### AGENDA

**Special Board Meeting**
**Friday, January 30, 2015**

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1. **Call to Order**

2. **Public Comment**

   The section of the agenda is intended for members of the public to address the board on items involving the school district. Time limits and procedures to address the Board of Trustees, as stated in the Public Comment to Closed Session, apply to this part of the agenda. Public comment not pertaining to specific agenda items is welcome under public comment. *Please note that Board members are prohibited by the Brown Act from responding to comments made regarding topics not on the official agenda.* Testimony on specific agenda items will be welcome during consideration of the item by the Board of Trustees. When public testimony is completed regarding a specific agenda item, discussion is then confined to board members only. This practice is in accordance with laws governing Board of Trustees public meetings.

3. **Information**

   3.A. **Use of the Public Safety Training Complex**

       A review of the business plan and standard operating procedures for the Public Safety Training Complex.

   3.B. **Future of South Campus**

       An update on the plans for the South Campus property.

   3.C. **Board Policy Review**

       The board of trustees will review all policies in Chapter 1, The District and Chapter 2, Board of Trustees and direct staff to make changes as needed.
3.D. English and Math Placement Assistance

An update on efforts to assist students in English and Math.

4. Presentation

4.A. Career Coach Program

Ralph Plaza, Career Builder representative, will provide information on how to further assist students find a path to a career through college programs.

5. Public Comment to Closed Session

6. Adjourn for Lunch and Closed Session

6.A. Student Discipline: 2 cases (§72122)

6.B. Conference with Labor Negotiator – (Government Code §54957.6)

Agency designated representatives: Dr. Kevin Walthers
Employee Association: Faculty Association

Agency designated representatives: Dr. Kevin Walthers
Employee Association: Part-Time Faculty Association

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

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

Agency designated representatives: Felix Hernandez Jr.
Employee Organization: California School Employees Association (CSEA) Chapter #251

7. Reconvene to Open Session


An opportunity for the board and the superintendent/president to review goals and priorities for the district, consistent with the 2014-2020 Strategic Plan.

8. Adjournment
The next regular meeting of the Board of Trustees will be held on Tuesday, February 17, 2015. Closed session begins at 4:30 p.m. Open session begins at 6:00 p.m.

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

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

**To:** Board of Trustees  
**From:** Superintendent/President  
**Date:** January 30, 2015  
**Subject:** Use of the Public Safety Training Complex

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<th>Reason for Board Consideration:</th>
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**BACKGROUND:**

An update will be provided on the business plan for the Public Safety Training Complex. The standard operating procedures for the use of the complex will address the use of the facilities by staff and outside agencies.
I. POLICY
   A. {INSERT POLICY HERE}

II. PURPOSE
   A. {INSERT PURPOSE HERE}

III. PROCEDURE
   A. {INSERT PROCEDURE HERE}
      1) {DELINEATE EACH PROCEDURE}
      2) *
      3) *
      4) *
      5) *
      6) *

IV. RESPONSIBILITY
   A. {LIST FIRST PARTICIPANT HERE, WITH RESPONSIBILITY BELOW}
      1. {RESPONSIBILITY}
      2. {RESPONSIBILITY}
      3. {RESPONSIBILITY}
      4. {RESPONSIBILITY}
      5. {RESPONSIBILITY}
      6. {RESPONSIBILITY}
      7. {RESPONSIBILITY}
B. {LIST SUBSEQUENT PARTICIPANT HERE, WITH RESPONSIBILITY BELOW}

1. {RESPONSIBILITY}
2. {RESPONSIBILITY}
3. {RESPONSIBILITY}
4. {RESPONSIBILITY}

C. {LIST SUBSEQUENT PARTICIPANT HERE, WITH RESPONSIBILITY BELOW}

1. {RESPONSIBILITY}
2. {RESPONSIBILITY}
   - Additional information
   - Additional information
   - Additional information
Description of Equipment: (Include make, model, assigned station or apparatus, and ID #)

Use additional pages as necessary.

