

# ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT



## BOARD OF TRUSTEES

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

## AGENDA Regular Board Meeting Tuesday, March 18, 2025

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

- |  | <u>Page</u> | <u>Tentative<br/>Time</u> |
|--|-------------|---------------------------|
| 1. Call to Order   |             | 5:00 PM                   |
| 2. Special Board Session   |             |                           |
| 2.A. Trustee Training  |             |                           |
| Ruben Ramirez, executive director, Human Resources and Labor Relations, will present a training for the board of trustees.   |             |                           |
| 3. Public Comment to Closed Session  |             |                           |
| This section of the agenda is intended for members of the public to address the Board of Trustees on items involving the community college district that are being considered in Closed Session. <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> Public comments will be given in person during the meeting or submitted in writing at least 24 hours before the meeting via email to: <a href="mailto:jmcgee@hancockcollege.edu">jmcgee@hancockcollege.edu</a> The leading speaker from the audience on each side of the issue will be limited to five minutes. Additional speakers are limited to two minutes. Please submit an individual comment card for each item. |             |                           |
| 4. Adjourn to Closed Session   |             |                           |
| 4.A. Discipline/Dismissal/Release of Public Employee (1 case) (Govt. Code §54957)  |             |                           |
| 4.B. Conference with Labor Negotiator – (Government Code §54957.6)   |             |                           |
| Agency designated representatives: Dr. Robert Curry<br>Employee Association: Faculty Association   |             |                           |
| Agency designated representative: Dr. Robert Curry<br>Employee Association: Part-Time Faculty Association  |             |                           |
| Agency designated representative: Dr. Kevin Walthers   |             |                           |

Unrepresented Employees: Management

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

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

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

- |    |                                 |         |
|----|---------------------------------|---------|
| 5. | Reconvene to Open Session       | 6:00 PM |
| 6. | Action Taken in Closed Session  |         |
| 7. | Pledge of Allegiance            |         |
| 8. | Approval of Agenda as Presented |         |
| 9. | Public Comment                  |         |

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

- |     |  |   |
|-----|--|---|
| 10. | Approval of Minutes  |   |
|     | 10.A. Approval of Minutes from the February 18, 2025, regular board meeting. | 6 |

11. Presentations

11.A. Sabbatical Leave Presentation

Juanita Tuan, professor/EOPS counselor, will present her sabbatical leave topic on the exploration and development of teaching/counseling practices for the first-generation college student experience.

11.B. Changing the Odds Moment

Dr. Walthers will share a Changing the Odds moment.

12. Consent Agenda

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

12.A.	Approval of Register of Warrants and Payroll Summary 01/01/25 through 01/31/25	14
12.B.	Approval of Employee Personnel Actions	17
12.C.	Approval of Part-time Faculty Appointments, Regular Faculty Overload Assignments and Special Assignments/Stipends	19
12.D.	Approval of Faculty Sabbatical Leave	29
12.E.	Approval of Equivalency Certification for Faculty	31
12.F.	Acceptance of Donations	33
12.G.	Adoption of Additions and Changes in the Academic Policy and Planning Committee Curriculum Report	34
12.H.	Approval of Change Orders for the Baseball/Softball Changing Rooms Project (Bid No. 25-01)	41
12.I.	Second Review of Revised Board Policy 3550, Drug-Free Environment and Prevention Program	42
12.J.	Second Review of Board Policy 3900, Speech: Time, Place, Manner	45
12.K.	Second Review of Board Policy 4220, Standards of Scholarship	47
12.L.	Second Review of Board Policy 4231, Grade Changes	49
12.M.	Second Review of Revised Board Policy 5510, Off-Campus Student Organizations	51
12.N.	Bond Measure I Citizens' Oversight Committee Representatives	53
13. Oral Reports		
13.A.	Superintendent/President's Report	
13.B.	Board Member Reports	
13.C.	Association Reports	
	1) Faculty Association	
	2) Academic Senate	
	3) California School Employees Association	
	4) Associated Student Body Government	
	5) AHC Foundation	
	6) Management Association	

7) Part-Time Faculty Association

14.	Action Items	
14.A.	Approval of October 2025 Regular Board Meeting Date Change	54
14.B.	Acceptance of Grants Approved and Review of Grant Proposals Submitted	55
14.C.	Discontinuance of the Environmental Health and Safety Program	57
14.D.	Adoption of Resolution 25-07, Authorization and Execution of State & Local Cybersecurity Grants Program from Cal OES (Fiscal Year 2024)	58
14.E.	Approval of Revision of CSEA Salary Schedule #55	60
15.	Information	
15.A.	Acceptance of Employee Retirements and Resignations	61
15.B.	Student Health Fee Increase	62
15.C.	First Review of Revised Administrative Procedure 2110, Vacancies on the Board	63
15.D.	First Review of Administrative Procedure 2320, Special and Emergency Meetings	66
15.E.	First Review of Administrative Procedure 2340, Agendas	68
15.F.	First Review of Revised Administrative Procedure 2360, Minutes	72
15.G.	First Review of Administrative Procedure 2365, Recording	74
15.H.	First Review of Administrative Procedure 2410, Board Policies and Administrative Procedures	76
15.I.	First Review of Administrative Procedure 2610, Presentation of Initial Collective Bargaining Proposals	80
15.J.	First Review of Administrative Procedure 2735, Board Member Travel	83
15.K.	First Review of Administrative Procedure 2740, Board Education	85
15.L.	First Review of Administrative Procedure 3433, Prohibition of Sexual Harassment under Title IX	89
15.M.	First Review of Administrative Procedure 3434, Responding to Sexual Harassment Based on Sex under Title IX	92
15.N.	First Review of Revised Administrative Procedure 4021, Program Vitality	113



	<u>Page</u>	<u>Tentative Time</u>
15.O. First Review of Revised Administrative Procedure 4103, Work Experience Education	126	
15.P. First Review of Revised Administrative Procedure 5030, Fees	130	
15.Q. First Review of Revised Administrative Procedure 5075, Course Adds, Drops, and Withdrawals	135	
15.R. First Review of Board Policy 7260, Classified Administrators	142	
15.S. Monthly Report, Associate Superintendent/Vice President, Academic Affairs	144	
15.T. Monthly Report, Associate Superintendent/Vice President, Student Services	146	
15.U. Monthly Report, Executive Director, Institutional Effectiveness	147	
15.V. Monthly Report, Executive Director, College Advancement	148	
15.W. Monthly Report, Associate Superintendent/Vice President, Finance and Administration	149	
15.X. A Monthly Report on the Year-to-Date Financial Data for Various Funds	151	
16. New Business		
17. Calendar	174	
18. Adjournment		

The next regular meeting of the Board of Trustees will be held on Tuesday, April 15, 2025. Closed session begins at 5:00 p.m. Open session begins at 6:00 p.m.



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

---



---

# ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT

---



---



## BOARD OF TRUSTEES

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

### MINUTES

Regular Board Meeting  
 Tuesday, February 18, 2025

Allan Hancock College  
 Lompoc Valley Center  
 Closed Session – Building 1 – Room 102H – 5:00 p.m.  
 Open Session – Building 3 – Room 114 – 6:00 p.m.  
 One Hancock Drive, Lompoc, CA 93436

1. Call to Order

Trustee Zacarías called the meeting to order at 5:00 p.m. with the following trustees present:

Levy, Ostini, Pensa, Zacarías

Trustees absent: Enciso

Administrators present: Curran, Curry, Ramirez, Walthers

2. Public Comment to Closed Session

No public comment was made.

3. Adjourn to Closed Session

Trustee Zacarías adjourned the meeting to closed session at 5:01 p.m.

Trustee Enciso arrived during closed session.

4. Reconvene to Open Session

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

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

5. Action Taken in Closed Session

Trustee Zacarías reported the board met in closed session and unanimously approved an EEOC settlement agreement for monetary and non-monetary provisions. The terms of the agreement include no admission of liability on behalf of the district and includes a complete dismissal of claims on behalf of the complainant.

6. Pledge of Allegiance

Oscar Rivera, student, led the audience in the pledge of allegiance.

7. Approval of Agenda as Presented

11.L. Authorization for Travel Outside of the United States for Students and ASBG Advisors to Attend ASACC National Student Advocacy Conference, was corrected to travel outside of the state.

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

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

Noes: None

Abstentions: None

8. Public Comment

No public comment was made.

9. Approval of Minutes

9.A. Approval of Minutes from the January 21, 2025, board retreat.

On a motion by Trustee Levy, seconded by Trustee Enciso, the board of trustees voted to approve the minutes for the January 21, 2025, board retreat. (Ayes: Student Trustee, Enciso, Levy, Ostini, Pensa, Zacarías; Noes: None; Absent: None)

9.B. Approval of Minutes from the January 21, 2025, regular board meeting

On a motion by Trustee Pensa, seconded by Trustee Levy, the board of trustees voted to approve the minutes for the January 21, 2025, regular board meeting. (Ayes: Student Trustee, Enciso, Levy, Ostini, Pensa, Zacarías; Noes: None; Absent: None)

10. Presentation

10.A. Embedded Tutoring

Dr. Mary Patrick, dean, Academic Affairs, presented an update on embedded tutoring. She shared the program is part of the Title V grant. Dean Patrick said the program puts embedded tutors in the classroom to participate and create a sense of community. She commented the embedded tutors guide students to resources on campus. Dr. Patrick shared video testimony from three embedded tutors. She provided data on number of courses, sections, and faculty participating. Dean Patrick said continued support will be provided through the Student Equity Plan.

10.B. Changing the Odds Moment

Dr. Walthers shared Renee Valdez, a current Hancock student, requested that Jeannette Hernandez in the Financial Aid office be acknowledged for her patience and kindness in serving students. Ms. Valdez is very grateful for her help.

## 11. Consent Agenda

On a motion by Trustee Enciso, seconded by Trustee Ostini, the board of trustees voted to approve the consent agenda, with the correction to item 11.L., on a roll-call vote as follows:

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

Noes: None

Abstentions: None

## 12. Oral Reports

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

Dr. Walthers shared he met with the Chancellor's Office regarding the baccalaureate degree. He attended the ACCT Legislative Summit in Washington D.C. and met with members of congress. Dr. Walthers sent out an email regarding the "Dear Colleague" letter sent out by the Department of Education. He stated Hancock is in compliance and urged everyone to continue to focus on doing their jobs.

### 12.B. Board Member Reports

Trustee Zacarías attended the DEIA Summit on February 7.

Trustee Enciso asked everyone to take care of themselves so we can take care of our students during this difficult time.

Trustee Levy attended the wine festival meeting, the DEIA Summit, a Holocaust presentation, saw *Much Ado About Nothing*, and attended the time capsule ceremony at the Lompoc Valley Center.

Trustee Ostini attended the Week of Welcome, the staff vs. students softball game, and saw *Much Ado About Nothing*. He served wine at the PCPA Encore Circle event and will be hosting his first Trustee Open Hour in Lompoc on Thursday, February 20.

Trustee Pensa attended a legislative conference in Sacramento. He and Dr. Walthers met with Gregg Hart and Monique Límon from the Department of Education looking for support for the baccalaureate program. He attended the State Board of Community College Trustees meeting, the National Legislative Conference in Washington D.C., the DEIA Summit, and the Foundation board retreat in Los Alamos.

Student Trustee Shrecengost said the year is off to a great start. She is looking forward to the Black History Celebration. She attended the DEIA Summit and enjoyed the workshops. She reported Alpha Gamma Sigma is having a breakfast fundraiser at the Good Samaritan Shelter on March 8.

## 12.C. Association Reports

### 1) Faculty Association

Roger Hall shared he has heard that students are migrating to online classes due to the current political climate. He requested a survey to document if this is happening to be used for future planning. He said elections are coming up for the association and he will be attending the California Community College of Independents conference. He stated he values the trainings and meetings held on campus because they are very useful and develop camaraderie.

### 2) Academic Senate

No report was given.

### 3) California School Employees Association

Toby McLaughlin shared the association is developing the schedule for the Classified School Employee Week which will be held March 14-20. He stated they are starting nominations to send someone to conference this year. He reported the negotiations team is currently looking at the Crafts and Services group job descriptions.

### 4) Associated Student Body Government

Ora Shrecengost reported 1,210 students were served at the welcome booths the first week of the semester. She commented the Valentine's Day flower sale hosted by three clubs, was well received. Other events held included Bulldog BowWow in Santa Maria and the staff vs. students baseball game.

### 5) AHC Foundation

No report was given.

### 6) Management Association

LeeAnne McNulty shared the DEIA Summit was a big success. She thanked Stefanie Aye, Mackenzie Greeley, Daisy Garcia, and Fern Robles for all the work behind the scenes to put on the summit. She encouraged everyone to come to the basketball game on the February 19 and to attend the Pathways to Success event on March 4.

### 7) Part-Time Faculty Association

Monique Segura read a statement from Association President Mark Miller which included the following: Mr. Miller's Holocaust presentation was received very well at the DEIA Summit. The association will be sending people to the planning retreat on March 7 and the AI Summit on April 18. The board voted to contribute \$1,000 to help pay expenses for the upcoming AI summit. The date of Mr. Miller's retirement and the election for the new president will be held in

the fall.

13. Action Items

13.A. Acceptance of Grants Approved

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

13.B. Adoption of Resolution 25-01, Layoff Notice of Tenure-Track Faculty due to Lack of Work

On a motion by Trustee Levy, seconded by Trustee Ostini, the board of trustees adopted Resolution 25-01, Layoff Notice of Tenure-Track Faculty due to Lack of Work, on a roll-call vote as follows:

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

Noes: None

Abstentions: None

13.C. Adoption of Resolution 25-02, Layoff Notice of Part-time Classified Employee due to Lack of Work

On a motion by Trustee Enciso, seconded by Trustee Pensa, the board of trustees adopted Resolution 25-02, Layoff Notice of Part-time Classified Employee due to Lack of Work, on a roll-call vote as follows:

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

Noes: None

Abstentions: None

13.D. Adoption of Resolution 25-03, Layoff Notice of Categorically Funded Probationary, Non-Tenure-Track Faculty

On a motion by Trustee Pensa, seconded by Trustee Levy, the board of trustees adopted Resolution 25-03, Layoff Notice of Categorically Funded Probationary, Non-Tenure-Track Faculty, on a roll-call vote as follows:

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

Noes: None

Abstentions: None

13.E. Adoption of Resolution 25-04, Land Acknowledgment

On a motion by Trustee Enciso, seconded by Student Trustee Shrecengost, the board of trustees adopted Resolution 25-04, Land Acknowledgment, on a roll-call vote as follows:

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

Noes: None

Abstentions: None

13.F. Adoption of Resolution 25-05, Classified School Employees Week

On a motion by Trustee Pensa, seconded by Trustee Enciso, the board of trustees adopted Resolution 25-05, Classified School Employees Week, on a roll-call vote as follows:

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

14. Information Items

14.A. Acceptance of Employee Retirement and Resignations

Dr. Walthers accepted the retirement of Rick Rantz and thanked him for his many contributions to the college.

14.B. CSEA Employees Recognition

Ruben Ramirez shared on August 15, 2024, the classified staff participated in an All Staff Day exercise where they specifically talked about how their colleagues on campus have contributed to the success of the college. He presented a summary report of the content provided by the group.

14.C. An Update on the Fiscal Year 2025-26 Governor's Budget

Associate Superintendent Curran gave a summary of the 2025-26 proposed state budget. He noted revenues are better than anticipated but there are still questions about being funded at 100 percent due to the California wildfires. He reported departments will be working on their budgets in March.

14.D. First Review of Revised Board Policy and Administrative Procedure 3550 Drug-Free Environment and Prevention Program

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

14.E. First Review of Board Policy and Administrative Procedure 3900, Speech: Time, Place, Manner

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

14.F. First Review of Board Policy 4220, Standards of Scholarship

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

14.G. First Review of Board Policy and Revised Administrative Procedure 4231, Grade Changes

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

14.H. First Review of Revised Administrative Procedure 5055 Enrollment Priorities

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

14.I. First Review of Revised Board Policy 5510 Off-Campus Student Organizations

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

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

Dr. Curry shared the college's American Institute of Architecture (AIAS) students received the award for best community college club nationwide. He expressed thanks to the AHC facilities crew for upgrading the classroom at the Guadalupe Senior Center with desks and tables.

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

Dr. Siwabessy reported Student Services in conjunction with Public Affairs and Communications, Institutional Effectiveness, and Information Technology, has developed graphic identities and student data for a Students Services dashboard.

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

Dr. Bach shared the Institutional Effectiveness office has been working on reporting for key ongoing initiatives including Gainful Employment, Integrated Postsecondary Education Data System (IPEDS), and winter and spring enrollment figures.

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

No oral report was given.

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

Associate Superintendent Curran said the campus police department hosted a safety walk on January 28 to inspect lighting around campus at night. He reported the findings were submitted to the Facilities department who will be working on a plan to address the issues identified.

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

Associate Superintendent Curran gave an update on expense and revenue accounts for various funds. He shared revenues are at 58 percent and expenses are at 47 percent. He is optimistic the deficit at the end of the year will be smaller than projected.



15. New Business

Discussion to change the date of the October board meeting due to the ACCT conference. This will be an action item on the March agenda.

16. Calendar

Dr. Walthers shared PCPA is up and running. He highlighted an upcoming play, *Sanctuary City*, that is very relevant to the current times. He announced events including the annual retreat, band concerts, and the March 14 Senior Expo, an opportunity to serve our community. He thanked Campus Graphics and Facilities for going above and beyond to put on the Senior Expo.

17. Adjournment

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

The next regular meeting of the Board of Trustees will be held on Tuesday, March 18, 2025. Closed session begins at 5:00 p.m. Open session begins at 6:00 p.m.



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

To: Board of Trustees	Date:
From: Superintendent/President	March 18, 2025
Subject: Approval of Register of Warrants and Payroll Summary 01/01/25 through 01/31/25	Item Number: 12.A.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 3 Full Warrant Register online

**BACKGROUND**

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

	<u>Fund Expenditures</u>	<u>Total Fund Expenditures</u>
General Fund 9410		
Invoice Warrants	\$ 3,711,350.67	
Payroll 01/01/25 – 01/31/25	7,179,299.66	
Total General Fund		\$ 10,890,650.33
Child Development Fund 9433		
Invoice Warrants	11,475.10	
Payroll 01/01/25 – 01/31/25	77,730.25	
Total Child Development Fund		89,205.35
Capital Projects Fund 9440		
Invoice Warrants	0.00	
Payroll 01/01/25 – 01/31/25	0.00	
Total Capital Projects Fund		0.00
Capital Outlay Projects Fund 9441		
Invoice Warrants	402,428.66	
Total Capital Outlay Projects Fund		402,428.66
Go Bond Building Fund 9447		
Invoice Warrants	18,230.44	
Total Go Bond Building Fund		18,230.44
Self-Insurance Dental Fund 9461		
Invoice Warrants	131,854.00	
Total Self-Insurance Dental Fund		131,854.00

(continued)

**FISCAL IMPACT**

None

**RECOMMENDATION**

Staff recommends that the board of trustees approve commercial warrants 25054261 through 25054869 for a subtotal of \$4,279,687.78 and payroll warrants in the amount of \$7,257,029.91 for a grand total of \$11,536,717.69.

Administrator Initiating Item: Dennis Curran	Final Disposition:
---	--------------------

	<u>Fund Expenditures</u>	<u>Total Fund Expenditures</u>
Self-Insurance Property/Liability Fund 9463		
Invoice Warrants	4,348.91	
Total Self-Insurance Property/Liability Fund		4,348.91
Post-Employment Benefits Fund 9469		
Invoice Warrants	0.00	
Total Post-Employment Benefits Fund		0.00
Student Center Fee Trust Fund 9473		
Invoice Warrants	0.00	
Total Student Center Fee Trust Fund		0.00
<u>Grand Total All Funds</u>		<u>\$ 11,536,717.69</u>

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT**  
**01/01/2025 - 01/31/2025**  
**Payroll**

**General Fund 10**

**100 Academic Salaries**

1100A	Academic Salaries Full Time	2,000,771.01
1100B	Administrators (Cert.) Non Teaching	315,563.45
1100D	Part Time Faculty	775,919.97
<b>SUB TOTAL</b>		<b><u>\$3,092,254.43</u></b>

**200 Classified Salaries**

2000A	CSEA	1,533,527.02
2000B	Confidential/Supervisory	221,786.72
2000C	Classified Administrators	292,901.59
2000E	Classified Hourly	113,250.33
2000F	Student Workers	147,367.85
2000G	Board Member	1,389.15
<b>SUB TOTAL</b>		<b><u>\$2,310,222.66</u></b>

**300 Employee Benefits**

3000A	STRS	497,831.72
3000B	PERS	555,033.62
3000C	OASDHI-FICA	198,482.56
3000D	Health & Welfare	467,380.07
3000E	EDD-SUI	2,506.82
3000F	Workers Comp	55,587.78
<b>SUB TOTAL</b>		<b><u>\$1,776,822.57</u></b>

**TOTAL FUND 10** **\$7,179,299.66**

**Child Development Fund 33**

**100 Academic Salaries**

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

**200 Classified Salaries**

2000A	CSEA	14,250.35
2000E	Classified Hourly	10,662.19
2000F	Student Workers	24,675.13
<b>SUB TOTAL</b>		<b><u>\$49,587.67</u></b>

**300 Employee Benefits**

3000A	STRS	2,551.08
3000B	PERS	5,735.13
3000C	OASDHI-FICA	1,880.46
3000D	Health & Welfare	3,732.56
3000E	EDD-SUI	18.56
3000F	Workers Comp	665.37
<b>SUB TOTAL</b>		<b><u>\$14,583.16</u></b>

**TOTAL FUND 33** **\$77,730.25**

**TOTAL DISTRICT PAYROLL** **\$7,257,029.91**

## Allan Hancock College

## Warrant Register

Check Dates from 1/1/2025 to 1/31/2025

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Janeal Blue	ACHRO/EEO Rohnert Park, CA	\$765.03	
		<b>\$765.03</b>	CT 25054261
City of Lompoc	Commercial Light Electric 7.1.2024 - 6.30.2025	\$25,467.79	
		<b>\$25,467.79</b>	CT 25054262
City Of Santa Maria	Water Services and Disposal Site Fees- Utilities,	\$3,396.85	
	Water Services and Disposal Site Fees- Community	\$796.79	
	Water Services and Disposal Site Fees- Utilities,	\$7,317.72	
	Water Services and Disposal Site Fees- Community	\$1,716.50	
	Water Services and Disposal Site Fees- Utilities,	\$3,994.74	
	Water Services and Disposal Site Fees- Community	\$937.04	
	Water Services and Disposal Site Fees- Utilities,	\$629.43	
	Water Services and Disposal Site Fees- Community	\$147.64	
	Water Services and Disposal Site Fees- Utilities,	\$2,950.81	
	Water Services and Disposal Site Fees- Community	\$692.16	
	Water Services and Disposal Site Fees- Utilities,	\$216.42	
	Water Services and Disposal Site Fees- Community	\$50.76	
	Water Services and Disposal Site Fees- Utilities,	\$8,308.34	
	Water Services and Disposal Site Fees- Community	\$1,948.87	
	Water Services and Disposal Site Fees- Utilities,	\$1,499.63	
	Water Services and Disposal Site Fees- Community	\$351.77	
	Water Services and Disposal Site Fees- Utilities,	\$113.35	
	Water Services and Disposal Site Fees- Community	\$26.59	
	Water Services and Disposal Site Fees- Utilities,	\$144.16	
	Water Services and Disposal Site Fees- Community	\$33.82	
	Water Services and Disposal Site Fees- Utilities,	\$293.79	
	Water Services and Disposal Site Fees- Community	\$68.91	
	Water Services and Disposal Site Fees- Utilities,	\$1,425.25	
	Water Services and Disposal Site Fees- Community	\$334.32	
		<b>\$37,395.66</b>	CT 25054263
Comcast Cable	Comcast Monthly Internet Costs: 7/01/24 - 6/30/25	\$231.08	
		<b>\$231.08</b>	CT 25054264
	Comcast Monthly Internet Costs: 7/01/24 - 6/30/25	\$286.24	
		<b>\$286.24</b>	CT 25054265
	Comcast Monthly Internet Costs: 7/01/24 - 6/30/25	\$244.49	
		<b>\$244.49</b>	CT 25054266
	Comcast Monthly Internet Costs: 7/01/24 - 6/30/25	\$185.08	
		<b>\$185.08</b>	CT 25054267
Digital West Networks, Inc	Internet Service 7/1/2024 - 6/30/2025	\$145.00	
		<b>\$145.00</b>	CT 25054268
	Telephone Service 7/1/2024 - 6/30/2025	\$4,417.22	
	Telephone Service 7/1/2024 - 6/30/2025	\$1,342.75	
	Telephone Service 7/1/2024 - 6/30/2025	\$1,439.99	
		<b>\$7,199.96</b>	CT 25054269
Unique Martinez	Open Mileage 12.11-18.24	\$18.76	

16-3  
**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2025 to 1/31/2025  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$18.76</b>	CT 25054270
Toby McLaughlin	Open Mileage 12.2,11,12.24	\$87.44	
		<b>\$87.44</b>	CT 25054271
David Melendrez-Romero	Open Mileage 7.3-9.27.24	\$234.23	
		<b>\$234.23</b>	CT 25054272
Celestina Middleton	HR Conf. Rohnert Park CA	\$811.61	
		<b>\$811.61</b>	CT 25054273
Geraldine Montoya	Open Mileage 12.4-19.24	\$50.12	
		<b>\$50.12</b>	CT 25054274
Kathleen Perez Santos	Open Mileage 12.4-11.24	\$84.82	
		<b>\$84.82</b>	CT 25054275
Alejandra Santos	CATESOL Conf. Trojan Way, CA	\$1,063.44	
		<b>\$1,063.44</b>	CT 25054276
Antonio Sierra-Perez	Open Mileage 9.20-11.29.24	\$67.40	
		<b>\$67.40</b>	CT 25054277
Southern California Gas Co	Natural Gas Supply 7/01/2024 - 6/30/2025	\$4,526.68	
	Natural Gas Supply 7/01/2024 - 6/30/2025	\$927.15	
		<b>\$5,453.83</b>	CT 25054278
T-Mobile USA Inc	UNLIMITED MOBILE INTERNET HOT SPOTS	\$2,604.03	
		<b>\$2,604.03</b>	CT 25054279
Verizon Select Svc Inc	Long Distance and Toll Free Service Charges	\$10.13	
		<b>\$10.13</b>	CT 25054280
Verizon Wireless	Monthly Charges For Athletics Hot Spots,	\$76.02	
		<b>\$76.02</b>	CT 25054281
	Cell Phone Service Fees for Facilities Dept.	\$499.77	
	Verizon Annual Plan -Noncredit Student Navigators	\$174.26	
		<b>\$674.03</b>	CT 25054282
	Cell Phone Service for Campus Police: 7/01/24 -	\$649.29	
		<b>\$649.29</b>	CT 25054283
	iPhone SE Monthly Charges for 4 Outreach/Retention	\$208.04	
	iPhone SE Monthly Charges for 3 Outreach/Retention	\$157.71	
		<b>\$365.75</b>	CT 25054284
	Monthly Charges For Athletics Hot Spots,	\$114.03	
		<b>\$114.03</b>	CT 25054285
4imprint Inc.	Supplies per Quote #28465634	\$9,833.30	
		<b>\$9,833.30</b>	CT 25054286
ACI Pro-Audio	Froggys Fog Titan 1800 Pro Fog Machine	\$2,117.36	
	Shipping and Handling	\$75.00	
		<b>\$2,192.36</b>	CT 25054287
Ad Astra Info Sys	Subscription - Essential Scheduling	\$25,801.87	

## Allan Hancock College

## Warrant Register

Check Dates from 1/1/2025 to 1/31/2025

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Ad Astra Info Sys	Subscription - Registration Monitoring	\$11,000.00	
	Subscription - Student Centered Scheduling	\$36,130.00	
	One-time Migration Fees	\$15,000.00	
	One-time Implementation Fees	\$12,000.00	
		<b>\$99,931.87</b>	CT 25054288
AHC Foundation	FY 2024 -25 Foundation Adv Salary Reimbursement	\$8,195.83	
		<b>\$8,195.83</b>	CT 25054289
Airgas Usa Llc	Operational supplies 07-02-24 to 05-30-25	\$396.18	
		<b>\$396.18</b>	CT 25054290
Akeso Occupational Health	TB, X-ray, Medical Physicals: 7-01-24 to 6-30-25	\$160.00	
		<b>\$160.00</b>	CT 25054291
Amazon	Uniforms for FSEMS Mechanic	\$88.74	
	Chemistry Lab Supplies: 7/01/24 - 5/30/25	\$49.98	
	Chemistry Lab Supplies: 7/01/24 - 5/30/25	\$104.58	
	Chemistry Lab Supplies: 7/02/24 - 5/30/25	\$52.50	
	Ergonomic Supplies for 07-01-24 thru 05-30-25	\$195.74	
	For instructional supplies 8-26-24 to 5-30-25	\$36.95	
	Office Supplies,	\$21.29	
	Office Supplies,	\$86.15	
	BOOKS FOR LIBRARY	\$274.15	
	BOOKS FOR LIBRARY	\$282.60	
	Basic Needs Food Pantry - 10-17-2024 to 05-30-2025	\$263.68	
	Instructional Supplies 12.01.2024 thru 5.30.2025	\$263.27	
	Biology Lab Supplies: 07-01-24 thru 05-31-25	\$60.89	
	Biology Lab Supplies: 07-01-24 thru 05-31-25	\$96.06	
	Library Course Reserves (Textbooks) for Fall 2024	\$534.60	
	Operational Supplies for Electronics Program	\$402.84	
	CTE Library Books	\$254.96	
	CTE Library Books	\$1,178.73	
	BOOKS FOR LIBRARY	\$39.43	
	Instructional Supplies for Paramedic Academy	\$26.63	
	Instructional Supplies for Paramedic Academy	\$34.67	
	Graphics Instructional Supplies 11/8/2024-5/31/20	\$378.25	
	Instructional Supplies for Electronics Program	\$2,172.99	
	Instructional Supplies for Electronics Program	\$3,430.18	
	Prusa MK4 3D Printer	\$3,947.64	
	Pentel Clic Eraser, Pen Style Grip	\$15.96	
	Ruryeurt Pencil Holder, Desk Organizer	\$17.38	
	Vanpad Sticky Notes 1.5x2	\$10.78	
	Pilot G2 Dr. Grip Blue Ink Refills	\$10.50	
	Scotch Heavy Duty Shipping Packing Tape	\$14.01	
	Pilot G2 Premium Gel Roller Pens Bold Point, Black	\$15.75	
	Sticky Notes 3x3,8 Pads Self-Stick Notes	\$15.20	
Blue Summit #7 Coin Envelopes	\$29.06		
Vanpad Sticky Notes 3x5 Pastel Post	\$21.36		
Pentel EnerGel Needle Point Blue Pen	\$19.36		
Instructional Supplies July 1, 2024-May 31, 2025	\$32.57		
Instructional Supplies July 1, 2024-May 31, 2025	\$45.83		

## Allan Hancock College

## Warrant Register

Check Dates from 1/1/2025 to 1/31/2025

Bank Code: CT

Vendor Name	Description	Amount	Warrant	
Amazon	Instructional Supplies July 1, 2024-May 31, 2025	\$65.20		
	Instructional Supplies July 1, 2024-May 31, 2025	\$338.26		
	Office/Operational Supplies	\$184.17		
	Instructional Supplies for Paramedic Academy	\$35.43		
	Krcooky Custom Keychain Navy Blue/White	\$104.37		
	Krcooky Custom Keychain White	\$104.37		
	Krcooky Custom Keychain Navy Blue/Yellow	\$104.37		
	Krcrooky Custom Keychain Red	\$104.37		
	Krcooky Custom Keychain Navy Green	\$104.37		
	Shipping and Handling	\$4.35		
	instructional Supplies 11/01/24 - 5/30/25	\$32.60		
	Supplies JISSP workshops-activities,	\$30.24		
	Supplies JISSP workshops-activities,	\$30.24		
	Supplies JISSP workshops-activities,	\$57.00		
	Supplies JISSP workshops-activities,	\$57.00		
	Library Course Reserves (Textbooks) for Fall 2024	\$277.14		
	Library Course Reserves (Textbooks) for Fall 2024	\$518.18		
	Library Course Reserves (Textbooks) for Fall 2024	\$1,138.72		
	Operational Supplies - Transportation,	\$29.77		
	ART Instructional Supplies 12/12/2024-5/30/2025	\$83.15		
	ART Instructional Supplies 12/12/2024-5/30/2025	\$133.04		
	ART Instructional Supplies 12/12/2024-5/30/2025	\$582.05		
	File folder labels	\$21.47		
	Computer privacy screen	\$110.90		
	2x2 surgical gauze	\$8.69		
	Glucose Test Strips	\$48.54		
		<b>\$18,833.25</b>	CT 25054292	
	Amazon Web Services, Inc	Amazon Web Services (AWS),	\$7,905.38	
			<b>\$7,905.38</b>	CT 25054293
	American Business Machines	Campuswide Copier Maintenance 7/01/2024 to	\$6,891.02	
Canon Copier iR Adv 4251, Serial #RKP06410, ID #		\$6.75		
Canon Copier iR 2525, Serial #RMU01022, ID # 10966		\$28.51		
Canon Copier iR Adv 4251, Serial #: RKP09130, ID #		\$108.65		
Copier maintenance for Canon iR 1643iF, ID #16098,		\$12.90		
MAINTENANCE AGREEMENT FOR CANON iR C5030		\$77.01		
COPIER				
Canon Copier iR/Advance 4235, ID #10846, Serial #		\$21.14		
Canon Copier iR/Advance 4235, ID #10845, Serial #		\$66.49		
Copier Rental For Academic Year	\$7.83			
	<b>\$7,220.30</b>	CT 25054294		
American Star Tours, Inc.	Bus Service - AHC Womans Basketball - 12.20.2024	\$3,200.00		
	Bus Services - AHC Mens Basketball - 12.12.2024	\$5,990.00		
		<b>\$9,190.00</b>	CT 25054295	
Barbara Armstrong	Independent Service Agreement to provide	\$6,983.00		
		<b>\$6,983.00</b>	CT 25054296	
Assessment Technologies Institute Llc	ATI TEAS 7 COMPUTER TEST	\$3,500.00		



## Allan Hancock College

## Warrant Register

Check Dates from 1/1/2025 to 1/31/2025

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$3,500.00</b>	CT 25054297
Assoc Of Chief Human Resources Officers	Registration fee for Tina Middleton to attend the	\$450.00	
		<b>\$450.00</b>	CT 25054298
B&H Photo Video	SENNHEISER WIRELESS TABLESTAND - Shipping	\$5,393.13 \$31.74	
	FSR Wall Feed Raceway - Part Number #: FSSWWFRCWYS	\$292.23	
	FSR On-Floor Raceway	\$2,109.09	
		<b>\$7,826.19</b>	CT 25054299
Ricki Barragan	enrollment expense reimbursement Fall 2024	\$1,500.00	
		<b>\$1,500.00</b>	CT 25054300
Bio-Rad Laboratories	pGLO Kit Extension; Prod#: 1660013EDU	\$222.60	
	Freight	\$31.89	
	Any kD Mini-Protean TGX Precast Protein Gels,	\$119.20	
	Freight **LINE DECREASED BY \$5.00 1/7/25**	\$3.57	
	Handling **LINE ADDED 1/7/25**	\$0.64	
	pGLO Bacterial Transformation Kit, Part #1660003ED	\$229.28	
	ELISA Immuno Explorer Kit, Part #1662400EDU	\$161.78	
	Freight **LINE DECREASED BY \$5.00 1/7/25**	\$11.70	
	Handling **LINE ADDED 1/7/25**	\$2.09	
	GMO Investigator Kit, Part #1662500EDU	\$425.88	
	Freight **LINE DECREASED BY \$5.00 1/7/25**	\$12.73	
	Handling **LINE ADDED 1/7/25**	\$2.27	
		<b>\$1,223.63</b>	CT 25054301
Boldyn Networks Higher Ed LLC	AWS Cloud Migration Consulting & Support Services	\$5,162.25	
		<b>\$5,162.25</b>	CT 25054302
David Botsford	Provide mental health counseling, alcohol and drug	\$7,920.00	
	Provide mental health counseling, alcohol and drug	\$6,600.00	
		<b>\$14,520.00</b>	CT 25054303
Bremer Auto Parts	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	\$25.61	
	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	\$57.16	
	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	\$103.60	
	Operational Supplies for Fire Academy	\$78.81	
		<b>\$265.18</b>	CT 25054304
Buellton Chamber of Commerce	2025 ANNUAL MEMBERSHIP AND SPONSORED EVENTS	\$2,000.00	
		<b>\$2,000.00</b>	CT 25054305
Burnham Insurance Services	ACA Consulting 7-1-24 to 6-30-25	\$3,250.00	
		<b>\$3,250.00</b>	CT 25054306
Israel Cabello	enrollment expense reimbursement fall 2024	\$343.50	
		<b>\$343.50</b>	CT 25054307
Cal State Auto Parts	Auto Supplies, 07-01-24 thru 05-31-25	(\$45.13)	

## Allan Hancock College

## Warrant Register

Check Dates from 1/1/2025 to 1/31/2025

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Cal State Auto Parts	Auto Supplies, 07-01-24 thru 05-31-25	\$12.75	CT 25054308
	Auto Supplies, 07-01-24 thru 05-31-25	\$33.17	
		<b>\$0.79</b>	
California Department of Industrial Relations	Permit to Operate Elevator 191300	\$675.00	CT 25054309
		<b>\$675.00</b>	
CalSoft Water	Reverse Osmosis for Buildings: J,K,M,N,CBC,S2,R2	\$55.90	CT 25054310
	Reverse Osmosis for Buildings: J,K,M,N,CBC,S2,R2	\$128.95	
		<b>\$184.85</b>	
Camarenas Tire	Tires for LE Vehicles: 07-02-24 to 05-30-25.	\$2,249.59	CT 25054311
	Tires for LE Vehicles: 07-02-24 to 05-30-25.	\$2,246.59	
		<b>\$4,496.18</b>	
Card Integrators	Promise Badge, Custom Printed Vinyl, CR80, PVC,	\$1,614.96	CT 25054312
	New Design (Cards) - Includes set-up and proof	\$190.31	
	Shipping	\$69.00	
	New Design (Lanyards) - Includes set-up and proof	\$190.31	
		<b>\$2,064.58</b>	
Carolina Biological	Science Lab Supplies July 1, 2024-May 30, 2025	\$1,047.00	CT 25054313
	Biology Labs Supplies: 07-01-24 thru 05-31-25	\$291.75	
		<b>\$1,338.75</b>	
Carr's Boot Shop	Safety boots for employees: 7-01-24 to 6-30-25	\$173.99	CT 25054314
	Safety boots for employees: 7-01-24 to 6-30-25	\$204.44	
		<b>\$378.43</b>	
CDW Government Inc	Ricoh fi 8250 Scanner,	\$1,510.33	
	Dell OptiPlex 7020 - CDW Part #: 7852064	\$17,812.16	
	Dell WD19S Docking Station	\$2,596.79	
	Dell Latitude 5550 Laptop	\$2,906.10	
	Recycling Fee	\$10.00	
	Brother HL Color Laser Printer, CDW #4557979,	\$395.84	
	Dell KM300C - Keyboard and Mouse -	\$128.44	
	Dell KM300C - Keyboard and Mouse -	\$513.78	
	Brother HL-L2400D BW Laser Printer	\$593.72	
	Logitech HD Pro Webcam C920s	\$597.47	
	Anker 4 Port USB Hub	\$142.14	
	6.6FT USB A to B Cable	\$213.15	
	Recycling Fee 15" to 35"	\$75.00	
	Ricoh ScanSnap iX1600 ADF Scanner	\$1,433.28	
	Dell P2425H LED Monitor	\$2,920.43	
	Spectrum Freedom One eLift-Lectern	\$5,365.18	
	Dell Latitude 5450 AI Ready -14"- Intel Core Ultra	\$38,848.55	
	Dell OptiPlex 7020 (version 2024) micro Core i5	\$23,479.56	
	Dell E2423H-LED Monitor -Full HD (1080p)	\$4,217.11	
	Dell KM300C-keyboard and mouse set	\$1,147.75	
Recycling Fee 4" to Less than 15"	\$120.00		
Recycling Fee 15" to Less than 35"	\$150.00		

## Allan Hancock College

## Warrant Register

Check Dates from 1/1/2025 to 1/31/2025

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$105,176.78</b>	CT 25054315
Citrin Cooperman Advisors LLC	Estimated Travel Expenses	\$950.00	
	Additional Hours for Ongoing Ad Hoc Support per	\$362.50	
	Additional Hours for Intune Initiatives Ongoing Ad	\$1,827.69	
		<b>\$3,140.19</b>	CT 25054316
City of Santa Maria Fire Department	Instructional Service Agreement K-FD-2023-005.	\$2,087.63	
	Instructional Consumable Materials	\$164.57	
		<b>\$2,252.20</b>	CT 25054317
Culligan Of Lompoc	Monthly rental for 7 mixed bed ID tanks	\$35.24	
		<b>\$35.24</b>	CT 25054318
Culligan/Central Coast Water Treatment	Bottled Water Delivery, 7-01-24 thru 6-30-25	\$56.97	
	Stand Rentals (hot and cold) 7-01-24 thru 6-30-25	\$11.00	
		<b>\$67.97</b>	CT 25054319
	Bottled Water Delivery, 7-01-24 thru 6-30-25	\$80.22	
	Stand Rentals (hot and cold) 7-01-24 thru 6-30-25	\$11.00	
		<b>\$91.22</b>	CT 25054320
	CAMPUS GRAPHICS DRINKING WATER DELIVERY	\$20.25	
	FUEL SURCHARGE	\$2.72	
	HOT COLD WATER STAND RENTAL	\$11.00	
		<b>\$33.97</b>	CT 25054321
Custom Colors Auto Body Supplies, Inc.	Instructional Supplies	\$38.26	
	Instructional Supplies	\$251.60	
		<b>\$289.86</b>	CT 25054322
Dept Of Forestry & Fire Protection	Confined Space Rescue Awareness - CSRA1446 B154	\$2,025.00	
		<b>\$2,025.00</b>	CT 25054323
DiaMedical USA Equipment LLC	BT Intramuscular Injection Model	\$2,175.00	
	Life/Form Deluxe Blood Pressure Simulator	\$2,056.41	
	Breast Self Examination Trainer	\$357.73	
	Shipping/Freight	\$813.58	
	Brewer Access Exam Table Model 5000	\$5,426.63	
	Half Sized Medication Cart-40 Bin Max	\$3,278.81	
		<b>\$14,108.16</b>	CT 25054324
Brent Dionisio	enrollment expense reimbursement Fall 2024	\$142.99	
		<b>\$142.99</b>	CT 25054325
Downs Government Affairs, LLC	Services for consortium project 7/1/2024-6/30/2025	\$2,000.00	
		<b>\$2,000.00</b>	CT 25054326
Earth Systems Pacific	Project Management, Special Inspection Report	\$150.00	
	Reinforced Concrete Sampling and Testing	\$3,943.00	
	Post Installed Anchor Testing	\$612.00	

## Allan Hancock College

## Warrant Register

Check Dates from 1/1/2025 to 1/31/2025

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Earth Systems Pacific	Project Management, Special Inspection Report	\$580.00	
		<b>\$5,285.00</b>	CT 25054327
Efren's Santa Maria Mexican Restaurant	Food for AHC DA x CHC Meeting on 12/09/24. Invoice	\$190.14	
		<b>\$190.14</b>	CT 25054328
Eyemed Vision Care	vision insurance premiums Jan 2025 Retiree/COBRA	\$671.63	
	vision insurance premiums Jan 2025 Active employee	\$4,111.50	
		<b>\$4,783.13</b>	CT 25054329
Facilities Planning And Consulting Services	Facilities Related Consulting Services for Fiscal	\$800.00	
		<b>\$800.00</b>	CT 25054330
Catherine Farley	Reimbursement for lunch purchase for Santa Barbara	\$21.40	
		<b>\$21.40</b>	CT 25054331
Farm Supply Company	Sandbag Poly 14" x 26" per Invoice #100288.	\$35.34	
		<b>\$35.34</b>	CT 25054332
Federal Express Corp	Mailings for Acct #1104-8488	\$22.49	
	Mailings for Acct #1104-8488	\$12.40	
		<b>\$34.89</b>	CT 25054333
Fisher Scientific Co Llc	Test Tube Clamp with Finger Grips, Catalog #S15828	\$41.24	
	Fisherbrand Sharps Container, Catalog #22730460,	\$45.35	
	Powder Free Nitrile Gloves, Size: Medium,	\$107.03	
	Powder Free Nitrile Gloves, Size: X-Large,	\$32.46	
	Disposable SMS Laboratory Coats, Size: Small,	\$74.33	
	Disposable SMS Laboratory Coats, Size: Medium,	\$74.33	
	Wood Handled Cotton Swabs and Applicators,	\$104.30	
	Micro Slides, 1440 ea/cs, Catalog #12550A3	\$342.98	
	Glass Disposal Boxes, 6 ea/cs, Catalog #S41263	\$54.54	
	Supplies for Organic Chemistry Labs, per	\$121.93	
	Supplies for the Chem labs 12-09-24 thru 05-30-25.	\$78.05	
	Supplies for the Chem labs 12-09-24 thru 05-30-25.	\$170.43	
	Supplies for the Chem labs 12-09-24 thru 05-30-25.	\$176.51	
	Supplies for the Chem labs 12-09-24 thru 05-30-25.	\$573.64	
	Supplies for the Chem labs 12-09-24 thru 05-30-25.	\$214.91	
	Supplies for the Chem labs 12-09-24 thru 05-30-25.	\$2,116.71	
	Supplies for the Chem labs 12-09-24 thru 05-30-25.	\$144.47	
		<b>\$4,473.21</b>	CT 25054334
Five Cities Fire Authority	Instructional Service Agreement for FTNC 7002	\$5,937.50	
		<b>\$5,937.50</b>	CT 25054335
Flinn Scientific Inc	Chemistry Lab Supplies: 7/01/24 - 5/30/25	\$459.03	
		<b>\$459.03</b>	CT 25054336
Floor Connection, Inc	Carpet Tiles Installation in K-11 and K-12	\$3,486.43	
		<b>\$3,486.43</b>	CT 25054337
Follett Heg - Ahc Bookstore	Book Vouchers for Phoenix Scholars, Fall 2024	\$67.51	

16-10  
**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2025 to 1/31/2025  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$67.51</b>	CT 25054338
Follett Heg - Ahc Bookstore	Rising Scholars Fall 24 Supplies	\$60.85	
	Rising Scholars Fall 24 Supplies	\$60.85	
		<b>\$121.70</b>	CT 25054339
	Book Vouchers for Rising Scholars, Fall 2024	\$110.00	
	Book Vouchers for Rising Scholars, Fall 2024	\$131.44	
		<b>\$241.44</b>	CT 25054340
	Library Course Reserve Books (Textbooks) for	\$1,421.63	
		<b>\$1,421.63</b>	CT 25054341
	CTE Library Books	\$656.85	
		<b>\$656.85</b>	CT 25054342
	"Drown"	\$415.97	
	"Psychopath Test"	\$572.57	
	For Brown Girls with Sharp Edges and Tender Hearts	\$641.62	
		<b>\$1,630.16</b>	CT 25054343
Franchise Tax Board	09.01.24 - 12.31.24 vendor withholding	\$110.39	
	09.01.24 - 12.31.24 vendor withholding	\$25.20	
		<b>\$135.59</b>	CT 25054344
	payroll deduction payroll dated 01.10.2025	\$477.34	
		<b>\$477.34</b>	CT 25054345
Frank Diaz Consulting	Sealer Maintenance Agreement, 6 visits per year,	\$635.38	
	MBO Folder Maintenance, 6 visits per year, labor	\$1,135.63	
	GBC Com Bind Electric Maintenance,	\$431.25	
	Roll Stroller Flatbed Applicator Maintenance, 6	\$572.13	
	USI Laminator Maintenance, Model #2700, Serial	\$606.63	
	Paper Cutter Maintenance, 6 visits per year, labor	\$1,168.40	
	Oki Data Envelope Press Maintenance, labor only.	\$891.25	
		<b>\$5,440.67</b>	CT 25054346
Global CTI Group, Inc	Mitel 1-Year Enhanced Support Plan: 1/29/25 -	\$59,831.00	
		<b>\$59,831.00</b>	CT 25054347
GotSafety, LLC	Annual Technology Package - Diamond: 7/01/24 -	\$1,160.00	
		<b>\$1,160.00</b>	CT 25054348
Mackenzie Greeley	enrollment expense reimbursement Fall 2024	\$263.00	
		<b>\$263.00</b>	CT 25054349
Hardy Diagnostics	Biology Lab Supplies: 07-01-24 thru 05-31-25	\$145.07	
	Biology Lab Supplies: 07-01-24 thru 05-31-25	\$148.65	
	Biology Lab Supplies: 07-01-24 thru 05-31-25	\$204.41	
	Biology Lab Supplies: 07-01-24 thru 05-31-25	\$137.72	
		<b>\$635.85</b>	CT 25054350
Henry Schein Inc	3145R Assistants Stool	\$2,166.30	
	Shipping & Handling	\$64.99	

16-11  
**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2025 to 1/31/2025  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$2,231.29</b>	CT 25054351
Home Depot	Instructional Supplies for Fire Academy	\$49.42	
	Instructional Supplies for EMS Academy	\$20.06	
	Instructional Supplies for Fire Academy	\$45.61	
		<b>\$115.09</b>	CT 25054352
Intermountain Lock And Security Supply	Multi-tech KP Cylindrical Lock replacement,	\$2,038.53	
	Key and Lock Supplies, 07-01-24 thru 5-31-25	\$112.10	
	Key and Lock Supplies, 07-01-24 thru 5-31-25	\$143.55	
	Key and Lock Supplies, 07-01-24 thru 5-31-25	\$291.36	
		<b>\$2,585.54</b>	CT 25054353
Interstate Batteries Of Central Coast	Battery Replacement for Golf Cart	\$1,152.53	
	Core Battery Charge	\$8.00	
		<b>\$1,160.53</b>	CT 25054354
J B Dewar	Fuel for AHC Community Ed. Truck Driving Class	\$1,011.60	
	Fuel for AHC Community Ed. Truck Driving Class	\$1,905.33	
		<b>\$2,916.93</b>	CT 25054355
Juliet Knowles	Reimbursement for Teaching Professor Virtual	\$449.00	
		<b>\$449.00</b>	CT 25054356
Kone Inc	Elevators Service Agreement, 7-1-24 thru 6-30-25	\$5,704.41	
		<b>\$5,704.41</b>	CT 25054357
Erin Krier	Reimbursement for Food at AG Advisory Meeting on	\$311.45	
		<b>\$311.45</b>	CT 25054358
Lazer Broadcasting Corp	30-second Ad Community Arts Family Day 2024	\$810.00	
	30-second Ad 2025 Winter Spring Registration	\$784.00	
	30-second Ad 2025 Winter Spring Registration	\$264.00	
		<b>\$1,858.00</b>	CT 25054359
Laura Leon	RE 100 REAL ESTATE FALL 2024	\$57.63	
		<b>\$57.63</b>	CT 25054360
Liebert Cassidy Whitmore	Professional Legal Services: 7/01/24 - 6/28/25	\$106.50	
	Professional Legal Services: 7/01/24 - 6/28/25	\$5,178.50	
		<b>\$5,285.00</b>	CT 25054361
Lompoc Unified School District	Reimbursement Concur Enroll GRPH 112	\$3,000.00	
	Reimbursement Concur Enroll AG 152	\$3,000.00	
	Reimbursement Concur Enroll ECS 100	\$3,000.00	
	Reimbursement Concur Enroll ENGL 100	\$4,000.00	
	Reimbursement Concur Enroll HIST 107	\$9,000.00	
	Instructional pay per addendum	\$125.00	
	Instructional pay per addendum	\$375.00	
		<b>\$22,500.00</b>	CT 25054362
Lompoc Valley Chamber of Commerce & Visitors Bureau	2025 ANNUAL MEMBERSHIP DUES INVOICE 127493	\$2,376.00	

16-12  
**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2025 to 1/31/2025  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$2,376.00</b>	CT 25054363
Connor Long	Reimbursement for postage to mail ART Digital MPA	\$138.99	
		<b>\$138.99</b>	CT 25054364
M & M Restaurant Supply	True T-49FG-HC-FGD01 54" Two Section Reach In	\$10,983.75	
		<b>\$10,983.75</b>	CT 25054365
Maaco Auto Painting & Bodyworks	Repair for 2016 Ford Transit Connect Wagon per	\$3,981.70	
		<b>\$3,981.70</b>	CT 25054366
Dorine Mathieu	Reimbursement for food purchased for planning	\$80.51	
		<b>\$80.51</b>	CT 25054367
Maya Restaurant	Dinner Purchase for Puente Student Interviews	\$483.94	
	Delivery Fee	\$50.00	
		<b>\$533.94</b>	CT 25054368
Mountain Mike's Pizza	Large pepperoni	\$241.17	
	Large cheese	\$241.17	
	Individual Salad	\$21.73	
	Gratuity	\$10.00	
	Service Fee	\$4.88	
	Large Pepperoni	\$200.97	
	Large Cheese	\$200.97	
	Individual Salad	\$21.73	
	Gratuity	\$10.00	
	Service Fee	\$4.89	
		<b>\$957.51</b>	CT 25054369
Delicia Navarette	Reimbursement for decorations and supplies for the	\$180.69	
		<b>\$180.69</b>	CT 25054370
Jon Nichols	CRN 20692 20133 20139 21467 FALL 24	\$585.49	
		<b>\$585.49</b>	CT 25054371
Nicks Telecom	Whelen 54 inch Legacy Bar DUO WCX #EB2DEDE-LEHR	\$2,839.46	
	Whelen VTX609R LED Strobe Light - Red	\$121.80	
	Whelen VTX609B LED Strobe Light -Blue	\$121.80	
	Troy CC-C07 Center Console (On Floor Plate)	\$441.53	
	220ohms, 100 watt resistor	\$23.93	
	Labor for Unit 31	\$1,200.00	
	Travel Charge	\$250.00	
		<b>\$4,998.52</b>	CT 25054372
Noble Power Equipment	Supplies for AHC Grounds Dept. 7-1-24 thru 5-31-25	\$14.38	
	Supplies for AHC Grounds Dept. 7-1-24 thru 5-31-25	\$82.09	
	Supplies for AHC Grounds Dept. 7-1-24 thru 5-31-25	\$7.50	
		<b>\$103.97</b>	CT 25054373
North State Environmental Inc	Hazardous Waste Disposal Services for Locker A at	\$6,425.78	
	Hazardous Waste Disposal Services for Locker B at	\$2,579.46	
		<b>\$9,005.24</b>	CT 25054374

## Allan Hancock College

## Warrant Register

Check Dates from 1/1/2025 to 1/31/2025

Bank Code: CT

Vendor Name	Description	Amount	Warrant
ODP Business Solutions LLC	Office Supplies: 07/01/2024 - 05/30/2025	\$261.61	
	Instructional Supplies: 12/16/24 - 5/30/25	\$359.31	
	Instructional Supplies: 12/16/24 - 5/30/25	\$119.53	
	Office Supplies for General & Noncredit Counseling	\$56.51	
	Office Supplies for General & Noncredit Counseling	\$51.54	
	Office Supplies for General & Noncredit Counseling	\$30.11	
	Office Supplies for General & Noncredit Counseling	\$9.66	
		<b>\$888.27</b>	CT 25054375
OEYT	30-second Ad 2025 Winter Spring Registration	\$450.00	
		<b>\$450.00</b>	CT 25054376
Old Town Shirt Factory	Right Chest Embroidery on Customer-Provided	\$10.33	
	Embroidery on Golf Hats, Invoice #240420.	\$91.02	
	Port & Company Core Cotton Tee, Silver, #PC54.	\$101.59	
	Add Back Text: "All Tournament Team"	\$45.68	
	<b>\$248.62</b>	CT 25054377	
Oracle America Inc	Configuration Management Pack - Named User Plus	\$605.41	
	Oracle Database Enterprise Edition - Named User	\$8,072.15	
	Oracle Diagnostics Pack - Named User Plus	\$605.41	
	Oracle Internet Developer Suite - Named User Plus	\$920.64	
	Oracle Programmer - Named User Plus Perpetual	\$184.13	
	Tuning Pack - Named User Plus Perpetual FULL	\$605.41	
	Configuration Management Pack - Named User Plus	\$198.51	
	Oracle Database Enterprise Edition - Named User	\$2,694.14	
	Oracle Diagnostics Pack - Named User Plus	\$198.52	
	Oracle Tuning Pack - Named User Plus Perpetual	\$198.52	
	Oracle Database Enterprise Edition - Named User	\$4,287.26	
	Oracle Diagnostics Pack - Named User Plus	\$451.29	
	Oracle Tuning Pack - Named User Plus Perpetual	\$451.29	
	Configuration Management Pack - Named User Plus	\$315.91	
	<b>\$19,788.59</b>	CT 25054378	
Outfront Media	Bulletin Advertising Contract No. 4000362	\$48,965.00	
		<b>\$48,965.00</b>	CT 25054379
PARS Public Agency Retirement	PAYROLL DEDUCTION 01/10/2025	\$7,351.09	
		<b>\$7,351.09</b>	CT 25054380
Part Time Faculty AHC - Member	PAYROLL DEDUCTION 01/10/2025	\$43.17	
		<b>\$43.17</b>	CT 25054381
Pasco Scientific	Spectral Tube, Hydrogen, #SE-9461, Quote #222522	\$84.83	
	Spectral Tube, Krypton, #SE-9465	\$42.41	
	Shipping	\$15.24	
	<b>\$142.48</b>	CT 25054382	
Patterson Dental Supply Inc	Service Labor, Invoice No. 3033927171	\$1,001.68	
	Office Call Fee	\$135.00	
	<b>\$1,136.68</b>	CT 25054383	



