had continuing effects on campus or in an off-campus education program or activity.

Filing a Timely Complaint

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

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

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

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

Intake and Processing of the Complaint (Informal/Formal)

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

- Undertake efforts to ~~informally~~ resolve the charges, including but not limited to mediation, rearrangement of work/academic schedules; obtaining apologies; providing informal counseling, training, etc.
- Advise the parties ~~complainant~~ that he/she/they need not participate in an informal resolution of the complaint, as described above, and has the right to end the informal resolution process at any time.
- Advise a student complainant that he/she/they may file a complaint with the Office of Civil Rights of the U.S. Department of Education and employee complainants may file a complaint with the Department of Fair Employment and Housing. All complainants should be advised that they have a right to file a complaint with local law enforcement, if the act complained of is also a criminal act. The District must investigate even if the complainant files a complaint with local law enforcement. In addition, the District should ensure that complainants all parties are aware of any available resources, such as counseling, health, and mental health services. The Chief Human Resources Officer or Designee shall also notify the California Community Colleges Chancellor's Office of a formal ~~the~~ complaint.
- ~~Take interim steps to protect a complainant from coming into contact with the respondent an accused individual, especially if the complainant is a victim of sexual violence. The Chief Human Resources Officer or Designee should notify the complainant of his/her options to avoid contact with the accused individual respondent and allow students to change academic situations as appropriate. For instance, the District may prohibit the accused individual from having any contact with the complainant pending the results of the investigation. When taking steps to separate the complainant and accused individual, the District shall minimize the burden on the complainant. For example, it is not appropriate to remove complainants from classes or housing while allowing accused individuals to remain.~~

Investigation

The Chief Human Resources Officer or Designee shall:

- Authorize the investigation of the complaint, and supervise or conduct a thorough, prompt and impartial investigation of the complaint, as set forth below. Where complainants opt for informal resolution, the designated officer will determine whether further investigation is necessary to ensure resolution of the matter and utilize the investigation process outlined below as appropriate. In the case of a formal complaint, the investigation will include interviews with the complainant, the ~~accused~~ respondent, and any other persons who may have relevant knowledge concerning the complaint. This may include victims of similar conduct.
- Review the factual information gathered through the investigation to determine whether the alleged conduct constitutes harassment, or other unlawful discriminatory conduct, giving consideration to all factual information and the totality of the circumstances, including the nature of the verbal, physical, visual or sexual conduct, and the context in which the alleged incidents occurred.

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

As set forth above, where the complainant opts for an informal resolution, the Chief Human Resources Officer or Designee may limit the scope of the investigation, as appropriate. The District will keep the investigation confidential to the extent possible, but cannot guarantee absolute confidentiality because release of some information on a "need-to-know-basis" is essential to a thorough investigation. When determining whether to maintain confidentiality, the District may weigh the request for confidentiality against the following factors: the seriousness of the alleged harassment; the complainant's age; whether there have been other harassment complaints about the same individual; and the respondent's ~~accused individual's~~ rights to receive information about the allegations if the information is maintained by the District as an "education record" under the Family Educational Rights and Privacy Act (FERPA), 20 U.S. Code Section 1232g; 34 Code Federal Regulations Part 99.15. The District will inform the complainant if it cannot maintain confidentiality.

Investigation Steps: The District will fairly and objectively investigate harassment and discrimination complaints. Employees designated to serve as investigators under this policy shall have adequate training on what constitutes sexual harassment, including

sexual violence, and that they understand how the District's grievance procedures operate. The investigator may not have any real or perceived conflicts of interest and must be able to investigate the allegations impartially.

Investigators will use the following steps: interviewing the complainant(s); interviewing the respondent ~~accused~~ individual(s); identifying and interviewing witnesses and evidence identified by each party; identifying and interviewing any other witnesses, if needed; reminding all individuals interviewed of the District's no-retaliation policy; considering whether any involved person should be removed from the campus pending completion of the investigation; reviewing personnel/academic files of all involved parties; reach a conclusion as to the allegations and any appropriate disciplinary and remedial action; and see that all recommended action is carried out in a timely fashion. When the District evaluates the complaint, it shall do so using a preponderance of the evidence standard. Thus, after considering all the evidence it has gathered, the District will decide whether it is more likely than not that discrimination or harassment has occurred.

Timeline for Completion: The District will undertake its investigation promptly and swiftly as possible. To that end, the investigator shall complete the above steps, and prepare a written report within 90 days of the District receiving the complaint.

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

Written Report:

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

- A description of the circumstances giving rise to the ~~Formal~~ Complaint;
- A summary of the testimony provided by ~~each~~ witnesses interviewed by the investigator;
- An analysis of relevant evidence collected during the course of the investigation;
- A specific finding as to whether there is ~~probable cause~~ preponderance of evidence to believe that discrimination, harassment, or retaliation occurred with respect to each allegation in the complaint; and
- Any other information deemed appropriate by the District.

Confidentiality of the Process:

The District shall take reasonable steps to ensure the confidentiality of the investigation and to protect the privacy of all parties to the extent possible without impeding the District's ability to investigate and respond effectively to the complaint.

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

Administrative Determination:

- In any case ~~not involving employment discrimination~~, within 90 days of receiving a formal complaint, the district shall complete its investigation and forward a copy of the investigative report to the Chancellor of the California Community Colleges, a copy or summary of the report to the complainant, ~~respondent~~, and ~~written notice setting forth all of the following to both the complainant and the Chancellor will include the following:~~
 - The determination of the Chief Human Resources Officer, Superintendent/President, or designee as to whether there is probable cause to believe discrimination occurred with respect to each allegation in the complaint; for the purposes of this section, ‘probable cause’ means the investigation has established fact by a preponderance of the evidence;
 - A description of actions taken, if any, to prevent similar problems from occurring in the future;
 - The proposed resolution of the complaint; and
 - The parties’ complainant’s right to appeal to the District governing board and the Chancellor of California Community Colleges or in cases involving employment discrimination, with the Department of Fair Employment and Housing or the U.S Equal Employment Opportunity Commission.
- ~~In any case involving employment discrimination, within 90 days of receiving a formal complaint, the district shall complete its investigation and forward a copy or summary of the report to the complainant, and written notice setting forth all the following to the complainant:~~
 - ~~The determination of the Chief Human Resources Officer, Superintendent/President, or designee as to whether there is probable cause to believe discrimination occurred with respect to each allegation in the complaint;~~
 - ~~A description of actions taken, if any, to prevent similar problems from occurring in the future;~~
 - ~~The proposed resolution of the complaint; and~~
 - ~~The complainant’s right to appeal to the district governing board and to file a complaint with Department of Fair Employment and Housing or the U.S Equal Employment Opportunity Commission.~~

Discipline and Corrective Action

If harassment, discrimination or retaliation occurred in violation of the policy or procedure, the District shall take disciplinary action against the ~~accused~~ respondent and any other remedial action it determines to be appropriate. The action will be prompt, effective, and commensurate with the severity of the offense. Remedies for the complainant might include, but are not limited to:

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

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

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

The District shall also take reasonable steps to protect the complainant from further harassment, or discrimination, and to protect the complainant and witnesses from retaliation as a result of communicating the complaint or assisting in the investigation.

The District will ensure that complainants and witnesses know how to report any subsequent problems, ~~and should follow-up with complainants to determine whether any retaliation or new incidents of harassment have occurred.~~ The District shall take reasonable steps to ensure the confidentiality of the investigation and to protect the

~~privacy of all parties to the extent possible without impeding the District's ability to investigate and respond effectively to the complaint.~~

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

Appeals

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

If either party ~~the complainant~~ is not satisfied with the results of the administrative determination, ~~he/she/they~~ may, within fifteen days, submit a written appeal to the Board of Trustees. The Board shall review the original complaint, the investigative report, the administrative decision, and the appeal. The Board shall issue a final District decision in the matter within 45 days after receiving the appeal. A copy of the decision rendered by the Board shall be forwarded to the complainant and to the California Community Colleges Chancellor's Office. The complainant shall also be notified of his/her right to appeal this decision.

If the Board does not act within 45 days the administrative determination shall be deemed approved and shall become the final decision of the District in the matter.

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

In any case involving employment discrimination, including workplace harassment, the complainant may, at any time before or after the issuance of the final decision of the District, file a complaint with the Department of Fair Employment and Housing.

Provisions of Information to Chancellor~~**Extension of Time**~~

Within 150 days of receiving a formal complaint, the District shall forward to the California Community Colleges Chancellor's Office the original complaint, the investigative report, a copy of the written notice to the complainant setting forth the results of the investigation, a copy of the final administrative decision rendered by the Board or indicating the date upon which the decision became final, and a copy of the notification to the parties involved ~~complainant~~ of their ~~his/her~~ appeal rights. If, due to circumstances beyond its control, the District is unable to comply with the 150-day deadline for submission of materials, it may file a written request for an extension of time no later than ten days prior to the expiration of the deadline.

Training:

Training

By January 1, 2020, the District shall provide at least two hours of classroom or other effective interactive training and education regarding sexual harassment to all supervisory employees and at least one hour of classroom or other effective interactive training and education regarding sexual harassment to all nonsupervisory employees. All new employees must be provided with the training and education within six months of their assumption of his/her position. After January 1, 2020, the District shall provide sexual harassment training and education to each employee once every two years.

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

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

File Retention:

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

- the original complaint;
- the investigatory report;
- the summary of the report if one is prepared;

- the notice provided to the ~~parties involved~~ complainant, of the District's administrative determination and ~~his/her~~ their right to appeal;
- any appeal; and
- the District's final decision.

The District will make such documents available to the Chancellor of the California Community Colleges upon request.

~~Where the complaint allegation consists of Sexual Misconduct, as defined by Title IX, the following applies:~~

~~Sexual Misconduct:~~

~~Sexual misconduct includes sexual harassment and sexual violence.~~

- ~~Sexual harassment may include unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or education setting.~~
- ~~Sexual violence refers to physical sexual acts perpetrated against a person's will or when a person is incapable of giving consent due to the victim's use of drugs or alcohol or due to an intellectual or other disability. Sexual violence includes rape, sexual assault, sexual battery, and sexual coercion.~~
- ~~Affirmative consent means an affirmative, conscious, and voluntary agreement to engage in sexual activity.~~

~~Sexual misconduct creates a hostile environment if the conduct is sufficiently serious that it interferes with or limits a student's ability to participate in or benefit from the District's program. A single or isolated incident may create a hostile environment if the incident is sufficiently severe.~~

~~Complaint Procedure:~~

~~Where the complaint involves a minor, the District will comply with California mandated reporting requirements.~~

~~All responsible employees are required to report all actual or suspected sexual misconduct to the Title IX Coordinator immediately. A responsible employee is any employee who has the authority to take action to redress sexual misconduct, who has been given the duty of reporting incidents of sexual misconduct to the Title IX Coordinator, or whom a student or employee could reasonable believe has this authority or duty. The District is on notice if a responsible employee knew, or in the exercise of reasonable care should have known, about the sexual misconduct.~~

~~Any person may make a complaint by contacting the Title IX Coordinator directly or submitting a complaint through the District's website. The District's Title IX Coordinator is **Chief Student Services Officer located in the Student Services Building (A-213)**. The Title IX Coordinator will receive all relevant details about the alleged sexual misconduct reported to the District responsible employee in order to determine what occurred and how to resolve the situation. This includes the names of alleged victim and~~

~~alleged perpetrator (if known), and the date, time, and location of the alleged sexual misconduct.~~

~~Privileged or Confidential Reporting:~~

~~A District **responsible employee** should, whenever possible, before a student or employee reveals information that he/she/they may wish to keep confidential, ensure that the person making the report understands the employees obligations to report to the Title IX Coordinator, the victims option to request confidentiality, which the District will take into consideration, and the victims ability to share the information confidentially with designated District employees.~~

~~Professional, licensed, mental health counselors, who provide mental health counseling to members of the District community, or interns, graduate students, and others supervised by professional licensed counselors, are not required to report any information to the Title IX Coordinator.~~

~~Non-professional counselors who work or volunteer in **Health Center**, including front desk personnel and student employees in the course of their duties, may maintain confidentiality. They are not required to report actual or suspected sexual misconduct to the Title IX Coordinator in a way that identifies the student without the victims consent. These individuals are limited to **staff in the Health Center**.~~

~~Authority over Parties:~~

~~The District has authority over students, employees, and third parties for alleged violations of this policy that occur on District property. The District has authority over District employees and students for alleged violations of this policy that occur at District activities or events. The District may exercise authority over events that occur off-campus to determine if the conduct occurred in the context of an education program or activity or had continuing effects on campus or in an off-campus education program or activity.~~

~~Standard of Proof:~~

~~The District will use a “preponderance of the evidence” standard of proof in determining whether there has been a violation of this policy. This standard of proof is also known as “more likely than not” standard.~~

~~Upon Receiving the Complaint – Health and Safety:~~

~~The Title IX Coordinator, together with **District personnel** will make an immediate assessment concerning the health and safety of the victim and campus community as a whole. The District will provide the reporting party and responding party with immediate, interim measures necessary to protect his/her health and safety. These immediate, interim measures may include providing an escort to ensure that the victim can move safely between classes, ensuring that the victim and perpetrator do not attend the same classes or work in the same area, preventing offending third parties from entering campus, providing counseling services or a referral to counseling services, providing academic support services, such as tutoring, arranging for a victim to retake a course or withdraw from a course without penalty, including ensuring that any changes do not~~

~~adversely affect the victims' academic record, and reviewing any disciplinary actions taken against the victim to see if there is a causal connection between the harassment, discrimination, or retaliation and the misconduct that may have resulted in the victim being disciplined.~~

~~Where the District determines that there is a substantial threat to the campus community, it will issue a timely warning. The District will issue the warning according to District Administrative Procedures. The District will not to disclose the victim's name or other identifying information when issuing the warning.~~

