Agenda
Regular Board Meeting
Tuesday, July 14, 2015

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

1. Call to Order 4:30 PM

2. Public Comment to Closed Session

This section of the agenda is intended for members of the public to address the Board of Trustees on items involving the community college district that are being considered in Closed Session. Please note that Board members are prohibited by the Brown Act from responding to comments made regarding topics not on the official agenda. The leading speaker from the audience on each side of an issue will be limited to five (5) minutes. Additional speakers are limited to two (2) minutes. To address the Board of Trustees, please fill out a Request to Address the Board of Trustees form and provide it to the superintendent/president prior to this part of the agenda.

3. Adjourn to Closed Session 4:30 PM

3.A. 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
3.B. Discipline/Dismissal/Release of Public Employee (1 case)  
(Govt. Code §54957)

3.C. Potential Litigation (Govt. Code §54956.9) (1 case)

4. Reconvene to Open Session 6:00 PM

5. Action Taken in Closed Session

6. Pledge of Allegiance

7. Approval of Agenda as Presented

8. Public Comment

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.

9. Approval of Minutes

9.A. Approval of Minutes from the June 16, 2015 regular board meeting.

10. Presentation

10.A. Children’s Center Outcomes for the 2014-2015 Desired Results Developmental Profile Assessment

Yvon Frazier, program director, Children’s Center Lab School, will give a presentation on 2014-2015 Desired Results Developmental Profile Assessment
10.B. Human Resources Welcome Video

Andrew Masuda, Liz Phillips, and Kevin Boland will share the new Human Resources welcome video.

11. Consent Agenda

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

11.A. Part-time Faculty Appointments, Regular Faculty Overload Assignments and Special Assignments/Stipends

A recommendation to approve part-time faculty appointments, regular faculty overload, and special assignments/stipends.

11.B. Equivalency Certification for Faculty

A recommendation to approve equivalency certifications for faculty members who have been authorized to teach, as needed, based on equivalency criteria specified in Board Policy 7211 and as restricted by the equivalency certification document.

11.C. Community Services (Fee-Based) Classes for Fall 2015

A recommendation to approve proposed community services (fee-based) classes for fall 2015.

11.D. Authorization to Declare District Property as Surplus

A recommendation that the board of trustees declare the items listed to be surplus and authorize disposal through the appropriate procedures.

11.E. Rejection of Claim

A recommendation that the board of trustees reject the claim of James Bray.
11.F. Second Reading: Revised Board Policy 3420, Equal Employment Opportunity and Staff Diversity

A recommendation that the board of trustees adopt revised board policy 3420, Equal Employment Opportunity and Staff Diversity.

11.G. Second Reading: Revised Board Policy 5012, International Students

A recommendation that the board of trustees adopt revised Board Policy 5012, International Students.

11.H. Second Reading: Revised Board Policy 5015, Residence Determination

A recommendation that the board of trustees adopt revised Board Policy 5015, Residence Determination.

11.I. Second Reading: New Board Policy 5035, Withholding of Student Records

A recommendation that the board of trustees adopt new Board Policy 5035, Withholding of Student Records.

11.J. Second Reading: New Board Policy 5052, Open Enrollment

A recommendation that the board of trustees adopt new Board Policy 5052, Open Enrollment.

11.K. Second Reading: Revised Board Policy 5100, Student Services

A recommendation that the board of trustees adopt revised Board Policy 5100, Student Services.

11.L. Second Reading: New Board Policy 5120, Transfer Center

A recommendation that the board of trustees adopt new Board Policy 5120, Transfer Center.

11.M. Second Reading: Revised Board Policy 5140, Disabled Student Programs and Services

A recommendation that the board of trustees adopt revised Board Policy 5140, Disabled Student Programs and Services.
11.N. Second Reading: New Board Policy 5150, Extended Opportunity Programs and Services (EOPS)

A recommendation that the board of trustees adopt new Board Policy 5150, Extended Opportunity Programs and Services (EOPS).

11.O. Second Reading: New Board Policy 5300, Student Equity

A recommendation that the board of trustees adopt new Board Policy 5300, Student Equity.

11.P. Second Reading: Revised Board Policy 5400, Associated Students Organization

A recommendation that the board of trustees adopt revised Board Policy 5400, Associated Students Organization.

11.Q. Second Reading: New Board Policy 5410, Associated Students Elections

A recommendation that the board of trustees adopt new Board Policy 5410, Associated Students Elections.

11.R. Second Reading: New Board Policy 5420, Associated Students Finance

A recommendation that the board of trustees adopt new Board Policy 5420, Associated Students Finance.

11.S. Second Reading: New Board Policy 5510, Off-Campus Student Organization

A recommendation that the board of trustees adopt new Board Policy 5510, Off-Campus Student Organization.

11.T. Second Reading: Revised Board Policy 5530, Student Rights and Grievances

A recommendation that the board of trustees adopt revised Board Policy 5530, Student Rights and Grievances.
11.U. Second Reading: Revised Board Policy 5570, Student Credit Card Solicitations

A recommendation that the board of trustees adopt revised Board Policy 5570, Student Credit Card Solicitations.

11.V. Short-Term, Substitute, and Professional Expert Appointments Exempt From Classified Service

A recommendation that the board of trustees approve the professional expert appointments exempt from classified service as presented.

11.W. Appointments, Transfers, and Promotions of Classified Employees

A recommendation that the board of trustees approve the appointments of Yvette Dorado, administrative secretary I, counseling and student services, effective June 24, 2015; Adrienne Lomp, instructional assistant, language lab, learning resources, effective August 3, 2015; and Jessica Parra, administrative secretary V, institutional effectiveness, effective July 27, 2015. A recommendation may be made to approve the appointment of physical education athletic technician, kinesiology, recreation & athletics department. If a recommendation is made, a revised board agenda item will be presented.

11.X. Change of Status of Classified Employee

A recommendation that the board of trustees approve the permanent change of status of Lucy Aquino, office services technician, health services, effective August 1, 2015.

11.Y. Out-of-Classification Assignments of Classified Employees

A recommendation that the board of trustees approve the temporary out-of-classification assignments of Luis Ayala, CalWORKs coordinator, EOPS and special outreach, retroactive to July 1, 2015 through June 30, 2016, or earlier per district need; Cheryl Hamlin, account services technician I, business services, retroactive to June 22, 2015 through June 30, 2015, and effective July 1, 2015 through September 30, 2015, or earlier per district need; Paulette Blackburn, senior accounting specialist, business services, retroactive to June 22, 2015 through June 30, 2015, and effective July 1, 2015 through September 30, 2015, or earlier per district need; and Sylvia Vargas,
academic support specialist, business education department, effective August 10, 2015 through May 31, 2016, or earlier per district need, and contingent upon continued funding.

11.Z. Appointments of Nontenure-Track Faculty Members

A recommendation that the board of trustees approve the temporary, nontenure-track appointments of Jesus Solorio, dance instructor, fine arts department, effective August 13, 2015 through December 10, 2015, or earlier per district need; and Ken George, law enforcement academy coordinator/faculty, public safety department, retroactive to July 1, 2015 through October 31, 2015, or earlier per district need.

11.Z1. Appointment of Tenure-Track Faculty Member

A recommendation that the board of trustees approve the full time, 10 months, 175 days, tenure-track faculty appointment of Vincent Tobin, assistant professor, astronomy, life and physical sciences department, effective August 13, 2015. A recommendation may be made that the board of trustees approve the appointment of tenure-track faculty position, transfer counselor, counseling and student services. If a recommendation is made, a revised board agenda item will be presented.

11.Z2. Change of Status of Faculty Member

A recommendation may be made that the board of trustees approve a change of status of a faculty member in the children’s center/early childhood studies program, applied social sciences department. If a recommendation is made, a revised board agenda item will be presented.


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

11.Z4. New Management Job Description

A recommendation that the board of trustees approve the new management job description director of fire, safety and EMS education, public safety department, as presented.

12. Oral Reports

Allan Hancock Joint Community College District
Board of Trustees
July 14, 2015
12.A. Superintendent/President’s Report

12.B. Board Member Reports

12.C. Association Reports

1) Management Association
2) Part-Time Faculty Association
3) Faculty Association
4) Academic Senate
5) California School Employees Association
6) Associated Student Body Government
7) AHC Foundation

13. Action Items

13.A. Resolution No. 15-21, California Department of Education, General Child Care and Development Programs

A recommendation to consider and approve Resolution No. 15-21, California Department of Education, General Child Care and Development Programs.

13.B. Resolution No. 15-22, California Department of Education, California Preschool Programs

A recommendation to consider and approve Resolution No. 15-22, California Department of Education, California Preschool Programs.

13.C. Appointment of Executive Management Position

A recommendation may be made that the board of trustees approve the appointment of vice president, institutional effectiveness. If a recommendation is made, a revised board agenda item will be presented.

13.D. Appointment of Interim Academic Management Position

A recommendation may be made that the board of trustees approve the appointment of interim director of fire, safety and EMS education, public safety department. If a recommendation is made, a revised board agenda item will be presented.

13.E. Memorandum of Understanding Between the Allan Hancock College Joint Community College District and the California Federation of Teachers/Part-Time Faculty Association of Allan Hancock College, Extension of Evaluation Memorandum of Understanding, Article 13

Tent. Time

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6:45 PM

7:15 PM

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A recommendation that the board of trustees approve the memorandum of understanding between the Allan Hancock College Joint Community College District and the California Federation of Teachers/Part-Time Faculty Association of Allan Hancock College, which extends the previous part-time faculty evaluation memorandum of understanding, article 13, effective July 1, 2015 through May 31, 2016.

13.F. Agreement Between the Allan Hancock College Joint Community College District and the California Federation of Teachers/Part-Time Faculty Association of Allan Hancock College, Article 9

A recommendation that the board of trustees approve the Agreement between the Allan Hancock College Joint Community College District and the California Federation of Teachers/Part-Time Faculty Association of Allan Hancock College, which changes and defines kin care leave, article 9, effective July 1, 2015. This is in accordance with the AB1522 Healthy Workplace, Healthy Families Act.

13.G. Agreement Between the Allan Hancock College Joint Community College District and the California School Employees Association Allan Hancock College Chapter #251, Kin Care, Article 14

A recommendation that the board of trustees approve the Agreement between the Allan Hancock College Joint Community College District and the California School Employees Association Allan Hancock College Chapter #251, which changes and defines kin care leave, article 14, effective July 1, 2015. This is in accordance with the AB1522 Healthy Workplace, Healthy Families Act.

13.H. Educational Pay for Confidential/Supervisory Employees

A recommendation that the board of trustees approve annual educational recognition pay for the confidential/supervisory group, retroactive to June 30, 2015, as presented.

13.I. Restructure of Information Technology Services

A recommendation that the board of trustees approve the revised classified bargaining unit job descriptions technical support specialist I; technical support specialist II; software development/system support specialist; network administrator; help desk technician; web services specialist I; and systems analyst, as presented, including applicable salary range adjustments for these positions, effective July 1, 2015.
13.J. Revised Confidential/Supervisory Job Descriptions 133

A recommendation may be made that the board of trustees approve revised job descriptions for confidential/supervisory positions. If a recommendation is made, a revised board agenda item will be presented.

13.K. Classified and Educational Management Employment Agreements 134

A recommendation that the board of trustees approve Employment Agreements for educational and classified management employees.

13.L. District and California School Employees Association Chapter #251 Contract Reopeners for Fiscal Year 2015-2016 142

A recommendation that the board of trustees invite the public to forward any comment on the attached proposals to the superintendent/president; and to schedule the proposals for public comment at the scheduled board meeting on August 11, 2015, in accordance with Board Policy 7140.

14. Information Items 7:50 PM

14.A. Grant Proposals Submitted 145

A report on grant proposals submitted.

14.B. Change in Warrant Reporting Schedule 146

A report on the change in warrant reporting schedule due to the change in board meeting schedule.

14.C. 2015-16 State Budget Update 147

A summary of the 2015-16 state budget.


A recommendation to review new Board Policy 3010, Prohibition of Employment Discrimination.
14.E. First Reading: New Board Policy 3020, Prohibition of Harassment

A recommendation to review new Board Policy 3020, Prohibition of Harassment.

14.F. First Reading: Revised Board Policy and Administrative Procedure 3255, Program Review

A recommendation to review revised Board Policy and Administrative Procedure 3255, Program Review.

14.G. Employee Retirements/Resignations

The superintendent/president has accepted the retirements of Jeff Cotter, executive director, Allan Hancock College Foundation, effective September 9, 2015; and Wesley Maroney, director, public safety/chief of police, campus police, effective October 15, 2015; and the resignations of Carissa Perales, CalWORKs coordinator, EOPS/CalWORKs, effective June 30, 2015; and Dana Valverde, noncredit counselor, counseling and student services, effective July 1, 2015.

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

A monthly report on academic affairs.

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

A monthly report on student services.

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

A monthly report on administrative services.


A monthly report on operations.

14.L. Bond Measure I Status Report

A status report on the bond Measure I projects.

A report on the year-to-date data for various funds.

15. New Business

16. Calendar

17. Adjournment

The next regular meeting of the Board of Trustees will be held on Tuesday, August 11, 2015. Closed session begins at 4:30 p.m. Open session begins at 6:00 p.m. A special board meeting will be held on Friday, July 31, 2015.

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
1. Call to Order
   Trustee Pensa called the meeting to order at 2:21 p.m. with the following trustees present:
   Jones, Lahr, Pensa

   Trustees absent: Bennett, Zacarías

   Deb Annibali welcomed everyone to the meeting and introduced Bob Reid, Mark Purcell, and
   Mike Perkins. She gave a brief overview of their credentials. Bob Reid explained how the
   Below 100 campaign began. The campaign promotes safety practices while officers are on duty.
   Ms. Annibali shared a safe driving video.

   1.A. Adjourn to tour Public Safety Training Complex

   Trustee Pensa adjourned the meeting to tour the Public Safety Training Complex at 2:46
   p.m.

2. Call to Order
   Trustee Pensa called the meeting to order at 4:39 p.m. with the following trustees present:
   Jones, Lahr, Pensa, Zacarías

   Trustees absent: Bennett

   Greg Pensa said the following statement is pursuant to Government Code §54956.8 regarding
   Closed Session Agenda Item No. 4D, real property negotiations:
   1. The real property subject to Agenda Item No. 4.D. is real property situated within the
      City of Santa Maria.
   2. The District negotiators for the real property are the President and such District
      employees as he may designate.
   3. The District negotiators may negotiate District acquisition of the real property with the
      fee title owner and/or the fee title owner’s agents or representatives, including real
      estate agents/brokers retained by the fee title owner.
   4. The District may consider acquisition of the real property by purchase, exchange or
      other means.
3. **Public Comment to Closed Session**

No public comment was made.

4. **Adjourn to Closed Session**

Trustee Pensa adjourned the meeting to closed session at 4:40 p.m.

5. **Reconvene to Open Session**

Trustee Pensa reconvened the meeting to open session at 6:04 p.m.

6. **Action Taken in Closed Session**

Trustee Pensa announced that the Board of Trustees voted to approve a settlement with Westberg & White for the building D project on the following vote: Ayes: Jones, Lahr, Pensa, Zacarías  Noes: None  Absent: Bennett

7. **Pledge of Allegiance**

Kimberly Kallies, newly elected student body president, led the audience in the pledge of allegiance.

8. **Approval of Agenda as Presented**

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

Ayes: Jones, Lahr, Pensa, Zacarías  
Noes: None  
Abstentions: None  
Concur: Student Trustee

9. **Public Comment**

No public comment was made.

10. **Seating of Student Trustee**

Dr. Walthers administered the oath of office to Cinthya Ortiz, who was then seated as student trustee for 2015-2016.
11. Approval of Minutes

11.A. Approval of Minutes from the May 19, 2015 regular board meeting.

On a motion by Trustee Lahr, seconded by Trustee Jones, the Board voted unanimously to approve the minutes for the May 19, 2015 regular board meeting as submitted. (Ayes: Jones, Lahr, Pensa, Zacarías; Noes: None; Absent: Bennett; Student Advisory Vote: Concur)

12. Consent Agenda

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

Ayes: Jones, Lahr, Pensa, Zacarías
Noes: None
Abstentions: None
Concur: Student Trustee

13. Oral Reports

13.A. Superintendent/President’s Report

Dr. Walthers announced home football games will be held at Hancock College and will start at 2:00 p.m. He said there are plans to install bleachers and a press box platform. He noted Arroyo Grande High School donated the scoreboard. He said five college professionals from the state will be at Hancock College to discuss enrollment management and institutional research. The visit is funded by a state initiative. He also reported that approximately 40 staff and faculty members will attend a cultural proficiency seminar. He introduced Dr. George Railey, new vice president, academic affairs and added that he is very happy to have him join the college.

13.B. Board Member Reports

Trustee Jones welcomed Dr. Railey to Hancock College. He said the Lompoc Record reported Hancock College is the number one community college to transfer students to Cal Poly for the 14th year in a row and he is very proud of that fact. He is very pleased that our students will be able to play football at home. He enjoyed attending a few graduations and the scholarship banquet. He is still disappointed in the lack of diversity in some of our premium programs. He acknowledges the diversity some of the athletic teams but would like to see diversity improvement in color and gender in nursing, law enforcement, and other special programs. He requested statistics on how diverse or non-diverse the college is. He would also like to see a presentation on how the waiting list for those programs, especially the nursing program, works. He is curious why the law enforcement graduation is held in Santa Maria instead of at the Public Safety Training Complex.
Trustee Lahr welcomed Dr. Railey and thanked everyone for their work on the graduation events and scholarship award dinners. He agrees that it’s the best part of being a trustee. He also thanked the faculty and staff who provided an informational presentation to help him understand the immense training that takes place in the Public Safety Training Complex.

Trustee Pensa also enjoyed the graduation activities. He welcomed Dr. Railey to the college.

Trustee Zacarías welcomed Dr. Railey to the college and the Santa Maria Valley. She said it’s hard to communicate the feelings experienced when graduates walk on stage during commencement. She was happy to be able to attend a celebration for a Cal Poly graduate who attended Hancock College. She believes everyone at the college has a share in helping students succeed.

Cinthya Ortiz, newly elected student trustee, said she is on her third and final year at Hancock College. She has spoken to previous student trustees and was given positive information. She is looking forward to this experience.

13.C. Association Reports

1) Part-Time Faculty Association

No report was given.

2) Faculty Association

No report was given.

3) Academic Senate

No report was given.

4) California School Employees Association

No report was given.

5) Associated Student Body Government

Kimberly Kallis, newly elected associated student body government president, introduced herself to the audience. She said her major is administration of justice and hopes to attend law school. She looks forward to report on upcoming student events.
6) AHC Foundation

Jeff Cotter reported that he is working with the Grant’s Office to apply for public and private grants and commended Suzanne Valery for her help.

7) Management Association

No report was given.

14. **Action Items**

14.A. Acceptance of Grants Approved

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

14.B. Adoption of the 2015-2016 Tentative Budget

On a motion by Trustee Zacarías, seconded by Trustee Jones, the Board adopted the 2015-2016 tentative budget and establish September 8, 2015 for the public hearing. (Ayes: Jones, Lahr, Pensa, Zacarías; Noes: None; Absent: Bennett; Student Advisory Vote: Concur)

14.C. Award of Contract for the Inner City Grid Expansion Project, Bid 15-01

On a motion by Trustee Lahr, seconded by Trustee Jones, the Board reject all bids for the inner city grid expansion project. (Ayes: Jones, Lahr, Pensa, Zacarías; Noes: None; Absent: Bennett; Student Advisory Vote: Concur)

14.D. Award of Contract for the Building C, 12kV Electrical Upgrade Project, Bid 15-02

On a motion by Trustee Lahr, seconded by Trustee Jones, the Board awarded the contract for the building C, 12kV electrical upgrade project to Electricraft Inc. in the amount of $178,178. (Ayes: Jones, Lahr, Pensa, Zacarías; Noes: None; Absent: Bennett; Student Advisory Vote: Concur)

14.E. Award of Contract for the Proposition 39 Year 2 Energy Efficiency Project, RFQ 15-103

On a motion by Trustee Zacarías, seconded by Trustee Lahr, the Board awarded the contract for the Proposition 39 year 2 energy efficiency project to Brannon, Inc. dba Smith Electric Service in the amount of $190,261. (Ayes: Jones, Lahr, Pensa, Zacarías; Noes: None; Absent: Bennett; Student Advisory Vote: Concur)
14.F. Resolution 15-19, Declaration of Intent to Lease District Property at the Lompoc Valley Center for Developing a Cell Site

On a motion by Trustee Jones, seconded by Trustee Lahr, the Board adopted Resolution 15-19, Declaration of Intent to Lease District Property at the Lompoc Valley Center for Developing a Cell Site on a roll-call vote as follows:

Ayes: Jones, Lahr, Pensa, Zacarías
Noes: None
Abstentions: None
Concur: Student Trustee

14.G. Authorization to Bid, Concession/Restroom Building & Vineyard Trellis, Bid 15-03

On a motion by Trustee Lahr, seconded by Trustee Jones, the Board authorized solicitation of bids for the Concession/Restroom Building & Vineyard Trellis, Bid 15-03 project. (Ayes: Jones, Lahr, Pensa, Zacarías; Noes: None; Absent: Bennett; Student Advisory Vote: Concur)

14.H. Resolution 15-20, Authorization of Payment for Board Member’s Absence

On a motion by Trustee Lahr, seconded by Trustee Jones, the Board adopted Resolution 15-20, Authorization of Payment for Board Member’s Absence affirming that Trustee Zacarias’ absence from the July 14, 2014 board meeting; Trustee Bennett’s absences from the September 14, 2014 and June 16, 2015 board meetings; and Trustee Jones’ absence from the May 15, 2015 board meeting were of a nature to warrant full payment to them for those meetings on a roll-call vote as follows:

Ayes: Jones, Lahr, Pensa, Zacarías
Noes: None
Abstentions: None
Concur: Student Trustee

15. Information Items

15.A. Bookstore Taskforce

The Bookstore Taskforce agreed to solicit Requests for Proposals from several bookstore contract management firms in the industry. These proposals will provide information to produce an accurate evaluation of the pros and cons of contract management versus self-operation of the Allan Hancock College bookstore. The taskforce will work with campus bookstore consulting firm to develop the proposals. The expectation is to receive responses in late August and complete the comparative analysis in early September.

15.B. First Reading: Revised Board Policy and Administrative Procedure 3420, Equal Employment Opportunity and Staff Diversity

The Board did not suggest changes to the policy. The final copy will be presented at the July board meeting for adoption.
15.C. First Reading: Revised Administrative Procedure 5011, Admissions and Concurrent Enrollment of High School and Other Young Students

The Board did not suggest changes to the procedure. It will become effective as submitted.

15.D. First Reading: Revised Board Policy and Administrative Procedure 5012, International Students

The Board did not suggest changes to the policy. The final copy will be presented at the July board meeting for adoption.

15.E. First Reading: New Administrative Procedure 5013, Students in the Military

The Board did not suggest changes to the procedure. It will become effective as submitted.

15.F. First Reading: Revised Board Policy 5015, Residence Determination

The Board did not suggest changes to the policy. The final copy will be presented at the July board meeting for adoption.

15.G. First Reading: New Board Policy 5035, Withholding of Student Records

The Board did not suggest changes to the policy. The final copy will be presented at the July board meeting for adoption.

15.H. First Reading: New Board Policy and Administrative Procedure 5052, Open Enrollment

The Board did not suggest changes to the policy. The final copy will be presented at the July board meeting for adoption.

15.I. First Reading: New Administrative Procedure 5055, Enrollment Priorities

The Board did not suggest changes to the procedure. It will become effective as submitted.

15.J. First Reading: New Administrative Procedure 5075, Course Adds, Drops, and Withdrawals

The Board did not suggest changes to the procedure. It will become effective as submitted.

15.K. First Reading: Revised Board Policy 5100, Student Services

The Board did not suggest changes to the policy. The final copy will be presented at the July board meeting for adoption.
15.L. First Reading: New Board Policy and Administrative Procedure 5120, Transfer Center
The Board did not suggest changes to the policy. The final copy will be presented at the July board meeting for adoption.

15.M. First Reading: Revised Board Policy and Administrative Procedure 5140, Disabled Student Programs and Services
The Board did not suggest changes to the policy. The final copy will be presented at the July board meeting for adoption.

15.N. First Reading: New Board Policy and Administrative Procedure 5150, Extended Opportunity Programs Services (EOPS)
The Board did not suggest changes to the policy. The final copy will be presented at the July board meeting for adoption.

15.O. First Reading: New Board Policy and Administrative Procedure 5300, Student Equity
The Board did not suggest changes to the policy. The final copy will be presented at the July board meeting for adoption.

15.P. First Reading: Revised Board Policy and New Administrative Procedure 5400, Associated Students Organization
The Board did not suggest changes to the policy. The final copy will be presented at the July board meeting for adoption.