## Allan Hancock College

## Warrant Register

Check Dates from 1/1/2025 to 1/31/2025

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Diana Perez	Reimbursement for water for Cash for College	\$15.16	
	Reimbursement for props for 12/6 In-service	\$23.03	
		<b>\$38.19</b>	CT 25054384
Point Of Action	Port Authority Crosshatch Easy Care Shirt #S640	\$131.25	
	Port Authority Womens Crosshatch Easy Care Shirt	\$87.50	
	Port Authority Interlock Full-Zip K809	\$107.08	
		<b>\$325.83</b>	CT 25054385
Poor Richard's Press	Pathways to Success Lanyards, Full Color, Double Shipping	\$1,174.96	
		\$25.44	
		<b>\$1,200.40</b>	CT 25054386
PPG Architectural Finishes Inc	Paint Supplies for Maintenance Dept. 10/21/2024	\$317.20	
	Paint Supplies for Maintenance Dept. 10/21/2024	\$226.62	
	Paint Supplies for Maintenance Dept. 10/21/2024	\$30.32	
	Paint Supplies for Maintenance Dept. 10/21/2024	\$47.61	
	Paint Supplies for Maintenance Dept. 10/21/2024	\$147.31	
	Paint Supplies for Maintenance Dept. 10/21/2024	\$82.30	
	Paint Supplies for Maintenance Dept. 10/21/2024	\$32.68	
	Paint Supplies for Maintenance Dept. 10/21/2024	\$49.30	
		<b>\$933.34</b>	CT 25054387
Premier Water Management, LLC	Monthly Water Treatment, Santa Maria Campus	\$197.90	
	Monthly Water Treatment, Lompoc Campus	\$246.20	
		<b>\$444.10</b>	CT 25054388
ProCare Janitorial Supply, Inc.	Custodial Supplies-Lompoc, 07-01-24 thru 05-31-25	\$151.82	
	Custodial Supplies-Lompoc, 07-01-24 thru 05-31-25	\$542.10	
	Custodial Supplies-Lompoc, 07-01-24 thru 05-31-25	\$633.45	
	Custodial Supplies, 10/01/2024 thru 5/30/2025	\$2,488.06	
	Custodial Supplies, 10/01/2024 thru 5/30/2025	\$3,075.82	
	Custodial Supplies, 10/01/2024 thru 5/30/2025	\$72.80	
	Custodial Supplies, 10/01/2024 thru 5/30/2025	\$744.63	
	Custodial Supplies, 10/01/2024 thru 5/30/2025	\$3,696.95	
	Custodial Supplies, 10/01/2024 thru 5/30/2025	\$974.79	
		<b>\$12,380.42</b>	CT 25054389
Proquest Llc	BOOKS FOR LIBRARY	\$67.26	
	BOOKS FOR LIBRARY	\$189.35	
	BOOKS FOR LIBRARY	\$220.86	
		<b>\$477.47</b>	CT 25054390
Rays Auto Parts	Parts-Supplies, 07-01-24 thru 5-31-25	(\$22.57)	
	Parts-Supplies, 07-01-24 thru 5-31-25	(\$51.13)	
	Parts-Supplies, 07-01-24 thru 5-31-25	\$6.83	
	Parts-Supplies, 07-01-24 thru 5-31-25	\$10.20	
	Parts-Supplies, 07-01-24 thru 5-31-25	\$20.11	
	Parts-Supplies, 07-01-24 thru 5-31-25	\$20.21	
	Parts-Supplies, 07-01-24 thru 5-31-25	\$22.57	
	Parts-Supplies, 07-01-24 thru 5-31-25	\$25.00	
	Parts-Supplies, 07-01-24 thru 5-31-25	\$30.90	
	Parts-Supplies, 07-01-24 thru 5-31-25	\$35.76	

16-15  
**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2025 to 1/31/2025  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
Rays Auto Parts	Parts-Supplies, 07-01-24 thru 5-31-25	\$51.62	
	Parts-Supplies, 07-01-24 thru 5-31-25	\$52.13	
	Parts-Supplies, 07-01-24 thru 5-31-25	\$118.79	
		<b>\$320.42</b>	
			CT 25054391
Santa Barbara Co Dept Of Social Svc	WRC Lease Operating Costs 7-1-24 to 2-28-25	\$1,741.95	
	WRC Lease Operating Costs 7-1-24 to 2-28-25	\$649.62	
		<b>\$2,391.57</b>	
			CT 25054392
Santa Maria Ford Inc	Manifold Asy Inlet, Part #PU7Z9424A.	\$516.56	
	Gasket, Part #2W7Z9D476AA	\$57.15	
	Sensor Exhaust Gas Oxygen, Part #GU2Z9G444A	\$90.96	
	Labor for LE Vehicle 2003 Ford Crown Victoria	\$2,465.00	
	LABOR FOR 2017 FORD EXPLORER HGD59211.	\$763.95	
	PARTS	\$570.12	
	HAZARD FEE	\$1.42	
	Parts to repair 2017 Ford Explorer, Invoice#247143	\$1,671.85	
	Labor fee	\$5,056.95	
	Hazard fee	\$1.43	
	<b>\$11,195.39</b>		CT 25054393
Santa Maria Sun LLC	Quarter-page Display Ad Spring 2025 Registration	\$306.00	
	Digital Companion Ad	\$45.00	
		<b>\$351.00</b>	
			CT 25054394
Santa Ynez Valley Union High School District	Reimbursement for Concur Enroll ENGL 101	\$12,000.00	
	Reimbursement for Concur Enroll HIST 107	\$12,000.00	
	Reimbursement for Concur Enroll POLS 103	\$6,000.00	
		<b>\$30,000.00</b>	
			CT 25054395
SISC III	INSURANCE PREMIUMS JAN 2025	\$577,776.00	
		<b>\$577,776.00</b>	
			CT 25054396
SLO Safe Ride	Bus Service: AHC Volleyball on 11/12/24,	\$2,233.50	
	Bus Service: AHC Volleyball on 11/16/24,	\$2,718.36	
		<b>\$4,951.86</b>	
			CT 25054397
Smart Tech Training LLC	Level 2 Virtual Smog Class	\$795.00	
		<b>\$795.00</b>	
			CT 25054398
Smith Mechanical-Electrical-Plumbing Inc	Verification of EMS Connections:	\$3,100.00	
		<b>\$3,100.00</b>	
			CT 25054399
Smith Pipe & Supply Inc	Supplies for AHC Grounds Program: 10/01/24 -	\$1,119.40	
	Supplies for AHC Grounds Program: 10/01/24 -	\$56.08	
	Supplies for AHC Grounds Program: 10/01/24 -	\$72.48	
	Supplies for AHC Grounds Program: 10/01/24 -	\$81.24	
	Supplies for AHC Grounds Program: 10/01/24 -	\$252.03	
	Supplies for AHC Grounds Program: 10/01/24 -	\$293.31	
	Supplies for AHC Grounds Program: 10/01/24 -	\$318.58	
	Supplies for AHC Grounds Program: 10/01/24 -	\$408.45	

16-16  
**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2025 to 1/31/2025  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$2,601.57</b>	CT 25054400
Solutionz Inc	Solutionz to furnish and install CAT 6A Data	\$10,596.00	
	Change Order No. 1: Labor and materials to install	\$2,998.41	
		<b>\$13,594.41</b>	CT 25054401
Sousa Tire Service	Service Call. Invoice #81095	\$60.00	
	Tires - LT245/75R16 E/10 120/116S Falken Wildpeak	\$461.17	
	Dismount & Mount	\$48.00	
	State Tax Recycle Fee	\$3.50	
	Tire Disposal Fee	\$9.00	
	Tires - LT24575R17 Toyo Open Country HTII 121/118S	\$497.81	
	State Tax Recycle Fee	\$3.50	
	Tire Disposal Fee	\$9.00	
		<b>\$1,091.98</b>	CT 25054402
St. Joseph High School	Reimbursement Concur Enroll HIST 107	\$6,000.00	
	Reimbursement for Concur Enroll POLS 103	\$6,000.00	
		<b>\$12,000.00</b>	CT 25054403
Strata Information Group	Consulting Financial Aid- Banner Tech Support	\$12,915.00	
	Banner Student A/R Consulting Report FY 24/25 and	\$1,170.00	
	Degree Works Consulting Support for FY 2024-2025	\$1,620.00	
	Banner DBA & ODS Support Services per SOW13818-	\$8,955.00	
		<b>\$24,660.00</b>	CT 25054404
Testa Catering	Coffee Delivery for Study-A-Thon 12.3.2024.	\$224.29	
	Coffee Delivery 12.4.2024	\$224.29	
	Coffee Delivery 12.5.2024	\$224.29	
	Coffee Delivery 12.7.2024	\$224.29	
	Coffee Delivery 12.9.2024	\$224.29	
	Coffee Delivery 12.10.2024	\$224.29	
	Additional Fees - Operations Fee	\$142.73	
	Weekend Delivery Fee	\$81.61	
		<b>\$1,570.08</b>	CT 25054405
Texas Life Insurance Co.	INSURANCE PREMIUMS DEC 2024	\$14,441.10	
		<b>\$14,441.10</b>	CT 25054406
The Lompoc Vision	5x5 Display Ad Spring 2025 Registration	\$280.00	
		<b>\$280.00</b>	CT 25054407
Troesh Coleman Pacific Inc	Beach Sand per invoice 34705	\$250.97	
	Plaster Sand for sports field per invoice 35109	\$223.94	
		<b>\$474.91</b>	CT 25054408
Uline Inc	Supplies for Basic Needs Pantry and Center,	\$165.16	
		<b>\$165.16</b>	CT 25054409
United Parcel Service	UPS Charges, 7-1-24 thru 6-30-25, Account	\$18.00	
	UPS Charges, 7-1-24 thru 6-30-25, Account	\$18.00	
	UPS Charges, 7-1-24 thru 6-30-25, Account	\$30.88	
		<b>\$66.88</b>	CT 25054410
United Refrigeration Inc	Ingniter for H7-800B, Part #017875F, Quote #	\$1,109.25	

16-17  
**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2025 to 1/31/2025  
Bank Code: CT

<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Warrant</b>
United Refrigeration Inc	Flame Sensor for Boiler H7-800B, Part #017876F	\$828.08	
	HVAC Supplies, 07-01-24 thru 05-31-25	\$26.01	
	HVAC Supplies, 07-01-24 thru 05-31-25	\$43.59	
	HVAC Supplies, 07-01-24 thru 05-31-25	\$75.84	
	HVAC Supplies, 07-01-24 thru 05-31-25	\$120.74	
		<b>\$2,203.51</b>	CT 25054411
United Site Services Of California Inc	Services - 3 Portable Toilets, 7-1-24 thru 6-30-25	\$627.00	
		<b>\$627.00</b>	CT 25054412
Vestis Services LLC	Towel Service for PSTC	\$51.40	
	Towel Service for PSTC	\$51.41	
		<b>\$102.81</b>	CT 25054413
Virtual Vri	TypeWell Transcribing: Remote transcribing for	\$1,170.00	
		<b>\$1,170.00</b>	CT 25054414
Vital Records Control	Monthly Shredding Service- Confidential 32 Gallon Confidential Records Shredding 7-1-24 - 6-30-25	\$130.61	
		\$95.00	
		<b>\$225.61</b>	CT 25054415
VTC Enterprises	Collection of Recycling Paper on Main Campus, Bulk Mail Preparation 2024 Thanksgiving Card	\$600.00	
		\$356.48	
		<b>\$956.48</b>	CT 25054416
VWR International	Instructional Supplies: 8/07/2024 - 05/30/2025	\$197.53	
		\$138.57	
		\$50.59	
		\$85.69	
		<b>\$472.38</b>	CT 25054417
Ward's Science Inc	Supplies for Biology Labs: 07-05-24 thru 05-30-25	\$495.52	
		\$35.52	
		<b>\$531.04</b>	CT 25054418
Wex Bank	Gas Credit Card Purchases: 07-01-24 thru 6-30-25	\$89.02	
		<b>\$89.02</b>	CT 25054419
ClassCalc	ClassCalc Semester License for Spring 2025.	\$5,400.00	
		<b>\$5,400.00</b>	CT 25054420
Takara Aquino	Manual Refund Submitted	\$1,847.00	
		<b>\$1,847.00</b>	CT 25054421
Konstantinos Argyriou	Manual Refund Submitted	\$138.00	
		<b>\$138.00</b>	CT 25054422
Eduardo Avila	Manual Refund Submitted	\$409.00	
		<b>\$409.00</b>	CT 25054423
Liz Basurto-Benito	Manual Refund Submitted	\$28.00	
		<b>\$28.00</b>	CT 25054424
Dwight Buchanan	Manual Refund Submitted	\$28.00	

16-18  
**Allan Hancock College**  
**Warrant Register**  
 Check Dates from 1/1/2025 to 1/31/2025  
 Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$28.00</b>	CT 25054425
Julia Cabrera	Manual Refund Submitted	\$3,698.00	
	Manual Refund Submitted	\$986.90	
		<b>\$4,684.90</b>	CT 25054426
Diana Carrera	Manual Refund Submitted	\$399.20	
		<b>\$399.20</b>	CT 25054427
Brian Crist	Manual Refund Submitted	\$3.00	
		<b>\$3.00</b>	CT 25054428
Isaac Cruz	Manual Refund Submitted	\$139.00	
		<b>\$139.00</b>	CT 25054429
Talia Diaz	Manual Refund Submitted	\$649.00	
		<b>\$649.00</b>	CT 25054430
Diego Flores	Manual Refund Submitted	\$184.00	
		<b>\$184.00</b>	CT 25054431
Davey Garnica-Rodriguez	Manual Refund Submitted	\$28.00	
		<b>\$28.00</b>	CT 25054432
Olivia Gillespie	Manual Refund Submitted	\$2.00	
		<b>\$2.00</b>	CT 25054433
Sandra Hecker	Manual Refund Submitted	\$2.00	
		<b>\$2.00</b>	CT 25054434
Viridiana Heredia	Manual Refund Submitted	\$3,300.00	
		<b>\$3,300.00</b>	CT 25054435
Cassius Hope	Manual Refund Submitted	\$1,873.00	
	Manual Refund Submitted	\$2.00	
		<b>\$1,875.00</b>	CT 25054436
Cesar Lagunas	Manual Refund Submitted	\$28.00	
		<b>\$28.00</b>	CT 25054437
Alyssa Lopez	Manual Refund Submitted	\$1,544.00	
		<b>\$1,544.00</b>	CT 25054438
Vyllette Lopez	Manual Refund Submitted	\$28.00	
		<b>\$28.00</b>	CT 25054439
Ismael Lopez Camarillo	Manual Refund Submitted	\$120.00	
		<b>\$120.00</b>	CT 25054440
Valerie Marin Arana	Manual Refund Submitted	\$1,848.00	
		<b>\$1,848.00</b>	CT 25054441
Antonio Martinez	Manual Refund Submitted	\$462.00	
		<b>\$462.00</b>	CT 25054442
Yuneisy Mendoza Zafra	Manual Refund Submitted	\$2,717.00	

16-19  
**Allan Hancock College**  
**Warrant Register**  
 Check Dates from 1/1/2025 to 1/31/2025  
 Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$2,717.00</b>	CT 25054443
Daniel Meza	Manual Refund Submitted	\$1,821.00	
		<b>\$1,821.00</b>	CT 25054444
Dianna Moreno	Manual Refund Submitted	\$897.00	
		<b>\$897.00</b>	CT 25054445
Maximiliano Moreno Dorantes	Manual Refund Submitted	\$2,145.00	
	Manual Refund Submitted	\$995.00	
		<b>\$3,140.00</b>	CT 25054446
Isabella O'Kane	Manual Refund Submitted	\$28.00	
		<b>\$28.00</b>	CT 25054447
Edgar Ortiz	Manual Refund Submitted	\$28.00	
		<b>\$28.00</b>	CT 25054448
Jennifer Perez	Manual Refund Submitted	\$28.00	
		<b>\$28.00</b>	CT 25054449
Gabriella Quinionez	Manual Refund Submitted	\$21.63	
		<b>\$21.63</b>	CT 25054450
Anthony Quintana	Manual Refund Submitted	\$304.63	
		<b>\$304.63</b>	CT 25054451
Veronica Quintanar	Manual Refund Submitted	\$3,698.00	
		<b>\$3,698.00</b>	CT 25054452
Samarah Ramos	Manual Refund Submitted	\$52.00	
		<b>\$52.00</b>	CT 25054453
Abigail Ries	Manual Refund Submitted	\$22.00	
		<b>\$22.00</b>	CT 25054454
Francisco Rios	Manual Refund Submitted	\$924.00	
		<b>\$924.00</b>	CT 25054455
Natanael Rivera	Manual Refund Submitted	\$28.00	
		<b>\$28.00</b>	CT 25054456
Arianna Ruiz	Manual Refund Submitted	\$26.00	
		<b>\$26.00</b>	CT 25054457
Maria Ruiz	Manual Refund Submitted	\$169.00	
		<b>\$169.00</b>	CT 25054458
Christina Santella	Manual Refund Submitted	\$1,040.00	
		<b>\$1,040.00</b>	CT 25054459
Saige Sewell	Manual Refund Submitted	\$307.00	
	Manual Refund Submitted	\$115.00	
		<b>\$422.00</b>	CT 25054460
Edgar Soto	Manual Refund Submitted	\$133.00	

16-20  
**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2025 to 1/31/2025  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$133.00</b>	CT 25054461
Kevan Stratton	Manual Refund Submitted	\$46.00	
		<b>\$46.00</b>	CT 25054462
Tia Taylor	Manual Refund Submitted	\$15.00	
		<b>\$15.00</b>	CT 25054463
Yareli Vasquez-Fernandez	Manual Refund Submitted	\$1,849.00	
		<b>\$1,849.00</b>	CT 25054464
Joshua Vela	Manual Refund Submitted	\$613.00	
		<b>\$613.00</b>	CT 25054465
Flor Villa	Manual Refund Submitted	\$24.00	
		<b>\$24.00</b>	CT 25054466
Alex Villanueva Jimenez	Manual Refund Submitted	\$296.00	
		<b>\$296.00</b>	CT 25054467
Jairo Vital Ramirez	Manual Refund Submitted	\$3,542.00	
		<b>\$3,542.00</b>	CT 25054468
Rena Alspaw	Open Mileage 7.10-12.18.24	\$525.95	
		<b>\$525.95</b>	CT 25054469
Catalina Armijo-Staugaard	REIMBURSE PREPAID AIRFARE 4.6-9.25	\$0.00	
	REIMBURSE PREPAID AIRFARE 4.6-9.25	\$791.96	
		<b>\$791.96</b>	CT 25054470
Valerie Avelino	Open Mileage 12.4-20.24	\$56.15	
		<b>\$56.15</b>	CT 25054471
Dana Avila	Open Mileage 12.16.24	\$49.58	
	Open Mileage 12.5,6.24	\$0.00	
	Open Mileage 12.5,6.24	\$67.80	
		<b>\$117.38</b>	CT 25054472
Jovany Cardenas Vargas	Open Mileage 12.10-26.24	\$0.00	
	Open Mileage 12.10-26.24	\$0.00	
	Open Mileage 12.10-26.24	\$109.14	
		<b>\$109.14</b>	CT 25054473
Martin Castillo	Open Mileage 12.2-13.24	\$159.32	
		<b>\$159.32</b>	CT 25054474
City of Lompoc	Waste Disposal-Sewer Fees 7.1.2024 - 6.30.2025	\$619.80	
	Water Services 7.1.2024 - 6.30.2025	\$3,897.27	
		<b>\$4,517.07</b>	CT 25054475
	Waste Disposal-Sewer Fees 7.1.2024 - 6.30.2025	\$1,763.06	
		<b>\$1,763.06</b>	CT 25054476
James Colon	Open Mileage 12.1-12.24	\$194.57	
		<b>\$194.57</b>	CT 25054477
Conferencedirect	F0A11NVJ 4.6-9.25CATALINA STAUGAARD Lodging	\$234.04	
	F0A11NVJ 4.6-9.25CATALINA STAUGAARD Lodging	\$625.00	

16-21  
**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2025 to 1/31/2025  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$859.04</b>	CT 25054478
Constellation Newenergy Inc	Electricity Services 7.1.2024 - 6.30.2025	\$31,881.84	
	Electricity Services 7.1.2024 - 6.30.2025	\$5,626.21	
		<b>\$37,508.05</b>	CT 25054479
	Electricity Services 7.1.2024 - 6.30.2025	\$0.02	
		<b>\$0.02</b>	CT 25054480
	Electricity Services 7.1.2024 - 6.30.2025	\$51.15	
	Electricity Services 7.1.2024 - 6.30.2025	\$9.03	
		<b>\$60.18</b>	CT 25054481
Alicia Delgadillo	Open Mileage 12.4,9.24	\$18.09	
		<b>\$18.09</b>	CT 25054482
Doaa Elkhatib	Open Mileage 12.2-23.24	\$14.74	
		<b>\$14.74</b>	CT 25054483
Ellucian Company LLC	1703 CATALINA STAUGAARD E LIVE 2025 Registration	\$1,375.00	
	1703 CATALINA STAUGAARD E LIVE 2025 Registration	\$0.00	
		<b>\$1,375.00</b>	CT 25054484
Catherine Farley	CCUPCA Conf. Fullerton, CA	\$0.00	
	CCUPCA Conf. Fullerton, CA	\$1,061.37	
		<b>\$1,061.37</b>	CT 25054485
Siboney Guardado	2024 Coligas Conf. Sacramento, CA	\$276.72	
		<b>\$276.72</b>	CT 25054486
June Henry	Strengthening Student Conf. Garden Grove, Ca	\$164.79	
		<b>\$164.79</b>	CT 25054487
Gerardo Hernandez	Open Mileage 10.1-31.24	\$128.64	
		<b>\$128.64</b>	CT 25054488
Hyatt Regency Sacramento	CONF 45665041 LAMICA 4.8-11.25	\$839.84	
		<b>\$839.84</b>	CT 25054489
	CONF 31915254 BEAL 4.8-11.25	\$839.84	
		<b>\$839.84</b>	CT 25054490
	CONF 48289775 WARD 4.8-11.24 Lodging	\$839.84	
		<b>\$839.84</b>	CT 25054491
	CONF #83839778 LAMICA 2.24-25.25	\$318.34	
		<b>\$318.34</b>	CT 25054492
Neal Lemaire	Open Mileage 12.12.24	\$59.61	
		<b>\$59.61</b>	CT 25054493
Veronica Leon	Open Mileage 12.2-20.24	\$132.53	
		<b>\$132.53</b>	CT 25054494
Frankie Maldonado	Blueprint Conf. Los Angeles, CA	\$170.00	
	Financial Aid Training Sacramento, CA	\$75.66	



16-22  
**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2025 to 1/31/2025  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$245.66</b>	CT 25054495
Virginia Martinez Najera	Open Mileage 12.6-30.24	\$129.04	
		<b>\$129.04</b>	CT 25054496
Janet McGee	Open Mileage 11.8,12.3.24	\$67.20	
		<b>\$67.20</b>	CT 25054497
David Melendrez-Romero	Open Mileage 10.2-11.27.24	\$251.38	
		<b>\$251.38</b>	CT 25054498
Evelyn Mendoza	Open Mileage 12.2-18.24	\$103.31	
		<b>\$103.31</b>	CT 25054499
Priscilla Morales	Open Mileage 12.3-13.24	\$50.65	
		<b>\$50.65</b>	CT 25054500
Monica Sofia Morelos Vivar	Open Mileage 11.4-22.24	\$28.01	
		<b>\$28.01</b>	CT 25054501
Nipomo High School	SCHOLARSHIP RETR HERNANDEZ-CARRANZA 24-25	\$1,000.00	
		<b>\$1,000.00</b>	CT 25054502
Organizational Services, Inc	Reg for Sokolovska, Julia	\$600.00	
		<b>\$600.00</b>	CT 25054503
	CDEEC25-1046 LAMICA, THOMAS REG	\$600.00	
		<b>\$600.00</b>	CT 25054504
Pacific Gas & Electric Company	Electricity Services 7.1.2024- 6.30.2025	\$80.56	
	Electricity Services 7/1/2024 - 6/30/2025	\$21.42	
		<b>\$101.98</b>	CT 25054505
	Electricity Services 7.1.2024- 6.30.2025	\$127.62	
	Electricity Services 7/1/2024 - 6/30/2025	\$33.93	
		<b>\$161.55</b>	CT 25054506
	Electricity Services 7.1.2024- 6.30.2025	\$20.78	
	Electricity Services 7/1/2024 - 6/30/2025	\$5.53	
		<b>\$26.31</b>	CT 25054507
	Electricity Services 7.1.2024- 6.30.2025	\$3,115.99	
	Electricity Services 7/1/2024 - 6/30/2025	\$828.30	
		<b>\$3,944.29</b>	CT 25054508
	Electricity Services 7.1.2024- 6.30.2025	\$446.63	
	Electricity Services 7/1/2024 - 6/30/2025	\$118.72	
		<b>\$565.35</b>	CT 25054509
Maria Ramirez-Camacho	Open Mileage 12.03.24	\$10.32	
		<b>\$10.32</b>	CT 25054510
Christine Reed	Industry & University Tour Merced, CA	\$950.68	
		<b>\$950.68</b>	CT 25054511
Victoria Shifflett	Open Mileage 12.2,16.24	\$72.90	

16-23  
**Allan Hancock College**  
**Warrant Register**  
 Check Dates from 1/1/2025 to 1/31/2025  
 Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$72.90</b>	CT 25054512
Jesus Solorio	PREPAY MEALS 1.24-26.25	\$4,085.00	
		<b>\$4,085.00</b>	CT 25054513
Kristy Soriano	Open Mileage 12.2-30.24	\$21.71	
		<b>\$21.71</b>	CT 25054514
Richard Soto	Open Mileage 12.4,5.24	\$21.44	
		<b>\$21.44</b>	CT 25054515
Verizon Select Svc Inc	Long Distance and Toll Free Service Charges	\$0.04	
		<b>\$0.04</b>	CT 25054516
ClassCalc	ClassCalc Semester License for Spring 2025.	\$5,400.00	
		<b>\$5,400.00</b>	CT 25054517
19six Architects	Architectural Services - Construction	\$3,963.75	
	Professional Architectural Services for the PCPA	\$0.00	
	Professional Architectural Services for the PCPA	\$270.00	
	Schematic Design	\$4,345.00	
		<b>\$8,578.75</b>	CT 25054518
4imprint Inc.	Incline Soft Touch Stylus Metal Pen -	\$891.75	
	Set-Up Charge	\$32.63	
	Freight	\$66.06	
	Reebok Freestyle Tech Fleece Jacket 141031-M	\$217.73	
	Embroidery Tape Charge	\$38.06	
	Reebok Freestyle Tech Fleece Jacket 141031-L	\$398.78	
	Freight	\$7.56	
	Freight	\$13.61	
		<b>\$1,666.18</b>	CT 25054519
AHC - Part-Time Faculty Association	Part-Time Faculty Reimbursement Per Article 11.7	\$2,347.85	
		<b>\$2,347.85</b>	CT 25054520
AHC Auxiliary Programs Corporation	General Fund Allocation to PCPA	\$501,553.15	
		<b>\$501,553.15</b>	CT 25054521
AHC Foundation	FY 2024 -25 Foundation Adv Salary Reimbursement	\$8,632.45	
		<b>\$8,632.45</b>	CT 25054522
Amazon	Chemistry Lab Supplies: 7/01/24 - 5/30/25	\$65.20	
	FOOD SUPPLIES FOR WELLNESS PROGRAM	\$14.90	
	Misc. Supplies for Center 7-1-24 to 5-30-25	\$50.43	
	Misc. Supplies for Center 7-1-24 to 5-30-25	\$443.52	
	Hygiene and Wellness Supplies for Students	\$219.57	
	Hygiene and Wellness Supplies for Students	\$574.36	
	Hygiene and Wellness Supplies for Students	\$4,301.63	
	Instructional Supplies for Fire Academy,	\$35.21	
	Instructional Supplies for the EMS Academy,	\$27.16	
	WDIRARA Mens Newspaper Print Round Neck Short	\$21.74	
	WDIRARA Mens Newspaper Print Round Neck Short	\$21.74	

16-24

## Allan Hancock College

## Warrant Register

Check Dates from 1/1/2025 to 1/31/2025

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Amazon	WDIRARA Womens Newspaper Print Long Sleeve Round	\$29.35	
	WDIRARA Womens Newspaper Print Long Sleeve Round	\$58.70	
	WDIRARA Womens Newspaper Print Long Sleeve Round	\$88.06	
	WDIRARA Womens Newspaper Print Long Sleeve Round	\$88.04	
	Instructional Supplies: 12/16/24 - 5/30/25	(\$26.39)	
	Instructional Supplies: 12/16/24 - 5/30/25	\$55.54	
	Operational Supplies: 12/16/24 - 5/30/25	\$42.39	
	Operational Supplies: 12/16/24 - 5/30/25	\$65.20	
	Operational Supplies: 12/16/24 - 5/30/25	\$80.96	
	Operational Supplies: 12/16/24 - 5/30/25	\$23.36	
	Operational Supplies: 12/16/24 - 5/30/25	\$44.02	
	Art Instructional Supplies 12/17/2024-5/30/2025	\$39.81	
	Slim Panda Yoga Strap for Stretching, (10+ Colors	\$205.12	
	Science Lab Supplies July 1, 2024-May 30, 2025	\$86.33	
	OFFICE-OPERATIONAL SUPPLIES 07-02-24 TO 05-30-25	\$45.55	
	Operational-Office Supplies 12-10-25 to 05-30-25	\$304.46	
	USB drives for students	\$936.32	
	<b>\$7,942.28</b>	CT 25054523	
American General Media Inc.	30-second Ad 2025 Winter Spring Registration	\$630.00	
	30-Second Ad Spring 2025 Registration	\$125.00	
	30-Second Ad Spring 2025 Registration	\$125.00	
	<b>\$880.00</b>	CT 25054524	
American Industrial Supply	Operational Supplies for Fire Academy	\$43.34	
		<b>\$43.34</b>	CT 25054525
Apple Inc.	iPad mini Wi-Fi 128GB - Space Gray, Product # Recycle Fee	\$4,882.88	
		\$40.00	
		<b>\$4,922.88</b>	CT 25054526
Associated Students UCLA	Operational Supplies for Dental Assistant Program	\$9,746.99	
		<b>\$9,746.99</b>	CT 25054527
B&H Photo Video	Instructional Supplies Photo Instructional Supplies Photo	\$148.67	
		\$939.61	
		<b>\$1,088.28</b>	CT 25054528
Bremer Auto Parts	Operational Supplies for Fire Academy	\$149.94	
	Parts for Truck Driving Program	\$30.98	
	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	\$66.38	
	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	\$171.79	
	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	\$288.95	
	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	\$24.46	
	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	\$440.26	
6MO WTY BATTERY	\$331.27		
	<b>\$1,504.03</b>	CT 25054529	
Ca Schools Dental Coalition	dental insurance premiums for January 2025	\$65,927.00	
		<b>\$65,927.00</b>	CT 25054530
Cal State Auto Parts	Auto Supplies, 07-01-24 thru 05-31-25	\$65.08	
	Supplies for Auto Parts 1.8.2025 to 5.30.2025	\$65.08	
	Supplies for Auto Parts 1.8.2025 to 5.30.2025	\$83.80	

16-25  
**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2025 to 1/31/2025  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
Cal State Auto Parts	Supplies for Auto Parts 1.8.2025 to 5.30.2025	\$112.36	
	Supplies for Auto Parts 1.8.2025 to 5.30.2025	\$114.96	
	Supplies for Auto Parts 1.8.2025 to 5.30.2025	\$117.44	
	Supplies for Auto Parts 1.8.2025 to 5.30.2025	\$346.68	
		<b>\$905.40</b>	CT 25054531
Cal-Coast Machinery, Inc.	Gasket per Invoice #945788	(\$0.33)	
	Gasket Kit per Invoice #946201	(\$64.48)	
	Gasket per Invoice #945788	\$25.33	
	Disk Brake Caliper Assembly and Brake Pad per	\$452.07	
	Gasket Kit per Invoice #946201	\$64.48	
	Filters - Oil and Air for Pro Gator per Invoice #	\$175.84	
	Gasket per Invoice #945788	\$25.33	
		<b>\$678.24</b>	CT 25054532
California Electric Supply	Wire Mold supplies per Quote #1193118	\$342.50	
	Wire Mold supplies per Quote #1193118	\$394.26	
	Electrical-Lighting Supplies, 12-09-24 - 05-31-25	\$173.89	
	Electrical-Lighting Supplies, 12-09-24 - 05-31-25	\$307.26	
	Electrical-Lighting Supplies, 12-09-24 - 05-31-25	\$405.75	
	Electrical-Lighting Supplies, 12-09-24 - 05-31-25	\$410.21	
	Electrical-Lighting Supplies, 12-09-24 - 05-31-25	\$437.18	
	Electrical-Lighting Supplies, 12-09-24 - 05-31-25	\$696.00	
	Electrical-Lighting Supplies, 12-09-24 - 05-31-25	\$767.23	
		<b>\$3,934.28</b>	CT 25054533
CalSoft Water	Calsoft Pro Reverse Osmosis System B 105	\$25.95	
	Calsoft Pro Reverse Osmosis System B 207	\$25.95	
		<b>\$51.90</b>	
Camarenas Tire	Tires for LE Vehicles: 07-02-24 to 05-30-25.	\$760.03	
	Tires for LE Vehicles: 07-02-24 to 05-30-25.	\$1,736.73	
	Tires for LE Vehicles: 07-02-24 to 05-30-25.	\$692.01	
		<b>\$3,188.77</b>	CT 25054535
Canon Financial Services Inc	Campus Graphics Canon Duplo 150 attachments Lease	\$700.43	
	Campus Graphics Copiers Lease	\$292.23	
	Campus Graphics Copiers Lease	\$5,249.92	
	Campus Graphics Copier Maintenance	\$15,689.37	
	Campus Graphics Copier Maintenance	\$724.68	
		<b>\$22,656.63</b>	CT 25054536
Capitol Advisors Group LLC	Legislative Consulting and Advocacy Services for	\$2,000.00	
		<b>\$2,000.00</b>	CT 25054537
Carolina Biological	Biology Labs Supplies: 07-01-24 thru 05-31-25	\$309.43	
		<b>\$309.43</b>	CT 25054538
Carr's Boot Shop	Safety boots for employees: 7-01-24 to 6-30-25	\$210.42	
		<b>\$210.42</b>	CT 25054539
CDW Government Inc	Brother MFC- L3780CDW-	\$742.21	
	Dell E2423H - LED Monitor- Full HD 1080p- 24	\$562.28	
	Dell Universal Dock- UD22	\$200.44	

16-26

## Allan Hancock College

## Warrant Register

Check Dates from 1/1/2025 to 1/31/2025

Bank Code: CT

Vendor Name	Description	Amount	Warrant
CDW Government Inc	Poly Savi 7310 Office Monaural DECT	\$656.48	
	Dell MS3320W Mobile Wireless Mouse	\$45.55	
	Recycling Fee 15 to Less then 35"	\$20.00	
		<b>\$2,226.96</b>	CT 25054540
Central Coast Truck Center	Parts for truck driving class	\$81.36	
	Labor for Truck Driving Class, 10-15-24 to 5-30-25	\$954.45	
		<b>\$1,035.81</b>	CT 25054541
Clay'S Septic & Jetting Inc	All labor, material and equipment to repair	\$6,100.00	
	All labor, material and equipment to repair and	\$443.16	
	All labor, materials and equipment to clean and	\$443.16	
		<b>\$6,986.32</b>	CT 25054542
Creation Engine Inc	SketchUp Pro 2024 M/W Network Lab License, 1 Year,	\$1,110.00	
		<b>\$1,110.00</b>	CT 25054543
Culligan/Central Coast Water Treatment	Bottled Water Delivery Service 7-1-24 thru 6-30-25	\$42.72	
		<b>\$42.72</b>	CT 25054544
	Deionized Water for Bldg M	\$447.86	
		<b>\$447.86</b>	CT 25054545
Ex Libris (USA) Inc	ALMA DIGITAL SUBSCRIPTION, 12/20/24 TO 12/19/25	\$4,165.03	
		<b>\$4,165.03</b>	CT 25054546
Fair-Play	Wireless Transceiver. Invoice #1608037.	\$489.38	
	Cable Adaptor 12Pin to 10Pin	\$21.75	
	Digit,LED,15-9	\$271.87	
	Freight	\$27.14	
	CTL, TIMER/CLK, RF, G3, USE W/MP-80, Part #HS-80.	\$458.12	
		<b>\$1,268.26</b>	CT 25054547
Federal Express Corp	Mailings for Acct #1104-8488	\$7.71	
	Mailings for Acct #1104-8488	\$29.91	
		<b>\$37.62</b>	CT 25054548
Ferguson Enterprises Inc	Plumbing Supplies - 12.5.2024 - 5.30.2024	\$12.06	
	Plumbing Supplies - 12.5.2024 - 5.30.2024	\$15.04	
	Plumbing Supplies - 12.5.2024 - 5.30.2024	\$44.96	
	Plumbing Supplies - 12.5.2024 - 5.30.2024	\$114.85	
	Plumbing Supplies - 12.5.2024 - 5.30.2024	\$205.32	
		<b>\$392.23</b>	CT 25054549
Fisher Scientific Co Llc	Science Lab Supplies July 1, 2024-May 30, 2025	\$123.28	
	Science Lab Supplies July 1, 2024-May 30, 2025	\$357.85	
		<b>\$481.13</b>	CT 25054550
Philip Hamer	enrollment expense reimbursement Fall 2024	\$166.00	
		<b>\$166.00</b>	CT 25054551
Hardy Diagnostics	Biology Lab Supplies: 07-01-24 thru 05-31-25	\$55.06	
	Science Lab Supplies July 1, 2024-May 30, 2025	\$202.16	
	Science Lab Supplies July 1, 2024-May 30, 2025	\$641.89	

16-27  
**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2025 to 1/31/2025  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$899.11</b>	CT 25054552
Helping Hand Health Education LLC	ACLS Ecards & PALS Ecards	\$329.28	
		<b>\$329.28</b>	CT 25054553
Home Depot	Maintenance Supplies - SM, 7-1-24 thru 5-31-25	\$22.41	
	Maintenance Supplies - SM, 7-1-24 thru 5-31-25	\$24.22	
	Maintenance Supplies - SM, 7-1-24 thru 5-31-25	\$27.50	
	Maintenance Supplies - SM, 7-1-24 thru 5-31-25	\$33.41	
	Maintenance Supplies - SM, 7-1-24 thru 5-31-25	\$35.58	
	Maintenance Supplies - SM, 7-1-24 thru 5-31-25	\$38.38	
	Maintenance Supplies - SM, 7-1-24 thru 5-31-25	\$43.47	
	Maintenance Supplies - SM, 7-1-24 thru 5-31-25	\$45.70	
	Maintenance Supplies - SM, 7-1-24 thru 5-31-25	\$52.29	
	Maintenance Supplies - SM, 7-1-24 thru 5-31-25	\$52.31	
	Maintenance Supplies - SM, 7-1-24 thru 5-31-25	\$56.71	
	Maintenance Supplies - SM, 7-1-24 thru 5-31-25	\$60.53	
	Maintenance Supplies - SM, 7-1-24 thru 5-31-25	\$78.60	
	Maintenance Supplies - SM, 7-1-24 thru 5-31-25	\$83.49	
	Maintenance Supplies - SM, 7-1-24 thru 5-31-25	\$88.57	
	Maintenance Supplies - SM, 7-1-24 thru 5-31-25	\$109.23	
	Maintenance Supplies - SM, 7-1-24 thru 5-31-25	\$119.09	
	Maintenance Supplies - SM, 7-1-24 thru 5-31-25	\$147.48	
	Instructional Supplies for Fire Academy	\$295.02	
	Instructional Supplies for EMS Academy	\$19.51	
	Instructional Supplies for Fire Academy	\$38.61	
		<b>\$1,472.11</b>	CT 25054554
Kelly Spicers Stores	Office Supplies - Paper, Wide Format and Bindery	\$3,064.58	
	Office Supplies - Paper, Wide Format and Bindery	\$1,165.33	
		<b>\$4,229.91</b>	CT 25054555
Kenco Construction Services, Inc	Onsite DSA Project Inspections for the	\$5,040.00	
		<b>\$5,040.00</b>	CT 25054556
Krueger International Inc	Ashley Duo Under Module, 8'	\$321.86	
	Pattern Infeed	\$1,810.90	
	InTandem "C" Leg	\$4,247.12	
	InTandem Rectangular Beam, 36"	\$225.77	
	InTandem Rectangular Beam, 72"	\$5,143.00	
	InTandem Worksurface Rectangle, 2-Cutouts	\$398.68	
	InTandem Worksurface, Rectangle, 2-Cutouts	\$5,581.48	
	Pattern 12" Jumper Kit	\$140.22	
	Pattern 53" Jumper Kit	\$145.57	
	Pattern 75" Jumper Kit	\$1,151.82	
	Pattern Snap-In RRP Module w/Attachment Bracket	\$192.32	
	Pattern Dean In-Surface Module, 40" Cord	\$7,952.67	
	Toggle C-Leg Table, Rect, Dual Motor Electric Base	\$3,130.30	
	Pirouette, Fixed Training, Rectangular, 18x60"	\$665.05	
	Ashley Duo Under Module, 8'	\$321.84	
	Pattern Infeed	\$1,810.90	

16-28

## Allan Hancock College

## Warrant Register

Check Dates from 1/1/2025 to 1/31/2025

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Krueger International Inc	InTandem "C" Leg	\$4,247.12	
	InTandem Rectangular Beam, 36"	\$225.77	
	InTandem Rectangular Beam, 72"	\$5,143.00	
	InTandem Worksurface Rectangle, 2 Cutouts	\$398.68	
	InTandem Worksurface, Rectangle 2 Cutouts	\$5,581.48	
	Pattern 12" Jumper Kit	\$140.22	
	Pattern 53" Jumper Kit	\$145.57	
	Pattern 75" Jumper Kit	\$1,151.82	
	Pattern Snap-In RPT Module w/Attachment Bracket	\$192.32	
	Pattern Dean In-Surface Module, 40" Cord	\$7,952.67	
	Toggle C-Leg Table, Rect, Dual Motor	\$3,130.30	
	Pirouette, Fixed Training, Rectangular	\$665.05	
	Strive Task Cantilever Arm Chair, Uphol Seat	\$442.70	
	Strive Task Armless Chair, Uphol Seat	\$12,254.15	
	Strive Task Cantilever Arm Chair, Uphol Seat	\$442.70	
	Strive Task Armless Chair, Uphol Seat	\$12,254.16	
		<b>\$87,607.21</b>	CT 25054557
KSBY-TV	30-Second Ad Spring 2025 Registration	\$910.00	
		<b>\$910.00</b>	CT 25054558
LG Inspection LLC	Inspector of Record Services: All labor, materials	\$4,935.00	
		<b>\$4,935.00</b>	CT 25054559
Linde Gas & Equipment Inc.	Instructional Supplies - WLDT program	\$406.17	
		<b>\$406.17</b>	CT 25054560
M & M Restaurant Supply	Turbo Air TSR- 49GSD-N Refrigerated Merchandiser True T-49FG-HC-FGD01 54" Two Section Reach In	\$6,987.10	
		\$10,983.75	
		<b>\$17,970.85</b>	CT 25054561
Metlife Small Market	INSURANCE PREMIUMS DEC 2024	\$7,248.84	
		<b>\$7,248.84</b>	CT 25054562
Metropolitan Life Insurance Co	INSURANCE PREMIUMS DEC 2024	\$7,184.99	
		<b>\$7,184.99</b>	CT 25054563
Michaels Stores Inc	FloraCraft® CraftFōM Ball White Item: 10213132	\$145.90	
		<b>\$145.90</b>	CT 25054564
Mark Miller	Reimbursement for "AI in Education" Virtual	\$449.00	
		<b>\$449.00</b>	CT 25054565
Mission Linen Supply	Kitchen linen service for Culinary Arts	\$35.00	
		<b>\$35.00</b>	CT 25054566
Moorpark College	Cost-reimbursement Subaward Agreement for	\$2,487.15	
		<b>\$2,487.15</b>	CT 25054567
National Cinemedia Llc	Silver CPT - Onscreen Advertising, 5/03/2024 - 05/	\$1,081.33	
		<b>\$1,081.33</b>	CT 25054568
Delicia Navarette	ASL 120 Fall 2024	\$169.00	
		<b>\$169.00</b>	CT 25054569
New Readers Press	News For You Classroom Subscription 15 NFYCS,	\$458.06	

16-29

## Allan Hancock College

## Warrant Register

Check Dates from 1/1/2025 to 1/31/2025

Bank Code: CT

Vendor Name	Description	Amount	Warrant
New Readers Press	Shipping	\$45.63	
		<b>\$503.69</b>	CT 25054570
Nicks Telecom	Labor to remove equipment that is no longer needed	\$560.00	
	Travel Charge	\$125.00	
	UHF- one fourth wave roof mount antenna	\$26.10	
	Labor to remove equipment that is no longer needed	\$490.00	
	Travel Charge	\$125.00	
	UHF- one fourth wave roof mount antenna Unit 13	\$26.10	
		<b>\$1,352.20</b>	CT 25054571
ODP Business Solutions LLC	LVC/LRC Operational Supplies: 8/09/24 - 5/31/25	\$17.73	
	LVC/LRC Operational Supplies: 8/09/24 - 5/31/25	\$196.52	
	Office Supplies for VPSS office;	\$7.05	
	Office Supplies for VPSS office;	\$27.94	
	Office Supplies for VPSS office;	\$27.29	
	Office Supplies for July 1, 2024 to May 30, 2025	\$20.26	
	OPERATIONAL SUPPLIES: JULY 2024 - MAY 2025	\$115.36	
	INSTRUCTIONAL SUPPLIES 07-02-24 TO 05-30-25	\$72.30	
	INSTRUCTIONAL SUPPLIES 07-02-24 TO 05-30-25	\$86.98	
	Office Supplies 7/1/2024 - 5/31/2025	\$25.17	
	Office Supplies 7/1/2024 - 5/31/2025	\$33.53	
	Office Supplies 7/1/2024 - 5/31/2025	\$481.39	
	Office Supplies, 11/14/24 - 5/30/25	\$148.05	
	Office Supplies for General & Noncredit Counseling	\$79.47	
	Office Supplies for General & Noncredit Counseling	\$76.55	
	Basic Needs Center Supplies, 7/01/2024 - 5/30/2025	(\$9.08)	
	Office Supplies 10/29/24-05/30/25	\$129.89	
	Office Supplies: 07/01/2024 - 05/30/2025	\$352.30	
	Office Supplies: 07/01/2024 - 05/30/2025	\$352.30	
	Office Supplies: 07/01/2024 - 05/30/2025	\$57.09	
	Office Supplies 7/1/2024 - 5/31/2025	\$67.41	
	Office Supplies 7/1/2024 - 5/31/2025	\$44.25	
	Office Supplies 7/1/2024 - 5/31/2025	\$44.22	
	Office Supplies 7/1/2024 - 5/31/2025	\$4.97	
		<b>\$2,458.94</b>	CT 25054572
Alicia Paniagua	Reimbursement for Food and Supplies for Hancock	\$102.57	
	Reimbursement for Food and Supplies for Hancock	\$106.56	
		<b>\$209.13</b>	CT 25054573
Papa Napoli Italian Deli	LUNCH CATERING FOR ALL STAFF DAY 1/16/25 (350	\$4,546.50	
		<b>\$4,546.50</b>	CT 25054574
Pasco Scientific	Replacement cylinder item#TD-8582, Quote No.223334	\$2,707.88	
	Shipping and Handling	\$18.49	
		<b>\$2,726.37</b>	CT 25054575
Salvador Perez	Reimbursement for lumber for boardroom letters.	\$309.58	
		<b>\$309.58</b>	CT 25054576
Pharmedix	Oral Contraceptives July 1, 2024- May 31, 2025	\$329.40	
	Prescription Medication July 1, 2024- May 31, 2025	\$347.70	
	Prescription Medication July 1, 2024- May 31, 2025	\$25.54	



16-30

## Allan Hancock College

## Warrant Register

Check Dates from 1/1/2025 to 1/31/2025

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Pharmedix	Prescription Medication July 1, 2024- May 31, 2025	\$50.85	
	Prescription Medication July 1, 2024- May 31, 2025	\$47.98	
	Prescription Medication July 1, 2024- May 31, 2025	\$110.45	
		<b>\$911.92</b>	CT 25054577
Deborah Pirman	Reimbursement for food for registration rallies,	\$36.76	
		<b>\$36.76</b>	CT 25054578
Proquest Llc	BOOKS FOR LIBRARY	\$321.47	
	BOOKS FOR LIBRARY	\$63.21	
	BOOKS FOR LIBRARY	\$27.73	
		<b>\$412.41</b>	CT 25054579
Quadient Leasing USA, Inc	Leasing IS5000 Mail Machine, 7-1-24 thru 6-30-25	\$1,995.75	
		<b>\$1,995.75</b>	CT 25054580
San Luis Obispo County Community College District	Cost-Reimbursement Subaward Agreement for	\$13,321.03	
		<b>\$13,321.03</b>	CT 25054581
Save Mart Supermarkets	Food Supplies for Children's Center, Food Supplies for Children's Center,	\$246.85	
		\$169.46	
		<b>\$416.31</b>	CT 25054582
SLO Safe Ride	MESA Field Trip Transportation to Fresno/UC Merced	\$5,863.27	
		<b>\$5,863.27</b>	CT 25054583
Smart & Final	Food and Beverage Purchases for	\$262.61	
	Bulldog Bites 11.14.24 - 6.30.25	\$837.60	
	Food for End of 2024 Workshops, 11/08/24 - 5/30/25	\$82.07	
	Food for End of 2024 Workshops, 11/08/24 - 5/30/25	\$11.99	
	Chemistry Lab Supplies: 7/01/24 - 5/30/25	\$9.35	
	Food for Veteran Resource Center,	\$103.83	
	Food and Beverage Purchases for Men's Support	\$344.40	
	Food and Beverage Purchases for Men's Support	\$195.11	
	Supplies for Biology Labs: 07-05-24 thru 05-30-25	\$33.61	
		<b>\$1,880.57</b>	CT 25054584
	Food for Children's Center 11-1-24 to 6-30-25	\$194.26	
	Food for Children's Center 11-1-24 to 6-30-25	\$37.62	
	Food for Children's Center 11-1-24 to 6-30-25	\$71.65	
	Food for Children's Center 11-1-24 to 6-30-25	\$209.25	
		<b>\$512.78</b>	CT 25054585
	Food for Culinary Arts	\$136.99	
	Food for Culinary Arts	\$85.82	
	<b>\$222.81</b>	CT 25054586	
Smitty's Towing	Tow Service for Diesel Truck for Noncredit	\$962.50	
		<b>\$962.50</b>	CT 25054587
Sousa Tire Service	Tire recycling for LE veh. 07-02-24 to 05-30-25 Tire recycling 12-16-24 to 5-30-25	\$36.00	
		\$40.50	
		<b>\$76.50</b>	CT 25054588

## Allan Hancock College

## Warrant Register

Check Dates from 1/1/2025 to 1/31/2025

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Specialty Constructors Services Inc	The contractor shall furnish all labor, materials,	\$4,433.65	
	Provide all labor, materials, equipment, utility	\$141,882.50	
		<b>\$146,316.15</b>	CT 25054589
Splash N Dash	Car Wash Services for Allan Hancock College	\$249.90	
		<b>\$249.90</b>	CT 25054590
Think Twice Inc	Drink Test Strips (2 Pack), Invoice#Woo4521	\$270.79	
	Reusable Drink Covers (100 Pack)	\$217.50	
	Admin Fee	\$4.99	
	Shipping	\$13.49	
		<b>\$506.77</b>	CT 25054591
Tri County Office Furniture	DELIVER (4) GROVE SINGLE SEAT LOUNGE CHAIRS	\$190.31	
	GROVE SINGLE SEAT LOUNGE, WHISPER VINYL MALLARD,	\$19,059.70	
	GROVE TWO SEAT LOUNGE, WHISPER VINYL MALLARD,	\$3,362.98	
	GROVE TWO SEAT WITH TABLE, WHISPER VINYL FOSSIL,	\$4,687.23	
	DELIVERY & INSTALLATION	\$1,321.31	
		<b>\$28,621.53</b>	CT 25054592
Trustees of the California State University	CSU Free Application Codes for AHC Students	\$7,000.00	
		<b>\$7,000.00</b>	CT 25054593
U.S. Bank	Bank Service Charges- AHJCCD Election of 2006	\$435.00	
	Bank Service Charges- AHJCCD Election of 2017	\$475.00	
		<b>\$910.00</b>	CT 25054594
Uline Inc	Bindery Supplies, Lamination	\$486.74	
		<b>\$486.74</b>	CT 25054595
United Parcel Service	UPS Charges, 7-1-24 thru 6-30-25, Account	\$40.71	
		<b>\$40.71</b>	CT 25054596
US Bank Corporate Payment System	Dec 26, 2024 US BANK STMT	\$36,309.47	
		<b>\$36,309.47</b>	CT 25054597
Armando Vazquez	Independent contractor agreement for planning,	\$1,600.00	
		<b>\$1,600.00</b>	CT 25054598
Ventura County Community College District	Cost-Reimbursement Subaward Agreement for	\$9,035.31	
		<b>\$9,035.31</b>	CT 25054599
Western Propane Service	Propane delivery per Invoice 24297041	\$48.80	
	Propane delivery per Invoice 22931559	\$12.49	
		<b>\$61.29</b>	CT 25054600
Work World	Uniforms for LE Mechanic 07-02-24 to 05-30-25	\$179.37	
		<b>\$179.37</b>	CT 25054601
AFPC/DPSIE	Vendor Refund	\$276.00	

16-32  
**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2025 to 1/31/2025  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$276.00</b>	CT 25054602
Isabella Davies	Manual Refund Submitted	\$249.00	
		<b>\$249.00</b>	CT 25054603
Killian Fegley	Manual Refund Submitted	\$28.00	
		<b>\$28.00</b>	CT 25054604
Maria Gonzalez Cisneros	Manual Refund Submitted	\$463.00	
		<b>\$463.00</b>	CT 25054605
Orellana Harmon-Snyder	Manual Refund Submitted	\$42.00	
		<b>\$42.00</b>	CT 25054606
Ty Hernandez	Manual Refund Submitted	\$3,713.00	
		<b>\$3,713.00</b>	CT 25054607
Andrew Kufeldt	Manual Refund Submitted	\$4.00	
		<b>\$4.00</b>	CT 25054608
Ismael Lopez Camarillo	Manual Refund Submitted	\$148.00	
		<b>\$148.00</b>	CT 25054609
Christopher Maselli	Manual Refund Submitted	\$897.00	
		<b>\$897.00</b>	CT 25054610
Jocelyn Mireles	Manual Refund Submitted	\$762.00	
		<b>\$762.00</b>	CT 25054611
Amery Ella Nicolas	Manual Refund Submitted	\$1,432.00	
		<b>\$1,432.00</b>	CT 25054612
Serena Rombough	Manual Refund Submitted	\$81.63	
		<b>\$81.63</b>	CT 25054613
Jason Segura	Manual Refund Submitted	\$1,849.00	
		<b>\$1,849.00</b>	CT 25054614
Yesenia Villa-Munoz	Manual Refund Submitted	\$3,698.00	
		<b>\$3,698.00</b>	CT 25054615
Florentino Aleman	CATESOL Conf. Los Angeles, CA	\$563.97	
		<b>\$563.97</b>	CT 25054616
Atkinson Andelson Loya Ruud And Romo	68790000300001 4.10.24 BLUE, JANEAL Reg	\$425.00	
	68790000300009 RAMIREZ,RUBEN4.10.24 Reg	\$425.00	
		<b>\$850.00</b>	CT 25054617
Laura Becker	Open Mileage 1.15.25	\$103.74	
		<b>\$103.74</b>	CT 25054618
City of Lompoc	Sanitary Landfill Fees 7.1.2024 - 6.30.2025.	\$80.60	
		<b>\$80.60</b>	CT 25054619
Columbia Business Center Partners Lp	Monthly utilities expenses for 2024-2025	\$7,087.97	
	Lease of 890 E Stowell: Base Rent Lease	\$26,190.00	

16-33  
**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2025 to 1/31/2025  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$33,277.97</b>	CT 25054620
Comcast Cable	Comcast Monthly Internet Costs: 7/01/24 - 6/30/25	\$294.45	
		<b>\$294.45</b>	CT 25054621
	Comcast Monthly Internet Costs: 7/01/24 - 6/30/25	\$248.06	
		<b>\$248.06</b>	CT 25054622
Community College Assn Of Mesa Directors	#E1051 REED, CHRISTINE Reg 4.4-6.25	\$1,500.00	
		<b>\$1,500.00</b>	CT 25054623
Silvia Gutierrez	I2413505 RI WA 25050208 Stale Date	\$100.50	
	I2414179 RI WA 25050398 Stale Date	\$305.50	
	I2414566 RI WA 25050540 Stale Date	\$33.50	
	2024 ACTLA Conference Registration Reimbursement	\$325.00	
		<b>\$764.50</b>	CT 25054624
Angela Morrison	I2414070 RI WA 25050404 stale dated warrant	\$139.90	
		<b>\$139.90</b>	CT 25054625
Pacific Gas & Electric Company	Electricity Services 7.1.2024- 6.30.2025	\$38,930.30	
	Electricity Services 7/1/2024 - 6/30/2025	\$10,348.56	
		<b>\$49,278.86</b>	CT 25054626
	Electricity Services 7.1.2024- 6.30.2025	\$356.37	
	Electricity Services 7/1/2024 - 6/30/2025	\$94.73	
		<b>\$451.10</b>	CT 25054627
Southern California Gas Co	Natural Gas Supply 7/01/2024 - 6/30/2025	\$13,778.82	
	Natural Gas Supply 7/01/2024 - 6/30/2025	\$2,846.20	
		<b>\$16,625.02</b>	CT 25054628
	Natural Gas Supply 7/01/2024 - 6/30/2025	\$198.80	
	Natural Gas Supply 7/01/2024 - 6/30/2025	\$41.07	
		<b>\$239.87</b>	CT 25054629
Verizon Wireless	Galaxy S23 FE, 128 GB, Graphite (phone replacement)	\$52.50	
		<b>\$52.50</b>	CT 25054630
	Monthly Charges For Athletics Hot Spots,	\$76.02	
		<b>\$76.02</b>	CT 25054631
	Cell Phone Service Fees for Facilities Dept.	\$446.34	
	Verizon Annual Plan -Noncredit Student Navigators	\$174.48	
		<b>\$620.82</b>	CT 25054632
	Cell Phone Service for Campus Police: 7/01/24 -	\$726.63	
		<b>\$726.63</b>	CT 25054633
	iPhone SE Monthly Charges for 4 Outreach/Retention	\$208.48	
	iPhone SE Monthly Charges for 3 Outreach/Retention	\$158.04	
		<b>\$366.52</b>	CT 25054634
	Monthly Charges For Athletics Hot Spots,	\$114.03	