~~Communicating that the Conduct is Unwelcome:~~

~~The employee or student may, but is not required to let the offending person know immediately and firmly that the conduct or behavior is unwelcome, offensive, in poor taste, or inappropriate. This is not required.~~

~~Intake and Processing of the Complaint:~~

~~If the District determines that a sexual misconduct complaint is appropriate for informal resolution, it may permit an informal resolution, including mediation. All parties, including the complainant and respondent, must receive full disclosure of the allegations and information about options for formal resolution before voluntarily agreeing to participate in an informal resolution. If parties agree to an informal resolution, the District does not have to complete a full investigation and adjudication of a report of sexual misconduct.~~

~~Confidentiality:~~

~~Where the victim requests confidentiality regarding a reportable incident, the District will take all reasonable steps to comply with the victim's request or inform the victim when it cannot ensure confidentiality. The District will not disclose the name of the victim unless the victim provides written consent after being informed of his/her right to have the information withheld. Where the victim insists that the District not disclose his/her name or other identifiable information to the alleged perpetrator, the District will inform the victim that its ability to respond will be limited. The District will evaluate this request in the context of its responsibility to provide a safe and nondiscriminatory environment for all employees and students. When weighing a request for confidentiality against the seriousness of the alleged harassment, the Title IX Coordinator will take the factors listed above into consideration.~~

~~Fact-Finding Investigation:~~

~~Where the victim has filed a criminal complaint with local law enforcement, the District will work closely with local law enforcement agency and will consider what information the District is able to share, pursuant to state and federal law, to ensure that victims are not unnecessarily required to give multiple statements about a traumatic event. The District will continue to conduct its own thorough, reliable, prompt, and impartial investigation. The District will normally complete its sexual misconduct investigation within 90 days of receiving the complaint, unless extended by the Title IX Coordinator for good cause. The~~

~~Title IX Coordinator will notify the victim and accused in writing of the reason for the extension and the projected new timeline.~~

~~The victim and accused will have equal opportunity to present relevant witnesses and other evidence to the District investigator. The District will provide the same opportunities to the victim and accused, and may be accompanied by legal counsel, if so desired. If the individual involved is to be represented by legal counsel, notification must be provided to the Chief Student Services Officer at least five (5) days prior to the date of the scheduled meeting. The District representative may request legal assistance. Any legal advisor provided to the 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 results of the fact-finding investigation will be set out in a formal investigative report and an administrative determination which will include the requirements listed above and a credibility determination of the victim, accused, and witnesses.~~

~~Reporting to California Community Colleges Chancellor's Office:~~

~~The District considers all sexual misconduct complaints to be formal complaints. The **Title IX Coordinator** must notify the State Chancellor's Office of any sexual misconduct complaints. Upon completing the investigation, the District shall forward to the California Community Colleges Chancellor's Office a copy of the investigative report and administrative determination and to the complainant a copy or summary of the investigative report and administrative determination.~~

~~Dissemination of Policy and Procedures~~

~~District Policy and Procedures related to harassment will include information that specifically addresses sexual violence. District policy and procedures will be provided to all students, faculty members, members of the administrative staff and members of the support staff, and will be posted on campus and on the District's website.~~

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

~~Training~~

~~By January 1, 2006, the District shall provide at least two hours of classroom or other effective interactive training and education regarding sexual harassment to all supervisory employees who are employed as of July 1, 2005. All new supervisory employees must be provided with the training and education within six months of their assumption of a supervisory position. After January 1, 2006, the District shall provide sexual harassment training and education to each supervisory employee once every two years.~~

~~The training and education required by this procedure shall include information and practical guidance regarding the federal and state statutory provisions concerning the prohibition against and the prevention and correction of sexual harassment and the~~

~~remedies available to victims of sexual harassment in employment. The training and education shall also include practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation, and shall be presented by trainers or educators with knowledge and expertise in the prevention of harassment, discrimination, and retaliation. Supervisor's harassment training must also address potential exposure and liability for employers and individuals, supervisor's obligation to report sexual harassment, discrimination, and retaliation when they become aware of it, appropriate remedial measures to correct harassing behavior, and a review of "abusive conduct."~~

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

~~Training of all staff will be conducted. This includes counselors, faculty, health personnel, law enforcement officers, coaches, and all staff who regularly interact with students. Training for academic staff should emphasize environmental harassment in the classroom. The District will also provide training to students who lead student organizations. The District should provide copies of the sexual harassment policies and training to all District law enforcement unit employees regarding the grievance procedures and any other procedures used for investigating reports of sexual violence.~~

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

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

Education and Prevention for Students

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

The education programs will also include information aimed at encouraging students to report incidents of sexual violence to the appropriate District and law enforcement authorities. Since victims or third parties may be deterred from reporting incidents if alcohol, drugs, or other violations of District or campus rules were involved, the District will inform students that the primary concern is for student safety and that use of alcohol or drugs never makes the victim at fault for sexual violence. If other rules are violated, the District will address such violations separately from an allegation of sexual violence.

References:

20 U.S. Code Sections 1681 et seq.;
Education Code Sections 212.5, 231.5, 66281.5, and 67386;
Government Code Section 12950.1;
Title 5 Sections 59320, 59324, 59326, 59328, and 59300 et seq.;
Title 2 Sections 11023 and 11024;
34 Code of Federal Regulations Section 106.8(b)

Adopted: 4/10/18



INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	June 11, 2019
Subject: First Reading: Revised Board Policy 3910 Display of Flags	Item Number: 13.I.
Strategic Goal: Goal II: Community Integration	Enclosures: Page 1 of 3

BACKGROUND

Revised board policy 3910 Display of Flags has been updated to accommodate local practices. The policy clarifies when the college’s American and state flags will be flown at half-staff in accordance with Federal Flag Code, section M. The revisions to the board policy have been vetted through the shared governance process.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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**Allan Hancock Joint Community College District
Board Policy
Chapter 3 – General Institution**

BP 3910 DISPLAY OF FLAGS

The American and the State of California flags shall be flown at full-staff on all campuses maintained by the district where there is a main flagpole designated. ~~They shall be flown at half-staff when so decreed by the president of the United States or the governor of the State of California, or when approved by the Board of Trustees.~~

Flying the Flag at Half-Staff

The district will lower the American and state flags to half-staff on outdoor displays at college facilities for the following reasons:

1. Upon a directive of either the President of the United States or the Governor of California.
2. When the Superintendent/President, in consultation with the Board President, directs that the flags be lowered to half-staff:
 - a. Upon the death of a current or past board member;
 - b. Upon the death of a current college employee.
 - c. At the request of the AHC Police Chief, for flags to be lowered at the AHC police department facilities and at the Lompoc Valley Public Safety Training Center to recognize the death of a law enforcement officer or firefighter.
3. Item 2 (above) constitutes local past practices. According to Section M of the Federal Flag Code, "in the event of the death of other officials or foreign dignitaries, the flag is to be displayed at half-staff according to Presidential instructions or orders, or in accordance with recognized customs or practices not inconsistent with law."

Protocol for Lowering Flags to Half-Staff

The President's Office will transmit an e-mail message notifying of the reasons why the flags are being lowered to half-staff, and provide details to accommodate inquiries from the community and the media.

Flags will never be lowered to express policy or political positions.

Reference: Government Code Section 431 (d)
United States Code Section 7 (m)

Adopted: 11/20/12

Revised:

(Replaces Board Policy 8300)

**INFORMATION ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	June 11, 2019
Subject: First Reading: Revised Administrative Procedure 5055, Enrollment Priorities	Item Number: 13.J.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 4

BACKGROUND

Revised administrative procedure 5055, Enrollment Priorities has been updated to align with AB705 and add priority registration to special student populations. The revisions to the administrative procedure have been vetted through the shared governance process.

Administrator Initiating Item: Nohemy Ornelas	Final Disposition:
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Allan Hancock Joint Community College District
Administrative Procedure
 Chapter 5 – Student Services

AP 5055 ENROLLMENT PRIORITIES

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites (See BP and AP 4260 titled Prerequisites and Co-requisites).

Enrollment may be limited due to the following:

- health and safety considerations;
- facility limitations;
- faculty workload;
- availability of qualified instructors;
- funding limitations;
- regional planning; □ legal requirements; and
- Contractual requirements.

The District will provide priority registration for students who enroll in a community college for the purpose of degree or certificate attainment, transfer to a four-year college or university, or career advancement.

The following students will have first priority for enrollment:

- Students who have completed orientation, ~~assessment~~placement, and developed student education plans and are eligible as a member of the armed forces or a veteran pursuant to Education Code Section 66025.8 or as a foster youth or former foster youth pursuant to Education Code Section 66025.9;
- Students who have completed orientation, ~~assessment~~placement, and developed student education plans and are eligible and receiving services through Disabled Student Programs and Services or Extended Opportunity Programs and Services; and
- Students who have completed orientation, ~~assessment~~placement, and developed student education plans and are eligible and receiving services through CalWORKS; and

- Students who have completed orientation, placement, and developed student education plans and are Tribal TANF recipients.

The following students will have second priority for enrollment:

- Students who are continuing students, not on academic or progress probation for two consecutive terms as defined in these policies and procedures, and first-time students who have completed orientation, ~~assessment-~~placement, and developed student education plans.

These registration priorities **do** apply to courses offered during summer or intersessions.

Registration priority specified above shall be lost at the first registration opportunity after a student:

- Is placed on academic or progress probation or any combination thereof as defined in BP titled Probation, Disqualification, and Readmission; AP 4250 titled Probation; and AP 4255 titled Disqualification and Readmission for two consecutive terms; or
- Has earned one hundred (100) or more degree-applicable semester or quarter equivalent units at the District.

For purposes of this section a unit is earned when a student receives a grade of A, B, C, D or P as defined in BP and AP 4230 titled Grading and Academic Record Symbols. This 100-unit limit does not include units for non-degree applicable English as a Second Language or basic skills courses as defined by the Chief Instructional Officer. ~~Students enrolled in high unit majors or programs as designated by the Chief Instructional Officer.~~

The District shall notify students who are placed on academic or progress probation, of the potential for loss of enrollment priority. The district shall notify the student that a second consecutive term on academic or progress probation will result in the loss of priority registration as long as the student remains on probation. The District shall notify students or who have earned 75 percent or more of the unit limit, that enrollment priority will be lost when the student reaches the unit limit.

Appeal of Loss of Enrollment Priority

Students may appeal the loss of enrollment priority when the loss is due to extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student, or when a student with a disability applied for, but did not receive a reasonable accommodation in a timely manner. Students enrolled in high unit majors or programs as designated by the Chief Instructional Officer may also appeal the loss of priority registration. The dean, counseling or designee will determine the appeal in his/her sole discretion.

~~These enrollment priorities will be effective in the fall 2014 semester.~~—The District will ensure that these procedures are reflected in course catalogs and that all students have appropriate and timely notice of the requirements of this procedure.

Day 2 priority registration is granted to qualified students in the following groups:

- College Achievement Now
- MESA
- Bridges to the ~~Baccalaureate~~ Baccalaureate
- LAP Note takers
- Athletes
- Preapproved Nursing Students
- Students who have completed 50 – 100 units at AHC
- PUENTE

□

Day 3 priority registration is granted to:

- New students who have completed orientation, ~~assessment~~ placement, and have completed student educational plan
- Students who have completed 30 units at Allan Hancock College and who are not in an academic standing which prevents priority registration

Day 4 priority registration is granted to:

- Students who have completed 12 units at Allan Hancock College and who are not in an academic standing which prevents priority registration

Day 5 priority registration is granted to:

- Qualified first time transfer students

References: Title 5 Sections 51006, 58106, and 58108

Approved: 6/16/15

(This is a new procedure)

INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	June 11, 2019
Subject: First Reading: Revised Administrative Procedure 5075, Course Adds, Drops, and Withdrawals	Item Number: 13.K.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 5

BACKGROUND

Revised administrative procedure 5075, Course Adds, Drops, and Withdrawals, is legally required. The updates align with new legal requirements and clarify the withdrawal process. The revisions to the administrative procedure have been vetted through the shared governance process.

Administrator Initiating Item: Nohemy Ornelas	Final Disposition:
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Allan Hancock Joint Community College District
Administrative Procedure
Chapter 5 – Student Services

AP 5075 COURSE ADDS, DROPS, AND WITHDRAWALS

Adding Courses

Before semester or term classes begin, students may add/register for open classes via myHancock online registration during the established registration period, as identified in the ~~academic calendar~~ online schedule of classes. Students are required to pay fees due by the established payment deadlines. Failure to pay fees incurred may result in an administrative drop.

Wait List

During the registration period before classes begin, a student wishing to enroll in a class that is closed (filled to capacity) may choose to place ~~him/herself~~ themselves on the waitlist, unless the waitlist is also filled. As enrolled students drop or are dropped for non-payment, waitlisted students are notified via email notice of an available seat in the class. Students have 24 hours to register themselves into the class via myHancock, or will be removed from the waitlist. Once the semester or term class begins, students remaining on the waitlist must attend the class on the first day in order to be considered for enrollment into the class. The waitlist does not guarantee that a student will be given an add authorization code.

Adding Courses On/or After the First Day of Instruction

To add a class on or after the first day of instruction (the first day the actual course meets) and up to the census roster due date, a student may add a class via myHancock online registration after obtaining an add authorization code from the class instructor. In order to add the course with an add authorization code, a student must be eligible to enroll and meet the necessary prerequisite(s) of the course, if applicable. The add authorization code given by the course instructor may only be used by the student to whom the code was issued. Instructors are encouraged to add students depending on the number of open spaces in the class, consideration of the waitlist, class size limits, and the amount of instruction/course content missed by the student. The decision then to provide an add authorization code to a student after the first class meeting (for an on campus course) or the first day of class (for an online course) is the instructor's alone.