________________________________________________________________________________
________________________________________________________________________________

Item was: [ ] Lost  [ ] Damaged  [ ] Requires routine maintenance  [ ] Replacement needed

Describe in Detail the nature of the loss, damage or maintenance required and the circumstances:
(Include date and time it occurred or was noticed).

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Reports Filed:  [ ] Police Report #__________________________  [ ] City Accident Report
[ ] No Reports Filed-- Explain:_________________________________________________________
Duty Officer Notified:  [ ] Yes – Date__________________________ Time:__________________________
Detailed description of repair / service necessary to mitigate damage:

________________________________________________________________________________

Vendor Information: (Complete if item will be sent in for repair or for replacement information)
Company Name:________________________Attention:____________________________________
Address:__________________________City/State/Zip:____________________________________
Contact Name:________________________Phone/e-mail:________________________________
Return Authorization:  [ ] N/A  or RA#__________________________________
I. POLICY

A. Each training session involving the use of AHC emergency vehicles will follow specific safety rules that pertain to that driving location. The safety rules and guidelines will consider the needs related to the specific emergency vehicle operations exercises. The instructors will review EVOC safety rules and guidelines prior to each training session to insure compliance by staff and students. Prior to the commencement of any EVOC training, the instructional staff shall advise the students of their responsibility to operate all vehicles in a safe and controlled manner at all times. Intentional misconduct which jeopardizes the safety of student(s) or instructor(s) can result in the immediate failure of EVOC training course.

II. PURPOSE

A. The purpose of this policy is to outline the rules, regulations, and procedures for providing training during the Emergency Vehicle Operation Course (EVOC) training.

III. PROCEDURE

A. The primary EVOC instructor will discuss the safety rules and guidelines at the beginning of each class session. All students are responsible for adhering to all safety rules and guidelines during EVOC training.

B. A copy of the Emergency Vehicle Operation Course (EVOC) safety rules and guidelines will be provided to each instructor. Each instructor will review the EVOC safety rules and guidelines with their students.

C. Vehicles will not be operated with excessively worn tires or any other mechanical defects which could impede its safe operation. A sufficient fleet of safety inspected vehicles will be available if a vehicle needs to be pulled from EVOC training for an immediate repair.

D. Students are required to wear helmets and five point safety harnesses during high speed exercises. The helmets meet current DOT and SNELL standards and students are provided a sanitized head covering to be worn under the helmet. The instructors will ensure that the helmets are properly strapped prior to starting any high speed EVOC exercise.
IV. RESPONSIBILITY

A. Equipment Manager

1. It is the responsibility of the equipment manager to inspect all AHC vehicles for safety hazards or obvious mechanical defects prior to EVOC training.

2. All AHC vehicles used in EVOC training shall be given annual vehicle safety inspections by a local automotive repair facility. Vehicles will not be operated with excessively worn tires or any other mechanical defects which could impede its safe operation. A sufficient fleet of safety inspected vehicles will be made available to ensure training can continue if a vehicle needs to be pulled from EVOC training for an immediate repair.

3. The equipment manager will ensure that all vehicles needed for training are fueled and ready for training the day prior to training.

B. Training Coordinator

1. The Training Coordinator will discuss the safety rules and guidelines at the beginning of each class session. Depending on the class (recruit or in-service) the following guidelines apply:

   a) RECRUIT Training

   All recruits are responsible for adhering to all safety rules and guidelines during EVOC training. The first violation of any EVOC safety rule(s) or guideline(s) will result in an immediate verbal warning. A second violation will result in an immediate verbal warning and a formal written reprimand to be placed in the student’s recruit personnel file. A third violation will result in the Academy Coordinator being advised and a decision will be made whether or not to drop the student from the class.

   b) IN-SERVICE Training

   All in-service students are responsible for adhering to all safety rules and guidelines during EVOC training. The first violation of any EVOC safety rule(s) or guideline(s) will result in an immediate verbal warning. A second violation will result in an immediate dismissal from the class and no credit given for EVOC training.