## Allan Hancock College

## Warrant Register

Check Dates from 1/1/2025 to 1/31/2025

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$114.03</b>	CT 25054635
Elizabeth West	I2415108 RI Wa # 25050822 Stale Dated Warrant	\$381.59	
		<b>\$381.59</b>	CT 25054636
13 Stars Media	Quarter-page Display Ad Spring 2025 Registration	\$380.00	
		<b>\$380.00</b>	CT 25054637
4imprint Inc.	Supplies for Various Outreach Events,	\$1,726.11	
		<b>\$1,726.11</b>	CT 25054638
Advantage ColorGraphics	Printing of 2025 Community News Magazine	\$19,638.10	
	Sales Tax (8.75%) on approx 600 campus copies	\$10.57	
	Bulk Mail Prep Walk Sequence Saturation	\$567.00	
	Bulk Mail Prep Out-of-District Addressed	\$311.75	
	Delivery to SMPO and AHC Tues. Jan. 7, 2025 by 1pm	\$1,590.00	
		<b>\$22,117.42</b>	CT 25054639
Alpha Fire Corporation	Annual Fire Sprinkler Inspection	\$800.00	
	Compliance Engine Fees	\$25.00	
		<b>\$825.00</b>	CT 25054640
Amazon	Instructional Supplies 7/01/24-5/30/25	\$43.43	
	Office/Operational supplies 7/10/24-5/30/25	\$23.83	
	Instructional Supplies for Fire Academy,	\$95.46	
	Instructional Supplies for ECS	\$24.99	
	Instructional Supplies for MESA/STEM,	\$847.93	
	Operational Supplies - Facilities,	\$44.70	
	Operational Supplies - Facilities,	\$120.31	
	Instructional Supplies for Electronics Program	\$34.76	
	Instructional Supplies for Electronics Program	\$445.31	
	Instructional Supplies for Electronics Program	\$527.28	
	Office Supplies: 1/2/2025 - 5/30/2025	\$228.34	
	Wireless Barcode Scanner with charging cradle	\$122.43	
	Instructional Supplies for Fire Academy,	\$45.99	
	Instructional Supplies for the EMS Academy,	\$34.78	
	Instructional Supplies for Paramedic Academy	\$59.80	
		<b>\$2,699.34</b>	CT 25054641
American Business Machines	Labor charges to repair Formax Folder/Inserter.	\$145.00	
	Travel charges.	\$100.00	
	Separation kit for repairs.	\$68.40	
		<b>\$313.40</b>	CT 25054642
Shane Anderson	Reimbursement for Membership Dues:	\$170.00	
		<b>\$170.00</b>	CT 25054643
Art Central Art Supply	Instructional Supplies Art, 8/29/2024 - 5/30/2025	\$286.42	
		<b>\$286.42</b>	CT 25054644
BC Pump Sales And Service	NEW TACO PUMP & 1/2" Electric Motor,	\$1,887.78	
		<b>\$1,887.78</b>	CT 25054645
Bremer Auto Parts	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	\$44.89	
	Parts for Truck Driving Program	\$122.27	

16-35  
**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2025 to 1/31/2025  
Bank Code: CT

<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Warrant</b>
Bremer Auto Parts	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	\$597.36	
		<b>\$764.52</b>	CT 25054646
Katrine Bryan	Faculty PD on 1/15/25: Building Thinking	\$400.00	
		<b>\$400.00</b>	CT 25054647
California Department Of Justice	Fingerprints for September 2024, Invoice #765688.	\$4,185.00	
		<b>\$4,185.00</b>	CT 25054648
	Fingerprints for October 2024 per Invoice #772704	\$2,010.00	
		<b>\$2,010.00</b>	CT 25054649
Camarenas Tire	Parts for truck driving class	\$1,032.95	
	Labor for Truck Driving Class, 10/17/24 - 5/30/25	\$300.00	
		<b>\$1,332.95</b>	CT 25054650
Card Integrators	Promise Lanyard, 3/4" Dye Sub Lanyard with end-	\$1,468.13	
		<b>\$1,468.13</b>	CT 25054651
Casey's Wood Products	3/4" Wooden Block Cube Model: #171. Order #0236892	\$234.50	
	Freight Charge	\$35.00	
		<b>\$269.50</b>	CT 25054652
CDW Government Inc	Brother MFC-L3720CDW Color Laser Printer	\$2,063.10	
	Brother HL-L6210DWT Laser Printer, CDW #7695134.	\$395.84	
		<b>\$2,458.94</b>	CT 25054653
Cedar Mountain Software LLC	PantrySoft Year 1 Payment for Food Pantry Software	\$4,370.00	
		<b>\$4,370.00</b>	CT 25054654
Central Coast Truck Center	Parts for Truck Driving Class	\$3,983.53	
	Labor for Truck Driving Class	\$4,555.05	
		<b>\$8,538.58</b>	CT 25054655
Citrin Cooperman Advisors LLC	Additional Hours for Intune Initiatives Ongoing Ad	\$900.00	
		<b>\$900.00</b>	CT 25054656
CWDL, CPAs	2023-2024 Allan Hancock College Joint	\$4,656.00	
	Measure I Financial and Performance Audit	\$777.00	
		<b>\$5,433.00</b>	CT 25054657
Dept of Housing and Community Development	Commercial Modular Registration Renewal	\$34.00	
	Commercial Modular Registration Renewal	\$34.00	
		<b>\$68.00</b>	CT 25054658
DGW Branded	Spencer RPET Laptop Backpack, Gray (100 w/ AHC	\$6,087.83	
	Shipping	\$381.63	
	Setup	\$203.92	
		<b>\$6,673.38</b>	CT 25054659
Ellucian Company LLC	PM Project Management	\$191.25	
	PM Project Management	\$191.25	
	PM Project Management	\$318.75	

16-36  
**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2025 to 1/31/2025  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$701.25</b>	CT 25054660
Farm Supply Company	Instructional Supplies, 9/05/24 to 5/30/25	\$103.07	
		<b>\$103.07</b>	CT 25054661
Federal Express Corp	Mailings for Acct #1104-8488	\$11.78	
		<b>\$11.78</b>	CT 25054662
Ferguson Enterprises Inc	Plumbing Supplies - 12.5.2024 - 5.30.2024	\$137.63	
	Plumbing Supplies - 12.5.2024 - 5.30.2024	\$196.31	
	Plumbing Supplies - 12.5.2024 - 5.30.2024	\$9.36	
	Plumbing Supplies - 12.5.2024 - 5.30.2024	\$43.48	
	Plumbing Supplies - 12.5.2024 - 5.30.2024	\$84.63	
	Plumbing Supplies - 12.5.2024 - 5.30.2024	\$87.85	
	Plumbing Supplies - 12.5.2024 - 5.30.2024	\$93.38	
	Plumbing Supplies - 12.5.2024 - 5.30.2024	\$256.89	
		<b>\$909.53</b>	CT 25054663
Fisher Scientific Co Llc	Supplies for the Chem labs 12-09-24 thru 05-30-25.	\$123.85	
	Supplies for the Chem labs 12-09-24 thru 05-30-25.	\$178.87	
		<b>\$302.72</b>	CT 25054664
Flinn Scientific Inc	Science Lab Supplies July 1, 2024-May 30, 2025	\$703.89	
		<b>\$703.89</b>	CT 25054665
Ruth Florence	supplies for May 2024 Medical Assistant Graduation	\$173.96	
		<b>\$173.96</b>	CT 25054666
Garvey Equipment Company	Rim Sprocket (MS462)	\$43.88	
	Washer (MS462)	\$13.87	
	E-Clip (MS462)	\$4.62	
	Needle Bearing (MS462)	\$48.51	
	Cylinder w/ Piston (MS462)	\$336.01	
	Cylinder Gasket (MS462)	\$5.55	
	20" Rollomatic Bar (3/8 x .050)	\$72.21	
	20" Rollomatic Bar (3/8 x .063)	\$144.42	
	Rim Sprocket (.404- 7T)	\$17.55	
	MotoMix (Case = 4 Gallons)	\$121.80	
	2 Cycle Oil- Package of 6 Units/Ultra (6.4oz x 24	\$103.10	
	Bar Oil (Case = 4 Gallons/Woodcutter)	\$78.30	
	Belt (TS700)	\$122.02	
	Elasto Start Assembly (MS462)	\$90.56	
	Ciller Cap (Fuel Oil- MS462)	\$88.74	
	Scrench (MS462- Flush)	\$143.21	
	STIHL 33rd 3-72/ Carbide Loop (3/8 x.050 x 72DL),	\$1,405.92	
		<b>\$2,840.27</b>	CT 25054667
Ana Gomez De Torres	2023 Cal OER online Conference Reimbursement	\$25.00	
		<b>\$25.00</b>	CT 25054668
Grainger Inc.	Maintenance Supplies 10/01/2024 thru 5/30/2025	\$42.40	
	Maintenance Supplies 10/01/2024 thru 5/30/2025	\$155.71	
	Maintenance Supplies 10/01/2024 thru 5/30/2025	\$266.44	

16-37  
**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2025 to 1/31/2025  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$464.55</b>	CT 25054669
Greenvale Tree Co	Eucalyptus Tree Maintenance and Clean-up at Bldg.	\$1,875.00	
		<b>\$1,875.00</b>	CT 25054670
H&E Equipment Services Inc	Light Tower Manual Solar LED Towers:	\$3,262.50	
	Environment Fee Rental	\$81.56	
	Property Tax Recovery Fee	\$24.47	
	Light Tower Manual Solar LED Towers Rental	\$3,262.50	
	Delivery Charge	\$163.13	
	Environmental - Rental	\$81.56	
	Property Tax Recovery Fee	\$22.50	
		<b>\$6,898.22</b>	CT 25054671
Lubna Haddad	agreement dated 12.17.24	\$20,000.00	
		<b>\$20,000.00</b>	CT 25054672
Hardy Diagnostics	Biology Lab Supplies: 07-01-24 thru 05-31-25	\$4.22	
		<b>\$4.22</b>	CT 25054673
HigherEdJobs	Subscription Renewal Job Postings- Invoice #582603	\$5,495.00	
		<b>\$5,495.00</b>	CT 25054674
Hodges Automotive	Smog Testing for Public Safety Training vehicles,	\$59.75	
	Smog Testing for Public Safety Training vehicles,	\$59.75	
	Smog Testing for Public Safety Training vehicles,	\$59.75	
	Smog Testing for Public Safety Training vehicles,	\$59.75	
	Smog Testing for Public Safety Training vehicles,	\$59.75	
	Smog Testing for Public Safety Training vehicles,	\$59.75	
	Smog Testing for Public Safety Training vehicles,	\$59.75	
	Smog Testing for Public Safety Training vehicles,	\$59.75	
	Smog Testing for Public Safety Training vehicles,	\$59.75	
	Smog Testing for Public Safety Training vehicles,	\$79.20	
		<b>\$616.95</b>	CT 25054675
J B Dewar	Fuel for AHC Community Ed. Truck Driving Class	\$1,604.05	
		<b>\$1,604.05</b>	CT 25054676
Job Advertising	Job Advertising Services Invoice #12093527	\$2,723.00	
		<b>\$2,723.00</b>	CT 25054677
Norm Katz	Pre-Employment Psychological Screening	\$600.00	
		<b>\$600.00</b>	CT 25054678
Knowledge Computers Inc	Repair of Cisco 1941 K9 Router and shipping fees.	\$60.00	
		<b>\$60.00</b>	CT 25054679
Kone Inc	Service on Passenger Elevator #20218488 at LVC	\$407.04	
		<b>\$407.04</b>	CT 25054680
Lompoc Unified School District	Student Transportation Cabrillo High School	\$243.08	
		<b>\$243.08</b>	CT 25054681
Lowes	Instructional Supplies, 8/21/24 - 5/31/25.	\$75.14	



16-38  
**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2025 to 1/31/2025  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$75.14</b>	CT 25054682
Lynn Music	Instrument Repair: Buffet, Oboe, sn 2833. Regulate MCW, Oboe, sn 1403. Regulate, level, adjust.	\$80.00 \$80.00	
		<b>\$160.00</b>	CT 25054683
Charles Martinez	02-766415 STALE DATED CHECK 5.13.17	\$182.10	
		<b>\$182.10</b>	CT 25054684
McDougal Boehmer Foley Lyon Mitchell	Professional Legal Services thru 11-30-24  Professional Legal Services thru 11-30-24	\$116.00  \$1,044.00	
		<b>\$1,160.00</b>	CT 25054685
McKesson Medical Surgical Inc	Aminofen #853624 Medi-mucus #1153477 Tongue Depressor Sterile 6 inch Lancet 25g x 1.4mm Single Cotton Tip Applicator Sterile Sodium Chloride 30ML Multiple dose Safetyglide Syringe TB 27g x 1/2"	\$35.36 \$47.05 \$9.85 \$65.06 \$17.57 \$60.67 \$153.34	
		<b>\$388.90</b>	CT 25054686
Paul Meddings	Reimbursement for Safety Shoes, 1/09/25.	\$117.63	
		<b>\$117.63</b>	CT 25054687
Mission Linen Supply	Kitchen linen service for Culinary Arts Laundry Services for Automotive Collision Repair:	\$38.60 \$21.13	
		<b>\$59.73</b>	CT 25054688
Moorpark College	Cost-reimbursement Subaward Agreement for	\$7,224.99	
		<b>\$7,224.99</b>	CT 25054689
Morris Pi Group	Police Background Fees, Invoice #125.	\$2,000.00	
		<b>\$2,000.00</b>	CT 25054690
ODP Business Solutions LLC	Operational Supplies: 7/12/24 - 5/30/25 Operational Supplies: 7/12/24 - 5/30/25 Operational Supplies: 7/12/24 - 5/30/25 Operational supplies: 12/13/24 - 5/30/25. Center Operational Supplies: 1/02/25 - 5/30/25 Center Operational Supplies: 1/02/25 - 5/30/25 Center Operational Supplies: 1/02/25 - 5/30/25 Operational supplies: 12/13/24 - 5/30/25. Office Supplies for General & Noncredit Counseling Office Supplies for General & Noncredit Counseling Office Supplies for General & Noncredit Counseling LE PROGRAM OFFICE SUPPLIES: 07/02/24 - 05/30/25 LE PROGRAM OFFICE SUPPLIES: 07/02/24 - 05/30/25 Instructional Supplies: 07-02-24 TO 05-30-25 INSTRUCTIONAL SUPPLIES 07-02-24 TO 05-30-25 Operational Supplies: 7/12/24 - 5/30/25 Office/Operational Supplies,	\$27.29 \$39.37 \$131.46 \$21.68 \$40.46 \$49.47 \$631.12 \$482.70 \$1,221.99 \$29.68 \$68.18 \$87.38 \$65.24 \$387.99 \$66.42 \$72.41 \$15.36	

16-39  
**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2025 to 1/31/2025  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$3,438.20</b>	CT 25054691
Old Town Shirt Factory	Sport Tek- Colorblock Raglan Anorak	\$38.09	
	Port Authority- Short sleeve SuperPro React Twill	\$33.40	
		<b>\$71.49</b>	CT 25054692
Kenneth Perez	EDUC 561, 573 & 587 FALL 2024	\$1,252.00	
		<b>\$1,252.00</b>	CT 25054693
Portable Johns, Inc.	Rental-Servicing Portable Toilets and Hand Washing	\$747.77	
		<b>\$747.77</b>	CT 25054694
Prestosports Inc	PrestoWeb - Pro Themes 2.0 (2025)	\$4,184.00	
		<b>\$4,184.00</b>	CT 25054695
Quinn Company	500 Gallon Water Trailer rental	\$326.25	
	Environmental Rec Fee	\$8.16	
		<b>\$334.41</b>	CT 25054696
Bailey Riedel	CALSTRS EXCESS REF FY2022/2023 RI A	\$41.65	
		<b>\$41.65</b>	CT 25054697
Rotary Club Of Lompoc	SILVER SPONSORSHIP - LOMPOC ROTARY WINE TASTING	\$1,000.00	
		<b>\$1,000.00</b>	CT 25054698
Safety-Kleen Systems, Inc	30G Parts Washer (LG) Aqueous #21126694	\$273.43	
	30G Parts Washer (LG) Aqueous #21126466	\$273.44	
	Gastec Aqueous PW Sample Tube #8863	\$13.05	
	Chemistry Fee #100005	\$51.95	
	Recovery Fee #100030	\$75.60	
	E-Manifest Fee #100065	\$27.00	
		<b>\$714.47</b>	CT 25054699
Santa Barbara Co Elec Training Trust	Electrical Apprenticeship Program- Fall 2024	\$16,039.80	
		<b>\$16,039.80</b>	CT 25054700
Santa Maria Country Club	Facility Rental Agreement: Golf Team Spring 2025	\$1,500.00	
		<b>\$1,500.00</b>	CT 25054701
Santa Maria Ford Inc	LABOR TO REPAIR 2017 FORD EXPLORER VIN #9213.	\$998.45	
	PARTS FL500S FILTER ASY-OIL, 5W30 OIL, CYFS12YT4X	\$390.27	
	HAZARD MATERIAL CHARGE	\$2.84	
	RESTOCKING FEE	\$36.18	
	LABOR TO REPAIR 2017 FORD EXPLORER VIN #9206.	\$848.95	
	PARTS- CYFS12T4X SPARK PLUG	\$419.43	
	HAZARD FEE	\$2.84	
		<b>\$2,698.96</b>	CT 25054702
Santa Maria Sun LLC	Digital Companion Ad	\$45.00	
		<b>\$45.00</b>	CT 25054703
Sesac LLC	License Agreement for Non-Dramatic Performance	\$614.37	
		<b>\$614.37</b>	CT 25054704

## Allan Hancock College

## Warrant Register

Check Dates from 1/1/2025 to 1/31/2025

Bank Code: CT

Vendor Name	Description	Amount	Warrant
SiteOne Landscape Supply, LLC	Turface Pro League Elite Red Infield conditioner,	\$2,862.39	
	Turface pro league Elite Red infield conditioner	\$835.22	
		<b>\$3,697.61</b>	CT 25054705
SLO Safe Ride	Student Transportation UC Santa Barbara	\$2,200.00	
	Fuel Surcharge	\$15.34	
		<b>\$2,215.34</b>	CT 25054706
Sms Designs	Embroidery on Customers Supplied Garment	\$146.81	
		<b>\$146.81</b>	CT 25054707
Alyssa Stovall	SPRING 2024 CRN 40100 RI	\$164.00	
		<b>\$164.00</b>	CT 25054708
Strata Information Group	Banner DBA & ODS Support Services per SOW13818-	\$2,475.00	
	Degree Works Consulting Support for FY 2024-2025	\$2,880.00	
		<b>\$5,355.00</b>	CT 25054709
Syn-Tech Systems Inc	Fuelmaster Limited Maintenance FMU 2500 S/N 12168,	\$550.00	
		<b>\$550.00</b>	CT 25054710
Toon Boom Animation Inc	Story Board Pro Institution Licenses	\$1,860.00	
		<b>\$1,860.00</b>	CT 25054711
United Health Care Insurance Co	RETIREE AARP INSURANCE PREMIUMS FEB 2025	\$331.25	
		<b>\$331.25</b>	CT 25054712
United Parcel Service	UPS Charges, 7-1-24 thru 6-30-25, Account	\$18.00	
		<b>\$18.00</b>	CT 25054713
Urbane Cafe	Food for Dental Assistants Meeting, 1/10/25,	\$560.05	
	Food Purchase Fall 2024 UTC Workshop: "Meet with a	\$250.67	
	Delivery Fee	\$25.00	
	Gratuity	\$30.00	
	Food Purchase for UTC Spring Planning Meeting	\$166.12	
	Delivery Fee	\$25.00	
	Gratuity	\$20.00	
		<b>\$1,076.84</b>	CT 25054714
Varsity Spirit Fashions & Supplies LLC	AHC Dance Costumes for Spring 2025	\$6,072.55	
		<b>\$6,072.55</b>	CT 25054715
Nancy Bonilla	Manual Refund Submitted	\$75.00	
		<b>\$75.00</b>	CT 25054716
Carlos Cortes	Manual Refund Submitted	\$500.00	
		<b>\$500.00</b>	CT 25054717
Ellen Dorwin	Manual Refund Submitted	\$75.00	
		<b>\$75.00</b>	CT 25054718
Samuel Lino	Manual Refund Submitted	\$414.00	

16-41  
**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2025 to 1/31/2025  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$414.00</b>	CT 25054719
Ismael Lopez Camarillo	Manual Refund Submitted	\$185.00	
		<b>\$185.00</b>	CT 25054720
Eylin Lugo Velandia	Manual Refund Submitted	\$500.00	
		<b>\$500.00</b>	CT 25054721
Angela Mendez	Manual Refund Submitted	\$500.00	
		<b>\$500.00</b>	CT 25054722
Yerixa Montero Chora	Manual Refund Submitted	\$925.00	
		<b>\$925.00</b>	CT 25054723
Christian Novoa	Manual Refund Submitted	\$28.00	
		<b>\$28.00</b>	CT 25054724
Jose Perez Valadez	Manual Refund Submitted	\$36.46	
		<b>\$36.46</b>	CT 25054725
Gladys Santiago-Mendoza	Manual Refund Submitted	\$1,825.00	
		<b>\$1,825.00</b>	CT 25054726
Kristof Servin	Manual Refund Submitted	\$1,472.00	
		<b>\$1,472.00</b>	CT 25054727
Camille Williams	Manual Refund Submitted	\$150.00	
		<b>\$150.00</b>	CT 25054728
Dayanara Lagunas	EMERGENCY REPLACEMENT FOR BM FUNDS	\$1,222.00	
		<b>\$1,222.00</b>	CT 25054729
4imprint Inc.	Serged Closed-Back Table Throw - 6', Item #2212.	\$701.45	
		<b>\$701.45</b>	CT 25054730
Gregory Byard	REIMBURSE REG PREPAY 3.25-30.25	\$360.00	
		<b>\$360.00</b>	CT 25054731
CA Dept Of Tax And Fee Administration	2024 SALES-USE TAX PAYMENT	(\$0.35)	
	2024 SALES-USE TAX PAYMENT	\$22,512.23	
	2024 SALES-USE TAX PAYMENT	\$10,122.12	
		<b>\$32,634.00</b>	CT 25054732
City of Lompoc	Commercial Light Electric 7.1.2024 - 6.30.2025	\$25,105.48	
		<b>\$25,105.48</b>	CT 25054733
City Of Santa Maria	Water Services and Disposal Site Fees- Utilities,	\$2,852.44	
	Water Services and Disposal Site Fees- Community	\$669.09	
	Water Services and Disposal Site Fees- Utilities,	\$3,462.03	
	Water Services and Disposal Site Fees- Community	\$812.08	
	Water Services and Disposal Site Fees- Utilities,	\$3,705.23	
	Water Services and Disposal Site Fees- Community	\$869.13	
	Water Services and Disposal Site Fees- Utilities,	\$3,998.52	
	Water Services and Disposal Site Fees- Community	\$937.92	
	Water Services and Disposal Site Fees- Utilities,	\$108.79	
	Water Services and Disposal Site Fees- Community	\$25.52	

## Allan Hancock College

## Warrant Register

Check Dates from 1/1/2025 to 1/31/2025

Bank Code: CT

Vendor Name	Description	Amount	Warrant
City Of Santa Maria	Water Services and Disposal Site Fees- Utilities,	\$125.31	
	Water Services and Disposal Site Fees- Community	\$29.39	
	Water Services and Disposal Site Fees- Utilities,	\$285.57	
	Water Services and Disposal Site Fees- Community	\$66.99	
	Water Services and Disposal Site Fees- Utilities,	\$308.83	
	Water Services and Disposal Site Fees- Community	\$72.44	
	Water Services and Disposal Site Fees- Utilities,	\$629.43	
	Water Services and Disposal Site Fees- Community	\$147.64	
	Water Services and Disposal Site Fees- Utilities,	\$1,038.43	
	Water Services and Disposal Site Fees- Community	\$243.58	
	Water Services and Disposal Site Fees- Utilities,	\$1,369.01	
	Water Services and Disposal Site Fees- Community	\$321.12	
	Water Services and Disposal Site Fees- Utilities,	\$1,459.52	
	Water Services and Disposal Site Fees- Community	\$342.36	
		<b>\$23,880.37</b>	CT 25054734
Columbia Business Center Partners Lp	Monthly utilities expenses for 2024-2025	\$7,731.70	
	Monthly utilities expenses for 2024-2025	\$7,357.41	
	<b>\$15,089.11</b>	CT 25054735	
Alejandra Enciso	Open Mileage 1.21.25	\$14.42	
		<b>\$14.42</b>	CT 25054736
Enterprise Rent-A-Car	Garcia, Monica 1.11-15.25	\$0.00	
	Garcia, Monica 1.11-15.25	\$178.15	
	<b>\$178.15</b>	CT 25054737	
Monica Garcia	CAPPO 25 Conf. Sacramento, CA	\$47.38	
	CAPPO 25 Conf. Sacramento, CA	\$296.40	
	<b>\$343.78</b>	CT 25054738	
Suzanne Lew	Open Mileage 1.21.25	\$13.02	
		<b>\$13.02</b>	CT 25054739
Kenneth Ostini	Open Mileage 1.16,17,21.25	\$126.42	
		<b>\$126.42</b>	CT 25054740
Greg Pensa	Open Mileage 1.16,21.25	\$100.24	
		<b>\$100.24</b>	CT 25054741
Kathleen Perez Santos	I2504865 RI WA # 25053195 Open Mileage 10.1,3,24	\$44.35	
		<b>\$44.35</b>	CT 25054742
Kara Pizano	CAPPO Annual Conf Sacramento, CA	\$366.99	
		<b>\$366.99</b>	CT 25054743
Salt Lake Marriott Downtown	CONF 72415928 BYARD,GREGORY 3.26-30	\$1,153.57	
		<b>\$1,153.57</b>	CT 25054744
Sheraton Grand Sacramento Hotel	CONF 83839778 2.24-25 LAMICA,THOMAS	\$318.34	
		<b>\$318.34</b>	CT 25054745
Ora Shrecengost	Open Mileage 1.21.25	\$5.74	

## Allan Hancock College

## Warrant Register

Check Dates from 1/1/2025 to 1/31/2025

Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$5.74</b>	CT 25054746
Kacie Wills	MLA Conf. New Orleans, LA	\$2,359.09	
	MLA Conf. New Orleans, LA	\$105.00	
		<b>\$2,464.09</b>	CT 25054747
4imprint Inc.	16" Beach Ball- Rainbow, Item #114648-RB,	\$389.33	
	Freight Charges	\$166.02	
	Shed Rain Super Mini Umbrella- Rainbow- 42" Arc,	\$1,709.55	
	Rainbow Drawstring Sportpack- 18" x 14",	\$763.43	
	Freight Charge	\$40.17	
	Freight Charges	\$31.84	
		<b>\$3,100.34</b>	CT 25054748
AHC - District Trust Fund	payroll deduction dated 01.30.25 managment assoc	\$220.00	
		<b>\$220.00</b>	CT 25054749
AHC Foundation	payroll deduction dated 01.30.28	\$2,975.96	
		<b>\$2,975.96</b>	CT 25054750
All American Screen Printing Inc	Embroidery: Black Hats. Invoice #0001390.	\$369.75	
		<b>\$369.75</b>	CT 25054751
Amazon	Instructional Supplies 7/01/24-5/30/25	\$68.45	
	Instructional Supplies 7/01/24-5/30/25	\$211.67	
	Instructional Supplies for Fire Academy,	\$58.32	
	Instructional Supplies for Fire Academy,	\$81.55	
	Instructional Supplies, 9/23/2024 - 5/30/2025	\$86.48	
	BOOKS FOR LIBRARY	\$209.08	
	Instructional Supplies for the EMS Academy,	\$41.30	
	instructional Supplies 11/01/24 - 5/30/25	\$29.12	
	instructional Supplies 11/01/24 - 5/30/25	\$141.04	
	Ever Ready First Aid Adult and Infant CPR Mask	\$2,354.30	
	Graco FieldLazer S100 - Walk-Behind Airless Field	\$4,348.91	
	Art Instructional Supplies, 1/17/2024 - 5/30/2025	\$61.74	
	LE INSTRUCTIONAL SUPPLIES: 07-02-24 TO 05-30-25	\$2,204.68	
	Instructional Supplies 7/01/24-5/30/25	\$77.04	
	Physics Instructional Supplies: 8/05/24 - 5/30/25	\$118.68	
	Physics Instructional Supplies: 8/05/24 - 5/30/25	\$130.47	
	OFFICE/OPERATIONAL SUPPLIES, 7/01/24 - 5/31/25	\$108.32	
	MEDICAL SUPPLIES, 7/01/24 - 5/30/25	\$248.18	
	LVC Library Books: 8.09.24 - 5.31.25	\$157.06	
	Instructional Supplies for Fire Academy,	\$312.00	
	Operational Supplies - Maintenance, 10/03/24 -	\$33.69	
	Instructional Supplies for Paramedic Academy	\$543.65	
	Instructional Supplies:	\$31.31	
	Instructional Supplies:	\$58.26	
	Operational-Office Supplies 12-10-25 to 05-30-25	\$75.05	
	Operational Supplies: 12/16/24 - 5/30/25	\$861.95	
	Operational Supplies: 12/16/24 - 5/30/25	\$326.00	
	Operational Supplies: 12/16/24 - 5/30/25	\$206.60	
	Vacumetrics Snuffer Foam Padded Nose Clip	\$75.59	

16-44  
**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2025 to 1/31/2025  
Bank Code: CT

<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Warrant</b>
Amazon	Alcohol Prep Pad Sterile	\$47.99	
		<b>\$13,308.48</b>	CT 25054752
American Business Machines	Wide Format Supplies, Staples	\$1,519.67	
		<b>\$1,519.67</b>	CT 25054753
American Fidelity Assurance Co	employee premiums voluntary plans payroll 01.31.25	\$38,574.44	
		<b>\$38,574.44</b>	CT 25054754
	employee premiums flex spend payroll 01.31.25	\$13,297.63	
		<b>\$13,297.63</b>	CT 25054755
	employee premiums HSA Payroll register 01.31.25	\$8,871.00	
		<b>\$8,871.00</b>	CT 25054756
American Star Tours, Inc.	Bus Service - Men & Womens Basketball - 1.8.2025	\$1,940.00	
	Bus Service - Womens Basketball - 1.15.2025	\$2,725.00	
	Bus Service - Mens basketball - 1.15.2025	\$2,420.00	
	Bus Service - AHC Baseball - 1.17.2025	\$3,965.00	
	Bus Service - AHC Men & Womens Basketball	\$2,310.00	
	Bus Service - AHC Men & Womens B-ball -1.25.2025	\$1,820.00	
	Bus Service - AHC Baseball - 1.24.2025	\$3,880.00	
		<b>\$19,060.00</b>	CT 25054757
Shane Anderson	Reimbursement for Instructional Supplies for	\$358.58	
		<b>\$358.58</b>	CT 25054758
Aquapulse Chemicals	Hydrochloric Acid 15% pH ADJ - Invoice #2411005670	\$302.98	
	Energy/Fuel charge - Invoice #2411005670	\$22.29	
	Hydrochloric Acid 15% pH ADJ - Invoice #2412005717	\$562.67	
	Energy/Fuel charge - Invoice #2412005717	\$41.39	
	Aqua-Chlor 12.5% - Invoice #2501005787	\$1,044.00	
	Hydrochloric Acid 15% pH ADJ - Invoice #2501005787	\$649.24	
	Energy/Fuel charge - Invoice #2501005787	\$124.56	
		<b>\$2,747.13</b>	CT 25054759
Assoc CA Community College Admin	Payroll Deduction 01.30.25	\$71.01	
		<b>\$71.01</b>	CT 25054760
Atlas Copco Compressors LLC	Inspect and repair Travini pump #1 per Reference	\$2,098.00	
		<b>\$2,098.00</b>	CT 25054761
Aztec Software, LLC	Aztec's Bridge Series, Product #10001.	\$9,450.00	
	Aztec's GED Prep Solution- Spanish Product #21001.	\$4,975.00	
	Kaplan GED Prep Solution, Product #20011.	\$14,250.00	
		<b>\$28,675.00</b>	CT 25054762
B&H Photo Video	Dell 27 Monitor - Part #: DEP2725H	\$1,136.20	
	E-Waste Fee	\$30.00	
		<b>\$1,166.20</b>	CT 25054763
Berchtold Equipment Company	Equipment parts for repair per invoice P21363	\$703.90	

16-45  
**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2025 to 1/31/2025  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$703.90</b>	CT 25054764
Bremer Auto Parts	Operational Supplies for Fire Academy	\$188.63	
	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	\$39.26	
	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	\$48.75	
	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	\$84.48	
	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	\$270.94	
	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	\$397.26	
	Supplies/parts for LE vehicles: 7/02/24 - 5/30/25.	\$554.91	
		<b>\$1,584.23</b>	CT 25054765
C.S.E.A. Chapter 251 Dues - AHC	Payroll Deduction 01.30.25	\$482.50	
		<b>\$482.50</b>	CT 25054766
C.S.E.A. Victory Club	Payroll Deduction 01.30.25	\$163.00	
		<b>\$163.00</b>	CT 25054767
CA School Employees Association	PAYROLL DEDUCTION 01.30.25 & 06.10.24	\$8,915.25	
		<b>\$8,915.25</b>	CT 25054768
Ca Schools Dental Coalition	Dental insurance Premiums Feb 2025	\$65,927.00	
		<b>\$65,927.00</b>	CT 25054769
Cabrillo Community College District	Cost-Reimbursement Subaward Agreement for	\$6,506.25	
	Cost-Reimbursement Subaward Agreement for	\$4,239.92	
		<b>\$10,746.17</b>	CT 25054770
Cal-Coast Machinery, Inc.	Fuel Filter for John Deere equipment for Grounds	\$37.41	
	Oil Pressure Switch	\$21.98	
		<b>\$59.39</b>	CT 25054771
CalPERS 457 Plan	Payroll Deduction 01.30.25	\$6,220.00	
		<b>\$6,220.00</b>	CT 25054772
Card Integrators	YMCKO Premium Ribbon, Quote #Q-16242-1	\$978.75	
	PVC Ultra, 30 mil	\$326.25	
	Print services for custom products	\$978.75	
	Shipping	\$37.00	
		<b>\$2,320.75</b>	CT 25054773
Carolina Biological	Biology Labs Supplies: 07-01-24 thru 05-31-25	\$16.74	
		<b>\$16.74</b>	CT 25054774
CASA of Santa Barbara County	CASA 2025 GALA SPONSORSHIP	\$2,500.00	
		<b>\$2,500.00</b>	CT 25054775
CDW Government Inc	Fiber Break Tester	\$219.89	
	Fluke 115 Multimeter - CDW Part #: 1058110	\$235.60	
		<b>\$455.49</b>	CT 25054776
Centro de Latino Services	Fingerprinting for Spring 2025 CNA Students.	\$782.00	
		<b>\$782.00</b>	CT 25054777



16-46  
**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2025 to 1/31/2025  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
City Of Santa Maria	Disposal Site Landfill Fees,	\$377.84	
		<b>\$377.84</b>	CT 25054778
Department Of State Hospitals	Instructional Services Agreement 24-71003-000	(\$33,066.00)	
	Instructional Services Agreement 24-71003-000	\$75,667.50	
		<b>\$42,601.50</b>	CT 25054779
Earth Systems Pacific	Structural Masonry Inspection	\$310.00	
	Project Management, Special Inspection Report	\$1,200.00	
	Provide on-site soil and material special	\$150.00	
	Provide on-site soil and material special	\$8,440.00	
		<b>\$10,100.00</b>	CT 25054780
EKC Enterprises Inc	IPCP Pro 350 xi w/LinkLicense	\$2,121.08	
	TLP Pro 725T - Black	\$1,458.23	
	XTP PI 115-XTP Power Injector	\$201.74	
	IN1606	\$1,636.90	
	XPA 1002 Amplifier	\$403.46	
	AAP 102 - Black	\$75.17	
	SMB 112 Two-Gang - Black	\$152.68	
	2 USB3.2 AF-BF on 10" Pgtls, B	\$59.94	
	(1) USB-C Female to Male on Pigtail - Black	\$57.64	
	HDMI Ultra/3-3' (90 cm)	\$103.74	
	HDMI Ultra/6-6 (1.8 m)	\$99.13	
	STP22/1000-1000' (305 m)	\$265.13	
	USBC-HDMI F-F on Pigtail - Black	\$126.80	
	IPCP Pro 350 xi w/LinkLicense	\$2,121.08	
	TLP Pro 725T - Black	\$1,458.23	
	XTP PI 115-XTP Power Injector	\$201.74	
	IN1606	\$1,636.90	
	XPA 1002 Amplifier	\$403.46	
	AAP 102 - Black	\$75.17	
	SMB 112 Two-Gang - Black	\$152.68	
	2 USB3.2 AF-BF on 10" Pgtls, B	\$59.94	
	(1) USB-C Female to Male on Pigtail - Black	\$57.64	
	HDMI Ultra/3-3' (90 cm)	\$103.74	
	HDMI Ultra/6-6 (1.8 m)	\$99.13	
	UPB 125 - White	\$172.91	
		<b>\$13,304.26</b>	CT 25054781
Envoy Plan Services Inc.	Payroll Deduction 01.30.25	\$138,720.75	
		<b>\$138,720.75</b>	CT 25054782
FACCC Fac Assoc CA Comm Colleges	Payroll Deduction 01.30.25	\$239.00	
		<b>\$239.00</b>	CT 25054783
Faculty Association of AHCC	Payroll Deduction 01.30.25	\$9,851.69	
		<b>\$9,851.69</b>	CT 25054784
Farm Supply Company	Instructional Supplies, 9/05/24 to 5/30/25	\$65.24	
		<b>\$65.24</b>	CT 25054785
Federal Express Corp	Mailings for Acct #1104-8488	\$39.47	

16-47  
**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2025 to 1/31/2025  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$39.47</b>	CT 25054786
Fisher Scientific Co Llc	Science Lab Supplies July 1, 2024-May 30, 2025	\$275.69	
	Science Lab Supplies July 1, 2024-May 30, 2025	\$21.52	
	Science Lab Supplies July 1, 2024-May 30, 2025	\$648.83	
		<b>\$946.04</b>	CT 25054787
Flinn Scientific Inc	Science Lab Supplies July 1, 2024-May 30, 2025	\$391.07	
	Flinn Laboratories Techniques	\$632.93	
	Apron, rubberized, heavy duty	\$522.98	
	Apron, rubberized, heavy	\$530.81	
	Apron, rubberized, heavy duty	\$655.43	
	Quoted freight	\$298.04	
		<b>\$3,031.26</b>	CT 25054788
Floor Connection, Inc	Furnish and install Mats Inc MetroSteel entry gate	\$7,775.00	
		<b>\$7,775.00</b>	CT 25054789
Follett Heg - Ahc Bookstore	Book Voucher for NextUp Students, ending 6-30-25	\$133.43	
		<b>\$133.43</b>	CT 25054790
Franchise Tax Board	Payroll Deduction 01.30.25	\$981.36	
		<b>\$981.36</b>	CT 25054791
Golden State Communications Inc	XPR 5550e Mobile Radio UHF2 40W	\$2,566.50	
	450-470 1/4 Wave Antenna, Unity Brass Button	\$34.80	
	3/4" Hole NMO Style Brass Mount with 17ft Antenna	\$34.80	
	Shipping	\$40.00	
		<b>\$2,676.10</b>	CT 25054792
Donna Gonzalez	Independent contractor agreement to provide one-	\$1,400.00	
		<b>\$1,400.00</b>	CT 25054793
Christine Grelck	Reimbursement for Food for Study-a-thon, 12/10/24	\$55.05	
		<b>\$55.05</b>	CT 25054794
Weston Guerra	Reimbursement for batteries for mobility scooters,	\$456.01	
		<b>\$456.01</b>	CT 25054795
Silvia Gutierrez	Reimbursement for food for Spring 2025 Tutor	\$37.95	
		<b>\$37.95</b>	CT 25054796
Lubna Haddad	reissue stale date payroll warrant #02-757797	\$204.05	
		<b>\$204.05</b>	CT 25054797
Hardy Diagnostics	Biology Lab Supplies: 07-01-24 thru 05-31-25	\$40.16	
	Science Lab Supplies July 1, 2024-May 30, 2025	\$230.24	
	Science Lab Supplies July 1, 2024-May 30, 2025	\$255.78	
	Swab, cotton, sterile, wood shaft	\$152.25	
	Petri dish with stacking ring, sterile, 15x100mm	\$275.13	
	Petri dish with stacking ring, sterile, 15x60mm	\$201.65	
	HardyDisk blank disk .25 inch diameter	\$107.87	
	Flip-lok vial, empty, sterile	\$158.24	
	KimWipes, low lint pop-up wipes	\$330.74	
	Biohazard bag, 24x32 inches	\$53.75	

## Allan Hancock College

## Warrant Register

Check Dates from 1/1/2025 to 1/31/2025

Bank Code: CT

Vendor Name	Description	Amount	Warrant
Hardy Diagnostics	Estimated freight	\$28.00	
		<b>\$1,833.81</b>	CT 25054798
Stanley Hart	reissue stale dated warrant #02-772047	\$725.21	
		<b>\$725.21</b>	CT 25054799
Elaine Healy	Reimbursement for food for Spring 2025 Tutor	\$122.79	
		<b>\$122.79</b>	CT 25054800
Henry Schein Inc	Tri-Wave Light Pad	\$1,957.50	
	Tri-Wave Light Probe	\$1,631.25	
		<b>\$3,588.75</b>	CT 25054801
Christopher Hite	reissue stale dated warrant #02-790020	\$86.27	
		<b>\$86.27</b>	CT 25054802
Edwin Hodges	reissue stale dated payroll warrant #02-772059	\$0.69	
		<b>\$0.69</b>	CT 25054803
Home Depot	Instructional Supplies for Fire Academy	\$47.57	
	Instructional Supplies for Fire Academy	\$86.93	
	Supplies for Bio Labs: 07/01/24 - 05/30/25	\$108.76	
		<b>\$243.26</b>	CT 25054804
John Hupp	reissue stale dated payroll warrant #02-766385	\$193.38	
		<b>\$193.38</b>	CT 25054805
Trevor Hutton	reissue stale dated payroll warrant #02-665027	\$3.57	
		<b>\$3.57</b>	CT 25054806
Instron Corporation	BLUEHILL UNIV SOFTWH TRN 2.11.25 reg	\$1,200.00	
		<b>\$1,200.00</b>	CT 25054807
Invoke Learning, Inc	Datalake - 12 months Invoke Clarity Data Platform	\$50,000.00	
		<b>\$50,000.00</b>	CT 25054808
Ips Group Inc	Monthly Secure Gateway Wireless Data Fee for Multi	\$519.66	
	Monthly Secure Gateway Wireless Data Fee for Multi	\$530.52	
	Monthly Secure Gateway Wireless Data Fee for Multi	\$530.82	
	Monthly Secure Gateway Wireless Data Fee for Multi	\$532.02	
	Monthly Secure Gateway Wireless Data Fee for Multi	\$523.32	
	Monthly Secure Gateway Wireless Data Fee for Multi	\$508.68	
		<b>\$3,145.02</b>	CT 25054809
IRS ACS Support	Payroll Deduction 01.30.25	\$101.75	
		<b>\$101.75</b>	CT 25054810
JetBrains Americas, Inc	DataGrip Commercial Annual Toolbox Subscription	\$411.00	
	DataGrip C-S.DB-Y-20C:	\$123.33	
		<b>\$534.33</b>	CT 25054811
Johnson Plastics Plus	Engraver Plastic and supplies	\$292.59	
		<b>\$292.59</b>	CT 25054812
Kelly Spicers Stores	Office Supplies - Paper, Wide Format and Bindery	\$2,973.56	
	Office Supplies - Paper, Wide Format and Bindery	\$2,038.50	
	Office Supplies - Paper, Wide Format and Bindery	\$385.80	

16-49  
**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2025 to 1/31/2025  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$5,397.86</b>	CT 25054813
Glenn Kichler	RFC Reissue 02-706323, 02-699297	\$136.56	
		<b>\$136.56</b>	CT 25054814
KSBY-TV	30-Second Ad Spring 2025 Registration	\$590.00	
		<b>\$590.00</b>	CT 25054815
Laguna Clay Company	WHITEWARE w/GROG 06 moist clay, boxed (EM347),	\$1,057.07	
	L.B. BLEND 10 moist clay, boxed (WC376)	\$386.61	
	HALF & HALF 10 moist clay, boxed (WC382)	\$435.55	
	AMADOR 10 moist clay, boxed (WC370)	\$268.07	
	B-MIX 10 moist clay, boxed (WC379)	\$303.41	
	BARIUM CARBONATE (55.14#) GERMAN (MBCAR ARBG)	\$62.84	
	COPPER CARBONATE (50#) (MCOPC ARB)	\$367.45	
	RUTILE CERAMIC, LIGHT COLOR (MRUTC ER)	\$323.91	
	SILICA 325 MESH-US SILICA, SIL-CO-SIL 53 (MSIL32 5	\$41.93	
	LAGUNA CLAY PALLETS OUT - non returnable (PO)	\$30.00	
	Shipping	\$418.06	
		<b>\$3,694.90</b>	CT 25054816
Romni Lehman-Moreno	RFC Reissue 02-807115	\$6.11	
		<b>\$6.11</b>	CT 25054817
Birgit Leleu	Reimbursement for material supplies for noncredit	\$140.42	
		<b>\$140.42</b>	CT 25054818
Liebert Cassidy Whitmore	Professional Legal Services: 7/01/24 - 6/28/25	\$843.00	
	Professional Legal Services: 7/01/24 - 6/28/25	\$1,606.50	
		<b>\$2,449.50</b>	CT 25054819
Kristen Marshall	PAYROLL DEDUCTION 01/30/2025	\$1,600.00	
		<b>\$1,600.00</b>	CT 25054820
Christopher Martinez	RFC Reissue 02-781744	\$346.05	
		<b>\$346.05</b>	CT 25054821
Essex Martinez	RFC Reissue 02-748799	\$96.45	
		<b>\$96.45</b>	CT 25054822
McDougal Boehmer Foley Lyon Mitchell	Professional Services thru 12-31-24 Invoice	\$87.00	
		<b>\$87.00</b>	CT 25054823
Christina Mcmillan	RFC Reissue 02-802271	\$185.00	
		<b>\$185.00</b>	CT 25054824
Media All Stars Inc.	6x6 Ad Santa Maria HS Winter 2024 Sports Calendar	\$1,000.00	
		<b>\$1,000.00</b>	CT 25054825
Metropolitan Life Insurance Co	INSURANCE PREMIUMS JAN 2025	\$7,112.93	
		<b>\$7,112.93</b>	CT 25054826
Mountain Mike's Pizza	Lunch Purchase for Guadalupe "Pathways to Success	\$200.97	
	Service Fee	\$5.98	

16-50  
**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2025 to 1/31/2025  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$206.95</b>	CT 25054827
Joscelynn Murdock	RFC Reissue 02-780122	\$76.87	
		<b>\$76.87</b>	CT 25054828
Nicks Telecom	LABOR, UNIT VEHICLE #4609. INVOICE #7370.	\$490.00	
	TRAVEL CHARGE	\$125.00	
	TIME OUT TIMER, 40 AMPS, 12 VOLT	\$138.11	
	UHF, 1/4 WAVE ROOF MOUNT ANTENNA	\$26.11	
	LABOR, UNIT 4602 LE VEHICLE. INVOICE #7369.	\$560.00	
	TRAVEL CHARGE	\$125.00	
	1/4 WAVE ROOF MOUNT ANTENNA MOUNT	\$59.82	
	TIME OUT TIMER, 40 AMPS, 12 VOLT	\$138.11	
		<b>\$1,662.15</b>	CT 25054829
Niles Biological	Science Lab Supplies July 1, 2024-May 30, 2025	\$68.48	
	Supplies for Biology Labs: 07-01-24 thru 05-30-25	\$34.16	
		<b>\$102.64</b>	CT 25054830
Robert Nourse	RFC Reissue 02-807180	\$3.84	
		<b>\$3.84</b>	CT 25054831
Christina Nunez	RFC Reissue 02-775707, 02-739064	\$359.50	
		<b>\$359.50</b>	CT 25054832
ODP Business Solutions LLC	Office Supplies for General & Noncredit Counseling	\$13.96	
	Instructional Supplies 7/1/2024 - 5/31/2025	\$77.77	
	Kleenex Tissues #1385335	\$70.28	
	Gel Mouse Pad #671994	\$5.00	
	Sheet Protectors #498761	\$3.65	
	Office/Operational Supplies,	\$171.59	
	Operational supplies: 12/13/24 - 5/30/25.	\$410.47	
	Supplies for DEIA Summit 1/08/25 - 5/30/25	\$18.29	
	Supplies for DEIA Summit 1/08/25 - 5/30/25	\$18.29	
	Supplies for DEIA Summit 1/08/25 - 5/30/25	\$562.94	
	Center Operational Supplies: 1/02/25 - 5/30/25	\$30.44	
	Center Operational Supplies: 1/02/25 - 5/30/25	\$39.47	
	Office supplies for IE office ending May 31, 2025	\$79.13	
	Office Supplies 7/1/24-5/30/25	\$228.19	
	Basic Needs- school supplies for students,	\$708.95	
	Office/Operational Supplies,	\$58.34	
	Office Supplies for General & Noncredit Counseling	\$29.57	
	Office Supplies for General & Noncredit Counseling	\$65.16	
	Office Supplies for General & Noncredit Counseling	\$69.48	
	Office Supplies for General & Noncredit Counseling	\$434.98	
	Office Supplies, 11/14/24 - 5/30/25	\$89.47	
	Office Supplies, 11/14/24 - 5/30/25	\$23.00	
	Office Supplies, 11/14/24 - 5/30/25	\$259.67	
	Office Supplies, 11/14/24 - 5/30/25	\$55.95	
	Office Supplies, 11/14/24 - 5/30/25	\$37.73	
	Office Supplies for General & Noncredit Counseling	\$14.13	
	2025 Office Depot Monthly Desk Pad Calendar	\$7.60	
	Sharpie Permanent Fine-Point Markers, 36 pk	\$43.37	

## Allan Hancock College

## Warrant Register

Check Dates from 1/1/2025 to 1/31/2025

Bank Code: CT

Vendor Name	Description	Amount	Warrant
ODP Business Solutions LLC	Sharpie Permanent Ultra-Fine Point Markers, 12 ct	\$9.73	
	EXPO Low-Odor Dry-Erase Markers, Chisel Tip, 12 ct	\$9.93	
	Office Supplies 07-01-24 thru 05-30-25	\$41.91	
	Office Supplies 07-01-24 thru 05-30-25	\$81.86	
		<b>\$3,770.30</b>	CT 25054833
Orcutt Union School District	Reimbursement for Concur Enroll ECS 100	\$6,000.00	
	Reimbursement for Concur Enroll PROD 301	\$9,000.00	
	Reimbursement for Concur Enroll MATH 131	\$6,000.00	
	Reimbursement for Concur Enroll HIST 101	\$9,000.00	
	Reimbursement for Concur Enroll HIST 107	\$12,000.00	
	Reimbursement for Concur Enroll ENGL 101	\$12,000.00	
		<b>\$54,000.00</b>	CT 25054834
Otto Frei	Instructor Supplies Non-Credit Jewelry Class	\$489.25	
		<b>\$489.25</b>	CT 25054835
PARS Public Agency Retirement	PAYROLL DEDUCTION 01/30/2025	\$6,452.80	
		<b>\$6,452.80</b>	CT 25054836
Part Time Faculty AHC - Member	PAYROLL DEDUCTION 01/30/2025	\$10,031.31	
		<b>\$10,031.31</b>	CT 25054837
Pat's Automotive	Smog Inspection/Repair for 11 Vehicles per	\$50.00	
	Smog Inspection/Repair for 11 Vehicles per	\$50.00	
	Smog Inspection/Repair for 11 Vehicles per	\$50.00	
	Smog Inspection/Repair for 11 Vehicles per	\$60.00	
	Smog Inspection/Repair for 11 Vehicles per	\$60.00	
	Smog Inspection/Repair for 11 Vehicles per	\$60.00	
	Smog Inspection/Repair for 11 Vehicles per	\$60.00	
	Smog Inspection/Repair for 11 Vehicles per	\$60.00	
	Smog Inspection/Repair for 11 Vehicles per	\$90.00	
	Smog Inspection/Repair for 11 Vehicles per	\$90.75	
	Smog Inspection/Repair for 11 Vehicles per	\$60.00	
		<b>\$690.75</b>	CT 25054838
Andria Perdue-Keiser	Reimbursement for food for NC Faculty PD 1-17-25	\$567.77	
		<b>\$567.77</b>	CT 25054839
Diana Perez	Cell Phone Reimbursement for Project Director,	\$300.00	
		<b>\$300.00</b>	CT 25054840
PGS Services Inc.	Fine Arts Complex Loose Stage Drapery:	\$1,440.00	
	Fine Arts Complex Loose Stage Drapery:	\$0.00	
		<b>\$1,440.00</b>	CT 25054841
Francisco Pinon	Reimbursement for 40hr HAZWOPER Training	\$210.00	
		<b>\$210.00</b>	CT 25054842
Point Of Action	Port Authority Core Soft Shell Vest, Set up	\$122.84	
		\$5.00	

16-52  
**Allan Hancock College**  
**Warrant Register**  
 Check Dates from 1/1/2025 to 1/31/2025  
 Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$127.84</b>	CT 25054843
ProCare Janitorial Supply, Inc.	Custodial Supplies, 10/01/2024 thru 5/30/2025	\$659.61	
		<b>\$659.61</b>	CT 25054844
Proforma Green Marketing	Mid-Size Perpetual Daily Planner - Grey TRIO SSS,	\$1,268.00	
		<b>\$1,268.00</b>	CT 25054845
Proquest Llc	BOOKS FOR LIBRARY	\$246.61	
	BOOKS FOR LIBRARY	\$41.61	
	BOOKS FOR LIBRARY	\$55.38	
	BOOKS FOR LIBRARY	\$32.36	
		<b>\$375.96</b>	CT 25054846
Pyramed Health Systems	Pyramed Annual Support and Enhancement	\$13,883.70	
	Pyramed Web Portal Annual Support	\$2,000.00	
	Pyramed Tele-Health Annual Support	\$1,500.00	
	Pyramed CAIR Imm Registry Bi-Directional Interface	\$1,500.00	
	Pyramed Citrix User Lcense	\$1,350.00	
		<b>\$20,233.70</b>	CT 25054847
R&M Diesel Service & Towing LLC	RM Labor for Truck Driving Class	\$393.18	
	RM Labor for Truck Driving Class	\$1,095.19	
	RM Diesel Parts for Truck Driving Class	\$579.84	
		<b>\$2,068.21</b>	CT 25054848
Lauren Rayburn	Reimbursement for instructional supplies for the	\$26.07	
		<b>\$26.07</b>	CT 25054849
Christine Reed	Reimbursement for food for Spring 2025	\$582.28	
		<b>\$582.28</b>	CT 25054850
Reliable Repairs	Labor charges for repairs done at Bldg. F per	\$320.00	
	Pressure/Level Sensor	\$104.82	
	Shipping	\$12.28	
		<b>\$437.10</b>	CT 25054851
S/P2	S/P2 Automotive Service Bundle: School Credential	\$399.00	
		<b>\$399.00</b>	CT 25054852
Santa Barbara Co Dept Of Social Svc	WRC Lease Operating Costs 7-1-24 to 2-28-25	\$915.53	
	WRC Lease Operating Costs 7-1-24 to 2-28-25	\$1,362.55	
		<b>\$2,278.08</b>	CT 25054853
Santa Barbara Co Education Office	SBCSBA ANNUAL DUES 2024-25, INVOICE #	\$350.00	
		<b>\$350.00</b>	CT 25054854
Santa Barbara County Sheriff's Office	PAYROLL DEDUCTION 01/30/2025	\$960.53	
		<b>\$960.53</b>	CT 25054855
Santa Barbara Humane Society	WILD WEST FEST 2025 PIONEER PATRON SPONSOR	\$1,000.00	

16-53  
**Allan Hancock College**  
**Warrant Register**  
Check Dates from 1/1/2025 to 1/31/2025  
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		<b>\$1,000.00</b>	CT 25054856
Santa Maria Joint Union High School District	Reimbursement for AG 150 153 154 158	\$21,000.00	
	Reimbursement for AG 190	\$6,000.00	
	Reimbursement for AT 100	\$12,000.00	
	Reimbursement for CA 124	\$9,000.00	
	Reimbursement for DANC 142	\$2,000.00	
	Reimbursement for EL 106	\$9,000.00	
	Reimbursement for HIST 101 107	\$36,000.00	
	Reimbursement for MATH 131	\$3,000.00	
	Reimbursement for MT 113 116	\$18,000.00	
	Reimbursement for POLS 103	\$9,000.00	
	Reimbursement for PROD 301	\$84,000.00	
	Bus Transportation for Career Exploration Day	\$2,313.71	
		<b>\$211,313.71</b>	CT 25054857
Santa Maria Times	One Year Digital Subscription to Lompoc Record	\$119.88	
		<b>\$119.88</b>	CT 25054858
Save Mart Supermarkets	Food Supplies for Children's Center,	\$344.66	
	Food Supplies for Children's Center,	\$350.87	
		<b>\$695.53</b>	CT 25054859
Smith Pipe & Supply Inc	Supplies for AHC Grounds Program: 10/01/24 -	\$88.63	
	Supplies for AHC Grounds Program: 10/01/24 -	\$106.71	
	Supplies for AHC Grounds Program: 10/01/24 -	\$131.65	
		<b>\$326.99</b>	CT 25054860
Sport & Cycle Team Athletics Inc	Titleist White Custom Golf Balls with	\$717.62	
	Shipping	\$38.12	
		<b>\$755.74</b>	CT 25054861
Tales From The Tavern	SPRING 2025 SERIES SPONSORSHIP AND COLOR AD,	\$2,585.00	
		<b>\$2,585.00</b>	CT 25054862
Texas Life Insurance Co.	INSURANCE PREMIUMS JAN 2025	\$14,037.01	
		<b>\$14,037.01</b>	CT 25054863
Uline Inc	Name Badge Holders 4x6", Tall, Pre-Punched, Item #	\$217.63	
	Shipping	\$19.94	
		<b>\$237.57</b>	CT 25054864
United Parcel Service	UPS Charges, 7-1-24 thru 6-30-25, Account	\$18.00	
		<b>\$18.00</b>	CT 25054865
United Way of the Central Coast	PAYROLL DEDUCTION 01/30/2025	\$30.00	
		<b>\$30.00</b>	CT 25054866
Vestis Services LLC	Towel Service for PSTC	\$51.40	
	Towel Service for PSTC	\$51.41	
		<b>\$102.81</b>	CT 25054867



16-54

Allan Hancock College

**Warrant Register**

Check Dates from 1/1/2025 to 1/31/2025

Bank Code: CT

<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Warrant</b>
Washington Music Center	Yamaha YSL-8820 Professional Xeno Series Trombone;	\$2,927.78	
		<b>\$2,927.78</b>	CT 25054868
Wex Bank	Gas Credit Card Purchases: 07-01-24 thru 6-30-25	\$72.61	
		<b>\$72.61</b>	CT 25054869

**Warrant Register**

Check Dates from 1/1/2025 to 1/31/2025  
Bank Code: CT

## Fund and Reversal Summary

**Totals By Fund:**

---

Total for General Fund 9410	\$3,711,350.67
Total for Bond Interest & Redemption Fund 9421	\$0.00
Total for Child Development Fund 9433	\$11,475.10
Total for Capital Outlay Project Fund 9441	\$402,428.66
Total for General Obligation Bond Fund 9447	\$18,230.44
Total for Dental Self-Insurance Fund 9461	\$131,854.00
Total for Self-Insurance Health Exam Fund 9462	\$0.00
Total for Self-Insurance, Property, & Liability Fund 9463	\$4,348.91
Total for Post-Employment Benefits Fund 9469	\$0.00
Total for Student Body Center Fee Trust Fund 9473	\$0.00

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT	
January-25	
ACRONYMS	
13 Stars Media	NO ACRONYM
19six Architects	Nineteen Six Architects (Formerly PMSM)
4imprint	NO ACRONYM
ACI Pro-Audio	NO ACRONYM
AD ASTRA INFO SYS	NO ACRONYM
AFPC/DPSIE	Air Force Personel Center/DPSIE
AHC-Auxiliary Corporation	Allan Hancock College - Auxiliary Corporation
AHC - Part - Time Faculty Association	Allan Hancock College - Part Time Faculty Association
AHC- District Trust Fund	Allan Hancock College- District Trust Fund
AHC Foundation	Allan Hancock College Foundation
Associated Students UCLA	Associated Students University of California Los Angeles
B&H Photo	NO ACRONYM
BC Pumps Sales and Service	Bill Caldwell Pumps Sales and Service
Bio-Rad Laboratories	NO ACRONYM
CASA of Santa Barbara County	Court Appointed Special Advocates (CASA) of Santa Barbara County
C.S.E.A. Chapter 251 Dues AHC	California School Employees Association Chapter 251 Dues Allan Hancock College
C.S.E.A. Victory Club	California School Employees Association Victory Club
Cal-Coast Machinery	NO ACRONYM
Cal - State Auto Parts	NO ACRONYM
CalPERS 457 Plan	California Public Employees' Retirement System 457 Plan
CDW Government Inc	Computer Discount Warehouse Government Inc
CWDL, CPAs	Cossolias Wilson Dominguez Leavitt CPAs
ClassCalc	NO ACRONYM
DGW Branded	Doing Good Works
DiaMedical USA	NO ACRONYM
EKC Enterprises Inc	NO ACRONYM
Ex Libris Inc	NO ACRONYM
H&E Equipment Services Inc	Head & Engquist
FACCC	Faculty Association of California Community Colleges
Faculty Association of AHCC	Faculty Association of Allan Hancock Community College
FOLLETT HEG-AHC	Follett Higher Education Group-Allan Hancock College
Global CTI Group, Inc	Global Computer Telephony Integration Group, Inc
IPS Group INC	International Parking Systems
IRS ACS Support	Internal Revenue Service Automated Collection System Support
J B Dewar	NO ACRONYM
KSBY-TV	NO ACRONYM
LG Inspection LLC	Leach Group, INC
M&M Restaurant Supply	NO ACRONYM
MAACO Auto Painting & Bodyworks	Martino Anthony A Company
Metlife Small Market	Metropolitan Life Small Market
Morris PI Group	Morris Private Investigations Group
ODP Business Solutions, LLC	Office Depot Business Solutions, LLC
OEYT	NO ACRONYM
PARS	Public Agency Retirement System
PGS Services Inc.	Paul G Stickelmaier Services Inc.
PPG Architectural Finishes	Pittsburgh Paints & Glass Architectural Finishes
Part Time Faculty AHC-Member	Part Time Faculty Allan Hancock College Member
R&M Diesel Service & Towing LLC	NO ACRONYM
S/P2	NO ACRONYM
SESAC	Society of European Stage Authors and Composers
SISC III	Self Insured Schools of California
SLO Safe Ride	San Luis Obispo Safe Ride
SMS Designs	NO ACRONYM
Splash N Dash	Splash and Dash
T-Mobile USA Inc	Telekom-Mobile USA Inc
VIRTUAL VRI	Virtual Video Remote Interpreting
VTC Enterprises	Vocational Training Center Enterprises
VWR International	Van Waters Rogers (Avantor Science)
WEX Bank	Wright Express Financial Services Corp



**CONSENT ITEM**

To: Board of Trustees	Date:  March 18, 2025
From: Superintendent/President	
Subject: Approval of Employee Personnel Actions	Item Number: 12.B.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 3

**BACKGROUND**

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

**FISCAL IMPACT**

The fiscal impact is included in the following pages.