Late Adding of Classes

After the registration period concludes, classes may only be added by formal request from the student and the instructor of record if extenuating circumstances apply, to the Director, Admissions and Records. The late add period ends the last business day of the week in which the census day occurs.

Lateral Transfer

Through week 12 of semester length courses; or week 6 of eight week courses; or week 4 of a six week courses, students, upon petition, may transfer laterally from one section of a course to another section of the same course without paying an additional enrollment or tuition fees. Students must be actively enrolled in the course in which they are requesting transfer out of, to another section. If they have been dropped, they are not eligible for lateral transfer Lateral transfers must be within the same part of term and require the receiving instructor's approval and explanation, and the approval of the director, admissions and records.

Skill Level Transfer

Students may transfer from one academic skill level in a course sequence to another academic skill level through the sixth week of the semester-length course or three weeks through summer session or a term-length course as long as they meet the stated prerequisite for the course in which they are transferring. Academic skill level transfers will be considered only with the approval and explanation of the instructor who is recommending the skill level change and the instructor who is willing to add the student to a higher level. The student must also obtain the approval of the director admissions and records. The student must bring the completed Request for Level Transfer form to the Admissions and Records office. The student must be actively enrolled in the course in which they are requesting transfer out of, to another level; if they have been dropped, they are not eligible for an Academic Skill Level Transfer.

Withdrawals/Drops

Students who withdraw or drop classes during the first ~~four weeks or 30%~~20% of the term, ~~whichever is less~~, will receive no notation on their academic record. ensuring that those students who drop or are dropped as of the census date will have no annotation on their record. ~~To comply with state mandates the period to drop without a W notation is 10% of the term (as indicated in the schedule of classes by selecting the course CRN link). The District moved the drop period to 10% of the term to match the refund deadline (as indicated in the academic calendar and also by selecting course's CRN link in the schedule of classes).~~

Withdrawals or drops are allowed through 75% of the term.

Withdrawals after the 75% period may only be considered if the student has extenuating circumstances that support the drop request. Requests for Late Withdrawal must be in writing and all documentation must be submitted along with a Petition to Request

Withdrawal to the Director, Admissions and Records. These circumstances are limited to the following conditions and must be documented:

- US Military Service (copy of orders must be provided);
- Death of an Immediate Family Member (death certificate, obituary listing student as survivor, or administrative judgment must be provided);
- Illness or Accident (verification from treating physician must be provided).

Excused Withdrawal

The “EW” symbol may be used to denote withdrawal from a course(s) due to specific events beyond the student’s control and based upon verifiable documentation. Such reasons include, but are not limited to, the following:

- Job transfer outside the geographical region;
- Illness in the family where the student is the primary caregiver;
- An incarcerated student in a California State Prison or County Jail is released from custody or involuntarily transferred before the end of the term (In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student's behavioral violation or if the student requested and was granted a mid-semester transfer);
- The student is the subject of an immigration action;
- Death of an immediate family member;
- Chronic or acute illness;
- Verifiable accidents; or
- Natural disasters directly affecting the student.

Verifiable documentation may include, but is not limited to, a note from a doctor stating the student is not currently able to complete the work due to illness, employment verification of a new job, a booking report, police report of an accident, or any other documentation that proves the student’s completion of a course is impractical. The Chancellor’s Office defines impractical as impossible due to reasons beyond the student’s control. The determination shall be made by the local college’s admissions and records office.

An EW symbol may be requested by the student at any time during the semester and no later than 120 days after the end date of the semester in which the request is made. Unless the student received the California College Promise Grant or a waiver of fees from AB 19 funds the student granted the EW symbol is eligible to apply for a refund of enrollment fees and/or tuition.

Instructor Drops

Instructors shall clear their rolls of inactive students no later than the end of the last business day before the census day for all students. Instructors may submit drop forms

to the admissions and records office, or drop inactive students via the online census roster.

“Inactive students” include:

- Students identified as no-shows; □ Students who officially withdraw;
- Students who are not attending an on campus course or participating in an online course.

Withdrawal Limit

The District must establish the number of times that a student may withdraw from a class and receive a “W.” Students will not be permitted to withdraw and received a “W” in a class more than three times. In the case of multiple withdrawals, the District offers the following intervention program:

A student’s request to attempt a course more than three times will be evaluated by the Dean, Student Services or designee, based upon the student’s need for the course. Under these circumstances, effective summer 2010 upon successful completion the first two non-passing grades will be alleviated from the grade point average. However, when course repetition occurs, all substandard grades will remain on the student’s permanent record, ensuring a true and complete academic history.

Students may be permitted to enroll in a class after having received the maximum authorized number of “W” symbols as long as the students will receive a grade or a nonevaluative symbol other than a “W” upon completion of the course.

Statement of Nondiscrimination

The District recognizes that diversity in the academic environment fosters cultural awareness, mutual understanding and respect, harmony and creativity while providing positive images for all students. The District is committed to the active promotion of diversity and equal access and opportunities to all staff, students, and applicants, including qualified members of underrepresented/protected groups. The District assures that no person shall be discriminated against because of race, ancestry, religion, gender, national origin, age, physical/mental disability, medical condition, status as a Vietnam-era veteran, marital status, or sexual orientation.

References: Title 5 Sections 55024 and 58004

Approved: 6/16/15

(This is a new procedure)

**INFORMATION ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	June 11, 2019
Subject: First Reading: Revised Administrative Procedure 5130, Financial Aid	Item Number: 13.L.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 3

BACKGROUND

Revised administrative procedure 5130, Financial Aid, is legally required. The updates align new language for the California College Promise Grant formerly known as the Board of Governors Fee Waiver (BOG). The revisions to the administrative procedure have been vetted through the shared governance process.

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

AP 5130 FINANCIAL AID

Financial aid is available to eligible students through grants, scholarships, loans, and parttime employment. Recipients may receive more than one category of assistance and in some cases, assistance from all four categories.

- Financial Aid programs offered usually include:
- ~~Board of Governors Fee Waiver (BOG)~~ California College Promise Grant
- California College Promise Program
- Cal Grants
- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study (FWS)
- Federal Direct Student Loan Program
- ~~Federal Family Education Loan Program~~

Financial Aid Policies and Procedures Manual that explain procedures including the following:

- Application procedures, including deadlines
- Payment procedures
- Overpayment recovery
- Accounting requirements
- Satisfactory Academic Progress Standards (SAP)
- Financial aid appeal process

Policies and procedures regarding financial aid are published and available to students in the catalog and on the District's website.

Misrepresentation

Misrepresentation is defined as any false, erroneous, or misleading statement that the District, a representative of the District, or a service provider with which the District has contracted to provide educational programs, marketing, advertising, recruiting, or admissions services, makes directly or indirectly to a student, prospective student, a member of the public, an accrediting agency, a state agency, or the United States Department of Education.

A misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. If a person to whom the misrepresentation was made could reasonably be expected to rely, or has reasonably relied, on the misrepresentation, the misrepresentation would be substantial.

This procedure does not apply to statements by students through social media outlets or by vendors that are not providing covered services, as reflected herein.

References: Education Code Sections 66021.6 and 76300 Title
5 Sections 58600 et seq.
20 U.S. Code Sections 1070 et seq.
34 Code of Federal Regulations Section 668
U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended
WASC/ACCJC Accreditation Standard III.D.15

Approved: 2/17/15

(This is a new procedure.)

**INFORMATION ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	June 11, 2019
Subject: First Reading: Revised Administrative Procedure 5530, Student Rights and Grievances	Item Number: 13.M.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 10

BACKGROUND

Revised administrative procedure 5530, Student Rights and Grievances provides clarifications to definitions and include new required guidelines. The revisions to the administrative procedure have been vetted through the shared governance process.

Administrator Initiating Item: Nohemy Ornelas	Final Disposition:
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Allan Hancock Joint Community College District
Administrative Procedure
 Chapter 5 – Student Services

AP 5530 STUDENT RIGHTS AND GRIEVANCES

The purpose of this procedure is to provide a prompt and equitable means of resolving student grievances. These procedures shall be available to any student who reasonably believes a college decision or action has adversely affected his/her status, rights or privileges as a student. The procedures shall include, but not be limited to, grievances regarding:

- Sex discrimination as prohibited by Title IX of the Higher Education Amendments of 1972
- Course grades, to the extent permitted by Education Code Section 76224(a), which provides: "When grades are given for any course of instruction taught in a community college District, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final." "Mistake" may include, but is not limited to errors made by an instructor in calculating a student's grade and clerical errors.
- The exercise of rights of free expression protected by state and federal constitutions and Education Code Section 76120.
- Academic Complaints including, but not limited to:-
 - Coursework; or
 - Course grades, to the extent permitted by Education Code Section 76224(a), which provides: "When grades are given for any course of instruction taught in a community college District, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final." "Mistake" may include, but is not limited to errors made by an instructor in calculating a student's grade and clerical errors.
- Non-Academic Complaints including, but not limited to concerns related to departments or services.

This procedure does not apply to:

- Student disciplinary actions, which are covered under Board Policies 5500 and Administrative Procedure 5520.
- Police citations (i.e. "tickets"); complaints about citations must be directed to the County Courthouse in the same way as any traffic violation.
- Sex discrimination as prohibited by Title IX of the Higher Education Amendments of 1972. Harassment and discrimination complaints, which are covered under
- Board Policies and Administrative Procedures 3410, 3430, and Administrative Procedure 3435

Procedures are published and available to students in the catalog and on the District's website.

Definitions:

Party – The student or any persons claimed to have been responsible for the student's alleged grievance, together with their representatives. "Party" shall not include the Grievance Hearing Committee or the College Grievance Officer.

Superintendent-President – The Superintendent/President or a designated representative of the Superintendent/President.

Student – A currently enrolled student, a person who has filed an application for admission to the college, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a).

Respondent – Any person claimed by a grievant to be responsible for the alleged grievance.

Day – Unless otherwise provided, day shall mean a day during which the college is in session and regular classes are held, excluding Saturdays and Sundays.

Informal Resolution – Each student who has a grievance shall make a reasonable effort to resolve the matter on an informal basis prior to requesting a grievance hearing, and shall attempt to solve the problem with the person with whom the student has the grievance, that person's immediate supervisor, or the local college administration.

The Superintendent/President shall appoint an employee who shall assist students in seeking resolution by informal means. This person shall be called the Grievance Officer.

The Grievance Officer and the student may also seek the assistance of the Associated Student Body's (ASB) Director of Student Advocacy in attempting to resolve a grievance informally.

Informal meetings and discussion between persons directly involved in a grievance are essential at the outset of a dispute and should be encouraged at all stages. An equitable solution should be sought before persons directly involved in the case have stated official or public positions that might tend to polarize the dispute and render a solution more difficult. At no time shall any of the persons directly or indirectly involved in the case use the fact of such informal discussion, the fact that a grievance has been filed, or the character of the informal discussion for the purpose of strengthening the case for or against persons directly involved in the dispute or for any purpose other than the settlement of the grievance.

Informal Resolution Procedure

The following steps must be taken in the sequence presented within 60 days of the alleged incident:

Step 1: Meet with the person(s) involved in the complaint to seek a solution. The Associated Student Body's (ASB) Director of Student Advocacy may accompany the student and may assist both parties to achieve a mutually acceptable resolution of the complaint.

Step 2: Confer with the chairperson of the appropriate department in cases involving faculty or staff. The ASB Director of Student Advocacy may attend.

Step 3: Confer with the Chief Student Services Officer or designee. He/she will call an informal conference with the parties involved in the complaint. In the case of a complaint against the vice president, student development and services, confer with the district affirmative action officer. In either case, the ASB Director of Student Advocacy may attend.

The ASB Director of Student Advocacy may record the dates and outcome of such conferences, and may present in writing such information to the Chief Student Services Officer or designee. If in any of the steps in the informal procedure college staff cannot make or keep an appointment with the student within five days of the student's attempt to make the appointment, that step may be omitted and the next step initiated. Unavailability of the student is not cause to move to the next step. The ASB commissioner of student rights and development may also record any deviation from normal procedure.

Section A: Formal Process for Academic and Non-Academic Grievances (Excluding Grade Grievances)

Note: See Section B for Grade Grievances

Step 1. Formal Resolution Procedure

Any student who believes he/she has a grievance shall file a Statement of Grievance with the Grievance Officer within 60 days of the incident on which the grievance is based, or 60 days after the student learns of the basis for the grievance, whichever is later. If the student wishes that the grievance becomes official, the Statement of Grievance must be filed whether or not the student has already initiated efforts at informal resolution. Within two days following receipt of the Statement of Grievance Form, the Grievance Officer shall advise the student of his or her rights and responsibilities under these procedures, and assist the student, if necessary, in the final preparation of the Statement of Grievance form.

Step 2. Review of Grievance

The Chief Student Services Officer will review the Statement of Grievance and will meet with the person(s) involved prior to making an administrative determination. This may include faculty, staff, administrators, or students.

The determination of whether the Statement of Grievance presents sufficient grounds shall be based on the following:

- The statement contains facts which, if true, would constitute a grievance under these procedures;
- The grievant is a student as defined in these procedures, which include applicants and former students;
- The grievant is personally and directly affected by the alleged grievance;
- The grievance was filed in a timely manner;
- The grievance is not clearly frivolous, clearly without foundation, or clearly filed for purposes of harassment.

If at the end of 14 days following the student's first meeting with the Grievance Officer, there is no informal resolution of the complaint which is satisfactory to the student, the student shall have the right to request a grievance hearing.

Step 3. Request for Grievance Hearing

Grievance Hearing Committee

The Superintendent/President shall at the beginning of each semester, including any summer session, establish a standing panel of four members of the college community, including two students, two faculty members and one administrator, from which one or more Grievance Hearing Committees may be appointed. The panel will be established with the advice and assistance of the Associated Students Organization and the Academic Senate, who shall each submit two names to the Superintendent/President for inclusion on the panel. A Grievance Hearing Committee shall be constituted in accordance with the following:

- It shall include two students, two faculty members, and one college administrator selected from the panel described above.