15.Q. First Reading: New Board Policy and Administrative Procedure 5410, Associated Student Elections
The Board did not suggest changes to the policy. The final copy will be presented at the July board meeting for adoption.

15.R. First Reading: New Board Policy and Administrative Procedure 5420, Associated Students Finance
The Board did not suggest changes to the policy. The final copy will be presented at the July board meeting for adoption.

15.S. First Reading: New Board Policy and Administrative Procedure 5510, Off-Campus Student Organization
The Board did not suggest changes to the policy. The final copy will be presented at the July board meeting for adoption.

15.T. First Reading: New Administrative Procedure 5520, Student Discipline Procedures
The Board did not suggest changes to the procedure. It will become effective as submitted.
15.U. First Reading: Revised Administrative Procedure 5530, Student Rights and Grievances

The Board did not suggest changes to the procedure. It will become effective as submitted.

15.V. First Reading: Revised Board Policy and New Administrative Procedure 5570, Student Credit Card Solicitations

The Board did not suggest changes to the policy. The final copy will be presented at the July board meeting for adoption.

15.W. Volunteer Report

Dr. Walthers shared the volunteer report.

15.X. Monthly Report – Associated Superintendent/Vice President, Academic Affairs

Dr. Railey provided a quick snap shot of a summer enrollment comparison from last year to this year. FTEs were 968 last year, this year they are 1,069. He also compared unduplicated headcount enrollment data. He thanked Student Services staff for reaching out to students to enroll in summer classes.

15.Y. Monthly Report, Associated Superintendent/Vice President, Student Services

Dr. Walthers acknowledged Vice President Ornelas, Student Services staff, and Andrew Masuda for their outreach efforts to improve student enrollment. He reported that the Veteran’s loan program is up and running. He said two student loans have been made to veterans.

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

Vice President Black reported that the post-employment benefits trust will be funded at the end of June. Funds will be transferred from the county treasury. Once an updated actuarial is completed, adjustments may be made to the fund.


Vice President Hernandez displayed photos of the new signage in Solvang indicating where the Hancock College Solvang Center is located. He thanked Trustee Pensa and Rex Van Den Berg for their assistance. He also reported that representatives from two counties attended a prevailing wage summit. He will provide a list of upcoming CUPCCAA projects.

15.A2. Institutional Effectiveness Partnership Initiative

Dr. Walthers said there are 18 aspirational goals. The four required goals include improvements in successful course completion, ACCJC accreditation actions, fund balance, and overall audit opinions.

Trustee Lahr requested a report that indicates how much is available in bond proceeds.


Dr. Walthers noted the monthly report shows salaries are under 100 percent.

16. New Business

Trustee Zacarias would like to learn how the goals are measured and what is considered successful. She suggested this information be provided, if possible, in one page. Trustee Lahr mentioned this could be addressed at the summer retreat and also review how goals will be fulfilled.

17. Calendar

Trustee Jones invited everyone to the Lompoc Flower Festival.

Dr. Walthers noted *My Fair Lady* starts on June 11 and *Man of La Mancha* starts on July 17. He noted the next regular board meeting will be held on the second Tuesday, July 14, of the month.

18. Adjournment

Trustee Pensa adjourned the meeting at 7:27 p.m.

Kevin G. Walthers, Ph.D.
Secretary to the Board of Trustees
To: Board of Trustees
From: Superintendent/President
Date: July 14, 2015
Subject: Part-time Faculty Appointments, Regular Faculty Overload Assignments and Special Assignments/Stipends

Reason for Board Consideration:
CONSENT - ACTION

Item Number:
11.A.

Enclosures:
Page 1 of 6

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:


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.
<table>
<thead>
<tr>
<th>INSTRUCTOR</th>
<th>CRN</th>
<th>PREFIX</th>
<th>NUMBER</th>
<th>COURSE NAME</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caddell, Alice</td>
<td>10247</td>
<td>ECS</td>
<td>100</td>
<td>Child Growth and Development</td>
<td>.211</td>
</tr>
<tr>
<td>Nunez, Christina</td>
<td>10933</td>
<td>ENGL</td>
<td>103</td>
<td>Critical Thinking &amp; Composition</td>
<td>.234</td>
</tr>
<tr>
<td>INSTRUCTOR</td>
<td>CRN</td>
<td>PREFIX</td>
<td>NUMBER</td>
<td>COURSE NAME</td>
<td>FTE</td>
</tr>
<tr>
<td>--------------------------</td>
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</tr>
<tr>
<td>Devine, Domenica</td>
<td>1006</td>
<td>BIOL</td>
<td>100</td>
<td>Introductory Biology</td>
<td>.398</td>
</tr>
<tr>
<td>Maples, Michael</td>
<td>10744</td>
<td>BIOL</td>
<td>100</td>
<td>Introductory Biology</td>
<td>.398</td>
</tr>
</tbody>
</table>

**BIOLOGY**

| Keiser, Andria           | 10571| ESL    | 551    | Grammar 2                    | .275 |
| Keiser, Andria           | 10755| ESL    | 555    | Pronunciation Skills         | .200 |

**ENGLISH AS A SECOND LANGUAGE**

| Britten, Benjamin        | 10381| PD     | 101    | Success in College           | .105 |
| Diaz, Guadalupe          | 10381| PE     | 101    | Success in College           | .104 |

**PERSONAL DEVELOPMENT**

| Carnine, Keith           | 10498| PEIA   | 195    | Intercollegiate Conditioning | .067 |

**PHYSICAL EDUCATION INTERCOLLEGIATE ATHLETICS**

| Melena, Jennifer         | 10570| PSY    | 112    | Human Sexuality              | .208 |
| Vonfrausing-Borch, Ole    | 10084| PSY    | 101    | General Psychology           | .211 |

**PSYCHOLOGY**

| Plascencia, Claudia      | 10756| SPAN   | 111    | Intermediate Span Conversation | .139 |

**SPANISH**

| Gerbasi, Suzanne         | 10848| SPCH   | 101    | Public Speaking              | .211 |

**SPEECH COMMUNICATION**
<table>
<thead>
<tr>
<th>INSTRUCTOR</th>
<th>ASSIGNMENT</th>
<th>DOLLAR AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alvarez, Hector</td>
<td>Counselor for Student Success and Support Program – additional work days in June 2015 (6/15-6/19/15) paid 5 days x $495.91/daily rate.</td>
<td>$2,479.55</td>
</tr>
<tr>
<td>Bishop, Donna</td>
<td>Counselor for Student Success and Support Program – additional work days in June 2015 (6/8-6/12/15) paid 5 days x $458.56/daily rate.</td>
<td>$2,292.80</td>
</tr>
<tr>
<td>Bowman, Lau</td>
<td>Provide Not-for-Credit Basic Safety Orientation for oil and gas company employees various dates in May 2015 (63 hrs x $62.40)</td>
<td>$3,931.20</td>
</tr>
<tr>
<td>Brackett, Ashley</td>
<td>STEM Counselor – additional work days in summer 2015 – June 15-July 29, 2015 (16 days x $335.74/daily rates)</td>
<td>$5,371.84</td>
</tr>
<tr>
<td>Coffman, Scott</td>
<td>Provide Not-for-Credit Basic Safety Orientation for oil and gas company employee various dates in May 2015 (paid 26.25 hrs. x $62.40)</td>
<td>$1,638.00</td>
</tr>
<tr>
<td>Diaz, Cynthia</td>
<td>Counselor for Student Success and Support Program – additional work days in June 2015 (6/22-6/26/15) paid 5 days x $407.15/daily rate.</td>
<td>$2,035.75</td>
</tr>
<tr>
<td>English, Blake</td>
<td>Counselor for Student Success and Support Program – additional work days in June 2015 (6/8-6/12/15) paid 5 days x $563.07/daily rate.</td>
<td>$2,815.35</td>
</tr>
<tr>
<td>Farley, Susan</td>
<td>Production of new set of curriculum materials for ENGL 514 accelerated courses in May 2015</td>
<td>$200.00</td>
</tr>
<tr>
<td>Fast, Martha</td>
<td>Art Gallery Coordinator, summer 2015 (6/1-7/31/15)</td>
<td>$4,291.10</td>
</tr>
<tr>
<td>Freeland, Clint</td>
<td>Counselor for Student Success and Support Program – additional work days in June 2015 (6/1-6/5/15) paid 5 days x $488.10/daily rate.</td>
<td>$2,440.50</td>
</tr>
<tr>
<td>George, Tricia</td>
<td>Participation in BSI acceleration activities with Susan Farley and Julia Raybould-Rodgers 1/2/15-5/20/15</td>
<td>$2,035.00</td>
</tr>
<tr>
<td>Gallina, Henry</td>
<td>Participation in higher education externship – focus group &amp; workshops (12/2/14 – 5/18/15)</td>
<td>$500.00</td>
</tr>
<tr>
<td>Hart, Stanley</td>
<td>Provide Not-for-Credit Basic Safety Orientation for oil and gas company employees various dates in May 2015 (27 hrs x $62.40)</td>
<td>$1,684.80</td>
</tr>
<tr>
<td>Hart, Stanley</td>
<td>Provide Not-for-Credit PEC SafeLandUSA and SafeGulf Basic Safety Orientation for oil and gas company employees (11.5 hrs x $62.40)</td>
<td>$717.60</td>
</tr>
<tr>
<td>Headtke, Kathy</td>
<td>LVC Librarian – additional work days in June 2015 (6/22, 6/24, &amp; 6/30) paid 3 days x $528.43/daily rate</td>
<td>$1,585.29</td>
</tr>
<tr>
<td>Hernandez, David</td>
<td>Counselor for Student Success and Support Program – additional work days in June 2015 (6/22-6/26/15) paid 5 days x $380.81/daily rate.</td>
<td>$1,904.05</td>
</tr>
<tr>
<td>Hood, John</td>
<td>Completion of 6-year comprehensive program review for Art (8/2014-12/2014)</td>
<td>$500.00</td>
</tr>
<tr>
<td>Keinert, Kevin</td>
<td>Supervise student workers to sort, store, pack and inventory all items in the Electronics and Networking</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>INSTRUCTOR</td>
<td>ASSIGNMENT</td>
<td>DOLLAR AMOUNT</td>
</tr>
<tr>
<td>-------------------</td>
<td>----------------------------------------------------------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Knight, Julie</td>
<td>Annual program update for reading, spring 2015</td>
<td>$250.00</td>
</tr>
<tr>
<td>Knight, Julie</td>
<td>Production of new set of curriculum materials for ENGL 514 accelerated courses in May 2015</td>
<td>$1,980.00</td>
</tr>
<tr>
<td>Koch, Alfredo</td>
<td>Curriculum Development Stipend Article 18.12.1.2 Major course modification for AG 135, AG 312, AG 321, AG 322 and AG 303 (5 courses x $150/ea)</td>
<td>$750.00</td>
</tr>
<tr>
<td>Kopecky, Susannah</td>
<td>Chair the assessment team for ILO #4 and complete and turn in ILO Assessment Report (5/1/15-5/29/15)</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Kopecky, Susannah</td>
<td>Design and develop library orientation materials in June 2015</td>
<td>$767.60</td>
</tr>
<tr>
<td>Lang, Mark</td>
<td>Provide Not-for-Credit Contract Education – Welding program to the FCC inmates, spring 2015 (56 hrs. x $60.00)</td>
<td>$3,360.00</td>
</tr>
<tr>
<td>Manalo, Larry</td>
<td>Assist the assessment team for ILO #4 and complete and turn in ILO Assessment Report (5/1/15-5/29/15)</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Marquez, Gabriel</td>
<td>Prop 39 Project Monitor, Spring 2015 (3/1/15-5/1/15)</td>
<td>$285.00</td>
</tr>
<tr>
<td>Maxwell, Lydia</td>
<td>Counselor for Student Success and Support Program – additional work days in June 2015 (6/1-6/5/15) paid 5 days x $608.69/daily rate.</td>
<td>$3,043.45</td>
</tr>
<tr>
<td>McGuire, Patrick</td>
<td>Completion of 6-year comprehensive program review for automotive technician program 8/2014-5/2015</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Messina, Michael</td>
<td>Annual program update for emergency medical services program, spring 2015</td>
<td>$250.00</td>
</tr>
<tr>
<td>Morales, Mayra</td>
<td>Counselor for students in the summer bridge program that place students in basic skills in June 2015 (6/15-6/26/15) paid 10 days x $480.42/daily rate.</td>
<td>$4,804.20</td>
</tr>
<tr>
<td>Nouri, Dustin</td>
<td>Annual program update for Chemistry, spring 2015</td>
<td>$250.00</td>
</tr>
<tr>
<td>Passage, Trevor</td>
<td>Design and develop library orientation materials in June 2015 (20 hrs. x $37.68)</td>
<td>$753.60</td>
</tr>
<tr>
<td>Raybould-Rodgers, Julia</td>
<td>Production of new set of curriculum materials for ENGL 514 accelerated courses in May 2015</td>
<td>$220.00</td>
</tr>
<tr>
<td>Reed, Christine</td>
<td>Provide counseling services specific to SESMC students (5/26-6/18/15)</td>
<td>$100.00</td>
</tr>
<tr>
<td>Sanchez, Veronica</td>
<td>Counselor for Student Success and Support Program – additional work days in June 2015 (6/9, 6/15, 6/16, 6/17 &amp; 6/23/15) paid 5 days x $472.85/daily rate.</td>
<td>$2,364.25</td>
</tr>
<tr>
<td>Souza, Brooke</td>
<td>Counselor for Student Success and Support Program – additional work days in June 2015 (6/22-6/26/15) paid 5 days x $488.10/daily rate.</td>
<td>$2,440.50</td>
</tr>
<tr>
<td>Teniente, Yvonne</td>
<td>Counselor for Student Success and Support Program – additional work days in June 2015 (6/4, 6/5, 6/11, 6/12, &amp; 6/18/15) paid 5 days x $528.43/daily rate.</td>
<td>$2,642.15</td>
</tr>
<tr>
<td>Trigueros, Alicia</td>
<td>Children’s Center teacher for the Twilight Childcare Program during the summer M5 session (6/15-6/30/15)</td>
<td>$1,539.50</td>
</tr>
<tr>
<td>Tuan, Juanita</td>
<td>Counseling to summer bridge program students that place into basic skills – additional work days in June</td>
<td>$4,728.50</td>
</tr>
<tr>
<td>INSTRUCTOR</td>
<td>ASSIGNMENT</td>
<td>DOLLAR AMOUNT</td>
</tr>
<tr>
<td>------------------</td>
<td>----------------------------------------------------------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Tuan, Juanita</td>
<td>2015 (6/15-6/26) paid 10 days x $472.85/daily rate</td>
<td>$800.00</td>
</tr>
<tr>
<td>Ward, Nancy Jo</td>
<td>Assist the assessment team for ILO #4 and complete and turn in ILO Assessment Report (5/1/15-5/29/15)</td>
<td>$842.40</td>
</tr>
<tr>
<td>Ward, Nancy Jo</td>
<td>Re-image graphics computers to be ready for summer/fall 2015 sessions (6/15-6/30/15)</td>
<td>$250.00</td>
</tr>
<tr>
<td>West, Deborah</td>
<td>Annual program update for applied design/media graphics program, spring 2015</td>
<td>$500.00</td>
</tr>
<tr>
<td>West, Liz</td>
<td>Completion of 6-year comprehensive program review for Art (1/2015-5/2015)</td>
<td>$700.00</td>
</tr>
<tr>
<td></td>
<td>Assist the assessment team for ILO #4 and complete and turn in ILO Assessment Report (5/1/15-5/29/15)</td>
<td>$700.00</td>
</tr>
</tbody>
</table>
To: Board of Trustees
From: Superintendent/President
Subject: Equivalency Certification for Faculty

Reason for Board Consideration:
CONSENT - ACTION

Item Number: 11.B.
Enclosures: Page 1 of 13

BACKGROUND:

In accordance with California Code of Regulations Title 5, Division 6, Chapter 4, Subchapter 4, Article 2, Section 53410, and Allan Hancock College’s Board Policy 7211 (formerly 4105), those who have equivalent qualifications to the state minimum qualifications as established by the Board of Governors can teach classes within their designated discipline areas.

Attached are equivalency certifications for faculty members who have been authorized to teach credit or noncredit classes, as needed, at Allan Hancock College based on equivalency criteria specified in Board Policy 7211 and as restricted by the equivalency certification document.

Regular Equivalency Certification

<table>
<thead>
<tr>
<th>Name</th>
<th>Discipline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rob Hill</td>
<td>Auto Body</td>
</tr>
<tr>
<td>Chad Kelly</td>
<td>Reading</td>
</tr>
<tr>
<td>Robert Murtha</td>
<td>Reading</td>
</tr>
<tr>
<td>Jesus Solorio</td>
<td>Dance</td>
</tr>
</tbody>
</table>

FISCAL IMPACT:

None

RECOMMENDATION:

Staff recommends that the board of trustees approve the attached equivalency certifications for faculty members who have been authorized to teach, as needed, based on equivalency criteria specified in Board Policy 7211 and as restricted by the equivalency certification document.

Administrator Initiating Item: George A. Railey
Final Disposition:
EQUIVALENCY CERTIFICATION FOR
DISCIPLINES NOT REQUIRING THE MASTER'S DEGREE
(For Credit Courses)

<table>
<thead>
<tr>
<th>NAME: Rob Hill</th>
<th>DIVISION: Academic Affairs</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT: Industrial Technology</td>
<td>DISCIPLINE: Auto Body</td>
</tr>
</tbody>
</table>

- Bachelor's degree in any discipline; plus two years of teaching experience or two years of occupational experience in the discipline of the assignment. If required, appropriate certification to practice or licensure, or its equivalent.
- Course work equivalent to a bachelor's degree in any discipline (Defined as the successful completion of 120 semester units, including the completion of courses usual to a general education component); plus two years of teaching experience or two years of occupational experience in the discipline of assignment. If required, appropriate certification to practice or licensure, or its equivalent.
- Associate degree in any discipline; plus six years occupational experience in the discipline of the assignment, or six years of teaching experience in the discipline of the assignment. If required, appropriate certification to practice or licensure, or its equivalent.
- Course work equivalent to an associate degree in any discipline (to include the Title 5 section 55063 General Education Areas); plus six years of occupational experience in the discipline of the assignment or six years of teaching experience in the discipline of the assignment. If required, appropriate certification to practice or licensure, or its equivalent.
- State licensure or certification to teach in a discipline where the license or certification requires specified hours of formal instruction.
- Recognized accomplishments which demonstrate expertise and skill in the field of study beyond that normally achieved through formal education and provide evidence of attaining coursework or experience equal to the general education requirements as outlined in Title 5 section 55063.

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

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

NOTE: An Allan Hancock College Verification of Employment (VOE) form is required for all employment being submitted for equivalency.
RATIONALE: Explain how the applicant's qualifications meet the selected guideline. Qualifications must be verified with appropriate documentation. Please refer to Professional Standards Guidelines for outline format. (Signature block on the reverse side of this form.)

Associate Degree and six years of professional experience.

Course work 31 credits, University of San Diego, Division of Continuing Education, 2007-2008
- Instructional Practices / Level 1 6.0 units
- 1st & 2nd Language Development 3.0 units
- Intro to CLAD for classroom teaching 3.0 units
- Cultural Diversity Impact on Education 3.0 units
- Principles of Education/Level 1 6.0 units
- Supervision & Coordination/ Level 3 6.0 units
- English Language Theory & Development 3.0 units
- Health Education for Teachers 1.0 unit

Course work, Cal Poly Pomona, June –July 2010
- Principles of Engineering, Project Lead the Way (PTLW)

ASE Certification: A4; A5; B2; B3; B4; B5; B6; G1 and P2
I-CAR: 60 credits
CTE Teaching Credential, # 130134216

Signature of Candidate: __________________________ Date: 6/11/15

I have reviewed all documentation and recommend approval of the equivalency.

Signature of Department Chair: __________________________ Date: 6/18/15

Signature of Appropriate Academic or Student Services Vice President: __________________________ Date: 6/24/15

Date of Board Approval: 6-25-15
EQUIVALENCY CERTIFICATION FOR
DISCIPLINES REQUIRING THE MASTER'S DEGREE
(For Credit Courses)

NAME: Chad Kelly
DEPARTMENT: English

DIVISION: Academic Affairs
DISCIPLINE: Reading

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

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

☐ Near completion of a Master's degree (lacking no more than one semester/quarter) in the discipline; plus two years of professional experience related to the discipline of the assignment or two years of successful teaching experience in the discipline of the assignment.

☐ Bachelor's degree in the discipline or related discipline; plus six years of professional experience related to the discipline of the assignment or six years of teaching experience in the discipline of the assignment.

☐ Recognized accomplishments which demonstrate expertise and skill in the field of study beyond that normally achieved through formal education and provide evidence of attaining coursework or experience equal to the general education requirements as outlined in Title 5 section 55063.

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

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

NOTE: An Allan Hancock College Verification of Employment (VOE) form is required for all employment being submitted for equivalency.
RATIONALE: Explain how the applicant’s qualifications meet the selected guideline. Qualifications must be verified with appropriate documentation. Please refer to Professional Standards Guidelines for outline format. (Signature block on the reverse side of this form.)

Education:
B.A., Sociology (minor Psychology) San Diego State University, 2007
M.A., English California State Polytechnic University, Pomona, 2009

Teaching Experience:
Grossmont College Fall 2011- Current
   Instructor: English 098: English Fundamentals
   Instructor: English 110: College Composition
   Instructor: English 120: College Composition & Reading
Mesa College Spring 2011- Current
   Instructor: English 049: Developmental Composition
   Instructor: English 101: Reading & Composition
   Instructor: English 205: Critical Thinking & Intermediate Composition
Southwestern College Spring 2012 - Current
   Instructor English 114: Introduction to Composition
   Instructor English 115: College Composition: Reading and Writing Analytically
Miramar College Spring 2013
   Instructor: English 049: Developmental Composition

Rationale for two years of successful teaching experience in the discipline of the assignment:
Chad has fulfilled two years of successful teaching experience as result of his teaching duties at: Southwestern College (starting in spring 2012), Grossmont College, (starting in fall 2011) Mesa College (starting in spring 2011) and Miramar College (spring 2013). Chad has taught a variety of English classes which include instructional reading objectives that comprise a significant part of the course. Many of these courses are at the developmental level as is indicated in the attached course outlines of record and are comparable to the Reading 510, 310, and 110 curriculum in the AHC developmental reading program. He has also completed graduate coursework in the pedagogies of reading. One example of a class that Chad has taught multiple times is English 110. The Course Outline of Record for the English 110 is for a developmental class which indicates that reading is an integral part of the course, and the instructor therefore has successful teaching experience in reading to meet the minimum requirements.

A copy of his verification of his employment has been attached.

Supporting documentation:
1. Kelly transcripts for Masters in English.
2. Verification of Occupational Experience.
5. Southwestern College Course Outline for English 114, English 115.

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

Signature of Candidate: Date:

I have reviewed all documentation and recommend approval of regular equivalency certification.
Instructor English 114: Introduction to Composition
Instructor English 115: College Composition: Reading and Writing Analytically
Miramar College Spring 2013
Instructor: English 049: Developmental Composition

Rationale for two years of successful teaching experience in the discipline of the assignment:
Chad has fulfilled two years of successful teaching experience as a result of his teaching duties at: Southwestern College (starting in spring 2012), Grossmont College (starting in fall 2011) Mesa College (starting in spring 2011) and Miramar College (spring 2013). Chad has taught a variety of English classes which include instructional reading objectives that comprise a significant part of the course. Many of these courses are at the developmental level as is indicated in the attached course outlines of record and are comparable to the Reading 510, 310, and 110 curriculum in the AHC developmental reading program. He has also completed graduate coursework in the pedagogies of reading. One example of a class that Chad has taught multiple times is English 110. The Course Outline of Record for the English 110 is for a developmental class which indicates that reading is an integral part of the course, and the instructor therefore has successful teaching experience in reading to meet the minimum requirements.

A copy of his verification of his employment has been attached.

Supporting documentation:
1. Kelly transcripts for Masters in English.
2. Verification of Occupational Experience.
5. Southwestern College Course Outline for English 114, English 115.