**RECOMMENDATION**

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

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

Classified Staff - Appointments, Promotions and Transfers								
Name	Action	Assignment	Department or Division	Effective Date	Salary	Months and FTE	Reason/Comment	
1	Alvarez, Alyssa	appointment	administrative assistant II	Industrial Technology	03/10/25	24-B	11-FT	Replace Hector Barahona
2	Avila, Dana	promotion	coordinator, community education	Community Education	03/19/25	33-D	12-FT	Replace Ashleigh Valero
3	Mendez, Francisco	appointment	equipment technician	Athletics	03/19/25	22-B	12-FT	Replace Jared Weiss
4	Pineda, Erwin	appointment	automotive mechanic	Facilities	03/19/25	27-A	12-FT	Replace Patrick Simeneau
5	Stanely, Chloe	appointment	community education specialist	Community Education	03/19/25	24-B	12-FT	Replace Martha Moreno
6	<b>Camacho, Julio</b>	<b>appointment</b>	<b>custodian I</b>	<b>Facilities</b>	<b>03/19/25</b>	<b>15-A</b>	<b>12-FT</b>	<b>Replace Michael Roberson</b>
7	<b>Melendrez, David</b>	<b>promotion</b>	<b>JISSP student success outreach/retention specialist</b>	<b>JISSP EOPS+</b>	<b>03/19/25</b>	<b>26-A</b>	<b>12-FT</b>	<b>New position</b>
8	<b>Smith, Julius</b>	<b>appointment</b>	<b>custodian I</b>	<b>Facilities</b>	<b>03/19/25</b>	<b>15-B</b>	<b>12-FT</b>	<b>Replace Jose Medina</b>
Fiscal Impact 2024-2025 Fiscal Year								
1	unrestricted general fund							\$ 30,759.00
2	unrestricted general fund							\$ 37,852.00
3	unrestricted general fund							\$ 27,565.00
4	unrestricted general fund							\$ 29,429.00
5	unrestricted general fund							\$ 21,308.00
6	<b>unrestricted general fund</b>							<b>\$ 21,318.00</b>
7	<b>Transitng Gang-Inv Youth (TGIY)</b>							<b>\$ 28,772.00</b>
8	<b>unrestricted general fund</b>							<b>\$ 22,075.00</b>

Classified Staff - Out-of-Class Assignments							
Special Note: Pursuant to Government Code 20480, effective January 1, 2018, employees may be limited to 960 hours of out-of-classification pay in a fiscal year.							
Name	Assignment	Department or Division	Effective Dates	From	To	Reason/Comment	
1	Hashim, Scott	transportation & equipment lead technician	Facilities	03/02/25-06/30/25	25-F	25-F, plus 5 percent	Performing duties outside of the job description
2	Thon, Jeff	maintenance specialist-carpenter	Facilities	07/01/24-06/30/25	25-F	25-F, plus 5 percent	Performing duties outside of the job description
3	Weekly, Jacob	HVAC mechanic	Facilities	02/03/25-06/30/25	25-D	25-D, plus 5 percent	Performing duties outside of the job description
4	<b>Whitham, David</b>	<b>director, Public Safety Training</b>	<b>Public Safety</b>	<b>01/01/25-06/30/25</b>	<b>13-F (SS#30)</b>	<b>13-F, plus 5 percent</b>	<b>Performing duties outside of the job description</b>
Fiscal Impact 2024-2025 Fiscal Year							
1	unrestricted general fund						\$ 1,209.00
2	unrestricted general fund						\$ 3,627.00
3	unrestricted general fund						\$ 1,371.00
4	<b>unrestricted general fund</b>						<b>\$ 5,997.10</b>

Short-Term/On-Call, Substitutes, Professional Experts						
Special Note: The college hires short-term/on-call employees, substitutes, and professional experts exempt from classified service per Education Code Section 88003. The following appointments are contingent upon availability of funding and the ending date could change based on district need.						
<b>** Important Notice: New employees are not to begin working until clearance has been confirmed from the Human Resources office.</b>						
Name	Action	Position Title	Dates	Hourly	Duties/Responsibilities	
1	Honer, James	short-term	instructional aide VI	03/19/25-06/30/25	\$ 36.00	EMS, Fire, Law Enforcement Programs
2	Lopez, Cynthia	substitute	EOPS office services technician I	01/01/25-02/28/25	\$ 21.18	During the recruitment of a permanent position

Short-Term/On-Call, Substitutes, Professional Experts (continued)						
3	Moody, James	short-term	instructional aide IV	03/19/25-06/30/25	\$ 23.54	EMS, Fire, Law Enforcement Programs
4	Morales, Claudia	substitute	library services technician	03/08/25-06/30/25	\$ 25.75	During the recruitment of a permanent position
5	Ventura, Aaron	short-term	instructional aide IV	01/22/25-06/30/25	\$ 23.54	EMS, Fire, Law Enforcement Programs
6	Villanueva, Abraham	substitute	campus security officer	03/01/25-06/30/25	\$ 24.00	On-call substitute for vacation, sick leave, or vacancy

Coaching Appointments and Stipends					
Special Note: The college reserves the right to cancel any coaching appointment or to reassign the area of service.					
Name	Assignment	Sport	Effective Dates	Stipend	
1 Baro, Maisen	assistant coach	men's soccer	03/01/25-05/31/25	\$	4,000.00
2 Cross, Donald	assistant coach	football	04/01/25-08/01/25	\$	5,000.00
3 Parker, Joseph	assistant coach	football	04/01/25-06/01-25	\$	3,000.00
Fiscal Impact 2024-2025 Fiscal Year					
unrestricted general fund				\$	12,000.00

To: Board of Trustees	Date:
From: Superintendent/President	March 18, 2025
Subject: Approval of Part-time Faculty Appointments, Regular Faculty Overload Assignments and Special Assignments/Stipends	Item Number: 12.C.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 10

**BACKGROUND**

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

**FISCAL IMPACT**

Budgeted for the 2024-2025 fiscal year.

**RECOMMENDATION**

Staff recommends 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:
--	--------------------

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

<b>INSTRUCTOR</b>	<b>CRN</b>	<b>COURSE</b>	<b>COURSE NAME</b>	<b>FTE</b>
		<b>COUNSELING</b>		
Tuan, Juanita	Assigned	COUN	Counseling EOPS Program	.060
		<b>DANCE</b>		
Solorio, Jesus	40828	DANC 130	Jazz Dance I	.188
Solorio, Jesus	41032	DANC 109	Intercollegiate Dance Team	.049
		<b>HISTORY</b>		
Bierly, Gary	40763	HIST 105	Western Civilization Since 165	.200
		<b>MEDICAL ASSISTING</b>		
Nelson, Mary	40271	MA 355	MA Pharmacology	.001
	40734	MA 356	MA Job Success Externship	.221
		<b>MUSIC</b>		
Dechaine, Nichole	40839	MUS 170	Applied Music	.093



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

<b>INSTRUCTOR</b>	<b>CRN</b>	<b>COURSE</b>	<b>COURSE NAME</b>	<b>FTE</b>
<b>DANCE</b>				
Lozano, Marivel	42318	DANC 148	Folklorico Concert Production	.176
Segura, Monique	42318	DANC 148	Folklorico Concert Production	.022
<b>EMERGENCY MEDICAL SERVICES PARAMEDIC</b>				
Pollack, Uri	41052	EMSP 343	Paramedic Clinical Practicum	.110
Rouleau, Kati	41052	EMSP 343	Paramedic Clinical Practicum	.265
<b>FASHION</b>				
Feickert, Kabrina	40625	FASH 110	Apparel Construction 1	.368
<b>FIRE TECHNOLOGY</b>				
Asmus, Travis	40755	FT 307	Firefighter 1 Academy 1A	.324
Baker, David	40755	FT 307	Firefighter 1 Academy 1A	.214
Baldwin, Colby	40755	FT 307	Firefighter 1 Academy 1A	.221
Burch, William	40755	FT 307	Firefighter 1 Academy 1A	.426
Camacho, Jeremy	40755	FT 307	Firefighter 1 Academy 1A	.088
Collins, Brandyn	40755	FT 307	Firefighter 1 Academy 1A	.147
Crotty, John	40755	FT 307	Firefighter 1 Academy 1A	.147
Good, Kevin	40755	FT 307	Firefighter 1 Academy 1A	.309
Hart, Kevin	40755	FT 307	Firefighter 1 Academy 1A	.298
Markley, John	40755	FT 307	Firefighter 1 Academy 1A	.147
Martinez, Christopher	40755	FT 307	Firefighter 1 Academy 1A	.077
Martinez, Essex	40755	FT 307	Firefighter 1 Academy 1A	.265
McMann, Scott	40755	FT 307	Firefighter 1 Academy 1A	.059
Montejo, Vincent	40755	FT 307	Firefighter 1 Academy 1A	.206
Shay, Kevin	40755	FT 307	Firefighter 1 Academy 1A	.033
Stevens, Nicole	40755	FT 307	Firefighter 1 Academy 1A	.235
Vernon, Sherman	40755	FT 307	Firefighter 1 Academy 1A	.029
<b>GEOGRAPHY</b>				
Chaudhari, Rajni	42305	GEOG 101	Physical Geography	.200
<b>HUMAN SERVICES</b>				
Weaver, Frank	40101	HUSV 103	Basic Counseling Skills	.175
<b>LAW ENFORCEMENT</b>				
Alexander, Eric	42230	LE 330	Core Custody Academy	.050
Bianchi, Catherine	40909	LE 321	Basic Law Enforcement Academy	.057
Bianchi, Catherine	42315	LE 322	Basic Law Enforcement Academy	.029
Buck, Vincent	41110	LE 424	PC 832 Arrest and Control	.067
Burns, Jeremy	40909	LE 321	Basic Law Enforcement Academy	.132
Callahan, Kenneth	42230	LE 330	Core Custody Academy	.021
Camarena, Juan	42230	LE 330	Core Custody Academy	.033
Consorti, Nicholas	42230	LE 330	Core Custody Academy	.029
Dague, Jeannie	40909	LE 321	Basic Law Enforcement Academy	.017
Dillard, Bryan	40909	LE 321	Basic Law Enforcement Academy	.164
Dillard, Bryan	42315	LE 322	Basic Law Enforcement Academy	.033
Delgado, Matthew	40909	LE 321	Basic Law Enforcement Academy	.033
George, Kenneth	40909	LE 321	Basic Law Enforcement Academy	.125
George, Kenneth	41110	LE 424	PC 832 Arrest and Control	.050
George, Kenneth	42315	LE 322	Basic Law Enforcement Academy	.033

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

<b>INSTRUCTOR</b>	<b>CRN</b>	<b>COURSE</b>	<b>COURSE NAME</b>	<b>FTE</b>
Gotschall, Christopher	40909	LE 321	Basic Law Enforcement Academy	.033
Gotschall, Christopher	42315	LE 322	Basic Law Enforcement Academy	.033
Greene, Jeffrey	42230	LE 330	Core Custody Academy	.050
Hutton, Trevor	40909	LE 321	Basic Law Enforcement Academy	.132
Hutton, Trevor	42315	LE 322	Basic Law Enforcement Academy	.033
Martinez, Alison	40909	LE 321	Basic Law Enforcement Academy	.038
Martinez, Michael	40909	LE 321	Basic Law Enforcement Academy	.099
Perkins, Michael	40909	LE 321	Basic Law Enforcement Academy	.100
Rivera, Lisa	40909	LE 321	Basic Law Enforcement Academy	.029
Rivera, Lisa	41110	LE 424	PC 832 Arrest and Control	.037
Rivera, Lisa	42315	LE 322	Basic Law Enforcement Academy	.015
Sandu, Daniel	40909	LE 321	Basic Law Enforcement Academy	.015
Sandu, Daniel	42315	LE 322	Basic Law Enforcement Academy	.015
Smiley, Michael	40875	LE 352	Field Training Officer Update	.033
Stahnke, Adam	40875	LE 352	Field Training Officer Update	.033
Sullivan, Ryan	42230	LE 330	Core Custody Academy	.058
Valadez, David	40909	LE 321	Basic Law Enforcement Academy	.134
Valadez, David	42230	LE 330	Core Custody Academy	.033
Valle, Jesus	40909	LE 321	Basic Law Enforcement Academy	.110
Vasquez, Frank	40909	LE 321	Basic Law Enforcement Academy	.100
Wade, Ryan	40909	LE 321	Basic Law Enforcement Academy	.033
Wilson, John	40875	LE 352	Field Training Officer Update	.033
<b>MUSIC</b>				
Coelho, Jerry	40839	MUS 170	Applied Music	.105
Foreman, Karen	40839	MUS 170	Applied Music	.039
Ruyle, Chad	40839	MUS 170	Applied Music	.149
<b>THEATRE</b>				
Shelly, Joseph	40341	THEA 111	Intermediate Production Lab	.027
Shelly, Joseph	40349	THEA 306	Materials, Tools, & Tech 2	.142

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

<b>INSTRUCTOR</b>	<b>CRN</b>	<b>COURSE</b>	<b>COURSE NAME</b>	<b>FTE</b>
		<b>ADULT BASKIC SKILLS</b>		
Ford, Katherine	40563	BASK 7015	Reading and Writing Lab	.048
Henderson, Bruce	40563	BASK 7015	Reading and Writing Lab	.155
Silva, Douglas	40494	BASK 7014	Mathematics Lab	.095
Tait, Karen	40494	BASK 7014	Mathematics Lab	.162
		<b>HOME ECONOMICS</b>		
Markee, Bethany	42316	HOEC 7005	Healthy Meals in 30 Minutes	.067

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

<b>INSTRUCTOR District Funded</b>	<b>ASSIGNMENT</b>	<b>DOLLAR AMOUNT</b>
Arrowsmith, Anna	The instructor purchased food and supplies for noncredit HOEC 7036 course (2/20/25).	\$50.00
Bisson, Christine	Stipend of \$500 for academic year 2024-25 for each program review: culinology and nutrition and dietetics. Yearly planning update/core topic: curriculum design (2/3/25 - 4/30/25).	\$1,000.00
Cecena, John	Stipend of \$500 for academic year 2024-25 for fire technology program review: yearly planning update and core topic: innovative scheduling (1/15/25 - 5/30/25).	\$500.00
Davis, Natalia	Per Article 11.11. science double lecture, CHEM 120, CRN 40807 and 40808 (1/21/25 - 5/21/25).	\$2,613.89
Dillard, Bryan	To provide not-for-credit training via contract education - Long Beach Academy (2/13/25).	\$643.44
Garrett, William	To provide not-for-credit training via contract education - Long Beach Academy (2/11/25 - 2/12/25).	\$1,183.68
Grijalva, Nicholas	Stipend of \$500 for academic year 2024-25 for auto body and collision technology program review: yearly planning update and core topic: education and industry (2/3/25 - 4/30/25).	\$500.00
Kitao, Eiko	Per Article 11.11. science double lecture, GEOL 100, CRN 40047 and 41610 (1/21/25 - 5/21/25).	\$1,893.31
Lopez, Joe	To provide not-for-credit training via contract education - Long Beach Academy (2/10/25 - 2/14/25).	\$2,440.32
Lovell, Ronald	Stipend of \$500 for academic year 2024-25 for culinary arts program review: yearly planning update and core topic: innovative scheduling (2/3/25 - 4/30/25).	\$500.00
Lowery, Herod	Assisting and instructing students with the DMV exam prep and Class A driving exam (1/31/25).	\$190.42
Lowery, Herod	Assisting and instructing students with the DMV exam prep and Class A driving exam (2/7/25).	\$342.75
Magana, Jorge	To provide not-for-credit training via contract education - Long Beach Academy (2/10/25 - 2/12/25).	\$1,775.52
Magana, Jorge	To provide not-for-credit training via contract education - Long Beach Academy (2/13/25).	\$591.84

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

<b>INSTRUCTOR</b>	<b>ASSIGNMENT</b>	<b>DOLLAR AMOUNT</b>
McDonald, Jeffrey	To provide not-for-credit training via contract education - Long Beach Academy (2/14/25).	\$507.76
Mitchell, Michael	To provide not-for-credit training via contract education - Long Beach Academy (2/12/25 - 2/14/25).	\$1,523.28
Murray, Thomas	Assisting and instructing students with the DMV exam prep and Class A driving exam (12/9/24).	\$253.89
Phillips, Tracy	Per Article 11.11. science double lecture, CHEM 120, CRN 40355 and 40468 (1/21/25 - 5/21/25).	\$2,505.89
Place, Codie	Stipend of \$500 for academic year 2024-25 psychology program review: yearly planning update and core topic: curriculum design (1/21/25 - 5/21/25).	\$500.00
Roepke, Thesa	Stipend of \$500 for academic year 2024-25 for each program review: ECS and EDUC. Yearly planning update/core topic: curriculum design (2/3/25 - 4/30/25).	\$1,000.00
Sadig, Saad	Stipend of \$500 for academic year 2024-25 for each program review: architecture technology and engineering technology. Yearly planning update/core topic: enrollment and efficiency (2/3/25 - 4/30/25).	\$1,000.00
Selby, Megan	Stipend of \$500 for academic year 2024-25 for each program review: fashion and interior design. Yearly planning update and core topic: innovative scheduling (8/19/24 - 12/12/24).	\$1,000.00
Valle, Jesus	To provide not-for-credit training via contract education - driver awareness (11/27/24).	\$284.36
Valle, Jesus	To provide not-for-credit training via contract education - Long Beach Academy (2/11/25).	\$568.72

**Grant Funded**

Aguila, Raul	Professional development training for NESL faculty (1/17/25).	\$82.32
Aguilera, Virginia	Professional development training for NESL faculty (1/17/25).	\$94.08
Aleman, Florentino	Compensation for participating in a professional development training for SLO assessments for the SP grade in the ECSN/ELDV courses (1/14/25 - 2/10/25).	\$178.04
Aleman, Florentino	Professional development training for NESL faculty (1/17/25).	\$89.02
Bellrose, Joann	Provide mentoring and workplace skills support for CNA student success (2/13/25 - 4/30/25).	\$2,760.00

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

<b>INSTRUCTOR</b>	<b>ASSIGNMENT</b>	<b>DOLLAR AMOUNT</b>
Cardona, Fabiola	Compensation for participating in a professional development training for ELDN faculty gallery walk (12/6/24).	\$77.42
Colvin, Samuel	Professional development training for NESL faculty (1/17/25).	\$84.12
Conrad, Alexandria	Health care access and wellness coach designated education program grant coordinator (1/1/25 - 5/30/25).	\$12,600.00
Cox, Matthew	Compensation for participating in a professional development training for ELDN faculty gallery walk (12/6/24).	\$82.32
Cox, Matthew	Professional development training for NESL faculty (1/17/25).	\$82.32
D'Atri, Maria	Compensation for participating in a professional development curriculum development in noncredit courses, planning for developing additional CTE certificate programs (2/13/25).	\$113.70
Delgado, Alberto Ambriz	Compensation for participating in a professional development training for ELDN faculty gallery walk (12/6/24).	\$80.82
Delgado, Alberto Ambriz	Professional development training for NESL faculty (1/17/25).	\$80.82
Delker, Natalie	Professional development training for NESL faculty (1/17/25).	\$98.98
Dominguez, Aurea	Compensation for participating in a professional development training for ELDN faculty gallery walk (12/6/24).	\$94.08
Fernandez, John	Consulting work for the truck driving program (1/27/25 - 2/8/25).	\$951.80
Gabel, Mary Jo	Compensation for participating in a professional development curriculum development in noncredit courses, planning for developing additional CTE certificate programs (2/13/25).	\$117.60
Garcia, G'na	Professional development training for NESL faculty (1/17/25).	\$77.42
Garcia, Katherine	Compensation for participating in a professional development training for ELDN faculty gallery walk (12/6/24).	\$98.98
Grijalva, Nicholas	Fall 2024 SkillsUSA student advisor in the auto body technology program (11/4/24 - 12/12/24).	\$600.00
Grijalva, Nicholas	Spring 2025 SkillsUSA student advisor in the auto body technology program (1/6/25 - 4/11/25).	\$1,200.00
Gutierrez, Jaime	Compensation for participating in a professional development training for ELDN faculty gallery walk (12/6/24).	\$94.08
Hughes, Michael	Training for the embedded tutoring program through Title V (1/15/25).	\$180.00

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

<b>INSTRUCTOR</b>	<b>ASSIGNMENT</b>	<b>DOLLAR AMOUNT</b>
Jacquez, Arcelia	Compensation for participating in a professional development curriculum development in noncredit courses, planning for developing additional CTE certificate programs (2/13/25).	\$111.48
Ledezma, Jose Legaspi	Compensation for participating in a professional development training course for ELDN faculty gallery walk (12/6/24).	\$82.32
Ledezma, Jose Legaspi	professional development training for NESL faculty (1/17/25).	\$102.90
Lovell, Ronald	Fall 2024 SkillsUSA student advisor in the culinary arts program (11/4/24 - 12/12/24).	\$600.00
Lovell, Ronald	Spring 2025 SkillsUSA student advisor in the culinary arts program (1/6/25 - 4/11/25).	\$1,200.00
Manalo, Lauro	Coaching new nursing students on electronic charting health records (2/5/25 - 2/10/25).	\$600.00
Marquez, Gabriel	Fall 2024 SkillsUSA student advisor in the welding technology program (11/4/24 - 12/12/24).	\$600.00
Marquez, Gabriel	Spring 2025 SkillsUSA student advisor in the welding technology program (1/6/25 - 4/11/25).	\$1,200.00
Maxson, Shavaun	Onboarding to director of nursing position (2/27/25 - 5/30/25).	\$2,400.00
Muscio, Michael	Professional development training for NESL faculty (1/17/25)	\$82.32
Muscio, Michael	Spring 2025 innovation grant: Strategies for Supporting English Language Learners in Science Technology Engineering and Mathematics majors (1/31/25 - 2/12/25).	\$765.00
Okamoto, Maile	Professional development training for NESL faculty (1/17/25).	\$82.32
Rucker, Justin	Fall 2024 SkillsUSA student advisor in the electronics program (11/4/24 - 12/12/24).	\$600.00
Rucker, Justin	Spring 2025 SkillsUSA student advisor in the electronics program (1/6/25 - 4/11/25).	\$1,200.00
Ruiz, Melissa	Compensation for participating in a professional development training for ELDN faculty gallery walk (12/6/24).	\$84.12
Ruiz, Melissa	Professional development training for NESL faculty (1/17/25).	\$105.15
Sadig, Saad	Fall 2024 SkillsUSA student advisor in the architecture drafting and engineering program (11/4/24 - 12/12/24).	\$600.00
Sadig, Saad	Spring 2025 SkillsUSA student advisor in the architecture drafting and engineering program (1/6/25 - 4/11/25).	\$1,200.00
Sanchez, Heladia	Compensation for participating in a professional development training for ELDN faculty gallery walk (12/6/24).	\$77.42

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

<b>INSTRUCTOR</b>	<b>ASSIGNMENT</b>	<b>DOLLAR AMOUNT</b>
Sanchez, Heladia	Professional development training for NESL faculty (1/17/25).	\$77.42
Santiago, Oyuki	Compensation for participating in a professional development training for ELDN faculty gallery walk (12/6/24).	\$80.82
Santiago, Oyuki	Professional development training for NESL faculty (1/17/25).	\$40.41
Schroeder, Feride	Embedded tutoring faculty lead coordination (1/1/25 - 5/31/25).	\$2,040.00
Shaw, Michael	Spring 2025 SkillsUSA student advisor in the early childhood studies program (1/6/25 - 4/11/25).	\$1,046.40
Smith, Joan Bergstrom	Compensation for participating in a professional development training for ELDN faculty gallery walk (12/6/24).	\$95.88
Smith, Joan Bergstrom	Professional development training for NESL faculty (1/17/25).	\$95.88
Solorio, Federico	Fall 2024 SkillsUSA student advisor for the automotive technology program (11/4/24 - 12/12/24).	\$467.30
Solorio, Federico	Spring 2025 SkillsUSA student advisor for the automotive technology program (1/6/25 - 4/11/25).	\$934.60
Thomas, Heather	Fall 2024 SkillsUSA student advisor in the culinary arts program (11/4/24 - 12/12/24).	\$413.20
Thomas, Heather	Spring 2025 SkillsUSA student advisor in the culinary arts program (1/6/25 - 4/11/25).	\$826.40
Walters, Jan	Compensation for participating in a professional development training for ELDN faculty gallery walk (12/6/24).	\$95.88
Walters, Jan	Professional development training for NESL faculty (1/17/25).	\$95.88
Wolfram, Leanne	Open practice skills lab for nursing students (1/30/25 - 5/8/25).	\$1,680.00



To: Board of Trustees	Date:
From: Superintendent/President	March 18, 2025
Subject: Approval of Faculty Sabbatical Leave	Item Number: 12.D.
Institutional Goal: Accreditation Standard I	Enclosures: Page 1 of 2

### BACKGROUND

Article 13, Section 13.1.3 of the faculty agreement allows for sabbatical leaves. After careful review by the Sabbatical Leave Committee of the applications submitted, it is recommended that the following faculty members be granted sabbatical leave for fall 2025 and spring 2026. A brief overview of each sabbatical proposal is provided below.

1. Luke Blacquiere, Life and Physical Sciences – fall 2025  
 Mr. Blacquiere's sabbatical proposal is to design and develop a science curriculum focusing on the usefulness of science in students' lives. The curriculum will integrate social scientific issues and issues affecting the local community to increase student engagement and attitude toward science. The curriculum will be developed for Allan Hancock College's Introductory Biology course, which has an academic year enrollment of more than 1,000 students, making the impact of this project's benefit and academic gain substantial.
2. Alfredo Koch, Life and Physical Sciences – spring 2026  
 Dr. Koch's sabbatical proposal is to complete at least one workbook for Winemaking Operations, enhance and prepare the courses for the online certificate in Vineyard and Winery Administration, update the associate in science degree in winemaking for submission, visit at least three viticulture and winemaking programs outside of California, and research and prepare a promotional plan for Allan Hancock College's Viticulture and Enology courses and degrees.

(continued)

### FISCAL IMPACT

In accordance with the faculty association agreement, funds will be provided to fund three sabbatical applications, and the estimated replacement cost to the district for the positions listed above is approximately \$66,173.

### RECOMMENDATION

Staff recommends that the board of trustees approve the sabbatical leave requests for fall 2025 and spring 2026.

Administrator Initiating Item: Robert Curry	Final Disposition:
--	--------------------

3. Tim Webb, Fine Arts – fall 2025

Mr. Webb's sabbatical proposal is to produce a short documentary film, attend film screenings, and events offering direct contact with cutting-edge films and filmmakers from around the world.

The documentary will profile an innovative nonprofit organization and the wildlife it serves in North-West Namibia. The film will be an experimental-ethnographic exploration of the Himba people residing in the settlement of Purros. The organization is called Himbaland Indigenous Conservation and was created by a group of traditionally nomadic people called the Himba. The Himba people have thrived for over 500 years in the Namib, one of the world's oldest deserts and one of Africa's last great wildernesses. They share this landscape with rare populations of desert elephants, lions, and rhinos.

Mr. Web will select Allan Hancock College students to assist in the video editing and sound mixing for his documentary project.

The film's experimental-ethnographic approach not only reflects academic rigor but also promises to serve as an inspiring case study for students.

To: Board of Trustees	Date:
From: Superintendent/President	March 18, 2025
Subject: Approval of Equivalency Certification for Faculty	Item Number: 12.E.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 2

**BACKGROUND**

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

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

**Regular Equivalency Certification**

Name	Discipline
Aguirre, Sonia	English Language Development Noncredit (ELDN)

**FISCAL IMPACT**

None

**RECOMMENDATION**

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

Administrator Initiating Item: Robert Curry	Final Disposition:
--	--------------------

Allan Hancock College  
Community Education

Regular Certification  
 Not Approved

**Equivalency Certification for Noncredit  
English as a Second Language**

Name: Sonia Aguirre Department: Community Education  
Semester/Year: Spring 2025 Discipline/Area: ELDN

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

**Minimum Qualifications:**

Bachelor's degree in teaching English as a second language, or teaching English to speakers of other languages, **OR**

Bachelor's degree in education, English, linguistics, applied linguistics, any foreign language, composition, bilingual/bicultural studies, reading, or speech; and a certificate in teaching English as a second language, which may be completed concurrently during the first year of employment as a noncredit instructor, **OR**

Bachelor's degree with any of the majors specified in subparagraph (2) above; and one year of experience teaching ESL in an accredited institution; and a certificate in teaching English as a second language, which may be completed concurrently during the first year of employment as a noncredit instructor, **OR**

Possession of a full-time, clear California Designated Subjects Adult Education Teaching Credential authorizing instruction in ESL.

**Criteria for Equivalency:**

- A bachelor's in any discipline and either (A), (B), or (C) below:  
(A) twelve semester units of course work related to the subject of the course taught, or  
(B) course work equivalent to a TESL certificate, or  
(C) a teaching credential authorizing instruction in the subject area and substantive (100 hours) of professional experience related to the areas of assignment.

The experience and education that will be applicable will be determined by the department. Candidates must prove that he/she has completed or been accepted to a TESL certificate program.

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

Bachelor of Science/Agriculture/California Polytechnic State University, San Luis Obispo/2001  
Certificate/TESOL/Anaheim University, California/2024

Signature of Candidate Sonia Aguirre Date \_\_\_\_\_

I have reviewed all documentation and recommend approval of regular equivalency certification.			
Signature of Department Chair	Date	Signature of Dean <i>Maria Paez</i>	Date Feb 20, 2025
<i>[Signature]</i>	2/25/25	<i>Carmen Montano-Rodriguez</i>	Feb 25, 2025
Signature of Appropriate Academic Vice President	Date	Signature of Committee Chair Professional Standards Committee	Date

To: Board of Trustees	Date:  March 18, 2025
From: Superintendent/President	
Subject: Acceptance of Donations	Item Number: 12.F.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 1

**BACKGROUND**

The Industrial Technology autobody program received a donation of a 2004 Ford F-150 FX4 four wheel drive truck from Randy Beal, Jr. The vehicle will serve as an essential teaching tool, allowing students in the program to gain hands-on experience with real-world repairs and maintenance scenarios. The F-150 is one of the most widely owned trucks in the U.S., meaning students will likely encounter similar vehicles in their future careers. The donation is valued at \$2,500.

**FISCAL IMPACT**

None

**RECOMMENDATION**

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

Administrator Initiating Item:  Dennis Curran	Final Disposition:
---	--------------------

**CONSENT ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	March 18, 2025
Subject: Adoption of Additions and Changes in the Academic Policy and Planning Committee Curriculum Report	Item Number: 12.G.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 7

**BACKGROUND**

The curriculum report for the period November 21, 2024 to February 20, 2025, is attached for consideration by the board of trustees. This report includes a summary of new courses, course reviews and modifications, course conversions to distance education instructional modality, and modified/new programs.

**FISCAL IMPACT**

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

**RECOMMENDATION**

Staff recommends that the board of trustees adopt the curriculum additions and changes reflected in the summary report of the Academic Policy and Planning Committee for the period November 21, 2024 to February 20, 2025.

Administrator Initiating Item: Robert Curry	Final Disposition:
--	--------------------

ACADEMIC POLICY AND PLANNING COMMITTEE CURRICULUM REPORT

March 18, 2025

For the period November 21, 2024 to February 20, 2025

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

Approved by Academic Senate: \_\_\_\_\_  
 President, Academic Senate Date  
 Allan Hancock College

Adopted by Board of Trustees: \_\_\_\_\_  
 President, Board of Trustees Date  
 Allan Hancock Joint Community College District

**NEW COURSES/PROGRAMS RECOMMENDED FOR ADOPTION**

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

**New Credit Courses**

<b>Prefix &amp; Number</b>	<b>Course Title</b>	<b>Units</b>
ART 166	Raku and Alternative Firings	2.0
EMSP 301	Introduction to ECG Rhythm Analysis and Interpretation for EMS Professionals	1.0
EMSP 302	Introduction to Pharmacology for EMS Professionals	2.0
EMSP 304	Medical Mathematics for the Prehospital Professional	2.0
EMSP 326	Advanced Medical Life Support (AMLS)	0.5
EMSP 327	Immersive Total Patient Management	0.5
FASH 115	Digital Embroidery Design	1.5
FILM 199B	Middle Eastern Cinema Justification: This proposed course will complement a new certificate the Film/Video program is developing centering on the curriculum of Film Studies, as well as adding breadth, scope, and engaging subject matter to our current AS degree and certificate.	2.0
HOSP 140	Introduction to Hotel Management Program: AST Hospitality Management	3.0
INTD 100	Introduction to Interior Design	3.0
PE 177	Pickleball	1.0
THEA 198AA	Exploration of Waitress to Songs for Nobodies Banner: Topics in Theatrical Performance	1.0
THEA 198AB	Rep of Waitress to Songs for Nobodies Banner: Topics in Theatre Stagecraft	3.0
THEA 199AA	Exploration of Waitress to Songs for Nobodies Banner: Topics in Theatre Stagecraft	1.0
THEA 199AB	Rep of Waitress to Songs for Nobodies Banner: Topics in Theater Stagecraft	3.0

**New Noncredit Courses**

<b>Prefix &amp; Number</b>	<b>Course Title</b>	<b>Hours</b>
DNCN 7152	Tap Dance 1	48-54
DNCN 7156	Techniques for Stretch & Wellness Mirrored course. DNC 156	48-54



**Review and Modify Credit Course**

Prefix & Number	Course Title	Units
ECS 103	Introduction to Early Childhood Studies & Education (OLD: Introduction to Early Childhood)	3.0
EMS 309	Pre-hospital Trauma Life Support (PHTLS)	0.5
EMS 321	Advanced Cardiac Life Support	0.5
EMS 322	Pediatric Advanced Life Support (PALS)	0.5
EMSP 323	Paramedicine Theory 1 (OLD: Paramedic Theory 1)	5.5
EMSP 324	Paramedicine Laboratory 1 (OLD: Paramedic Laboratory 1)	2.0
EMSP 334	Paramedicine Laboratory 2 (OLD: Paramedic Laboratory 2)	2.0
EMSP 343	Paramedicine Clinical Internship Practicum (OLD: Paramedic Clinical Practicum)	4.0
EMSP 353	Paramedicine Field Internship Practicum (OLD: Paramedic Field Internship)	10.5
GRPH 116	Portfolio Design & Development	3.0
INTD 171	Interior Design Materials	3.0
MT 115	Lean Manufacturing	3.0
VEN 114	Wine Business	3.0
VEN 135	Grapevine Physiology	1.0
VEN 325	Farm and Vineyard Equipment Practices	2.0

**Modify Noncredit Course**

Prefix & Number	Course Title	Hours
FASN 7002	Clothing Construction 2	96.0
NURX 7113	Think Like a Registered Nurse	24-36

**New Credit Program**

Department	Course Title	Units
Public Safety	Cybersecurity Certificate of Achievement	18
Public Safety	EMS: Paramedicine Certificate of Achievement	32

**New and Modified Requisites**

Prefix & Number	Course Title	Requisites Requests
EMSP 326	Advanced Medical Life Support (AMLS)	LOE: Current EMT, AEMT, Paramedic, or healthcare provider certification in good standing.
EMSP 327	Immersive Total Patient Management	Prerequisite: EMSP 322, EMS 322, EMS 321, EMS 310, EMS 309, EMSP 334, EMSP 324, EMSP 333, and EMSP 323
EMSP 323	Paramedicine Theory 1 (OLD: Paramedic Theory 1)	Prerequisites: EMSP 300, EMSP 301, EMSP 302, and EMSP 304.

EMSP 324	Paramedicine Laboratory 1 (OLD: Paramedic Laboratory 1)	Prerequisites: EMSP 300, EMSP 301, EMSP 302, and EMSP 304. Corequisite: EMS 321, EMS 322, and EMSP 323.
EMSP 326	Advanced Medical Life Support (AMLS)	LOE: Current EMT, AEMT, Paramedic, or healthcare provider certification in good standing.
EMSP 327	Immersive Total Patient Management	Prerequisite: EMSP 322 EMS 322 EMS 321 EMS 310 EMS 309 EMSP 334 EMSP 324 EMSP 333 EMSP 323
EMSP 334	Paramedicine Laboratory 2 (OLD: Paramedic Laboratory 2)	Prerequisites: EMSP 323 and EMSP 324 Corequisite: EMSP 333
EMSP 343	Paramedicine Clinical Internship Practicum (OLD: Paramedic Clinical Practicum)	Prerequisites: EMS 322, EMS 321, EMSP 310, EMSP 309, EMSP 334, EMSP 333, and EMSP 323 LOE: Must pass the paramedicine selection process as stipulated by the program. Current California EMT certification in good standing. Must meet hospital affiliate clinical onboarding requirements, including immunizations, background checks, and drug screenings.
EMSP 353	Paramedicine Field Internship Practicum (OLD: Paramedic Field Internship)	Prerequisite: EMS 322, EMS 321, EMS 310, EMS 309, EMSP 343, EMSP 324, EMSP 333, and EMSP 323
THEA 198AA	Exploration of Waitress to Songs for Nobodies Banner: Topics in Theatrical Performance	LOE: Completion of the program application and procedures for enrollment.
THEA 198AB	Rep of Waitress to Songs for Nobodies Banner: Topics in Theatre Stagecraft	LOE: Completion of the program application and procedures for enrollment.
THEA 199AA	Exploration of Waitress to Songs for Nobodies Banner: Topics in Theatre Stagecraft	LOE: Completion of the program application and procedures for enrollment.
THEA 199AB	Rep of Waitress to Songs for Nobodies Banner: Topics in Theater Stagecraft	LOE: Completion of the program application and procedures for enrollment.

### Request for Distance Education Modalities

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

Prefix & Number	Course Title	DE Modalities
HOSP 140	Introduction to Hotel Management	DE Async
MT 115	Lean Manufacturing	DE Sync and Async
NURX 7113	Think Like a Registered Nurse	DE Sync and Async
VEN 135	Grapevine Physiology	DE Sync and Async

**Miscellaneous**

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

<b>Request</b>	<b>Prefix &amp; Number</b>	<b>Course Title</b>
Deactivate Credit Course	CA 323	Specialty and Wedding Cakes
Deactivate Credit Course	CA 324	Cake Decorating and Decorative Work
Deactivate Credit Course	THEA 198A	Rep of My Fair L & Man of LM
Deactivate Credit Course	THEA 198B	Peter & the Star Catcher
Deactivate Credit Course	THEA 198C	Explor. My Fair L.- Star Catch
Deactivate Credit Course	THEA 198D	Other Desert Cities
Deactivate Credit Course	THEA 198E	Rep of Menagerie/Shrek
Deactivate Credit Course	THEA 198F	Rep of Sense & Sens. & Heights
Deactivate Credit Course	THEA 198G	Explor. Sense & Sense & Trying
Deactivate Credit Course	THEA 198H	Rep of Beauty and Newsies
Deactivate Credit Course	THEA 198I	Rep of Newsies and Fences
Deactivate Credit Course	THEA 198J	Rep of 12th Night and Fences
Deactivate Credit Course	THEA 198K	Rep of Mamma Mia and Arcadia
Deactivate Credit Course	THEA 198L	Exploration of Hunchback and Mamma Mia
Deactivate Credit Course	THEA 198M	Rep of Hunchback and Vanya
Deactivate Credit Course	THEA 199A	Rep of Fair Lady & La Mancha
Deactivate Credit Course	THEA 199B	Peter and the Star Catcher
Deactivate Credit Course	THEA 199C	Explor. Fair Lady - Star Catch
Deactivate Credit Course	THEA 199D	Other Desert Cities
Deactivate Credit Course	THEA 199F	Rep Sense & Sense. and Heights
Deactivate Credit Course	THEA 199G	Explor. of Sense and Trying
Deactivate Credit Course	THEA 199H	Rep of Trying & Gidions Knot
Deactivate Credit Course	THEA 199I	Explor. of Beast and Newsies
Deactivate Credit Course	THEA 199J	Explor. of 12th Night & Fences
Deactivate Credit Course	THEA 199K	Rep of Beast and Twelfth Night
Deactivate Credit Course	THEA 199L	Rep of Hunchback and Mamma Mia
Deactivate Credit Course	THEA 199M	Exploration of Hunchback and Mamma Mia
Deactivate Noncredit Course	ELDN 7490	Bridge
Text Change	ASTR 121	Elementary Astronomy Laboratory
Text Change	BUS/ECON 130	Consumer & Family Finance
Text Change	WLDT 106	Beginning Welding
Text Change	WLDT 107	Advanced Welding
Modify Course Enrollment Maximum (CEM)	ANTH 101	Introduction to Biological Anthropology CEM increase. 60.
Modify Course Enrollment Maximum (CEM)	ANTH 102	Introduction to Cultural Anthropology CEM increase. 60.
Modify Course Enrollment Maximum (CEM)	ANTH 103	Introduction to Archaeology CEM increase. 60.

**Deactivate Program**

	<b>Program Title</b>	<b>Units</b>
Languages and Communication	Speech Communication Associate in Arts Justification: Fall 2023. The Communication Studies faculty are choosing to deactivate the AA to eliminate confusion for students between the AA and AAT options and set them on a path toward success by encouraging the transfer pattern of completion.	18

To: Board of Trustees	Date:
From: Superintendent/President	March 18, 2025
Subject: Approval of Change Orders for the Baseball/Softball Changing Rooms Project (Bid No. 25-01)	Item Number: 12.H.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 1

**BACKGROUND**

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

The district approved the first three change orders (details below) for a total of \$78,375. At the request of the district, Specialty Constructors submitted change order #004 and #005 for the amount of \$69,529. Because the two additional change orders exceed 10 percent of the original contract, the district is seeking board ratification of changes.

Details of the change orders:

<b>Change Order</b>	<b>Title</b>	<b>Cost</b>
#001	Relocate Existing Irrigation Conduit/Wires	\$7,225.00
#002	Remobilize and Relocate Light Standards	\$5,524.00
#003	Asphalt Fire Access Road	\$65,626.00
#004	Ecore Blade 552 Hattrick Athletic Floor	\$46,528.00
#005	Locker Installation	\$23,001.00
	<b>TOTAL</b>	<b>\$147,904.00</b>

Change order #004 is due to an omission in the plans. Change order #005 is due to owner requested enhancements.

**FISCAL IMPACT**

The total fiscal impact for change orders #004 and #005 is \$69,529, which will be funded through the Capital Project Reserves.

**RECOMMENDATION**

Staff recommends that the board of trustees ratify change orders #004 and #005 with Specialty Constructors Services, Inc. for the Baseball/Softball Changing Rooms Project (Bid No. 25-01) in the amount of \$69,529.

Administrator Initiating Item: Dennis Curran	Final Disposition:
---	--------------------

To: Board of Trustees	Date:
From: Superintendent/President	March 18, 2025
Subject: Second Review of Revised Board Policy 3550, Drug-Free Environment and Prevention Program	Item Number: 12.I.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 3

**BACKGROUND**

Board policy 3550, Drug-Free Environment and Prevention Program, was presented for the board's review on February 18, 2025. It is being presented to the board of trustees for adoption.

The revised board policy has been vetted through the shared governance process.

**FISCAL IMPACT**

None

**RECOMMENDATION**

Staff recommends the board of trustees adopt board policy 3550, Drug-Free Environment and Prevention Program, as submitted.

Administrator Initiating Item: Genevieve Siwabessy	Final Disposition:
---	--------------------



---

**Allan Hancock Joint Community College District  
Board Policy  
Chapter 3 – General Institution**

---

**BP 3550 DRUG-FREE ENVIRONMENT AND DRUG PREVENTION PROGRAM**

The District shall be free from the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in all District facilities and activities.

Any student or employee who violates this policy will be subject to disciplinary action (consistent with local, state, or federal law), which may include referral to an appropriate rehabilitation program, suspension, demotion, expulsion, or dismissal.

The Superintendent/President shall assure that the District distributes annually to each student and employee the information required by the Drug-Free Schools and Communities Act Amendments of 1989 and complies with other requirements of the Act.

The District shall provide educational and preventive information about opioid overdose and information about the use and location of fentanyl test strips and opioid overdose reversal medication to students at all campuses. The Superintendent/President shall establish administrative procedures to assure that each campus health center applies to distribute dosages of a federally approved opioid overdose reversal medication and participates in the Naloxone Distribution Project through the State Department of Health Care Services. The Superintendent/President shall also establish administrative procedures to assure that upon approval to distribute dosages of a federal approved opioid overdoses reversal medication and participation in the Naloxone Distribution Project, each campus health center will distribute a federally approved opioid overdose reversal medication obtained through the Naloxone Distribution Project. The administrative procedures shall also assure each campus health center will stock and distribute fentanyl test strips along with written instructions on how to use the fentanyl test strips properly.

## References:

Education Code Section 67384;

Drug Free Schools and Communities Act, 20 U.S. Code Section 1145g;34 Code of Federal Regulations Sections 86.1 et seq.;Drug Free Workplace Act of 1988, 41 U.S. Code Section 702

---

**Adopted: 6/16/87 (8992)**

**Revised: 7/9/19**

**Revised: 6/16/89 (3140)**

**Revised: 11/21/89**

**Revised: 8/21/90**

**Revised: 9/10/96**

**Revised: 6/13/17**



To: Board of Trustees	Date:
From: Superintendent/President	March 18, 2025
Subject: Second Review of Board Policy 3900, Speech: Time, Place, Manner	Item Number: 12.J.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 2

**BACKGROUND**

Board policy 3900, Speech: Time, Place, Manner, was reviewed per administrative procedure 2410, Board Policies and Administrative Procedures, which states all policies and procedures are to be reviewed on a five-year cycle. After review, the board policy required no additional updates.

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

Board policy 3900, Speech: Time, Place, Manner, was submitted for the board's review on February 18, 2025. It is being presented to the board of trustees for adoption.

**FISCAL IMPACT**

None

**RECOMMENDATION**

Staff recommends that the board of trustees adopt board policy 3900, Speech: Time, Place, Manner, as submitted.

Administrator Initiating Item: Robert Curry	Final Disposition:
--	--------------------



---

**Allan Hancock Joint Community College District  
Board Policy  
Chapter 4 – Academic Affairs**

---

**BP 3900 SPEECH; TIME, PLACE, MANNER**

Students and members of the public shall be free to exercise their rights of free expression, subject to the requirements of this policy.

The college is a non-public forum, except for those areas that are designated public forums available for the exercise of expression by students and members of the public. The Superintendent/President shall enact such administrative procedures as are necessary to reasonably regulate the time, place, and manner of the exercise of free expression in the designated public forums.

The administrative procedures promulgated by the Superintendent/President shall not prohibit the right of students to exercise free expression, including but not limited to the use of bulletin boards, the distribution of printed materials or petitions, and the wearing of buttons, badges, or other insignia.

Speech shall be prohibited that is defamatory, obscene according to current legal standards, or which so incites others as to create a clear and present danger of the commission of unlawful acts on District property or the violation of District policies or procedures, or the substantial disruption of the orderly operation of the District.

Nothing in this policy shall prohibit the regulation of hate violence directed at students in a manner that denies their full participation in the educational process so long as the regulation conforms to the requirements of the First Amendment to the United States Constitution, and of Section 2 of Article 1 of the California Constitution. Students may be disciplined for harassment, threats, or intimidation unless such speech is constitutionally protected.

**References:** Education Code Sections 76120 and 66301

---

**Adopted: 12/11/18**

**Reviewed:**

To: Board of Trustees	Date:
From: Superintendent/President	March 18, 2025
Subject: Second Review of Board Policy 4220, Standards of Scholarship	Item Number: 12.K.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 2

### BACKGROUND

Board policy 4220, Standards of Scholarship, was reviewed per administrative procedure 2410, Board Policies and Administrative Procedures, which states all policies and procedures are to be reviewed on a five-year cycle. After review, the board policy required no additional updates.

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

Board policy 4220, Standards of Scholarship, was submitted for the board's review on February 18, 2025. It is being presented to the board of trustees for adoption.

### FISCAL IMPACT

None

### RECOMMENDATION

Staff recommends that the board of trustees adopt board policy 4220, Standards of Scholarship, as submitted.

Administrator Initiating Item: Robert Curry	Final Disposition:
--	--------------------



---

**Allan Hancock Joint Community College District  
Board Policy  
Chapter 4 – Academic Affairs**

---

**BP 4220 STANDARDS OF SCHOLARSHIP**

The Superintendent/President, in consultation with the Academic Senate, shall establish procedures that establish standards of scholarship consistent with the provisions of Title 5 Sections 55020 et seq., 55030 et seq., 55040 et seq., and board policy.

These procedures shall address grading practices, academic record symbols, grade point average, credit by examination, academic and progress probation, academic and progress dismissal, academic renewal, course repetition, limits on remedial coursework, and grade changes.

These procedures shall be described in the catalog.

**References:** Education Code Section 70902(b)(3);  
Title 5 Sections 53203, 55020 et seq., 55030 et seq., and 55040 et seq.

---

**Adopted: 12/17/96**

**Revised: 3/11/04**

**Revised: 5/8/18**

**Reviewed:**

To: Board of Trustees	Date:  March 18, 2025
From: Superintendent/President	
Subject: Second Review of Board Policy 4231, Grade Changes	Item Number: 12.L.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 2

**BACKGROUND**

Board policy 4231, Grade Changes, was reviewed per administrative procedure 2410, Board Policies and Administrative Procedures, which states all policies and procedures are to be reviewed on a five-year cycle. After review, the board policy required no additional updates.

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

Board policy 4231, Grade Changes, was submitted for the board's review on February 18, 2025. It is being presented to the board of trustees for adoption.

**FISCAL IMPACT**

None

**RECOMMENDATION**

Staff recommends that the board of trustees adopt board policy 4231, Grade Changes, as submitted.

Administrator Initiating Item:  Robert Curry	Final Disposition:
--	--------------------



---

**Allan Hancock Joint Community College District  
Board Policy  
Chapter 4 – Academic Affairs**

---

**BP 4231 GRADE CHANGES**

The Superintendent/President shall implement procedures to assure the accuracy and integrity of all grades in a student's record. The procedures shall include, but not necessarily be limited to, the following:

- Assurance that in the absence of mistake, bad faith, fraud or incompetence, the grades awarded by faculty shall be final.
- Procedures for students to challenge the correctness of a grade.
- The installation of security measures to protect grade records and grade storage systems from unauthorized access.
- Limitations on access to grade records and grade storage systems.
- Appropriate action to be taken when the security of grades has been compromised.

Also see BP 3310 titled Records Retention and Destruction, AP 4231 titled Grade Changes, and BP/AP 5040 titled Student Records.

**References:** Education Code Sections 76224 and 76232;  
Title 5 Section 55025

---

**Adopted: 9/11/18**  
**Reviewed:**

To: Board of Trustees	Date:
From: Superintendent/President	March 18, 2025
Subject: Second Review of Revised Board Policy 5510, Off-Campus Student Organizations	Item Number: 12.M.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 2

**BACKGROUND**

Board policy 5510, Off-Campus Student Organizations, was presented for the board's review on February 18, 2025. It is being presented to the board of trustees for adoption.

The revised board policy has been vetted through the shared governance process.

**FISCAL IMPACT**

None

**RECOMMENDATION**

Staff recommends the board of trustees adopt board policy 5510, Off-Campus Student Organizations, as submitted.

Administrator Initiating Item: Genevieve Siwabessy	Final Disposition:
---	--------------------



---

**Allan Hancock Joint Community College District  
Board Policy  
Chapter 5 – Student Services**

---

**BP 5510 OFF-CAMPUS STUDENT ORGANIZATIONS**

The District shall work with local law enforcement agencies to monitor and record criminal activity at off-campus locations owned or controlled by student organizations officially recognized by the District or used to support the District's educational purpose.

Reference:

34 Code of Federal Regulations Section 668.46(b)(7)

---

**Adopted: 7/14/15**  
**Reviewed 10/13/20**



To: Board of Trustees	Date:
From: Superintendent/President	March 18, 2025
Subject: Bond Measure I Citizens' Oversight Committee Representatives	Item Number: 12.N.
Institutional Goal: Accreditation Standard IV	Enclosures: Page 1 of 1

### BACKGROUND

The Allan Hancock Joint Community College District formed the Measure I Citizens' Oversight Committee at the October 17, 2006 board of trustees meeting. The committee is composed of six community members and up to two Allan Hancock College students.

The committee is currently comprised of the following members:

- Leigh Collier, community at-large representative
- Judith Dale, support organization representative
- Lynette Dunn, community at-large representative
- Edgar Gascon, business organization representative
- Larry Lahr, taxpayers association representative
- Arlene Peterson, senior organization representative

The Citizens' Oversight Committee has vacancies in the following area:

- (2) student representatives

The following new committee member appointment is recommended:

- Ora Shrecengost, student representative

### FISCAL IMPACT

None

### RECOMMENDATION

Staff recommends that the board of trustees approve the appointment of Ora Shrecengost, student representative, to serve on the Bond Measure I Citizens' Oversight Committee for a one-year term.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
---	--------------------

**ACTION ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	March 18, 2025
Subject: Approval of October 2025 Regular Board Meeting Date Change	Item Number: 14.A.
Institutional Goal: Accreditation Standard IV	Enclosures: Page 1 of 1

**BACKGROUND**

The superintendent/president and the board of trustees attend the Association of Community College Trustees (ACCT) conference annually. The 2025 ACCT conference will be held October 22-25 in New Orleans. It is proposed that the October regular board meeting, scheduled for Tuesday, October 21, be held on Monday, October 20. Other possible dates include Tuesday, October 14, or Tuesday, October 28.

**FISCAL IMPACT**

None

**RECOMMENDATION**

Staff recommends the board of trustees change the date of the October regular board meeting to Monday, October 20, or one of the other possible dates presented.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
---	--------------------

To: Board of Trustees	Date:  March 18, 2025
From: Superintendent/President	
Subject: Acceptance of Grant Approved and Review of Grant Proposals Submitted	Item Number: 14.B.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 2

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

Institutional Grants has been notified of funding for the following grant in the amount of \$200,000.

1. California Community College Chancellors Office: MESA Augmentation (\$200,000)

Funding will support students pursuing degrees in STEM fields, increase the number of students transferring and academic success, and create a space on campus where students can access academic counseling, internships, and professional development.

No matching funds are required. The project period is from October 1, 2021 to July 31, 2027.  
(Submitted by Christine Reed and Sean Abel)

**FISCAL IMPACT**

1. California Community College Chancellors Office: MESA Augmentation (\$200,000)

**RECOMMENDATION**

Staff recommends the board of trustees accept this contract for a total of \$200,000 in restricted funds to the district.

Administrator Initiating Item:  Jon Hooten	Final Disposition:
--	--------------------

### Review of Grant Proposals Submitted

Institutional Grants has submitted the following grant applications for a total of \$4,071,626 in requested funds.