- No person shall serve as a member of a Grievance Hearing Committee if that person has been personally involved in any matter giving rise to the grievance, has made any statement on the matters at issue, or could otherwise not act in a neutral manner. Any party to the grievance may challenge for cause any member of the hearing committee prior to the beginning of the hearing by addressing a challenge to the Superintendent/President who shall determine whether cause for disqualification has been shown. If the Superintendent/President feels that sufficient ground for removal of a member of the committee has been presented, the Superintendent/President shall remove the challenged member or members and substitute a member or members from the panel described above. This determination is subject to appeal as defined below.
- The Grievance Officer shall sit with the Grievance Hearing Committee but shall not serve as a member nor vote. The Grievance Officer shall coordinate all scheduling of hearings, shall serve to assist all parties and the Hearing Committee to facilitate a full, fair and efficient resolution of the grievance, and shall avoid an adversary role.

Request for Grievance Hearing – Any request for a grievance hearing shall be filed on a Request for a Grievance Hearing Form within 30 days after filing the Statement of Grievance as described above.

Within 14 days following receipt of the request for grievance hearing, the Superintendent/President shall appoint a Grievance Hearing Committee as described above, and the Grievance Hearing Committee shall meet in private and without the parties present to select a chair and to determine on the basis of the Statement of Grievance whether it presents sufficient grounds for a hearing.

The determination of whether the Statement of Grievance presents sufficient grounds for a hearing shall be based on the following:

- The statement contains facts which, if true, would constitute a grievance under these procedures;
- The grievant is a student as defined in these procedures, which include applicants and former students;
- The grievant is personally and directly affected by the alleged grievance;
- The grievance was filed in a timely manner;
- The grievance is not clearly frivolous, clearly without foundation, or clearly filed for purposes of harassment.

If the grievance does not meet each of the requirements, the Hearing Committee chair shall notify the student in writing of the rejection of the Request for a Grievance Hearing, together with the specific reasons for the rejection and the procedures for appeal. This notice will be provided within seven days of the date the decision is made by the Grievance Hearing Committee.

If the Request for Grievance Hearing satisfies each of the requirements, the College Grievance Officer shall schedule a grievance hearing. The hearing will begin within 30 days following the decision to grant a Grievance Hearing. All parties to the grievance shall be given not less than five day notice of the date, time and place of the hearing.

Hearing Procedure

The decision of the Grievance Hearing Committee chair shall be final on all matters relating to the conduct of the hearing unless there is a vote of a majority of the other members of the panel to the contrary.

The members of the Grievance Hearing Committee shall be provided with a copy of the grievance and any written response provided by the respondent before the hearing begins.

Each party to the grievance 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 Grievance Hearing Committee determines to proceed otherwise, each party to the grievance shall be permitted to make an opening statement. Thereafter, the grievant or grievants shall make the first presentation, followed by the respondent or respondents. The grievant(s) may present rebuttal evidence after the respondent(s)' evidence. The burden shall be on the grievant or grievants to prove by substantial evidence that the facts alleged are true and that a grievance has been established as specified above.

Each party to the grievance may represent himself/herself, and may also have the right to be represented by a person of his/her choice; except that a party shall not be represented by an attorney unless, in the judgment of the Grievance Hearing Committee, complex legal issues are involved. If a party wishes to be represented by an attorney, a request must be presented not less than seven days prior to the date of the hearing. If one party is permitted to be represented by an attorney, any other party shall have the right to be represented by an attorney. The hearing committee may also request legal assistance through the Superintendent/President any legal advisor provided to the hearing committee 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.

Hearings shall be closed and confidential unless all parties request that it be open to the public. Any such request must be made no less than seven 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 committee agree to the contrary.

The hearing shall be recorded by the Grievance Officer either by recording or stenographic recording, and 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 Grievance Hearing Committee 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 tape recording shall remain in the custody of the District, either at the college or the District office, at all times, unless released to a professional transcribing service. Any party may request a copy of the tape recording.

All testimony shall be taken under oath; the oath shall be administered by the Grievance Hearing Committee 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 tape recorded shall be considered to be unavailable.

Within 14 days following the close of the hearing, the Grievance Hearing Committee shall prepare and send to the Superintendent/President a written decision. The decision shall include specific factual findings regarding the grievance, and shall include specific conclusions regarding whether a grievance has been established as defined above. The decision shall also include a specific recommendation regarding the relief to be afforded the grievant, if any. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original grievance, any written response, and the oral and written evidence produced at the hearing

Superintendent/President's Decision

Within 14 days following receipt of the Grievance Hearing Committee's decision and recommendation(s), the Superintendent/President shall send to all parties his/her written decision, together with the Hearing Committee's decision and recommendations. The Superintendent/President may accept or reject the findings, decisions and recommendations of the Hearing Committee. The factual findings of the Hearing Committee shall be accorded great weight; and if the Superintendent/President does not accept the decision or a finding or recommendation of the Hearing Committee, the Superintendent/President 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 shall be final, subject only to appeal as provided below.

Step 4: Appeal to the Superintendent/President

Any appeal relating to a Grievance Hearing Committee decision that the Statement of Grievance does not present a grievance as defined in these procedures shall be made in writing to the Superintendent/President within ten days of that decision. The Superintendent/President shall review the Statement of Grievance and Request for Grievance Hearing in accordance with the requirements for a grievance provided in these

procedures, but shall not consider any other matters. The Superintendent/President's decision whether or not to grant a grievance hearing shall be final and not subject to further appeal.

Time Limits:

Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

Section B: Formal Process for Grade Grievances (Excluding Grade Grievances)

The State of California Education Code states (Section 76224) that the "...determination of the student's grade by the instructor in the absence of mistake, fraud, bad faith, or incompetence, shall be final."

If a student feels she or he has been unfairly assigned a grade based upon mistake, fraud, bad faith, or incompetence, not more than 120 days after the last day of the semester or term for which the grade was awarded, the student could initiate "Step 1" of the grade review procedure (certain exceptions can apply if extenuating circumstances are documented and approved by the Grade Review Committee (GRC)).

Step 1: Meet with the instructor to explain the situation and see if the problem can be resolved.

Step 2: If Step 1 does not resolve the issue and the student wishes to pursue it further then the student shall complete the Grade Review Petition Form and arrange a meeting with the department chair of the faculty person who assigned the grade.

Step 3: If Step 2 does not resolve the issue and the student wishes to pursue it further then the student shall arrange a meeting with the dean of the faculty person who assigned the grade.

Step 4: If Step 3 does not resolve the issue then the student may request a formal hearing by the GRC. The GRC shall be composed of the vice president, student development & services (who shall chair the committee), two faculty members (the president and vice president of the Academic Senate or their designees), and the ASB president or his/her designee.

The GRC shall hold a hearing within four weeks of receiving a valid request for such from the student, unless the student and/or the faculty member is unavailable due to vacation or other extenuating circumstances. All parties involved will have the right to present oral or written testimony, to have counsel, to have and question witnesses, and to hear all testimony. If the

principal parties, either the student and/or the faculty member, do not wish to attend all formal hearings, he/she may waive this right by letter.

The findings of the GRC shall be stated in writing to all participants no later than two weeks from the date of the hearing. A copy of such findings will be forwarded to the superintendent/president.

Within two weeks the superintendent/president will issue a written decision to the GRC, the dean, chair, faculty member, and the student. If the faculty member or the student wishes to appeal the decision, the board of trustees will arrange an appeal review hearing within two months of the filing of the appeal. The board of trustees can review the matter based upon the record through Step 4, or grant a hearing de nova (full hearing).

Step 5 Within two weeks after the board hearing, the board will issue its finding. The decision of the board is final.

References: Education Code Section 76224(a);

Title IX, Education Amendments of 1972

**Approved: 10/20/81 Revised: 3/16/93 Revised: 11/22/94 Revised:
5/19/98 Revised: 6/16/15
Revised: [date]**

(Replaces Administrative Procedure 6200.01)

INFORMATION ITEM

To:	Board of Trustees	Date:	
From:	Superintendent/President	June 11, 2019	
Subject:	First Reading: Revised Board Policy and Administrative Procedure 7150, Administrator Evaluations	Item Number:	13.N.
Strategic Goal:	Goal IE1: To identify the institutional capacity to fulfill the college mission	Enclosures:	Page 1 of 11

BACKGROUND

The evaluation process was reviewed and revisions to the board policy and administrative procedure were recommended by staff. The updates were made in an effort to streamline and clarify the administrator evaluation process. The revised board policy and administrative procedure has been vetted through the shared governance process.

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

BP 7150 ADMINISTRATOR EVALUATIONS

Purpose: The primary purpose of evaluation of administrators is the continued improvement of the management of community college education and services in the district. The evaluation process is designed to enhance performance, promote professionalism, and be closely linked with professional growth efforts.

All administrators, ~~including those in interim positions, on the management salary schedule~~ shall be subject to evaluation as prescribed herein. This policy does not pertain to the superintendent/ president, who is evaluated annually by the Board of Trustees using process agreed upon by the board and the superintendent/president.

Administrators shall undergo an initial ~~, a comprehensive, and/or~~ an annual evaluation ~~every year~~ as indicated in the procedure schedule. Administrators are to be evaluated by the supervising administrator, self, and, if appropriate, ~~faculty, and classified staff, and to the extent possible, faculty.~~

New ~~educational~~ administrators shall be evaluated using the initial evaluation process by the end of the first six months of employment. ~~New classified administrators shall be evaluated using the initial evaluation process by the end of the first four six months of employment.~~ During this evaluation period, the administrator shall be evaluated by the supervising administrator, self, peers, and faculty and classified staff with whom the administrator has regular contact.

Administrators can be evaluated at any time, as ~~—~~ determined by the superintendent/president or the administrator's immediate supervisor. In such ~~-~~cases, the administrator shall be evaluated by the immediate supervisor ~~or by using —the Administrator Performance Evaluation comprehensive form~~ evaluation.

Criteria: All employees on the Management Salary Schedule ~~, upon the recommendation of the superintendent/president~~ shall be subject to evaluation as prescribed herein

The following criteria delineate the major areas of performance evaluation.

- A. The administrator demonstrates satisfactory performance in carrying out job responsibilities as listed in the job description.

- B. Administrator demonstrates satisfactory performance in carrying out activities aligned to the college's strategic plan and unit's operation plan (program review).
- C. The administrator evidences sound and reliable performance in the following skills: communication, leadership, professional knowledge and expertise, collegiality and administration/management, and exemplary service.
- D. The administrator demonstrates the ability to complete in a timely manner established goals and objectives.

Reference: California Education Code §87663, 87664

Adopted: 7/1/82
Revised: 4/21/92
Revised: 11/20/01
Revised: 9/7/04
Revised: 4/21/09

(Replaces Board Policy 2110)



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

AP 7150 ADMINISTRATOR EVALUATIONS

~~Educational Administrator Evaluation~~

The ~~educational administrator~~ evaluation process is the responsibility of the direct supervisor. All administrators will be evaluated annually. New ~~educational administrators, including interim hires,~~ will follow the *initial* evaluation process identified below. Evaluations for new ~~educational administrators~~ will be completed by the end of first six months of employment; evaluations for continuing administrators will be completed by February 1. The administrator shall sign the evaluation form indicating the review has taken place. Signing the evaluation form does not necessarily indicate agreement with the evaluation results. The administrator being evaluated may attach a response to the evaluation within 15 days.

The district may evaluate administrators at any time as determined by the superintendent/president or the administrator's immediate supervisor. In such cases, the *initial* evaluation process as defined below will be used. The supervising administrator shall submit a written evaluation to the superintendent/president.

(See the Administrator Evaluation Forms matrix for explanation of forms.)

Initial Evaluation:

During the first month of employment, the administrator will confer with the supervisor to establish goals and objectives ~~to be evaluated by the end of their 6th sixth month of employment employment.~~ (form GO) and a professional development plan (form PD) which align with the college's strategic plan, the unit's operational plan (program review), and Board Policy 2110 ~~7150~~.

By the end of the first ~~six five~~ months of employment, ~~the supervisor will distribute a survey (form S-2) to faculty and staff who report~~ human resources will distribute the Administrator Performance Evaluation form ~~to employees who report directly to the administrator being evaluated. the administrator, and~~ The administrator may additionally send the Administrator Performance Evaluation form to other individuals who have direct knowledge of the administrator's ~~their~~ work. Any regular or contract employee may participate in the evaluation by requesting the survey from Human Resources. The supervisor ~~and the administrator will identify specific individuals to be surveyed (form S-1); however any member of the campus community may participate in the survey. The supervisor~~ Human Resources will summarize the results of the survey ~~Administrator Performance Evaluation~~ sent to colleagues ~~360 evaluation, including survey comments (form S-3).~~ The supervisor shall meet with the administrator to review job performance and input from colleagues. ~~The results of the review shall be included in~~ on the written evaluation (form E) Administrator Performance Evaluation form.

- With a successful evaluation, the administrator will undergo an annual-comprehensive evaluation in the next evaluation cycle beginning in November. This does not apply to interim administrators whose contracts have expired.
- If the overall performance evaluation indicates “~~improvement needed~~Needs Improvement” or “~~unsatisfactory,~~”¹, the supervisor and the administrator will develop a corrective action plan for the upcoming year, including a timeframe for review of progress. The supervisor will write a progress report for the administrator’s personnel file within 90 days of the evaluation.
- An administrator whose evaluation indicates “~~improvement needed~~Needs Improvement” or “~~unsatisfactory,~~” will have one year to demonstrate improvement.
- After one year, should the administrator’s ~~comprehensive annual~~ evaluation again indicate “~~needs~~Needs improvement” or “~~unsatisfactory,~~” the superintendent/president has the option to recommend to the board of trustees non-renewal of the administrator’s employment contract or termination.