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

Signature of Candidate: __________________________ Date: 5/27/15

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

Signature of Department Chair: __________________________ Date: __________________________

Signature of Appropriate Academic or Student Services Vice President: __________________________ Date: __________________________

Signature of Committee Chair Professional Standards Committee: __________________________ Date: 6/4/15

Date of Board Approval: __________________________
<table>
<thead>
<tr>
<th>Signature of Department Chair:</th>
<th>Date:</th>
<th>Signature of Dean:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chia Reynolds-Rodgers</td>
<td>5/27/15</td>
<td>DOMMA</td>
<td>6/4/15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature of Appropriate Academic or Student Services Vice President:</th>
<th>Date:</th>
<th>Signature of Committee Chair Professional Standards Committee:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>George Bailey</td>
<td>6/12/15</td>
<td>Nautal Alston</td>
<td>6/12/15</td>
</tr>
</tbody>
</table>

Date of Board Approval:
EQUIVALENCY CERTIFICATION FOR DISCIPLINES REQUIRING THE MASTER'S DEGREE
(For Credit Courses)

NAME: Robert Murtha Junior
DEPARTMENT: English

DIVISION: Academic Affairs
DISCIPLINE: Reading

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

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

☐ Near completion of a Master's degree (lacking no more than one semester/quarter) in the discipline; plus two years of professional experience related to the discipline of the assignment or two years of successful teaching experience in the discipline of the assignment.

☐ Bachelor's degree in the discipline or related discipline; plus six years of professional experience related to the discipline of the assignment or six years of teaching experience in the discipline of the assignment.

☐ Recognized accomplishments which demonstrate expertise and skill in the field of study beyond that normally achieved through formal education and provide evidence of attaining coursework or experience equal to the general education requirements as outlined in Title 5 section 55063.

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

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

NOTE: An Allan Hancock College Verification of Employment (VOE) form is required for all employment being submitted for equivalency.
RATIONALE: Explain how the applicant's qualifications meet the selected guideline. Qualifications must be verified with appropriate documentation. Please refer to Professional Standards Guidelines for outline format. (Signature block on the reverse side of this form.)

Education:
M.A., University of California, Riverside, California 1990.

Teaching Experience:
- Fall 2010
  - Instructor for English 101, Allan Hancock College
  - Instructor for English 301, Allan Hancock College
- Spring 2011
  - Instructor for English 101, Allan Hancock College
  - Instructor for English 513, Allan Hancock College
- Fall 2011
  - Instructor for English 101, Allan Hancock College (2 sections)
- Spring 2012
  - Instructor for English 513, Allan Hancock College
  - Instructor for English 514, Allan Hancock College
- Fall 2012
  - Instructor for English 513, Allan Hancock College (2 sections)
- Spring 2013
  - Instructor for English 513, Allan Hancock College
  - Instructor for English 514, Allan Hancock College
- Fall 2013
  - Instructor for English 513, Allan Hancock College
  - Instructor for English 514, Allan Hancock College
- Spring 2014
  - Instructor for English 513, Allan Hancock College
  - Instructor for English 514, Allan Hancock College
- Fall 2014
  - Instructor for English 513, Allan Hancock College (2 sections)

Rationale for two years of successful teaching experience in the discipline of the assignment:
Robert has fulfilled two years of successful teaching experience as result of his teaching duties at AHC. Robert has taught a variety of English classes during the fall, spring, and summer since he taught his first English class at AHC in 1993 and he has received satisfactory evaluations. A copy of his load at AHC for these semesters has been attached as verification of his employment. It should be noted that both the developmental and transfer level classes in the English department require substantial reading and instruction related to reading. One example of a class that Robert has taught multiple times is English 514. The Course Outline of Record for the English 514 developmental class indicates that reading is an integral part of the course, and the instructor therefore has successful teaching experience in reading to meet the minimum requirements to teach reading. The AHC course outline for English 514 indicates in the course content section that eight weeks of the sixteen weeks of course work is concentrated on reading skills which are easily transferable to the Reading 510, 310, and 110 curriculum in the AHC developmental reading program.

Supporting documentation:
1. Murtha transcripts for Masters in English.
2. AHC Murtha load 2010-2014.
3. AHC Course Outline for English 514.
I hereby certify that all information submitted above is true and correct.

<table>
<thead>
<tr>
<th>Signature of Candidate:</th>
<th>Robert Martin</th>
<th>Date:</th>
<th>6/1/2025</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>Signature of Department Chair:</th>
<th>Chua Raymond- Rodgers</th>
<th>Date:</th>
<th>6/26/15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature of Dean:</td>
<td></td>
<td>Signature of Dean:</td>
<td>Date:</td>
</tr>
<tr>
<td>Signature of Appropriate Academic or Student Services Vice President:</td>
<td>George Bailey</td>
<td>Date:</td>
<td>6/30/15</td>
</tr>
<tr>
<td>Signature of Committee Chair Professional Standards Committee:</td>
<td></td>
<td>Date:</td>
<td>6/12/15</td>
</tr>
</tbody>
</table>

Date of Board Approval:
EQUIVALENCY CERTIFICATION FOR
DISCIPLINES REQUIRING THE MASTER'S DEGREE
(For Credit Courses)

<table>
<thead>
<tr>
<th>NAME: Jesus Solorio</th>
<th>DIVISION: Academic Affairs</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT: Fine Arts</td>
<td>DISCIPLINE: Dance</td>
</tr>
</tbody>
</table>

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

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

- Near completion of a Master's degree (lacking no more than one semester/quarter) in the discipline; plus two years of professional experience related to the discipline of the assignment or two years of successful teaching experience in the discipline of the assignment.

- Bachelor's degree in the discipline or related discipline; plus six years of professional experience related to the discipline of the assignment or six years of teaching experience in the discipline of the assignment.

- Recognized accomplishments which demonstrate expertise and skill in the field of study beyond that normally achieved through formal education and provide evidence of attaining coursework or experience equal to the general education requirements as outlined in Title 5 section 55063.

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

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

NOTE: An Allan Hancock College Verification of Employment (VOE) form is required for all employment being submitted for equivalency.
RATIONALE: Explain how the applicant's qualifications meet the selected guideline. Qualifications must be verified with appropriate documentation. Please refer to Professional Standards Guidelines for outline format. (Signature block on the reverse side of this form.)

Recognized accomplishments which demonstrate expertise and skill in the field of study beyond that normally achieved through formal education and provide evidence of attaining coursework or experience equal to the general education requirements as outlined in Title 5 section 55063.

PROFESSIONAL EXPERIENCE

INSTRUCTIONAL EXPERIENCE
2012-present Los Olivos Dance Gallery, Los Olivos, Ca. Hip Hop, Jazz, Contemporary
2007-present Class Act Dance, Paso Robles Ca., Jazz, Hip Hop, Contemporary and Ballet
2011-present AIM Dance Studio, Paso Robles Ca., Jazz, Salsa, Contemporary
2003-2007 T2D Entertainment, Los Angeles, Ca., Funk, Funk Jazz, and Contemporary
MASTER CLASSES – CORE Dance, San Luis Obispo, Ca., Funk Jazz and Contemporary
2008 Sharmila Dance, Dubai, Saudi Arabia

TELEVISION WORK EXPERIENCE
May to Sept. 2012 Hell's Kitchen (Season 10)
June 2010 MTV Project "Natal"
2008 Fox "Glee"
June to Sept. 2009 Oxygen "Dance Your Ass Off" Choreographer 2010-2011
2007-2008 Fox "So You Think you Can Dance"
2006 Disney's "Hannah Montana"
2006 Premio Lo Nuestro Awards

STAGE EXPERIENCE
2010 Axis Mundi
2009-2012 Cinderella
2011 E3 Convention (Cirque du Soleil)
2011 The New Music Awards
2008 St. Jude's benefit
2000 Circo Fantastico
1998 Tribute to Oscar de la Hoya
1998 Tribute to Chita Rivera
2012 Choreographer "Hell's Kitchen" Season 10

GENERAL EDUCATION TITLE 5 AREAS

(A) Natural Sciences
   Anatomy and Physiology, 60 hours, LA Vocational Institute 2010-2011
   Hygiene and Nutrition, 8 hours, LA Vocational Institute 2010-2011
(B) Social and Behavioral Sciences
   SOC 101, Introduction to Sociology, 3 units, AHC S2015
(C) Humanities
   FILM 101, Film Art & Communication, 3 units, AHC S2015
(D) (i) Language and Rationality
   All of the S2015 AHC courses required expository and argumentative writing assignments:
   AG 102, Introduction to Viticulture, 3 units, AHC S2015
   DANC 115, Advanced Modern Dance, 3 units, AHC S2015
   DANC 171, Dance Compositional/Choreography, 3 units, S2015
   DANC 180, Performance Laboratory, 3 units, S2015
   (ii) Language and Rationality
   See Instructional Experience above – preparation and delivery of courses require analytical and oral communicative skills.
I hereby certify that all information submitted above is true and correct.

Signature of Candidate: [Signature]
Date: June 25, 2015

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

<table>
<thead>
<tr>
<th>Signature of Department Chair:</th>
<th>Date: 6/25/15</th>
<th>Signature of Dean:</th>
<th>Date: 6/25/15</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Signature]</td>
<td></td>
<td>[Signature]</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature of Appropriate Academic or Student Services Vice President:</th>
<th>Date: 6/25/15</th>
<th>Signature of Committee Chair Professional Standards Committee:</th>
<th>Date: 6/26/15</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Signature]</td>
<td></td>
<td>[Signature]</td>
<td></td>
</tr>
</tbody>
</table>

Date of Board Approval: [Date]
To: Board of Trustees

From: Superintendent/President

Subject: Community Services (Fee-Based) Classes for Fall 2015

Reason for Board Consideration: Item Number: Enclosures:
CONSENT - ACTION 11.C. Page 1 of 2

BACKGROUND:

The following lists the proposed community services and College for Kids (fee-based) classes for fall 2015.

### Fall 2015 Community Services (Fee-Base) Education Classes

<table>
<thead>
<tr>
<th>Dates</th>
<th>Class</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/17-12/2/15</td>
<td>CSFT 8000 Physical Fitness Lab</td>
<td>Dutra, Kris</td>
<td>$46</td>
</tr>
<tr>
<td>8/17-12/2/15</td>
<td>CSFT 8001 Football Techniques</td>
<td>Dutra, Kris</td>
<td>$20</td>
</tr>
<tr>
<td>8/17-12/2/15</td>
<td>CSFT 8002 Sports Techniques</td>
<td>Staff</td>
<td>$20</td>
</tr>
<tr>
<td>8/17-12/2/15</td>
<td>CSFT 8005 Swim Lab</td>
<td>Stevens, Chris</td>
<td>$46</td>
</tr>
<tr>
<td>8/17-12/4/15</td>
<td>CSMU 8000 Symphonic Band</td>
<td>Stoll, Greg</td>
<td>$10</td>
</tr>
<tr>
<td>8/18-10/8/15</td>
<td>CSFT 8013 Intermediate Senior Exercise</td>
<td>Griffith, Lisa</td>
<td>$64</td>
</tr>
<tr>
<td>8/19-10/7/15</td>
<td>CSFT 8021 Beginning Yoga</td>
<td>Forman, Vicki</td>
<td>$32</td>
</tr>
<tr>
<td>8/20-10/8/15</td>
<td>CSFT 8020 Yoga for Health</td>
<td>Forman, Vicki</td>
<td>$32</td>
</tr>
<tr>
<td>9/8-12/3/15</td>
<td>CFK 8003 Intermediate Ballet II Ages 10-18</td>
<td>Grimnes, Courtney</td>
<td>$200</td>
</tr>
<tr>
<td>9/8-12/3/15</td>
<td>CFK 8004 Intermediate/Advanced Ballet Ages 12-18</td>
<td>Grimnes, Courtney</td>
<td>$268</td>
</tr>
<tr>
<td>9/8-12/3/15</td>
<td>CFK 8006 Beginning Pointe Ages 12-18</td>
<td>Grimnes, Courtney</td>
<td>$100</td>
</tr>
<tr>
<td>9/8-12/3/15</td>
<td>CFK 8008 Intermediate Pointe Ages 12-18</td>
<td>Grimnes, Courtney</td>
<td>$100</td>
</tr>
<tr>
<td>9/8-12/3/15</td>
<td>CFK 8009 Advanced Ballet/Pointe Ages 12-18</td>
<td>Grimnes, Courtney</td>
<td>$300</td>
</tr>
</tbody>
</table>

FISCAL IMPACT:

Community Services (fee-based) courses are self-supporting.

RECOMMENDATION:

Staff recommends that the board of trustees approve the proposed community services (fee-based) classes for fall 2015.
<table>
<thead>
<tr>
<th>Dates</th>
<th>Class</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/8-12/1/15</td>
<td>CFK 8026 Beginning Hip-Hop/Jazz Ages 6-9</td>
<td>Mann, Shandy</td>
<td>$200</td>
</tr>
<tr>
<td>9/8-12/1/15</td>
<td>CFK 8026 Beginning Hip-Hop/Jazz Ages 10-14</td>
<td>Mann, Shandy</td>
<td>$200</td>
</tr>
<tr>
<td>9/9-12/2/15</td>
<td>CFK 8001 Beginning Ballet II Ages 7-13</td>
<td>Grimnes, Courtney</td>
<td>$192</td>
</tr>
<tr>
<td>9/9-12/2/15</td>
<td>CFK 8002 Intermediate Ballet I Ages 8-18</td>
<td>Grimnes, Courtney</td>
<td>$192</td>
</tr>
<tr>
<td>9/11-12/4/15</td>
<td>CFK 8027 Int/Adv Jazz-Funk/Hip-Hop Ages 13-18</td>
<td>Mann, Shandy</td>
<td>$144</td>
</tr>
<tr>
<td>9/11-12/4/15</td>
<td>CFK 8030 Int/Adv Contemporary Dance Ages 13-18</td>
<td>Grimnes, Courtney</td>
<td>$144</td>
</tr>
<tr>
<td>9/12-12/5/15</td>
<td>CFK 8016 Introduction to Ballet Ages 4-5</td>
<td>Mann, Shandy</td>
<td>$72</td>
</tr>
<tr>
<td>9/12-12/5/15</td>
<td>CFK 8017 Intro to Hip-Hop &amp; Jazz Funk Ages 4-5</td>
<td>Mann, Shandy</td>
<td>$72</td>
</tr>
<tr>
<td>9/12-12/5/15</td>
<td>CFK 8021 Beg/Int Ballet Folklorico Ages 6-9</td>
<td>Vega, Marlene</td>
<td>$88</td>
</tr>
<tr>
<td>9/12-12/5/15</td>
<td>CFK 8021 Beg/Int Ballet Folklorico Ages 10-15</td>
<td>Vega, Marlene</td>
<td>$88</td>
</tr>
<tr>
<td>9/12-9/26/15</td>
<td>CSPD 8081 Honey Harvesting &amp; Packaging</td>
<td>Hupp, John</td>
<td>$54</td>
</tr>
<tr>
<td>9/14-11/30/15</td>
<td>CFK 8000 Beginning Ballet I Ages 6-12</td>
<td>Yolar-Gropetti, Madison</td>
<td>$96</td>
</tr>
<tr>
<td>9/15-9/22/15</td>
<td>CSHE 8003 Cupcakes for Special Occasions</td>
<td>Peters, Dawn</td>
<td>$36</td>
</tr>
<tr>
<td>9/15-10/6/15</td>
<td>CSPD 8006 Introduction to Homeopathy</td>
<td>Talkin, Helen</td>
<td>$48</td>
</tr>
<tr>
<td>9/19-12/12/15</td>
<td>CFK 8046 Nutcracker Production Ages 6-18</td>
<td>Grimnes, Courtney</td>
<td>$75</td>
</tr>
<tr>
<td>9/19-12/12/15</td>
<td>CFK 8047 Youth Dance Company Ages 12-18</td>
<td>Grimnes, Courtney</td>
<td>$110</td>
</tr>
<tr>
<td>10/3-10/24/15</td>
<td>CSPD 8015 Introduction to Beekeeping</td>
<td>Mitchell, Archie</td>
<td>$72</td>
</tr>
<tr>
<td>10/5-10/19/15</td>
<td>CSPD 8027 iPad Basics</td>
<td>Velasco, Francisco</td>
<td>$54</td>
</tr>
<tr>
<td>10/9/15</td>
<td>CSPD 8010 Educational Bus Tour – The Huntington Library and Botanical Gardens</td>
<td>Fast, Marti</td>
<td>$68</td>
</tr>
<tr>
<td>10/10-10/24/15</td>
<td>CSCT 8080 Medical Assistant Exam Review</td>
<td>Osuna, Gerri</td>
<td>$75</td>
</tr>
<tr>
<td>10/10-10/17/15</td>
<td>CSPD 8024 Lightroom: An Introduction</td>
<td>Gingras, Theresa</td>
<td>$36</td>
</tr>
<tr>
<td>10/13-12/3/15</td>
<td>CSFT 8013 Intermediate Senior Exercise</td>
<td>Griffith, Lisa</td>
<td>$60</td>
</tr>
<tr>
<td>10/13-10/20/15</td>
<td>CSHE 8004 The Art of Frostings</td>
<td>Peters, Dawn</td>
<td>$36</td>
</tr>
<tr>
<td>10/14-12/2/15</td>
<td>CSFT 8021 Beginning Yoga</td>
<td>Forman, Vicki</td>
<td>$28</td>
</tr>
<tr>
<td>10/15/15</td>
<td>CSCT 8006 Loan Signing Specialist</td>
<td>Masters Notary Academy Inc.</td>
<td>$36</td>
</tr>
<tr>
<td>10/15-12/3/15</td>
<td>CSFT 8020 Yoga for Health</td>
<td>Forman, Vicki</td>
<td>$28</td>
</tr>
<tr>
<td>10/17/15</td>
<td>CSCT 8005 Become a CA Notary Public</td>
<td>Masters Notary Academy Inc.</td>
<td>$65</td>
</tr>
<tr>
<td>TBA</td>
<td>CSCT 8000 BAR Smog Update Training</td>
<td>Leonard, Richard</td>
<td>$200</td>
</tr>
</tbody>
</table>
To: Board of Trustees
From: Superintendent/President
Date: July 14, 2015
Subject: Authorization to Declare District Property as Surplus

Reason for Board Consideration: Item Number: Enclosures:
CONSENT - ACTION 11.D. Page 1 of 1

BACKGROUND:

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

<table>
<thead>
<tr>
<th>Lot #</th>
<th>Description</th>
<th>Quantity</th>
<th>Condition</th>
<th>AHC ID#</th>
<th>Serial #/License</th>
</tr>
</thead>
<tbody>
<tr>
<td>822</td>
<td>IBM Wheelwrite typewriter</td>
<td>3 ea.</td>
<td>Unknown</td>
<td>2587 710 1010</td>
<td>11-0285902 11-0015420 2429663</td>
</tr>
<tr>
<td>823</td>
<td>Dell HP printer, C5280</td>
<td>1 ea.</td>
<td></td>
<td></td>
<td>K6AA22048</td>
</tr>
<tr>
<td>824</td>
<td>Panasonic TV/cart, PVM2046</td>
<td>1 ea.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>825</td>
<td>Epson Stylus Pro 4000, model K121A</td>
<td>1 ea.</td>
<td>Poor</td>
<td>E290001609</td>
<td></td>
</tr>
<tr>
<td>826</td>
<td>Canon Image ProGraf W6200, model K90036</td>
<td>1 ea.</td>
<td>Good</td>
<td>02-3462-2417</td>
<td></td>
</tr>
</tbody>
</table>

FISCAL IMPACT:

Total proceeds are dependent on the auction participation level.

RECOMMENDATION:

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

Administrator Initiating Item: Michael R. Black
Final Disposition:
To: Board of Trustees
From: Superintendent/President
Subject: Rejection of Claim

Reason for Board Consideration: Item Number: Enclosures:
CONSENT - ACTION 11.E. Page 1 of 1

BACKGROUND:

On June 8, 2015, James Bray filed a claim against the district due to an automobile accident that occurred in a campus parking lot near the Columbia Business Center/PCPA building. An employee driving a district vehicle struck the claimant’s parked and unattended vehicle, causing damage to the right side of claimant’s vehicle.

The established procedure for claims against the district is for the board of trustees to reject the claim and refer the matter to the district’s insurance claims administrator for evaluation and resolution. Rejection of the claim is required to initiate the statute of limitation provisions for filing a lawsuit against a public entity.

FISCAL IMPACT:

Unknown at this time.

RECOMMENDATION:

Staff recommends that the board of trustees reject the claim of James Bray.
AGENDA ITEM

To: Board of Trustees
From: Superintendent/President
Subject: Second Reading: Revised Board Policy 3420, Equal Employment Opportunity and Staff Diversity

Reason for Board Consideration:
CONSENT - ACTION  

Item Number: 11.F.  
Enclosures: Page 1 of 2

BACKGROUND

Revised Board Policy 3420, Equal Employment Opportunity and Staff Diversity, which replaces current board policy 7250, is legally required. The revisions to the Board Policy and Administrative Procedures have been recommended by the California Community College League’s Policy and Procedure Services.

FISCAL IMPACT

None.

RECOMMENDATION

A recommendation that the board of trustees adopt revised board policy 3420, Equal Employment Opportunity and Staff Diversity.

Administrator Initiating Item:
Kelly Underwood

Final Disposition:
BP 3420  EQUAL EMPLOYMENT OPPORTUNITY AND STAFF DIVERSITY

The Board of Trustees of the Allan Hancock Joint Community College District recognizes that diversity in the academic environment fosters cultural awareness, mutual understanding and respect, harmony and creativity, while providing positive images for all students. The board commits the district to the active promotion of campus diversity, including recruitment and selection of qualified employees from a wide variety of backgrounds and equal employment opportunities in all aspects of employment, including assignments, promotions, and transfers. In addition, the Board of Trustees recognizes that to be effective, an equal employment opportunity plan must be developed, reviewed and adopted in compliance with Education Code and Title 5 requirements.

Education Code 87100 et. seq.
Title 5, California Code of Regulations 51965, 53000, 59000, et. seq.

Adopted: 2/19/80
Revised: 10/6/80
Revised: 10/20/81
Revised: 2/20/90
Revised: 9/13/94
Revised: 11/18/2014

(Replaces Board Policy 3010)
AGENDA ITEM

<table>
<thead>
<tr>
<th>To:</th>
<th>Board of Trustees</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
<td>Superintendent/President</td>
<td>July 14, 2015</td>
</tr>
<tr>
<td>Subject:</td>
<td>Second Reading: Revised Board Policy 5012, International Students</td>
<td></td>
</tr>
<tr>
<td>Reason for Board Consideration:</td>
<td>Item Number:</td>
<td>Enclosures:</td>
</tr>
<tr>
<td>CONSENT - ACTION</td>
<td>11.G.</td>
<td>Page 1 of 2</td>
</tr>
</tbody>
</table>

**BACKGROUND:**

Revised board policy 5012 is legally required. The updates address the admission of international students in relation to the admission/application requirements and fees. The revisions to the board policy have been recommended by the California Community College League’s Policy and Procedure Services and has been vetted through the Shared Governance process. This procedure replaces board policy 6500.

The revised board policy was submitted for the board’s review on June 16, 2015 and is now presented to the board of trustees for adoption.

**FISCAL IMPACT:**

None

**RECOMMENDATION:**

Staff recommends that the board of trustees adopt revised Board Policy 5012, International Students as submitted.

Administrator Initiating Item: Nohemy Ornelas

Final Disposition:
BP 5012 INTERNATIONAL STUDENTS

The District admits international students in approved study programs in accordance with regulations established by the United States Bureau of Citizenship and Immigration Service. The District will maintain specific admission criteria, requirements, and procedures that govern the selection of international student applicants for admission.

References: Education Code Sections 76140 et seq.; Title 8 U.S. Code Sections 1101 et seq.

Adopted: 12/16/03
Revised:

(Replaces Board Policy 6500)
To: Board of Trustees
From: Superintendent/President
Date: July 14, 2015
Subject: Second Reading: Revised Board Policy 5015, Residence Determination

<table>
<thead>
<tr>
<th>Reason for Board Consideration:</th>
<th>Item Number:</th>
<th>Enclosures:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONSENT - ACTION</td>
<td>11.H.</td>
<td>Page 1 of 2</td>
</tr>
</tbody>
</table>

BACKGROUND:

Revised board policy 5015 is legally required. The updates address the process that determines the residency of a student. The revisions to the policy have been recommended by the California Community College League’s Policy and Procedure Services and has been vetted through the Shared Governance process. The policy replaces board policy 6400.

The revised board policy was submitted for the board’s review on June 16, 2015 and is now presented to the board of trustees for adoption.

FISCAL IMPACT:

None

RECOMMENDATION:

Staff recommends that the board of trustees adopt revised Board Policy 5015, Residence Determination as submitted.
BP 5015  RESIDENCE DETERMINATION

Students shall be classified at the time of each application for admission or registration as a resident or nonresident student.

The Superintendent/President shall enact procedures to assure that residence determinations are made in accordance with Education Code and Title 5 regulations. Residence classification shall be made for each individual at the time applications for admission are accepted, or registration occurs, and whenever a student has not been in attendance for more than one semester. A student previously classified as a nonresident may be reclassified as of any residence determination date.