1. California Community College Chancellors Office: Rebuilding Nursing Infrastructure (\$1,675,184)

Funding will close critical healthcare workforce gaps by expanding educational pathways for nursing students at Allan Hancock College. These funds will allow developing strategies for innovative nursing partnerships to strengthen infrastructure including development of a Bachelor of Science in nursing with a California State University, training for nursing faculty, and investment in retention and persistence for nursing students.

No matching funds are required. The project period is for two years from July 1, 2025, to June 30, 2027. (Submitted by Thomas Lamica and Larry Manalo)

2. California Community College Chancellors Office: Rising Scholars Network (\$1,096,442)

Funding will expand the number of justice-involved students enrolled at the college, both on campus and in custody. Services include individualized counseling services, support for basic needs, and peer mentorship to reduce equity gaps. The Rising Scholars Network serves both on-campus students and those in prisons, jails, and juvenile facilities.

No matching funds are required. The project period is from July 1, 2025, to June 30, 2028. (Submitted by Siboney Guardado and Rena Alspaw)

3. Santa Barbara County Public Health Department: Opioid Unified Response Community Partner Grants (\$100,000)

Funding will support the expansion of opioid prevention and harm reduction programs on campus and the broader community. Harm reduction strategies include training, weekly narcotics anonymous meetings for students, distribution of Narcan and testing strips, and developing culturally responsive awareness to foster belonging for students in recovery.

No matching funds are required. The project period is for two years from July 1, 2025, to June 30, 2026. (Submitted by Chief Farley)

4. National Science Foundation: Computing and Engineering Network to Grow Academically and Generate Excellence (C-ENGAGE 2.0) (\$1,200,000)

This proposal fosters a greater number of economically disadvantaged students from science, technology, engineering, and math to pursue degrees and transfer to a four-year university. Students will be vetted for participation in the program based on income, GPA requirement of 2.75 or higher, and will provide special support for their parents. There will be a target of 20 students per year with paid research experience at Hancock during the summer and the program will continue for those students when they transfer to Cal Poly. Students participating in the program will receive scholarships each semester. Cuesta College and Cal Poly are partners in this grant proposal.

No matching funds are required. The project period is from October 1, 2025, to September 30, 2030. (Submitted by Dom Dal Bello and Christine Reed)

To: Board of Trustees	Date:
From: Superintendent/President	March 18, 2025
Subject: Discontinuance of the Environmental Health and Safety Program	Item Number: 14.C.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 1

### BACKGROUND

Allan Hancock College regularly creates new programs as part of its mission to meet workforce and transfer needs. Occasionally, as workforce and transfer needs change, programs may decline in enrollment and, over time, become increasingly less viable. In such cases, when the cost of maintaining the program is difficult to justify, the program must be reviewed for potential discontinuance.

Administrative procedure 4021, Program Vitality, outlines the process whereby such a program is reviewed. This begins with the Academic Senate's appointment of faculty vitality review committee members, and the committee's work includes in-depth consideration of a variety of factors, including downward enrollment trends and the associated cost per Full Time Equivalent Student (FTES), program outcomes, and the projected demand for the program in the future.

This committee reports its findings and recommendation to the Academic Policy and Planning Committee, which makes a recommendation to the Academic Senate. The Senate votes on that recommendation and passes their decision to the vice president of academic affairs and the president for final determination by the board of trustees.

Through this process, the following programs are recommended by the Academic Senate for discontinuance effective for the 2025-26 academic year. The college concurs with the recommendation:

1. Environmental Health and Safety (Associate of Science)
2. Environmental Health and Safety (Certificate of Achievement)
3. Environmental Health and Safety Technician (Certificate of Accomplishment)
4. Environmental Health and Safety – Hazardous Materials General Site Worker (Certificate of Accomplishment)
5. Environmental Health and Safety – HAZWOPER Refresher 8 Hour (Certificate of Accomplishment)

While these programs will be discontinued, the program's hazardous materials course and the 8-hour refresher will continue to be offered as needed, as will ENVT 101 Introduction to Environmental Health and Occupational Safety, which fulfills Allan Hancock College's general education requirement for Health and Wellness and Natural Sciences.

### FISCAL IMPACT

To be determined

### RECOMMENDATION

Staff recommends the board of trustees discontinue the Environmental Health and Safety Program.

Administrator Initiating Item: Robert Curry	Final Disposition:
--	--------------------

To: Board of Trustees	Date:
From: Superintendent/President	March 18, 2025
Subject: Adoption of Resolution 25-07, Authorization and Execution of State & Local Cybersecurity Grants Program from Cal OES (Fiscal Year 2024)	Item Number: 14.D.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 2

**BACKGROUND**

Institutional Grants has been notified of a new award from the California Governor’s Office of Emergency Services (Cal OES): State & Local Cybersecurity Grants for State Agencies to support preparedness for cybersecurity incidents and implement Microsoft Sentinel as a security information and event management platform.

**FISCAL IMPACT**

No matching funds are required. The Cal OES: State & Local Cybersecurity Grants for State Agencies amount will be \$125,525. The project period is December 1, 2024 – December 31, 2026.

**RECOMMENDATION**

Staff recommends the board of trustees adopt resolution 25-07 to approve the authorization and execution of State & Local Cybersecurity Grants Program from Cal OES for fiscal year 2024.

Administrator Initiating Item: Jon Hooten	Final Disposition:
--	--------------------

RESOLUTION NO. 25-07

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT

AUTHORIZATION AND EXECUTION OF STATE & LOCAL CYBERSECURITY GRANTS PROGRAM  
FROM CAL OES (FISCAL YEAR 2024)

WHEREAS, the Allan Hancock College, located at 800 South College Drive, Santa Maria, California, has been awarded funds to support cybersecurity; and

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

WHEREAS, the administrative responsibilities for the grant will be overseen by the executive director of information technology services and

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

Kevin G. Walthers, Superintendent/President  
Dennis Curran, Associate Superintendent/Vice President, Finance and Administration  
Andy Specht, Executive Director, Information Technology Services

THEREFORE, BE IT RESOLVED that that the Allan Hancock Joint Community College District Board of Trustees authorizes the college to continue the contract with the California Governor's Office of Emergency Services (CalOES) to receive funds that support the operation of information technology security and is hereby authorized to execute for and on behalf of the named Allan Hancock Joint Community College District, a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining federal financial assistance provided by the federal Department of Homeland Security and sub-granted through the State of California for the following Grant Award: State & Local Cybersecurity Grants Program from Cal OES (Fiscal Year 2024)

APPROVED, PASSED AND ADOPTED this 18<sup>th</sup> day of March 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Secretary to the Board of Trustees



**ACTION ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	March 18, 2025
Subject: Approval of Revision of CSEA Salary Schedule #55	Item Number: 14.E.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 32

**BACKGROUND**

Following a CalPERS audit, the district submits the proposed \*salary schedule revisions to the board of trustees to comply with the California Code of Regulations (CCR 570.5). Compensation is reportable to CalPERS only if the position title is listed on a Publicly Available Pay Schedule (PAPS) that meets all compliance criteria. The district is encouraged to make these changes retroactively to protect recent and future retirees from potential CalPERS findings that could result in adverse pension determinations.

\*The revised #55 salary schedules include the following years:

- July 1, 2017
- July 1, 2019
- July 1, 2021
- July 1, 2023
- July 1, 2025

**FISCAL IMPACT**

To be determined

**RECOMMENDATION**

Staff recommends that the board of trustees approve the revisions of CSEA salary schedules #55 as presented.

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



## 60-2 - Revised

37 HOURS WEEK HOURLY RATES  
ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT

CLASSIFIED BARGAINING UNIT SALARY SCHEDULE

JULY 1, 2017

1.56% COLA

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E
11 HOUR	15.76	16.55	17.38	18.24	19.15
MONTH	2,527	2,653	2,786	2,925	3,071
12 HOUR	16.33	17.15	18.00	18.90	19.85
MONTH	2,618	2,749	2,886	3,030	3,182
13 HOUR	16.85	17.69	18.57	19.50	20.48
MONTH	2,701	2,836	2,978	3,127	3,283
14 HOUR	17.45	18.32	19.24	20.20	21.21
MONTH	2,798	2,938	3,085	3,239	3,401
15 HOUR	18.04	18.94	19.89	20.88	21.92
MONTH	2,892	3,037	3,189	3,348	3,515
16 HOUR	18.69	19.62	20.60	21.63	22.71
MONTH	2,996	3,146	3,303	3,468	3,641
17 HOUR	19.31	20.28	21.29	22.36	23.48
MONTH	3,096	3,251	3,414	3,585	3,764
18 HOUR	19.83	20.83	21.87	22.96	24.11
MONTH	3,180	3,339	3,506	3,681	3,865
19 HOUR	20.41	21.44	22.51	23.63	24.81
MONTH	3,273	3,437	3,609	3,789	3,978
20 HOUR	21.01	22.06	23.16	24.32	25.54
MONTH	3,369	3,537	3,714	3,900	4,095
21 HOUR	21.57	22.65	23.79	24.98	26.23
MONTH	3,459	3,632	3,814	4,005	4,205
22 HOUR	22.14	23.25	24.41	25.63	26.92
MONTH	3,550	3,728	3,914	4,110	4,316
23 HOUR	22.73	23.87	25.06	26.31	27.63
MONTH	3,645	3,827	4,018	4,219	4,430
24 HOUR	23.32	24.49	25.71	26.99	28.34
MONTH	3,739	3,926	4,122	4,328	4,544
25 HOUR	23.92	25.12	26.37	27.69	29.07
MONTH	3,835	4,027	4,228	4,439	4,661
26 HOUR	24.69	25.92	27.22	28.58	30.01
MONTH	3,958	4,156	4,364	4,582	4,811
27 HOUR	25.47	26.74	28.08	29.48	30.95
MONTH	4,084	4,288	4,502	4,727	4,963
28 HOUR	26.27	27.59	28.96	30.41	31.93
MONTH	4,212	4,423	4,644	4,876	5,120
29 HOUR	27.12	28.48	29.90	31.40	32.97
MONTH	4,349	4,566	4,794	5,034	5,286
30 HOUR	27.98	29.38	30.85	32.39	34.01
MONTH	4,486	4,710	4,946	5,193	5,453
31 HOUR	28.86	30.31	31.82	33.41	35.08
MONTH	4,628	4,859	5,102	5,357	5,625
32 HOUR	29.77	31.26	32.83	34.47	36.19
MONTH	4,773	5,012	5,263	5,526	5,802
33 HOUR	30.66	32.20	33.80	35.49	37.27
MONTH	4,916	5,162	5,420	5,691	5,976

**APPENDIX A: BARGAINING UNIT POSITION LIST****Effective September 2017****A.1 Sorted Alphabetically**

<b>Position Titles</b>	<b>Category</b>	<b>Range</b>
Academic Affairs Support Technician	Technical	18
Academic Load/Scheduling Specialist	Technical	33
Academic Resources Technical Specialist	Technical	32
Accounting Services Technician I	Fiscal	14
Accounting Services Technician II	Fiscal	18
Accounting Services Technician III	Fiscal	20
Adaptive Technology/Internet Access Specialist	Technical	25
Administrative Assistant II (Academic Affairs)	Clerical	17
Administrative Assistant II (Student Services)	Clerical	17
Administrative Assistant II, Summer & Evening	Clerical	18
Administrative Assistant III (Academic Affairs)	Clerical	25
Administrative Assistant III (Student Services)	Clerical	25
Administrative Secretary III/Coordinator Cosmetology	Professiona	28
Administrative Assistant V	Clerical	29
Coordinator, Student Services/Administrative Assistant V	Professiona	31
Administrative Systems Analyst	Technical	33
Admissions & Records Clerk	Clerical	11
Admissions & Records Technician I	Clerical	12
Admissions & Records Technician II	Clerical	15
Admissions & Records Technician III	Clerical	16
Alternative Media Specialist	Technical	25
Application Programmer	Technical	30
Assessment Technician – Community Education	Professiona	20
Assessment Technician	Professiona	19
Assistant Athletic Trainer	Professiona	30
Athletic Trainer	Professiona	31
Audiovisual Services Technician I	Technical	25
Audiovisual Servies Technician II	Technical	25
Automotive Mechanic*	Crafts	21
Auxiliary Accounting Specialist	Fiscal	26
Auxiliary Accounting Specialist II	Fiscal	26
Auxiliary Accounting Technician	Fiscal	18
Basic Skills Coordinator	Professiona	29
Benefits Coordinator	Fiscal	30
Fiscal Administrative Technician	Technical	19
Campus Safety Officer	Technical	14
Career/Job Placement Services Assistant	Clerical	14

## 60-4 - Revised

Career/Job Placement Services Program Specialist	Technical	20
Cashier Technician	Fiscal	16
Cashier II	Fiscal	16
Academic Support Specialist – Children’s Center	Clerical	17
College Achievement Now (CAN/TRiO) SSS Assistant	Technical	18
College District Police Corporal	Technical	29
College District Police Officer	Technical	28
Community Education Program Technician II	Technical	16
Community Education Technician III	Technical	17
Community Education Technician/Clerk II	Technical	13
Community Education Technician/Clerk III	Technical	14
Cook-Children Center*	Services	12
Coordinator of Assessment	Technical	28
Coordinator, Academic Affairs/Administrative Assistant V	Professiona	31
Coordinator, Admissions & Records Services	Professiona	30
Coordinator, Campus Graphics*	Technical	31
Coordinator, Career and Job Placement	Professiona	29
Coordinator, Cashier Services	Fiscal	29
Coordinator, Community Education	Professiona	33
Coordinator, Contract Education	Professiona	31
Coordinator, Facilities & Construction	Professiona	29
Coordinator, Financial Aid	Professiona	30
Coordinator, Institutional Research and Planning	Professiona	32
Coordinator, Instructional Technology	Professiona	30
Coordinator, Interpreting and Communications Services	Professiona	28
Coordinator, Mathematics Center	Professiona	28
Coordinator, Noncredit English as a Second Language	Professiona	27
Coordinator, Noncredit Programs	Professiona	28
Coordinator, Plant Services	Professiona	24
Coordinator, Public Safety	Professiona	28
Coordinator, Student Activities	Professiona	29
Coordinator, The Extended Campus	Professiona	31
Coordinator, Writing Center Laboratory	Professiona	28
Copy Center Technician*	Technical	17
Counseling Assistant	Professiona	20
Counseling Program Specialist – Non Credit	Professiona	20
Counseling Services Technician – Non Credit	Clerical	12
Courier*	Services	11
Curriculum Specialist	Technical	28
Custodial Lead Worker*	Services	14
Custodial Lead Worker, Off-Campus Programs*	Services	15
Custodian*	Services	11
Equipment Attendant/Custodian*	Services	15
Design Specialist, Campus Graphics*	Technical	20
Distance Learning Technical Assistant	Technical	30

## 60-5 - Revised

Distance Learning/Academic Support Technical Specialist	Technical	27
DSPS Assistant	Professiona	16
DSPS Specialist	Professiona	21
EOPS Assistant	Technical	18
EOPS Program Specialist	Professiona	19
EOPS Program Coordinator	Professiona	29
EIOPS Specialist/Counseling Assistant	Professiona	20
EOPS/Financial Aid Specialist	Professiona	19
Equipment Specialist I*	Services	18
Equipment Specialist II*	Technical	20
ESL Clerk	Technical	12
Financial Aid Accounting Technician	Fiscal	21
Financial Aid Assistant	Technical	19
Financial Aid Specialist	Professiona	21
Financial Aid Technical Specialist	Technical	27
Financial Aid Technician	Technical	19
Financial Aid Support Technician	Clerical	12
Fine Arts Assistant (50 percent FTE with Admin Asst. II)	Technical	17
Maintenance Mechanic/ Heavy Equipment Operator*	Crafts	23
Grant Coordinator	Professiona	29
Grant Accountant	Fiscal	28
Grants Analyst	Professiona	29
Grants Analyst II	Professiona	30
Graphic Designer, Campus Graphics	Technical	27
Groundskeeper I*	Services	12
Groundskeeper II*	Services	14
Groundskeeper III*	Services	16
Heating, Ventilation, Air Conditioning, and Controls Technician II*	Crafts	30
Heating, Ventilation, Air Conditioning, and Controls Technician*	Crafts	28
Human Resources Assistant	Clerical	18
Network Administrator	Technical	32
Help Desk Technician	Technical	23
Integrated Technology Services Technician	Technical	28
Information Technology Technical Support Coordinator	Technical	27
IT Technical Support Specialist I	Technical	25
IT Technical Support Specialist II	Technical	28
Instructional Assistant, Automotive Technology*	Technical	20
Instructional Assistant, Ceramics/Sculpture Studio	Professiona	20
Instructional Assistant, Community Education	Technical	18
Instructional Assistant, CRC Lompoc Valley Center	Technical	20

## 60-6 - Revised

Instructional Assistant, Engineering*	Technical	20
Instructional Assistant, Language Labs	Professiona	20
Instructional Assistant, Learning Assistance Program	Professiona	20
Science Laboratory Specialist*	Professional	27
Instructional Assistant, Mathematics	Professiona	20
Instructional Assistant, Piano Accompanist	Professiona	20
Instructional Assistant, Police Academy*	Professiona	20
Instructional Assistant, Public Safety*	Professiona	20
Instructional Assistant, Stem Center	Professiona	20
Instructional Assistant, Welding*	Technical	20
Instructional Assistant, Writing Center Laboratory	Professiona	20
Instructional Associate, Computer Resource Center	Technical	18
Instructional Technician, Media Labs	Technical	22
Instructional Technician, Dental Laboratory	Technical	20
Laboratory Assistant, Business Skills	Technical	13
Laboratory Assistant, Learning Assistance Program	Technical	13
Laboratory Assistant, Life and Physical Science*	Technical	13
Laboratory Assistant, Writing Center	Technical	13
Laboratory Technician, Community Education	Technical	11
Lead Groundskeeper *	Services	18
Lead Library/Multi-Media Services Technician	Technical	24
Learning Assistance Assessment Technician	Professiona	20
Learning Outcomes Analyst	Technical	28
Library/Multi-Media Services Technician	Technical	20
Maintenance Lead Worker	Crafts	32
Maintenance Repair Worker I*	Services	12
Maintenance Repair Worker II*	Services	15
Maintenance Repair Worker III*	Services	17
Maintenance Specialist – Carpenter*	Crafts	21
Maintenance Specialist – Electrician*	Crafts	25
Maintenance Specialist – Locksmith*	Crafts	22
Maintenance Specialist – Painter*	Crafts	20
Maintenance Specialist – Plumber*	Crafts	21
Media Production Assistant/Photographic	Technical	21
Office Services Assistant I	Clerical	11
Office Services Assistant II	Clerical	11
Office Services Technician I	Clerical	12
Office Services Technician I – EOPS/CARE/CalWORKs	Clerical	12
Office Services Technician II (Off-Campus Programs)	Clerical	15
Office Services Technician II Grants	Clerical	15
Payroll Technician	Fiscal	30
Physical Education and Athletic Technician*	Services	11
Police Services Dispatcher Technician	Technical	20
Police Support Services Technician	Clerical	12
Program Technician	Technical	17

## 60-7 - Revised

Production Specialist, Campus Graphics*	Technical	20
Program Analyst	Technical	32
Public Affairs & Communications Coordinator	Clerical	22
Public Affairs & Communications Technician	Clerical	18
Public Safety Support Technician I	Clerical	12
Public Information Specialist	Professiona	23
Purchasing Technician	Fiscal	20
Scheduling/Course Data Tech II	Technical	26
Financial Aid Analyst	Technical	26
Senior Institutional Research & Planning Analyst	Professiona	29
Server Administrator	Technical	32
Shipping & Receiving Clerk*	Services	13
Web Services Specialist I	Technical	30
Software Development/System Support Specialist	Technical	30
Student Activities Assistant	Technical	18
Student Services Medical Assistant	Technical	14
Student Services Technician	Clerical	17
Student Success and Support (3SP) Technical Specialist	Professiona	27
Student Success Outreach/Retention Specialist	Clerical	20
Student Success Technician	Clerical	15
Systems Analyst	Technical	33
Systems Support Specialist	Technical	30
Testing Specialist	Technical	20
Transcript Evaluator	Technical	18
Transfer and Career/Job Placement Technician	Technical	19
Transportation and Equipment Lead Technician *	Crafts	25
Tutorial/Open Access Computer Lab Technician	Technical	19
University Transfer Center (UTC) Technician	Technical	16
Web Content Coordinator	Technical	28
Web Services Specialist II	Technical	32
Wellness Program Specialist	Professiona	18
Women's Equipment Manager/Custodian*	Services	12

## 37 HOURS WEEK HOURLY RATES

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT

CLASSIFIED BARGAINING UNIT SALARY SCHEDULE

JULY 1, 2019

1.63% COLA

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E
11 HOUR	16.23	17.05	17.90	18.80	19.74
MONTH	2,603	2,733	2,870	3,014	3,165
12 HOUR	16.81	17.66	18.54	19.47	20.44
MONTH	2,696	2,831	2,973	3,122	3,278
13 HOUR	17.36	18.22	19.14	20.09	21.09
MONTH	2,783	2,922	3,068	3,221	3,382
14 HOUR	17.98	18.87	19.81	20.81	21.85
MONTH	2,882	3,026	3,177	3,336	3,503
15 HOUR	18.58	19.51	20.48	21.51	22.58
MONTH	2,979	3,128	3,284	3,448	3,620
16 HOUR	19.25	20.21	21.22	22.28	23.40
MONTH	3,087	3,241	3,403	3,573	3,752
17 HOUR	19.89	20.88	21.92	23.02	24.17
MONTH	3,189	3,348	3,515	3,691	3,876
18 HOUR	20.43	21.46	22.53	23.66	24.84
MONTH	3,276	3,440	3,612	3,793	3,983
19 HOUR	21.02	22.08	23.18	24.34	25.56
MONTH	3,371	3,540	3,717	3,903	4,098
20 HOUR	21.65	22.73	23.87	25.06	26.31
MONTH	3,471	3,645	3,827	4,018	4,219
21 HOUR	22.22	23.33	24.50	25.72	27.01
MONTH	3,563	3,741	3,928	4,124	4,330
22 HOUR	22.81	23.95	25.15	26.41	27.73
MONTH	3,657	3,840	4,032	4,234	4,446
23 HOUR	23.41	24.59	25.81	27.11	28.46
MONTH	3,754	3,942	4,139	4,346	4,563
24 HOUR	24.02	25.23	26.49	27.81	29.20
MONTH	3,852	4,045	4,247	4,459	4,682
25 HOUR	24.64	25.87	27.16	28.52	29.95
MONTH	3,950	4,148	4,355	4,573	4,802
26 HOUR	25.43	26.70	28.04	29.44	30.91
MONTH	4,077	4,281	4,495	4,720	4,956
27 HOUR	26.23	27.54	28.92	30.37	31.88
MONTH	4,206	4,416	4,637	4,869	5,112
28 HOUR	27.06	28.42	29.84	31.33	32.89
MONTH	4,339	4,556	4,784	5,023	5,274
29 HOUR	27.94	29.34	30.80	32.35	33.96
MONTH	4,480	4,704	4,939	5,186	5,445
30 HOUR	28.82	30.26	31.78	33.37	35.04
MONTH	4,621	4,852	5,095	5,350	5,618
31 HOUR	29.73	31.22	32.78	34.42	36.14
MONTH	4,767	5,005	5,255	5,518	5,794
32 HOUR	30.67	32.20	33.81	35.50	37.28
MONTH	4,917	5,163	5,421	5,692	5,977
33 HOUR	31.58	33.16	34.82	36.56	38.39
MONTH	5,064	5,317	5,583	5,862	6,155

**APPENDIX A: BARGAINING UNIT POSITION LIST****Effective March 2020****A.1 Sorted Alphabetically**

<b>Position Titles</b>	<b>Category</b>	<b>Range</b>
Academic Affairs Support Technician	Technical	18
Academic Load/Scheduling Specialist	Technical	33
Academic Resources Technical Specialist	Technical	32
Accounting Services Technician I	Fiscal	14
Accounting Services Technician II	Fiscal	18
Accounting Services Technician III	Fiscal	20
Adaptive Technology/Internet Access Specialist	Technical	25
Administrative Assistant II (Academic Affairs)	Clerical	17
Administrative Assistant II (Student Services)	Clerical	17
Administrative Assistant II, Summer & Evening	Clerical	18
Administrative Assistant III (Academic Affairs)	Clerical	25
Administrative Assistant III (Student Services)	Clerical	25
Administrative Assistant III (Community Education)	Clerical	25
Administrative Secretary III/Coordinator Cosmetology	Professiona	28
Administrative Assistant V	Clerical	29
Coordinator, Student Services/Administrative Assistant V	Professiona	31
Administrative Systems Analyst	Technical	33
Admissions & Records Clerk	Clerical	11
Admissions & Records Technician I	Clerical	12
Admissions & Records Technician II	Clerical	16
Admissions & Records Technician III	Clerical	20
Alternative Media Specialist	Technical	25
Application Programmer	Technical	30
Assessment Technician – Community Education	Professiona	20
Assessment Technician	Professiona	19
Assistant Athletic Trainer	Professiona	30
Athletic Trainer	Professiona	31
Audiovisual Services Coordinator	Technical	30
Audiovisual Services Technician I	Technical	25
Automotive Mechanic*	Crafts	21
Auxiliary Accounting Specialist	Fiscal	26
Auxiliary Accounting Specialist II	Fiscal	26
Auxiliary Accounting Technician	Fiscal	18
Basic Skills Coordinator	Professiona	29
Benefits Coordinator	Fiscal	30
Fiscal Administrative Technician	Technical	19
Campus Safety Officer	Technical	14



Career/Job Placement Services Assistant	Clerical	14
Career/Job Placement Services Program Specialist	Technical	20
Cashier Technician	Fiscal	16
Cashier II	Fiscal	16
Academic Support Specialist – Children’s Center	Clerical	17
College Achievement Now (CAN/TRiO) SSS Assistant	Technical	18
College District Police Corporal	Technical	29
College District Police Officer	Technical	28
Community Education Program Technician II	Technical	16
Community Education Technician III	Technical	17
Community Education Technician/Clerk II	Technical	13
Community Education Technician/Clerk III	Technical	14
Cook-Children Center*	Services	12
Coordinator of Assessment	Technical	28
Coordinator, Academic Affairs/Administrative Assistant V	Professiona	31
Coordinator, Admissions & Records Services	Professiona	32
Coordinator, Campus Graphics*	Technical	31
Coordinator, Career and Job Placement	Professiona	29
Coordinator, Cashier Services	Fiscal	29
Coordinator, Community Education	Professiona	33
Coordinator, Contract Education	Professiona	31
Coordinator, Facilities & Construction	Professiona	29
Coordinator, Financial Aid	Professiona	30
Coordinator, Institutional Research and Planning	Professiona	32
Coordinator, Instructional Technology	Professiona	30
Coordinator, Interpreting and Communications Services	Professiona	28
Coordinator, Mathematics Center	Professiona	28
Coordinator, Noncredit English as a Second Language	Professiona	27
Coordinator, Noncredit Programs	Professiona	28
Coordinator, Plant Services	Professiona	24
Coordinator, Public Safety	Professiona	28
Coordinator, Student Activities	Professiona	29
Coordinator, The Extended Campus	Professiona	31
Coordinator, Writing Center Laboratory	Professiona	28
Copy Center Technician and Production Technician*	Technical	20
Counseling Assistant	Professiona	20
Counseling Program Specialist – Non Credit	Professiona	20
Counseling Services Technician – Non Credit	Clerical	12
Courier*	Services	14
Curriculum Specialist	Technical	28
Custodial Lead Worker*	Services	14
Custodial Lead Worker, Off-Campus Programs*	Services	15
Custodian*	Services	11
Equipment Attendant/Custodian*	Services	15
Design Specialist, Campus Graphics*	Technical	20

Distance Learning Technical Assistant	Technical	30
Distance Learning/Academic Support Technical Specialist	Technical	27
DSPS Assistant	Professiona	16
DSPS Specialist	Professiona	21
EOPS Assistant	Technical	18
EOPS Program Specialist	Professiona	19
EOPS Program Coordinator	Professiona	29
EIOPS Specialist/Counseling Assistant	Professiona	20
EOPS/Financial Aid Specialist	Professiona	19
Equipment Technician	Services	18
Equipment Specialist I*	Services	18
Equipment Specialist II*	Technical	20
ESL Clerk	Technical	12
Financial Aid Accounting Technician	Fiscal	21
Financial Aid Assistant	Technical	19
Financial Aid Specialist	Professiona	21
Financial Aid Technical Specialist	Technical	27
Financial Aid Technician	Technical	19
Financial Aid Support Technician	Clerical	12
Fine Arts Assistant (50 percent FTE with Admin Asst. II)	Technical	17
Maintenance Mechanic/ Heavy Equipment Operator*	Crafts	23
Grant Coordinator	Professiona	29
Grant Accountant	Fiscal	28
Grants Analyst	Professiona	29
Grants Analyst II	Professiona	30
Graphic Designer II	Technical	25
Graphic Designer III	Technical	29
Groundskeeper I*	Services	12
Groundskeeper II*	Services	14
Groundskeeper III*	Services	16
Heating, Ventilation, Air Conditioning, and Controls Technician II*	Crafts	30
Heating, Ventilation, Air Conditioning, and Controls Technician*	Crafts	28
Human Resources Assistant	Clerical	18
Network Administrator	Technical	32
Help Desk Technician	Technical	25
Integrated Technology Services Technician	Technical	28
Information Technology Technical Support Coordinator	Technical	27
IT Technical Support Specialist I	Technical	25
IT Technical Support Specialist II	Technical	28
Instructional Assistant, Automotive Technology*	Technical	20
Instructional Assistant, Ceramics/Sculpture Studio	Professiona	20

## 60-12 - Revised

Instructional Assistant, Community Education	Technical	18
Instructional Assistant, CRC Lompoc Valley Center	Technical	20
Instructional Assistant, Engineering*	Technical	20
Instructional Assistant, Learning Assistance Program	Professiona	20
Science Laboratory Specialist*	Professional	27
Instructional Assistant, Mathematics	Professiona	20
Instructional Assistant, Piano Accompanist	Professiona	20
Instructional Assistant, Police Academy*	Professiona	20
Instructional Assistant, Public Safety*	Professiona	20
Instructional Assistant, Stem Center	Professiona	20
Instructional Assistant, Welding*	Technical	20
Instructional Assistant, Writing Center Laboratory	Professiona	20
Instructional Associate, Computer Resource Center	Technical	18
Instructional Technician, Media Labs	Technical	22
Instructional Technician, Dental Laboratory	Technical	20
Laboratory Assistant, Business Skills	Technical	13
Laboratory Assistant, Learning Assistance Program	Technical	13
Laboratory Assistant, Life and Physical Science*	Technical	13
Laboratory Assistant, Writing Center	Technical	13
Laboratory Technician, Community Education	Technical	11
Language Laboratory Technician	Professiona	22
Lead Groundskeeper *	Services	18
Lead Campus Safety Officer	Technical	17
Lead Library/Multi-Media Services Technician	Technical	24
Learning Assistance Assessment Technician	Professiona	20
Learning Outcomes Analyst	Technical	28
Library/Multi-Media Services Technician	Technical	20
Maintenance Lead Worker	Crafts	32
Maintenance Repair Worker I*	Services	12
Maintenance Repair Worker II*	Services	15
Maintenance Repair Worker III*	Services	17
Maintenance Specialist – Carpenter*	Crafts	21
Maintenance Specialist – Electrician*	Crafts	25
Maintenance Specialist – Locksmith*	Crafts	22
Maintenance Specialist – Painter*	Crafts	20
Maintenance Specialist – Plumber*	Crafts	21
Media Production Assistant/Photographic	Technical	21
Multi-Media Production Specialist	Professional	26
Office Services Assistant I	Clerical	11
Office Services Assistant II	Clerical	11
Office Services Technician I	Clerical	12
Office Services Technician I – EOPS/CARE/CalWORKs	Clerical	12
Office Services Technician II (Off-Campus Programs)	Clerical	15
Office Services Technician II Grants	Clerical	15
Payroll Technician	Fiscal	30

Physical Education and Athletic Technician*	Services	11
Police Services Dispatcher Technician	Technical	20
Police Support Services Technician	Clerical	12
Program Technician	Technical	17
Production Specialist, Campus Graphics*	Technical	20
Program Analyst	Technical	32
Public Affairs & Communications Coordinator	Clerical	28
Public Affairs & Communications Technician	Clerical	21
Public Safety Support Technician I	Clerical	12
Public Safety Mechanic/Heavy Equipment Operator	Crafts	27
Public Information Specialist	Professiona	23
Scheduling/Course Data Tech II	Technical	26
Financial Aid Analyst	Technical	26
Senior Purchasing Technician	Fiscal	25
Senior Institutional Research & Planning Analyst	Professiona	29
Server Administrator	Technical	32
Shipping & Receiving Clerk*	Services	16
Web Services Specialist I	Technical	30
Software Development/System Support Specialist	Technical	30
Student Activities Assistant	Technical	18
Student Services Medical Assistant	Technical	14
Student Services Technician	Clerical	19
Student Success and Support (3SP) Technical Specialist	Professiona	27
Student Success Outreach/Retention Specialist	Clerical	20
Student Success Technician	Clerical	15
Systems Analyst	Technical	33
Systems Support Specialist	Technical	30
Testing Specialist	Technical	20
Transcript Evaluator	Technical	22
Transfer and Career/Job Placement Technician	Technical	19
Transportation and Equipment Lead Technician *	Crafts	25
Tutorial/Open Access Computer Lab Technician	Technical	19
University Transfer Center (UTC) Technician	Technical	16
Web Content Coordinator	Technical	28
Web Services Specialist II	Technical	32
Wellness Program Specialist	Professiona	18
Women's Equipment Manager/Custodian*	Services	12

60-14 - Revised  
 37 HOURS WEEK HOURLY RATES  
 ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT  
 CLASSIFIED BARGAINING UNIT SALARY SCHEDULE  
 JULY 1, 2021

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
14 HOUR	17.98	18.87	19.81	20.81	21.85	22.94
MONTH	2,882	3,026	3,177	3,336	3,503	3,678
15 HOUR	18.58	19.51	20.48	21.51	22.58	23.71
MONTH	2,979	3,128	3,284	3,448	3,620	3,801
16 HOUR	19.25	20.21	21.22	22.28	23.40	24.57
MONTH	3,087	3,241	3,403	3,573	3,752	3,940
17 HOUR	19.89	20.88	21.92	23.02	24.17	25.38
MONTH	3,189	3,348	3,515	3,691	3,876	4,070
18 HOUR	20.43	21.46	22.53	23.66	24.84	26.08
MONTH	3,276	3,440	3,612	3,793	3,983	4,182
19 HOUR	21.02	22.08	23.18	24.34	25.56	26.84
MONTH	3,371	3,540	3,717	3,903	4,098	4,303
20 HOUR	21.65	22.73	23.87	25.06	26.31	27.63
MONTH	3,471	3,645	3,827	4,018	4,219	4,430
21 HOUR	22.22	23.33	24.50	25.72	27.01	28.36
MONTH	3,563	3,741	3,928	4,124	4,330	4,547
22 HOUR	22.81	23.95	25.15	26.41	27.73	29.11
MONTH	3,657	3,840	4,032	4,234	4,446	4,668
23 HOUR	23.41	24.59	25.81	27.11	28.46	29.88
MONTH	3,754	3,942	4,139	4,346	4,563	4,791
24 HOUR	24.02	25.23	26.49	27.81	29.20	30.66
MONTH	3,852	4,045	4,247	4,459	4,682	4,916
25 HOUR	24.64	25.87	27.16	28.52	29.95	31.45
MONTH	3,950	4,148	4,355	4,573	4,802	5,042
26 HOUR	25.43	26.70	28.04	29.44	30.91	32.46
MONTH	4,077	4,281	4,495	4,720	4,956	5,204
27 HOUR	26.23	27.54	28.92	30.37	31.88	33.48
MONTH	4,206	4,416	4,637	4,869	5,112	5,368
28 HOUR	27.06	28.42	29.84	31.33	32.89	34.54
MONTH	4,339	4,556	4,784	5,023	5,274	5,538
29 HOUR	27.94	29.34	30.80	32.35	33.96	35.66
MONTH	4,480	4,704	4,939	5,186	5,445	5,717
30 HOUR	28.82	30.26	31.78	33.37	35.04	36.79
MONTH	4,621	4,852	5,095	5,350	5,618	5,899
31 HOUR	29.73	31.22	32.78	34.42	36.14	37.95
MONTH	4,767	5,005	5,255	5,518	5,794	6,084
32 HOUR	30.67	32.20	33.81	35.50	37.28	39.14
MONTH	4,917	5,163	5,421	5,692	5,977	6,276
33 HOUR	31.58	33.16	34.82	36.56	38.39	40.31
MONTH	5,064	5,317	5,583	5,862	6,155	6,463
34 HOUR	32.56	34.19	35.89	37.69	39.57	41.55
MONTH	5,220	5,481	5,755	6,043	6,345	6,662
35 HOUR	33.56	35.23	36.99	38.84	40.78	42.82
MONTH	5,380	5,649	5,931	6,228	6,539	6,866
36 HOUR	34.58	36.31	38.13	40.04	42.04	44.14
MONTH	5,545	5,822	6,113	6,419	6,740	7,077
37 HOUR	35.64	37.43	39.30	41.26	43.33	45.49
MONTH	5,715	6,001	6,301	6,616	6,947	7,294

0.00% COLA  
 Four New Ranges  
 Delete Bottom Three Ranges  
 SS-55  
 7/30/2021

**APPENDIX A: BARGAINING UNIT POSITION LIST****Effective July 2021****A.1 Sorted Alphabetically**

<b>Position Titles</b>	<b>Category</b>	<b>Range</b>
Academic Affairs Support Technician	Technical	18
Academic Load/Scheduling Specialist	Technical	33
Academic Resources Technical Specialist	Technical	32
Accounting Services Technician I	Fiscal	14
Accounting Services Technician II	Fiscal	18
Accounting Services Technician III	Fiscal	20
Adaptive Technology/Internet Access Specialist	Technical	25
Administrative Assistant II (Academic Affairs)	Clerical	17
Administrative Assistant II (Student Services)	Clerical	17
Administrative Assistant II, Summer & Evening	Clerical	18
Administrative Assistant III (Academic Affairs)	Clerical	25
Administrative Assistant III (Student Services)	Clerical	25
Administrative Assistant III (Community Education)	Clerical	25
Administrative Secretary III/Coordinator Cosmetology	Professiona	28
Administrative Assistant V	Clerical	29
Coordinator, Student Services/Administrative Assistant V	Professiona	31
Administrative Systems Analyst	Technical	33
Admissions & Records Clerk	Clerical	11
Admissions & Records Technician I	Clerical	12
Admissions & Records Technician II	Clerical	16
Admissions & Records Technician III	Clerical	20
Alternative Media Specialist	Technical	25
Application Programmer	Technical	30
Assessment Technician – Community Education	Professiona	20
Assessment Technician	Professiona	19
Assistant Athletic Trainer	Professiona	30
Athletic Trainer	Professiona	31
Audiovisual Services Coordinator	Technical	30
Audiovisual Services Technician I	Technical	25
Automotive Mechanic*	Crafts	21
Auxiliary Accounting Specialist	Fiscal	26
Auxiliary Accounting Specialist II	Fiscal	26
Auxiliary Accounting Technician	Fiscal	18
Basic Skills Coordinator	Professiona	29
Benefits Coordinator	Fiscal	30
Fiscal Administrative Technician	Technical	19
Campus Safety Officer	Technical	14

Career/Job Placement Services Assistant	Clerical	14
Career/Job Placement Services Program Specialist	Technical	20
Cashier Technician	Fiscal	16
Cashier II	Fiscal	16
Academic Support Specialist – Children’s Center	Clerical	17
College Achievement Now (CAN/TRiO) SSS Assistant	Technical	18
College District Police Corporal	Technical	29
College District Police Officer	Technical	28
Community Education Program Technician II	Technical	16
Community Education Technician III	Technical	17
Community Education Technician/Clerk II	Technical	13
Community Education Technician/Clerk III	Technical	14
Cook-Children Center*	Services	12
Coordinator of Assessment	Technical	28
Coordinator, Academic Affairs/Administrative Assistant V	Professiona	31
Coordinator, Admissions & Records Services	Professiona	32
Coordinator, Campus Graphics*	Technical	31
Coordinator, Career and Job Placement	Professiona	29
Coordinator, Cashier Services	Fiscal	29
Coordinator, Community Education	Professiona	33
Coordinator, Contract Education	Professiona	31
Coordinator, Facilities & Construction	Professiona	29
Coordinator, Financial Aid	Professiona	30
Coordinator, Institutional Research and Planning	Professiona	32
Coordinator, Instructional Technology	Professiona	30
Coordinator, Interpreting and Communications Services	Professiona	28
Coordinator, Mathematics Center	Professiona	28
Coordinator, Noncredit English as a Second Language	Professiona	27
Coordinator, Noncredit Programs	Professiona	28
Coordinator, Plant Services	Professiona	24
Coordinator, Public Safety	Professiona	28
Coordinator, Student Activities	Professiona	29
Coordinator, The Extended Campus	Professiona	31
Coordinator, Writing Center Laboratory	Professiona	28
Copy Center Technician and Production Technician*	Technical	20
Counseling Assistant	Professiona	20
Counseling Program Specialist – Non Credit	Professiona	20
Counseling Services Technician – Non Credit	Clerical	12
Courier*	Services	14
Curriculum Specialist	Technical	28
Custodial Lead Worker*	Services	14
Custodial Lead Worker, Off-Campus Programs*	Services	15
Custodian*	Services	11
Equipment Attendant/Custodian*	Services	15
Design Specialist, Campus Graphics*	Technical	20

Distance Learning Technical Assistant	Technical	30
Distance Learning/Academic Support Technical Specialist	Technical	27
DSPS Assistant	Professiona	16
DSPS Specialist	Professiona	21
EOPS Assistant	Technical	18
EOPS Program Specialist	Professiona	19
EOPS Program Coordinator	Professiona	29
EIOPS Specialist/Counseling Assistant	Professiona	20
EOPS/Financial Aid Specialist	Professiona	19
Equipment Technician	Services	18
Equipment Specialist I*	Services	18
Equipment Specialist II*	Technical	20
ESL Clerk	Technical	12
Financial Aid Accounting Technician	Fiscal	21
Financial Aid Assistant	Technical	19
Financial Aid Specialist	Professiona	21
Financial Aid Technical Specialist	Technical	27
Financial Aid Technician	Technical	19
Financial Aid Support Technician	Clerical	12
Fine Arts Assistant (50 percent FTE with Admin Asst. II)	Technical	17
Maintenance Mechanic/ Heavy Equipment Operator*	Crafts	23
Grant Coordinator	Professiona	29
Grant Accountant	Fiscal	28
Grants Analyst	Professiona	29
Grants Analyst II	Professiona	30
Graphic Designer II	Technical	25
Graphic Designer III	Technical	29
Groundskeeper I*	Services	12
Groundskeeper II*	Services	14
Groundskeeper III*	Services	16
Heating, Ventilation, Air Conditioning, and Controls Technician II*	Crafts	30
Heating, Ventilation, Air Conditioning, and Controls Technician*	Crafts	28
Human Resources Assistant	Clerical	18
Network Administrator	Technical	32
Help Desk Technician	Technical	25
Integrated Technology Services Technician	Technical	28
Information Technology Technical Support Coordinator	Technical	27
IT Technical Support Specialist I	Technical	25
IT Technical Support Specialist II	Technical	28
Instructional Assistant, Automotive Technology*	Technical	20
Instructional Assistant, Ceramics/Sculpture Studio	Professiona	20



Instructional Assistant, Community Education	Technical	18
Instructional Assistant, CRC Lompoc Valley Center	Technical	20
Instructional Assistant, Engineering*	Technical	20
Instructional Assistant, Learning Assistance Program	Professiona	20
Science Laboratory Specialist*	Professional	27
Instructional Assistant, Mathematics	Professiona	20
Instructional Assistant, Piano Accompanist	Professiona	20
Instructional Assistant, Police Academy*	Professiona	20
Instructional Assistant, Public Safety*	Professiona	20
Instructional Assistant, Stem Center	Professiona	20
Instructional Assistant, Welding*	Technical	20
Instructional Assistant, Writing Center Laboratory	Professiona	20
Instructional Associate, Computer Resource Center	Technical	18
Instructional Technician, Media Labs	Technical	22
Instructional Technician, Dental Laboratory	Technical	20
Laboratory Assistant, Business Skills	Technical	13
Laboratory Assistant, Learning Assistance Program	Technical	13
Laboratory Assistant, Life and Physical Science*	Technical	13
Laboratory Assistant, Writing Center	Technical	13
Laboratory Technician, Community Education	Technical	11
Language Laboratory Technician	Professiona	22
Lead Groundskeeper *	Services	18
Lead Campus Safety Officer	Technical	17
Lead Library/Multi-Media Services Technician	Technical	24
Learning Assistance Assessment Technician	Professiona	20
Learning Outcomes Analyst	Technical	28
Library/Multi-Media Services Technician	Technical	20
Maintenance Lead Worker	Crafts	32
Maintenance Repair Worker I*	Services	12
Maintenance Repair Worker II*	Services	15
Maintenance Repair Worker III*	Services	17
Maintenance Specialist – Carpenter*	Crafts	21
Maintenance Specialist – Electrician*	Crafts	25
Maintenance Specialist – Locksmith*	Crafts	22
Maintenance Specialist – Painter*	Crafts	20
Maintenance Specialist – Plumber*	Crafts	21
Media Production Assistant/Photographic	Technical	21
Multi-Media Production Specialist	Professional	26
Office Services Assistant I	Clerical	11
Office Services Assistant II	Clerical	11
Office Services Technician I	Clerical	12
Office Services Technician I – EOPS/CARE/CalWORKs	Clerical	12
Office Services Technician II (Off-Campus Programs)	Clerical	15
Office Services Technician II Grants	Clerical	15
Payroll Technician	Fiscal	30

Physical Education and Athletic Technician*	Services	11
Police Services Dispatcher Technician	Technical	20
Police Support Services Technician	Clerical	12
Program Technician	Technical	17
Production Specialist, Campus Graphics*	Technical	20
Program Analyst	Technical	32
Public Affairs & Communications Coordinator	Clerical	28
Public Affairs & Communications Technician	Clerical	21
Public Safety Support Technician I	Clerical	12
Public Safety Mechanic/Heavy Equipment Operator	Crafts	27
Public Information Specialist	Professiona	23
Scheduling/Course Data Tech II	Technical	26
Financial Aid Analyst	Technical	26
Senior Purchasing Technician	Fiscal	25
Senior Institutional Research & Planning Analyst	Professiona	29
Server Administrator	Technical	32
Shipping & Receiving Clerk*	Services	16
Web Services Specialist I	Technical	30
Software Development/System Support Specialist	Technical	30
Student Activities Assistant	Technical	18
Student Services Medical Assistant	Technical	14
Student Services Technician	Clerical	19
Student Success and Support (3SP) Technical Specialist	Professiona	27
Student Success Outreach/Retention Specialist	Clerical	20
Student Success Technician	Clerical	15
Systems Analyst	Technical	33
Systems Support Specialist	Technical	30
Testing Specialist	Technical	20
Transcript Evaluator	Technical	22
Transfer and Career/Job Placement Technician	Technical	19
Transportation and Equipment Lead Technician *	Crafts	25
Tutorial/Open Access Computer Lab Technician	Technical	19
University Transfer Center (UTC) Technician	Technical	16
Web Content Coordinator	Technical	28
Web Services Specialist II	Technical	32
Wellness Program Specialist	Professiona	18
Women's Equipment Manager/Custodian*	Services	12

## 60-20 - Revised

37 HOURS WEEK HOURLY RATES  
 ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT  
 CLASSIFIED BARGAINING UNIT SALARY SCHEDULE  
 JULY 1, 2023

RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
14	HOUR	19.77	20.76	21.80	22.89	24.04	25.24
	MONTH	3,170	3,329	3,495	3,670	3,854	4,047
	ANNUAL	38,040	39,948	41,940	44,040	46,248	48,564
15	HOUR	20.44	21.46	22.53	23.66	24.85	26.09
	MONTH	3,277	3,441	3,613	3,794	3,984	4,183
	ANNUAL	39,324	41,292	43,356	45,528	47,808	50,196
16	HOUR	21.18	22.24	23.35	24.52	25.75	27.03
	MONTH	3,396	3,566	3,744	3,931	4,128	4,334
	ANNUAL	40,752	42,792	44,928	47,172	49,536	52,008
17	HOUR	21.88	22.97	24.12	25.32	26.59	27.92
	MONTH	3,508	3,683	3,867	4,060	4,263	4,476
	ANNUAL	42,096	44,196	46,404	48,720	51,156	53,712
18	HOUR	22.48	23.60	24.78	26.02	27.32	28.69
	MONTH	3,604	3,784	3,973	4,172	4,381	4,600
	ANNUAL	43,248	45,408	47,676	50,064	52,572	55,200
19	HOUR	23.13	24.28	25.50	26.77	28.11	29.51
	MONTH	3,708	3,893	4,088	4,292	4,507	4,732
	ANNUAL	44,496	46,716	49,056	51,504	54,084	56,784
20	HOUR	23.81	25.00	26.25	27.56	28.94	30.39
	MONTH	3,818	4,009	4,209	4,419	4,640	4,872
	ANNUAL	45,816	48,108	50,508	53,028	55,680	58,464
21	HOUR	24.44	25.67	26.95	28.30	29.71	31.20
	MONTH	3,919	4,115	4,321	4,537	4,764	5,002
	ANNUAL	47,028	49,380	51,852	54,444	57,168	60,024
22	HOUR	25.09	26.35	27.66	29.05	30.50	32.03
	MONTH	4,023	4,224	4,435	4,657	4,890	5,135
	ANNUAL	48,276	50,688	53,220	55,884	58,680	61,620
23	HOUR	25.75	27.04	28.39	29.81	31.30	32.87
	MONTH	4,129	4,335	4,552	4,780	5,019	5,270
	ANNUAL	49,548	52,020	54,624	57,360	60,228	63,240
24	HOUR	26.43	27.75	29.13	30.59	32.12	33.73
	MONTH	4,237	4,449	4,671	4,905	5,150	5,408
	ANNUAL	50,844	53,388	56,052	58,860	61,800	64,896
25	HOUR	27.10	28.45	29.88	31.37	32.94	34.59
	MONTH	4,345	4,562	4,790	5,030	5,282	5,546
	ANNUAL	52,140	54,744	57,480	60,360	63,384	66,552
26	HOUR	27.97	29.37	30.84	32.38	34.00	35.70
	MONTH	4,485	4,709	4,944	5,191	5,451	5,724
	ANNUAL	53,820	56,508	59,328	62,292	65,412	68,688
27	HOUR	28.86	30.30	31.81	33.41	35.08	36.83
	MONTH	4,627	4,858	5,101	5,356	5,624	5,905
	ANNUAL	55,524	58,296	61,212	64,272	67,488	70,860
28	HOUR	29.77	31.26	32.83	34.47	36.19	38.00
	MONTH	4,773	5,012	5,263	5,526	5,802	6,092
	ANNUAL	57,276	60,144	63,156	66,312	69,624	73,104

60-21 - Revised

29	HOUR	30.74	32.27	33.89	35.58	37.36	39.23
	MONTH	4,928	5,174	5,433	5,705	5,990	6,290
	ANNUAL	59,136	62,088	65,196	68,460	71,880	75,480
30	HOUR	31.70	33.29	34.95	36.70	38.53	40.46
	MONTH	5,083	5,337	5,604	5,884	6,178	6,487
	ANNUAL	60,996	64,044	67,248	70,608	74,136	77,844
31	HOUR	32.71	34.34	36.06	37.86	39.75	41.74
	MONTH	5,244	5,506	5,781	6,070	6,374	6,693
	ANNUAL	62,928	66,072	69,372	72,840	76,488	80,316
32	HOUR	33.74	35.42	37.19	39.05	41.00	43.05
	MONTH	5,409	5,679	5,963	6,261	6,574	6,903
	ANNUAL	64,908	68,148	71,556	75,132	78,888	82,836
33	HOUR	34.74	36.48	38.30	40.22	42.22	44.34
	MONTH	5,570	5,849	6,141	6,448	6,770	7,109
	ANNUAL	66,840	70,188	73,692	77,376	81,240	85,308
34	HOUR	35.81	37.60	39.48	41.46	43.53	45.70
	MONTH	5,742	6,029	6,330	6,647	6,979	7,328
	ANNUAL	68,904	72,348	75,960	79,764	83,748	87,936
35	HOUR	36.91	38.76	40.70	42.73	44.87	47.11
	MONTH	5,918	6,214	6,525	6,851	7,194	7,554
	ANNUAL	71,016	74,568	78,300	82,212	86,328	90,648
36	HOUR	38.05	39.95	41.94	44.04	46.24	48.56
	MONTH	6,100	6,405	6,725	7,061	7,414	7,785
	ANNUAL	73,200	76,860	80,700	84,732	88,968	93,420
37	HOUR	39.21	41.17	43.23	45.39	47.66	50.05
	MONTH	6,287	6,601	6,931	7,278	7,642	8,024
	ANNUAL	75,444	79,212	83,172	87,336	91,704	96,288

10% Salary Schedule Increase

SS-55

7/1/2023

**APPENDIX A: BARGAINING UNIT POSITION LIST****Effective July 2023****A.1 Sorted Alphabetically**

<b>Position Titles</b>	<b>Category</b>	<b>Range</b>
Academic Affairs Support Technician	Technical	18
Academic Load/Scheduling Specialist	Technical	33
Academic Resources Technical Specialist	Technical	32
Accounting Services Technician I	Fiscal	14
Accounting Services Technician II	Fiscal	18
Accounting Services Technician III	Fiscal	20
Adaptive Technology/Internet Access Specialist	Technical	25
Administrative Assistant II (Academic Affairs)	Clerical	17
Administrative Assistant II (Student Services)	Clerical	17
Administrative Assistant II, Summer & Evening	Clerical	18
Administrative Assistant III (Academic Affairs)	Clerical	25
Administrative Assistant III (Student Services)	Clerical	25
Administrative Assistant III (Community Education)	Clerical	25
Administrative Secretary III/Coordinator Cosmetology	Profession	28
Administrative Assistant V	Clerical	29
Coordinator, Student Services/Administrative Assistant V	Profession	31
Administrative Systems Analyst	Technical	33
Admissions & Records Clerk	Clerical	11
Admissions & Records Technician I	Clerical	12
Admissions & Records Technician II	Clerical	16
Admissions & Records Technician III	Clerical	20
Alternative Media Specialist	Technical	25
Application Programmer	Technical	30
Assessment Technician – Community Education	Profession	20
Assessment Technician	Profession	19
Assistant Athletic Trainer	Profession	30
Athletic Trainer	Profession	31
Audiovisual Services Coordinator	Technical	30
Audiovisual Services Technician I	Technical	25
Automotive Mechanic*	Crafts	21
Auxiliary Accounting Specialist	Fiscal	26
Auxiliary Accounting Specialist II	Fiscal	26
Auxiliary Accounting Technician	Fiscal	18
Basic Skills Coordinator	Profession	29
Benefits Coordinator	Fiscal	30
Fiscal Administrative Technician	Technical	19
Campus Safety Officer	Technical	14

Career/Job Placement Services Assistant	Clerical	14
Career/Job Placement Services Program Specialist	Technical	20
Cashier Technician	Fiscal	16
Cashier II	Fiscal	16
Academic Support Specialist – Children’s Center	Clerical	17
College Achievement Now (CAN/TRiO) SSS Assistant	Technical	18
College District Police Corporal	Technical	29
College District Police Officer	Technical	28
Community Education Program Technician II	Technical	16
Community Education Technician III	Technical	17
Community Education Technician/Clerk II	Technical	13
Community Education Technician/Clerk III	Technical	14
Cook-Children Center*	Services	12
Coordinator of Assessment	Technical	28
Coordinator, Academic Affairs/Administrative Assistant V	Professiona	31
Coordinator, Admissions & Records Services	Professiona	32
Coordinator, Campus Graphics*	Technical	31
Coordinator, Career and Job Placement	Professiona	29
Coordinator, Cashier Services	Fiscal	29
Coordinator, Community Education	Professiona	33
Coordinator, Contract Education	Professiona	31
Coordinator, Facilities & Construction	Professiona	29
Coordinator, Financial Aid	Professiona	30
Coordinator, Institutional Research and Planning	Professiona	32
Coordinator, Instructional Technology	Professiona	30
Coordinator, Interpreting and Communications Services	Professiona	28
Coordinator, Mathematics Center	Professiona	28
Coordinator, Noncredit English as a Second Language	Professiona	27
Coordinator, Noncredit Programs	Professiona	28
Coordinator, Plant Services	Professiona	24
Coordinator, Public Safety	Professiona	28
Coordinator, Student Activities	Professiona	29
Coordinator, The Extended Campus	Professiona	31
Coordinator, Writing Center Laboratory	Professiona	28
Copy Center Technician and Production Technician*	Technical	20
Counseling Assistant	Professiona	20
Counseling Program Specialist – Non Credit	Professiona	20
Counseling Services Technician – Non Credit	Clerical	12
Courier*	Services	14
Curriculum Specialist	Technical	28
Custodial Lead Worker*	Services	14
Custodial Lead Worker, Off-Campus Programs*	Services	15
Custodian*	Services	11
Equipment Attendant/Custodian*	Services	15
Design Specialist, Campus Graphics*	Technical	20

Distance Learning Technical Assistant	Technical	30
Distance Learning/Academic Support Technical Specialist	Technical	27
DSPS Assistant	Professiona	16
DSPS Specialist	Professiona	21
EOPS Assistant	Technical	18
EOPS Program Specialist	Professiona	19
EOPS Program Coordinator	Professiona	29
EIOPS Specialist/Counseling Assistant	Professiona	20
EOPS/Financial Aid Specialist	Professiona	19
Equipment Technician	Services	18
Equipment Specialist I*	Services	18
Equipment Specialist II*	Technical	20
ESL Clerk	Technical	12
Financial Aid Accounting Technician	Fiscal	21
Financial Aid Analyst	Technical	26
Financial Aid Assistant	Technical	19
Financial Aid Specialist	Professiona	21
Financial Aid Technical Specialist	Technical	27
Financial Aid Technician	Technical	19
Financial Aid Support Technician	Clerical	12
Fine Arts Assistant (50 percent FTE with Admin Asst. II)	Technical	17
Maintenance Mechanic/ Heavy Equipment Operator*	Crafts	23
Grant Coordinator	Professiona	29
Grant Accountant	Fiscal	28
Grants Analyst	Professiona	29
Grants Analyst II	Professiona	30
Graphic Designer II	Technical	25
Graphic Designer III	Technical	29
Groundskeeper I*	Services	12
Groundskeeper II*	Services	14
Groundskeeper III*	Services	16
Heating, Ventilation, Air Conditioning, and Controls Technician II*	Crafts	30
Heating, Ventilation, Air Conditioning, and Controls Technician*	Crafts	28
Human Resources Assistant	Clerical	18
Network Administrator	Technical	32
Help Desk Technician	Technical	25
Integrated Technology Services Technician	Technical	28
Information Technology Technical Support Coordinator	Technical	27
IT Technical Support Specialist I	Technical	25
IT Technical Support Specialist II	Technical	28