Comprehensive Annual Evaluation:

According to the evaluation schedule, an annual-comprehensive evaluation shall be conducted as follows:

- ~~The supervisor~~Human Resources shall ~~will~~ distribute the Administrator Performance Evaluation form to employees who report directly to the administrator, survey (form S-2) coworkers, including all faculty and staff who report to the administrator and other individuals who have direct knowledge of the administrator’s work. The administrator may additionally send the Administrator Performance Evaluation form to other individuals who have direct knowledge of the their work. Any regular or contract employee may participate in the evaluation by requesting the survey from Human Resources. Surveys-Evaluations are to be distributed by November 15 and returned by November 30th. By November 1 of each year, Academic Senate will be provided a list of administrators undergoing initial and annual evaluations.
- ~~The administrator will complete a self evaluation (form SE) by November 30 of the appropriate year.~~
- Prior to February 1, the supervisor will meet with the administrator to review the evaluation results and will complete ~~an the~~ Administrator Performance Evaluation form evaluation summary report (form E). Human Resources will summarize the results of the Administrator Performance Evaluation sent to colleagues. The supervisor shall meet with the administrator to review job performance and input from colleagues. will consider all information relevant to the administrator’s defined goals and objectives, including the survey 360 evaluation results. The administrator shall sign the form indicating that the evaluation has taken place. Signing the form does not necessarily mean agreement with the evaluation. The administrator may attach, within 15 days, a response to the evaluation form.
- ~~After the~~During the review of the evaluation, the administrator and supervisor will identify goals and objectives, ~~(form GO)~~ and a professional development plan ~~(form PD)~~ on the Administrator Performance Evaluation form for the next year.
- With a successful ~~comprehensive annual~~ evaluation, a recommendation will be made to extend the administrator’s contract.

—If the overall performance evaluation indicates “~~improvement needed~~Needs Improvement” or “~~unsatisfactory~~,” the supervisor and the administrator will develop a corrective action plan for the upcoming year, including a timeframe for review of progress, to be included in the *Administrator Performance Evaluation form*; and the administrator’s employment contract will not be extended beyond the current term or the administrator will be placed on a one-year contract.

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•—An administrator with an “~~Needs improvement~~Improvement needed” or “~~unsatisfactory~~” evaluation will have until December 15 following the evaluation to work with the supervisor to_

- demonstrate the required improvement. By January 31, the supervisor will –write a progress report for the administrator’s personnel file.
- Should the supervisor’s report be rated as “improvement needed” or “unsatisfactory,” the superintendent/president has the option to recommend to the board of trustees non-renewal of the administrator’s employment contract or termination.

Annual Evaluation:

According to the evaluation schedule, an annual evaluation shall be conducted as follows:

- The supervisor shall provide the administrator a performance evaluation summary (form E) by January 31 based on previously established expectations.
- Following the evaluation meeting, the administrator shall complete, in consultation with the supervisor, goals and objectives (form GO) and a professional development plan (form PD) for the following year.
- Evaluations for continuing administrators shall be completed by February 1 of the appropriate year and filed with Human Resources by February 15.

Evaluation Schedule:

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11
Initial	Complete	Annual	Complete	Annual	Annual	Complete	Annual	Annual	Annual	Complete
Following the eleventh year, a <i>comprehensive</i> evaluation will be performed every four years.										

Classified Administrator Evaluation

The classified administrator evaluation process is the responsibility of the direct supervisor. All administrators will be evaluated annually. New classified administrators will follow the *initial* evaluation process identified below. Evaluations for new classified administrators will be completed within the first year of employment. Evaluations for continuing administrators will be completed by February 1. The administrator shall sign the evaluation form indicating the review has taken place. Signing the evaluation form does not necessarily indicate agreement with the evaluation results. The administrator being evaluated may attach a response to the evaluation within 15 days.

The district may evaluate administrators at any time as determined by the superintendent/president or the administrator’s immediate supervisor. In such cases, the *comprehensive* evaluation process as defined below will be used. The supervising administrator shall submit a written evaluation to the superintendent/president.

~~(See the Administrator Evaluation Forms matrix for explanation of forms.)~~

Initial Evaluation:

~~During the first month of employment, the administrator will confer with the supervisor to establish goals and objectives (form GO) which align with the college's strategic plan, the unit's operational plan (program review), and Board Policy 2110.~~

~~By the end of the fourth month of employment, the supervisor will confer with the administrator, and will evaluate the administrator's job performance (form E) and review progress on the previously established goals and objectives (form GO). At this time a professional development plan (form PD) will be developed. The administrator shall sign the form indicating that the review has taken place. Signing the form does not necessarily indicate agreement with the evaluation results. The administrator may attach a response to the evaluation form within 15 days.~~

~~During the tenth month of employment, the supervisor will survey (form S-2) faculty and staff who report to the administrator and other individuals who have direct knowledge of the administrator's work. The supervisor and the administrator will identify specific individuals to be surveyed (form S-1); however any member of the campus community may participate in the survey. The supervisor will summarize the results of the survey including survey comments (form S-3). The supervisor shall meet with the administrator to review job performance and input from colleagues.~~

~~Prior to the end of the eleventh month of employment, the supervisor shall meet with the administrator and provide a written evaluation of performance (form E). The supervisor will consider all information relevant to the administrator's defined goals and objectives, including the results of the survey conducted in the previous month. The administrator shall sign the form indicating that the evaluation has taken place. Signing the form does not necessarily mean agreement with the evaluation results. The administrator may attach a response to the evaluation form within 15 days.~~

- ~~• With a successful evaluation, the administrator will become a regular employee and will undergo an annual evaluation in the next evaluation cycle beginning in November.~~
- ~~• If the administrator's overall evaluation is "improvement needed" or "unsatisfactory," the superintendent/president will determine whether to continue or terminate the administrator's employment (Board Policy 2010). If the administrator's employment is to continue, the supervisor and the administrator shall develop a corrective action plan including a review of progress within six months.~~
- ~~• The administrator will have until the time specified in the corrective action plan to work with the supervisor to demonstrate the required improvement. The supervisor will write a summary report for the administrator's personnel file. The administrator shall sign the form indicating that the review has taken place. Signing the form does not necessarily mean agreement with the evaluation~~

~~results. The administrator may attach a response to the form within 15 days.~~

Annual Evaluation:

~~According to the evaluation schedule, an *annual* evaluation shall be conducted as follows:~~

- ~~• By January 31, the supervisor shall provide the administrator with a written evaluation of performance (form E) based on previously established expectations.~~
- ~~• Following the evaluation meeting, the administrator shall develop, in consultation with the supervisor, goals and objectives (form GO) and a professional development plan (form PD) for the following year.~~
- ~~• Evaluations for continuing administrators shall be completed by February 1 of the appropriate year and filed with Human Resources by February 15.~~

Comprehensive Evaluation:

~~According to the evaluation schedule, a *comprehensive* evaluation shall be conducted as follows:~~

- ~~• The administrator will complete a self evaluation (form SE) by November 30 of the appropriate year.~~
- ~~• The supervisor shall survey (form S-2) coworkers, including all faculty and staff who report to the administrator and other individuals who have direct knowledge of the administrator's work. Surveys are to be distributed by November 15 and returned by November 30.~~
- ~~• Prior to February 1, the supervisor will meet with the administrator to review the evaluation results and will complete an evaluation summary report (form E). The supervisor will consider all information relevant to the administrator's defined goals and objectives, including the survey results. The administrator shall sign the form indicating that the evaluation has taken place. Signing the form does not necessarily mean agreement with the evaluation. The administrator may attach, within 15 days, a response to the evaluation form.~~
- ~~• After the review of the evaluation, the administrator and supervisor will identify goals and objectives (form GO) and a professional development plan (form PD) for the next year.~~
- ~~• With a successful comprehensive evaluation, the administrator will undergo an annual evaluation in the next evaluation cycle beginning in November.~~
- ~~• If an administrator's overall evaluation is "improvement needed" or "unsatisfactory," the supervisor and the administrator shall develop a corrective action plan for the upcoming year, including a timeframe for review of progress. The supervisor will write a progress report for the administrator's personnel file within 90 days of the evaluation.~~

- ~~Should the administrator's performance again be rated as "improvement needed" or "unsatisfactory," the superintendent/president has the option of continuing or terminating the administrator's employment.~~

Evaluation Schedule:

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11
Initial	Annual	Comprehensive	Annual	Annual	Comprehensive	Annual	Annual	Annual	Comprehensive	Annual
†	†	p	†	†	p	†	†	†	p	†
Following the tenth year, a comprehensive evaluation will be performed every four years.										

Administrator Evaluation FORMS

Form Identifier	Time Line	Purpose
GO Goals and Objectives	in conjunction with evaluation summary, by February 1	Used in Initial, Annual and Comprehensive evaluations.
SE Self-Evaluation	By November 30	Used in Comprehensive evaluation.
PD Professional Development Plan	In conjunction with evaluation summary, by February 1	Used in Initial, Annual and Comprehensive evaluations.
S-1 Survey Distribution List	Between November 1-15	Used in Initial and Comprehensive evaluations.
S-2 Survey	Between November 15-30	Used in Initial and Comprehensive evaluations. It is the survey that is distributed to those who have direct knowledge of the administrator's work.
S-3 Analysis of Survey Results	Between December 1 and January 30	Used in Initial and Comprehensive evaluations.
E Evaluation Summary Report	By February 1 filed with HR by February 15	Used in Initial, Annual , and Comprehensive evaluations. It is the form used by the supervisor to summarize the results of the evaluation procedure and is the form that becomes

		part of the administrator's personnel file.
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Approved: No date
Revised: ~~4/21/09~~ Adopted:
DATE

(Replaces Administrative Procedure 2110.01)

**INFORMATION ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	June 11, 2019
Subject: Quarterly Report on Volunteer Aides	Item Number: 13.O.
Strategic Goal: Goal SLS5: Nurture students	Enclosures: Page 1 of 1

BACKGROUND

California Education Code 72401 and Board Policy 7500 authorizes the use of volunteer aides to perform nonteaching work. Volunteer aides assist academic personnel in the performance of their teaching or administrative responsibilities. Volunteers do not receive salary or any other benefits available to employees of the district. However, in accordance with labor code section 3364.5, a volunteer is an employee for the purpose of workers' compensation benefits.

Volunteer services are being provided by the following:

<u>Name</u>	<u>Volunteer Period</u>	<u>Duties/Responsibilities</u>
Araujo, Joey	5/8/19 – 6/30/19	Men's basketball, kinesiology, recreation & athletics
Ham, Lisa	8/19/19 – 6/30/20	Assist with counseling, student heal services
Hernandez, Pedro	2/20/19 – 6/30/19	Art activities and/or clean up, Children's Center
Kalina, Jacqueline	5/3/19 – 5/22/19	Assist evening noncredit ESL students, community education
Martinez, Arturo	8/19/19 – 6/30/20	Mental health counseling for students, obtaining hours for licensing, health services

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

To: Board of Trustees	Date:
From: Superintendent/President	June 11, 2019
Subject: Associate Faculty Status	Item Number: 13.P.
Strategic Goal: Goal IR1: To recruit and retain quality employees.	Enclosures: Page 1 of 1

In recognition of the service of long-standing part-time faculty members per Article 12 of the CFT/PFA Collective Bargaining Agreement, part-time faculty are eligible for Associate Faculty status when they meet the following criteria:

12.7.1 Part-time faculty who have completed fourteen (14) semesters of service at 0.40 or higher credit load per semester on average per academic year within a eight (8) year period within a specific credit discipline will become eligible to participate in the priority of assignment process in that discipline.

12.7.2 The part-time faculty member must have received satisfactory evaluations for the past three evaluation periods.

12.7.3 During the adjunct faculty member's twelfth (or later) semester of service within an eight (8) year period, the adjunct faculty member shall request, in writing, to the appropriate administrator and department chair her/his desire to initiate the Associate Faculty process.

When eligibility and application requirements are met, Associate Faculty rights shall begin at the beginning of the employee's seventeenth semester.

Associate Faculty status for the employee named below will begin fall semester 2019.

Rivera, Maria
Halderman, Anthony

American Sign Language
English

Administrator Initiating Item: Ruben Ramirez	Final Disposition:
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INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	June 11, 2019
Subject: Monthly Report, Associate Superintendent/Vice President, Academic Affairs	Item Number: 13.Q.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 1

BACKGROUND

The Associate Superintendent/Vice President of Academic Affairs will report on the items listed below in regards to academic affairs:

Noncredit Recognition Ceremony (*Goal SLS2: To support student access, achievement, and success.*) Community Education, in collaboration with Noncredit Counseling, and with support from the Associated Student Body Government (ASBG), held a Noncredit Recognition Ceremony on May 17 to celebrate the success of noncredit students who have earned a noncredit certificate of completion or a certificate of competency. A total of 145 students received noncredit certificates.

Noncredit English as a Second Language (NESL) (*Goal SLS2: To support student access, achievement, and success.*) Community Education offered a fee-based NESL class in the Cuyama Valley in the spring, as a pilot project, to gauge student interest. Blue Sky Center donated the funding to make this class entirely free to the students. The class was a huge success, and as a result, we will be scheduling a noncredit NESL class for this fall.

The Robert O. Dougan grant through the Santa Barbara Foundation made it possible to offer NESL classes specific to our Mixteco-speaking community. With the funding received, Community Education was able to hold two classes, and hire a Mixteco-speaking instructional aid. The courses have been well received in the community, with a sustainable plan to continue offering these courses for the next academic year.

Community Education is currently working with the Migrant Education Programs of the Santa Maria Bonita School District to provide NESL classes at various Santa Maria Bonita School District schools. The partnership continues to be successful, and Community Education renew this program for the 2019-2020 academic year.