A resident is any person who has established both physical presence and intent to make California his/her permanent home for more than one year pursuant to Education Code regulations, as of the residence determination date. The residence determination date shall be the day immediately preceding the opening day of instruction for the semester or intersession as set by the Board of Trustees, during which the individual proposes to attend.

Students who are classified as nonresidents shall be assessed a nonresident per unit tuition fee which is established annually by the Board of Trustees.

References:  Education Code Sections 68040 and 76140; Title 5, Sections 54000 et seq.

Adopted:  1/16/79
Revised:  6/21/88
Revised:  11/16/04
Revised:  9/16/08
Revised:  

(Replaces Board Policy 6400)
To: Board of Trustees  
From: Superintendent/President  
Subject: Second Reading: New Board Policy 5035, Withholding of Student Records  
Reason for Board Consideration:  
CONSENT - ACTION  
Item Number: 11.I.  
Enclosures: Page 1 of 2  

**BACKGROUND:**

New board policy 5035 is legally required. The policy defines a process for the withholding of student records. This policy is recommended by the California Community College League’s Policy and Procedure Services and has been vetted through the Shared Governance process.

The proposed new board policy was submitted for the board’s review on June 16, 2015 and is now presented to the board of trustees for adoption.

**FISCAL IMPACT:**

None

**RECOMMENDATION:**

Staff recommends that the board of trustees adopt new Board Policy 5035, Withholding of Student Records as submitted.
BP 5035  WITHHOLDING OF STUDENT RECORDS

Students or former students who have been provided with written notice that they have failed to pay a proper financial obligation shall have grades, transcripts, diplomas, and registration privileges withheld.

Reference: Title 5 Section 59410

(This is a new policy)
To: Board of Trustees
From: Superintendent/President
Subject: Second Reading: New Board Policy 5052, Open Enrollment
Reason for Board Consideration: Item Number: Enclosures:
CONSENT - ACTION 11.J. Page 1 of 2

BACKGROUND:

New board policy 5052 is legally required. The policy addresses specific rules and regulations that pertain to open enrollment. This policy is recommended by the California Community College League’s Policy and Procedure Services and has been vetted through the Shared Governance process.

The proposed new board policy was submitted for the board’s review on June 16, 2015 and is now presented to the board of trustees for adoption.

FISCAL IMPACT:

None

RECOMMENDATION:

Staff recommends that the board of trustees adopt revised Board Policy 5052, Open Enrollment as submitted.

Administrator Initiating Item: Nohemy Ornelas
Final Disposition:
BP 5052 OPEN ENROLLMENT

All courses, course sections, and classes of the District shall be open for enrollment to any person who has been admitted to the college. Enrollment may be subject to any priority system that has been established. Enrollment may also be limited to students meeting properly validated prerequisites and co-requisites, or due to other practical considerations such as exemptions set out in statute or regulation.

The Superintendent/President shall assure that this policy is published in the catalog and schedule of classes.

References: Title 5 Sections 51006 and 55003 et seq.

Adopted:

(This is a new policy)
**AGENDA ITEM**

<table>
<thead>
<tr>
<th>To:</th>
<th>Board of Trustees</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
<td>Superintendent/President</td>
<td>July 14, 2015</td>
</tr>
<tr>
<td>Subject:</td>
<td>Second Reading: Revised Board Policy 5100, Student Services</td>
<td></td>
</tr>
<tr>
<td>Reason for Board Consideration:</td>
<td>Item Number: 11.K.</td>
<td></td>
</tr>
<tr>
<td>Enclosures:</td>
<td>Page 1 of 2</td>
<td></td>
</tr>
</tbody>
</table>

**BACKGROUND:**

Revised board policy 5100 is legally required. The board policy assures that the District will provide comprehensive student services. The revisions to the policy have been recommended by the California Community College League’s Policy and Procedure Services and has been vetted through the Shared Governance process. This policy replaces board policy 6100.

The revised board policy was submitted for the board’s review on June 16, 2015 and is now presented to the board of trustees for adoption.

**FISCAL IMPACT:**

None

**RECOMMENDATION:**

Staff recommends that the board of trustees adopt revised Board Policy 5100, Student Services as submitted.

<table>
<thead>
<tr>
<th>Administrator Initiating Item:</th>
<th>Final Disposition:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nohemy Ornelas</td>
<td></td>
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</tbody>
</table>
BP 5100 STUDENT SERVICES

A comprehensive program of student services shall be maintained by the District to facilitate students' registrations at the College, to advise them of educational and career and technical education opportunities available, to assist them in their planning, and to encourage their participation in student activities.

References: Education Code Sections 66021.6, 66720–66744, 67310, 69640–69656, 72620, 76300, 76401, 78210 et seq., and 84850;
Title 5 Sections 51018, 51027, 55500 et seq., 56000 et seq., 56027, and 56200 et seq.;
20 U.S. Code Sections 1070 et seq. and Title 38;
34 Code of Federal Regulations Section 668;
Americans with Disabilities Act;
Sections 504 and 508 Rehabilitation Act

Adopted: No date
Revised:

(Replaces Board Policy 6100)
BACKGROUND:

New board policy 5120 is legally required. The policy addresses the comprehensive program of services available in the Transfer Center. The new policy is recommended by the California Community College League’s Policy and Procedure Services and has been vetted through the Shared Governance process.

The proposed new board policy was submitted for the board’s review on June 16, 2015 and is now presented to the board of trustees for adoption.

FISCAL IMPACT:

None

RECOMMENDATION:

Staff recommends that the board of trustees adopt new Board Policy 5120, Transfer Center as submitted.
BP 5120 TRANSFER CENTER

The District incorporates as part of its mission the transfer of its students to baccalaureate level institutions. The District further recognizes that students who have historically been underrepresented in transfer to baccalaureate level institutions are a special responsibility and emphasis will be placed toward enhancing the transfer of students from economically disadvantaged families and students from traditionally underrepresented minorities.

The Superintendent/President shall assure that a transfer center plan is implemented that identifies appropriate target student populations, is designed to increase the transfer applications of underrepresented students and complies with law and regulations.

References: Education Code Sections 66720 – 66744; Title 5 Section 51027

Adopted:

(This is a new policy)
### AGENDA ITEM

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<thead>
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<th>To:</th>
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<tbody>
<tr>
<td>From:</td>
<td>Superintendent/President</td>
<td>July 14, 2015</td>
</tr>
<tr>
<td>Subject:</td>
<td>Second Reading: Revised Board Policy 5140, Disabled Student Programs and Services</td>
<td></td>
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#### BACKGROUND:

Revised board policy 5140 is legally required. The update addresses the comprehensive program of services available in Disabled Student Programs and Services (DSPS) known locally as the Learning Assistance Program (LAP). The revisions have been recommended by the California Community College League’s Policy and Procedure Services and has been vetted through the Shared Governance process. The policy replaces board policy 6230.

The revised board policy was submitted for the board’s review on June 16, 2015 and is now presented to the board of trustees for adoption.

#### FISCAL IMPACT:

None

#### RECOMMENDATION:

Staff recommends that the board of trustees adopt revised Board Policy 5140, Disabled Student Programs and Services as submitted.
Students with disabilities shall be reasonably accommodated pursuant to federal and state requirements in all applicable programs in the District.

The Disabled Students Programs and Services (DSPS) Program, referred to as the Learning Assistance Program (LAP) shall be the primary provider for support programs and services that facilitate equal educational opportunities for disabled students who can profit from instruction as required by federal and state laws.

LAP services shall be available to students with verified disabilities. The services to be provided include, but are not limited to, reasonable accommodations, academic adjustments, technology accessibility, accessible facilities, equipment, instructional programs, rehabilitation counseling, and academic counseling.

No student with disabilities is required to participate in the LAP Program.

The District shall respond in a timely manner to accommodation requests involving academic adjustments. The Superintendent/President shall establish a procedure to implement this policy which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee.

The Superintendent/President shall assure that the LAP Program conforms to all requirements established by the relevant law and regulations.

The District cannot grant a course substitution or waiver that is inconsistent with Title 5 regulations nor can it ensure that a course substitution or waiver granted by the District will be accepted by another institution.

A student with a verified disability shall follow the reasonable accommodations procedures set forth in the administrative procedures. If reasonable accommodations are not met to the satisfaction of the student, he/she may seek to resolve the complaint by following the formal discrimination complaint procedure, Board Policy and Administrative Procedure 5530 Student Rights and Grievances.
References: Education Code Sections 67310 and 84850; Title 5 Sections 56000 et seq. and 56027; Rehabilitation Act of 1973, Section 504 Americans with Disabilities Act of 1990, Title II

Adopted: 10/15/96
Revised:

(Replaces Board Policy 6230)
AGENDA ITEM

To: Board of Trustees  
Date:  

From: Superintendent/President  
Date: July 14, 2015  

Subject: Second Reading: New Board Policy 5150, Extended Opportunity Programs and Services (EOPS)  

Reason for Board Consideration:  
CONSENT - ACTION  
Item Number: 11.N.  
Enclosures: Page 1 of 2  

BACKGROUND:

New board policy 5150 is legally required. The policy addresses the requirements for Extended Opportunity Programs and Services. The policy is recommended by the California Community College League’s Policy and Procedure Services and has been vetted through the Shared Governance process.

The proposed new board policy was submitted for the board’s review on June 16, 2015 and is now presented to the board of trustees for adoption.

FISCAL IMPACT:

None

RECOMMENDATION:

Staff recommends that the board of trustees adopt new Board Policy 5150, Extended Opportunity Programs and Services (EOPS) as submitted.

Administrator Initiating Item: Nohemy Ornelas  
Final Disposition:  


BP 5150  EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

Support services and programs that are in addition to the traditional student services programs shall be provided in order to assist students who have language, social, and economic disadvantages to succeed academically in the District.

The Extended Opportunity Programs and Services (EOPS) is established to provide services that may include, but are not limited to, outreach, recruitment, orientation, assessment, tutorial services, counseling and advising, and financial aid.

The Superintendent/President shall assure that the EOPS program conforms to all requirements established by the relevant law and regulations.

References:  Education Code Sections 69640–69656;  
Title 5 Sections 56200 et seq.

Adopted:

(This is a new policy)
AGENDA ITEM

To: Board of Trustees  Date: 
From: Superintendent/President  July 14, 2015
Subject: Second Reading: New Board Policy 5300, Student Equity

Reason for Board Consideration:  Item Number:  Enclosures:
CONSENT - ACTION  11.O.  Page 1 of 2

BACKGROUND:

New board policy 5300 is legally required. The policy assures student equity in educational programs and college services. This policy is recommended by the California Community College League’s Policy and Procedure Services and has been vetted through the Shared Governance process.

The proposed new board policy was submitted for the board’s review on June 16, 2015 and is now presented to the board of trustees for adoption.

FISCAL IMPACT:

None

RECOMMENDATION:

Staff recommends that the board of trustees adopt new Board Policy 5300, Student Equity as submitted.

Administrator Initiating Item:  Final Disposition: 
Nohemy Ornelas
BP 5300 STUDENT EQUITY

The Board of Trustees is committed to assuring student equity in educational programs and college services. The Superintendent/President shall establish and implement a student equity plan that meets the Title 5 standards for such a plan.

References: Education Code Sections 66030, 66250 et seq., and 72010 et seq.; Title 5 Section 54220

Adopted:

(This is a new policy)
To: Board of Trustees
From: Superintendent/President
Date: July 14, 2015
Subject: Second Reading: Revised Board Policy 5400, Associated Students Organization

Reason for Board Consideration: Item Number: Enclosures:
CONSENT - ACTION 11.P. Page 1 of 3

BACKGROUND:

Revised board policy 5400 is legally required. The revisions recognize the associated student’s organization as the official voice for the students in District decision-making processes. The revision to the policy is recommended by the California Community College League’s Policy and Procedure Services and has been vetted through the Shared Governance process. This policy replaces board policy 6920.

The revised board policy was submitted for the board’s review on June 16, 2015 and is now presented to the board of trustees for adoption.

FISCAL IMPACT:

None

RECOMMENDATION:

Staff recommends that the board of trustees adopt revised Board Policy 5400, Associated Students Organization as submitted.
BP 5400 ASSOCIATED STUDENTS ORGANIZATION

The students of the District are authorized to organize a student body association. The Board of Trustees hereby recognizes that association as the Associated Students of the District.

The Associated Students organization is recognized as the official voice for the students in District decision-making processes. It may conduct other activities as approved by the Superintendent/President. The Associated Students activities shall not conflict with the authority or responsibility of the Board or its officers or employees.

The Associated Students shall conduct itself in accordance with state laws and regulations and administrative procedures established by the Superintendent/President.

The student body association shall be governed by the constitution and by-laws of the Associated Student Body of Allan Hancock College, the policies and procedures of the District, the Auxiliary Programs Corporation articles of incorporation and by-laws and agreement with the District, and in compliance with state and federal law, and education codes. Only students registered in credit courses can be members of this association.

The Associated Student Body will be governed by the Associated Student Body Government. The governing body of the Associated Student Body will charter all student clubs. The association shall encourage all students to participate in the governance of the District and is authorized by the Board of Trustees to conduct activities, including fundraising, subject to the approval of appropriate District officials and in compliance with the board-approved fundraising policy. All funds collected or held by the student association or any student club or organization of the District will be deposited and accounted for through the Auxiliary Programs Corporation office where standard accounting procedures will be followed. All funds are subject to audit and state and federal compliance regulations.

All activities and events sponsored by any group belonging to and recognized by the Associated Student Body will be properly supervised by members of the faculty and management or a member of the staff approved by the vice president, student services. Advisors will allow student officers maximum freedom and responsibility in planning and
operating all events. However, the advisor will be responsible for proper guidance and supervision.

The student association will be funded annually by receiving 1.6 percent of gross sales from the Allan Hancock College bookstore. In no year will the amount be less than $20,000.

The Associated Students shall be granted the use of District premises subject to such administrative procedures as may be established by the Superintendent/President. Such use shall not be construed as transferring ownership or control of the premises.

Reference: Education Code Section 76060

**Adopted:** 8/19/97  
**Revised:**

*(Replaces Board Policy 6920)*
To:   Board of Trustees
From:  Superintendent/President
Subject:  Second Reading: New Board Policy 5410, Associated Students Elections

Reason for Board Consideration: Item Number: Enclosures:
CONSENT - ACTION 11.Q. Page 1 of 2

BACKGROUND:

New board policy 5410 is legally required. The policy defines the process for annual elections to elect student officers. The policy is recommended by the California Community College League’s Policy and Procedure Services and has been vetted through the Shared Governance process.

The proposed new board policy was submitted for the board’s review on June 16, 2015 and is now presented to the board of trustees for adoption.

FISCAL IMPACT:

None

RECOMMENDATION:

Staff recommends that the board of trustees adopt new Board Policy 5410, Associated Students Elections as submitted.
BP 5410 ASSOCIATED STUDENTS ELECTIONS

The Associated Students shall conduct annual elections to elect officers. The elections shall be conducted in accordance with procedures established by the Superintendent/President.

Any student elected as an officer in the Associated Students shall meet both of the following requirements:

- The student shall be enrolled in the District at the time of election and throughout his/her term of office, with a minimum of eight semester units or the equivalent.
- The student shall meet and maintain the minimum grade point average of 2.0.

Reference: Education Code Section 76061

Adopted:

(This is a new policy)
To: Board of Trustees  
From: Superintendent/President  
Date: July 14, 2015  
Subject: Second Reading: New Board Policy 5420, Associated Students Finance

<table>
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<th>Item Number:</th>
<th>Enclosures:</th>
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<tbody>
<tr>
<td>CONSENT - ACTION</td>
<td>11.R.</td>
<td>Page 1 of 2</td>
</tr>
</tbody>
</table>

**BACKGROUND:**

New board policy 5420 is legally required. The policy provides a process for the maintenance of associated student funds. The policy is recommended by the California Community College League’s Policy and Procedure Services and has been vetted through the Shared Governance process.

The proposed new board policy was submitted for the board’s review on June 16, 2015 and is now presented to the board of trustees for adoption.

**FISCAL IMPACT:**

None

**RECOMMENDATION:**

Staff recommends that the board of trustees adopt revised Board Policy 5420, Associated Students Finance as submitted.
BP 5420 ASSOCIATED STUDENTS FINANCE

Associated Student funds shall be deposited with and disbursed by the Superintendent/President.

The funds shall be deposited, loaned, or invested in one or more of the ways authorized by law.

All funds shall be expended according to procedures established by the Associated Students, subject to the approval of each of the following three persons, which shall be obtained each time before any funds may be expended:

- the Superintendent/President or designee;
- the employee who is the designated adviser of the particular student body organization; and
- a representative of the student body organization.

The funds of the Associated Students shall be subject to an annual audit.

References: Education Code Sections 76063-76065

Adopted:

(This is a new policy)
AGENDA ITEM

To: Board of Trustees
From: Superintendent/President
Subject: Second Reading: New Board Policy 5510, Off-Campus Student Organization

Reason for Board Consideration: Item Number: Enclosures:
CONSENT - ACTION 11.S. Page 1 of 2

BACKGROUND:

New board policy 5510 is legally required. The policy addresses specific rules and regulations for off-campus student organizations. This policy is recommended by the California Community College League’s Policy and Procedure Services and has been vetted through the Shared Governance process.

The proposed new board policy was submitted for the board’s review on June 16, 2015 and is now presented to the board of trustees for adoption.

FISCAL IMPACT:

None

RECOMMENDATION:

Staff recommends that the board of trustees adopt new Board Policy 5510, Off-Campus Student Organization as submitted.

Administrator Initiating Item: Nohemy Ornelas
Final Disposition: 74
BP 5510  OFF-CAMPUS STUDENT ORGANIZATIONS

The District shall work with local law enforcement agencies to monitor and assess criminal activity in which students engage at off-campus locations of student organizations officially recognized by the District.

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

Adopted:

(This is a new policy)
To: Board of Trustees  
From: Superintendent/President  
Date: July 14, 2015

Subject: Second Reading: Revised Board Policy 5530, Student Rights and Grievances

Reason for Board Consideration: Item Number: Enclosures:  
CONSENT - ACTION 11.T.  Page 1 of 2

BACKGROUND:

Revised board policy 5530 is legally required. The updates address the definition of student rights and define a process to resolve student grievances. The revisions to the policy are recommended by the California Community College League’s Policy and Procedure Services and has been vetted through the Shared Governance process.

The revised board policy was submitted for the board’s review on June 16, 2015 and is now presented to the board of trustees for adoption.

FISCAL IMPACT:

None

RECOMMENDATION:

Staff recommends that the board of trustees adopt revised Board Policy 5530, Student Rights and Grievances as submitted.

Administrator Initiating Item:  
Nohemy Ornelas  
Final Disposition:
BP 5530 STUDENT RIGHTS AND GRIEVANCES

Students are encouraged to pursue academic studies and other college-sponsored activities that will promote intellectual growth and personal development. In pursuing these ends, and in compliance with the requirements of Title IX and Section 504 of P.L. 93x112, the District establishes this Student Complaint Policy.

The District’s Title IX Coordinator is responsible for ensuring that the District complies with the rules and regulations adopted by the Board of Governors of the California Community Colleges regarding unlawful discrimination against students. When a student feels that he/she has been subjected to unfair and improper action by any member of the college community, the student can seek to resolve the complaint in an expeditious manner by following the Administrative Procedure 5530 titled Student Rights and Grievances.

References: Education Code Section 76224(a);
Title IX, Education Amendments of 1972

Adopted: 10/20/81
Revised: 3/16/93
Revised: 11/22/94
Revised:

(Replaces Board Policy 6200)
To: Board of Trustees
From: Superintendent/President
Date: July 14, 2015
Subject: Second Reading: Revised Board Policy 5570, Student Credit Card Solicitations
Reason for Board Consideration: Item Number: 11.U. Enclosures: Page 1 of 2

BACKGROUND:

Revised board policy 5570 is legally required. The updates address the procedures that regulate the solicitation of student credit cards on campus. The revisions to the policy are recommended by the California Community College League’s Policy and Procedure Services and has been vetted through the Shared Governance process. This policy replaces board policy 8931.

The revised board policy was submitted for the board’s review on June 16, 2015 and is now presented to the board of trustees for adoption.

FISCAL IMPACT:

None

RECOMMENDATION:

Staff recommends that the board of trustees adopt revised Board Policy 5570, Student Credit Card Solicitations as submitted.

Administrator Initiating Item: Nohemy Ornelas
Final Disposition:
BP 5570 STUDENT CREDIT CARD SOLICITATIONS

The Superintendent/President shall establish procedures that regulate the solicitation of student credit cards on campus.

Other Solicitation

By Off-Campus Organizations:
All solicitation of funds from students or faculty by off-campus organizations or person(s) will be prohibited except with the express approval of the Superintendent/President or his/her designee. In the event that the Superintendent/President denies any application for such a solicitation of funds, the applicant will be entitled to appeal the Superintendent/President's decision to the Board of Trustees. The Superintendent/President and the Board may deny any such application for solicitation of funds if it is found that:

- The granting of the application would be contrary to the welfare of the District or the welfare of its students;
- The granting of the application would be contrary to public health, safety or welfare;
- The granting of the application would result in, or tend to result in, the commission of an unlawful act.

By Campus Organizations:
Solicitation of funds by student organizations will be governed by the regulation of the Associated Students.

References: Education Code Section 99030;
Title 5 Section 54400;
Civil Code Section 1747.02(m)

Adopted:

(Replaces Board Policy 8931)
The college hires substitutes, short-term employees, and professional experts exempt from classified service per Education Code Section 88003. All appointments are contingent on availability of funding and ending dates could change based on district need. The following is a list of such appointments:

**Short-Term:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position Title</th>
<th>Dates</th>
<th>Duties/Responsibilities</th>
<th>Hourly Rate</th>
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<tbody>
<tr>
<td>Del Toro, Miriana</td>
<td>Program Specialist</td>
<td>7/01/15 – 9/30/15</td>
<td>Middle Class Scholarship Coordinator – Cal-SOAP</td>
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<tr>
<td>Rodriguez, Maria</td>
<td>Program Specialist</td>
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<td>Cal-SOAP Outreach, Lompoc School district</td>
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<td>Spohnhauer, Anne</td>
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<td>Cal-SOAP Outreach, Paso Robles School district</td>
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<tr>
<td>Smith, Christopher</td>
<td>Program Specialist</td>
<td>7/01/15 – 9/30/15</td>
<td>Cal-SOAP Outreach, Lucia Mar School district</td>
<td>$20.00</td>
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**FISCAL IMPACT**

Assignments for the 2014-2015 fiscal year are included in the 2014-2015 fiscal year budget. Assignments for the 2015-2016 fiscal year will be included in the 2015-2016 fiscal year budget.

**RECOMMENDATION**

Staff recommends that the board of trustees approve the short-term, substitute, and professional expert appointments exempt from classified service as presented.
<table>
<thead>
<tr>
<th>Name</th>
<th>Position Title</th>
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<td>Waters, Lori</td>
<td>Interpreter I</td>
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<td>Interpreter and transcriber for deaf and hard of hearing students</td>
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<td>Van Maanen, Julie</td>
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<td>Simmons, Elijah</td>
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<td>James, Jessica</td>
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<td>Hood, Debra</td>
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<td>Corley, Christina</td>
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<td>Morales, Jennie</td>
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<td>7/01/15 – 6/30/16</td>
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<td>Interpreter and transcriber for deaf and hard of hearing students</td>
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<td>Lippincott, Laura</td>
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<td>Interpreter and transcriber for deaf and hard of hearing students</td>
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<td>Lyons, Vanessa</td>
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<td>Mast, Kathryn</td>
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<td>Schnepple, Elaine</td>
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**Additions/Revisions**

**Short-Term:**

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<th>Name</th>
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<tr>
<td>Mendoza-Atilano, Lizbeth</td>
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<td>7/24/15 – 9/30/15</td>
<td>Lucia Mar Unified School District Coordinator – Cal-SOAP</td>
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**Substitutes:**

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<th>Dates</th>
<th>Duties/Responsibilities</th>
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<tbody>
<tr>
<td>Aye, Stefanie</td>
<td>Human Resources Assistant</td>
<td>8/3/15 – 12/31/15</td>
<td>Substitute for vacancy during recruitment</td>
<td>$19.33</td>
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<tr>
<td>Ferdinandi, Tom</td>
<td>Physical Education/Athletic Technician</td>
<td>7/15/15 – 9/30/15</td>
<td>Substitute for vacancy</td>
<td>$15.36</td>
</tr>
<tr>
<td>Coulter, Lori</td>
<td>Administrative Secretary III</td>
<td>7/1/15 – 12/31/15</td>
<td>Substitute for vacancy during recruitment</td>
<td>$21.03</td>
</tr>
<tr>
<td>Weaver, Deborah</td>
<td>Library/Multimedia Services Technician</td>
<td>7/13/15 – 9/30/15</td>
<td>Substitute for employee on leave</td>
<td>$19.33</td>
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**Professional Experts:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position Title</th>
<th>Dates</th>
<th>Duties/Responsibilities</th>
<th>Hourly Rate</th>
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<tbody>
<tr>
<td>Sims, Nathan</td>
<td>Test Administrator</td>
<td>7/01/15 – 6/30/16</td>
<td>Administer STAR and CELSA tests at LVC and SM campus</td>
<td>$18.81</td>
</tr>
</tbody>
</table>
AGENDA ITEM

To: Board of Trustees
From: Superintendent/President
Subject: Appointments, Transfers, and Promotions of Classified Employees
Date: July 14, 2015

Reason for Board Consideration: Item Number: Enclosures:
CONSENT - ACTION 11.W. Page 1 of 1

BACKGROUND
The following personnel actions are recommended:

Appointments:
1. Yvette Dorado, FROM human resources assistant, human resources, full time, 12 months, 37 hours weekly, range 18-B, classified bargaining unit salary schedule TO administrative secretary I, counseling and student services, full time, 12 months, 37 hours weekly, range 17-C, classified bargaining unit salary schedule, effective June 24, 2015.