C. Primary Instructor/Individual Instructor Responsibilities

Prior to active EVOC training and testing, the Primary EVOC instructor will discuss the use of seatbelts, five point safety harnesses and other vehicle safety equipment.

1. During recruit training, students will also conduct vehicle safety inspections during the training and the students are graded on their ability to perform those inspections. Each EVOC instructor will inspect the training vehicles periodically throughout the training day. Any mechanical problems identified will be addressed immediately by either fixing the
Emergency Vehicle Operations Course

problem or pulling the vehicle from the EVOC training exercise until the mechanical problem
is corrected.

2. On exercises using the “SKIDCAR” the student to instructor ratio is 1:4 with the instructor
riding in the passenger seat, and two to three students in the back seat of the vehicle.

3. Slow speed exercises (parallel parking, cornering techniques, off-set alley, etc.) will be first
demonstrated by an EVOC instructor. The students are then allowed to drive and practice
all slow speed exercises without an instructor in the vehicle. The student to instructor ratio
can be 1:5 during slow speed precision driving exercises. The EVOC instructor provides
coaching to the students via hand held radio to mobile radio or from standing outside the
vehicle.

4. On high speed exercises and tests, students and instructors are required to wear helmets
and five point safety harnesses. All high speed exercises the instructor to student ratio is 1:1
with no student passengers.

D. Fire/Medical Staff

Prior to High-Speed EVOC training the Fire/Medical staff will be notified by the EVOC Training
Coordinator. The Fire/Medical staff will be on Stand-by status during that time. During nighttime
pursuit training, Fire/Medical staff will be staged near the EVOC track for quick response.

In the event of an injury during EVOC training, the following procedure shall be followed:

1. Students are told to report all injuries to the instructor immediately.
2. Students are told to report all safety hazards to the instructor immediately.
3. Minor injuries (not requiring immediate medical attention) the student will inform the instructor
whether or not they believe that they need, or want, medical attention.
4. Sponsored students with a minor injury who feel they need medical attention, will be sent to a
medical facility recommended by their agency. Independent students with a minor injury, who
feel they need medical attention, shall report to the AHC nurse at the LVC Campus, Building 1,
Room 109. If the nurse is not available, students shall report to the Urgent Care/Family Care,
217 W. Central Ave., Lompoc, CA (805) 735-4292.
5. Sponsored or independent students with a serious injury which requires immediate medical
attention. The instructor or Academy staff member will request an ambulance by dialing 911;
Academy staff will also immediately notify AHC Campus Police by dialing extension 3911 on a
college phone.
6. Sponsored and independent students with a serious injury (requiring immediate medical
attention) will be transported via ambulance to the Lompoc Valley Medical Center (Hospital
Emergency), 1515 E. Ocean Ave., Lompoc, CA 93436, (805) 737-3300.
7. The Academy Director and Coordinator shall be notified of any serious injuries, as soon as
possible.
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To: Board of Trustees

From: Superintendent/President

Subject: Future of South Campus

Reason for Board Consideration: INFORMATION

Item Number: 3.B.

Enclosures: Page 1 of 5

BACKGROUND:

Vice President Hernandez will address the future of the South Campus facility. He will review recommendations made by HMC Architects, give a status update, and ask the Board of Trustees for direction on the future use of the facilities.
Until 2013, the South Campus housed the training facilities for the AHJCCD Public Safety Training Complex, as well as a portion of the district's plant services facilities. With the relocation of the PSTC to new facilities at the Lompoc Valley Center, much of the South Campus is vacated and its future use is in question. The facilities master planning process provides a key element for decision-making by identifying potential district uses for the South Campus—uses that align with the priorities and initiatives of the AHJCCD Educational Master Plan and are deemed suitable based upon the findings of the analysis of existing conditions.

A partnership project is recommended for the South Campus, as well as priorities for the exploration of alternatives to developing the South Campus for District facilities.