The students spoke, and Community Education listened! We now have newly approved Conversational NESL classes starting fall 2019, all levels of NESL (from introductory to intermediate to advanced), and a bridge course from NESL to credit ESL.

Human Services (*Goal SLS2: To support student access, achievement, and success.*) The Human Services credit program will renew its partnership with the San Luis Obispo County Office of Health Services in order to continue to provide internship opportunities for the practicum students in the Human Services program. Dr. John Lovern continues to seek opportunities to provide his students with work-based learning experiences, including internships.

Administrator Initiating Item: Robert Curry	Final Disposition:
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INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	June 11, 2019
Subject: Monthly Report, Associate Superintendent/Vice President, Student Services	Item Number: 13.R.
Strategic Goal: Goal IE1: To identify the institutional capacity to fulfill the college mission	Enclosures: Page 1 of 1

BACKGROUND

The Associate Superintendent/Vice President of Student Services will report on the items listed below in regards to student support services and special programs, and/or other matters affecting student success:

Summer/Fall 2019 Registration (*Goal SLS2: To support student access, achievement, and success.*) On May 6, 2019 open registration began for summer and fall. Summer session begins on June 10, 2019 and the fall semester will start on August 19, 2019.

AHC Commencement (*Goal SLS2: To support student access, achievement, and success.*) The 98th annual AHC Commencement was held on Friday, May 24, 2019. A record 1,273 students earned 1,790 degrees and 883 certificates; more than 500 students participated and walked across the stage!

Spring Partnership Advisory Meeting (*Goal SLS2: To support student access, achievement, and success.*). On Friday, May 31, the Career Center hosted a Spring Partnership Advisory meeting with local industry partners. This meeting took place at the Public Safety Training Complex in Lompoc. The purpose was to connect with employers within the community to receive input and guidance to prepare students for future internships and employment.

Career Closet (*Goal SLS2: To support student access, achievement, and success.*) The Career Closet currently has over 400 business apparel items donated for students. In the first month, the Career Closet has supported over two dozen students in need of clothing for upcoming interviews.

Student Activities and Outreach (*Goal SLS2: To support student access, achievement, and success.*) Beginning July 1, 2019, Student Activities and Outreach will be under the supervision of the director of Student Activities and Outreach. The integration of these two areas will support and streamline current outreach activities taking place including Bulldog Bound.

Administrator Initiating Item: Nohemy Ornelas	Final Disposition:
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To: Board of Trustees	Date:
From: Superintendent/President	June 11, 2019
Subject: Monthly Report, Vice President, Institutional Effectiveness	Item Number: 13.S.
Strategic Goal: Goal IE2: Provide valid and reliable assessment of institutional processes in a consistent and timely manner.	Enclosures: Page 1 of 1

BACKGROUND

Summer Projects (*Goal IE2: Provide valid and reliable assessment of institutional processes in a consistent and timely manner.*) The office of Institutional Effectiveness has identified a number of important projects to complete over the summer months. While the list is too long to include in this summary, the following activities touch on the diversity of activities taking place in the office.

1. Establish an Institutional Review Board

One task is to establish an Institutional Review Board (IRB). An IRB, also known as an independent ethics committee, ethical review board, or research ethics board, is a committee that ensures research ethics are maintained by reviewing the methods proposed for research. All four-year universities that conduct research have an IRB concerned with protecting the welfare, rights, and privacy of human subjects. Typically an IRB has the authority to approve, disapprove, monitor, and require modifications in all research activities that fall within its jurisdiction as specified by both the federal regulations and institutional policy. Historically, few community colleges have organized IRBs, but that trend is changing. With more grant funding agencies, such as the National Science Foundation, requiring IRB approval, community colleges are either creating a local IRB or using one from a neighboring university. Once the recommended structure and processes are identified, a proposal for an IRB will be brought to the Institutional Effectiveness Council and eventually College Council for approval.

2. Enhance Evidence-Based Decision-Making Through Data Coaching

A second task is establishing a plan to roll out data coaching and training to promote data literacy and informed decision-making. With increasing demands on using data for making informed decisions, it is important that colleges have faculty, staff, and administrators who understand the data being used. Improving data literacy, including the uses and misuses of different types of data, improves the democratization of data and levels the playing field of understanding. The IE office wants to enhance the skills across the college to gather, interpret, analyze, and act on data as we evaluate efforts to close equity gaps and inform decisions regarding effective practices. All staff in the IE office will participate in a data coaching training module provided through the California Community Colleges Vision Resource Center. After this initial step, staff will identify critical types of data and end users who will be most likely to benefit and value the opportunity to learn more about topics such as disproportionate impact, completion metrics, and related topics.

3. Support AB 705 Evaluation

Math and English faculty implemented curricular changes in the 2018-19 academic year to support the AB 705 requirements, which legally go into effect for fall 2019. Co-requisite support courses were available for math and English students in spring, and in English in the fall. Other strategies such as imbedded counseling were provided as well in certain English courses in fall 2018. Over the summer, the IE office will assess the impact of support courses and supplemental assistance implemented as part of the AB 705 requirements. Results will be reported in fall 2019 for formative evaluation to assist departments through the process of promoting higher levels of throughput in transfer level math and English.

Administrator Initiating Item: Paul M. Murphy	Final Disposition:
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INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	June 11, 2019
Subject: Monthly Report, Executive Director, College Advancement	Item Number: 13.T.
Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures: Page 1 of 1

BACKGROUND

Scholarship Banquet Celebrates Student Success. (*Goal II: Community Integration*): The annual Scholarship Banquet on May 23 at the Joe White Gymnasium announced and celebrated scholarship awards for 325 Hancock students, totaling over \$500,000 in awards. Sociology major Jennifer Cervantes received this year's prestigious Marian Hancock Scholarship and gave a heartfelt acceptance speech to over 800 donors, students, and staff in attendance. Over 60 faculty, staff, and student volunteers from AHC were on hand to help make the evening possible.

Year-end Media Relations. (*Goal II: Community Integration*): The end of the academic year brings a flurry of high profile opportunities (such as commencement, scholarship banquet, annual retirement ceremony, and public safety graduations) to feature Hancock in local print and broadcast media. Coverage was good again this year, with many good student stories of perseverance and success being featured prominently in local outlets.

New Career Education Commercial. (*Goal SLS6: Engage students*): Public Affairs recently unveiled a new Career Education promotional video. Featuring our students and programs, the 30 second video serves to create awareness about the career ready skills and opportunities Hancock offers. Currently airing in local movie theaters, the spot will begin running on Charter cable channels in July and precedes a robust Career Education promotional campaign that Public Affairs will roll out later this year.

Administrator Initiating Item: Jon Hooten	Final Disposition:
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INFORMATION ITEM

To:	Board of Trustees	Date:	
From:	Superintendent/President		June 11, 2019
Subject:	Monthly Report, Associate Superintendent/Vice President, Finance and Administration	Item Number:	13.U.
Strategic Goal:	Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures:	Page 1 of 1

BACKGROUND

Lompoc Valley Center Chiller Replacement (*Goal IR4: To provide a safe, attractive and accessible physical environment that enhances the ability to teach, learn and work.*) The two above ground chiller units at the Lompoc Valley Center are failing and will need to be replaced. Additionally, the underground lines associated with the chillers are leaking and will also need to be replaced. We reached out to our property and liability insurance carrier, Bay Area Community College Districts JPA/Statewide Association of Community Colleges to see if insurance can offset some of the cost of replacement.

Director of Business Services (*Goal IR2: To develop district financial resources adequate to support quality programs and services.*) We have solicited for a new director of Business Services and have left the position opened until filled. In the meantime, Keli Seyfert will serve as the interim director, effective June 1, 2019.

Commencement (*Goal IR4: To provide a safe, attractive and accessible physical environment that enhances the ability to teach, learn and work.*) Just a shout out to Jim Harvey, our interim director of facilities and our entire maintenance, custodial and grounds staff who did a heroic job of making sure every last detail was addressed during our commencement ceremony. Thank you for a job well done!

Administrator Initiating Item: Eric D. Smith	Final Disposition:
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INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	June 11, 2019
Subject: A Monthly Report on the Year-to-Date Financial Data for Various Funds	Item Number: 13.V.
Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures: Page 1 of 23

BACKGROUND

Attached are copies of financial statements for the following funds:

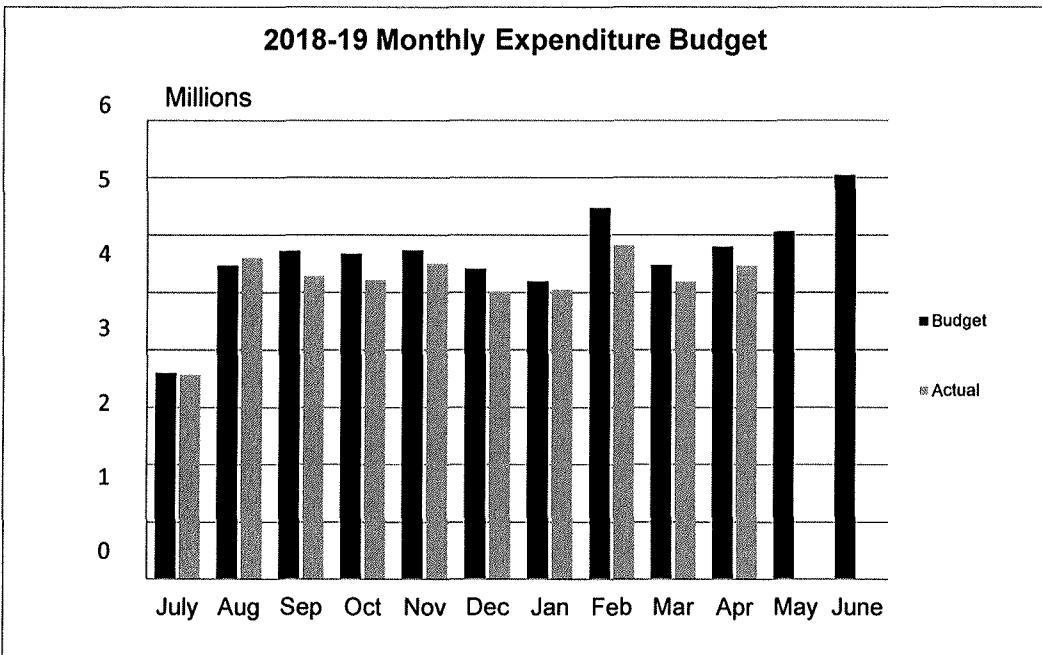
General Fund - Unrestricted
 General Fund - Restricted
 Child Development Fund
 PCPA Fund
 Capital Outlay Projects Fund
 General Obligation Bond Building Fund
 Dental Self-Insurance Fund
 Health Exams Fund
 Property and Liability Self-Insurance Fund
 Post-Employment Benefits Fund
 Other Post-Employment 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: Eric D. Smith	Final Disposition:
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GENERAL FUND UNRESTRICTED EXPENDITURE BUDGET

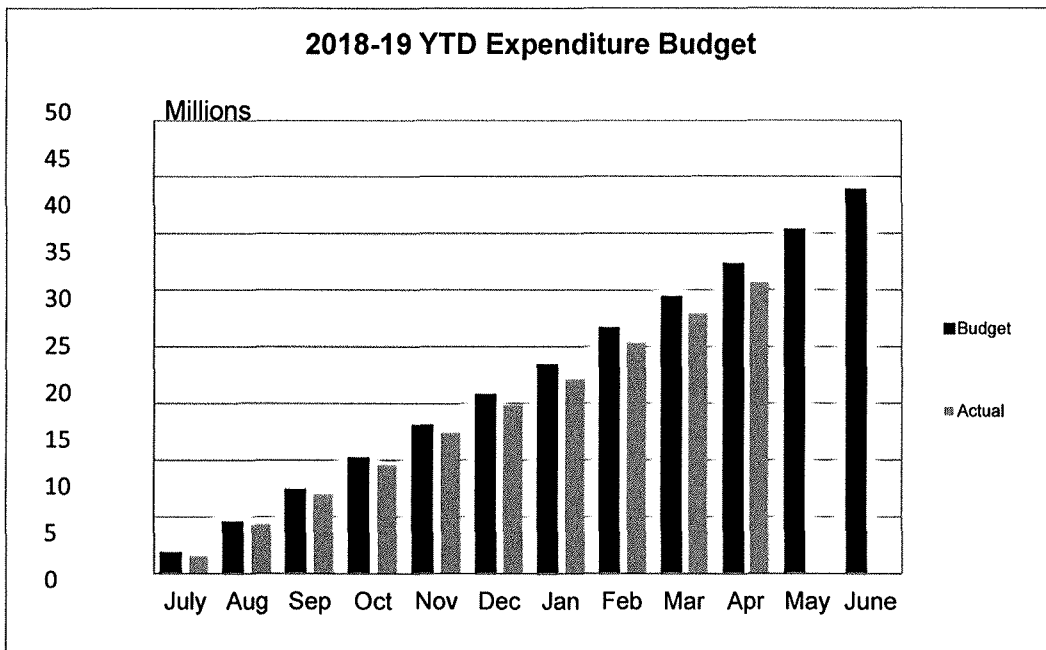
	April Budget	April Expenditures	Percentage Variance
Academic Salaries	2,243,273	2,177,739	97.08%
Classified Salaries	1,319,704	1,305,714	98.94%
Employee Benefits	1,086,816	970,337	89.28%
Supplies and Materials	141,246	100,125	70.89%
Other Operating Expenses	515,669	462,912	89.77%
Capital Outlay	78,303	49,505	63.22%
Other Outgo/Transfers	<u>413,654</u>	<u>405,129</u>	97.94%
	5,798,665	5,471,461	94.36%