   Reason: Ms. Dorado is replacing Jessica Parker, who was promoted to transcript evaluator, admissions and records services, effective February 1, 2015.

2. Adrienne Lomp, instructional assistant, language lab, learning resources, full time, 10 months, 37 hours weekly, range 20-C, classified bargaining unit salary scheduled, effective August 3, 2015.

   Reason: Ms. Lomp is replacing Christian Gardner, who was promoted to student success & support (3SP) technical specialist, student services, effective October 1, 2014.


   Reason: New position

FISCAL IMPACT
1. The cost to the unrestricted general fund is approximately $917 for the 2014-2015 fiscal year and is included in the 2014-2015 fiscal year budget.

2. The cost to the unrestricted general fund is approximately $57,984 for the 2015-2016 fiscal year and will be included in the 2015-2016 fiscal year budget.

3. The cost to the unrestricted general fund is approximately $77,882 for the 2015-2016 fiscal year and will be included in the 2015-2016 fiscal year budget.

RECOMMENDATION
Staff recommends that the board of trustees approve the appointments of Yvette Dorado, administrative secretary I, counseling and student services, effective June 24, 2015; Adrienne Lomp, instructional assistant, language lab, learning resources, effective August 3, 2015; and Jessica Parra, administrative secretary V, institutional effectiveness, effective July 27, 2015. A recommendation may be made to approve the appointment of physical education athletic technician, kinesiology, recreation & athletics department. If a recommendation is made, a revised board agenda item will be presented.

Administrator Initiating Item: Kelly Underwood

Final Disposition:
AGENDA ITEM

To: Board of Trustees

From: Superintendent/President

Subject: Change of Status of Classified Employee

Reason for Board Consideration: Item Number: Enclosures:
CONSENT - ACTION 11.X. Page 1 of 1

BACKGROUND

The following permanent change of status of a classified employee is recommended:

Lucy Aquino, FROM office services technician, health services, 10 months, 37 hours weekly, range 12-E, classified bargaining unit salary schedule TO office services technician, health services, 11 months, 37 hours weekly, range 12-E, classified bargaining unit salary schedule, effective August 1, 2015.

Reason: Due to the workload of this position, and to meet the student needs, it is being increased to an 11 month position.

FISCAL IMPACT

The increased cost to the student health fee fund is approximately $4,039 the 2015-2016 fiscal year and will be included in the 2015-2016 fiscal year budget.

RECOMMENDATION

Staff recommends that the board of trustees approve the permanent change of status of Lucy Aquino, office services technician, health services, effective August 1, 2015.

Administrator Initiating Item: Final Disposition:

Kelly Underwood
BACKGROUND

The following temporary out-of-classification assignments are recommended to the classified service:

1. Luis Ayala, FROM EOPS/CalWORKs specialist, extended opportunity programs and services (EOPS), full time, 12 months, 37 hours weekly, range 19-D, classified bargaining unit salary schedule TO CalWORKs coordinator, extended opportunity programs and services (EOPS) and special outreach, full time, 12 months, 37 hours weekly, range 29-A, classified bargaining unit salary schedule, retroactive to July 1, 2015 through June 30, 2016, or earlier per district need.

Reason: Mr. Ayala is temporarily replacing this position due to the resignation of Carissa Perales, effective June 30, 2015. He will return to his regular assignment effective July 1, 2016, or earlier per district need.

(Out-of-Classification Assignments are continued on page 2 and page 3)
(Fiscals, see page 3)

RECOMMENDATION

Staff recommends that the board of trustees approve the temporary out-of-classification assignments of Luis Ayala, CalWORKs coordinator, EOPS and special outreach, retroactive to July 1, 2015 through June 30, 2016, or earlier per district need; Cheryl Hamlin, account services technician I, business services, retroactive to June 22, 2015 through June 30, 2015, and effective July 1, 2015 through September 30, 2015, or earlier per district need; Paulette Blackburn, senior accounting specialist, business services, retroactive to June 22, 2015 through June 30, 2015, and retroactive to July 1, 2015 through September 30, 2015, or earlier per district need; Sylvia Vargas, academic support specialist, business education department, effective August 10, 2015 through May 31, 2016, or earlier per district need, and contingent upon continued funding; Michele Brandenburg, tutorial/open access computer lab technician, learning resources, effective August 1, 2015 through December 31, 2015, or earlier per district need, and contingent upon continued funding; Kathleen Wetter, academic affairs support technician, office of academic affairs, retroactive to July 1, 2015 through December 31, 2015, or earlier per district need; Holly Costello, coordinator academic affairs/administrative secretary V, office of academic affairs, retroactive to July 1, 2015 through December 31, 2015, or earlier per district need; Denise Baldwin, coordinator, The Extended Campus, retroactive to July 1, 2014 through July 15, 2015; Sandra Rodin, purchasing technician, business services, retroactive to July 1, 2015 through September 30, 2015, or earlier per district need; and Regina Smith, grants and special projects specialist, business services, retroactive to July 1, 2015 through September 30, 2015, or earlier per district need.
2. Cheryl Hamlin, FROM cashier, business services, full time, 12 months, 37 hours weekly, range 14-A, classified bargaining unit salary schedule TO account services technician I, business services, full time, 12 months, 37 hours weekly, range 14-A plus five (5) percent, classified bargaining unit salary schedule, retroactive to June 22, 2015 through June 30, 2015, and July 1, 2015 through September 30, 2015, or earlier per district need.

Reason: Ms. Hamlin is assuming the duties of the accounting services technician I, business services, due to the promotion of Stephanie Gonzales to payroll technician, business services, effective June 1, 2015. She will return to her regular assignment effective October 1, 2015, or earlier per district need.

3. Paulette Blackburn, FROM senior accounting specialist, business services, full time, 12 months, 37 hours weekly, range 30-E, classified bargaining unit salary schedule TO senior accounting specialist, business services, full time, 12 months, 37 hours weekly, range 30-E plus five (5) percent, retroactive to June 22, 2015 through June 30, 2015, and July 1, 2015 through September 30, 2015, or earlier per district need.

Reason: Ms. Blackburn will assist with overseeing processes in accounts payable due to the promotion of Stephanie Gonzales, payroll technician, business services, effective June 1, 2015. She will return to her regular assignment effective October 1, 2015, or earlier per district need.

4. Sylvia Vargas, FROM academic support specialist, business education department, part time, 10 months, 25 hours weekly, range 17-B, classified bargaining unit salary schedule (pro-rated at .67567) TO academic support specialist, business education department, full time, 10 months, 37 hours weekly, range 17-B plus five (5) percent, classified bargaining unit salary schedule, effective August 10, 2015 through May 31, 2016, or earlier per district need, and contingent upon continued funding.

Reason: Ms. Vargas is performing the duties of the Career and Technical Education (CTEA) grant. Ms. Vargas was previously approved by the board of trustees on May 19, 2015 to perform these duties. She will return to her regular assignment effective June 1, 2016, or earlier per district need.

5. Michele Brandenburg, FROM laboratory assistant – tutorial/open access computer laboratory, learning resources, part time, 10 months, 16 hours weekly, range 13-B, classified bargaining unit salary schedule TO tutorial/open access computer lab technician, learning resources, full time, 10 months, 37 hours weekly, range 19-A, classified bargaining unit salary schedule, effective August 1, 2015 through December 31, 2015, or earlier per district need.

Reason: Ms. Brandenburg is substituting for an employee on leave. She will return to her regular assignment effective January 1, 2016, or earlier per district need, and contingent upon continued funding.

6. Kathleen Wetter, FROM academic affairs support technician, office of academic affairs, full time, 12 months, 25 hours weekly, range 18-E, classified bargaining unit salary schedule TO academic affairs support technician, office of academic affairs, full time, 12 months, 25 hours weekly, range 18-E plus five (5) percent, classified bargaining unit salary schedule, retroactive to July 1, 2015 through December 31, 2015, or earlier per district need.

Reason: To process fall 2015 part-time faculty assignments and schedule changes. She will return to her regular assignment effective January 1, 2016, or earlier per district need.

7. Holly Costello, FROM administrative secretary V, office of academic affairs, full time, 12 months, 37 hours weekly, range 29-E, classified bargaining unit salary schedule TO coordinator academic affairs/administrative secretary V, office of academic affairs, full time, 12 months, 37 hours weekly, range 31-E, classified bargaining unit salary schedule, retroactive to July 1, 2015 through December 31, 2015, or earlier per district need.

Reason: Ms. Costello will coordinate the cosmetology program. She will return to her regular assignment effective January 1, 2016, or earlier per district need.
8. Denise Baldwin, FROM administrative secretary II, public safety, full time, 12 months, 37 hours weekly, range 19-B, classified bargaining unit salary schedule TO coordinator, The Extended Campus, full time, 12 months, 37 hours weekly, range 28-A, classified bargaining unit salary schedule, retroactive to July 1, 2014 through July 15, 2015.

Reason: Ms. Baldwin has been performing duties outside of her job description. She will return to her regular assignment effective July 16, 2015.

9. Sandra Rodin, purchasing technician, business services, full time, 12 months, 37 hours weekly, range 17-E, classified bargaining unit salary schedule TO purchasing technician, business services, full time, 12 months, 37 hours weekly, range 17-E plus five (5) percent, classified bargaining unit salary schedule, retroactive to July 1, 2015 through September 30, 2015, or earlier per district need.

Reason: Ms. Rodin is performing duties in accounts payable during staff shortage. Ms. Rodin will return to her regular assignment effective October 1, 2015, or earlier per district need.

10. Regina Smith, grants and special projects specialist, business services, full time, 12 months, 37 hours weekly, range 27-E, classified bargaining unit salary schedule TO grants and special projects specialist, business services, full time, 12 months, 37 hours weekly, range 27-E plus five (5) percent, classified bargaining unit salary schedule, retroactive to July 1, 2015 through September 30, 2015, or earlier per district need.

Reason: Ms. Smith is performing duties in accounts payable during staff shortage. Ms. Smith will return to her regular assignment effective October 1, 2015, or earlier per district need.

FISCAL IMPACT

1. The cost to CalWORKs Coordination is approximately $7,503 (90 percent), the cost to the EOPS A program is approximately $208.50 (2.5 percent); the cost to the EOPS B program is approximately $208.50 (2.5 percent), and the cost to the CARE program is approximately $417 (5 percent), for a total cost of approximately $8,337 for the 2015-2016 fiscal year.
2. The cost to the unrestricted general fund is approximately $495 for the 2014-2015 fiscal year and $4,790 for the 2015-2016 fiscal year.
3. The cost to the unrestricted general fund is approximately $107 for the 2014-2015 fiscal year and $1,018 for the 2015-2016 fiscal year.
4. The cost to the unrestricted general fund is approximately $9,440 (64.88 percent) and the cost to the Career and Technical Education (CTEA) grant is approximately $5,110 (35.12 percent), for a total cost of approximately $14,550 for the 2015-2016 fiscal year.
5. The cost to the unrestricted general fund is approximately $10,361 for the 2015-2016 fiscal year.
6. The cost to the unrestricted general fund is approximately $926 for the 2015-2016 fiscal year.
7. The cost to the unrestricted general fund is approximately $3,556 (70 percent) and the cost to the cosmetology program is approximately $1,524 (30 percent) for a total cost of approximately $5,080 for the 2015-2016 fiscal year.
8. The cost to the unrestricted general fund is approximately $10,757 for the 2014-2015 fiscal year and approximately $344 for the 2015-2016 fiscal year for a total cost of approximately $11,101.
9. The cost to the unrestricted general fund is approximately $702 for the 2015-2016 fiscal year.
10. The cost to the unrestricted general fund is approximately $926 for the 2015-2016 fiscal year.

The costs for the 2014-2015 fiscal year are included in the 2014-2015 fiscal year budget. The costs for the 2015-2016 fiscal year will be included in the 2015-2016 fiscal year budget.
To:   Board of Trustees
From:  Superintendent/President
Subject:  Appointments of Nontenure-Track Faculty Members
Date:    July 14, 2015

BACKGROUND

In accordance with California Education Code, section 87482, the following temporary, nontenure-track faculty appointments are recommended:

1. Jesus Solorio, dance instructor, fine arts department, temporary, full time, one semester, nontenure-track position, column I, step 4, faculty contract salary schedule, effective August 13, 2015 through December 10, 2015, or earlier per district need.

   Reason: Mr. Solorio will temporarily replace Larissa Nazarenko, who was promoted to dean, academic affairs, effective July 1, 2015.

2. Ken George, law enforcement academy coordinator/faculty, public safety department, temporary, full time, one semester, nontenure-track position, column II, step 8, faculty contract salary schedule, retroactive to July 1, 2015 through October 31, 2015, or earlier per district need.

   Reason: Mr. George will temporarily fill the position to meet the needs of law enforcement instruction within the public safety department and mandated requirements of the Peace Officers Standards & Training (POST).

FISCAL IMPACT

1. The cost to the unrestricted general fund is approximately $30,231 for the 2015-2016 fiscal year.
2. The cost to the unrestricted general fund is approximately $39,042 for the 2015-2016 fiscal year.

These costs will be included in the 2015-2016 fiscal year budget.

RECOMMENDATION

Staff recommends that the board of trustees approve the temporary, nontenure-track appointments of Jesus Solorio, dance instructor, fine arts department, effective August 13, 2015 through December 10, 2015, or earlier per district need; and Ken George, law enforcement academy coordinator/faculty, public safety department, retroactive to July 1, 2015 through October 31, 2015, or earlier per district need.

Administrator Initiating Item: Kelly Underwood
Final Disposition: 86
**AGENDA ITEM**

To: Board of Trustees

From: Superintendent/President

Subject: Appointment of Tenure-Track Faculty Members

To: Board of Trustees

From: Superintendent/President

Subject: Appointment of Tenure-Track Faculty Members

**BACKGROUND**

The following tenure-track faculty appointments are recommended:

1. Vincent Tobin, assistant professor, astronomy, life and physical sciences department, full time, 10 months, 175 days, tenure-track faculty position, column IV, step 6, faculty contract salary schedule, effective August 13, 2015.

   In December 1984, Mr. Tobin earned a master’s degree in physics from University of California, San Diego, California; and in May 1983, Mr. Tobin earned a bachelor of science degree from Harvey Mudd College in Claremont, California. Since June 2009 through July 2014, he has been employed at Allan Hancock College as a part-time instructor, astronomy/physics; and from August 2014 through May 2015, he was employed by Allan Hancock College as a temporary full-time instructor, astronomy and physics. From August 2010 through December 2013, he was a part-time instructor, astronomy/physics, at Santa Barbara City College, Santa Barbara, California.

2. Ashley Brackett, transfer counselor, University Transfer Center (UTC), full time, 10 months, 175 days, tenure-track faculty position, column II, step 7, faculty contract salary schedule, effective August 10, 2015, and contingent upon continued funding.

   In June 2009, Ms. Brackett earned a master of arts degree in education with a specialization in counseling and guidance from Cal Poly, San Luis Obispo, in San Luis Obispo, California; and in June 2007, she earned a bachelor of arts degree from University of California, Santa Barbara, Santa Barbara, California. From August 2009 through July 2014, Ms. Brackett has been employed with Allan Hancock College as a part-time counselor at and from August 2014 through May 2015, she was a nontenure-track faculty member at Allan Hancock College. Ms. Brackett replaces Julie Vasques, who was appointed as counselor, counseling department, effective August 1, 2015.

**FISCAL IMPACT**

1. The cost to the Science, Technology, Engineering and Mathematics (STEM) grant is approximately $90,796 for the 2015-2016 fiscal year.

2. The cost to the unrestricted general fund is approximately $71,409 for the 2015-2016 fiscal year.

These costs will be included in the 2015-2016 fiscal year budget.

**RECOMMENDATION**

Staff recommends that the board of trustees approve the full time, 10 months, 175 days, tenure-track faculty appointments of Vincent Tobin, assistant professor, astronomy, life and physical sciences department, effective August 13, 2015; and Ashley Brackett, transfer counselor, University Transfer Center (UTC), effective August 10, 2015, and contingent upon continued funding.

**Administrator Initiating Item:**

Kelly Underwood
AGENDA ITEM

To: Board of Trustees
From: Superintendent/President
Subject: Change of Status of Faculty Member
Date: July 14, 2015

Reason for Board Consideration: Item Number: Enclosures:
CONSENT - ACTION 11.Z2. Page 1 of 1

BACKGROUND:

The following personnel action is recommended for a faculty member to increase contract days:

Contract Day Increase

Yvon Frazier, full-time faculty/director, children’s center/early childhood studies program, applied social sciences department, increase from 175 days to 198 days to support the Children’s Center through summer, retroactive to July 1, 2015. This change of assignment is ongoing per district need.

FISCAL IMPACT

The additional cost to the unrestricted general fund is approximately $11,234 for the 2015-2016 fiscal year and will be included in the 2015-2016 fiscal year budget.

RECOMMENDATION

Staff recommends that the board of trustees approve the contract day increase from 175 days to 198 days for Yvon Frazier, full-time faculty/director, children’s center/early childhood studies program, applied social sciences department, retroactive to July 1, 2015, and ongoing per district need.

Administrator Initiating Item: Final Disposition:
Kelly Underwood
To: Board of Trustees
From: Superintendent/President
Subject: Coaching Appointments and Stipends
Reason for Board Consideration: Item Number:
Enclosures:

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

Coaching Appointments and Stipends
The coaching appointments for the period of August 1, 2015 through May 31, 2016, or earlier per district need.

Head Coaches:
1. Chris Stevens - baseball, $9,000
2. Kris Dutra - football, $9,000
3. Scia Maumausolo - softball, $8,000
4. Tyson Aye - basketball (m), $7,000

(continued)

FISCAL IMPACT
The cost to the unrestricted general fund is approximately $202,678 for the 2015-2016 fiscal year and will be included in the 2015-2016 fiscal year budget.

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

Administrator Initiating Item:
Kelly Underwood

Final Disposition:
The coaching appointments for the period of August 1, 2015 through May 31, 2016 or earlier per district need.

5. Cary Nerelli - basketball (w), $7,000
6. Harold Denne - golf (m), $9,000
7. Billy Vinnedge - soccer (m), $7,000
8. Adam McEvoy - soccer (m), $7,000
9. Michael Ashmore - swimming (w), $7,000
10. Louie Quintana - track (m&w), $9,000
11. Julio Molina - volleyball, $9,000
12. Ben Britton - water polo (w), $7,000

Assistant Coaches

The coaching appointments for the period of August 1, 2015 through November 30, 2015, or earlier per district need.

13. Glenn Kichler - soccer (m), $300
14. Dustin Robertson - soccer (m), $2,800
15. Catrina Vinnedge - soccer (m), $1,532
16. Sandra Darway - volleyball, $3,366
17. Keith Carnine - volleyball, $3,366
18. Dominique Miller - water polo (w), $4,100

The coaching appointments for the period of August 1, 2015 through December 31, 2015, or earlier per district need.

19. Rick Aguilar - football, $8,000
20. Charles Garcia Jr. - football, $4,000
21. Frank Maltagliati - football, $4,000
22. Joseph Parker - football, $2,000
23. Michael Pope - football, $4,000
24. Sandy Pua - football, $4,000
25. Brian Speer - soccer (w), $4,632

The coaching appointments for the period of August 1, 2015 through February 29, 2016, or earlier per district need.

26. Larry Carney - basketball (w), $3,750
27. Louise Madrigal - basketball (w), $3,750
28. Leslie Miller - basketball (w), $1,232

The coaching appointments for the period of August 1, 2015 through May 31, 2016, or earlier per district need.

29. Josh Motenko - basketball (m), $4,400
30. Clarence Griego - baseball, $5,000
31. Terry Newby - baseball, $1,432
32. Paul Swack - baseball, $2,300
33. Victor Armendariz - basketball (m), $4,332

The coaching appointments for the period of September 1, 2015 through November 30, 2015, or earlier per district need.

34. Catherine Hennelly - track (m&w), $500
35. Lawrence Rucker - track (m&w), $675
36. Douglas Webb - track (m&w), $625
The coaching appointments for the period of January 25, 2016 through May 30, 2016, or earlier per district need.

37. Lawrence Rucker - track (m&w), $2,000
38. Catherine Hennelly - track (m&w), $2,000

The coaching appointments for the period of February 1, 2016 through May 31, 2016, or earlier per district need.

39. Douglas Webb - track (m&w), $625
40. Nick Puckett - track (m&w), $525
41. Sandra Darway - volleyball, $1,000
42. Keith Carnine - volleyball, $1,000
AGENDA ITEM

To: Board of Trustees  
From: Superintendent/President  
Subject: New Management Job Description  
Reason for Board Consideration:  
CONSENT – ACTION  
Enclosures: Page 1 of 3

BACKGROUND

After review by the appropriate administrators and college council, the following new management job description is recommended for approval:

New  
Director of Fire, Safety and EMS Education Management – Range 13

FISCAL IMPACT

To be determined when the position is filled.

RECOMMENDATION

Staff recommends that the board of trustees approve the new management job description director of fire, safety and EMS education, public safety department, as presented.

Administrator Initiating Item:  
Kelly Underwood  
Final Disposition:
NEW

DIRECTOR of FIRE, SAFETY AND EMS EDUCATION

DEFINITION
Under general direction, plans, develops, directs, and implements state and federal requirements for Fire, Environmental Health and Safety and EMS (FSEMS) training and education. Supervises faculty, clerical and other support personnel, and values and promotes the mission and vision of the college.

CLASS CHARACTERISTICS
This is an academic administrative position responsible for developing, planning, directing and supervising the FSEMS training educations programs. The incumbent will report to the appropriate dean responsible for public safety programs. The administrator appointed to this position will employ tact and good communication skills with college administrators, faculty, staff, students and external agencies, and will coordinate and develop educational opportunities that meet state and national standards. The administrator will supervise program coordinators on matters related to curriculum, program development, and staffing and supervises FSEMS staff and monitor the use, maintenance, and security of equipment and facilities. The administrator will oversee the successful implementation of these standards and will exercise good judgment in the interpretation and application of policy and procedures.

ESSENTIAL FUNCTIONS
1. Implements the philosophy and policies of the college and ensures that the FSEMS educational program achieves the College mission and align with the College’s vision, goals, and strategic directions.
2. Plans, supervises, directs, facilitates, and provides leadership to current and future academic programs in FSEMS.
3. In collaboration with discipline faculty, reviews programs and curriculum and recommends innovations.
4. Assures compliance with policies, procedures, regulations, codes and other legal mandates at the local, state and federal levels for the FSEMS training and education programs.
5. Acts as a FSEMS liaison between the college, professional organizations, and the community,
6. Coordinates outreach and fundraising efforts and develops partnerships. Develops the annual FSEMS budgets, monitors expenditures in a fiscally responsible manner, and contributes to the annual planning processes.
7. Monitors faculty certifications necessary to meet state and national standards for all FSEMS curriculum and instructor qualifications.
8. Monitors external trends and regulations affecting public safety agencies in our district.
9. Participates in the college’s shared governance process through service on various councils and committees.
10. Provides leadership in the development and assessment of learning outcomes.
11. Assists in the selection of FSEMS faculty and classified staff.
12. Prepares oral and written presentations and reports.
13. Supervises and evaluates faculty and classified staff.
14. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS
Knowledge of:
• Governmental agencies involved in regulation of FSEMS training and education;
• Public and private funding sources for grants and donations of equipment and other resources;
• Budget preparation;
• Requirements of the California State Fire Marshall, California Office of Emergency Services, California Specialized Training Institute and the California Emergency Medical Services Authority for facilities, faculty and curriculum;
• Educational philosophy with a primary emphasis on student learning in the design, delivery, and evaluation of courses;
• Curriculum development;
• Principles of articulation and matriculation;
• Assessment of learning outcomes;
• Applicable sections of the California Education Code and federal and state regulations;
• Organization of the community college;
• Staff development needs;
• College policies and procedures.