Instructional Assistant, Automotive Technology*	Technical	20
Instructional Assistant, Ceramics/Sculpture Studio	Professiona	20
Instructional Assistant, Community Education	Technical	18
Instructional Assistant, CRC Lompoc Valley Center	Technical	20
Instructional Assistant, Engineering*	Technical	20
Instructional Assistant, Learning Assistance Program	Professional	20
Science Laboratory Specialist*	Professional	27
Instructional Assistant, Mathematics	Professiona	20
Instructional Assistant, Piano Accompanist	Professiona	20
Instructional Assistant, Police Academy*	Professiona	20
Instructional Assistant, Public Safety*	Professiona	20
Instructional Assistant, Stem Center	Professiona	20
Instructional Assistant, Welding*	Technical	20
Instructional Assistant, Writing Center Laboratory	Professiona	20
Instructional Associate, Computer Resource Center	Technical	18
Instructional Technician, Media Labs	Technical	22
Instructional Technician, Dental Laboratory	Technical	20
Laboratory Assistant, Business Skills	Technical	13
Laboratory Assistant, Learning Assistance Program	Technical	13
Laboratory Assistant, Life and Physical Science*	Technical	13
Laboratory Assistant, Writing Center	Technical	13
Laboratory Technician, Community Education	Technical	11
Language Laboratory Technician	Professional	22
Lead Groundskeeper *	Services	18
Lead Campus Safety Officer	Technical	17
Lead Library/Multi-Media Services Technician	Technical	24
Learning Assistance Assessment Technician	Professiona	20
Learning Outcomes Analyst	Technical	28
Library/Multi-Media Services Technician	Technical	20
Maintenance Lead Worker	Crafts	32
Maintenance Repair Worker I*	Services	12
Maintenance Repair Worker II*	Services	15
Maintenance Repair Worker III*	Services	17
Maintenance Specialist – Carpenter*	Crafts	21
Maintenance Specialist – Electrician*	Crafts	25
Maintenance Specialist – Locksmith*	Crafts	22
Maintenance Specialist – Painter*	Crafts	20
Maintenance Specialist – Plumber*	Crafts	21
Media Production Assistant/Photographic	Technical	21
Multi-Media Production Specialist	Professional	26
Office Services Assistant I	Clerical	11
Office Services Assistant II	Clerical	11
Office Services Technician I	Clerical	12
Office Services Technician I – EOPS/CARE/CalWORKs	Clerical	12
Office Services Technician II (Off-Campus Programs)	Clerical	15



Office Services Technician II Grants	Clerical	15
Payroll Technician	Fiscal	30
Physical Education and Athletic Technician*	Services	11
Police Services Dispatcher Technician	Technical	20
Police Support Services Technician	Clerical	12
Program Technician	Technical	17
Production Specialist, Campus Graphics*	Technical	20
Program Analyst	Technical	32
Public Affairs & Communications Coordinator	Clerical	28
Public Affairs & Communications Technician	Clerical	21
Public Safety Support Technician I	Clerical	12
Public Safety Mechanic/Heavy Equipment Operator	Crafts	27
Public Information Specialist	Professiona	23
Scheduling/Course Data Tech II	Technical	26
Senior Purchasing Technician	Fiscal	25
Senior Institutional Research & Planning Analyst	Professiona	29
Server Administrator	Technical	32
Shipping & Receiving Clerk*	Services	16
Web Services Specialist I	Technical	30
Software Development/System Support Specialist	Technical	30
Student Activities Assistant	Technical	18
Student Services Medical Assistant	Technical	14
Student Services Technician	Clerical	19
Student Success and Support (3SP) Technical Specialist	Professiona	27
Student Success Outreach/Retention Specialist	Clerical	20
Student Success Technician	Clerical	15
Systems Analyst	Technical	33
Systems Support Specialist	Technical	30
Testing Specialist	Technical	20
Transcript Evaluator	Technical	22
Transfer and Career/Job Placement Technician	Technical	19
Transportation and Equipment Lead Technician *	Crafts	25
Tutorial/Open Access Computer Lab Technician	Technical	19
University Transfer Center (UTC) Technician	Technical	16
Web Content Coordinator	Technical	28
Web Services Specialist II	Technical	32
Wellness Program Specialist	Professiona	18
Women's Equipment Manager/Custodian*	Services	12

## 60-27 - Revised

37 HOURS WEEK HOURLY RATES  
 ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT  
 CLASSIFIED BARGAINING UNIT SALARY SCHEDULE  
 JULY 1, 2023

RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
14	HOUR	19.77	20.76	21.80	22.89	24.04	25.24
	MONTH	3,170	3,329	3,495	3,670	3,854	4,047
	ANNUAL	38,040	39,948	41,940	44,040	46,248	48,564
15	HOUR	20.44	21.46	22.53	23.66	24.85	26.09
	MONTH	3,277	3,441	3,613	3,794	3,984	4,183
	ANNUAL	39,324	41,292	43,356	45,528	47,808	50,196
16	HOUR	21.18	22.24	23.35	24.52	25.75	27.03
	MONTH	3,396	3,566	3,744	3,931	4,128	4,334
	ANNUAL	40,752	42,792	44,928	47,172	49,536	52,008
17	HOUR	21.88	22.97	24.12	25.32	26.59	27.92
	MONTH	3,508	3,683	3,867	4,060	4,263	4,476
	ANNUAL	42,096	44,196	46,404	48,720	51,156	53,712
18	HOUR	22.48	23.60	24.78	26.02	27.32	28.69
	MONTH	3,604	3,784	3,973	4,172	4,381	4,600
	ANNUAL	43,248	45,408	47,676	50,064	52,572	55,200
19	HOUR	23.13	24.28	25.50	26.77	28.11	29.51
	MONTH	3,708	3,893	4,088	4,292	4,507	4,732
	ANNUAL	44,496	46,716	49,056	51,504	54,084	56,784
20	HOUR	23.81	25.00	26.25	27.56	28.94	30.39
	MONTH	3,818	4,009	4,209	4,419	4,640	4,872
	ANNUAL	45,816	48,108	50,508	53,028	55,680	58,464
21	HOUR	24.44	25.67	26.95	28.30	29.71	31.20
	MONTH	3,919	4,115	4,321	4,537	4,764	5,002
	ANNUAL	47,028	49,380	51,852	54,444	57,168	60,024
22	HOUR	25.09	26.35	27.66	29.05	30.50	32.03
	MONTH	4,023	4,224	4,435	4,657	4,890	5,135
	ANNUAL	48,276	50,688	53,220	55,884	58,680	61,620
23	HOUR	25.75	27.04	28.39	29.81	31.30	32.87
	MONTH	4,129	4,335	4,552	4,780	5,019	5,270
	ANNUAL	49,548	52,020	54,624	57,360	60,228	63,240
24	HOUR	26.43	27.75	29.13	30.59	32.12	33.73
	MONTH	4,237	4,449	4,671	4,905	5,150	5,408
	ANNUAL	50,844	53,388	56,052	58,860	61,800	64,896
25	HOUR	27.10	28.45	29.88	31.37	32.94	34.59
	MONTH	4,345	4,562	4,790	5,030	5,282	5,546
	ANNUAL	52,140	54,744	57,480	60,360	63,384	66,552
26	HOUR	27.97	29.37	30.84	32.38	34.00	35.70
	MONTH	4,485	4,709	4,944	5,191	5,451	5,724
	ANNUAL	53,820	56,508	59,328	62,292	65,412	68,688
27	HOUR	28.86	30.30	31.81	33.41	35.08	36.83
	MONTH	4,627	4,858	5,101	5,356	5,624	5,905
	ANNUAL	55,524	58,296	61,212	64,272	67,488	70,860
28	HOUR	29.77	31.26	32.83	34.47	36.19	38.00
	MONTH	4,773	5,012	5,263	5,526	5,802	6,092
	ANNUAL	57,276	60,144	63,156	66,312	69,624	73,104

60-28 - Revised

29	HOUR	30.74	32.27	33.89	35.58	37.36	39.23
	MONTH	4,928	5,174	5,433	5,705	5,990	6,290
	ANNUAL	59,136	62,088	65,196	68,460	71,880	75,480
30	HOUR	31.70	33.29	34.95	36.70	38.53	40.46
	MONTH	5,083	5,337	5,604	5,884	6,178	6,487
	ANNUAL	60,996	64,044	67,248	70,608	74,136	77,844
31	HOUR	32.71	34.34	36.06	37.86	39.75	41.74
	MONTH	5,244	5,506	5,781	6,070	6,374	6,693
	ANNUAL	62,928	66,072	69,372	72,840	76,488	80,316
32	HOUR	33.74	35.42	37.19	39.05	41.00	43.05
	MONTH	5,409	5,679	5,963	6,261	6,574	6,903
	ANNUAL	64,908	68,148	71,556	75,132	78,888	82,836
33	HOUR	34.74	36.48	38.30	40.22	42.22	44.34
	MONTH	5,570	5,849	6,141	6,448	6,770	7,109
	ANNUAL	66,840	70,188	73,692	77,376	81,240	85,308
34	HOUR	35.81	37.60	39.48	41.46	43.53	45.70
	MONTH	5,742	6,029	6,330	6,647	6,979	7,328
	ANNUAL	68,904	72,348	75,960	79,764	83,748	87,936
35	HOUR	36.91	38.76	40.70	42.73	44.87	47.11
	MONTH	5,918	6,214	6,525	6,851	7,194	7,554
	ANNUAL	71,016	74,568	78,300	82,212	86,328	90,648
36	HOUR	38.05	39.95	41.94	44.04	46.24	48.56
	MONTH	6,100	6,405	6,725	7,061	7,414	7,785
	ANNUAL	73,200	76,860	80,700	84,732	88,968	93,420
37	HOUR	39.21	41.17	43.23	45.39	47.66	50.05
	MONTH	6,287	6,601	6,931	7,278	7,642	8,024
	ANNUAL	75,444	79,212	83,172	87,336	91,704	96,288

10% Salary Schedule Increase

SS-55

7/1/2023

60-29 - Revised

APPENDIX A BARGAINING UNIT POSITION LIST

The positions with an asterick(\*) in Appendix A are entitled to safety footwear as outlined in Article 10

Effective January 2025, updated per Article 17.5.2

Name	Job Family	Range	Group
Academic Affairs Specialist	Technical	28	Classified
Academic Load Scheduling Specialist	Technical	34	Classified
Academic Resouce Center Assistant	Technical	22	Classified
Accounting Services Technician II	Fiscal	24	Classified
Accounting Services Technician III	Fiscal	26	Classified
Administrative Assistant II - Business Services	Clerical	24	Classified
Administrative Assistant II - Children's Center	Clerical	24	Classified
Administrative Assistant II - Human Resources	Clerical	24	Classified
Administrative Assistant II- Academic Affairs	Clerical	24	Classified
Administrative Assistant II- Human Resources	Clerical	24	Classified
Administrative Assistant II- Student Services	Clerical	24	Classified
Administrative Assistant II- Summer Evening	Clerical	25	Classified
Administrative Assistant III - Administrative Services	Clerical	27	Classified
Administrative Assistant III- Academic Affairs	Clerical	27	Classified
Administrative Assistant III- Community Education	Clerical	28	Classified
Administrative Assistant III- Student Services	Clerical	27	Classified
Administrative Coordinator, Academic Affairs	Professional	33	Classified
Administrative Coordinator, Extended Campus	Professional	33	Classified
Administrative Coordinator, Finance and Administration	Professional	33	Classified
Administrative Coordinator, Institutional Effectiveness, Administrative Assistant V	Professional	33	Classified
Administrative Coordinator, Student Services	Professional	33	Classified
Aim Dream Coordinator	Professional	30	Classified
Alternative Media Specialist	Technical	34	Classified
Audiovisual Services Coordinator	Technical	30	Classified
Automotive Mechanic*	Crafts	27	Classified
Auxiliary Accounting Specialist	Fiscal	29	Classified
Auxiliary Accounting Technician	Fiscal	23	Classified
Benefits Coordinator	Fiscal	32	Classified
Buyer	Fiscal	31	Classified
CAFYES-CARE Program Specialist	Clerical	19	Classified
Cal-SOAP Technician	Technical	23	Classified
Campus Safety Officer*	Technical	23	Classified
CAN TRIO Student Support Specialist	Technical	26	Classified
Career Center Coordinator	Technical	30	Classified
Career Center Program Specialist	Technical	26	Classified
Career Readiness Specialist - Business Partnerships	Technical	26	Classified
Career Readiness Specialist - Cooperative Work Experience	Technical	26	Classified
College District Police Corporal*	Technical	33	Classified
College District Police Officer*	Technical	31	Classified
Community Education Specialist	Technical	24	Classified
Community Outreach Coordinator	Professional	32	Classified
Cook - Childrens Center*	Services	14	Classified
Coordinator Finance and Administration Administrative Assistant V	Professional	33	Classified
Coordinator Institutional Effectiveness Administrative Assistant V	Professional	31	Classified
Coordinator Justice Involved and Student Support	Professional	29	Classified
Coordinator Law Enforcement Training	Professional	33	Classified
Coordinator, Academic Affairs Administrative Assistant V	Professional	31	Classified
Coordinator, Campus Graphics*	Technical	32	Classified
Coordinator, Community Education	Professional	33	Classified
Coordinator, Community Education	Professional	33	Classified

## 60-30 - Revised

Coordinator, Contract Education	Professional	31	Classified
Coordinator, Enrollment Services	Professional	32	Classified
Coordinator, Facilities	Professional	30	Classified
Coordinator, Financial Aid	Professional	33	Classified
Coordinator, Mathematics Center	Professional	29	Classified
Coordinator, Public Safety	Professional	31	Classified
Coordinator, Shooting Range and EVOG Track Maintenance	Professional	28	Classified
Coordinator, STEM Learning Lab	Professional	29	Classified
Coordinator, Student Accounts	Professional	33	Classified
Coordinator, Student Services Administrative Assistant V	Professional	31	Classified
Coordinator, Student Services Technology	Professional	34	Classified
Coordinator, The Extended Campus	Professional	31	Classified
Copy Center & Production Technician*	Technical	20	Classified
Counseling Assistant	Professional	26	Classified
Curriculum Analyst	Technical	34	Classified
Curriculum Technician	Technical	28	Classified
Custodial Lead Worker*	Services	21	Classified
Custodian I*	Services	15	Classified
Custodian II*	Services	18	Classified
Design Specialist Campus Graphics	Technical	20	Classified
Distance Education Academic Support Technical Specialist	Technical	31	Classified
DSPS Instructional Specialist	Professional	28	Classified
DSPS Testing Center Specialist	Professional	28	Classified
Early College Coordinator	Professional	26	Classified
Early Outreach Coordinator	Professional	30	Classified
Enrollment Services Specialist	Technical	26	Classified
Enrollment Services Technician I	Technical	22	Classified
Enrollment Services Technician II	Technical	24	Classified
EOPS Assistant	Technical	24	Classified
EOPS CalWORKS Specialist	Professional	19	Classified
EOPS Financial Aid Specialist	Professional	19	Classified
EOPS Program Coordinator	Professional	29	Classified
EOPS Specialist-Counseling Assistant	Professional	20	Classified
EOPS Technical Specialist	Technical	26	Classified
Equipment Attendant Custodian*	Services	15	Classified
Equipment Specialist I*	Services	25	Classified
Equipment Technician*	Services	22	Classified
Financial Aid Specialist	Professional	26	Classified
Financial Aid Accounting Technician	Fiscal	26	Classified
Financial Aid Analyst	Technical	30	Classified
Financial Aid Support Technician	Clerical	18	Classified
Financial Aid Technical Specialist	Technical	31	Classified
Grant Accountant	Fiscal	34	Classified
Grant Coordinator	Professional	31	Classified
Grants Analyst	Professional	29	Classified
Grants Analyst II	Professional	30	Classified
Graphics Designer	Technical	27	Classified
Groundskeeper I*	Services	18	Classified
Groundskeeper II*	Services	20	Classified
Groundskeeper III*	Services	22	Classified
Groundskeeper- Lead*	Services	24	Classified
Health Sciences Program Specialist	Technical	26	Classified
Heating Refrigeration Mechanic*	Crafts	26	Classified
Heating Ventilation Air Condition Controls Technician*	Crafts	28	Classified

## 60-31 - Revised

Heating Ventilation Air Condition and Controls Technician II*	Crafts	30	Classified
Institutional Effectiveness Analyst	Professional	37	Classified
Instructional Assistant - Machining and Manufacturing Technology*	Professional	24	Classified
Instructional Assistant- 3D Art	Professional	24	Classified
Instructional Assistant Automotive Technology*	Technical	24	Classified
Instructional Assistant Dental Laboratory	Technical	24	Classified
Instructional Assistant Engineering*	Technical	24	Classified
Instructional Assistant- Piano Accompanist	Professional	20	Classified
Instructional Assistant Public Safety*	Professional	20	Classified
Instructional Assistant Writing Center Lab	Professional	24	Classified
Instructional Assistant, Media Labs	Technical	24	Classified
Instructional Assistant, Mathematics	Professional	24	Classified
Instructional Assistant, Welding*	Technical	20	Classified
ITS_Help Desk Specialist	Technical	30	Classified
Language Laboratory Technician	Professional	22	Classified
Lead Campus Safety Officer*	Technical	26	Classified
Library Services Technician-Cataloging	Technical	27	Classified
Library Services Technician-Circulation	Technical	23	Classified
Life and Physical Sciences Laboratory Instructional Technician	Technical	20	Classified
Mail Clerk Courier	Services	19	Classified
Maintenance Lead Worker	Crafts	32	Classified
MAINTENANCE MECHANIC_HEAVY EQUIPMENT OPERATOR*	Crafts	23	Classified
Maintenance Specialist - Carpenter*	Crafts	25	Classified
Maintenance Specialist - Electrician*	Crafts	29	Classified
Maintenance Specialist - Locksmith*	Crafts	27	Classified
Maintenance Specialist - Painter*	Crafts	25	Classified
Maintenance Specialist - Plumber*	Crafts	27	Classified
Maintenance_Worker LVC*	Services	25	Classified
MESA_STEM Academic Success Center Support Specialist	Technical	26	Classified
Multi-Media Production Specialist	Technical	26	Classified
NonCredit Student Success & Support Program Coordinator	Professional	28	Classified
Office Services Technician I	Clerical	16	Classified
Office Services Technician II Grants	Clerical	18	Classified
Outreach Coordinator	Professional	27	Classified
Outreach Specialist	Professional	25	Classified
Payroll Technician	Fiscal	32	Classified
Program Specialist Justice Involved Student Support	Professional	19	Classified
Program Technician	Technical	21	Classified
Public Affairs & Communications Analyst	Professional	33	Classified
Public Affairs & Communications Coordinator	Professional	29	Classified
Public Information Specialist (Bilingual)	Professional	30	Classified
Public Safety Dispatcher Records Technician*	Technical	27	Classified
Public Safety Equipment Specialist*	Technical	25	Classified
Public Safety Mechanic Heavy Equipment Operator*	Crafts	27	Classified
Public Safety Support Technician	Clerical	14	Classified
Scheduling Specialist	Technical	33	Classified
Science Laboratory Specialist*	Professional	31	Classified
Shipping and Receiving Technician*	Services	16	Classified
Specialist Instructional Technology	Professional	30	Classified
Student Account Specialist	Fiscal	22	Classified
Student Account Technician	Fiscal	19	Classified
Student Engagement Coordinator	Professional	30	Classified
Student Resource and Support Technician	Clerical	24	Classified
Student Services Medical Assistant	Technical	19	Classified

## 60-32 - Revised

Student Success Outreach Retention Specialist	Technical	26	Classified
Teacher - Childrens Center	Technical	18	Classified
Technical Support Specialist I	Technical	30	Classified
Technical Support Specialist II	Technical	33	Classified
Transcript Evaluation Specialist	Technical	27	Classified
Transfer Technician	Technical	22	Classified
Transportation Equipment Lead Technician*	Crafts	25	Classified
Tutorial OACL Technician	Technical	20	Classified
Veteran Services Center Specialist	Technical	25	Classified
Wellness Program Specialist	Professional	18	Classified

**INFORMATION ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	March 18, 2025
Subject: Acceptance of Employee Retirements and Resignations	Item Number: 15.A.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 1

**BACKGROUND**

The superintendent/president has accepted the following:

**Resignation(s)**

Employee Name	Position	Department	Effective Date	Employment Date
<b>Venegas Hernandez, Laura</b>	<b>Lab Assistant Tutorial/OACL</b>	<b>Library &amp; LRC</b>	<b>06/01/25</b>	<b>10/19/21</b>

**Retirement(s)**

Employee Name	Position	Department	Effective Date	Employment Date
Dominguez, Mary	Dean, Student Services	Student Services	07/01/25	07/01/19
Treur, Kristy	Coordinator Professor, Environmental Technology	Industrial Technology	06/01/25	01/30/95
<b>Donnelly, Eileen</b>	<b>Professor, Nursing</b>	<b>Health Sciences</b>	<b>07/01/25</b>	<b>08/16/05</b>
<b>Lovell, Ron</b>	<b>Professor, Culinary Arts &amp; Hospitality Management</b>	<b>Fine Arts</b>	<b>01/14/26</b>	<b>09/12/02</b>

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



To: Board of Trustees	Date:
From: Superintendent/President	March 18, 2025
Subject: Student Health Fee Increase	Item Number: 15.B.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 1

**BACKGROUND****Student Health Fee Increase**

On January 27, 2025, the college received notification from the California Community College Chancellor's Office that based on calculations by the Financial, Economic, and Demographic Unit in the Department of Finance, the Implicit Price Deflator Index has increased enough to support an increase in the student health fee by the same percentage as the increase in the Implicit Price Deflator for State and Local Government Purchases of Goods and Services as published by the U.S. Department of Commerce. Districts may now charge a maximum of \$27.00 per semester and \$22.00 for summer and intersession of at least four weeks.

<https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/College-Finance-and-Facilities-Planning/Fiscal-Standards-and-Accountability-Unit/Student-Fees>

Board policy 5200, Student Health Services states, "The District will charge the maximum allowable fee as approved by the State Chancellor's Office in accordance with the Education Code. Changes in the maximum allowable fee will be reported to the Board of Trustees and the Associated Student Body Government (ASBG) prior to implementation." ASBG will be notified at their scheduled board meeting.

Allan Hancock College will implement the new fee starting the fall 2025 semester. This notification has been through the shared governance structure.

Administrator Initiating Item: Genevieve Siwabessy	Final Disposition:
---	--------------------

To: Board of Trustees	Date:
From: Superintendent/President	March 18, 2025
Subject: First Review of Revised Administrative Procedure 2110, Vacancies on the Board	Item Number: 15.C.
Institutional Goal: Accreditation Standard IV	Enclosures: Page 1 of 3

### BACKGROUND

Administrative procedure 2110, Vacancies on the Board, was reviewed per administrative procedure 2410, Board Policies and Administrative Procedures, which states all policies and procedures are to be reviewed on a five-year cycle. During the review, the administrative procedure received updates recommended by the Community College League of California.

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

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
---	--------------------




---

**Allan Hancock Joint Community College District**  
**Administrative Procedure**  
 Chapter 2 – Board of Trustees

---

## **AP 2110 VACANCIES ON THE BOARD**

### **Filling a Vacancy**

When the Board of Trustees determines to fill a vacancy by appointment, the Superintendent/President shall ensure that there is ample publicity to and information for prospective candidates. Publicity shall include posting in three public places in the District, and publication in a newspaper of general circulation, and posting a notice on the District website.

The posted notice of vacancy should contain the following:

- 1) The fact of the vacancy or resignation;
- 2) The date the vacancy occurred or the date the deferred resignation was filed, and the effective date of, the resignation; and
- 3) Relevant information about the provisional appointment process, including timeline to file an application.

The posted notice of vacancy shall include directions regarding applications or nominations of legally qualified candidates.

### **Applying for an Appointment**

Persons applying or nominated will be required to submit to the Superintendent/President a letter of intent and a candidate information sheet, including a description of qualifications, statement of educational philosophy, and a resume by a specific date. Applicants or nominees must meet the legal qualifications (18 years of age and a U.S. citizen) for membership on the Board.

The Superintendent/President shall provide to applicants and nominees information about the District and the Board.

### **Interviewing and Selecting Candidates**

The Board may request a personal interview with candidates. Interviews shall be conducted in a public hearing scheduled for that purpose. Each Board member will review all candidate information sheets with final selection made by a majority vote of the Board at a public meeting called for that purpose.

Whenever a provisional appointment is made, the Board shall, within ten (10) days of the provisional appointment, post notices of both the actual vacancy or the filing of a deferred resignation and the provisional appointment in three public places in the district. It shall also publish a notice in a newspaper of general circulation. The notice shall state the fact of the vacancy or resignation and the date of occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation. It shall also contain the full name of the provisional appointee to the Board, the effective date of the appointment, and a statement that, unless a petition calling for a special election, containing a sufficient number of signatures, is filed in the Office of County Superintendent of Schools within 30 days of the date of the provisional appointment, it shall become an effective appointment.

A provisional appointment confers all powers and duties of a Board member upon the appointee immediately following his/ her appointment.

### **Term and Powers of Office**

A person appointed to fill a vacancy shall hold office only until the next regularly scheduled election for members of the Board of Trustees. An election shall be held to fill the vacancy for the remainder of the unexpired term. A person elected at an election to fill the vacancy shall hold office for the remainder of the term in which the vacancy occurs or will occur.

References: Education Code Sections 5090 et seq.  
Government Code Sections 1770 and 6061

---

**Approved: 11/16/04**  
**Revised: 4/16/13**  
**Revised: 10/21/14**

**Reviewed: 1/14/20**

To: Board of Trustees	Date:
From: Superintendent/President	March 18, 2025
Subject: First Review of Administrative Procedure 2320, Special and Emergency Meetings	Item Number: 15.D.
Institutional Goal: Accreditation Standard IV	Enclosures: Page 1 of 2

**BACKGROUND**

Administrative procedure 2320, Special and Emergency Meetings, was reviewed per administrative procedure 2410, Board Policies and Administrative Procedures, which states all policies and procedures are to be reviewed on a five-year cycle. After review, the administrative procedure required no additional updates.

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

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
---	--------------------



---

**Allan Hancock Joint Community College District**  
**Administrative Procedure**  
Chapter 2 – Board of Trustees

---

## **AP 2320 SPECIAL AND EMERGENCY MEETINGS**

### **Special Meetings**

Whenever a special meeting of the Board of Trustees is called, the Superintendent/President shall cause the call and notice to be posted at least 24 hours prior to the meeting in a location freely accessible to the public. The Superintendent/President shall also ensure that the following notices of the meeting are delivered either personally or by other means:

- Written notice to each member of the Board, including the student members.
- Written notice to each local newspaper of general circulation, and each radio or television station that has previously requested in writing to be provided notice of special meetings.

The written notice must be received at least 24 hours before the time of the meeting as set out in the notice. The notice shall specify the time and place of the special meeting and the business to be transacted or discussed. The notice may be waived by members of the Board in writing either prior to or at the time of the meeting.

### **Emergency Meetings**

Whenever an emergency meeting of the Board is called, the Superintendent/President shall cause notice to be provided by telephone at least one hour prior to the meeting to each local newspaper of general circulation and each radio or television station that has requested notice of special meetings. If telephone services are not functioning, the Superintendent/President shall provide the newspapers, radio stations and television stations with information regarding the purpose of the meeting and any action taken at the meeting as soon after the meeting as possible.

**References:** Education Code Sections 72023.5 and 72129;  
Government Code Sections 54956 and 54956.5

To: Board of Trustees	Date:
From: Superintendent/President	March 18, 2025
Subject: First Review of Administrative Procedure 2340, Agendas	Item Number: 15.E.
Institutional Goal: Accreditation Standard IV	Enclosures: Page 1 of 4

### BACKGROUND

Administrative procedure 2340, Agendas, was reviewed per administrative procedure 2410, Board Policies and Administrative Procedures, which states all policies and procedures are to be reviewed on a five-year cycle. After review, the administrative procedure required no additional updates.

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

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
---	--------------------




---

**Allan Hancock Joint Community College District**  
**Administrative Procedure**  
 Chapter 2 – Board of Trustees

---

## **AP 2340 AGENDAS**

### **Agenda Development**

The initiator prepares a proposed agenda item using the designated Governing Board agenda item format. Templates provided by the Superintendent/President's Office are available through the Chief Officers of Academic Affairs, Student Services, and Administrative Services.

Agenda items that are informational and do not require Board action are to include the notation "Information". Items that require Board action are to include the notation "Action" or "Consent – Action".

The initiator submits the proposal to the appropriate chief officer whose area of responsibility covers the requested action.

Upon endorsement by the chief officer, item is forwarded to the Chief Business Services Officer if the proposal includes fiscal implications or to the Superintendent/President's Office if there are no fiscal implications.

Following review/editing of fiscal implications, proposed agenda items are forwarded to the Superintendent/President's Office by the published deadline. Items are forwarded electronically by email.

The Superintendent/President's Office staff reviews agenda items to ensure a professional presentation, assembles them into one document, and obtains printed copies. The document is also posted on the Board page of the District's web site.

Printed or electronic copies of the regular Board agenda document are delivered to Board members approximately one week prior to the Board meeting. Copies are also distributed to key college staff. The list of agenda items to be considered at the Board meeting is posted in various locations on the campus and at each of the centers.

### **Public Access to Agendas**

Members of the public and of the college community can view Board agendas on the District's web site or in the glass display case in front of building B.



### **Fees to The Public**

The public can receive copies of the agenda through the Superintendent/President's Office at the standard District charge for photocopies. Any individual can print the agenda from the web site at no charge.

### **Official Board Actions**

The Board may take official action only on items listed on the Board meeting agenda, except in the case of an emergency situation. An emergency situation shall exist if in the judgment of the Superintendent/President immediate action is required to protect the health, safety, and/or welfare of the college, its students, employees, or property.

### **Future Agenda Items**

At the request of any Board Member, the Board President shall include specific items on future agenda (next meeting unless otherwise requested) for discussion or action.

### **Agenda Items from The Public**

Members of the public may place items on the agenda. Items requested to be placed on the agenda must relate directly to District business. The determination of whether or not items to be placed on the agenda by members of the public relate directly to District business is to be made by the Superintendent/President or his/her designee.

Board agendas are published and accessible to the public on the District's website. A member of the public may request that an item be placed on a Board agenda by:

- Submitting a written request to the Superintendent/President describing the item to be placed on the agenda no less than four weeks before the scheduled meeting. The requestor shall provide both a proposed agenda title and a brief statement of the item not to exceed fifty words.
- The request shall include contact information for the individual making the request: name, phone number, e-mail address and/or mailing address.

The Superintendent/President shall consult with the Board President regarding the request. The Superintendent/President may request additional information in order to determine whether the item requested relates to the business of the District. The Superintendent/President shall respond to the requestor within ten business days of the receipt of the request indicating the determination that either the matter will be placed on an agenda or that the item is not related to the business of the District. The time to respond to make the determination may be extended by the Superintendent/President, if necessary, until the information needed to evaluate the request is obtained.

While every effort shall be made to place the item on the agenda of the next regularly scheduled Board meeting that follows the request, the Superintendent/President and Board President have the sole right to determine when the item will be scheduled in order to ensure the orderly conduct of college business. Factors that affect the scheduling of the item include but are not limited to the public notice requirements under the Brown Act,

previously identified items of college business requiring discussion and/or action and time limitations for conducting the regular business of the college.

Placement of an item directly on the agenda of the Board permits the requestor and other members of the public to comment upon the matter with notice to the public and to the members of the Board of Trustees. Any such item placed upon the agenda shall be for information only.

Acceptance of an item for inclusion on the agenda does not confer upon the requestor the right to direct or require preparatory staff study, analysis, research, or review of material related to the item.

Any item placed on the agenda by a member of the public is subject to all policies and procedures regulating the conduct of Board business.

The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session.

No fees shall be charged to the public for placing items on the agenda.

Reference: Education Code Section 72121

---

**Approved: 10/21/2014**

**Revised: 11/21/23**

**Reviewed: 1/14/20**

To: Board of Trustees	Date:
From: Superintendent/President	March 18, 2025
Subject: First Review of Revised Administrative Procedure 2360, Minutes	Item Number: 15.F.
Institutional Goal: Accreditation Standard IV	Enclosures: Page 1 of 2

**BACKGROUND**

Administrative procedure 2360, Minutes, was reviewed per administrative procedure 2410, Board Policies and Administrative Procedures, which states all policies and procedures are to be reviewed on a five-year cycle. After review, the administrative procedure was revised to align with current practice.

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

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
---	--------------------



---

**Allan Hancock Joint Community College District**  
**Administrative Procedure**  
Chapter 2 – Board of Trustees

---

**AP 2360 MINUTES**

The administrative-executive assistant to the Board of Trustees, or designee appointed by the superintendent/president, will take minutes at all Board meetings.

The minutes shall record all actions taken by the Board, including all motions, the names of those making and seconding motions, and the votes. Non-action items shall be recorded in the minutes by stating the name of the speaker and the general topic.

**Reference:** Education Code Section 72121(a)

---

**Approved: 8/19/14**

**Reviewed 1/14/20**

To: Board of Trustees	Date:
From: Superintendent/President	March 18, 2025
Subject: First Review of Administrative Procedure 2365, Recording	Item Number: 15.G.
Institutional Goal: Accreditation Standard IV	Enclosures: Page 1 of 2

**BACKGROUND**

Administrative procedure 2365, Recording, was reviewed per administrative procedure 2410, Board Policies and Administrative Procedures, which states all policies and procedures are to be reviewed on a five-year cycle. After review, the administrative procedure required no additional updates.

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

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
---	--------------------



---

**Allan Hancock Joint Community College District**  
**Administrative Procedure**  
Chapter 2 – Board of Trustees

---

## **AP 2365 RECORDING**

The Superintendent/President's Office is responsible for maintaining audio recordings of board meetings, excluding closed sessions. When the Board of Trustees approves the minutes for the audio recorded meeting, the recordings from that meeting may be erased. The audio recordings of meetings are available to the public and the news media in accordance with the California Public Records Act, Government Code Section 6250 until the Board of Trustees approves the minutes for that specific meeting.

References: Government Code Sections 54953.5 and 54953.6

---

**Approved: 1/20/15**

**Reviewed: 1/14/20**

To: Board of Trustees	Date:
From: Superintendent/President	March 18, 2025
Subject: First Review of Administrative Procedure 2410, Board Policies and Administrative Procedures	Item Number: 15.H.
Institutional Goal: Accreditation Standard IV	Enclosures: Page 1 of 4

**BACKGROUND**

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

The administrative procedure has been vetted through the shared governance process.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
---	--------------------




---

**Allan Hancock Joint Community College District**  
**Administrative Procedure**  
 Chapter 2 – Board of Trustees

---

## **AP 2410 BOARD POLICIES AND ADMINISTRATIVE PROCEDURES**

Recommendations for new or revised board policies and administrative procedures may be proposed by the Policy and Procedure Service, Hancock College councils, Academic Senate, standing committees, subcommittees, or taskforces.

**Council:** Councils are shared governance bodies that include representation from all college constituencies. They recommend and review district policy and procedures, review institutional performance, and make recommendations for institutional improvement.

**Standing Committee:** Committees have relevant campus representation and a functional focus. These committees may make recommendations regarding institutional operational practices as it relates to their areas of expertise. Standing committees report to a particular shared governance council and work with other councils as needed on an issue that is pertinent to that area.

**Subcommittee:** Subcommittees are aligned with a standing committee or a shared governance council and have a continuous charge. The activity of a subcommittee will be reported to the oversight committee, and membership is composed of members of the parent committee and outside expertise as needed.

**Taskforce:** Any shared governance council, standing committee, or subcommittee has the option to establish a taskforce. A taskforce is a temporary group that addresses a specific task or project. Members are chosen based on their relationship to the processes under review.

### **Responsibilities of Constituent Representatives**

Representatives of constituent groups involved in the participatory governance process are responsible for keeping their respective groups informed of the proceedings and recommendations of governance councils. If a council member is unable to attend a meeting the constituent group may send a substitute.

### **College Council**

The College Council serves as the shared governance entity that reviews recommendations of the councils and makes recommendations to the president on



policies and procedures. The council includes the superintendent/president and representatives from the following:

- Academic Senate
- Management Association
- ASBG
- Supervisory/Confidential
- CSEA /Classified Senate
- Faculty Association
- Part time Faculty Association

### **Review Cycle of Board Policies**

Efforts will be made to abide by the following board policy review cycle.

Chapter to be reviewed	Current Review Complete	Next Review Begins
Chapter 1 - The District	March 2015	July 2020
Chapter 2 – Board of Trustees	April 2015	July 2020
Chapter 3 – General Instruction	July 2016	July 2021
Chapter 4 – Academic Affairs	July 2017	July 2022
Chapter 5 – Student Services	July 2015	July 2020
Chapter 6 – Business and Fiscal Affairs	July 2016	July 2021
Chapter 7 – Human Resources	July 2017	July 2022

**References:** Education Code Section 70902;  
ACCJC Accreditation Standards 4.4

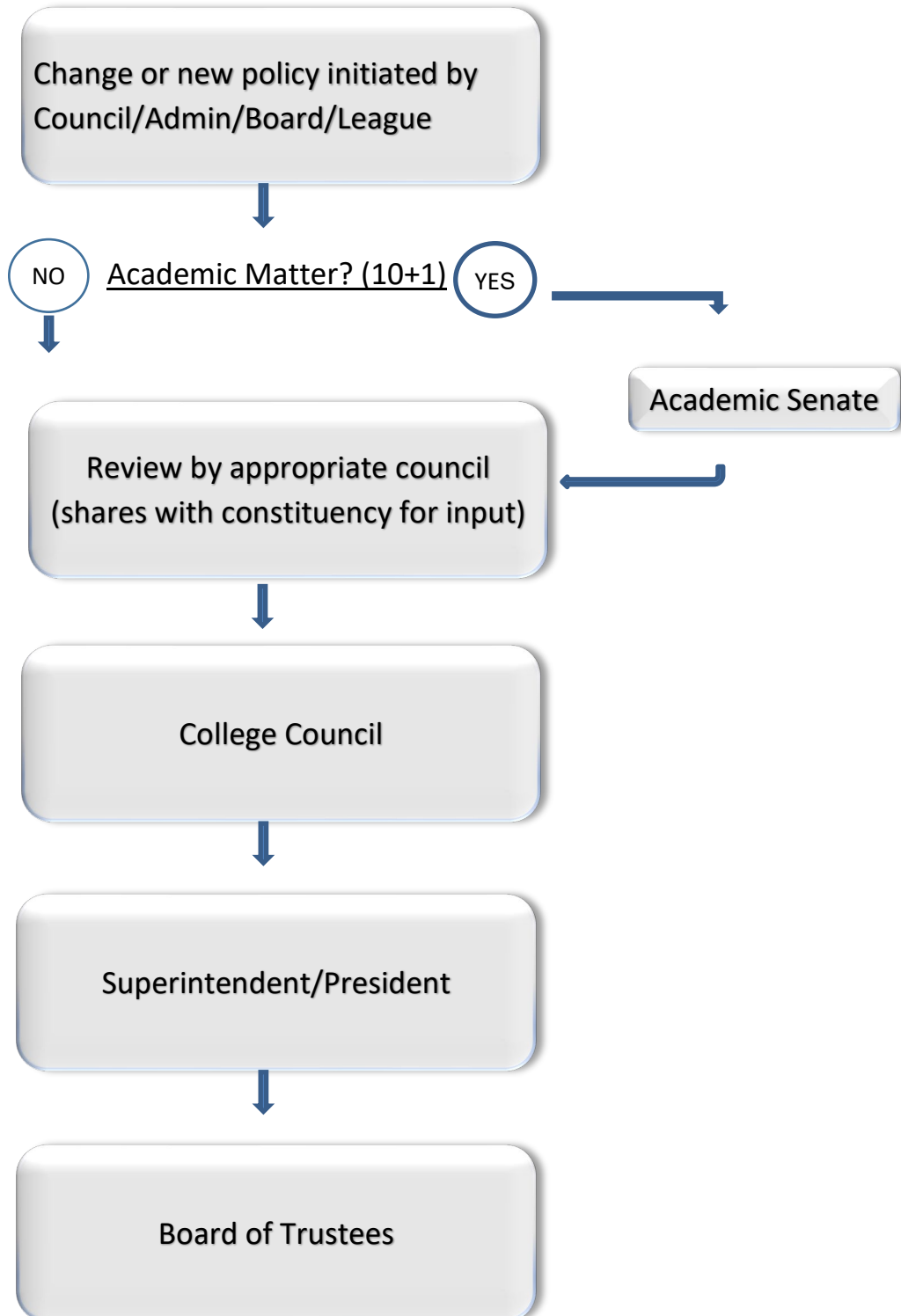
**Approved:** 8/11/15  
**Reviewed:** 1/14/20

**Revised (reference only): 7/16/24**

## ALLAN HANCOCK COLLEGE

## Policy and Procedure Review and Update Process

August 2015



To: Board of Trustees	Date:
From: Superintendent/President	March 18, 2025
Subject: First Review of Administrative Procedure 2610, Presentation of Initial Collective Bargaining Proposals	Item Number: 15.I.
Institutional Goal: Accreditation Standard IV	Enclosures: Page 1 of 3

**BACKGROUND**

Administrative procedure 2610, Presentation of Initial Collective Bargaining Proposals, was reviewed per administrative procedure 2410, Board Policies and Administrative Procedures, which states all policies and procedures are to be reviewed on a five-year cycle. After review, the administrative procedure required no additional updates.

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

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
---	--------------------



---

**Allan Hancock Joint Community College District**  
**Administrative Procedure**  
Chapter 2 – Board of Trustees

---

## **AP 2610 PRESENTATION OF INITIAL COLLECTIVE BARGAINING PROPOSALS**

Whenever an initial collective bargaining proposal is received from an exclusive representative of District employees, or whenever the District's own negotiator presents an initial proposal, the following actions must be taken at public meetings of the Board of Trustees:

- The exclusive representative or the District must present the initial collective bargaining proposal orally or in writing to the Board at a public meeting.
- The public shall have an opportunity to respond to the exclusive representative's or District's initial proposal at a subsequent public Board meeting. The opportunity for public response shall appear on the Board's regular agenda. Public response shall be taken in accordance with the Board's policies regarding speakers.
- After the public has an opportunity to respond to an initial proposal presented by the District, the Board shall, at the same meeting or a subsequent meeting, adopt the District's initial proposal. The adoption shall be indicated as a separate action item on the Board agenda. There shall be no amendment of the District's initial proposal unless the public is again afforded a reasonable opportunity to respond to the proposed amendment at a public meeting.
- If new subjects of meeting and negotiating arise after the presentation of initial proposals, the following procedure shall be followed: all new subjects of meeting and negotiating, whether proposed by the exclusive representative or the District, shall be posted by the District in the same public place as it posts its agendas within 24 hours after their presentation in negotiations.
- When a request to reopen a collective bargaining agreement, as required by the agreement, is received from an exclusive representative or is made by the District, the public notice procedure outlined in this procedure shall be followed.

- When the District and the exclusive representative agree to amend an executed collective bargaining agreement in accordance with the agreement, the following procedure shall be followed:
  - The amendment shall appear on the agenda as a notice item, for action at a subsequent Board meeting.
  - The public shall have an opportunity to respond to the amendment at a subsequent Board meeting. The public response shall be indicated on the agenda.

Reference: Government Code Section 3547

---

**Approved: 4/21/15**

**Reviewed: 1/14/20**

To: Board of Trustees	Date:
From: Superintendent/President	March 18, 2025
Subject: First Review of Administrative Procedure 2735, Board Member Travel	Item Number: 15.J.
Institutional Goal: Accreditation Standard IV	Enclosures: Page 1 of 2

**BACKGROUND**

Administrative procedure 2735, Board Member Travel, was reviewed per administrative procedure 2410, Board Policies and Administrative Procedures, which states all policies and procedures are to be reviewed on a five-year cycle. After review, the administrative procedure required no additional updates.

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

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
---	--------------------



---

**Allan Hancock Joint Community College District**  
**Administrative Procedure**  
Chapter 2 – Board of Trustees

---

**AP 2735 BOARD MEMBER TRAVEL**

Board members including the Student Trustee are encouraged to participate in activities that increase and enhance their understanding of the community college mission and the role of trustees on a governing board, including serving as advocates for, and representatives of the college. When such participation occurs, all Board members are encouraged to report on their activities to their fellow trustees, at a regular Board meeting.

Reference: Education Code Section 72423

---

**Approved: 4/21/15**

**Revised: 1/14/20**

To: Board of Trustees	Date:  March 18, 2025
From: Superintendent/President	
Subject: First Review of Administrative Procedure 2740, Board Education	Item Number: 15.K.
Institutional Goal: Accreditation Standard IV	Enclosures: Page 1 of 4

**BACKGROUND**

Administrative procedure 2740, Board Education, was reviewed per administrative procedure 2410, Board Policies and Administrative Procedures, which states all policies and procedures are to be reviewed on a five-year cycle. After review, the administrative procedure required no additional updates.

The administrative procedure has been vetted through the shared governance process.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
---	--------------------






---

**Allan Hancock Joint Community College District**  
**Administrative Procedure**  
 Chapter 2 – Board of Trustees

---

## **AP 2740 BOARD EDUCATION**

### **A. Procedures for the Orientation for Newly Elected Trustees**

Becoming a member of a governing board for community colleges is an exciting and challenging responsibility. The superintendent/president and the board president or their designee will be responsible for the orientation of new Board of Trustees members. A thorough orientation and education is essential to the success of a new trustee to provide not only knowledge about their policy roles and responsibilities, but also the history, programs, and culture of the college they will govern. In order to educate new trustees, the following process has been developed.

Once the election is held, the orientation will make an important distinction between orientation to the role and responsibilities of trustee and an orientation to the college. Since the needs of each new trustee may vary, the superintendent/president may tailor the orientation accordingly.

### **B. Prior to the Election**

The superintendent/president will, upon learning that someone has filed for election or is seeking appointment to the board, will send an information packet to all candidates that will include:

1. General information about the college
2. Information about the roles and responsibilities of governing boards and trustees
3. Board policy on ethics

In addition, all candidates will be invited to one or more of the following:

1. A candidate information forum about the college
2. Individual or group meetings with the superintendent/president and board president or designee
3. A tour of college sites
4. Invitation to a board meeting held prior to the election to observe and be introduced

All candidates, including incumbents, will be treated equally.

C. Post-Election Orientation for New Trustee(s)

1. Trustee role and responsibilities
2. The president of the board and superintendent/president will:
  - a. Arrange for new trustee(s) to attend the Community College League of California Trustee Orientation Workshop and/or Legislative Conference in Sacramento and/or national association orientations and workshops on trusteeship. (American Association of Community Colleges; Association of Governing Boards of Universities and Colleges)
  - b. Review the CCLC Trustee Handbook-carefully read Sections 2 and 3 on governing board responsibilities and effective trusteeship
  - c. Review the board's policies on the governing board, particularly the code of ethics or standards of practice for the board
  - d. Discuss the legal and ethical constraints on trustees, including open meeting provisions, confidentiality, and conflicts of interest
  - e. Discuss the difference between policy making and micromanaging
  - f. Review the laws, including the Brown Act, that apply to governing boards in California. In particular, review Education Code §70902- Board of Trustees, Governing Board Responsibilities and Function
  - g. Review trustee role in community relations as representatives of the college
  - h. Review trustee role in fundraising and the role and function of the Allan Hancock College Foundation Board, vis-a-vis the Board of Trustees
  - i. Media relations
3. Orientation to the College
 

The superintendent/president will:

  - a. Arrange for tours of the Santa Maria and Lompoc campuses and all center
  - b. Provide institutional characteristics
  - c. Review the catalog, accreditation self-study and team reports, other key planning documents, and provide existing printed materials
  - d. Provide briefings on administrative structure, academic structure, programs and priorities, basic aid funding versus state funding, physical plant priorities, and college planning processes
  - e. Provide information about the history of the college and the importance of attendance at major district events such as convocations, opening days, and graduations
  - f. Explain and discuss collegial governance and how it works

- g. Arrange for the trustee to talk with key leaders about programs and services offered by the college and provide an opportunity to meet informally with faculty, staff, students, and administrators
- h. Review the role of the academic senate, classified senate, and the associated student council

4. Additional Areas to be Covered:

- a. Review the role of the president as secretary to the board and the support provided by the administrative assistant to the president to all board members
- b. Review compensation of Board of Trustees

D. Student Trustee Orientation

1. Within the first two weeks of being appointed, the student trustee shall arrange to meet with the director of student activities and the outgoing student trustee who will update the new student trustee on any outstanding business.
2. The superintendent/president and board president will mutually agree on a trustee mentor who will be available to the student trustee throughout the year.
3. The superintendent/president or his/her designee will be responsible for familiarizing the student trustee with administrative policies and procedures, understanding of board structure, general operational principles of the board, as well as the student trustee's rights, responsibilities, and privileges.
4. The superintendent/president or his/her designee will be available to meet with the student trustee to review the board agenda.
5. The student trustee should attend the Community College League of California student trustee orientation or a similar activity.
6. The vice president of student services and/or the student activities director shall be in charge of communication training and parliamentary procedures.
7. The student trustee shall receive a \$250 per semester credit at the Allan Hancock College Bookstore. BP 2725.

To: Board of Trustees	Date:
From: Superintendent/President	March 18, 2025
Subject: First Review of Administrative Procedure 3433, Prohibition of Sexual Harassment under Title IX	Item Number: 15.L.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 3

**BACKGROUND**

The U.S. Department of Education (DOE) announced on January 31, 2025, that it will immediately enforce the 2020 Title IX regulations from the Trump administration for all open investigations. This follows a January 9, 2025, court ruling that vacated the Biden-era Title IX regulations and aligns with a prior injunction from 2024.

The directive clarifies that institutions must now apply the 2020 rule to ongoing cases, ensuring compliance with its provisions. However, it raises questions about how Title IX defines sex. Initially, the DOE suggested that sex under Title IX does not include gender identity, sexual orientation, or sex stereotypes. Although this language was later removed, a Kentucky court ruling affirmed that Title IX does not cover gender identity, and the administration has not appealed this decision. Furthermore, a January 20, 2025, executive order directs federal agencies to define sex strictly as biological, excluding gender identity.

While gender identity may not be covered under Title IX, students and employees are still protected under California state laws and regulations such as Title 5 of the California Code of Regulations and the Fair Employment and Housing Act (FEHA). The version of administrative procedure 3433, Prohibition of Sexual Harassment under Title IX as presented, was approved by the board in 2020.

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




---

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

---

## **AP 3433 PROHIBITION OF SEXUAL HARASSMENT UNDER TITLE IX**

The District is committed to providing an academic and work environment free of unlawful sex harassment under Title IX. This procedure defines sexual harassment on campus.

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

### **Definitions**

**Sexual Harassment under Title IX:** Conduct that satisfies one or more of the following:

- A District employee conditions the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct (*quid pro quo* harassment);
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity;
- Sexual assault, including the following:
  - **Sex Offenses.** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
  - **Rape** (except Statutory Rape). The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity. There is carnal knowledge if there is the slightest penetration of the genital or anal opening of the body of another person.
  - **Sodomy.** Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity.
  - **Sexual Assault with an Object.** To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including

- instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything the offender uses other than the offender's genitalia, e.g., a finger, bottle, handgun, stick.
- **Fondling.** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity.
  - **Sex Offenses, Non-Forcible Unlawful, Non-Forcible Sexual Intercourse.**
    - **Incest.** Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
    - **Statutory Rape - Non-Forcible.** Sexual intercourse with a person who is under the statutory age of consent. There is no force or coercion used in Statutory Rape; the act is not an attack.
  - **Dating violence.** Violence against a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a relationship will be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
  - **Domestic Violence.** Violence committed:
    - By a current or former spouse or intimate partner of the victim;
    - By a person with whom the victim shares a child in common;
    - By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
    - By a person similarly situated to a spouse of the victim under the domestic or family violence laws of California; or
    - By any other person against an adult or youth victim protected from that person's acts under the domestic or family violence laws of California.
  - **Stalking.** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her/their safety or the safety of others or suffer substantial emotional distress.

**References:** Title IX, Education Amendments of 1972; Title 5 Sections 59320 et seq.; Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e

---

**Approved: 10/13/20**

*(This is a new procedure)*

To: Board of Trustees	Date:
From: Superintendent/President	March 18, 2025
Subject: First Review of Administrative Procedure 3434, Responding to Harassment Based on Sex under Title IX	Item Number: 15.M.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 21

**BACKGROUND**

The U.S. Department of Education (DOE) announced on January 31, 2025, that it will immediately enforce the 2020 Title IX regulations from the Trump administration for all open investigations. This follows a January 9, 2025, court ruling that vacated the Biden-era Title IX regulations and aligns with a prior injunction from 2024.

The directive clarifies that institutions must now apply the 2020 rule to ongoing cases, ensuring compliance with its provisions. However, it raises questions about how Title IX defines sex. Initially, the DOE suggested that sex under Title IX does not include gender identity, sexual orientation, or sex stereotypes. Although this language was later removed, a Kentucky court ruling affirmed that Title IX does not cover gender identity, and the administration has not appealed this decision. Furthermore, a January 20, 2025, executive order directs federal agencies to define sex strictly as biological, excluding gender identity.

While gender identity may not be covered under Title IX, students and employees are still protected under California state laws and regulations such as Title 5 of the California Code of Regulations and the Fair Employment and Housing Act (FEHA). The version of the administrative procedure 3434, Responding to Harassment Based on Sex under Title IX as presented, was approved by the board in 2020.

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



---

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

---

## **AP 3434 RESPONDING TO HARASSMENT BASED ON SEX UNDER TITLE IX**

### **Introduction**

The District encourages members of the District community to report sexual harassment. This procedure only applies to conduct defined sexual harassment under Title IX and applicable federal regulations and that meet Title IX jurisdictional requirements. The District will respond to sexual harassment and sexual misconduct that falls outside that definition and outside the jurisdiction of the Title IX federal regulations using California law and applicable District policies and procedures. In implementing these procedures discussed below, the District will also provide supportive measures, training, and resources in compliance with California law, unless they are preempted by the Title IX regulations.

### **Title IX Coordinator**

Questions concerning Title IX may be referred to the District Title IX Coordinator whose contact information is below.

The District's Title IX Coordinator is Chief Student Services Officer and the Title IX Coordinator's contact information is:  
800 South College Dr., bldg. A-213  
(805)922-6966 ext.3659  
TitleIX@hancockcollege.edu

The Title IX Coordinator is required to respond to reports of sexual harassment or misconduct. The Title IX Coordinator will handle information received with the utmost discretion and will share information with others on a need-to-know basis. For example, the Title IX Coordinator may need to address public safety concerns on campus, comply with state and federal legal requirements, or share information to implement supportive measures.

A report of sexual harassment to the Title IX Coordinator does not necessarily lead to a full investigation, as discussed more fully below. However, the Title IX Coordinator will make an assessment to determine if there is a safety risk to the campus. If the Title IX Coordinator finds there is a continued risk, the Title IX Coordinator will file the formal complaint without the Complainant's consent or cooperation.



## **Title IX Harassment Complaints, Investigations, and Hearings**

These Title IX sexual harassment procedures and the related policy protect students, employees, applicants for employment, and applicants for admission.

The investigation and adjudication of alleged sexual harassment under this procedure is not an adversarial process between the Complainant, the Respondent, and the witnesses, but rather a process for the District to comply with its obligations under existing law. The Complainant does not have the burden to prove, nor does the Respondent have the burden to disprove, the underlying allegation or allegations of misconduct.

### **Jurisdictional Requirements – Application of Procedures**

These procedures apply if the conduct meets the following three jurisdictional requirements:

- The conduct took place in the United States;
- The conduct took place in a District “education program or activity.” This includes locations, events, or circumstances over which the District exercised substantial control over both the Respondent and the context in which the harassment occurred, including on-campus and off-campus property and buildings the District owns or controls or student organizations officially recognized by the District own or control.
- The conduct meets the definition of Title IX “sexual harassment.”

### **Definitions**

**Advisor:** Throughout the grievance process, both the Complainant and Respondent have a right to an Advisor of their choice. If a Party does not have an Advisor at the time of the hearing, the District must provide the Party an Advisor of its choice, free of charge. The District may establish restrictions regarding the extent to which the Advisor may participate in the proceedings as long as the restrictions apply equally to both Parties.

Parties have the right to consult with an attorney, at his/her/their own expense, at any stage of the Complaint process if he/she/they wishes to do so. An attorney may serve as an advisor.

**Complainant:** A Complainant is an individual who alleges he/she/they is the victim of conduct that could constitute sexual harassment.

**Consent:** Consent means affirmative, conscious, and voluntary agreement to engage in sexual activity. Both Parties must give affirmative consent to sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he/she/they has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest, lack of resistance, or silence does not indicate consent. Affirmative consent must be ongoing throughout a sexual activity and one can revoke his/her/their consent at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, is not an indicator of consent.

The Respondent's belief that the Complainant consented will not provide a valid defense unless the belief was actual and reasonable, based on the facts and circumstances the Respondent knew, or reasonably should have known, at the time of the incident. A Respondent's belief is not a valid defense where:

- The Respondent's belief arose from the Respondent's own intoxication or recklessness;
- The Respondent did not take reasonable steps to ascertain whether the Complainant affirmatively consented; or
- The Respondent knew or a reasonable person should have known that the Complainant was unable to consent because the Complainant was incapacitated, in that the Complainant was:
  - asleep or unconscious;
  - unable to understand the fact, nature, or extent of the sexual activity due to the influence of drugs, alcohol, or medication; or
  - unable to communicate due to a mental or physical condition.

**Decision-Maker:** The Chief Instructional Officer or designee will oversee the live hearing and make a determination of responsibility. The District may have one Decision-Maker determine whether the Respondent is responsible, and another Decision-Maker determine the appropriate level of penalty for the conduct. The Decision-Maker cannot be the Title IX Coordinator or the investigator.

**Formal Complaint:** A written complaint signed by the Complainant or Title IX Coordinator, alleging sexual harassment and requesting an investigation. If the Title IX Coordinator signs the formal complaint, he/she/they will not become a Party to the complaint.

**Parties:** As used in this procedure, this means the Complainant and Respondent.

**Respondent:** A Respondent is an individual reported to be the perpetrator of conduct that could constitute sexual harassment.