GENERAL FUND UNRESTRICTED EXPENDITURE BUDGET

Year to Date Expenditures

	July-April Budget	July-April Year to Date	Percentage Variance
Academic Salaries	21,270,581	20,823,088	97.90%
Classified Salaries	12,810,573	12,712,566	99.23%
Employee Benefits	10,443,225	9,370,391	89.73%
Supplies and Materials	1,299,087	895,428	68.93%
Other Operating Expenses	6,074,640	5,386,331	88.67%
Capital Outlay	784,537	546,900	69.71%
Other Outgo/Transfers	<u>1,894,568</u>	<u>1,593,042</u>	84.08%
	54,577,211	51,327,746	94.05%



Allan Hancock College Governmental Funds Group
General Fund

Income Statement by Fund
For Period Ending 4/30/19

	<u>Unrestricted Budget</u>	<u>Unrestricted Actual</u>	<u>% Budget</u>	<u>Restricted Budget</u>	<u>Restricted Actual</u>	<u>% Budget</u>
REVENUES						
Federal Revenues	34,200	30,042	87.84%	3,078,351	456,100	14.82%
State Revenues	44,462,337	36,062,184	81.11%	18,930,118	12,359,078	65.29%
Local Revenues	23,442,880	19,534,670	83.33%	2,263,185	1,810,912	80.02%
Total REVENUES	<u>67,939,417</u>	<u>55,626,896</u>	<u>81.88%</u>	<u>24,271,654</u>	<u>14,626,090</u>	<u>60.26%</u>
EXPENDITURES						
Academic Salaries	24,771,108	20,823,088	84.06%	3,160,332	2,486,878	78.69%
Classified Salaries	15,661,917	12,712,566	81.17%	5,649,309	3,594,460	63.63%
Employee Benefits	13,199,604	9,370,391	70.99%	2,335,785	1,522,576	65.18%
Supplies and Materials	1,556,845	895,428	57.52%	2,184,157	800,985	36.67%
Other Operating Exp. and Services	8,357,867	5,386,331	64.45%	8,972,662	2,391,401	26.65%
Capital Outlay	1,214,363	546,900	45.04%	1,759,078	793,495	45.11%
Total EXPENDITURES	<u>64,761,704</u>	<u>49,734,704</u>	<u>76.80%</u>	<u>24,061,323</u>	<u>11,589,795</u>	<u>48.17%</u>
Excess of Revenues over (Under) Expenditures	3,177,713	5,892,192		210,331	3,036,295	
OTHER FINANCING SOURCES(USES)						
Other Financing Sources	562,500	554,500	98.58%	86,369	84,147	97.43%
Total OTHER FINANCING	<u>562,500</u>	<u>554,500</u>	<u>98.58%</u>	<u>86,369</u>	<u>84,147</u>	<u>97.43%</u>
OPERATING TRANSFERS OUT						
Other Outgo	2,919,524	1,593,042	54.57%	1,391,848	985,139	70.78%
Total OPERATING TRANSFERS OUT	<u>2,919,524</u>	<u>1,593,042</u>	<u>54.57%</u>	<u>1,391,848</u>	<u>985,139</u>	<u>70.78%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	820,689	4,853,650		(1,095,148)	2,135,303	
FUND BALANCE						
Fund balance, July 1	<u>12,301,500</u>	<u>12,301,500</u>		<u>13,230,045</u>	<u>13,230,045</u>	
Current Balance	<u>13,122,189</u>	<u>17,155,150</u>		<u>12,134,897</u>	<u>15,365,348</u>	

Allan Hancock College
Child Development Fund

Income Statement by Fund
For Period Ending 4/30/19

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Federal Revenues	448,340	148,945	33.22%
State Revenues	687,644	479,904	69.79%
Local Revenues	854,371	60,522	7.08%
Total REVENUES	<u>1,990,355</u>	<u>689,371</u>	<u>34.64%</u>
EXPENDITURES			
Academic Salaries	349,786	173,067	49.48%
Classified Salaries	520,826	337,808	64.86%
Employee Benefits	202,950	67,755	33.39%
Supplies and Materials	373,532	30,745	8.23%
Other Operating Exp. and Services	187,458	7,554	4.03%
Capital Outlay	298,094	62,775	21.06%
Total EXPENDITURES	<u>1,932,646</u>	<u>679,704</u>	<u>35.17%</u>
Excess of Revenues Over (Under) Expenditures	57,709	9,667	
OTHER FINANCING SOURCES(USES)			
Other Financing Sources	25,000	10,000	40.00%
Total OTHER FINANCING	<u>25,000</u>	<u>10,000</u>	<u>40.00%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	82,709	19,667	
FUND BALANCE			
Fund balance, July 1	<u>310,979</u>	<u>310,979</u>	
Current Balance	<u>393,688</u>	<u>330,646</u>	

Allan Hancock College
PCPA Fund

Income Statement by Fund
For Period Ending 4/30/19

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	2,919,823	2,576,085	88.23%
Total REVENUES	<u>2,919,823</u>	<u>2,576,085</u>	<u>88.23%</u>
EXPENDITURES			
Classified Salaries	2,063,244	1,767,261	85.65%
Employee Benefits	659,849	452,356	68.55%
Supplies and Materials	464,165	302,735	65.22%
Other Operating Exp. and Services	590,916	523,054	88.52%
Capital Outlay	38,800	9,223	23.77%
Total EXPENDITURES	<u>3,816,974</u>	<u>3,054,629</u>	<u>80.03%</u>
Excess of Revenues Over (Under) Expenditures	(897,151)	(478,544)	
OTHER FINANCING SOURCES(USES)			
Other Financing Sources	1,501,949	655,986	43.68%
Total OTHER FINANCING	<u>1,501,949</u>	<u>655,986</u>	<u>43.68%</u>
OPERATING TRANSFERS OUT			
Other Outgo	604,798	497,339	82.23%
Total OPERATING TRANSFERS OUT	<u>604,798</u>	<u>497,339</u>	<u>82.23%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	0	(319,897)	
FUND BALANCE:			
Fund balance, July 1	<u>410,279</u>	<u>410,279</u>	
Current Balance	<u><u>410,279</u></u>	<u><u>90,382</u></u>	

Allan Hancock College
Capital Outlay Project Fund

Income Statement by Fund
For Period Ending 4/30/19

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
State Revenues	826,353	99,416	12.03%
Local Revenues	<u>1,318,033</u>	<u>148,250</u>	<u>0.00%</u>
Total REVENUES	<u>2,144,386</u>	<u>247,666</u>	<u>11.55%</u>
EXPENDITURES			
Supplies and Materials	2,544	486	19.10%
Other Operating Exp. and Services	208,246	169,380	81.34%
Capital Outlay	<u>6,290,697</u>	<u>2,359,563</u>	<u>37.51%</u>
Total EXPENDITURES	<u>6,501,487</u>	<u>2,529,429</u>	<u>38.91%</u>
Excess of Revenues Over (Under) Expenditures	(4,357,101)	(2,281,763)	
OTHER FINANCING SOURCES(USES)			
Other Financing Sources	<u>1,127,492</u>	<u>222,960</u>	<u>0.00%</u>
Total OTHER FINANCING	<u>1,127,492</u>	<u>222,960</u>	<u>0.00%</u>
OPERATING TRANSFERS OUT			
Other Outgo	<u>152,500</u>	<u>152,500</u>	<u>0.00%</u>
Total OPERATING TRANSFERS OUT	<u>152,500</u>	<u>152,500</u>	<u>0.00%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(3,382,109)	(2,211,303)	
FUND BALANCE			
Fund balance, July 1	<u>8,971,891</u>	<u>8,971,891</u>	
Current Balance	<u>5,589,782</u>	<u>6,760,588</u>	

Allan Hancock College
General Obligation Bond Fund

Income Statement by Fund
For Period Ending 4/30/19

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	4,000	4,742	118.55%
Total REVENUES	<u>4,000</u>	<u>4,742</u>	<u>118.55%</u>
EXPENDITURES			
Other Operating Exp. and Services	358,746	(50,993)	0.00%
Capital Outlay	23,050,210	(100,969)	-0.44%
Total EXPENDITURES	<u>23,408,956</u>	<u>(151,962)</u>	<u>-0.65%</u>
Excess of Revenues Over (Under) Expenditures	(23,404,956)	156,704	
OTHER FINANCING SOURCES(USES)			
Other Financing Sources	24,021,091	0	0.00%
Total OTHER FINANCING	<u>24,021,091</u>	<u>0</u>	<u>0.00%</u>
OPERATING TRANSFERS OUT			
Other Outgo	932,345	0	0.00%
Total OPERATING TRANSFERS OUT	<u>932,345</u>	<u>0</u>	<u>0.00%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(316,210)	156,704	
FUND BALANCE			
Fund balance, July 1	<u>319,711</u>	<u>319,711</u>	
Current Balance	<u><u>3,501</u></u>	<u><u>476,415</u></u>	

Allan Hancock College
Dental Self Insurance Fund

Income Statement by Fund
For Period Ending 4/30/19

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	840,000	497,749	59.26%
Total REVENUES	<u>840,000</u>	<u>497,749</u>	<u>59.26%</u>
EXPENDITURES			
Other Operating Exp. and Services	825,000	620,675	75.23%
Total EXPENDITURES	<u>825,000</u>	<u>620,675</u>	<u>75.23%</u>
Excess of Revenues Over (Under) Expenditures	15,000	(122,926)	
FUND BALANCE			
Fund balance, July 1	<u>1,447,461</u>	<u>1,447,461</u>	
Current Balance	<u><u>1,462,461</u></u>	<u><u>1,324,535</u></u>	

Allan Hancock College
Self - Insurance Health Exam Fund

Income Statement by Fund
For Period Ending 4/30/19

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	500	4,401	880.20%
Total REVENUES	<u>500</u>	<u>4,401</u>	<u>880.20%</u>
EXPENDITURES			
Employee Benefits	13,311	5,950	44.70%
Total EXPENDITURES	<u>13,311</u>	<u>5,950</u>	<u>44.70%</u>
Excess of Revenues Over (Under) Expenditures	(12,811)	(1,549)	
OPERATING TRANSFERS OUT			
Other Outgo	200,000	200,000	100.00%
Total OPERATING TRANSFERS OUT	<u>200,000</u>	<u>200,000</u>	<u>100.00%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(212,811)	(201,549)	
FUND BALANCE			
Fund balance, July 1	<u>362,057</u>	<u>362,057</u>	
Current Balance	<u>149,246</u>	<u>160,508</u>	

Allan Hancock College
Self Ins - Property & Liab. Fund

Income Statement by Fund
For Period Ending 4/30/19

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	10,000	15,273	152.73%
Total REVENUES	<u>10,000</u>	<u>15,273</u>	<u>152.73%</u>
EXPENDITURES			
Supplies and Materials	1,315	215	16.35%
Other Operating Exp. and Services	18,187	10,526	57.88%
Total EXPENDITURES	<u>19,502</u>	<u>10,741</u>	<u>74.23%</u>
Excess of Revenues Over (Under) Expenditures	(9,502)	4,532	
FUND BALANCE			
Fund balance, July 1	<u>1,178,375</u>	<u>1,178,375</u>	
Current Balance	<u>1,168,873</u>	<u>1,182,907</u>	

Allan Hancock College
Post Employment Benefits Fund

Income Statement by Fund
For Period Ending 4/30/19

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	151,000	93,689	62.05%
Total REVENUES	<u>151,000</u>	<u>93,689</u>	<u>62.05%</u>
EXPENDITURES			
Employee Benefits	151,000	0	0.00%
Total EXPENDITURES	<u>151,000</u>	<u>0</u>	<u>0.00%</u>
Excess of Revenues Over (Under) Expenditures	0	93,689	
FUND BALANCE			
Fund balance, July 1	<u>959,295</u>	<u>959,295</u>	
Current Balance	<u>959,295</u>	<u>1,052,984</u>	

BENEFIT TRUST COMPANY
 AS TRUSTEE FOR ALLAN
 HANCOCK COMMUNITY COLLEGE
 DISTRICT

TRUST EB FORMAT

Page 1

Statement Period
 Account Number

04/01/2019 through 04/30/2019
 115150007100

Summary Of Fund

MARKET VALUE AS OF 04/01/2019			9,232,591.75
EARNINGS			
NET INCOME CASH RECEIPTS	12,650.98		
FEES AND OTHER EXPENSES	6,791.89-		
REALIZED GAIN OR LOSS	58.15		
UNREALIZED GAIN OR LOSS	149,327.42		
TOTAL EARNINGS		155,244.66	
TOTAL MARKET VALUE AS OF 04/30/2019			9,387,836.41

BENEFIT TRUST COMPANY
AS TRUSTEE FOR ALLAN
HANCOCK COMMUNITY COLLEGE
DISTRICT

TRUST EB FORMAT

Page 2

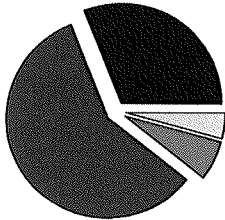
Statement Period
Account Number

04/01/2019 through 04/30/2019
115150007100

Asset Summary As Of 04/30/2019

DESCRIPTION	MARKET VALUE	AVG COST	% OF PORT
MUTUAL FUND - FIXED INCOME	5,471,039.31	5,511,651.25	58
MUTUAL FUND - DOMESTIC EQUITY	2,923,385.86	2,732,592.55	31
MUTUAL FUND - INTERNATIONAL EQUITY	598,099.65	537,067.61	6
MUTUAL FUND - REAL ESTATE	395,311.59	372,548.42	4
TOTAL INVESTMENTS	9,387,836.41	9,153,859.83	
CASH	11,872.88		
DUE FROM BROKER	0.00		
DUE TO BROKER	11,872.88		
TOTAL MARKET VALUE	9,387,836.41		