**Demonstrated ability to:**

- Supervise and coordinate the activities of large groups of people toward a common purpose;
- Direct, evaluate, motivate and supervise staff;
- Plan and coordinate the curriculum, activities and personnel of the FSEMS programs;
- Communicate effectively orally and with high-level writing skills (including public speaking ability, ability to provide public testimony as needed, and ability to prepare grammatically correct and error-free documents.);
- Establish and maintain cooperative working relationships with all segments of the college community, public agencies, and the general public.

**Education and Experience:**

A bachelor’s degree in a public safety related field from an accredited college or university, or equivalent education and experience is required plus a minimum of one-year higher education teaching experience and five years of experience as a full-time public safety professional in a fire service agency at a supervisory level.

**Other Requirements:**

A valid California driver’s license and ability to qualify for district vehicle insurance coverage.

**Working Conditions:**

- May be required to work a flexible workweek which includes day, evening hours and weekend assignments, and may be assigned to any district location.
- Duties are primarily performed in an office environment, at a desk or at a computer.
- The incumbent will experience interruptions while performing normal duties during the regular workday.
- The incumbent will have contact, in person, by email, and on the telephone, with executive, management, supervisory, academic and classified staff, and the general public.
- Work requires frequent travel to other offices or locations.

**Special Qualification:**

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

California Department of Education, Child Development Division: General Child Care and Development Programs ($247,395)

The college has been notified of funding to support the facilitation of a quality childcare lab program, retain qualified lab school staff, and develop curriculum. Funds will also support evaluating the program’s effectiveness, including licensing requirements and accreditation standards for compliance.  
(Submitted by Yvon Frazier, Ardis Neilsen)

California Department of Education requires the board of trustees to adopt a resolution certifying approval to enter into contract number CCTR-5259 to receive funds for its child care program.

**FISCAL IMPACT:**

$247,395 received in funding. This is a one-year project with no matching funds requirement of the district. The project period is July 1, 2015 - June 30, 2016.

**RECOMMENDATION:**

Staff recommends that the board of trustees adopt resolution 15-21 certifying the approval of the governing body to enter into contract number CCTR-5259 to receive funds for its child care program.
RESOLUTION 15-21
A RESOLUTION OF THE BOARD OF TRUSTEES OF
THE ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
ENTERING INTO A GENERAL CENTER CHILD CARE CONTRACT TO SUPPORT THE ALLAN
HANCOCK COLLEGE CHILD CARE PROGRAM

Whereas, the Allan Hancock College Child Care Program, located at 800 South College Drive, Santa
Maria, California, has been awarded funds to support its child care program; 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 Child Care Program will be overseen by the dean of
academic affairs and center director; and

Whereas, the Allan Hancock Joint Community College District Board of Trustees delegates authority to
the following district personnel to act as agents on its behalf:
Kevin G. Walthers, Superintendent/President
Michael R. Black, Associate Superintendent/Vice President, Finance and Administration.

Now, therefore, be it resolved, that the Allan Hancock Joint Community College District Board of
Trustees hereby authorizes the college to enter into contract number CCTR-5259 with the
California Department of Education to receive funds that support the operation of a quality
child care program and that the persons who are listed below are authorized to sign the
transaction for the Board of Trustees.

Motion to adopt said resolution was made by:
Seconded by:
PASSED AND ADOPTED this 14th day of July, 2015, by the following vote:
AYES:
NOES:
ABSTENTIONS:

STATE OF CALIFORNIA)
COUNTIES OF SANTA BARBARA)
SAN LUIS OBISPO, AND VENTURA)

I, KEVIN G. WALTHERS, Secretary to the Board of Trustees, Allan Hancock Joint Community
College District of Santa Barbara, San Luis Obispo, and Ventura Counties, California, do hereby certify
that the foregoing is a full, true, and correct copy of a resolution adopted by the said board at a regular
meeting held July 14, 2015, by the vote above stated, which resolution is on file in the office of said
board.

______________________________
Secretary to the Board of Trustees
To: Board of Trustees

From: Superintendent/President

Subject: Resolution 15-22, California Department of Education, California Preschool Programs

Reason for Board Consideration: Item Number: Enclosures:

ACTION 13.B. Page 1 of 2

BACKGROUND:

California Department of Education, Child Development Division: California Preschool Programs ($190,135)

The college has been notified of funding to support the facilitation of a quality preschool program, retain qualified preschool staff, and develop curriculum. Funds will also support evaluating the program’s effectiveness, including licensing requirements and accreditation standards for compliance.

(Submitted by Yvon Frazier, Ardis Neilsen)

California Department of Education requires the board of trustees to adopt a resolution certifying approval to enter into contract number CSPP-5500 to receive funds for its preschool program.

FISCAL IMPACT:

$190,135 received in funding. This is a one-year project with no matching funds requirement of the district. The project period is July 1, 2015 - June 30, 2016.

RECOMMENDATION:

Staff recommends that the board of trustees adopt resolution 15-22 certifying the approval of the governing body to enter into contract number CSPP-5500 to receive funds for its child care program.

Administrator Initiating Item: George A. Railey

Final Disposition:
RESOLUTION 15-22
A RESOLUTION OF THE BOARD OF TRUSTEES OF
THE ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
ENTERING INTO A GENERAL CENTER CHILD CARE CONTRACT TO SUPPORT THE ALLAN
HANCOCK COLLEGE PRESCHOOL PROGRAM

Whereas, the Allan Hancock College Preschool Program, located at 800 South College Drive, Santa
Maria, California, has been awarded funds to support its child care program; 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 Preschool Program will be overseen by the dean of
academic affairs and center director; and

Whereas, the Allan Hancock Joint Community College District Board of Trustees delegates authority to
the following district personnel to act as agents on its behalf:
Kevin G. Walthers, Superintendent/President
Michael R. Black, Associate Superintendent/Vice President, Finance and Administration.

Now, therefore, be it resolved, that the Allan Hancock Joint Community College District Board of
Trustees hereby authorizes the college to enter into contract number CSPP-5500 with the
California Department of Education to receive funds that support the operation of a quality
preschool program and that the persons who are listed below are authorized to sign the
transaction for the Board of Trustees.

Motion to adopt said resolution was made by:
Seconded by:
PASSED AND ADOPTED this 14th day of July, 2015, by the following vote:
AYES:
NOES:
ABSTENTIONS:

STATE OF CALIFORNIA )
COUNTIES OF SANTA BARBARA, )
SAN LUIS OBIPO, AND VENTURA)

I, KEVIN G. WALTHERS, Secretary to the Board of Trustees, Allan Hancock Joint Community
College District of Santa Barbara, San Luis Obispo, and Ventura Counties, California, do hereby certify
that the foregoing is a full, true, and correct copy of a resolution adopted by the said board at a regular
meeting held July 14, 2015, by the vote above stated, which resolution is on file in the office of said
board.

______________________________
Secretary to the Board of Trustees
AGENDA ITEM

To: Board of Trustees
From: Superintendent/President
Subject: Appointment of Executive Management Position
Date: July 14, 2015

Reason for Board Consideration: Item Number: Enclosures:
ACTION 13.C. Page 1 of 1

BACKGROUND

Promotion:

Paul Murphy, Ph.D., FROM dean academic affairs, full time, 12 months, range 7-F, management salary schedule TO vice president, institutional effectiveness, full time, 12 months, range 1-G, executive management salary schedule, effective August 1, 2015.

Dr. Murphy earned a Ph.D. in Economics from University of California, Santa Barbara, CA in 1996; a master of arts degree in economics from California State University, Fullerton, Fullerton, CA in 1989; and a bachelor of science degree in economics from California State University, Fullerton, Fullerton, CA in 1986. From 1995-1999, Dr. Murphy served as Assistant Director I/Principal Analyst, Institutional Research and Planning at University of Santa Barbara, Santa Barbara, CA. He was an instructor of economics at University of La Verne from 1997-1999, and a part-time faculty member teaching economics and mathematics at Allan Hancock College from 2000 to the present. From 1999-2005, Dr. Murphy served as the Director of Institutional Research and Planning at Allan Hancock College and was promoted to Dean, Academic Affairs at Allan Hancock College in 2005.

FISCAL IMPACT

The cost to the unrestricted general fund, which includes the $2,500 doctoral stipend, is approximately $168,960 for the 2015-2016 fiscal year budget and will be included in the 2015-2016 fiscal year budget.

RECOMMENDATION

Staff recommends that the board of trustees approve the promotion of Dr. Paul Murphy, vice president, institutional effectiveness, effective August 1, 2015.

Administrator Initiating Item: Kelly Underwood
Final Disposition: 99 Revised
Page 1 of 1
A recommendation may be made that the board of trustees approve the appointment of interim director of fire, safety and EMS education, public safety department. If a recommendation is made, a revised board agenda item will be presented.
To: Board of Trustees  
From: Superintendent/President  
Date: July 14, 2015  
Subject: Memorandum of Understanding Between the Allan Hancock College Joint Community College District and the California Federation of Teachers/Part-Time Faculty Association of Allan Hancock College, Extension of Evaluation Memorandum of Understanding, Article 13  
Enclosures:  
Item Number: 13.E.  
Item Description: Page 1 of 2  

**BACKGROUND**

A memorandum of understanding (MOU) between the Allan Hancock College Joint Community College District and the California Federation of Teachers/Part-Time Faculty Association of Allan Hancock College, to extend the MOU signed on October 16, 2013, regarding part-time faculty evaluations, article 13, per the language in the MOU presented. This MOU will expire on May 31, 2016.

**FISCAL IMPACT**

None.

**RECOMMENDATION**

Staff recommends that the board of trustees approve the memorandum of understanding between the Allan Hancock College Joint Community College District and the California Federation of Teachers/Part-Time Faculty Association of Allan Hancock College, which extends the previous part-time faculty evaluation memorandum of understanding, article 13, effective July 1, 2015 through May 31, 2016.

Administrator Initiating Item:  
Kelly Underwood  
Final Disposition:  

MEMORANDUM OF UNDERSTANDING
between
Allan Hancock Joint Community College District
and
California Federation of Teachers/Part-Time Faculty Association
of Allan Hancock College Local 6185

The parties to this Memorandum of Understanding are the Allan Hancock Joint Community
College District ("the District"), and the California Federation of Teachers/Part-Time Faculty
Association of Teachers of Allan Hancock College ("PFA").

WHEREAS in 2013, the District and PFA ratified a revised evaluation article (article 13) to the
collective bargaining agreement of July 1, 2011 through June 30, 2014, and

WHEREAS the revised evaluation article expanded the role of Department Chairs in conducting
evaluations of part-time faculty, and

WHEREAS the District and the Full-Time Faculty Association have not yet reached agreement
on the effects of this article, and

WHEREAS the parties wish to extend the Memorandum of Understanding originally signed on
October 16, 2013 for an additional year,

NOW, THEREFORE, in consideration of the mutual promises, conditions, and representations
contained herein, the parties agree as follows:

1. The District agrees to evaluate only Pool 1 faculty, as defined in article 13.2 of the
   collective bargaining agreement, in the fall 2015 and spring 2016 semester;
2. Such evaluations shall be conducted in accordance with the prior article 13 of the
collective bargaining agreement (specifically, the Final Report shall be signed by the
   administrator rather than the Department Chair);
3. Once the District comes to an agreement with the Full-Time Faculty Association on the
   effects of article 13, the District shall begin to evaluate all part-time faculty (Pool 1 and
   Pool 2) pursuant to such revised article;
4. If the District and Full-Time Faculty Association are unable to reach agreement regarding
   the expanded role of Department Chairs in part-time faculty evaluations by the end of the
   spring semester of 2016, the District and PFA agree to meet and confer regarding
   evaluations once again, and to negotiate in good faith an appropriate revision that meets
   both parties' interests.

This Memorandum of Understanding shall be effective as of the date signed by both parties,
below, and shall expire on May 31, 2016 unless terminated earlier or extended by the written
consent of both parties hereto.

For CFT-PFA Local 6185
Mark James Miller
President

Date
10/10/15

For the District
Kelly Underwood
Interim Director, Human Resources

Date
10/10/15
AGENDA ITEM

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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>July 14, 2015</td>
</tr>
<tr>
<td>Subject:</td>
<td>Agreement Between the Allan Hancock College Joint Community College District and the California Federation of Teachers/Part-Time Faculty Association of Allan Hancock College, Agreement, Article 9</td>
<td>Enclosures:</td>
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<tr>
<td>Reason for Board Consideration:</td>
<td>ACTION</td>
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<td>13.F.</td>
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</table>

**BACKGROUND**

This Agreement between the Allan Hancock College Joint Community College District and the California Federation of Teachers/Part-Time Faculty Association of Allan Hancock College, which changes and defines kin care leave, article 9, effective July 1, 2015, and is in accordance with the AB1522 Healthy Workplace, Healthy Families Act.

**FISCAL IMPACT**

The fiscal impact is neutral.

**RECOMMENDATION**

Staff recommends that the board of trustees approve the Agreement between the Allan Hancock College Joint Community College District and the California Federation of Teachers/Part-Time Faculty Association of Allan Hancock College, which changes and defines kin care leave, article 9, effective July 1, 2015. This is in accordance with the AB1522 Healthy Workplace, Healthy Families Act.

Administrator Initiating Item: Kelly Underwood

Final Disposition: 103
Agreement
between
Allan Hancock Joint Community College District
and
California Federation of Teachers/Part-Time Faculty Association
of Allan Hancock College Local 6185

June 11, 2015

The parties to this agreement are the Allan Hancock Joint Community College District ("the District"), and the California Federation of Teachers/Part-Time Faculty Association of Teachers of Allan Hancock College ("PFA").

WHEREAS, the California Federation of Teachers/Part-Time Faculty Association of Allan Hancock College Local 6185 (hereinafter "Association") and the Allan Hancock Joint Community College District (hereinafter "District") have a negotiated Collective Bargaining Agreement (hereinafter “CBA”) as well as policies, regulations, rules, etc. that affect Association bargaining unit members; and

WHEREAS, changes to California Labor Code have been enacted in the form of the “Healthy Workplace, Healthy Families Act” (AB 1522); and

WHEREAS, some changes affecting sick leave and “kin care” become effective on July 1, 2015, with those changes affect bargaining unit members; and

WHEREAS, in the “Healthy Workplace, Healthy Families Act” (AB 1522) where requirements that differ from existing CBA language are more generous in nature, implementation of the requirements of AB 1522 shall not constitute a violation of CBA language; and

WHEREAS, the District and Association wish to ensure that all provisions of the CBA, rules, regulations, policies, etc. are updated and modified as they pertain to the provisions of the “Healthy Workplace, Healthy Families Act” (AB 1522).

NOW, THEREFORE, the District and Association hereby agree as follows:

1. Part-time faculty will be advanced 24 hours of sick leave every July 1 per the “Healthy Workplace, Healthy Families Act” (AB 1522).

2. This 24 hours of advanced or ‘front-loaded’ sick leave will not accrue year to year.

3. Accrual rates of sick leave provided for within CBA article 9.3 will not be affected.

4. The District will track these accrual rates separately.

5. Employees hired after July 1 each year will receive a prorated allocation of the 24 hours of leave provided for by the Act.
6. This leave may be used in accordance to the more generous provisions of the Act, and those more generous provisions defining use and family member will apply to all sick leave provisions under CBA article 9.3 and its subarticles.

7. The District and PFA will monitor the implementation of this Act and mutually agree upon adjustments affecting the Association and/or its members.

8. Any negotiations over implementation of statutory requirements shall not in any way change any existing agreement on reopening negotiations or constitute a reopened CBA article/section by the District and/or Association.

9. All other provisions of the CBA remain in full effect.

FOR THE DISTRICT:

Kelly Underwood  
Interim Director, Human Resources  
Date: 01/30/15

FOR THE ASSOCIATION:

Mark Miller  
President,  
CFT/PFA Local 6185  
Date: 04/25/15
To: Board of Trustees
From: Superintendent/President
Subject: Agreement Between the Allan Hancock College Joint Community College District and the California School Employees Association Allan Hancock College Chapter #251, Kin Care, Article 14

Reason for Board Consideration: Item Number: Enclosures: ACTION 13.G. Page 1 of 3

BACKGROUND

This Agreement between the Allan Hancock College Joint Community College District and the California School Employees Association Allan Hancock College Chapter #251, changes and defines kin care leave, article 14, effective July 1, 2015, and is in accordance with the AB1522 Healthy Workplace, Healthy Families Act.

FISCAL IMPACT

The fiscal impact is neutral.

RECOMMENDATION

Staff recommends that the board of trustees approve the Agreement between the Allan Hancock College Joint Community College District and the California School Employees Association Allan Hancock College Chapter #251, which changes and defines kin care leave, article 14, effective July 1, 2015. This is in accordance with the AB1522 Healthy Workplace, Healthy Families Act.
AGREEMENT
between the
Allan Hancock Joint Community College District
and the
California School Employees Association
and its Allan Hancock College Chapter 251

June 11, 2015

WHEREAS, the California School Employees Association and its Allan Hancock College Chapter 251 (hereinafter "Association") and the Allan Hancock Joint Community College District (hereinafter "District") have a negotiated Collective Bargaining Agreement (hereinafter “CBA”) as well as policies, regulations, rules, etc. that affect Association bargaining unit members; and

WHEREAS, changes to California Labor Code have been enacted in the form of the “Healthy Workplace, Healthy Families Act” (AB 1522); and

WHEREAS, some changes affecting sick leave and “kin care” become effective on July 1, 2015, with those changes affect bargaining unit members; and

WHEREAS, in the “Healthy Workplace, Healthy Families Act” (AB 1522) where requirements that differ from existing CBA language are more generous in nature, implementation of the requirements of AB 1522 shall not constitute a violation of CBA language; and

WHEREAS, the District and Association wish to ensure that all provisions of the CBA, rules, regulations, policies, etc. are updated and modified as they pertain to the provisions of the “Healthy Workplace, Healthy Families Act” (AB 1522).

NOW, THEREFORE, the District and Association hereby agree as follows:

1. The provisions of the “Healthy Workplace, Healthy Families Act” (AB 1522) that change existing provisions of the CBA, rules, regulations, policies, etc. shall be identified by a committee of two representatives each from the District and the Association. This committee shall produce a recommendation no later than September 30, 2015, to the District and Association negotiating teams on language changes in any affected documents for the purpose of reaching agreement and ratification/adoptions of those changes by the parties in a timely manner after the recommended changes have been provided to the parties.
2. These negotiations over implementation of statutory requirements shall not in any way change any existing agreement on reopener negotiations or constitute a reopened CBA article/section by the District and/or Association.

3. Any disputes over provisions of this Agreement shall be resolved via the CBA grievance provisions, and/or judicial remedy, as appropriate.

FOR THE DISTRICT:

Kelly Underwood
Interim Director, Human Resources

Date: 6/11/15

FOR THE ASSOCIATION:

Jessica Parker
Chapter President,
Allan Hancock College Chapter 251

Date: 6/11/15

Matthew L. Gentile
Labor Relations Representative

Date: 6-11-15
BACKGROUND

All confidential/supervisory employees who have earned an associate’s degree from an accredited college/university shall receive an annual payment of $250. All confidential/supervisory employees who have earned a bachelor’s degree from an accredited college/university shall receive an annual payment of $500. Only one degree shall be recognized for this provision. Annual payments shall be made to confidential/supervisory employees who are active employees of the district on June 30 of each year. There shall be no proration of this pay for confidential/supervisory employees who terminate employment prior to June 30 of each year.

FISCAL IMPACT

The cost to the unrestricted general fund is approximately $2,600 for the 2014-2015 fiscal year and is included in the 2014-2015 fiscal year budget.

RECOMMENDATION

Staff recommends that the board of trustees approve annual educational recognition pay for the confidential/supervisory group, retroactive to June 30, 2015, as presented.
MEMO

February 4, 2015

TO: Sharan Kelly

FROM: Kevin G. Walthers
       Superintendent/President

RE: Educational Recognition Pay

Pursuant to the November 20, 2014 memo from the confidential/supervisory group which included the following paragraph:

Since not all groups have settled yet, we further request that we be offered new benefits or compensation negotiated by the bargaining units, and that benefits/compensation offered by the district to bargaining units and/or to the Management Association be extended to this group, i.e. future early retirement incentives.

The request from the confidential/supervisory group to receive the additional benefit of Educational Recognition Pay per CSEA's Article 9.1.4 is approved per the guidelines outlined below:

Educational Recognition Pay: All confidential/supervisory employees who have earned an Associate's Degree from an accredited college/university shall receive an annual payment of $250. Confidential/supervisory employees who have earned a Bachelor's Degree from an accredited college/university shall receive an annual payment of $500. Only one degree shall be recognized for this provision. Annual payments shall be made to active employees of the district on June 30th of each year. There shall be no proration of this pay for those employees who terminate employment prior to June 30th of each year.
AGENDA ITEM

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<td>From:</td>
<td>Superintendent/President</td>
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<tr>
<td>Subject:</td>
<td>Restructure of Information Technology Services</td>
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<tr>
<td>Reason for Board Consideration:</td>
<td>Item Number:</td>
<td>Enclosures:</td>
<td>13.I.</td>
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BACKGROUND

After review by the appropriate administrators, the Interim Director, Human Resources/EEO, and CSEA, in consultation with the employees currently serving in these positions, the following revised classified job descriptions are being recommended for approval. These job descriptions were revised as a result of a detailed review of the current functions and tasks currently being performed by incumbents in this department. These revised job descriptions represent the first of a two-phase restructure process for Information Technology Services. In Phase I, existing job descriptions have been revised to account for work currently performed. In Phase II, staff will examine staffing needs in Information Technology Services to remain on pace with changing technology and the growth of the district.

REVISED:

The following revisions to job descriptions are recommended along with some proposed salary range adjustments on the current classified bargaining unit employee (CSEA) salary schedule for these positions, effective July 1, 2015:

1. Technical Support Specialist I,
   Information Technology Services
   Replaces: Information Technology Technical Support Specialist I,
   Information Technology Services
   Technical, Range 25

2. Technical Support Specialist II,
   Information Technology Services
   Replaces: Information Technology Technical Support Specialist II,
   Information Technology Services
   Technical, Range 27

(continued)

FISCAL IMPACT

The cost to the unrestricted general fund is approximately $25,445 for the 2015-2016 fiscal year and will be included in the 2015-2016 fiscal year budget and to be determined when the new positions are filled.

RECOMMENDATION

A recommendation that the board of trustees approve the revised classified bargaining unit job descriptions, technical support specialist I; technical support specialist II; software development/system support specialist; network administrator; help desk technician; web services specialist I; and systems analyst, as presented, including applicable salary range adjustments for these positions, effective July 1, 2015.

Administrator Initiating Item: Kelly Underwood

Final Disposition:
3. Software Development/System Support Specialist
   Information Technology Services
   Replaces: Software Development/System Support Specialist II,
   Information Technology Services
   Technical, Range 30

4. Network Administrator
   Information Technology Services
   Replaces: Information Technology Network and Data Security Specialist, Technical, Range 32
   Information Technology Services
   Technical, Range 32

5. Help Desk Technician
   Information Technology Services
   Replaces: Information Technology Technical Support Assistant
   Information Technology Services
   Technical, Range 23

6. Web Services Specialist I
   Information Technology Services
   Replaces: Software Development/System Support Specialist I
   Information Technology Services
   Technical, Range 30

7. Systems Analyst
   Information Technology Services
   Replaces: System Analyst
   Information Technology Services
   Technical, Range 33
REVISED

INFORMATION TECHNOLOGY TECHNICAL SUPPORT SPECIALIST I

DEFINITION:
Under general supervision of Director, Information Technology Services this position is to perform skilled work in the installation, maintenance, and repair of computer hardware, data communications equipment and telephones systems, and to do related work as required.

CLASS CHARACTERISTICS:
This position, under minimal supervision, is a skilled working position which emphasizes a high level of technical knowledge and ability. The major responsibility of this position is to assist with the installation and maintenance of the district’s computers, peripherals, terminals, personal computers, telephone equipment, and telecommunication system networks.