**Sexual Harassment under Title IX:** Conduct that satisfies one or more of the following:

- A District employee conditions the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct (quid pro quo harassment);
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity;
- Sexual assault, including the following:
  - **Sex Offenses.** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
  - **Rape** (except Statutory Rape). The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their temporary or

permanent mental or physical incapacity. There is carnal knowledge if there is the slightest penetration of the genital or anal opening of the body of another person.

- **Sodomy.** Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity.
- **Sexual Assault with an Object.** To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything the offender uses other than the offender's genitalia, e.g., a finger, bottle, handgun, stick.
- **Fondling.** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity.
- **Sex Offenses, Non-Forcible Unlawful, Non-Forcible Sexual Intercourse.**
  - **Incest.** Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - **Statutory Rape – Non-Forcible.** Sexual intercourse with a person who is under the statutory age of consent. There is no force or coercion used in Statutory Rape; the act is not an attack.
- **Dating violence.** Violence against a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a relationship will be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- **Domestic Violence.** Violence committed:
  - By a current or former spouse or intimate partner of the victim;
  - By a person with whom the victim shares a child in common;
  - By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
  - By a person similarly situated to a spouse of the victim under the domestic or family violence laws of California; or
  - By any other person against an adult or youth victim protected from that person's acts under the domestic or family violence laws of California.

- **Stalking.** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her/their safety or the safety of others or suffer substantial emotional distress.

### **Reporting Options**

Any individual may report sexual harassment to the District's Title IX Coordinator.

The District strongly encourages prompt reporting of sexual harassment. Prompt reporting allows for the collection and preservation of evidence, including physical evidence, digital media, and witness statements. A delay may limit the District's ability to effectively investigate and respond.

Individuals have the opportunity to decide whether they want to pursue a formal Title IX complaint. Reporting sexual harassment to the Title IX Coordinator does not automatically initiate an investigation under these procedures. A report allows the District to provide a wide variety of support and resources to impacted individuals and to prevent the reoccurrence of the conduct. A Complainant or the Title IX Coordinator filing a formal complaint will initiate an investigation.

If there are parallel criminal and Title IX investigations, the District will cooperate with the external law enforcement agency and will coordinate to ensure that the Title IX process does not hinder legal process or proceedings.

The District will document reports of sexual harassment in compliance with the Clery Act, a federal law requiring data collection of crime within the campus geography. Under the Clery Act, the District does not document personal information; the District reports the type of conduct, and the time, date, and location. (Also see BP/AP 3540 Sexual and Other Assaults on Campus)

### **District Employees and Officials with Authority**

District Officials with Authority are not confidential resources and are required to report allegations of sexual harassment to the Title IX Coordinator promptly. All other employees are encouraged to report allegations to the Title IX Coordinator but are not required to do so.

The District has designated the following employees as Officials with Authority:

***Individuals identified as supervisors under California's Fair Employee and Housing Act also be identified as Officials with Authority.***

Officials with Authority are required to report all relevant information they know about sexual harassment including the name of the Respondent, the Complainant, any other witnesses, and the date, time, and location of the alleged incident.

## **Intake and Processing of Report**

### **Receipt of Report**

After receiving a report of sexual harassment, the Title IX Officer will contact the Complainant and reporting party to explain rights under this policy and procedure and invite the Complainant to an in-person meeting. The Title IX Officer will discuss supportive measures with the Parties.

### **Timeframe for Reporting**

To promote timely and effective review, the District strongly encourages individuals to report sexual harassment as soon possible because a delay in reporting may affect the ability to collect relevant evidence and may affect remedies the District can offer.

### **Supportive Measures**

Supportive measures are non-disciplinary, non-punitive individualized services offered free of charge to the Complainant or the Respondent regardless of whether a formal complaint has been filed. The District will provide the Complainant and Respondent with supportive measures as appropriate and as reasonably available to restore or preserve equal access to the District's education program or activities. These measures are designed to protect the safety of all Parties, protect the District's educational environment, or deter sexual harassment. The District will provide supportive measures on a confidential basis and will only make disclosures to those with a need to know to enable the District to provide the service. Supportive measures may include counseling, extensions of deadlines, other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the Parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

When requested by a Complainant or otherwise determined to be appropriate, the District shall issue a no-contact directive prohibiting the Respondent from contacting the Complainant during the pendency of the investigation. The District shall not issue a mutual no-contact directive automatically, but instead shall consider the specific circumstances of each report of sexual harassment to determine whether a mutual no-contact directive is necessary or justifiable to protect a Party's safety or well-being, or to respond to interference with an investigation. If the District issues any no-contact directive, the District shall provide the Parties with an explanation of the terms of the directive, including the circumstances, if any, under which violation could be subject to disciplinary action. If the District issues a mutual no-contact directive, the District shall also provide the Parties with a written justification for the directive.

### **Removal of Respondent Pending Final Determination**

Upon receiving a report regarding sexual harassment, the Title IX Coordinator will make an immediate assessment concerning the health and safety of the Complainant and campus community as a whole. The District has the right to order emergency removal of a Respondent, or if the Respondent is an employee, place the employee on administrative leave.

### **Emergency removal**

The District may remove a non-employee Respondent from the District's education program or activity on an emergency basis after it conducts an individualized safety and risk analysis and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal.

The District may not use emergency removal to address a Respondent's threat of obstructing the sexual harassment investigation or destroying relevant evidence. Emergency removal is only available to address health or safety risks against individuals arising out of sexual harassment allegations, not to address other forms of misconduct that a Respondent might commit pending the processing of a complaint.

The District's Chief Human Resources Officer or designee will conduct the individualized safety and risk analysis.

If the Chief Human Resources Officer or designee determines emergency removal is appropriate, he/she/they or designee will provide the person the District is removing from campus on an emergency basis with a notice and opportunity to attend a meeting and challenge the basis of his/her/their removal. The Chief Human Resources Officer or designee will determine whether the emergency removal from campus order is warranted after considering information provided by the Respondent challenging the emergency removal.

### **Administrative leave**

The District may place a non-student employee Respondent on administrative leave during the pendency of a grievance process described in the formal complaint process below. The District will follow any relevant policies, procedures, collective bargaining agreements, or state law in placing an employee on administrative leave.

### **Formal Complaint Grievance Process:**

#### **Notice to Parties**

Upon receipt of a formal complaint, the Title IX Coordinator will provide the following notice in writing, to the Parties:

- Notice of the District's Title IX grievance process;
- Notice of the allegations of alleged sexual harassment with sufficient details known at the time and with sufficient time to prepare a response before any initial interview;
- Statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
- Notice that the Parties may have Advisor of their choice, who may be, but is not required to be, an attorney;
- Notice that the Parties may inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal

complaint, including the evidence upon which the District does not intend to rely in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence whether obtained from a Party or other source; and

- Inform the Parties of any provision in the District's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process; and
- For student Parties, notice regarding appropriate counseling resources the District has developed and maintains.

If, in the course of an investigation, the District decides to investigate allegations about the Complainant or Respondent that are not included in the notice provided above, the Title IX Coordinator will provide notice in writing of the additional allegations to the Parties.

### **Dismissal of formal complaint**

The District must investigate the allegations in a formal complaint. However, the District must dismiss the formal complaint and will not process the complaint under these procedures if any of the following three circumstances exist:

- If the conduct alleged in the formal complaint would not constitute Title IX sexual harassment as defined in this procedure;
- If the conduct alleged did not occur in the District's education program or activity;
- If the conduct alleged did not occur against a person in the United States.

The District has discretion to dismiss a formal complaint or any allegation under the following circumstances:

- If at any time during the investigation or hearing: a Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations;
- If the Respondent is no longer enrolled or employed by the District; or
- If there are specific circumstances that prevent the District from gathering evidence sufficient to reach a determination regarding responsibility as to the formal complaint or allegations.

If the District dismissed the formal complaint or any allegations, the Title IX Coordinator shall simultaneously provide the Parties with written notice of the dismissal and reason. The District will also notify the Parties of their right to appeal.

The District may commence proceedings under other policies and procedures after dismissing a formal complaint.

### **Consolidation of Formal Complaints**

The District may, but is not required to, consolidate formal complaints as to allegations of sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one Party against the other Party, where the allegations of sexual harassment arise out of the same facts or circumstances.

### **Equitable Treatment of the Parties**

The District's determination of responsibility is a neutral, fact-finding process. The District will treat Complainants and Respondents equitably. The procedures will apply equally to both Parties. The District will not discipline a Respondent unless it determines the Respondent was responsible for sexual harassment at the conclusion of the grievance process.

### **Statement of Presumption of Non-Responsibility**

The investigation is a neutral, fact-finding process. The District presumes all reports are in good faith. Further, the District presumes the Respondent is not responsible for the alleged conduct. The District makes its determination regarding responsibility at the conclusion of the grievance process.

### **Bias or Conflict of Interest**

The District's Title IX Coordinator, investigator, Decision-Maker, or any person designated by the District to facilitate an informal resolution process, will not have potential actual bias or conflict of interest in the investigatory, hearing, sanctioning, or appeal process or bias for or against Complainants or Respondents generally. Actual bias is an articulated prejudice in favor of or against one Party or position; it is not generalized concern about the personal or professional backgrounds, positions, beliefs, or interests of the Decision-Maker in the process. The District will ensure that the Title IX Coordinator, investigator, Decision-Maker, and facilitator receive training on:

- The definition of sexual harassment in this procedure;
- The scope of the District's education program or activity;
- How to conduct an investigation;
- The grievance process including conducting hearings, appeals, and informal resolution processes; and
- How to serve impartially, including avoiding: prejudgment of the facts at issue; conflicts of interest; and bias.

### **Timeline for Completion**

The District will undertake its grievance process promptly and as swiftly as possible. The District will complete the investigation and its determination regarding responsibility or the informal resolution process within 180 calendar days.

When appropriate, the Title IX Coordinator may determine that good cause exists to extend the 180-calendar day period to conduct a fair and complete investigation, to accommodate an investigation by law enforcement, to accommodate the unavailability of witnesses or delays by the Parties, to account for District breaks or vacations, or due to the complexity of the investigation. The District will provide notice of this extension to the Complainant and Respondent in writing and include the reason for the delay and anticipated timing of completion.

A Party may request an extension from the Title IX Coordinator in writing by explaining the reason for the delay and the length of the continuance requested. The Title IX



Coordinator will notify the Parties and document the grant or denial of a request for extension or delay as part of the case recordkeeping. The District shall grant a student Party's reasonable request for an extension of a deadline related to a complaint during periods of examinations or school closures.

### **Role of Advisor**

The role of the Advisor is to provide support and assistance in understanding and navigating the investigation process.

The Advisor may not testify in or obstruct an interview or disrupt the process. The Title IX Coordinator has the right to determine what constitutes appropriate behavior of an Advisor and take reasonable steps to ensure compliance with this procedure.

A Party does not have a right to self-representation at the hearing; an Advisor must conduct any cross-examination. The District must provide an Advisor of its choice, free of charge to any Party without an Advisor in order to conduct cross-examination. If an Advisor fails to appear at the hearing, the District will provide an Advisor to appear on behalf of the non-appearing Advisor. To limit the number of individuals with confidential information about the issues, each Party may identify one Advisor.

### **Confidentiality Agreements**

To protect the privacy of those involved, the Parties and Advisors are required to sign a confidentiality agreement prior to attending an interview or otherwise participating in the District's grievance process. The confidentiality agreement restricts dissemination of any of the evidence subject to inspection and review or use of this evidence for any purpose unrelated to the Title IX grievance process. The confidentiality agreement will not restrict the ability of either Party to discuss the allegations under investigation.

### **Use of Privileged Information**

The District's formal complaint procedure does not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally-recognized privilege (e.g., attorney-client privilege, doctor-patient privilege, spousal privilege, etc.), unless the person holding the privilege provides voluntary, written consent to waive the privilege.

### **Student Complainant Requests for Confidentiality**

If a student Complainant requests confidentiality when reporting sexual harassment, which could preclude a meaningful investigation or potential discipline of the Respondent, if found responsible, or that no investigation or disciplinary action be pursued to address alleged sexual harassment, the District shall take the request seriously, while at the same time considering its responsibility to provide a safe and nondiscriminatory environment for all students, including for the Complainant. The District shall normally grant the request when possible. In determining whether to disclose a Complainant's identity or proceed to an investigation over the objection of the Complainant, the District may consider whether any of the following apply:

- There are multiple or prior reports of sexual misconduct against the Respondent;

- The Respondent reportedly used a weapon, physical restraints, or engaged in battery;
- The Respondent is a faculty or staff member with oversight of students;
- There is a power imbalance between the Complainant and Respondent;
- The Complainant believes that the Complainant will be less safe if the Complainant's name is disclosed, or an investigation is conducted; and
- The District is able to conduct a thorough investigation and obtain relevant evidence in the absence of the Complainant's cooperation.

If the District determines that it can honor the student-Complainant's request for confidentiality, it shall still take reasonable steps to respond to the Complaint, consistent with the request, to limit the effects of the alleged sexual harassment and prevent its recurrence without initiating an investigation or revealing the identity of the Complainant. The District shall also take immediate steps to provide for the safety of the Complainant while keeping the Complainant's identity confidential as appropriate. The District shall notify the Complainant that the request for confidentiality will limit the steps the District will take to respond to the report of sexual harassment.

If the District determines that it must disclose the student-Complainant's identity to the Respondent or proceed with a Formal Complaint, it shall inform the Complainant prior to making this disclosure or initiating the investigation. The District shall also take immediate steps to provide for the safety of the Complainant where appropriate. In the event the Complainant requests that the District inform the Respondent that the Complainant asked the District not to investigate or seek discipline, the District shall honor this request.

### **Investigations**

The Title IX Coordinator is responsible to oversee investigations to ensure timely resolution and compliance with Title IX and this procedure.

Both Parties have the right to have an Advisor present at every meeting described in this section.

### **Trained investigators**

The District will investigate Title IX formal complaints fairly and objectively. Individuals serving as investigators under this procedure will have adequate training on what constitutes sexual harassment and how the District's grievance procedures operate. The District will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence and complies with this procedure.

### **Gathering Evidence and Burden of Proof**

The District, not the Parties, has the responsibility to gather information and interview witnesses. When the investigator evaluates the evidence, he/she/they will do so using the preponderance of the evidence standard. After considering all the evidence gathered, the investigator will decide whether it is more likely than not that reported conduct occurred.

Student Complainants should be aware that any evidence available but not disclosed during the investigation might not be considered at a subsequent hearing, if a hearing is required under this procedure.

### **Evidence of Past Sexual History**

An investigator or Decision-Maker shall not consider the past sexual history of the Complainant except in the limited circumstances described below:

- The investigator or Decision-Maker shall not consider the Complainant's prior sexual history unless such questions or evidence is offered to prove that someone other than the Respondent committed the alleged conduct; or
- The investigator or Decision-Maker shall not consider the Complainant's prior sexual behavior unless the questions or evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.
  - Where the investigator or Decision-Maker allows consideration of questions or evidence about a dating relationship or prior or subsequent consensual sexual relations between the Complainant and the Respondent pursuant to this circumstance, the mere fact that the Complainant and Respondent engaged in other consensual sexual relations with one another is never sufficient, by itself, to establish that the conduct in question was consensual.

Before allowing the consideration of any evidence proffered pursuant to this section, the investigator or Decision-Maker shall provide a written explanation to the Parties as to why consideration of the evidence is consistent with this procedure.

### **Notice of Investigative Interview**

The District will provide written notice of the date, time, location, participants, and purpose of all investigative interviews to a Party whose participation is invited or expected, with sufficient time for the Party to prepare to participate.

### **Evidence Review**

Both Parties have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the District does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a Party or other source.

Prior to the investigator preparing an investigative report, the District will send to each Party and the Party's Advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. The Parties will have at least ten days to submit a written response. The investigator must consider this written response prior to completing the investigative report.

## **Investigative Report**

The results of the investigation of a formal complaint will 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 description of the procedural steps taken during the investigation, including all individuals contacted and interviewed;
- A summary of the testimony of each witness the investigator interviewed;
- An analysis of relevant evidence collected during the investigation, including a list of relevant documents;
- A specific finding as to whether the allegations occurred using a preponderance of the evidence standard;
- A table of contents if the report exceeds ten pages; and
- Any other information deemed appropriate by the District.

The investigator will not make a determination regarding responsibility.

The investigator may redact information not directly related to the allegations or privileged information. However, the investigator will keep a log of information he/she/they do not produce to the Parties. The investigator will provide this log only to the Title IX Coordinator. The Title IX Coordinator will not disclose the log to the Parties, but will maintain the log in the Title IX Coordinator's file, in the event it later becomes relevant.

At least ten days prior to a hearing or other time of determination regarding responsibility, the District will send the investigative report to each Party and their Advisors, if any, the investigative report in an electronic format or a hard copy, for review and written response. The Parties will have at least ten days to submit a written response.

## **Hearing**

After completing an investigation and prior to completing a determination regarding responsibility, the District will hold a live hearing to provide the Complainant and Respondent an opportunity to respond to the evidence gathered before a Decision-Maker. Neither Party may choose to waive the right to a live hearing, but the Parties can choose whether to participate in the hearing or answer some or all cross-examination questions.

## **Notice**

If the District proceeds to a hearing, the District will provide all Parties written notice of the date, time, location, participants, and purpose of the hearing with sufficient time for the Party to prepare to participate.

## **Hearing Format**

The District may provide a live hearing with all Parties physically present in the same geographic location or, at the District's discretion if either Party requests, the District may provide any or all Parties, witnesses, and other participants the ability to appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other in real time.

The District will make the information reviewed during the Evidence Review available at the hearing for reference and consultation. The District will not restrict the ability of either Party to discuss the allegations under investigation or to gather and present relevant evidence.

The District will create an audio or audiovisual recording, or transcript, of any live hearing and make it available to the Parties for inspection and review.

The Decision-Maker shall provide an explanation of the meaning of the preponderance of the evidence standard and affirm that it shall apply to adjudications under this procedure. The preponderance of the evidence standard is met if the District determines that it is more likely than not that the alleged misconduct occurred, based on the facts available at the time of the decision.

### **Decision-Maker**

The Decision-Maker will be free from conflict of interest or bias, including bias for or against Complainants or Respondents. In cases where the Complainant or Respondent objects to the Decision-Maker based on a conflict of interest, the Complainant or Respondent may request the Title IX Coordinator select a different Decision-Maker. The Complainant or Respondent must make this request to the Title IX Coordinator in writing at least five business days prior to the hearing.

The Decision-Maker may ask the Parties and the witnesses questions during the hearing. The Decision-Maker must objectively evaluate all relevant evidence both inculpatory and exculpatory and must independently reach a determination regarding responsibility without giving deference to the investigative report. The Decision-Maker must receive training on issues of relevance, how to apply the rape-shield protections for Complainants, and any technology to be used at the hearing.

### **Presenting Witnesses**

The District will provide the Complainant and Respondent an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. Witnesses, like Parties, are not required to participate in the live hearing process.

Only relevant evidence will be admissible during the hearing. Relevant evidence means evidence, including evidence relevant to the credibility of a Party or witness, having any tendency in reason to prove or disprove any disputed fact material to the allegations under investigation.

Generally, the Parties may not introduce evidence, including witness testimony, at the hearing that the Party did not identify during the investigation and that was available at the time of the investigation. However, the Decision-Maker has discretion to accept for good cause, or exclude, such new evidence offered at the hearing.

### **Cross-Examination**

The District will permit each Party's Advisor to ask the other Party and any witnesses all relevant questions and follow-up questions, including those questions challenging credibility. The Party's Advisor must conduct cross-examination directly, orally, and in real time. A Party may never personally conduct cross-examination. The other Party shall have an opportunity to object to a question posed. The District may limit such objections to written form, and neither the Decision-Maker nor the District are obligated to respond, other than to include any objection in the record. The Decision-Maker shall have the authority and obligation to discard or rephrase any question that the Decision-Maker deems to be irrelevant. In making these determinations, the Decision-Maker is not bound by, but may take guidance from, the formal rules of evidence.

Advisors may only ask relevant cross-examination and other questions of a Party or witness. Before a Complainant, Respondent, or witness answers a cross-examination or other question, the Decision-Maker must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. The Decision-Maker need not provide a lengthy or complicated explanation in support of a relevance determination. If a Party or witness disagrees with a relevance determination, that individual has the choice of either (1) abiding by the Decision-Maker's determination and answering the question or (2) refusing to answer the question.

If a Party or witness does not submit to cross-examination at the live hearing, the Decision-Maker may admit any statement of that Party or witness in reaching a determination regarding responsibility. The Decision-Maker will give the statements whatever weight the Decision-Maker determines appropriate, bearing in mind that the statements have not been tested by cross-examination. In doing so, the Decision-Maker should consider, and if possible, determine, whether the witness or Party made the statement and what the statement proves. A Decision-Maker cannot draw an inference about the determination regarding responsibility based solely on a Party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

### **Determinations of Responsibility**

When the Decision-Maker makes a determination of responsibility or non-responsibility, the Decision-Maker will issue a written determination regarding responsibility, no later than **20 business days** after the date that the hearing ends.

When making a determination regarding responsibility, a Decision-Maker will objectively evaluate all relevant evidence, including both inculpatory and exculpatory evidence. A Decision-Maker may not make credibility determinations based on an individual's status as a Complainant, Respondent, or witness. In evaluating the evidence, the Decision-Maker will use the 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 sexual harassment occurred.

The written determination will include:

- Identification of the allegations potentially constituting Title IX sexual harassment as defined in these procedures;
- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including who conducted the investigation and gave notifications to the Parties. The determination will also state when, where, and the date the investigator interviewed the Parties and witnesses, conducted site visits, the methods used to gather other evidence. The procedural section should also discuss the dates and how the Parties were provided the opportunity to review and inspect evidence and the date of any hearings held and who attended the hearing;
- Findings of fact supporting the determination. In making these findings, the Decision-Maker will focus on analyzing the findings of fact that support the determination of responsibility or non-responsibility;
- Conclusions regarding the application of the District's code of conduct to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility;
- A statement of, and rationale for, any disciplinary sanctions the District imposes on the Respondent;
- A statement of whether the District will provide the Complainant with remedies designed to restore or preserve equal access to the District's education program or activity;
- The District need not disclose to the Respondent remedies that do not affect him/her/them as part of the written determination. The District can inform the Respondent that it will provide remedies to the Complainant. However, the District will inform the Complainant of the sanctions against the Respondent;
- The District's procedures and permissible bases for the Complainant and Respondent to appeal.

The District will provide the written determination to the Parties simultaneously. The determination regarding responsibility becomes final either on the date that the District provides the Parties with the written determination of the result of the appeal, if the Parties file an appeal, or if the Parties do not file an appeal, the date on which an appeal would no longer be timely.

### **Disciplinary Sanctions and Remedies**

The District must have completed the grievance procedures (investigation, hearing, and any appeal, if applicable) before the imposing disciplinary sanctions or any other actions that are not supportive measures against a Respondent. If the Decision-Maker determines the Respondent was responsible for conduct that constitutes sexual harassment, the District will take disciplinary action against the 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 do not attend the same classes or work in the same work area;
- 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 Complainant, if a student, 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's discipline.

Possible disciplinary sanctions for student Respondents include written or verbal reprimand, required training or counseling, non-academic probation, suspension, and expulsion. Possible disciplinary sanctions for employee Respondents include written or verbal reprimand, required training or counseling, reduction in pay, demotion, suspension, or discharge.

### **Appeal of Dismissal of a Formal Complaint or of the Determination of Responsibility**

A Complainant or Respondent may appeal the District's determination regarding responsibility or the dismissal of a formal complaint or any allegations. A Complainant or Respondent must submit a written appeal within **ten business** days from the date of the notice of determination regarding responsibility or from the date of the District's notice of dismissal of a formal complaint or any allegations.

### **Grounds for Appeal**

The Chief Business Officer will serve as the Decision-Maker on Appeal. In filing an appeal of the District's determination regarding responsibility or the District's dismissal of a formal complaint, the Party must state the grounds for appeal and a statement of facts supporting those grounds. The grounds for appeal are as follows:

- A procedural irregularity affected the outcome;
- New evidence was not reasonably available at the time the District's determination regarding responsibility or dismissal was made, and this new evidence could affect the outcome; or
- The District's Title IX Coordinator, investigator, or Decision-Maker had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome.

### **Appeal Procedure**

If the Complainant or Respondent submit an appeal to the District, the District will:

- Notify the other Party in writing within **five business** days of receiving a Party's appeal;
- Allow the non-appealing Parties at least **ten business** days from the date of receipt of the appeal to submit a written statement in support of, or challenging, the outcome;



The appeal Decision-Maker will issue a written decision on whether to grant or deny the appeal, and the rationale for the decision, within **45** business days after the Decision-Maker on appeal receives the response to the appeal or the last day to provide a response. The District will provide the written decision simultaneously to both Parties.

The Decision-Maker on appeal may extend or otherwise modify the deadlines provided above. Either Party may seek an extension by submitting a written request to the appeal Decision-Maker explaining the need for the extension and the proposed length of the extension. The Decision-Maker will respond to the request within 48 hours in writing and will inform the Parties simultaneously whether the extension is granted.

### **Informal resolution**

If the District determines that a formal complaint is appropriate for informal resolution, it may provide the Parties with the opportunity to participate in an informal resolution process, including mediation, at any time prior to reaching a determination regarding responsibility.

The District will provide the Complainant and Respondent written disclosure of the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the Parties from resuming a formal complaint arising from the same allegations, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

The District must obtain the Parties' voluntary, written consent to the informal resolution process. If the Parties reach an agreement, the District does not have to complete a full investigation and adjudication of a report of sexual harassment. At any time prior to agreeing to a resolution, any Party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

The informal resolution process is not available to resolve allegations that an employee sexually harassed a student.

### **Retaliation prohibited**

The District prohibits any intimidation, threats, coercion, or discrimination against any individual who made a report or complaint of sexual harassment, testified, assisted, or participated or refused to participate in any manner in a Title IX investigation, proceeding, or hearing. Individuals who experience retaliation may file a complaint using the formal complaint process described above.

### **Dissemination of Policy and Procedures**

The District will provide its policy and procedures related to Title IX on its website and in each handbook or catalog provided to applicants for admission and employment, students, employees, and all unions or professional organizations holding collective bargaining with the District. The District will also provide its policy and procedures related to Title IX to all volunteers who will regularly interact with students and each individual or

entity under contract with the District to perform any service involving regular interaction with students.

When hired, employees are required to sign acknowledging that they have received the policy and procedures. The District will place the signed acknowledgment of receipt in each employee's personnel file.

### **Training**

The District will provide training to Title IX Coordinators, investigators, Decision-Makers, and any individual who facilitates an informal resolution process, on the definition of sexual harassment, the scope of the District's education program or activities, best practices for assessment of a sexual harassment complaint, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including avoiding prejudgment of the facts at issue, conflicts of interest, bias, and implicit bias and racial inequities, both broadly and in school disciplinary processes. Any materials used to train the District's Title IX Coordinator, investigators, Decision-Makers, and any person who facilitates an informal resolution process, will not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment. Materials for this training must include statistics on the prevalence of sexual harassment and sexual violence in the educational setting, and the differing rates at which students experience sexual harassment and sexual assault in the educational setting based on their race, sexual orientation, disability, gender, and gender identity.

The District will provide Officials with Authority with training regarding his/her/their obligation to report sexual harassment and instruction on how to report sexual harassment to the Title IX Coordinator.

### **File retention**

The District will retain on file for a period of at least seven years after closing the case copies of:

- The original report or complaint;
- Any actions taken in response to the complaint, including supportive measures;
- The investigative report including all evidence gathered and any responses from the Parties;
- The District's determination regarding responsibility;
- Audio or audiovisual recording or transcript from a hearing;
- Records of any disciplinary sanctions imposed on the Respondent;
- Records of any remedies provided to the Complainant;
- Any appeal and the result;
- Any informal resolution and the result; and
- All materials used to train Title IX Coordinators, investigators, Decision-Makers, and any person who facilitates an informal resolution process. The District will make these training materials publicly available on its website.

The District will make these documents available to the U.S. Department of Education Office for Civil Rights upon request.

**References:** 20 U.S. Code Sections 1681 et seq.;  
34 Code of Federal Regulations Parts 106.1 et seq.

---

**Approved: 10/13/20**  
**Revised: 12/20/22**

To: Board of Trustees	Date:
From: Superintendent/President	March 18, 2025
Subject: First Review of Revised Administrative Procedure 4021, Program Vitality	Item Number: 15.N.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 13

**BACKGROUND**

Revised administrative procedure 4021, Program Vitality, was reviewed per administrative procedure 2410, Board Policies and Administrative Procedures, which states all policies and procedures are to be reviewed on a five-year cycle. The administrative procedure was revised to streamline and improve current procedures.

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

Administrator Initiating Item: Robert Curry	Final Disposition:
--	--------------------



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

**4021 PROGRAM VITALITY**

Program Vitality is a component of college planning that leads to increased quality of instruction and services and to better use of existing resources. This policy ensures a thorough, collaborative approach to evaluating a program's viability and feasibility. It aims to balance program quality, resource allocation, and institutional goals using quantitative and qualitative data, with a focus on shared governance and data-driven decision-making. Quantitative and qualitative data are used to assess a program's academic relevance and vitality with the specific goal of assessing a program's viability/feasibility. First and foremost, Program Vitality shall:

**PROGRAM VITALITY PROCESSES SHALL:**

- Be used to review the proposed continuance or discontinuance of instructional and student services programs, including career and technical programs.
- Rely on the discipline expertise of the program faculty, and involve staff, and administration. Committees may also incorporate higher education partners and Career and Technical programs advisory committee members.
- ~~Depend on the discipline expertise of the program faculty,~~
- Reference current program reviews, and consider factors like workforce demand, resources needed, and legislative mandates.
- ~~Depend on~~ Reflect the values and goals established in the college planning processes and ~~existing in the published in the current~~ Educational Master Plan,
- Be based on a current, published list of criteria, and that such criteria be established through the shared governance process,
- ~~Include input from Advisory Boards when appropriate,~~
- Consider the intended and unintended consequences of discontinuance,
- Consider viability, vitality, revitalization, suspension, or discontinuance,
- Result in a document that contains recommendations that will be presented to the college community through the shared governance process, ~~and be given sufficient time for final public comment.~~

**DEFINITIONS:**

- **Instructional Program:** For purposes of this policy, an educational program is defined as an organized sequence of courses leading to a degree or certificate. Educational programs are subject to the program review process according to the

college's program review schedule. Vocational or occupational programs shall be reviewed every two years. (California Education Code §78016).

- **Student Services Program:** Student services programs support students' academic success, personal development, and overall well-being throughout their educational journey. These programs are designed to provide comprehensive assistance to help students achieve their educational and career goals and can include entities mandated by regulation. Student Services programs are subject to the program review process according to the college's program review schedule.
- **Evaluation Committee:** —It is a ~~A~~ committee formed in response to a program being listed as for discontinuance. This committee develops the Vitality Report.
- **Vitality Report:** —It is a ~~A~~ report that makes recommendations about the continuance or discontinuance of a program(s) under this ~~P~~policy to the Academic Senate.
- **Evaluation List:** —It is a ~~A~~ list of programs that are identified as under ~~D~~discontinuance for purposes of this ~~P~~policy. This list is developed by the Executive Team.
- **Executive Team:** —It is ~~This team is~~ composed of the Vice President of Academic Affairs (VPAA), Vice President of Student Services (VPSS), academic deans, and others.
- **Vitality Data Packet –** Quantitative and qualitative program data developed by Institutional Effectiveness.

#### **INITIAL CONSIDERATIONS:**

1. **Conditions for Discontinuance:** The following conditions may cause the VPAA and/or VPSS to recommend a program for discontinuance:
  - a. Current Program ~~R~~review and analysis of enrollment or transfer trends
  - b. Changes in demand in ~~the~~ workforce/employment trends and/or verifiable changes in ~~program~~ community need
  - c. Changes in requirements from transfer institutions
  - d. Availability of human, physical, and/or financial resources
  - e. Legislative mandates
  - f. Request from department chair with support from discipline faculty
2. **Financial Emergencies:** If the Board of Trustees formally declares a financial emergency, the superintendent/president and the Academic Senate may set new timelines by which the proposals for program modification or discontinuance submitted to AP&P will be acted upon and a final report of recommendations submitted by AP&P.
3. **Shared Governance:** The Administration, recognizing the District's policy to consult collegially with the Academic Senate in academic matters as outlined in Title 5 Section §53200(C) and Section §53203 and as stated in Board Policy 4020 and Board Policy 2510, acknowledges that Academic Senate must have a fundamental and integral role in any discussion of program continuance or discontinuance.
  - a. **The role of the Academic Senate is** to consider the recommendations of the Academic Policy and Planning Committee (AP&P) based on the recommendations of the Vitality Report and forward its recommendations for program continuance/discontinuance to the superintendent/president or designee, and to

report to the Board of Trustees when applicable.

- b. **The role of the Academic Policy and Planning Committee is to examine, research, and analyze the Vitality Report presented for program vitality review. Upon a thorough review of the Vitality Report, it will forward its recommendations to the Academic Senate.**

- ~~1. This procedure will be used to review the continuance or discontinuance of instructional programs, including vocational programs.~~
- ~~2. Definition of Program: For purposes of this document, an educational program is defined as a discipline and as an organized sequence or grouping of courses or services leading to a defined objective such as a major, degree, certificate, license, the acquisition of selected knowledge or skills, or transfer to another institution of higher education.~~
- ~~3. A student services program is defined as an established entity that meets one or more of the following criteria: A defined service with assigned space, staff, and budget. Entities mandated by regulation.~~
- ~~4. Vocational or occupational programs shall be reviewed every two years. (California Education Code §78016). All other programs shall be subject to the program review process according to the college's program review schedule.~~
- ~~5. The Academic Senate, recognizing the district's policy to consult collegially with the Academic Senate in academic matters as set forth in Title 5 Section §53200(C) and Section §53203 and as stated in Board Policy 4020 and Board Policy 2510, must have a fundamental and integral role in any discussion of program continuance or discontinuance.~~

~~The Role of the Academic Policy and Planning Committee (AP&P) is to examine, research, and analyze the Vitality Report presented for program vitality review. Upon a thorough review of the Vitality Report, it will forward its recommendations to the Academic Senate.~~

~~The Role of the Academic Senate is to consider the recommendations of AP&P in relationship to the recommendations of the Vitality Report, and forward its recommendations for program continuance/discontinuance to the superintendent/president or designee, and to report to the Board of Trustees when applicable.~~

- ~~6. If the Board of Trustees formally declares a financial emergency, the superintendent/president and the Academic Senate may set new timelines by which the proposals for program modification or discontinuance submitted to AP&P will be acted upon and a final report of recommendations submitted by AP&P.~~

## **PROCESS & TIMELINE:**

### **Fall 1 Vitality Process Initiated**

- ~~1. Deans and administrators overseeing the discipline identify programs at risk and inform the VPAA or VPSS. The criteria to identify at-risk programs should:~~

- Refer to the program goals, the mission of the college, and local community and industry needs
  - Include specifically defined measures or set standards that can be applied fairly to all programs
  - Be based on trends over time, typically five or more years
2. The administration develops a list of programs to evaluate and shares the list with Academic Senate Executive (ASE)
  3. Data packet developed (IE)
  4. An Evaluation Committee is formed for each at-risk program

### **Spring 1 Semester**

1. Evaluation Team meets regularly to review and evaluate quantitative data and document contextual data.
2. The Evaluation Committee submits the Vitality Report to the Academic Senate by the end of the semester.
3. Academic Senate notifies Academic Policy & Planning Committee (AP&P)

### **Fall 2 Semester**

1. AP&P reviews and makes recommendations to the Academic Senate by end of October.
2. The Academic Senate votes on recommendations by the end of the semester recommendations for program continuance/discontinuance to the superintendent/president or designee, and to report to the Board of Trustees when applicable.

### **FORMATION OF THE EVALUATION COMMITTEE:**

1. As soon as possible following the delivery of the list of affected programs, an Evaluation Committee shall be identified by the Academic Senate and shared with the Vice President of Academic Affairs. The Chair of the Evaluation Committee will be appointed by the Senate Executive Committee, and cannot be a member of the affected discipline or a member of AP&P. The Chair of the Committee organizes the meeting cycle and facilitates the meetings.
2. The Evaluation Committee shall include representatives from the following constituencies:
  - Faculty members, appointed by the Academic Senate
    - One discipline expert from the affected program
    - One faculty member from a related program or discipline. Neither of these faculty will be a member of AP&P, when possible.
    - One counseling faculty not closely related to the program under review.
  - One student appointed by the Associated Student Body Government (ASBG).
  - Administration – dean of the affected program.
  - One classified staff member from the affected program, and one classified staff member from a related program or discipline appointed by CSEA.
  - One advisory committee member for CTE programs.
  - A representative from Institutional Effectiveness serves as a resource specialist.



**PROGRAM EVALUATION STUDY:**

For each affected program, an Evaluation Committee shall conduct a Program Evaluation study. Both qualitative and quantitative factors from the Vitality Data packet are discussed and evaluated.

**EVALUATION COMMITTEE DISCUSSION CRITERIA:**

1. Qualitative factors are based on the mission, values, and goals of the institution and access and equity for students. These factors include, but are not limited to:
  - a. Quality of the program and how it is perceived by students, faculty, articulating universities, local businesses and industry, and the community
  - b. The ability of students to complete their educational goals of remediation, obtaining a certificate or degree, or transferring
  - c. Balance of college curriculum
  - d. Effect on students as a result of modifying or discontinuing the program
  - e. Comprehensiveness of the college experience
  - f. Uniqueness of the program
  - g. Importance of the program in its relationship to other programs, including high school pathways
  - h. Replication of programs in the surrounding area and their efficacy
  - i. Potential for a disproportionate impact on diversity at Allan Hancock College
  - j. Necessity of the program to maintain the mission of the College
  - k. Source of funding for the program (outside vs. general funds)
  - l. Impact on other programs, including transfer, if the program is modified or closed. If there are any, these must be identified.
  - m. Requirements by federal/state/accreditation or other areas (e.g. Title IX) for the program. If there are any, these must be identified.
  - n. Impact on articulated programs.
  - o. Other
2. Quantitative factors are based primarily on Institutional Effectiveness data and the Program Review where applicable. Factors that may be considered include but are not limited to:
  - a. Program Results showing:
    - A sustained downward trend in Full-time Equivalent Student (FTES) generated, enrollment, number and composition of sections offered, percent fill, FTES composition, retention, or persistence
  - b. Changes in demands in the workforce, transfer rates, job-outs, completers and graduates, and non-completers
  - c. Projected demand for the program in the future
  - d. Changes in class offerings
  - e. Availability of human resources
  - f. Availability of human resources
  - g. FTES generated/Full-time Equivalent Faculty (FTEF)
  - h. Enrollment trends
  - i. Operating cost per FTES
  - b-j. Capital outlay costs/year

## **B. SUMMARY OF THE PROCESS**

During the fall semester:

1. ~~The appropriate administrative officers shall develop a list of programs to be reviewed, based on the condition(s) described above in section 6. The formal list, accompanied by a study that includes qualitative and quantitative factors taking into account program reviews and Institutional research, will be delivered to the Academic Senate by the beginning of the fall semester. Individual departments/disciplines may also make proposals for the discontinuance of programs to the vice president, academic affairs and/or student services and the appropriate deans also by the beginning of the fall semester. This list should be sent to the Academic Senate no later than the 4<sup>th</sup> week of the fall semester.~~
2. ~~An evaluation committee shall be formed and conduct a program study addressing the status of the assigned program. The program study shall also include sufficient evidence supporting one or more of the conditions and be completed before the end of the fall semester. The evaluation committee's program study shall culminate in a "Vitality Report".~~
3. ~~The evaluation committee will submit the completed Vitality Report to the appropriate vice president and Academic Senate. The Academic Senate shall notify AP&P and provide it with the proposed list of affected programs and copies of the evaluation committee reports. AP&P shall set a timeline for completion of the review and recommendation process that is reasonable under the circumstances. In no case should this period be longer than 120 days, exclusive of summer and winter break.~~
4. ~~In the spring, AP&P will review the evaluation reports and provide recommendations to the Senate.~~

## **STEPS OF THE PROCESS**

### **A. EVALUATION COMMITTEE**

1. ~~As soon as possible following the delivery of the list of affected programs, an Evaluation Committee shall be initiated by the Academic Senate to continue the process. The chairman of the Committee will be elected by the Senate or the Senate Executive Committee. The Chairman cannot be a member of the affected discipline nor a member of AP&P.~~
2. ~~The Evaluation Committee shall include representatives from the following constituencies:
 
  - a. ~~Faculty members, appointed by the Academic Senate
 
    - 1) ~~One discipline expert from the affected program, and one faculty member from a related program or discipline. Neither of these faculty will be a member of AP&P, when possible.~~
    - 2) ~~One counselor not closely related to the program under review.~~~~~~

- ~~b. One student appointed by the Associated Student Body Government (ASBG).~~
  - ~~c. Administration — dean of the affected program.~~
  - ~~d. One classified staff member from the affected program, and one classified staff member from a related program or discipline appointed by CSEA.~~
  - ~~e. One advisory committee member for CTE programs.~~
  - ~~f. A representative from Institutional Research.~~
- ~~3. For each affected program, an Evaluation Committee shall conduct a program Evaluation study. Both qualitative and quantitative factors, that were presented as rationales for review by the Executive Team shall be discussed in order to have a fair and complete review leading to the eventual decision to (1) continue, (2) continue with qualification, or (3) discontinue a program.~~
- ~~a. Qualitative factors are based on the mission, values, and goals of the institution and access and equity for students. These factors include but are not limited to:
 
    - ~~1) Quality of the program and how it is perceived by students, faculty, articulating universities, local business and industry and the community~~
    - ~~2) Ability of students to complete their educational goals of remediation, obtaining a certificate or degree, or transferring~~
    - ~~3) Balance of college curriculum~~
    - ~~4) Effect on students as a result of modifying or discontinuing the program~~
    - ~~5) Comprehensiveness of the college experience~~
    - ~~6) Uniqueness of the program~~
    - ~~7) Importance of the program in its relationship to other programs~~
    - ~~8) Replication of programs in the surrounding area and their efficacy~~
    - ~~9) Potential for a disproportionate impact on diversity at Allan Hancock College~~
    - ~~10) Necessity of the program in order to maintain the mission of the College~~
    - ~~11) Source of funding for the program (outside vs. general funds)~~
    - ~~12) Impact on other programs, including transfer, if the program is modified or closed. If there are any, these must be identified.~~
    - ~~13) Requirements by federal/state/accreditation or other areas (e.g. Title IX) for the program. If there are any, these must be identified.~~~~

14) Impact on articulated programs.

15) Other

b. ~~Quantitative factors are based primarily on Institutional Research data and the Program Review where applicable. Factors that may be considered include but are not limited to:~~

1) ~~Program Results showing:~~

a) ~~A sustained downward trend in FTES generated, load, enrollment, number and composition of sections offered, percent fill, FTES composition, retention, and persistence~~

b) ~~Sustained increase in expense or annual cost/FTES~~

2) ~~Changes in demands in the workforce, transfer rates, job-outs, completers and graduates, and non-completers~~

3) ~~Projected demand for the program in the future~~

4) ~~Changes in class offerings~~

5) ~~Frequency of course section offerings~~

6) ~~Availability of human resources~~

7) ~~FTES generated/FTEF~~

8) ~~Enrollment trends~~

9) ~~Operating cost per~~

FTES 10) ~~Capital outlay costs/year~~

## **~~B. EVALUATION COMMITTEE REPORT~~**

1. ~~At the end of the fall semester, the Evaluation Committee shall present a Vitality Report with outcome recommendations to the Vice President Academic Affairs, Vice President Student Services, and Academic Senate. The Academic Senate shall submit the report to AP&P.~~

a. ~~The vitality report shall:~~

1) ~~Address the factors, quantitative and qualitative, that led to the program being listed.~~

2) ~~Outline the major points of support from the available information.~~

3) ~~State the recommendations of the Evaluation Committee and include all appropriate data and evidence that supports the committee's recommendations.~~

4) ~~Include diverging conclusions in a minority report from the members of the Committee, should they wish to do so, who are not in agreement with the report's primary recommendation.~~

b. ~~The vitality report recommendations should include some or all of the following:~~

1) ~~A critical examination and consideration of all information acquired~~

~~to ensure all members of the subcommittee are knowledgeable of the data's substance and significance. Preparation of the information.~~

- ~~2) Prioritization of the report's conclusions based upon the information provided in the report, and particularly referencing the consequences of the conclusions.~~
- ~~3) Establishment of a consensus within the Evaluation Committee as to the conclusions and recommendations to be presented.~~
- ~~4) Absent consensus, presentation of a majority and minority report.~~
- ~~5) Sources of data for all factors shall be referenced and cited.~~

~~c. Possible Outcomes of Program Evaluation: There are three potential outcomes of the Vitality Report. A program may be recommended to (1) continue, (2) to continue with qualification, or (3) to be discontinued.~~

### **POSSIBLE OUTCOMES OF PROGRAM EVALUATION:**

There are three potential outcomes of the Vitality Report:

1. **Recommendation to Continue:** A program may be recommended to continue when, after full consideration, it is decided that it is in the best interest of the college, its students, and the larger community to do so.
2. **Recommendation to Continue with Qualification:** A program may be recommended to continue with qualifications. These qualifications may include specific interventions designed to improve the viability and responsiveness of the program.
  - a. A specific timeline should be provided during which the various interventions will occur.
  - b. Expected outcomes and indicators of success for each intervention should be outlined in advance. The programs should have access to normal program resources during that time.
  - c. Since the qualification(s) may include modifications to courses and/or the program, AP&P timelines should be considered.
  - d. After the specific qualification period is completed, the program will be reviewed again according to the provisions in this policy.
3. **Recommendation to Discontinue:** A recommendation to discontinue a program will occur when, after a full evaluation study, it is concluded that it is no longer in the best interest of the college, its students, and the larger community to continue the program. Any recommendation for program discontinuance will include the criteria used to arrive at the recommendation. The recommendation shall include a detailed plan and recommended timeline for phasing out the program with the least impact on students, faculty, staff and the community.

The recommendation must provide either a way for currently enrolled students to continue their programs of study or a plan for them to meet their educational objectives through alternative means.

The recommendation shall also consider the requirements of collective bargaining for full-time faculty and CSEA staff, including application of policies for reduction in force and opportunities for retaining.

### **EXPEDITED PROCESS FOR MUTUALLY AGREED PROGRAM DISCONTINUANCE**

This expedited process is based on the existing Administrative Procedure for Program Vitality review and would maintain the essential elements of the original process while significantly reducing the timeline while still ensuring proper evaluation and planning for the transition.

1. **Mutual Agreement:** The Executive Team, in consultation with the program faculty and relevant stakeholders, identifies a program for potential discontinuance. All parties (including the Academic Senate, program faculty, and administration) agree in principle to discontinue the program in an expedited timeline.
2. **Rapid Evaluation:** A simplified Evaluation Committee is formed within two weeks, consisting of:
  - One faculty member from the affected program
  - The dean of the affected program
  - One Academic Senate representative in consultation with counseling faculty
  - One student representative
  - One classified staff member from the affected program
3. **Abbreviated Vitality Report:** The Evaluation Committee produces a condensed Vitality Report within four weeks, focusing on:
  - Key quantitative data supporting discontinuance
  - Qualitative factors influencing the decision
  - A detailed phase-out plan for the program
4. **Expedited Review:** The Academic Policy and Planning Committee (AP&P) reviews the Abbreviated Vitality Report within two weeks and provides its recommendation to the Academic Senate.
5. **Rapid Senate Action:** The Academic Senate reviews AP&P's recommendation and votes on the discontinuance proposal within two weeks.
6. **Final Approval:** The superintendent/president presents the recommendation to the Board of Trustees for final action at the next scheduled board meeting.

### **Timeline**

This expedited process would follow a similar process and could be completed within a single semester:

- Weeks 1-2: Formation of simplified Evaluation Committee
- Weeks 3-6: Preparation of Abbreviated Vitality Report
- Weeks 7-8: AP&P review and recommendation
- Weeks 9-10: Academic Senate review and vote
- Week 11 or next available meeting: Board of Trustees final action

### **Key Considerations**

- This expedited process should only be used when there is a clear consensus among all stakeholders.
- The phase-out plan must still adequately address the needs of current students.

faculty, and staff.

- The expedited process maintains the core principles of shared governance and academic oversight.

### **EXEMPTIONS FROM PROGRAM VITALITY REVIEW FOR PROGRAM DEACTIVATION**

A formal Program Vitality review is not required for program deactivation if **all** of the following conditions are met:

1. The deactivation will have no significant impact on:

- The comprehensiveness and balance of offerings across the college curriculum and within the district
- The college's educational and budget-planning process
- Students, faculty, and staff
- Transfer opportunities to four-year colleges and universities
- Local businesses and industries or the region as a whole

2. The proposed deactivation falls under one of these scenarios:

- **Replacement with Transfer Degree:** The existing curriculum review and approval process recommends archiving a local AA or AS degree in favor of a new AA-T or AS-T in the same discipline.
- **Faculty Determination:** Discipline faculty determine that a program of study is no longer relevant or viable and recommend archiving the program through the existing curriculum review and approval process.
- **Regulatory or Industry Changes:** Changes in legislative or industry requirements render the program noncompliant or irrelevant, as documented in the program review.

**Consensus Requirement:** If discipline faculty cannot reach a consensus regarding archiving the program, they may recommend a full Program Vitality review process.

### **C. THE ACADEMIC SENATE AND ACADEMIC POLICY AND PLANNING COMMITTEE**

~~Following submission of the Evaluation Committee vitality report to AP&P, by the end of the fall semester, and after full review and discussion during the spring, AP&P shall submit its recommendations including dissenting reports, and working timeline, to the Academic Senate. If Senate disagrees with AP&P's recommendations, then after Senate vote, the Senate Executive Committee, in conjunction with AP&P, shall prepare its recommendations in writing including the reasons for its recommendations, any applicable modifications, interventions, timelines and mechanisms for phase-out. Senate shall forward its recommendations to the superintendent/president with a copy to AP&P no later than 60 days.~~

### **D. ACTION BY THE GOVERNING BOARD**

~~The superintendent/president shall forward the recommendation from the Academic Senate along with his/her recommendation to the board for action. The board shall consider and take action upon the recommendation(s).~~

References:

- California Community Colleges Chancellor's Office Inventory of Approved and Projected Programs
- Florida Community College memo Process for Evaluating Academic Programs at Risk. March 2003
- Program Discontinuance: A Faculty Perspective. ASCCC, adopted Spring 1998
- Skyline College working draft Program Improvement and Discontinuance Process. April 2003
- Solano County Community College District Policy 6100 Program and Curriculum Development. Adopted November 1986, revised December 2001
- Title 5 Sections 51022, 53200, 53203 and 55130
- West Valley College Academic Senate paper WVCAS Policy and Process for Program Discontinuance. December 2002

---

**Approved: 5/17/11**

**Revised: 3/17/15**

**Revised:**

*(Replaces Administrative Procedure 7960.01)*



**INFORMATION ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	March 18, 2025
Subject: First Review of Revised Administrative Procedure 4103, Work Experience Education	Item Number: 15.O.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 4

**BACKGROUND**

Administrative procedure 4103, Work Experience Education, is legally required. The administrative procedure was revised to align with updated Title 5 requirements and current college procedures.

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

Administrator Initiating Item: Robert Curry	Final Disposition:
--	--------------------



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

## **AP 4103 WORK EXPERIENCE EDUCATION**

### Purpose and Definition of Work Experience Education

- The purpose of work experience education is to provide students with an integrated instructional program that provides opportunities to connect academic curricula to applied experiential learning in the workplace. Work experience education should be substantive in nature, linked in a way relevant to a student's educational pathway, and contribute to demonstrable learning outcomes that have value towards a degree or certificate.
- Work experience education within the California Community Colleges involves student employment and/or internships selected, approved, and supervised by districts to provide meaningful work experiences related to the course of study, or specific career pathway training, combined with instruction in critical workplace skills. Work experience education may include paid or unpaid employment, full or part-time employment, and may be structured as separate credit or noncredit classes, or integrated as a component of a course. It should be integrated as part of a student's educational pathway allowing students to achieve both educational and occupational goals.

Academic Affairs shall ensure that the District maintains a current plan approved by the State Chancellor's Office for the administration and operation of its ~~cooperative~~-work experience education (WEE)-(GWE) program. This plan will include:

~~The systematic design of a program whereby~~

~~students gain realistic learning experiences~~

~~through work;~~

- ~~A specific description of the respective responsibilities of the college, the student, the employer, and other cooperating agencies;~~
- ~~Guidance services;~~
- ~~A sufficient number of qualified academic personnel to direct the program;~~
- ~~Processes that assure that students' on-the-job learning experiences are documented with written measurable learning objectives, that students are required to meet certain criteria and are evaluated, and that the basis for awarding grades and credit is described;~~
  - ~~Sufficient clerical and instructional services~~

- The respective responsibilities of the college, faculty, the student, the employer, and any other cooperating individuals or agencies involved in providing work experience education;
- The types of work experience education offered by the District;
- How the District will:
  - Provide guidance services for students during enrollment in work experience education;
  - Assign sufficient instructional or other personnel to direct the program and provide other required District services;
  - Assess student progress in work experience education through written, measurable learning objectives and outcomes;
  - Ensure planned opportunities for students to discuss their educational growth with the appropriate college and employer representatives at regular intervals within each term;
  - Assign grades or other evaluative symbols to mark student achievement in work experience education courses, and award units of credit, when applicable;
  - Analyze disaggregated work experience enrollment, persistence, and course success data related to certificate, degree and transfer attainment (disaggregations including, but not limited to, student race/ethnicity, income status, gender, and accessibility status for credit & noncredit work experience);
  - Ensure adequate clerical and instructional services are available to facilitate the program; and
  - Ensure equitable access to work experience opportunities for underrepresented and socioeconomically disadvantaged students.

To enroll in a work experience class a student must:

- have completed at least one semester in college
- attend an orientation, either face to face or online
- have a valid email address
- turn in fully completed forms identified in the Student Handbook and handed out at the orientation and ensure WEE ~~CWE~~ instructor/advisor and worksite supervisor complete required forms
- comply with college procedures for work experience education ~~for earning credit for the class.~~

Units Earned:

- The maximum number of work experience education units that may be earned is 16 semester units as specified by Title 5 Section 55253. Units of credit for work experience education shall be calculated as specified by Title 5 Section 55253:
  - One semester unit of credit will be awarded for every 54 hours of work experience
- A maximum of fourteen semester credit hours may be earned during one enrollment period in work experience education. Students may repeat a work experience education course subject to section 55040.

- The retention as student records the following documents for each work experience education student: learning agreements establishing hours that will be worked; statements verifying hours worked; records of consultation with the employer; records of faculty consultation; evaluation of student achievement of learning objectives by instructor; the work permit for minor students; and records of the final grade.
- ~~Supervising faculty must maintain records that show consultation with the employer and the student, evaluation of the student's achievement, and the final grade.~~ Final grades will be determined by the work experience education instructor who may consult with the employer.

Allan Hancock College will maintain records of the developed standard written agreements. The agreements are as follows:

- Student Data Form: Documents student and employer contact information, WEECWE course and unit enrollment, job title, and number of hours the student expects to work each week.
- Jobsite Agreement: Outlines the employer/supervisor responsibilities and an agreement to support the student in achieving the identified learning objectives. The form is signed and dated by the student, employer/supervisor and WEECWE staff or faculty.
- Learning Objectives Form: The student's learning objectives are documented on this form. The form is signed and dated by student, the employer/supervisor, and WEECWE staff or faculty.
- Performance Evaluation: Mid-term and final evaluations are completed and documented on this form. The form is signed and dated by the employer/supervisor, WEECWE staff or faculty and student.
- Timesheets: The employer/supervisor verifies the number of work hours completed by the student in order to validate the number of WEECWE units earned.
- Student self and jobsite/employer evaluation: At the conclusion of the semester, the student evaluates their own job performance and the employer/jobsite.
- Advisory Summary Sheet: Employer and student consultations, evaluation of the student's achievement, and the final grade is recorded on the advisor summary sheet and maintained in the student file.
- If a student is a minor, the district will maintain a copy of the student's work permit in the student's file.

These records are maintained in the ~~Cooperative~~ Work Experience Education/Internship program offices for a period of seven years and digitally attached to the student records.

References: Title 5, Section 55250 et seq.

---

**Approved: 7/12/16**  
**Reviewed: 12/14/21**  
**Revised:**

**INFORMATION ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	March 18, 2025
Subject: First Review of Revised Administrative Procedure 5030, Fees	Item Number: 15.P.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 5

**BACKGROUND**

Administrative procedure 5030, Fees, is presented for review. The administrative procedure was updated to align with current Community College League of California language.

The revised administrative procedure has been vetted through the shared governance process.

Administrator Initiating Item: Genevieve Siwabessy	Final Disposition:
---	--------------------




---

Allan Hancock Joint Community College District  
**Administrative Procedure**  
 Chapter 5 – Student Services

---

## AP 5030 Fees

### Required fees include:

- **Enrollment** (Education Code Section 76300 and 76300.5; Title 5 Sections 58500 and 58509)
- **Nonresident tuition** with these permissive exemptions (Education Code Sections 76140 and 76140.5):
  - All nonresident students enrolling for 6 or fewer units; or
  - A student who is a citizen and resident of a foreign country who demonstrates financial need and this required exemption (Education Code Section 68130.5);
  - All students, other than persons excluded from the term “immigrant” for purposes of the federal Immigration and Nationality Act ~~nonimmigrant individuals under~~ (8 U.S. Code Section 1101(a)(15)), who meet the following requirements:
    - high school attendance in California for three or more years;
    - graduation from a California high school or attainment of the equivalent thereof;
    - registration or enrollment in a course offered for any term commencing on or after January 1, 2002;
    - completion of a questionnaire form prescribed by the State Chancellor’s Office verifying eligibility for this nonresident tuition exemption; and
    - in the case of a student without who is an lawful immigration status undocumented persons, the filing of an affidavit that the student has filed an application to legalize his/her/their immigration status, or will file an application as soon as he/she/they is eligible to do so.
  - A nonresident student who enrolls in a credit English as a Second Language (ESL) course at the district and who is any of the following:
    - A recent immigrant, as define in 8 U.S. Code Section 1101(a)(15);
    - A recent refugee, as defined in 8 U.S. Code Section 1101(a)(42);
    - or
    - A person who has been granted asylum by the United States, as defined in 8 U.S. Code Section 1158.

This exemption applies only to individuals who, upon entering the United States, settled in California and who have resided in California for less than one year. This exemption applies only to the tuition fee for credit ESL courses.