Ending Asset Allocation



31.1%	MUTUAL FUND - DOMESTIC EQUITY	2,923,385.86
58.3%	MUTUAL FUND - FIXED INCOME	5,471,039.31
6.4%	MUTUAL FUND - INTERNATIONAL EQUITY	598,099.65
4.2%	MUTUAL FUND - REAL ESTATE	395,311.59
100.0%	Total	9,387,836.41

Allan Hancock College
Associated Students Trust Fund

Income Statement by Fund
For Period Ending 4/30/19

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	29,415	217,993	741.09%
Total REVENUES	<u>29,415</u>	<u>217,993</u>	<u>741.09%</u>
EXPENDITURES			
Supplies and Materials	171,604	115,711	67.43%
Other Operating Exp. and Services	78,831	60,046	76.17%
Total EXPENDITURES	<u>250,435</u>	<u>175,757</u>	<u>70.18%</u>
Excess of Revenues Over (Under) Expenditures	(221,020)	42,236	
OTHER FINANCING SOURCES(USES)			
Other Financing Sources	218,483	218,483	100.00%
Total OTHER FINANCING	<u>218,483</u>	<u>218,483</u>	<u>100.00%</u>
OPERATING TRANSFERS OUT			
Other Outgo	4,500	89,900	1997.78%
Total OPERATING TRANSFERS OUT	<u>4,500</u>	<u>89,900</u>	<u>1997.78%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditure and Other Uses	(7,037)	170,819	
FUND BALANCE:			
Fund balance, July 1	<u>64,246</u>	<u>64,246</u>	
Current Balance	<u><u>57,209</u></u>	<u><u>235,065</u></u>	

Allan Hancock College
Student Representation Fee Trust Fnd

Income Statement by Fund
For Period Ending 4/30/19

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	18,010	17,680	98.17%
Total REVENUES	<u>18,010</u>	<u>17,680</u>	<u>98.17%</u>
EXPENDITURES			
Other Operating Exp. and Services	27,900	17,717	63.50%
Total EXPENDITURES	<u>27,900</u>	<u>17,717</u>	<u>63.50%</u>
Excess of Revenues Over (Under) Expenditures	(9,890)	(37)	
FUND BALANCE			
Fund balance, July 1	<u>22,431</u>	<u>22,431</u>	
Current Balance	<u><u>12,541</u></u>	<u><u>22,394</u></u>	

Allan Hancock College
Student Body Center Fee Trust Fund

Income Statement by Fund
For Period Ending 4/30/19

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	28,500	24,228	85.01%
Total REVENUES	<u>28,500</u>	<u>24,228</u>	<u>85.01%</u>
EXPENDITURES			
Supplies ad Materials	1,000	59	5.90%
Capital Outlay	27,000	0	0.00%
Total EXPENDITURES	<u>28,000</u>	<u>59</u>	<u>0.21%</u>
Excess of Revenues Over (Under) Expenditures	500	24,169	
FUND BALANCE			
Fund balance, July 1	<u>160,906</u>	<u>160,906</u>	
Current Balance	<u>161,406</u>	<u>185,075</u>	

Allan Hancock College
Student Financial Aid Trust Fund

Income Statement by Fund
For Period Ending 4/30/19

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Federal Revenues	10,449,380	10,017,827	95.87%
State Revenues	2,286,874	2,305,266	100.80%
Local revenues	0	17	0.00%
Total REVENUES	<u>12,736,254</u>	<u>12,323,110</u>	<u>96.76%</u>
OTHER FINANCING SOURCES(USES)			
Other Financing Sources	<u>246,364</u>	<u>232,009</u>	<u>0.00%</u>
Total OTHER FINANCING	<u>246,364</u>	<u>232,009</u>	<u>0.00%</u>
OPERATING TRANSFERS OUT			
Other Outgo	<u>12,982,618</u>	<u>12,453,131</u>	<u>95.92%</u>
Total OPERATING TRANSFERS OUT	<u>12,982,618</u>	<u>12,453,131</u>	<u>95.92%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	0	101,988	
FUND BALANCE			
Fund balance, July 1	<u>21,600</u>	<u>21,600</u>	
Current Balance	<u><u>21,600</u></u>	<u><u>123,588</u></u>	

Allan Hancock College
Scholarship and Loan Trust Fund

Income Statement by Fund
For Period Ending 4/30/19

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

Allan Hancock College
District Trust Fund

Income Statement by Fund
For Period Ending 4/30/19

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	225,826	175,875	77.88%
Total REVENUES	<u>225,826</u>	<u>175,875</u>	<u>77.88%</u>
EXPENDITURES			
Academic Salaries	4,650	448	9.63%
Classified Salaries	30,463	0	0.00%
Employee Benefits	687	0	0.00%
Supplies and Materials	106,876	67,428	63.09%
Other Operating Exp. and Services	75,836	42,699	56.30%
Capital Outlay	5,930	1,797	30.30%
Total EXPENDITURES	<u>224,442</u>	<u>112,372</u>	<u>50.07%</u>
Excess of Revenues Over (Under) Expenditures	1,384	63,503	
OTHER FINANCING SOURCES(USES)			
Other Financing Sources	3,240	210	6.48%
Total OTHER FINANCING	<u>3,240</u>	<u>210</u>	<u>6.48%</u>
OPERATING TRANSFERS OUT			
Other Outgo	42,860	410	0.96%
Total OPERATING TRANSFERS OUT	<u>42,860</u>	<u>410</u>	<u>0.96%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(38,236)	63,303	
FUND BALANCE			
Fund balance, July 1	995,658	995,658	
Current Balance	<u>957,422</u>	<u>1,058,961</u>	

Allan Hancock College
Student Clubs Agency Fund

Income Statement by Fund
For Period Ending 4/30/19

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	61,399	54,882	89.39%
Total REVENUES	<u>61,399</u>	<u>54,882</u>	<u>89.39%</u>
EXPENDITURES			
Supplies and Materials	43,931	26,069	59.34%
Other Operating Exp. and Services	31,563	12,050	38.18%
Capital Outlay	345	0	0.00%
Total EXPENDITURES	<u>75,839</u>	<u>38,119</u>	<u>50.26%</u>
Excess of Revenues Over (Under) Expenditures	(14,440)	16,763	
OTHER FINANCING SOURCES(USES)			
Other Financing Sources	0	0	0.00%
Total OTHER FINANCING	<u>0</u>	<u>0</u>	<u>0.00%</u>
OPERATING TRANSFERS OUT			
Other Outgo	11,405	1,869	16.39%
Total OPERATING TRANSFERS OUT	<u>11,405</u>	<u>1,869</u>	<u>16.39%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(25,845)	14,894	
FUND BALANCE			
Fund balance, July 1	<u>65,316</u>	<u>65,316</u>	
Current Balance	<u>39,471</u>	<u>80,210</u>	

ALLAN HANCOCK COLLEGE FOUNDATION
STATEMENT OF OPERATIONS
FOR THE PERIOD ENDING 04/30/2019

	Cash Admin	General Operations	Restricted	Scholar- ships	Endowment Principal	Endowment Rev/Exp	Total
REVENUES:							
Contributions, Gifts, Grants & Endwmnts	0	64,169	664,200	332,678	238,518	0	1,299,565
District/Grant Contribution	0	55,317	0	0	0	0	55,317
Interest and Investment Income	0	21,400	0	0	0	646,324	667,724
Realized Gain/Loss on Invest	0	85,769	0	0	0	487,295	573,065
Unrealized Gain/Loss on Invest	0	(62,492)	0	0	0	(5,348)	(67,841)
Other Local Revenues	0	425	7,290	0	0	0	7,715
Total Revenues	0	164,588	671,490	332,678	238,518	1,128,271	2,535,545
EXPENSES:							
Non Bargaining Unit	0	215,345	0	0	0	0	215,345
Classified Non Instr FICA-Soc Scrty	0	13,351	0	0	0	0	13,351
Classified Non-Instr FICA-Medicare	0	3,123	0	0	0	0	3,123
Classified Non Instr Health & Wlfr	0	676	0	0	0	0	676
Classified Non-Instr SUI	0	978	0	0	0	0	978
Classified ETT-Foundation	0	42	0	0	0	0	42
Classified Non Instr Workers Comp	0	1,884	0	0	0	0	1,884
Public Relations/Recognitions	0	498	0	0	0	0	498
Office/Operational Supplies	0	4,183	31,851	0	0	0	36,034
Non Instr Printing	0	1,656	4,147	0	0	0	5,802
Contest Prizes	0	0	1,400	0	0	0	1,400
Food - Business Meetings/Events	0	4,891	39,627	0	0	0	44,518
Indep Contractor (Individuals)	0	500	2,508	0	0	0	3,008
Service Contracts (Businesses)	0	3,928	4,000	0	0	0	7,928
Travel - All Travel Costs	0	428	11,613	0	0	0	12,041
On-Site-Prof. Develop/Webinars	0	0	84	0	0	0	84
Foundation Community Activities	0	20,186	50,944	0	39,708	0	110,839
Dues & Memberships	0	0	1,945	0	0	0	1,945
Non-Tech Licenses, Permits, Fees	0	473	1,291	0	0	0	1,765
Telephone	0	519	0	0	0	0	519
Facility Rental	0	0	633	0	0	0	633
Equipment Rental	0	678	208	0	0	0	886
Fngprnt/Bckgrnd/Psy Tst/Poly	0	99	0	0	0	0	99
District/College Support	0	0	158,863	0	0	0	158,863
Postage/Express Services	0	1,134	1,018	0	0	0	2,152
Freight	0	0	15	0	0	0	15
Advertising	0	2,317	7,685	0	0	0	10,002
Bank Service Charges	0	830	289	0	0	0	1,119
Merchant Fees	0	0	22	0	0	0	22
Investment Brokerage Fees	(10)	13,623	0	0	190	163,685	177,488
PCPA Support	0	0	0	74,648	0	0	74,648
Vit & Enology Foundation Support	0	0	26,576	10,000	0	0	36,576
Equipment	0	773	575	0	0	0	1,348
Student Assistance	0	0	6,200	0	0	0	6,200
Scholarships	0	0	0	482,590	(15,602)	0	466,988
Total Expenses	(10)	292,115	351,495	567,238	24,296	163,685	1,398,818
Net Income (Loss)	10	(127,527)	319,995	(234,560)	214,223	964,586	1,136,727
OTHER FINANCING SOURCES/OUTGO:							
Intrafund Transfer-In	0	164,180	24,873	11,025	260,172	0	460,250
Intrafund Transfers-Out	0	0	256,110	18,544	23,753	161,843	460,250
Net Transfers	0	164,180	(231,237)	(7,519)	236,419	(161,843)	0
Net Inc/Dec in Fund Bal	10	36,653	88,757	(242,079)	450,642	802,743	1,136,727
FUND BALANCE:							
Fund Equity, July 1	0	140,801	1,764,750	708,033	20,168,127	3,345,584	26,127,293
Current Balance	10	177,453	1,853,507	465,954	20,618,769	4,148,327	27,264,020

Allan Hancock College
Viticulture & Enology Foundation Fund

Income Statement by Fund
4/30/2019

REVENUES	<u>Budget</u>	<u>Actual</u>	% Budget
Contributed Gifts/Grants/Endw	36,846	36,848	100.01%
Non-Cash Contributions	7,500	5,274	0.00%
Other Local Revenues	0	0	0.00%
Net Revenue	<u>44,346</u>	<u>42,122</u>	<u>0.00%</u>
WINE OPERATION			
Sales & Commissions	30,000	78,450	261.50%
Less: Returns & Allowances	0	0	0.00%
Less: Sales Discounts	<u>(3,500)</u>	<u>(27,810)</u>	<u>794.57%</u>
Net Sales	26,500	50,640	
Less: Cost of Goods Sold	<u>(24,000)</u>	<u>(21,921)</u>	<u>91.34%</u>
Gross Profit	<u>2,500</u>	<u>28,719</u>	
 Total REVENUES	 <u>46,846</u>	 <u>70,841</u>	 <u>151.22%</u>
 EXPENDITURES			
Classified Salaries	4,000	0	0.00%
Supplies and Materials	30,947	20,273	65.51%
Inventory Allocation Expense	(35,745)	(19,215)	53.76%
Other Operating Exp. and Services	31,571	18,320	58.03%
Capital Outlay	<u>2,812</u>	<u>3,136</u>	<u>111.52%</u>
Total EXPENDITURES	<u>33,585</u>	<u>22,514</u>	<u>67.04%</u>
 Excess of Revenues Over (Under) Expenditures	 13,261	 48,327	
 OPERATING TRANSFERS OUT			
Other Outgo	<u>2,500</u>	<u>2,500</u>	<u>100.00%</u>
Total OPERATING TRANSFERS OUT	<u>2,500</u>	<u>2,500</u>	
 Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	 <u>10,761</u>	 <u>45,827</u>	
 FUND BALANCE			
Fund balance, July 1	143,350	143,350	
 Current Balance	 <u>154,111</u>	 <u>189,177</u>	

ALLAN HANCOCK COLLEGE



JUNE 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6 10:00 a.m. Law Enforcement Graduation LVC	7	8
9	10 Summer Classes Begin 6 & 8 Week Sessions	11 6:00 p.m. Board of Trustees Meeting	12	13 <i>A Gentleman's Guide to Love and Murder</i> through June 30 Solvang Festival Theatre	14 10:00 a.m. CORE Graduation LVC	15
16	17	18	19	20 <i>Million Dollar Quartet</i> through June 29 Marian Theatre	21	22
23	24	25	26	27	28	29
30						

ALLAN HANCOCK COLLEGE



JULY 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4 Independence Day College Closed	5 <i>Million Dollar Quartet</i> through July 28 Solvang Festival Theater	6
7	8	9 6:00 p.m. Board of Trustees Meeting	10	11	12	13
14	15	16	17	18 <i>The Addams Family</i> through July 27 Marian Theatre	19	20
21	22	23	24	25	26	27
28	29	30	31			