ESSENTIAL FUNCTIONS:
1. Install, configure, update and maintain a variety of computer equipment, including, computers, scanners, printers, tablets, and other peripherals.
2. Connect computers and peripherals to the District network (both wired and wireless) including cabling, when necessary, and network protocol configurations.
3. Provide technical support and training on the use of computers, tablets, printers, peripheral equipment, mobile devices, and telephones.
4. Install Microsoft Windows and Apple operating systems.
5. Install and maintain general purpose application programs for web browsing, word processing, electronic spreadsheet, and email in accordance with vendor supplied documentation as well as job/task specific software, such as financial accounting and student services.
6. Installs the components of personal the computer systems into an integrated unit and provides the user with an operational unit.
7. Provides the user with operating instructions in the use and care of the PC computer and assists with user computer training.
8. Performs first-level trouble shooting such as identifying source of failure, operator error, or hardware/software malfunction. If malware is detected, clean or re-images as needed.
9. Assists with the maintenance and support of in-house PBX telephone/communication networks.
10. Use help desk system to log requests and track resolution of problems.
11. Assists with software upgrades.
12. Assists with troubleshooting of the system’s failures and the maintenance and installation of single and multi-user stations.
13. Provides backup "help desk" service for the district and creates necessary procedures to ensure successful operations.
15. Assists with PC user computer training.
16. Assists with Provides backup virus protection service for the district, distribution, and updating virus protection software on a scheduled basis.
17. Assists with the evaluation of new software and software updates to existing inventory and documents recommendations.
18. Evaluate computers and peripherals against the published standard and make recommendations for replacement.
19. Perform other related duties as assigned.

Assists with implementation, training and on-going use of district E-mail and Internet access.
Maintains required documentation and records of user names and PC configurations of the district.
Assists in writing and publishing of IT Newsletter.
Trains student workers and coordinates their work schedules.
MINIMUM QUALIFICATIONS

Knowledge of:

- Telecommunications and computer networking which includes LAN’s, WAN’s, and ISDN VLANs technologies;
- Telephony including electronic testing of computer-based switches;
- Micro-electronics with expertise in communication electronics;
- Use of “Customer Support Management” software;
- Installation and use of PC-based operating systems, such as Microsoft Windows and Apple OS;
- Web browsers
- Computer imaging software such as Symantec Ghost;
- General-purpose application programs performing functions of word processing, electronic spreadsheet, and email.

Demonstrated Ability to:

- Install the components of PC computer systems into an integrated unit and provide user with an operational unit;
- Provide user with operating instructions in the use and care of the PC computer;
- Perform first level of troubleshooting should user experience PC computer operational failure;
- Learn and understand the maintenance and support of in-house PBX telephone/communication network;
- Use test equipment, hand tools and other materials of the trade;
- Work from plans, specifications, and schematic drawings and charts;
- Work with minimum supervision and use independent judgement;
- Deal with priority tasks and see that work is completed on schedule;
- Follow oral and written directions; and
- Develop and maintain cooperative-working relationships with those contacted during the course of work.

Education and Experience:

Possession of or the equivalent to an associates’ community college degree in electronics and/or a computer related field with

Experience:

One or more years of professional experience in personal computer hardware/software support to include installation, maintenance, and repair. (Hobbyist experience shall not qualify.)

OR

One or more years of professional experience in telecommunications support to include installation, maintenance, and repair.

Other Requirement:

Must possess a valid California driver’s license and the ability to qualify for district vehicle insurance coverage.

Working Conditions:

- Duties are primarily performed in an office environment, at a desk or at a computer terminal with a computer workstation.
- The incumbent will experience interruptions while performing normal duties during the regular workday.
- The incumbent will have contact, in person, by email or on the telephone, with executive, management, supervisory, academic, and classified staff and the general public.
• The incumbent will support all district locations that use computer resources and may need to drive to perform job functions.

Physical Demands:
• Typically may sit for extended periods of time.
• Operates a computer keyboard.
• Communicates over the telephone, by email and in person.
• Regularly lifts, carries, and/or moves objects weighing up to 10-20-30 pounds. Must be able to lift and stack objects up to 50 pounds occasionally.

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

Under supervision of Director, Information Technology Services this position is Under general supervision, to install and maintain network department servers, Microsoft Windows and Apple-based operating systems, hardware and software; assists staff in their use; assist with maintenance and installation of telephone/communication network; and to do related work as required value and promote the mission and vision of the college.

CLASS CHARACTERISTICS:

The incumbent in this position, under minimal supervision, acts as the personal computer support consultant and specialist for the college. This position is a highly skilled working position which emphasizes a high level of technical knowledge and ability. This position assists in the support and maintenance of the district’s infrastructure and telecommunication systems.

ESSENTIAL FUNCTIONS:

1. Installs, maintains, and troubleshoots the district infrastructure including servers and related topologies.
2. Installs, configures, updates and maintains a variety of computer equipment, including computers, scanners, printers, tablets, and other peripherals.
3. Connects computers and peripherals to the District network (both wired and wireless) including cabling, when necessary, and network protocol configurations.
4. Provides technical support and training one-to-one of the use of computers, tablets, printers, peripheral equipment, mobile devices, and telephones.
25. Installs Microsoft Windows and Apple PC-based operating systems.
36. Installs and maintains general purpose application programs for web browsing, word processing, electronic spreadsheet, and database management, in accordance with vendor supplied documentation as well as job/task specific software such as inventory control, financial accounting, and desktop publishing, student services.
47. Installs PC computer job/task specific software, tailored to individual PC user configuration and user-defined specifications.
5. Provides user-specific documentation for the use of software such as inventory records, configuration diagrams, manual updates and maintenance records.
68. Installs the components of personal computer systems into an integrated unit and provides the user with an operational unit.
9. Ensure computer technology integrates with instructional technology.
710. Performs all levels of first-level troubleshooting such as identifying source of failure, operator error, or hardware/software malfunction.
11. Use help desk system to log requests and track resolution of problems.
812. Assists with the maintenance and support of in-house PBX Voice over IP (VoIP) telephone/communication networks including Voice over IP (VoIP) system; assists with software upgrades, trouble shooting of the system’s failures, and the maintenance and installation of telephones.
headsets, and related computer software. single user stations.
13. Perform telephone adds, moves and changes for users, departments, and programs.
14. Maintain, monitor and keep accurate records of phone locations for the E911 system.
15. Evaluate computers and peripherals against the published standard and make recommendations for replacement.
16. Acts as a resource person in evaluation of PC-based and server-based computer software, provides alternate hardware/software solutions if applicable, and evaluates software which includes contacting reference accounts and establishing benchmarks and/or vendor-supplied test systems.
17. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Telecommunications and computer networking which includes LAN’s, WAN’s, VLANs, and VoIP technologies;
- Use of “Customer Support Management” software;
- Installation and use of PC-based operating systems such as Microsoft Windows and Apple OS;
- Installation and use of server-based operating systems such as Microsoft Windows Server and Linux;
- Web browsers;
- Computer imaging software;
- VMware server virtualization;
- Relational Database Management systems such as Windows SQL Server;
- General purpose application programs performing functions of word processing, electronic spreadsheet, and database management.

Use of job/task software such as inventory control, financial accounting, and desktop publishing.

Demonstrated ability to:

- Install server job/task specific software tailored to vendor and user-defined specifications;
- Install the components of server systems into an integrated unit and provide user with an operational unit;
- Manage, configure, and maintain a network environment;
- Troubleshoot and resolve network related issues;
- Install and maintain programs in accordance with vendor-supplied documentation;
- Install PC job/task specific software tailored to individual PC configurations and user-defined specifications;
- Install the components of PC computer systems into an integrated unit and provide user with an operational unit;
- Provide user with operating instructions in the use and care of the PC computer;
- Perform first level of troubleshooting should user experience PC computer operational failure;
- Learn and understand the maintenance and support of in-house PBX VoIP telephone/communication network including VoIP;
- Work with minimum supervision and use independent judgment;
- Deal with priority tasks and see that work is completed on schedule;
- Follow oral and written directions; and
- Develop and maintain cooperative working relationships with those contacted during the course of work.
**Education and Experience:**
Possession of or equivalent to an associates’ degree or higher in computer science or information systems with Three years of experience in computer network/hardware/software use and support. Hobbyist experience shall not qualify.

**Education:**
Possession of or equivalent to a community college degree or higher in computer science or information systems.

**Other Requirement:**
Must possess a valid California driver’s license and the ability to qualify for district vehicle insurance coverage.

**Working Conditions:**
- Duties are primarily performed in an office environment, at a desk with a computer workstation.
- The incumbent will experience interruptions while performing normal duties during the regular workday.
- The incumbent will have contact, in person, by email or on the telephone, with executive, management, supervisory, academic, and classified staff and vendors.
- The incumbent will support all district locations that use computer resources and may need to drive to perform job functions.

**Physical Demands:**
- Typically may sit for extended periods of time.
- Operates a computer keyboard.
- Communicates over the telephone, by email and in person.
- Regularly lifts, carries, and/or moves objects weighing up to 20-30 pounds. Must be able to lift and stack objects up to 50 pounds occasionally.

**Special Qualification:**
A sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and to staff and students with disabilities.

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Updated 2/11
3/03 (Title only)
R1/99
REVISED
SOFTWARE DEVELOPMENT/SYSTEM SUPPORT SPECIALIST II

DEFINITION:
Under general supervision to write software programs for enterprise resource planning (ERP) and web applications; to make adjustments in existing programs; to integrate new programs with existing programs; to assist in development of user documentation; provide direct support and serve as a resource for all district software; and value and promote the mission and vision of the college.

CLASS CHARACTERISTICS:
This is a technical position assigned to the information technology services department. The incumbent will have a variety of highly technical responsibilities in the development and implementation of applications from user specifications. The incumbent will develop user documentation in accordance with district software systems, as well as provide training as necessary. In addition, the incumbent will have a high frequency of contact with other Allan Hancock College staff requiring good communication skills. The incumbent must also be able to work with minimum supervision.

ESSENTIAL FUNCTIONS:
1. Works from a definition of objectives and specific input and output requirements.
2. Prepares detailed logic outlines illustrating programming steps in the solution of the problem.
3. Translates the solution into computer source instructions using appropriate programming languages and tools.
4. Debugs programs by preparing test data and evaluates computer output for valid results, satisfying user request.
5. Assists in analyzing systems, procedures, and database management.
6. Assists users of district software with problem investigation and resolution.
7. Performs other related duties as required.

MINIMUM QUALIFICATIONS:
Knowledge of:
- Principles and techniques of computer programming using structured methods;
- High-level programming languages
- Relational database management systems;
- Methods and procedures of identity access control and security;
- Principles of organization and management;
- Statistical methods and procedures.

Demonstrated ability to:
- Develop software programs accessing relational databases using languages compatible with the District’s computing systems;
- Analyze data and draw sound conclusions;
- Prepare clear, complete, and concise reports;
- Understand and carry out oral and written directions;
- Develop and maintain cooperative relationships with computer users.

Education and Experience:
An associate of science degree, or higher, in computer science or related field. Three years of working experience as a software developer or any equivalent combination of training and experience. Two years of full-time working experience in design, implementation and maintenance of application software using a relational database such as Oracle or SQL Server. Must have programming experience using some of the following languages: BASIC, ASP, .NET, PHP, Java Script, HTML, C++, and C#. Experience with a student information system such as SunGard Higher Education Banner is a plus.

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

**Physical Demands:**
- Typically may sit for extended periods of time
- Operates a computer keyboard
- Communicates over the telephone and in person

**Special Qualification:**
A sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and to staff and students with disabilities.
DEFINITION:

Under supervision of Director, Information Technology Services, this position is Under general supervision to design and maintain the college-wide network and data security activities and value and promote the mission and vision of the college. To do related work as required.

CLASS CHARACTERISTICS:

The major responsibilities of this position, under minimal supervision, is to design, configure, and monitor the data and voice networks including but not limited to routers, firewalls, switches, servers, bridges, cabling, and wireless access points. Ensures consistent, robust and responsive network architecture. Designs and validates the security of critical network systems and electronically stored data, images, and content across the college. This position is under the supervision of the director, information technology services.

ESSENTIAL FUNCTIONS:

1. Design, configure, and maintain the network topology including hardware, software, LAN/WAN, cabling, and internet/intranet components.
2. Provide leadership and participate effectively with information technology services staff in network design and engineering to ensure appropriate levels of security are in place and maintained.
3. Integrate network design and network security initiatives.
   - including network enhancements, firewall, VLAN, and DMZ infrastructure.
4. Lead the effort to create and maintain network security policies and security education.
5. Monitor and evaluate the efficiency and effectiveness of network security processes and procedures and recommend and implement appropriate additions, changes, updates and revisions.
6. Implement security and network management systems to track and monitor network traffic to identify and report on network attacks, potential network disruptions and identify network anomalies which should generate alerts and response.
6-7. Coordinate with internet service provider (CENIC) as required.
7. Aggressively apply available network technologies, processes and procedures to protect all college district data, information and image storage.
8. Configure, monitor, and troubleshoot network equipment such as Cisco switches, HP switches, routers, and PIX firewalls.
9. Assist with the installation and repair of network devices and cabling.
10. Evaluate emerging and state-of-the-art network design, management and security tools/technologies; provide timely recommendations regarding implementation of such systems.
11. On a continued basis, be cognizant of all state and federal laws and mandates regarding privacy and the protection of critical personal data.
13. Develop a network road map that addresses wireless, CAT6, Bluetooth, video streaming, and future technologies and incorporates performance, bandwidth and security needs.
14. Develop and apply appropriate network system security, virus firewall protection, and authentication policies.
Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Network routing and switching at layers 1-7 including design and management of layer 3 networks in a multi-site environment is required. Demonstrated knowledge and/or certification with CISCO equipment (CCNA) and/or HP equipment are desired. Programming and administration of network switches and routers.
- Methods and techniques of network monitoring, network management, intrusion detection, DoS prevention, computer and network security protection.
- Common operating systems and software applications.

Demonstrated ability to:

- Communicate professionally over the phone, by email, and in person;
- Multitask in a fast-paced environment;
- Work with minimum supervision and use independent judgment;
- Deal with priority tasks and see that work is completed on schedule;
- Follow oral and written directions; and
- Develop and maintain cooperative working relationships with those contacted during the course of work.
- Provide technical support over the phone, by email and in person with a professional demeanor;
- Be very organized and have multitasking ability;
- Possess a friendly presence and helpful attitude; good interpersonal skills and ability to work well with others;
- Have good problem solving skills; ability to visualize a problem or situation and think abstractly to solve it;
- Handle constantly changing traffic flows; remain productive during slow times, be able to multitask effectively during busy times, exercise patience and professionalism during stressful situations;
- A commitment of being a “Team” player; Work well in a “team” environment;
- A working knowledge of common operating systems and software applications;
- Exhibit troubleshooting and problem-solving skills;
- Excellent written and verbal communication skills are required.

Education and Experience:

Possession of or the equivalent to a bachelor’s degree, or higher, from an accredited college or university with a declared major in engineering, computer science, information technology, or a related field and with three (3) years’ experience in network design and security administration. At least one year’s experience and/or certification and demonstrated knowledge of (CompTIA Network+) of networking, cabling, networking devices, networking standards, TCP/IP, IP Services, WAN/LANs, network protection, and network troubleshooting.

At least one year’s experience and/or certification and demonstrated knowledge of (CompTIA Security+) of network security.

Network routing and switching at layers 1-7 including design and management of layer 3 networks in a multi-site environment is required. Demonstrated knowledge and/or certification with CISCO equipment (CCNA) and/or HP equipment are is desired.

Experience:

Experience with layer 3 network/routing design is required.
Demonstrated knowledge and/or certification (CCNA) with CISCO equipment and/or HP equipment. At least one year’s experience and/or certification and demonstrated knowledge of (CompTIA Network +) of networking, cabling, networking devices, networking standards, TCP/IP, IP Services, WAN/LANs, network protection, and network trouble shooting. At least one year’s experience and/or certification and demonstrated knowledge of (CompTIA Security+) of network security

**Other Requirement:**
Must possess a valid California driver's license and the ability to qualify for district vehicle insurance coverage.

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

**Physical Demands:**
- Typically may sit for extended periods of time.
- Operates a computer keyboard
- Communicates over the telephone, by email and in person.
- Regularly lifts, carries and/or moves objects weighing 20-30 pounds. Must be able to lift and stack objects up to 50 pounds occasionally.

**Special Qualification:**
Evidence of a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students with disabilities.
DEFINITION:
Under supervision of Director, Information Technology Services will provide technical help desk assistance to the help desk function of the college. All District users and value and promote the mission and value of the college.

CLASS CHARACTERISTICS:
This position, under limited supervision, is the first point of contact for administrators, staff and faculty seeking technical assistance for campus technology issues. The incumbent, under limited supervision, works closely with technical support staff to ensure the successful and timely resolution of all help desk requests. The incumbent provides phone, e-mail, and remote support to computer users on supported products.

ESSENTIAL FUNCTIONS:
1. Coordinate daily help desk operations, dispatch of help desk requests, respond to user technical questions, install software, repair computers and related peripherals, and assist in the maintenance of network accounts.
2. Manage user accounts and email accounts as needed.
3. Prepare and present material at new employee orientations.
4. Perform first-level troubleshooting such as identifying source of failure, operator error, or hardware/software malfunction for all incoming calls and problem reports as required.
5. Follow standard help desk operating procedures; accurately log all help desk contacts using problem tracking software.
6. Dispatch problem reports and coordinate information from end-users with other resources within information technology services.
7. Manage problem report documents including regular review and update of all assigned problems and tracking of problem reports to closure.
8. Proactively communicate appropriate information and responses to end-users regarding problem reports and applicable questions.
9. Install the components of personal computer systems into an integrated unit, install standard images, and provide the user with an operational unit.
10. Provide end-users with operating instructions in the use and care of their computer.
11. Assist the technical support coordinator to manage computer inventory.
12. Participate in project teams on rollouts or special projects as required.
13. Participate in the maintenance of the problem tracking system.
14. Suggest and implement efficient work methods and related workflow processes for streamlining help desk operations.
16. Create, update, and file department technical request forms.
17. Perform clerical support and duties for the department, including creation of purchase requisitions, receiving deliveries, ordering office supplies, phone support, copying, filing, etc.
18. Become familiar with available help resources; stay updated current on campus technology changes or problems.
Research appropriate documentation on applicable applications, Microsoft Windows operating system, and end-user systems.

Manage the computer surplus program including preparing equipment for disposal.

Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:
- And experience in supporting the current versions of Microsoft Windows, browsers and MS Office products including the use of Outlook/Exchange in a networked environment;
- Knowledge of networking and internet concepts, good knowledge of PC hardware/configuration issues, and experience providing support via remote assistance technology;
- Be articulate, well-organized, analytical, and detail-oriented with demonstrated problem solving abilities; enjoys working with customers to deliver outstanding customer service in an educational environment;
- Knowledge of Apple computer products and tablets/mobile devices desired.
- Administration of helpdesk products;
- Configuration of common Web browsers;
- Possess a working knowledge of common operating systems and software applications;
- Possess a background in providing technical support for internal or external customers;
- Possess a well-rounded knowledge of troubleshooting desktop, password, and e-mail type issues.

Demonstrated ability to:
- Deal with users of various levels of computer literacy and technical competency;
- Multitask in a fast paced environment; be very organized;
- Work with minimum supervision and use independent judgment;
- Deal with priority tasks and see that work is completed on schedule;
- Have good problem-solving skills; ability to visualize a problem or situation and think abstractly to solve it;
- Be very organized and have multi-tasking abilities under normal and peak job assignments and during busy periods; Exercise patience and professionalism during stressful situations;
- Handle constantly changing work flow traffic; and remain productive during slower than normal periods;
- Possess a working knowledge of common operating systems and software applications;
- Possess a background in providing technical support for internal or external customers;
- Possess a well-rounded knowledge of troubleshooting desktop, password, and e-mail type issues; Learn fundamental operations of commonly used software, hardware, and other equipment;
- Exhibit troubleshooting and problem-solving skills; perform first level of troubleshooting should user experience PC operational failure;
- Follow oral and written directions; develops and maintains cooperative working relationships with those contacted during the course of work;
- Provide technical support over the phone; communicates professionally over the phone and in person;
- Possess a friendly presence and helpful attitude; have good interpersonal skills and the ability to work well with others;
- Excellent written and verbal communication skills.

Education and Experience:
Possession of or the equivalent to an associates’ community college degree and/or trade school coursework in electronics and/or a computer related field and one or more years of professional experience in personal computer hardware/software support to include installation, maintenance, and repair. Previous customer service experience strongly desired.

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

**Physical Demands:**
- Typically may sit for extended periods of time.
- Operates a computer.
- Communicates over the telephone, by email, and in person.
- Regularly lifts, carries and/or moves objects weighing 10-20-30 pounds.
- Keyboard

Must be able to lift and stack objects up to 50 pounds occasionally.

**Special Qualification:**
A sensitivity to an understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and to staff and students with disabilities.
DEFINITION:
Under direction of the Director, Information Technology Services, this position develops and supports the district’s Web sites and portal sites, implements the design/navigation of web sites, links site applications to enterprise resource planning (ERP) systems; to provide systems; manages the document/forms library, and values and promotes the mission and vision of the college.

CLASS CHARACTERISTICS:
This is a The incumbent, under minimal supervision, performs technical and professional work in support of the district’s Web sites, portals, document management system, and related applications. The incumbent manages and maintains web servers required for site operation. Working closely with the office of public affairs and publications and the web services committee, they communicate with district staff on enhancements/changes of the web sites, and coordinates activities with other departments as applicable.

ESSENTIAL FUNCTIONS:
1. Writes programs using current database management software to assist users in the management of data.
2. Provides in-service training in enterprise resource planning (ERP) systems, SharePoint, and content management systems.
3. Acts as resource person for installation, operation, maintenance, updating and documentation of third party software used by the college, and assists in defining the requirements for interfacing software with the college’s database.
   1. Develops reports from enterprise data systems using web-based report writer software based upon user specifications.
   2. Develop and maintain District web portal for students and employees.
   3. Develop and manage data access programs, database interfaces and utilities for District internet and portal systems.
   4. Manage a document management system.
   5. Develop web-based forms to allow updating of District data ensuring secure data entry.
   7. Develop and maintain single sign-on (SSO) interfaces to web-based systems such as student email, employee email, learning management system, and Banner student system.
   8. Program and coordinate applications related to linkages between relational databases and the district’s portal.
   9. Plan and implement Web interfaces and technology; coordinate with student services, instruction, and administration units to ensure student and employee needs are met.
10. Work cooperatively with other district administrators responsible for public relations/outreach, instructional site content, and accessibility for disabled students.
11. Actively review technology advances and recommend improvements in district Web equipment and services.

12. Maintain a high level of technical currency in support of web design, maintenance, administration, and security.

13. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Microsoft SharePoint Server;
- Microsoft SQL Server;
- Windows Server operating systems including Internet Information Server (IIS);
- HTML5, XML, CSS, JavaScript, ASP.net, .net, and Web analysis software;
- Developing linkages between relational databases and Web based applications;
- Content Management Systems such as OmniUpdate OUCampus;
- Computer operating systems;
- High-level programming languages;
- Data collection methods;
- Relational database management systems;
- Data dictionaries and computer operations.

Demonstrated ability to:

- Learn third party software support; Understand the requirements and capabilities of server-based operations necessary to ensure continuous operation of a web site;
- Analyze data and situations, reason logically, draw valid conclusions and develop effective solutions to systems problems;
- Design methods of processing data;
- Work effectively and demonstrate currency of knowledge with computers and other forms of advanced technology utilized in providing high-quality services;
- Develop clean, structured, well documented programs using industry standards;
- Learn and apply programming languages independently and in a timely manner using books, manuals and other resources; Exhibit a high level of technical expertise in the operation of web based applications required for services of a community college;
- Communicate effectively and tactfully in both written and oral form;
- Understand and carry out oral and written directions.

Develop and maintain cooperative working relationships with those contacted in the course of work.

Education and Experience:

Equivalent to an associate of science degree or higher from an accredited college or university in computer science, computer information systems or related field. One year of full-time working experience in design, implementation and maintenance of application software using a relational database. Must have programming experience using some of the following languages: PL-SQL, BASIC, ASP, .NET, PHP, Java Script, HTML, C++ and C#. Prefer experience writing applications for MS SQL Server in a Microsoft .NET environment or for Oracle in a RedHat environment. Working knowledge of MS Windows operating systems and MS Office products, including ACCESS database and macros for Excel and WORD. Prefer experience using report writer software such as Crystal Reports, Cognos, or Argos.
Possession of or the equivalent to a bachelors’ degree related to computer science, information systems, or related fields. Two years of web site development and maintenance, including but not limited to multimedia design, Web site management, e-commerce, or, any equivalent combination of training and experience; and at least one year of experience in the direct management of an Intranet site and services. Knowledge of networking, including Microsoft Active Directory/LDAP, access controls, and permissions; Mobile development platforms Advanced Web Frameworks (e.g. Ruby non Rails) Java Virtual Machine development tools (e.g. Groovy) is a plus.

**Working Conditions:**
- Duties are primarily performed in an office environment, at a desk or personal computer.
- The incumbent will experience interruptions while performing normal duties during the regular workday.
- The incumbent will have contact, in person, by email, or on the telephone, with executive, management, supervisory, academic, and classified staff and vendors.

**Physical Demands:**
- Typically may sit for extended periods of time.
- Operates a computer keyboard.
- Communicates over the telephone, by email, and in person.
- May lift, carry, and/or move objects weighing up to 20 pounds.