- Student representation (Education Code Section 76060.5; Title 5 Section 54805)

**Fees authorized by law include:**

- Non-District physical education facilities (Education Code Section 76395)
- Noncredit courses (Education Code Section 76385)
- Community service courses (Education Code Section 78300)
- Auditing of courses (Education Code Section 76370)
- Instructional materials (Education Code Sections 73365, 81457, and 81458; Title 5 Sections 59400 and 59408)
- Athletic insurance (Education Code Section 70902(b)(9))
- Cross-Enrollment with the California State University (CSU) or University of California (UC) (Education Code Section 66753)
- Health (Education Code Section 76355)
- Parking (Education Code Section 76360)
- Transportation (Education Code Sections 76361 and 82305.6)
- Student Center (Education Code Section 76375; Title 5 Section 58510)
- Copies of student records (Education Code Section 76223)
- ~~—~~
- Dormitory (Education Code Section 81670)
- Child care (Education Code Sections 79121 et seq. and 66060)
- Nonresident capital outlay (Education Code Section 76141)
- Nonresident application processing (Education Code Section 76142)
- Credit by Examination for Prior Learning (Education Code Section 76300; Title 5 Section 55050)
- Use of facilities financed by revenue bonds (Education Code Section 81901(b)(3))
- Refund processing (Title 5 Section 58508)
- Telephone registration (Education Code Section 70902(a))
- Physical fitness test (Education Code Section 70902(b)(9))
- Instructional Tape Lease/Deposit (Education Code Section 70902(b)(9))
- Credit Card Use (Education Code Section 70902(b)(9))
- International Student Medical Insurance (Education Code Section 70902(b)(9))
- ~~— Copies of student records (Education Code Section 76223)~~
- ~~— Student representation (Education Code Section 76060.5; Title 5 Sections 54801 and 54805)~~
- ~~— Student Center (Education Code Section 76375; Title 5 Section 58510)~~

**Prohibited fees include:**

- Late application (CCCCO Student Fee Handbook)

- Add/drop (CCCCO Student Fee Handbook)
- Mandatory student activities (CCCCO Student Fee Handbook)
- Student Identification Cards (CCCCO Student Fee Handbook)
- Student Body Organization (CCCCO Student Fee Handbook)
- Nonresident application (CCCCO Student Fee Handbook)
- ~~Field trip (Title 5 Sections 55450 and 55451)~~
- For dependents of certain veterans (Education Code Section 66025.3)
- For dependents of certain victims of the September 11, 2001, terrorist attacks (CCCCO Student Fee Handbook)
- For certain recipients of the Medal of Honor and certain children of the recipients of the Medal of Honor (Education Code Section 66025.3)
- For surviving spouses and children of a firefighter employed by the federal government whose duty assignment involved the performance of firefighting service in California (Education Code Section 68120)
- For students who have been exonerated of a crime through writ of habeas corpus or pardon that meet certain conditions (Education Code Section 69000)
- Required or funded services (CCCCO Student Fee Handbook)
- Refundable deposits (CCCCO Student Fee Handbook)
- Distance education (other than the statutorily authorized enrollment fee) (CCCCO Student Fee Handbook)
- Mandatory mailings (CCCCO Student Fee Handbook)
- Rental of practice rooms (CCCCO Student Fee Handbook)
- Apprenticeship courses (Education Code Section 76350)
- Technology fee (CCCCO Student Fee Handbook)
- Late payment fee (Title 5 Sections 58502 and 59410)
- Nursing/healing arts student liability insurance (Title 5 Section 55234)
- Cleaning (CCCCO Student Fee Handbook)
- Breakage (CCCCO Student Fee Handbook)
- Test proctoring (CCCCO Student Fee Handbook)

### **Collection and Refund of Fees**

#### The district shall:

- ~~The District shall~~ collect fees raised by an act of the legislature and made effective on or after the date a student has enrolled in an upcoming or current term.
- ~~The District shall~~ refund fees collected in error.
- ~~The District shall~~ refund fees that are refundable because of a reduction in the educational program of the College.
- ~~The District shall~~ refund fees that are refundable because of the student's reduction in units or withdrawal from an educational program, in compliance with Title 5 Section 58508.
- ~~The District shall~~ refund fees that are refundable because of changes in law or regulation authorizing and establishing enrollment fees.
- ~~The District shall~~ provide notice to students of availability of exemptions from certain mandatory, and authorized ~~and~~ and permissive fees.



The Catalog and Schedule of Classes contain the most current information regarding fees. -These documents are updated regularly.

### **Failure to Pay Financial Obligations**

The district may withhold enrollment privileges or any combination thereof from any student or former student who has been provided with written notice that he/\_or she/they has failed to pay a proper financial obligation due to the District. Any item(s) ~~or items~~ withheld shall be released when the student satisfactorily meets the financial obligation (authorized in Education Code Section 72237.)

### **Waiver of Fees**

The District may waive enrollment fees which were not collected in previous terms where ~~there may have been an error in financial aid or other hardship to a student~~the enrollment fees were not collected as a result of the District's error in awarding a California College Promise Grant (formerly known as Board of Governors Fee Waiver) to an ineligible student and not through the fault of the student, and to college the enrollment fee would cause undue hardship.

### **References:**

Education Code Sections 66025.3, 68120, 70902(b)(9), 76300, and 76300.5; ~~and 66025~~;

Title 5 Section 51012, 58520, and 58629;

California Community College Chancellor's Office (CCCCO) Student Fee Handbook;

~~WASC/ACCJC Accreditation Standard I.C.6~~

ACCJC Accreditation Eligibility Requirement 20

To: Board of Trustees	Date:
From: Superintendent/President	March 18, 2025
Subject: First Review of Revised Administrative Procedure 5075, Course Adds, Drops, and Withdrawals	Item Number: 15.Q.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 7

**BACKGROUND**

Administrative procedure 5075, Course Adds, Drops, and Withdrawals, is presented for review. The administrative procedure was updated to align with Community College League of California language and current practices.

The revised administrative procedure has been vetted through the shared governance process.

Administrator Initiating Item: Genevieve Siwabessy	Final Disposition:
---	--------------------



---

**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 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 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~~ Director, admissions ~~Admissions~~ and ~~records~~ 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**

Withdrawals, or drops, are authorized through the last day of the fourteenth week of instruction or 75% of the term, whichever is less. Students who withdraw or drop classes during the first four weeks or 20% of the term, whichever is less, will receive no notation on their academic record. A student who withdraws after this period, but before the end of the fourteenth week of a course, or the expiration of 75 percent of a term, whichever occurs earlier, shall receive the withdrawal symbol "W" on his/her/their transcript, unless the District selects an earlier final withdrawal date. The "W" shall not be used in calculating grade point averages but shall be used in determining probation and dismissal of a student

Instructors shall clear their rolls of inactive students not later than the end of the last business day before the census day for all students. No notation, "W" or other shall be made on the academic record of a student who withdraws prior to census.

"Inactive students" include:

- Students identified as no-shows,
- Students who officially withdraw,
- Students who are no longer participating in the courses and are therefore dropped by the instructor, except if there are extenuating circumstances.

“No longer participating” includes, but is not limited to, excessive unexcused absences but must relate to nonattendance.

~~Students who withdraw or drop classes during the first 20% of the term 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.~~

~~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).~~

### **Military Withdrawal**

A military withdrawal (“MW”) will not be counted in progress probation and dismissal calculations, toward the permitted number of withdrawals, or counted as an enrollment attempt. A military withdrawal occurs when a student on active or reserve status in the United States military or National Guard receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol of “MW” shall be assigned to all courses affected by the military withdrawal.

### **Excused Withdrawal**

The “EW” symbol may be used to denote withdrawal from a course(s) due to specific eventsextenuating circumstances beyond the student’s control and based upon verifiable documentation where mitigation efforts by the district are unsuccessful. “Extenuating circumstances” means cases of accidents, illnesses, or other circumstances beyond the control of the student. 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.~~

~~The district shall proactively engage with the student or their representative to identify available college support services that may mitigate the extenuating circumstances and prevent withdrawal. If mitigation efforts are unsuccessful, the student shall receive the excused withdrawal symbol (“EW”) on their transcript. Students shall not be denied an excused withdrawal due to the district’s inability to respond to the petition or to provide sufficient assistance to mitigate the student’s circumstances. Should student(s) not engage in mitigation efforts or submit a petition after a grade has been issued, the Director of Admissions has discretion to request verifiable documentation. The district will actively collaborate with the student or their representative to identify available support services that may alleviate the extenuating circumstances and help avoid withdrawal. In cases where these efforts do not succeed, the student may be granted an EW on their transcript. A student’s request for an excused withdrawal will not be denied due to the district’s inability to respond to the petition or provide adequate support to mitigate the circumstances. If a student does not participate in mitigation efforts or submits a petition after a grade has been issued, the Director, Admissions and Records may require verifiable documentation at their discretion.-~~ 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 Admittions 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. An excused withdrawal shall not be counted in progress probation and dismissal calculations, or toward the permitted number of withdrawals or enrollment attempts. 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, no longer participating in the courses and are therefore dropped by the instructor, except if there are extenuating circumstances.

- “No longer participating” includes, but not limited to, excessive unexcused absences but must relate to nonattendance. “Extenuating circumstances” are verified cases of accidents, illness, other circumstances beyond the control of the student.

### **Fraudulent Drops**

Designated college personnel and Student Services staff to verify, review, and if necessary, drop accounts determined to be fraudulent or in violation of college standards and state regulations. Upon identification of potentially fraudulent activity, staff will assess the account to confirm inconsistencies, unauthorized access, or suspicious enrollment patterns. In such cases, personnel will document the fraud indicators and promptly notify the appropriate Student Services administrator. Based on this assessment, Student Services staff, in coordination with College IT and administrative offices, may proceed to deactivate or drop the fraudulent account. This ensures compliance with statewide directives to protect the integrity of academic records and enrollment data. If an account is dropped, a record of actions taken and any related communications will be maintained in accordance with college documentation standards and retention policies.

### **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**

**Revised 6/11/19**

|



**INFORMATION ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	March 18, 2025
Subject: First Review of Board Policy 7260, Classified Administrators	Item Number: 15.R.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 2

**BACKGROUND**

Revised Board Policy 7260, Classified Administrators, underwent the review process. During the review, the administrative procedure received updates recommended by the league and to closely align with current practice.

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

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




---

**Allan Hancock Joint Community College District  
Board Policy  
Chapter 7 – Human Resources**

---

**BP 7260 Classified Administrators**

Classified administrators are administrators ~~who are not~~ other than those employed as educational administrators.

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

~~Classified administrators are those~~ classified administrators, regardless of job description, having significant responsibilities for formulating District policies or administering District programs other than the educational programs of the District.

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

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

Also see BP/AP 7120 titled Recruitment and Hiring.

**References:** Education Code Section 72411;

Government Code Section 3540.1(g) and (m)

---

**Adopted: 10/10/07**

**Revised: 6/16/15**

*(Replaces Board Policy 5980)*

To: Board of Trustees	Date:
From: Superintendent/President	March 18, 2025
Subject: Monthly Report, Associate Superintendent/Vice President, Academic Affairs	Item Number: 15.S.
Institutional Goal: Ed Master Plan Goal C. Student Progression through Program of Study	Enclosures: Page 1 of 2

### **BACKGROUND**

#### **Institutional Effectiveness Partnership Initiative (IEPI) Partnership Resource Team (PRT)**

The IEPI, on an annual basis, offers a program in which selected teams of administrators and faculty from across the California Community College system are tasked with assisting a college in a project focused on improving institutional effectiveness. This program includes funding for the participating campus to assist with the project. With leadership and planning support from Craig Bach, executive director, Institutional Effectiveness, and the Institutional Effectiveness office, various campus interest groups met throughout the day with a Partnership Resource Team to discuss enrollment management and the college's upcoming implementation of the scheduling software Ad Astra. This group will consult with us through the next few months as we gear up for a successful launch of this software in fall 2025, which we anticipate will help us build better, student-focused, and more efficient course schedules.

#### **Pathways to Success Early College and Employer Engagement Meeting**

This event, which took place on the evening of March 4, brought more than 300 students, faculty, staff, and community employers to the fine arts building for an evening of networking, student projects and success stories, and employer feedback. Under the leadership of Donna Beal, director, special projects, and Dean Tom Lamica, and with the support of their team, the evening was a great success. The feedback from the evening's breakout discussion sessions will drive future planning both for early college efforts and our CTE programs.

#### **Women's Firefighter Camp**

The Fire Academy program at Lompoc Valley Center will be hosting their second annual Women's Fire Camp on May 31, 2025, at the Public Safety Training Complex. This program introduces women from the ages 15-25 to the firefighting profession with key areas of the job functions not only discussed but offers a "hands-on" opportunity and experience to see what it is like to be a firefighter. The event is a one day challenging and rewarding opportunity to be exposed to the fire service career. The camp aims to develop confidence and character through exiting team-building exercises and hands-on training.

#### **CCAP Approvals**

The college has worked well with its faculty and high school partners over the past several years to manage the concurrent/dual enrollment program. We have held firm when the high schools lacked qualified faculty or adequate facilities. Given the requests that have been received this year, if courses are denied for any reason other than minimum qualifications or facilities, our partners will take those courses to other college districts. Therefore, the college is providing administrative approval for the courses listed below. There are two courses that are denied due to concerns with minimum qualifications, and the president has reached out to the high school district superintendent to request that they honor our assessment in denying those programs.

Administrator Initiating Item: Robert Curry	Final Disposition:
--	--------------------

School	Instructor	Course	Submitted	Course Status	Instructor Status
Lompoc High	Jonathan Taylor	ENGL 102	1/31/25	Adm Approval	Approved
Lompoc High	Pavel Tretyak	ENGL 103	1/31/25	Approved	Approved
Lompoc High	Casey Brooks	HIST 101	1/31/25	Approved	Approved
Lompoc High	Casey Brooks	HIST 102	1/31/25	Approved	Approved
Lompoc High	Christine Santi	BIO 100	1/31/25	Approved	Pending Approval
Lompoc High	Elizabeth Alvarez	ART 101	1/31/25	Approved	Approved
Lompoc High	Markie Wordley	GEO 100	1/31/25	Approved	Pending Approval
Santa Ynez High	Patrick Shuttuck	ENGL 103	1/31/25	Approved	Approved
Santa Ynez High	Heather Clemente	AG 152	1/31/25	Approved	Approved
Santa Ynez High	Kylin Bray	AG 154, AG 156	1/31/25	Approved	Approved
Santa Ynez High	Gary Semerdijian	AB 351	2/19/25	Approved	Approved
Santa Ynez High	Casey Reck	ENGL 103	1/31/25	Approved	Approved
Santa Ynez High	Cheryl Lee	FILM 102	1/31/25	Adm Approval	Approved
Orcutt Academy	Jordan Willis	ENGL 103	1/31/25	Approved	Denied no Interview
Orcutt Academy	John Dell'Armo	MATH 181 AND MATH 182	1/31/25	Adm Approval	Approved
Orcutt Academy	Graham Culbara	ENGL 145 AND ENGL 146	1/31/25	Adm Approval	Approved
Orcutt Academy	Heidi Miller	SPAN 102	1/31/25	Approved	Approved
Righetti High	Jennifer Dolan	ENGL 101, ENGL 103	1/31/25	Approved	Approved
Righetti High	Roxanne Leasure	ENGL 103	Waiting	Approved	Approved
Righetti High	Daniel Bulone	ENGL 101	1/31/25	Approved	Approved
Righetti High	Elias Garcia	HIST 120	1/31/25	Approved	Equivalency not met
Righetti High	Ana Ramirez	MATH 123	2/3/25	Approved	Equivalency not met

To: Board of Trustees	Date:
From: Superintendent/President	March 18, 2025
Subject: Monthly Report, Associate Superintendent/Vice President, Student Services	Item Number: 15.T.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 1

**BACKGROUND****Transfer Summit**

The University Transfer Center (UTC) highlights Allan Hancock College's commitment to equipping students with the tools, resources, and encouragement they need to seamlessly transition to a four-year institution. With more students successfully transferring each year, we remain dedicated to expanding opportunities and fostering student success.

On Friday, February 21, 2025, the UTC hosted the second annual Transfer Summit on the Santa Maria Campus. Nearly 150 students gathered at the Fine Arts Complex eager to take the next step in their academic journey. The event was designed to provide valuable insights, resources, and inspiration for students planning to transfer within a year. Kicking off the summit was speaker Oscar Velasco, a Hancock alumnus and Santa Maria High School ethnic studies teacher, who shared his transfer journey and the pivotal role the UTC played in his success. His story served as a powerful reminder of the impact support services has in helping students achieve their educational goals. Throughout the day, students participated in workshops tailored to support them through the transfer process. Financial aid experts provided essential information on funding options while a student panel offered firsthand experience, practical advice, and encouragement.

In addition, the event highlighted the importance of associate degrees for transfer (ADTs). In Fall 2025, a total of 390 students have been verified as completing their transfer requirements and major preparation, giving them a guaranteed or priority admission advantage at several California State Universities (CSUs). Hancock also continues to strengthen its transfer partnerships with the University of California (UC) system which includes a new data sharing agreement to track where our students are applying and for which majors. Based on this year's report, 170 students applied to at least one UC campus with 121 of those students applying to University of California, Santa Barbara. These advancements in data tracking ensure that we can better support students through each phase of the transfer admissions process.

Students are now eagerly awaiting responses from universities. To celebrate the achievements of our transfer-bound students, the UTC will host its Transfer Reception on May 16, 2025, from 11 a.m. – 1 p.m. at the Fine Arts Courtyard; all are invited to come celebrate and recognize students' hard work and accomplishments.

Administrator Initiating Item: Genevieve Siwabessy	Final Disposition:
---	--------------------

To: Board of Trustees	Date:
From: Superintendent/President	March 18, 2025
Subject: Monthly Report, Executive Director, Institutional Effectiveness	Item Number: 15.U.
Institutional Goal: Accreditation Standard I	Enclosures: Page 1 of 1

## BACKGROUND

### **Hispanic-Serving Institution (HSI) Designation Application**

The United States Department of Education has opened the Hispanic-Serving Institution (HSI) application. The Hispanic-Serving Institutions Division provides grant funding to institutions of higher education to assist with strengthening institutional programs, facilities, and services to expand the educational opportunities for Hispanic Americans and other underrepresented student populations. The application is over a month late in opening, reflecting the current priorities of the new administration.

### **Annual Planning Retreat**

On March 7, 2025, the Institutional Effectiveness (IE) office coordinated the annual planning retreat. Approximately 90 colleagues attended from all constituency groups. Participants were engaged in discussions and activities to move forward two strategic priorities: 1) Refocusing the three institutional key performance indicators (KPIs), the comprehensive student education plan (CSEP) completion; nine or more units completed in the first term, and math and English course completion in the first year, and 2) enhancing the shared governance structure. The IE office, in coordination with Institutional Effectiveness Council, will summarize the ideas shared at the retreat and move them forward for implementation through the shared governance process.



### **Institutional Effectiveness Partnership Initiative (IEPI) Project**

The first meeting of the Performance Resource Team (PRT) was held on March 6, 2025. Six members from the Institutional Effectiveness Partnership Initiative (IEPI) joined a range of Allan Hancock College colleagues to discuss the implementation of Ad Astra and the role of scheduling software within a strategic enrollment effort to support student outcomes. One of the main goals for the IE office is to use this opportunity to enhance metrics, evaluation, and project monitoring.

Administrator Initiating Item: Craig N. Bach	Final Disposition:
---	--------------------

To: Board of Trustees	Date:
From: Superintendent/President	March 18, 2025
Subject: Monthly Report, Executive Director, College Advancement	Item Number: 15.V.
Institutional Goal: Accreditation Standard II	Enclosures: Page 1 of 1

## BACKGROUND

### **Federal Grant-Making Landscape**

We continue to monitor changes in the federal funding landscape, especially the Department of Education. Of particular concern is the future of our Title V and TRIO grants, both set to end June 2025. Among other programs, Title V supports our successful peer tutoring program, which funds approximately 60 students. The TRIO program is a college retention, graduation, and transfer program, which serves around 80,000 students nationally and approximately 400 at Allan Hancock College. Other programs of particular concern include current grants that support basic needs and minorities in STEM. We also recently applied for a new National Science Foundation grant to support development and transfer for computer science and engineering students.

One positive note is that the Department of Education opened the annual process for colleges and universities to be recertified as Hispanic-serving institutions, which is required to apply for Title V and other targeted funding programs.

### **Marketing Career Technical Education**

Public Affairs and Communications is strategically marketing the college's career education programs via paid media advertising. January was a strong month for digital marketing efforts, with significant engagement across multiple platforms. We continue to see growth in website traffic, video engagement, and lead generation, particularly in campaigns targeting employers and prospective students. These digital marketing efforts are essential in increasing awareness, engagement, and ultimately enrollment at Hancock. We are pleased with the performance so far and will continue refining our strategies for even greater impact.

Our Search Engine Marketing campaign, which includes paid search advertising on platforms like Google, generated significant engagement in January, up 37 percent from the previous month. Website events and lead generation reached an all-time high, indicating strong interest from prospective students and community members.

Our employer-focused display ads (banner ads appearing on various websites) are driving high traffic at an exceptionally low cost. The click-through rate, which measures how often people click on our ads after seeing them, is 0.24 percent - a solid performance for display advertising. The campaign delivered over 270,000 ad impressions and generated more than 600 clicks. Our video ads performed exceptionally well, with over 9,000 views at a 100 percent completion rate, demonstrating strong engagement.

Administrator Initiating Item: Jon Hooten	Final Disposition:
--	--------------------



To: Board of Trustees	Date:  March 18, 2025
From: Superintendent/President	
Subject: Monthly Report, Associate Superintendent/Vice President, Finance and Administration	Item Number: 15.W.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 2

**BACKGROUND**
**Solar Array**

After a series of setbacks and contractor defaults, the Santa Maria campus solar array is nearly complete. The last phase of the project, which consisted of installing the north battery yard just north of the G building, will be finished upon completion of testing and installation of permanent fencing. Forefront Power is working with PG&E to connect to the system, which is projected to be done in June. The expected date to energize the solar panels is between June 15-30, 2025. The picture below shows the north battery yard with the temporary fence, which will be removed when the permanent fence is installed.



Administrator Initiating Item:  Dennis Curran	Final Disposition:
---	--------------------



**Governor's Budget Proposal**

Last week the [Legislative Analyst's Office \(LAO\)](#) released their analysis of the governor's 2025 budget proposal. Included in the evaluation were recommendations against funding the statewide Enterprise Resource Planning (ERP) system (\$168M in one-time funds), the Common Data Platform (\$134M in one-time funds and \$29M ongoing), and Credit for Prior Learning (\$43M in one-time funds and \$7M ongoing). The ERP recommendation was based on what the analyst considers a "faulty planning process" and significant future costs while the other two recommendations were based on a desire to see results from current pilot projects.

- ERP: this system would replace existing IT systems (e.g. Banner) that participating districts use to manage their core business functions
- Common Data Platform: a demonstration project intended to make it easier for participating districts to share student data
- Credit for Prior Learning: this initiative would expand credit for prior learning

We are watching this closely as we are concerned that common data systems could shift workload that is currently automated to manual processing methods. This has the potential to drive up personnel costs and will negatively impact equity by cutting the ability of our enterprise system to continue our auto-awarding program.

To: Board of Trustees	Date:
From: Superintendent/President	March 18, 2025
Subject: A Monthly Report on the Year-to-Date Financial Data for Various Funds	Item Number: 15.X.
Institutional Goal: Accreditation Standard III	Enclosures: Page 1 of 23

**BACKGROUND**

Attached are copies of financial statements for the following funds:

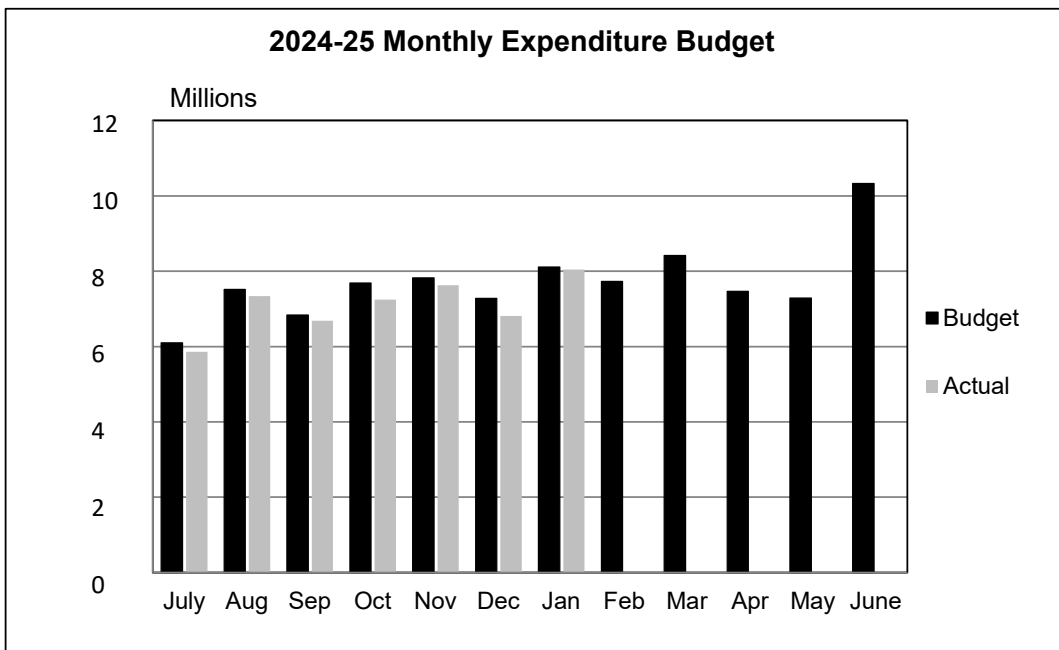
General Fund - Unrestricted  
 General Fund - Restricted  
 Child Development Fund  
 PCPA Fund  
 Capital Outlay Projects Fund  
 General Obligation Bond Building Fund  
 Dental Self-Insurance Fund  
 Property and Liability Self-Insurance Fund  
 Post-Employment Benefits Fund  
 Other Post-Employment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

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

Administrator Initiating Item: Dennis Curran	Final Disposition:
---	--------------------

**GENERAL FUND UNRESTRICTED EXPENDITURE BUDGET**

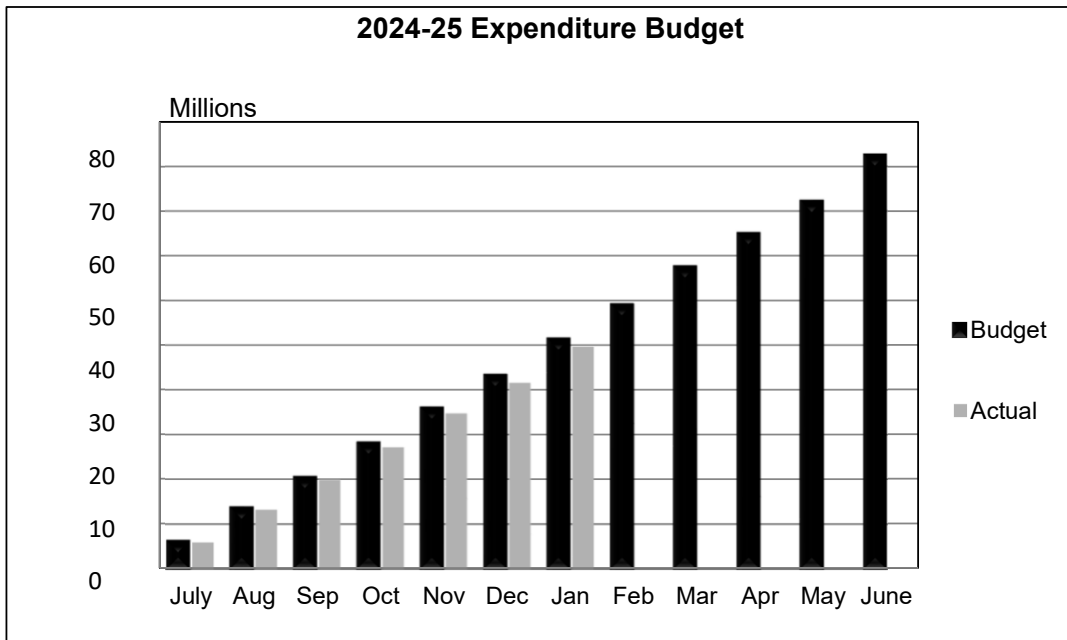
	January Budget	January Expenditures	Percentage Variance
Academic Salaries	2,870,378	2,854,504	99.45%
Classified Salaries	1,812,838	1,810,258	99.86%
Employee Benefits	1,565,688	1,559,375	99.60%
Supplies and Materials	162,017	142,843	88.17%
Other Operating Expenses	1,142,027	1,131,605	99.09%
Capital Outlay	46,859	42,509	90.72%
Other Outgo/Transfers	<u>511,035</u>	<u>501,553</u>	98.14%
	8,110,842	8,042,647	99.16%



**GENERAL FUND UNRESTRICTED EXPENDITURE BUDGET**

*Year to Date Expenditures*

	July - January Budget	July - January Year to Date	Percentage Variance
Academic Salaries	18,933,535	18,930,764	99.99%
Classified Salaries	13,571,019	12,982,380	95.66%
Employee Benefits	10,711,204	10,080,801	94.11%
Supplies and Materials	1,036,958	938,335	90.49%
Other Operating Expenses	5,256,122	5,252,872	99.94%
Capital Outlay	387,511	360,667	93.07%
Other Outgo/Transfers	<u>1,455,152</u>	<u>1,062,268</u>	73.00%
	51,351,501	49,608,087	96.60%



Allan Hancock College  
General Fund

Income Statement by Fund  
For Period Ending 01/31/2025

	<u>Unrestricted Budget</u>	<u>Unrestricted Actual</u>	<u>% Budget</u>	<u>Restricted Budget</u>	<u>Restricted Actual</u>	<u>% Budget</u>
<b>REVENUES</b>						
Federal Revenues	\$ 5,200	\$ 31,683	609.29%	\$ 5,408,649	\$ 979,016	18.10%
State Revenues	59,442,965	26,527,373	44.63%	38,124,803	28,928,105	75.88%
Local Revenues	27,130,929	17,158,482	63.24%	2,092,874	1,367,590	65.35%
Total REVENUES	<u>86,579,095</u>	<u>43,717,538</u>	<u>50.49%</u>	<u>45,626,326</u>	<u>31,274,711</u>	<u>68.55%</u>
<b>EXPENDITURES</b>						
Academic Salaries	31,504,462	18,930,764	60.09%	5,135,896	2,135,446	41.58%
Classified Salaries	23,281,049	12,982,380	55.76%	9,366,372	3,961,292	42.29%
Employee Benefits	20,578,643	10,080,801	48.99%	4,760,849	1,737,620	36.50%
Supplies and Materials	1,813,661	938,335	51.74%	3,870,713	1,309,235	33.82%
Other Operating Exp. and Services	9,368,814	5,252,872	56.07%	7,278,361	2,305,355	31.67%
Capital Outlay	871,489	360,667	41.39%	3,634,857	1,218,478	33.52%
Total EXPENDITURES	<u>87,418,117</u>	<u>48,545,819</u>	<u>55.53%</u>	<u>34,047,048</u>	<u>12,667,426</u>	<u>37.21%</u>
Excess of Revenues Over/ (Under) Expenditures	(839,022)	(4,828,281)		11,579,279	18,607,285	
<b>OTHER FINANCING SOURCES (USES)</b>						
Other Financing Sources	0	64,860	0.00%	83,900	0	0.00%
Total OTHER FINANCING SOURCES (USES)	<u>0</u>	<u>64,860</u>	<u>0.00%</u>	<u>83,900</u>	<u>0</u>	<u>0.00%</u>
<b>OPERATING TRANSFERS OUT</b>						
Other Outgo	5,161,877	1,062,268	20.58%	8,939,852	1,869,022	20.91%
Total OPERATING TRANSFERS OUT	<u>5,161,877</u>	<u>1,062,268</u>	<u>20.58%</u>	<u>8,939,852</u>	<u>1,869,022</u>	<u>20.91%</u>
Excess of Revenues and Other Financing Sources Over/(Under)	(6,000,899)	(5,825,688)		2,723,327	16,738,262	
<b>FUND BALANCE</b>						
Fund Balance, July 1st	<u>32,078,920</u>	<u>32,078,920</u>		<u>11,060,798</u>	<u>11,060,798</u>	
Current Balance	<u>\$ 26,078,021</u>	<u>\$ 26,253,233</u>		<u>\$ 13,784,125</u>	<u>\$ 27,799,061</u>	

Allan Hancock College  
Child Development Fund

Income Statement by Fund  
For Period Ending 01/31/2025

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Federal Revenues	\$ 391,156	\$ 321,734	82.25%
State Revenues	1,370,734	845,738	61.70%
Local Revenues	563,163	138,232	24.55%
Total REVENUES	<u>2,325,053</u>	<u>1,305,704</u>	<u>56.16%</u>
<b>EXPENDITURES</b>			
Academic Salaries	104,459	94,299	90.27%
Classified Salaries	1,265,582	446,652	35.29%
Employee Benefits	230,887	105,673	45.77%
Supplies and Materials	291,586	42,186	14.47%
Other Operating Exp. and Services	46,129	10,359	22.46%
Capital Outlay	416,409	29,660	7.12%
Total EXPENDITURES	<u>2,355,053</u>	<u>728,828</u>	<u>30.95%</u>
Excess of Revenues Over/ (Under) Expenditures	(30,000)	576,875	
<b>OTHER FINANCING SOURCES (USES)</b>			
Other Financing Sources	30,000	0	0.00%
Total OTHER FINANCING SOURCES (USES)	<u>30,000</u>	<u>0</u>	<u>0.00%</u>
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>580,666</u>	<u>580,666</u>	
Current Balance	<u>\$ 580,666</u>	<u>\$ 1,157,541</u>	

Allan Hancock College  
PCPA Fund

Income Statement by Fund  
For Period Ending  
01/31/2025

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Local Revenues	\$ 2,833,920	\$ 2,269,057	80.07%
Total REVENUES	<u>2,833,920</u>	<u>2,269,057</u>	<u>80.07%</u>
<b>EXPENDITURES</b>			
Classified Salaries	3,568,102	1,922,634	53.88%
Employee Benefits	823,209	453,372	55.07%
Supplies and Materials	397,819	224,767	56.50%
Other Operating Exp. and Services	708,997	568,256	80.15%
Capital Outlay	35,688	15,194	42.57%
Total EXPENDITURES	<u>5,533,814</u>	<u>3,184,223</u>	<u>57.54%</u>
Excess of Revenues Over/ (Under) Expenditures	(2,699,894)	(915,166)	
<b>OTHER FINANCING SOURCES (USES)</b>			
Other Financing Sources	3,009,320	771,553	25.64%
Total OTHER FINANCING SOURCES (USES)	<u>3,009,320</u>	<u>771,553</u>	<u>25.64%</u>
<b>OPERATING TRANSFERS OUT</b>			
Other Outgo	1,125,433	728,512	64.73%
Total OPERATING TRANSFERS OUT	<u>1,125,433</u>	<u>728,512</u>	<u>64.73%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(816,007)	(872,124)	
<b>FUND BALANCE</b>			
Fund balance, July 1	4,029,232	4,029,232	
Current Balance	<u>\$ 3,213,226</u>	<u>\$ 3,157,108</u>	

Allan Hancock College  
Capital Outlay Project Fund

Income Statement by Fund  
For Period Ending 01/31/2025

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
State Revenues	\$ 0	\$ 0	0.00%
Local Revenues	25,000	438,092	1,752.37%
Total REVENUES	<u>25,000</u>	<u>438,092</u>	<u>1,752.37%</u>
<b>EXPENDITURES</b>			
Supplies and Materials	27,133	2,117	7.80%
Other Operating Exp. and Services	89,362	22,048	24.67%
Capital Outlay	7,088,122	944,883	13.33%
Total EXPENDITURES	<u>7,204,616</u>	<u>969,048</u>	<u>13.45%</u>
Excess of Revenues Over/ (Under) Expenditures	(7,179,616)	(530,957)	
<b>OTHER FINANCING SOURCES (USES)</b>			
Other Financing Sources	2,737,960	0	0.00%
Total OTHER FINANCING SOURCES (USES)	<u>2,737,960</u>	<u>0</u>	<u>0.00%</u>
<b>OPERATING TRANSFERS OUT</b>			
Other Outgo	0	0	0.00%
Total OPERATING TRANSFERS OUT	<u>0</u>	<u>0</u>	<u>0.00%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(4,441,656)	(530,957)	
<b>FUND BALANCE</b>			
Fund balance, July 1	14,076,905	14,076,905	
Current Balance	<u>\$ 9,635,248</u>	<u>\$ 13,545,948</u>	



Allan Hancock College  
General Obligation Bond Fund

Income Statement by Fund  
For Period Ending 01/31/2025

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Local Revenues	\$ 75,000	\$ 89,546	119.39%
Total REVENUES	<u>75,000</u>	<u>89,546</u>	<u>119.39%</u>
<b>EXPENDITURES</b>			
Supplies and Materials	0	0	0.00%
Other Operating Exp. and Services	61,343	13,621	22.20%
Capital Outlay	5,354,282	813,884	15.20%
Total EXPENDITURES	<u>5,415,624</u>	<u>827,504</u>	<u>15.28%</u>
Excess of Revenues Over/ (Under) Expenditures	(5,340,624)	(737,959)	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>6,309,167</u>	<u>6,309,167</u>	
Current Balance	<u>\$ 968,543</u>	<u>\$ 5,571,209</u>	

Allan Hancock College  
Dental Self Insurance Fund

Income Statement by Fund  
For Period Ending 01/31/2025

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Local Revenues	\$ 714,425	\$ 441,908	61.86%
Total REVENUES	<u>714,425</u>	<u>441,908</u>	<u>61.86%</u>
<b>EXPENDITURES</b>			
Other Operating Exp. and Services	<u>769,917</u>	<u>506,209</u>	<u>65.75%</u>
Total EXPENDITURES	<u>769,917</u>	<u>506,209</u>	<u>65.75%</u>
Excess of Revenues Over/ (Under) Expenditures	(55,492)	(64,301)	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>979,127</u>	<u>979,127</u>	
Current Balance	<u>\$ 923,635</u>	<u>\$ 914,826</u>	

Allan Hancock College  
Self Ins - Property & Liab. Fund

Income Statement by Fund  
For Period Ending 01/31/2025

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Local Revenues	\$ 4,000	\$ 13,134	328.36%
Total REVENUES	<u>4,000</u>	<u>13,134</u>	<u>328.36%</u>
<b>EXPENDITURES</b>			
Supplies and Materials	0	0	0.00%
Other Operating Exp. and Services	51,187	40,846	79.80%
Capital Outlay	15,875	4,349	27.39%
Total EXPENDITURES	<u>67,063</u>	<u>45,195</u>	<u>67.39%</u>
Excess of Revenues Over/ (Under) Expenditures	(63,063)	(32,061)	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>855,019</u>	<u>855,019</u>	
Current Balance	<u>\$ 791,956</u>	<u>\$ 822,958</u>	

Allan Hancock College  
Post Employment Benefits Fund

Income Statement by Fund  
For Period Ending 01/31/2025

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

02600504  
15 -01-B -61 -037-04  
0101 -11-03818-04



RHBPT-HANCOCK-DELEGATED DISCRETION  
ACCOUNT 6746018043

Period from January 1, 2025 to January 31, 2025

### MARKET AND COST RECONCILIATION

	01/31/2025 MARKET	01/31/2025 BOOK VALUE
<b>Beginning Market And Cost</b>	<b>10,469,914.08</b>	<b>10,302,716.20</b>
<b>Investment Activity</b>		
Interest	141.48	141.48
Dividends	21,461.22	21,461.22
Realized Gain/Loss	- 3,922.21	- 3,922.21
Change In Unrealized Gain/Loss	203,231.12	.00
Net Accrued Income (Current-Prior)	- .48	- .48
<b>Total Investment Activity</b>	<b>220,911.13</b>	<b>17,680.01</b>
<b>Net Change In Market And Cost</b>	<b>220,911.13</b>	<b>17,680.01</b>
<b>Ending Market And Cost</b>	<b>10,690,825.21</b>	<b>10,320,396.21</b>

02600504  
 15- -01-B -61 -037-04  
 0101 -11-03818-04



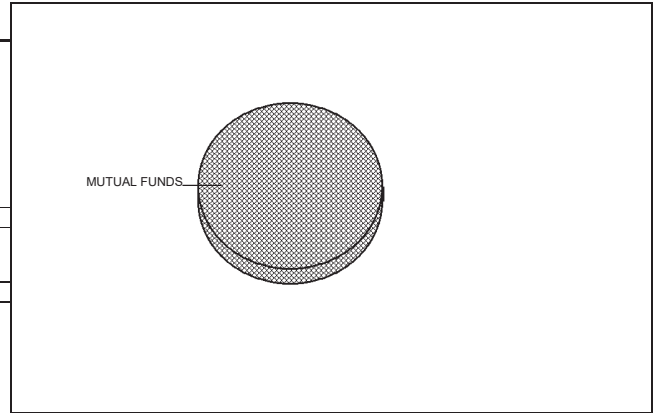
RHBPT-HANCOCK-DELEGATED DISCRETION  
 ACCOUNT 6746018043

Period from January 1, 2025 to January 31, 2025

**ASSET SUMMARY**

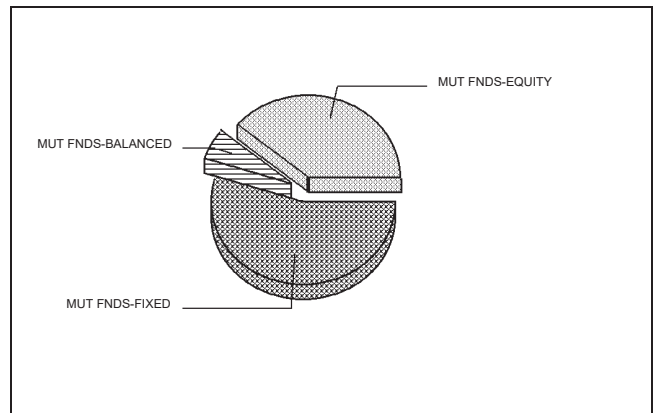
ASSETS	01/31/2025 MARKET	01/31/2025 BOOK VALUE	% OF MARKET
Cash And Equivalents	38,894.02	38,894.02	0.36
Mutual Funds-Equity	4,063,564.84	3,396,242.92	38.02
Mutual Funds-Fixed Income	5,890,968.89	6,241,538.46	55.10
Mutual Funds-Balanced	697,238.85	643,562.20	6.52
<b>Total Assets</b>	<b>10,690,666.60</b>	<b>10,320,237.60</b>	<b>100.00</b>
Accrued Income	158.61	158.61	0.00
<b>Grand Total</b>	<b>10,690,825.21</b>	<b>10,320,396.21</b>	<b>100.00</b>

**Estimated Annual Income**                      **369,477.88**



**ASSET SUMMARY MESSAGES**

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



Allan Hancock College  
Associated Students Trust Fund

Income Statement by Fund  
For Period Ending 01/31/2025

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Local Revenues	\$ 91,749	\$ 101,485	110.61%
Total REVENUES	<u>91,749</u>	<u>101,485</u>	<u>110.61%</u>
<b>EXPENDITURES</b>			
Supplies and Materials	293,707	270,743	92.18%
Other Operating Exp. and Services	106,449	87,403	82.11%
Total EXPENDITURES	<u>400,156</u>	<u>358,146</u>	<u>89.50%</u>
Excess of Revenues Over/ (Under) Expenditures	(308,407)	(256,661)	
<b>OTHER FINANCING SOURCES (USES)</b>			
Other Financing Sources	417,270	371,136	88.94%
Total OTHER FINANCING SOURCES (USES)	<u>417,270</u>	<u>371,136</u>	<u>88.94%</u>
<b>OPERATING TRANSFERS OUT</b>			
Other Outgo	192,475	131,860	68.51%
Total OPERATING TRANSFERS OUT	<u>192,475</u>	<u>131,860</u>	<u>68.51%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(83,611)	(17,385)	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>303,998</u>	<u>303,998</u>	
Current Balance	<u>\$ 220,387</u>	<u>\$ 286,613</u>	

Allan Hancock College  
Student Representation Fee Trst Fnd

Income Statement by Fund  
For Period Ending 01/31/2025

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Local Revenues	\$ 38,290	\$ 40,604	106.04%
Total REVENUES	<u>38,290</u>	<u>40,604</u>	<u>106.04%</u>
<b>EXPENDITURES</b>			
Other Operating Exp. and Services	22,928	19,921	86.89%
Total EXPENDITURES	<u>22,928</u>	<u>19,921</u>	<u>86.89%</u>
Excess of Revenues Over/ (Under) Expenditures	15,362	20,683	
<b>OPERATING TRANSFERS OUT</b>			
Other Outgo	0	0	0.00%
Total OPERATING TRANSFERS OUT	<u>0</u>	<u>0</u>	<u>0.00%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	15,362	20,683	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>21,814</u>	<u>21,814</u>	
Current Balance	<u>\$ 37,176</u>	<u>\$ 42,496</u>	



Allan Hancock College  
Student Body Center Fee Trust Fund

Income Statement by Fund  
For Period Ending 01/31/2025

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Local Revenues	\$ 25,300	\$ 25,232	99.73%
Total REVENUES	<u>25,300</u>	<u>25,232</u>	<u>99.73%</u>
<b>EXPENDITURES</b>			
Supplies and Materials	4,616	0	0.00%
Other Operating Exp. and Services	65	0	0.00%
Capital Outlay	<u>0</u>	<u>0</u>	<u>0.00%</u>
Total EXPENDITURES	<u>4,680</u>	<u>0</u>	<u>0.00%</u>
Excess of Revenues Over/ (Under) Expenditures	20,620	25,232	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>95,030</u>	<u>95,030</u>	
Current Balance	<u>\$ 115,649</u>	<u>\$ 120,262</u>	

Allan Hancock College  
Student Financial Aid Trust Fund

Income Statement by Fund  
For Period Ending 01/31/2025

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Federal Revenues	\$ 11,178,459	\$ 12,748,960	114.05%
State Revenues	3,965,246	3,879,381	97.83%
Local Revenues	0	3	0.00%
Total REVENUES	<u>15,143,705</u>	<u>16,628,344</u>	<u>109.80%</u>
<b>OTHER FINANCING SOURCES (USES)</b>			
Other Financing Sources	634,762	532,021	83.81%
Total OTHER FINANCING SOURCES (USES)	<u>634,762</u>	<u>532,021</u>	<u>83.81%</u>
<b>OPERATING TRANSFERS OUT</b>			
Other Outgo	15,778,467	15,130,966	95.90%
Total OPERATING TRANSFERS OUT	<u>15,778,467</u>	<u>15,130,966</u>	<u>95.90%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	0	2,029,399	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>21,809</u>	<u>21,809</u>	
Current Balance	<u>\$ 21,809</u>	<u>\$ 2,051,208</u>	

Allan Hancock College  
Scholarship and Loan Trust Fund

Income Statement by Fund  
For Period Ending 01/31/2025

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

Allan Hancock College  
District Trust Fund

Income Statement by Fund  
For Period Ending 01/31/2025

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Local Revenues	\$ 182,835	\$ 423,713	231.75%
Total REVENUES	<u>182,835</u>	<u>423,713</u>	<u>231.75%</u>
<b>EXPENDITURES</b>			
Academic Salaries	15,714	6,926	44.07%
Classified Salaries	3,000	0	0.00%
Employee Benefits	0	0	0.00%
Supplies and Materials	92,153	56,923	61.77%
Other Operating Exp. and Services	34,498	19,788	57.36%
Capital Outlay	0	0	0.00%
Total EXPENDITURES	<u>145,365</u>	<u>83,637</u>	<u>57.54%</u>
Excess of Revenues Over/ (Under) Expenditures	37,470	340,076	
<b>OPERATING TRANSFERS OUT</b>			
Other Outgo	33,741	4,491	13.31%
Total OPERATING TRANSFERS OUT	<u>33,741</u>	<u>4,491</u>	<u>13.31%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	3,728	335,585	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>5,789,497</u>	<u>5,789,497</u>	
Current Balance	<u>\$ 5,793,225</u>	<u>\$ 6,125,081</u>	

Allan Hancock Joint Community College District  
 Plan Activity Report - Pension  
 As of January 31, 2025



Month	Balance at the 1st of the Month	Contributions	Earnings	Expenses	Distributions	Transfers	Balance at the End of Month
November 2024	\$ 4,937,278.34	\$0.00	\$120,774.54	(\$1,327.60)	\$0.00	\$0.00	\$ 5,056,725.28
December 2024	\$ 5,056,725.28	\$0.00	(\$112,649.96)	(\$1,358.20)	\$0.00	\$0.00	\$ 4,942,717.12
January 2025	\$ 4,942,717.12	\$0.00	\$76,912.06	(\$1,329.31)	\$0.00	\$0.00	\$ 5,018,299.87

Allan Hancock College  
Student Clubs Agency Fund

Income Statement by Fund  
For Period Ending 01/31/2025

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Local Revenues	\$ 29,096	\$ 29,410	101.08%
Total REVENUES	<u>29,096</u>	<u>29,410</u>	<u>101.08%</u>
<b>EXPENDITURES</b>			
Supplies and Materials	19,074	7,040	36.91%
Other Operating Exp. and Services	7,442	2,564	34.45%
Total EXPENDITURES	<u>26,516</u>	<u>9,603</u>	<u>36.22%</u>
Excess of Revenues Over/ (Under) Expenditures	2,580	19,807	
<b>OPERATING TRANSFERS OUT</b>			
Other Outgo	20,530	6,262	30.50%
Total OPERATING TRANSFERS OUT	<u>20,530</u>	<u>6,262</u>	<u>30.50%</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(17,950)	13,545	
<b>FUND BALANCE</b>			
Fund balance, July 1	<u>64,195</u>	<u>64,195</u>	
Current Balance	<u>\$ 46,245</u>	<u>\$ 77,740</u>	

172  
**ALLAN HANCOCK COLLEGE FOUNDATION**  
**STATEMENT OF OPERATIONS**  
**FOR THE PERIOD ENDING 01/31/2025**

	Cash Admin	General Operations	Restricted	Scholar- ships	Endowment Principal	Endowment Rev/Exp	Total
<b>REVENUES:</b>							
Contributions, Gifts, Grants & Endwmnts	0	120,508	391,733	317,293	133,011	0	962,545
Non Cash Contribution	0	0	9,432	0	0	0	9,432
Interest and Investment Income	0	27,250	0	0	0	535,709	562,959
Realized Gain/Loss on Invest	0	4,181	0	0	0	419,326	423,507
Unrealized Gain/Loss on Invest	0	13,493	0	0	0	510,238	523,730
Other Local Revenues	0	1,201	2,720	3,550	0	0	7,471
<b>Total Revenues</b>	<b>0</b>	<b>166,633</b>	<b>403,885</b>	<b>320,843</b>	<b>133,011</b>	<b>1,465,273</b>	<b>2,489,644</b>
<b>EXPENSES:</b>							
Non Bargaining Unit	0	174,702	0	0	0	0	174,702
Benefits	0	39,997	0	0	0	0	39,997
Instructional Printing	0	0	1,517	0	0	0	1,517
Public Relations/Recognitions	0	1,756	13	0	0	0	1,769
Office/Operational Supplies	0	1,904	10,829	0	0	0	12,733
Non Instr Printing	0	6,199	1,606	0	0	0	7,805
Food - Business Meetings/Events	0	9,184	48,288	0	0	0	57,473
In-Kind Food Supplies	0	0	185	0	0	0	185
Indep Contractor (Individuals)	0	11,956	37,328	0	0	0	49,284
Service Contracts (Businesses)	0	6,038	37,675	0	0	0	43,713
In-Kind Service Contracts (Busnss)	0	0	3,302	0	0	0	3,302
Travel - All Travel Costs	0	3,883	556	0	0	0	4,439
In-Kind Travel Expense	0	0	946	0	0	0	946
On-Site-Prof. Develop/Webinars	0	888	200	0	0	0	1,088
Foundation Community Activities	0	18,148	0	0	0	0	18,148
Dues & Memberships	0	4,793	294	0	0	0	5,087
Non-Tech Licenses, Permits, Fees	0	74	1,492	0	0	0	1,566
Software License/Subscription Agrmt	0	29,767	0	0	0	0	29,767
Insurance	0	0	190	0	0	0	190
Equipment Rental	0	0	2,524	0	0	0	2,524
District/College Support	0	21,228	39,951	0	0	0	61,178
Postage/Express Services	0	2,028	566	0	0	0	2,594
Advertising/Sponsorships	0	3,575	39	0	0	0	3,614
In-Kind Advertising	0	0	5,000	0	0	0	5,000
Bank Service Charges	0	872	378	0	0	0	1,249
Investment Brokerage Fees	0	1,888	0	0	0	103,860	105,749
Cash Over and Short	0	0	0	0	0	0	0
PCPA Support	0	0	0	58,572	0	0	58,572
Equipment	0	631	9,176	0	0	0	9,807
Student Assistance	0	0	6,991	0	0	0	6,991
Scholarships	0	4,922	3,500	544,677	0	0	553,098
<b>Total Expenses</b>	<b>0</b>	<b>344,432</b>	<b>212,545</b>	<b>603,249</b>	<b>0</b>	<b>103,860</b>	<b>1,264,086</b>
<b>Net Income (Loss)</b>	<b>0</b>	<b>(177,799)</b>	<b>191,340</b>	<b>(282,405)</b>	<b>133,011</b>	<b>1,361,412</b>	<b>1,225,558</b>
<b>OTHER FINANCING SOURCES/OUTGO:</b>							
Intrafund Transfer-In	0	84,538	226,029	282,174	41,737	0	634,478
Intrafund Transfers-Out	0	19	51,223	2,000	0	581,236	634,478
Other Transfer-In	0	297,554	0	0	0	0	297,554
<b>Net Transfers</b>	<b>0</b>	<b>382,073</b>	<b>174,807</b>	<b>280,174</b>	<b>41,737</b>	<b>(581,236)</b>	<b>297,554</b>
<b>Net Inc/Dec in Fund Bal</b>	<b>0</b>	<b>204,274</b>	<b>366,146</b>	<b>(2,231)</b>	<b>174,748</b>	<b>780,176</b>	<b>1,523,112</b>
<b>FUND BALANCE:</b>							
Fund Equity, July 1	0	735,205	1,662,110	836,488	17,531,279	4,617,775	25,382,858
<b>Current Balance</b>	<b>0</b>	<b>939,479</b>	<b>2,028,257</b>	<b>834,256</b>	<b>17,706,026</b>	<b>5,397,951</b>	<b>26,905,970</b>

AHC Viticulture & Enology Foundation  
Statement of Operations  
For The Period Ending 01/31/2025

	<b>Budget</b>	<b>Actual</b>	<b>% Budget</b>
<b>Revenue</b>			
Contributions, Gifts, Grants & Endwmnts	1,500	1,741	116.04%
Non Cash Contribution	20,925	13,606	65.02%
Single Tickets	5,000	0	0.00%
Other Local Revenues	0	100	0.00%
Net Revenue	<u>27,425</u>	<u>15,447</u>	<u>56.32%</u>
<b>Wine Operations</b>			
Shipping Fee Revenue	1,300	466	35.82%
Sales and Commission	90,000	81,289	90.32%
Sales Discounts	<u>(31,500)</u>	<u>(30,673)</u>	<u>97.38%</u>
Net Sales	59,800	51,081	85.42%
Cost of Goods Sold	<u>(45,000)</u>	<u>(29,286)</u>	<u>65.08%</u>
Gross Profit	14,800	21,795	147.27%
Total REVENUES	42,225	37,242	88.20%
<b>Expenditures</b>			
Office/Operational Supplies	19,722	7,409	37.57%
In Kind Supply Expense	2,145	1,966	91.66%
Inventory Allocation Expense	(59,966)	(34,976)	58.33%
Non Instr Printing	2,530	21	0.85%
Food - Business Meetings/Events	1,200	345	28.75%
Indep Contractor (Individuals)	500	0	0.00%
Service Contracts (Businesses)	36,700	24,376	66.42%
Travel - All Travel Costs	5,400	1,513	28.01%
Non-Tech Licenses, Permits, Fees	700	699	99.86%
In Kind-Software/Technlgy Licenses	19,980	9,990	50.00%
Insurance	300	181	60.33%
Facility Leases	100	100	100.00%
Land Lease	400	400	100.00%
Repairs (Labor-Diagnostic)	3,656	3,652	99.89%
Technology Hosting Services	60	0	0.00%
Legal Fees	415	0	0.00%
In Kind-Legal Fees	325	0	0.00%
Excise Tax	35	16	46.86%
Sales Tax Expense	400	84	20.94%
Postage/Express Services	1,600	631	39.42%
Advertising/Sponsorships	1,886	1,482	78.58%
Bank Service Charges	25	0	0.00%
Merchant Fees	2,002	1,040	51.93%
Gain/Loss-Disposal of Assets	3,763	3,763	100.00%
Cash Over and Short	5	5	92.40%
Equipment	2,121	2,070	97.61%
Equipment-In Kind	1,870	1,650	88.23%
Restricted Reserve-Other	<u>6,098</u>	<u>0</u>	<u>0.00%</u>
Total EXPENDITURES	<u>53,972</u>	<u>26,418</u>	<u>48.95%</u>
<b>Fund Balance</b>			
Net Income (Loss)	(11,747)	10,824	(92.14%)
Fund Balance, July 1	165,319	165,319	165,319
Current Balance	<u>\$153,572</u>	<u>\$176,143</u>	<u>114.70%</u>



# MARCH 2025

ALLAN HANCOCK COLLEGE

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 8:00 a.m. <i>Community Food Share</i> 1st & 3rd Saturday  1:30 p.m. Softball vs. Chaffey College
2	3	4 2:00 p.m. Baseball vs. Moorpark College	5 10:00 a.m. Children's Flea Market Mechanics Bank Student Center  Sanctuary City through March 16 Severson Theatre	6	7 7:30 p.m. Jazz Band Concert Boyd Concert Hall	8 1:00 p.m. Baseball vs. Moorpark College
9	10	11 2:30 p.m. Softball vs. L.A. Pierce College	12	13 2:00 p.m. Baseball vs. Cuesta College	14	15 2:00 p.m. Softball vs. Riverside City College
16	17 Spring Recess No Classes March 17-22	18 2:30 p.m. Softball vs. Moorpark College  <b>6:00 p.m. Board of Trustees Meeting</b>	19 2:00 p.m. Baseball vs. East Los Angeles College	20 12:00 p.m. Baseball vs. Merced College  2:30 p.m. Softball vs. Oxnard College	21 Spring Holiday College Closed  2:30 p.m. Baseball vs. El Camino College	22 9:00 a.m. VITA Tax Prep Community Ed Building S
23	24	25 2:00 p.m. Baseball vs. Oxnard College	26	27 3:00 p.m. Blood Drive LVC	28	29 9:00 a.m. VITA Tax Prep Community Ed Building S  1:00 p.m. Baseball vs. Oxnard College  5:00 p.m. AHC Rodeo through March 30 Santa Maria Elks Event Center
30	31					

# APRIL 2025

ALLAN HANCOCK COLLEGE

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