**PARTNERSHIPS**

/ Educational Partnerships

**FUTURE EXPLORATION**

/ Lease or sell to generate revenue, and/or swap land
Partnership opportunities support the AHJCCD’s initiative to develop a closer working relationship with area schools, expand its outreach to the community, and seek non-apportionment revenue. A partnership opportunity has been identified as a potential project with a recommended location on the Allan Hancock College South Campus.

**EDUCATIONAL PARTNERSHIP FACILITIES**

Renovate Building Q or develop new instructional facilities with an educational partner.
The previous pages describe recommendations for development of District and partnership facilities on the South Campus. These facilities have been deemed suitable for the existing conditions of this campus. These conditions include location, neighborhood context and zoning, visibility and circulation access, and the type and condition of the existing facilities. The existing conditions also bear on the market value of the property and options for its use by others.

The Facilities Master Plan identifies one potential use, which is described in the preceding section. The location identified for the potential use is on the north parcel of the South Campus. This use will be taken into consideration for the on-going decision-making process that will determine the long-range plan for the South Campus. The AHJCCD Facilities Master Plan recommends that the approach to this decision-making process be guided by the following priorities.

**GUIDING PRINCIPLES + PRIORITIES**

/ **First Priority**: Permanent District Facilities  
Pursue development of permanent facilities for district use.

/ **Second Priority**: Partnerships  
If not needed for District use, then pursue opportunities to lease district land or facilities for partnerships that will further AHJCCD’s mission.

/ **Third Priority**: Revenue Generation  
If not needed for District use, then pursue opportunities to lease, sell, or exchange land and acquire land better suited for District use or generate revenue for AHJCCD.
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<th>To:</th>
<th>Board of Trustees</th>
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<tr>
<td>From:</td>
<td>Superintendent/President</td>
<td>January 30, 2015</td>
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<tr>
<td>Subject:</td>
<td>Board Policy Review</td>
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<td>Reason for Board Consideration:</td>
<td>Item Number: 3.C.</td>
<td>Enclosures: Policies under separate cover</td>
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**BACKGROUND:**

Accreditation standards require that board policies are periodically reviewed for legal and education code accuracy as well as institutional relevancy. The Community College League of California (League) provides a service that assists community colleges in staying up-to-date with new laws. Allan Hancock College subscribes to this service and periodically receives notices of changes in laws and regulations passed by the state that requires changes in college board policies.

Time has been set aside to review board policies in Chapter 1 – The District and Chapter 2 - Board of Trustees and update current policies as well as add new ones. Other chapters will be addressed by other councils or committees. Any revisions or additions to Hancock College board policies specific to the Board of Trustees will be presented for first and second reading.
To:        Board of Trustees
From:    Superintendent/President
Subject:  English and Math Placement Assistance
Reason for Board Consideration:    INFORMATION

Item Number:  3.D.
Enclosures:  Page 1 of 1

BACKGROUND:

A discussion on additional ways to help students prepare to test in English and math took place at a previous meeting. Ms. Marla Allegre will provide an update on these efforts.
AGENDA ITEM

To: Board of Trustees
From: Superintendent/President
Date: January 30, 2015
Subject: District Goals and Priorities for 2014-2015 and 2015-2016
Item Number: 7.A.
Enclosures: Page 1 of 1

BACKGROUND:

The board of trustees and Dr. Walthers meet twice a year to set and review goals and priorities for the college. Dr. Walthers will provide an update on the following topics:

- Leading the campus to four year degrees
- Developing a Veteran’s Center
- Updating a policy manual related to accreditation
- Work on the accreditation self-evaluation report for 2015-2016
- Appropriate administrative team structure
- Building a training schedule for board members
- Restoring “Career Exploration Day”
- Improving the recognition of milestones and events like 9/11 and Cesar Chavez day
- Promoting national scholarship opportunities for students
- Update on the bookstore plan

Administrator Initiating Item: Kevin G. Walthers
Final Disposition: 