**Special Qualification:**
Evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and to staff and students with disabilities.

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R7/15
R2/11
R5/10
R1/07
R9/04
6/91
DEFINITION:  
Under supervision of the Director, Information Technology Services, this position supports enterprise resource planning (ERP) systems, direction to support enterprise systems and associated databases, operating systems, and related software; performs configuration management tasks; builds and releases a functioning system; makes changes to existing programs; integrates new programs with existing programs; develops user and training documentation; provides direct support for functional users; and values and promotes the mission and vision of the college, for district servers to assist with data base administration to analyze, design, write, and test programs; to function as lead worker; and to do related work as required.

CLASS CHARACTERISTICS:  
Under minimal supervision, this technical position is a professional position assigned to the information technology services department. The incumbent will have a variety of professional and highly technical responsibilities in the development and support of enterprise systems from user and vendor specifications. The incumbent will interface with multiple vendors and users to manage and maintain a complex set of enterprise systems. The incumbent will assist the assistant director, information technology services with database administration. The incumbent will also perform the duties of a lead worker, to assist members of the software development staff in the duties of updating and maintaining of computer operating systems, database management systems, and enterprise systems. In addition, the incumbent will have a high frequency of contact with other Allan Hancock College staff requiring tact and good communication skills. The incumbent must also be able to work with minimum supervision.

ESSENTIAL FUNCTIONS:  
1. Performs the duties of senior level administration of enterprise resource planning (ERP) systems.  
2. Supports the database, applications and functions associated with the ERP system, including technical maintenance and upgrades, module installation, as well as being responsible for research and resolution of the day-to-day operating issues that affect processing services.  
3. Provisions and maintains ERP user accounts and security roles.  
4. Provides technical advice and support to users including troubleshooting issues, creating data extracts and reports, and data analysis.  
5. Configures system enhancements and software fixes; plans for and supports the processing of all upgrades, patches and major releases for these systems.  
6. Coordinates with functional users to develop a thorough and rigorous testing of software and database performance before new versions are put into production.  
7. Performs system analysis and design work for functional users.  
8. Analyzes database efficiency and applies basic tuning strategies that may involve researching and resolving day-to-day operating issues that impact effectiveness.  
9. Performs data extractions and develops integrations to other systems as required.  
10. Creates, modifies and maintains customizations.  
11. Creates, implements and manages web-forms and workflows.  
12. Acts as senior level software developer and assists other members of the information technology services staff with design, program logic, instruction and database structure.  
13. Works with the assistant director, information technology services priorities and develop documentation.  
14. Debugs programs by preparing test data and evaluate computer output for valid results, satisfying user

15. Monitors database system and performance.

4-16. Assists with scheduling and completing regularly scheduled data submissions required by the Chancellor's Office MIS division.

5. Assists with necessary system and application updates.

6. Assists the assistant director, information technology services with the review of periodic system upgrades and service packages; completes system upgrades and quality assurance testing.

17. Maintains up-to-date requirements for networking to the district infrastructure; coordinates with network technicians and develops administrator on protocols and security to connect the enterprise resource planning (ERP) systems to the infrastructure.

7-18. Performs other related duties as assigned.

**ADDITIONAL RESPONSIBILITIES:**

1. Performs all software development/system support specialist II functions as needed.

2. Performs other information technology services and district-related functions as assigned.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

- Computer Server hardware, software and multiprogramming enterprise operating systems such as Linux and Microsoft Windows server;
- Local and wide area networks;
- Relational database concepts, tools and techniques including the use of Structured Query Language (SQL) and Open Database Connectivity (ODBC) management systems;
- Oracle or Microsoft SQL relational database management system
- Enterprise ERP systems such as Ellucian Banner or SunGard Public Sector ONESolution;
- Programming languages such as PL/SQL compatible with computer systems in use;
- General accounting, business procedures and statistical methods;
- UNIX shell scripting language desirable;
- Evisions reporting software (Argos, FormFusion, MAPS) desirable;
- IBM Cognos reporting software desirable;
- Java Virtual Machine development tools (e.g. Groovy) desirable;
- Accounting and payroll experience highly desirable.

**Demonstrated ability to:**

- Develop and maintain operating systems, databases, and computer programs;
- Prepare documentation and user instructions;
- Assist in the development and analysis of conceptual and logical design of computer information systems;
- Communicate verbally and in writing supporting complex system descriptions;
- Develop and maintain cooperative relationships with computer users during the course of work;
- Work with minimum supervision.

**Education and Experience:**

Equivalent to a bachelor's degree or higher in computer science, information systems or a related field and five years direct experience in computer information systems programming with hardware, software, and database management systems comparable with Allan Hancock College's ERP computer systems or equivalent combination of college education, training and experience may be considered.
Other Requirements:
Must possess a valid California driver’s license and the ability to qualify for district vehicle insurance coverage.

Working Conditions:
May be required to work a flexible workweek which includes day and evening hours and occasional weekend assignments and may be assigned to any district location.
• Duties are primarily performed in an office environment, at a desk, or at a computer terminal.
• The incumbent will experience interruptions while performing normal duties during the regular workday.
• The incumbent will have contact, in person, by email or on the telephone, with executive, management, supervisory, academic, and classified staff and the general public.
• Work requires travel to other offices or locations to attend meetings or conduct work.

Physical Demands:
• Typically may sit for extended periods of time.
• Operates a computer, keyboard
• Communicates over the telephone, by email and in person.
• May lift, carry, and/or move objects weighing up to 20 pounds.

Special Qualification:
A sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and to staff and students with disabilities.

R5/10
R9/04
R6/01
7/90
To: Board of Trustees  
From: Superintendent/President  
Subject: Revised Confidential/Supervisory Job Descriptions  
Date: July 14, 2015

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**BACKGROUND**

After review by the appropriate administrators and in consultation with the employees currently serving in these positions, the following revised confidential/supervisory job descriptions are being recommended for approval. These job descriptions were revised as a result of a detailed review of the current functions and tasks currently being performed by incumbents in these positions.

**REVISED**

The following revisions to job descriptions are recommended along with some proposed salary range adjustments on the confidential/supervisors salary schedule for these positions, effective July 1, 2015.

1. Purchasing Agent  
   Replaces: Purchasing Agent  
   Supervisory, Range 1  
   Supervisory, Range 3

2. Coordinator, Employee Relations/Classification  
   Replaces: Coordinator of Collective Bargaining and Diversity  
   Confidential, Range 3  
   Confidential, Range 3

**FISCAL IMPACT**

1. The cost to the unrestricted general fund is approximately $9,199 for the 2015-2016 fiscal year.
2. None
3. The cost to the unrestricted general fund is approximately $8,264 for the 2015-2016 fiscal year.
4. The cost to the unrestricted general fund is approximately $8,411 for the 2015-2016 fiscal year.

These costs will be included in the 2015-2016 fiscal year budget.

**RECOMMENDATION**

Staff recommends that the board of trustees approve the revised confidential and supervisory job descriptions, purchasing agent; coordinator, employee relations/classification; coordinator, recruitment; and coordinator human resources/professional development, as presented, including applicable salary range adjustments for these positions, effective July 1, 2015.

Administrator Initiating Item: Kelly Underwood  
Final Disposition:  
133 - 1 Revised
3. Coordinator, Recruitment  
   Replaces: Coordinator, Recruitment Services
   Confidential, Range 3
   Confidential, Range 5

4. Coordinator, Human Resources/Professional Development  
   Replaces: Coordinator, Classification/Compensation & – Leave of Absence Administration
   Confidential, Range 3
   Confidential, Range 5
PURCHASING AGENT

DEFINITION:

Under the direction of the Director, Business Services, and the Associate Superintendent/Assistant President, Administrative Services, Finance and Administration, the incumbent performs a variety of complex and technical duties related to the acquisition of various supplies, equipment and services, including preparation of bid specifications, coordinates and coordinates the informal process for the District and has both formal and informal contact with vendors, and performs promotes the mission and vision of the college, related duties as required.

CLASS CHARACTERISTICS:

This is a classified supervisor position. The incumbent in this class performs a variety of complex and technical purchasing agent duties that require an excellent working knowledge of purchasing functions of public educational institutions. The incumbent serves as a supervisor to subordinate staff and student workers in the performance of essential functions. The incumbent has a high frequency of responsible contact with administrative and professional staff and with other public agencies and businesses requiring tact and excellent oral and written communication skills.

The incumbent reports directly to the director, business services. The incumbent in this class performs a variety of difficult and complex, technical and paraprofessional, purchasing agent duties that require an excellent working knowledge of purchasing functions of public educational institutions. The incumbent serves as an in-charge and/or as a lead worker over lower level staff and student workers in the performance of his/her functions. The incumbent has a high frequency of responsible contact with administrative and professional staff and with other public agencies and businesses requiring tact and excellent oral and written communication skills.

EXAMPLES OF DUTIES:

ESSENTIAL FUNCTIONS:

1. Develops policies relating to purchasing procedures and guidelines. Maintains currency and ensures compliance with applicable education codes, federal laws and state laws, rules, regulations, and procedures. Reviews purchasing procedures and specifications with responsible district personnel and committees.

2. Prepares, approves, encumbers and distributes purchase orders for amounts authorized by the district. Reviews requisitions for completeness and accuracy, including supporting documentation, appropriateness of account numbers to be charged, and authorization for purchase; works with vendors, warehouse staff, and departmental staff to resolve purchasing discrepancies.

3. Manages all credit card distributions, procedures and adherence. Prepares maintenance, service contracts and negotiates lease agreements. Manages departmental copiers and reviews the appropriateness of use and agreements annually.
4. Performs specialized and technical duties with regards to ordering of materials, supplies and equipment; negotiates prices by verbal and written quotations; and determines the best source, including availability and delivery information. Coordinates inventory, shipping and delivery functions.

5. Prepares reports, agreements, and spreadsheets; composes business correspondence. Assists administrative staff and other appropriate staff with regards to budget charges.

6. Maintains vendor profiles and prospective vendor lists and maintains catalogs, brochures and various purchasing files; meet with vendors to view product demonstrations; evaluate products and advises vendors of the district’s acceptance or rejection. Keeps current with changes and upgrades of assigned products and district supplies.

7. Trains all users of financial software system and updates and maintains training documents. Troubleshoot problems with end users.

8. Maintains fixed assets records; confers with department representatives to determine purchasing needs and specifications. Maintains current quotes and specifications for IT Services products and equipment for internal website.

9. Monitors contract performance to ensure adherence to terms and conditions of contract; initiates corrective action as required.

10. Prepares and develops requests for proposals, formal bid specifications and terms and conditions; Advertises for and sends out bid packages, manages correspondence during bid process, schedules, attends and/or conducts bid openings. Analyzes terms and conditions of bids, evaluates the merit of bids, recommends award of bids, and ensures competitiveness of bidding processes.

11. Manage and maintain California Uniform Public Construction Cost Accounting Act qualified bidders list, update annually, maintain all bid project folders, bond documents and public records requests.

12. Works with legal counsel to ensure district is afforded adequate protection in complex purchasing projects and contracts/bids.

13. Manages all bid documents to include board item for award, contract agreements, purchase orders, preliminary notices, state fund notices, insurance documents, public record requests and labor and compliance requests.

14. Participates in construction meetings reporting on FF&E, converse with project stakeholders on requirements, manages vendors and purchases to coordinate with completion dates. Inspect all products upon receipt, approve for payment and perform fixed asset reporting and tagging. Manages FF&E for construction/bond projects to include consultants, budgets, vendor base, contracts and purchase orders.

15. Performs other duties as required.

Prepares maintenance and service contracts.
Prepares, approves, encumbers and distributes purchase orders for amounts authorized by the district.

Prepares and develops requests for proposals, formal bid specifications and terms and conditions; analyze terms and conditions of bids, evaluates the merit of bids, recommends award of bids, and ensures competitiveness of bidding processes.
Performs specialized and technical duties with regards to ordering of materials, supplies and equipment; negotiates prices by verbal and written quotations; and determines the best source, including availability and delivery information.
Reviews purchasing procedures and specifications with responsible district personnel and committees.
Coordinates inventory, shipping and delivery functions.
Reviews requisitions for completeness and accuracy, including supporting
documentation, appropriateness of account numbers to be charged, and authorization for purchase. Maintains currency and ensures compliance with applicable education codes, federal laws and state laws, rules, regulations, and procedures. Develops policies relating to purchasing procedures and guidelines. Keeps current with changes and upgrades of assigned products and district supplies. Maintains fixed assets records; confers with department representatives to determine purchasing needs, specifications, and areas of standardization. Assists administrative staff and other appropriate staff with regards to budget charges. Works with vendors, warehouse staff, and departmental staff to resolve purchasing discrepancies. Prepares reports, agreements, and spreadsheets; composes and keyboards business correspondence. Maintains vendor profiles and prospective vendor lists and maintains catalogs, brochures and various purchasing files; meet with vendors to view product demonstrations; evaluate products and advises vendors of the district’s acceptance or rejection.

Additional Responsibilities:

1. Participates in local and statewide committees and purchasing groups.
2. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:
- Public purchasing and procurement principles, practices and procedures;
- Methods and procedures used in the purchase of college supplies and equipment;
- Applicable sections of California Education Code and other applicable laws;
- Warehouse procedures, terminology, inventory control, and warehousing methods and practices;
- Methods of preparing lease agreements;
- Types and sources of supplies, materials, and equipment commonly used in a community college district;
- General office procedures, practices, methods, and equipment;
- Methods and practices of financial and statistical record keeping;
- Effective oral and written communication skills;
- Foundation for California Community Colleges Programs.

Demonstrated ability to:
- Maintains currency and ensures compliance with applicable education codes, federal laws and state laws, rules, regulations, and procedures.
- Interpret education code and contract code provisions regarding purchasing policies;
- Prepare clear and concise specifications and reports delineating critical differences in requirements;
- Work independently with little direction;
- Effectively and efficiently purchase a variety of supplies, equipment and materials;
• Evaluate prices, terms, discounts and quantities to purchase items cost effectively;
• Communicate effectively both orally and in writing;
• Meet schedules and time lines;
• Understand and carry out oral and written directions.

Develop and maintain cooperative relationships with those contacted during the course of work;
Direct and review the work of subordinate staff;
Operate a computer terminal and 10-key calculator with speed and accuracy.

**Education and Experience:**

A bachelor of science degree or higher or certificate in procurement, business, or related field and three years of increasingly responsible purchasing experience with primary responsibility in all phases of public procurement, including the development and evaluation of quotes and bids, or any equivalent combination of training and experience.

**Other Requirements:**

A valid California driver’s license and ability to qualify for district vehicle insurance coverage.

**Physical Demands:**

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

**Working Conditions:**

• May be required to work a flexible workweek which includes day and evening hours and
  —occasional weekend assignments and may be assigned to any district location.
• Duties are primarily performed in an office environment, at a desk, or at a computer terminal.
• The incumbent will experience interruptions while performing normal duties during the
  —regular workday.
• The incumbent will have contact, in person or on the telephone, with executive, management, supervisory, academic, and classified staff and the general public.

Work requires travel to other offices or locations to attend meetings or conduct work.

**Special Qualification:**

A sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and to staff and students with disabilities.
COORDINATOR OF COLLECTIVE BARGAINING AND DIVERSITY, EMPLOYEE RELATIONS/CLASSIFICATION

DEFINITION:
Under the direction of the Director, Human Resources/EEO/Labor Relations, performs a variety of responsible and complex, technical, and analytical in support of the district’s human resources function; duties; maintains and interprets all district board policy, human resources department, and collective bargaining agreement policies, procedures, and regulations; researches and attains legal opinions/advisories as requested; coordinates all collective bargaining activities, assists in developing proposals, and conducts follow-up research to assist management negotiation team(s); coordinates Equal Employment Opportunity/Diversity Plan program and serves as co-chairperson of the Diversity/EEO Committee; and values and promotes the vision and mission of the college.

CLASS CHARACTERISTICS:
This is a designated confidential/supervisory position distinguished by providing the primary support in the research and development of proposals for collective bargaining agreement negotiations and administration, as well as in the district Equal Employment Opportunity (EEO)/Diversity Plan program, and is expected, under minimal supervision, to interpret policies and procedures for all district staff. An incumbent will independently perform a variety of difficult and complex technical and professional duties that require an excellent working knowledge of the subject matter including all employee collective bargaining agreement regulations with regard to these matters. There is a high frequency of contact with administrators, faculty, and support staff, and the general public.

ESSENTIAL FUNCTIONS:
1. Provides verification and preparation of contract documents and associated paperwork for negotiations and employee bargaining contract implementation and execution; ensures documents are in compliance with district’s policies and procedures. Coordinates all collective bargaining activities, performs research and surveys for management bargaining teams; prepares agenda materials and maintains notes for negotiation sessions as required; prepares and maintains collective bargaining negotiation records and files; submits collective bargaining unit tentative agreements to the Board of Trustees for approval; works with employee associations to insure that agreements are ratified and arranges for the printing and distribution of the finalized agreements.
2. Coordinates, implements, and monitors employee workers compensation procedures including the processing of claims and evaluating accident and incident reports for accuracy and completeness.
1.3. Supports internal personnel investigations as necessary.
4. Maintains salary schedules for all employee groups as negotiated; maintains eligibility status records for all employee salary schedule step and longevity increases in accordance with collective bargaining agreement guidelines.
2. Serves as human resources liaison with...
3.5. Maintains ongoing communication with negotiation teams for full-time faculty, part-time faculty, and classified employees.

4. Records and reports management team negotiating team time for reimbursement of state-mandated costs.

5. Collects data, researches information, and prepares reports, charts, spreadsheets, and other materials on a wide range of subjects including the preparation of collective bargaining agreement initial management proposals.

6. Maintains official seniority lists for all faculty, part-time faculty and classified employees.

7. Serves as the primary support and training liaison to human resources staff in the maintenance and operation of the human resources computer management software HRIS system.

8. Serves as co-chair of the EEO/Diversity Committee and coordinates the development and implementation of the Staff Diversity/EEO Plan as well as all follow-up research and training activities.

9. Monitors and coordinates the performance evaluation process according to Board Policy & collective bargaining agreement regulations for administrators, confidential/supervisory, and classified employees.

10. Assists the Coordinator, Human Resources/Professional Development in preparing and developing agenda materials for Board of Trustee monthly meetings and follows up with appropriate action after board approval as required or requested.

11. Assists managers in developing and maintaining legally defensible position job descriptions for all employees to comply with Americans with Disabilities (ADA) regulations and collective bargaining agreement guidelines, and coordinates all recordkeeping activities to maintain current job descriptions for all employees.

12. Serves as a facilitator to CSEA Reclassification Taskforce Committee to collect data, develop and maintain job information, and assist in the development of job descriptions to monitor the classified employee reclassification process according to collective bargaining agreement guidelines.

13. Conducts wage and benefit compensation surveys, position classification surveys, and salary studies to support the collective bargaining process for all bargaining unit members as well as non-represented employees.

14. Maintains and monitors all budget expenditures for the HR Department, EEO/Diversity Program, negotiations, and staff professional development and training activities.

15. Sets up and maintains departmental administrative files and records (e.g. legal opinions, job descriptions, budget records, correspondence, administrative directives, etc.)

16. Works with academic affairs personnel to assist the Professional Standards Committee to determine equivalencies for part-time faculty members and assign faculty service area designations (FSA’s) to full-time faculty members.

17. Directs and trains incumbents serving in the HR Assistant and Student Worker positions.

18. Performs other related duties as assigned. Serves as a liaison with district claims administrator and medical providers to monitor the district’s return to work accommodations/restrictions policies and procedures;

19. Prepares all required reports in accordance with established state and federal legal requirements and assigned responsibilities (Workers Compensation; OSHA; Americans with Disabilities Act; Family Medical Leave Act).
16. Coordinates and monitors all employee absence/leave reporting procedures and maintains up-to-date computerized records of leave balances for distribution to employees and supervisors as required.

17. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:
- Human resources policies and procedures;
- Telephone techniques and etiquette;
- Federal and state laws and regulations governing areas of responsibility;
- Recordkeeping and report preparation techniques;
- Business letter and report writing, editing and proofreading;
- Office organization and file maintenance;
- Applicable computer software programs to manage word-processing, the development of spreadsheets, and database manipulation;
- Collective bargaining agreement rules and regulations for all employees, as appropriate.

Demonstrated Ability to:
- Communicate effectively, both orally and in writing;
- Interpret and apply human resources department policies, procedures, rules and regulations;
- Perform diversified and complex clerical support duties involving independent judgment requiring in-depth knowledge of an assigned function or program;
- Use a computer with speed and accuracy and utilize multiple computer software applications;
- Understand and follow oral and written directions, analyze situations accurately, and make decisions on routine procedural matters;
- Effective customer service and organizational skills, as well as timely completion of assigned projects and activities.

Education and Experience:
A bachelor’s degree and three years of experience performing human resources functions OR an associate degree and five years of experience performing human resources functions OR any combination of education and experience that is equivalent.

Working Conditions:
- Duties are primarily performed in an office environment, at a desk or at a computer.
- The incumbent will experience interruptions while performing normal duties during the regular workday.
- The incumbent will have a contact, in person, with staff and the general public.

Physical Demands:
- May sit for extended periods of time.
- Operates a computer
- Communicates over the telephone
- Ability to lift, carry, and/or moves objects weighing up to 10 pounds.
**Special Qualification:**
A sensitivity to an understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and to staff and students with disabilities.
COORDINATOR, RECRUITMENT SERVICES

DEFINITION:
Under direction of the Director, Human Resources/EEO/Labor Relations, a variety of complex, technical, and analytical duties in support of the district’s human resources functions; performs complex and technical work related to the coordination of employee recruitment activities and the interpretation of district policies, procedures, and regulations pertaining to this area of responsibility. Serves as Equal Employment Opportunity (EEO) Equity Representative for all employee recruitments to insure a non-discriminatory recruitment process and promote staff diversity in the hiring process. The incumbent performs duties as required to support collective bargaining agreement negotiation process research and development and the interpretation of all collective bargaining agreements; and values and promotes the vision and mission of the college.

CLASS CHARACTERISTICS:
This is a designated confidential/supervisory position distinguished by providing direct support in the research and development of materials for collective bargaining negotiation and labor relations matters. The incumbent will independently perform a variety of difficult, complex, and technical duties that require an excellent working knowledge of the subject matter including all employee collective bargaining unit regulations with regard to these matters. The incumbent must have a broad knowledge of the human resources recruitment functions, exercise considerable independence of action, and be expected to make independent decisions concerning appropriate procedures. There is a high frequency of contact with administrators, faculty, and support staff as well as the general public.

ESSENTIAL FUNCTIONS:
1. Coordinates all employee recruitment activities for management, faculty, classified and other support positions, including organization and maintenance of recruitment records and Equal Employment Opportunity (EEO) diversity statistics.
2. Serves as Equal Employment Opportunity (EEO) Officer Equity Representative for all recruitment activities.
3. Performs research and conducts surveys to determine appropriate advertising strategies and maintains a network of advertising vendors to contact for recruitment activities as required.
4. Monitors advertising and recruitment-related budgets including fingerprinting and TB testing for all employees.
5. Establishes ongoing and consistent communication with administrators, faculty department chairpersons, and other recruitment committee chairpersons regarding position posting schedules and requirements; and manages all aspects of the screening and interview process according to district, collective bargaining, and EEO regulations.
6. Facilitates hiring process for recruitments to ensure that all steps are completed and that required training is available.
7. Develops and implements orientation sessions for all new employees and insures that all appropriate documentation is completed by new employees prior to date of hire and subsequent placement on the salary schedule.

9. Coordinates all employee tuberculosis testing requirements in accordance with district policy and state law and maintains a vendor network to provide this service for all new and current employees.

10. Coordinates all employee fingerprinting requirements in accordance with district policy and state law and maintains a vendor network to provide this service for all new employees and student workers.

11. Collects data to assist in development and maintenance of job information to create and develop legally defensible position job descriptions as necessary or required to comply with district standards and legal regulations.

12. Coordinates activities of other human resources and district staff members who may be involved in the recruitment process.

13. Under the supervision of the Director, Human Resources/EEO/Labor Relations, assists in interpreting and implementing district and employee collective bargaining agreement policies, procedures, and regulations.

14. Supports internal personnel investigations as necessary.

15. Arranges for administrators and faculty attendance at recruitment fairs; attends recruitment fairs, conferences, and workshops as needed or required to insure compliance with new and revised legislation with regard to Equal Employment Opportunity or Title 5 regulations.

16. May give direction or provide training to incumbents in the Human Resources Department serving in the position of Human Resources Assistant or Student Worker.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**
- Human resources policies and procedures;
- Telephone techniques and etiquette;
- Federal and state laws and regulations governing areas of responsibility;
- Recordkeeping and report preparation techniques;
- Business letter and report writing, editing and proofreading;
- Office organization and file maintenance;
- Applicable computer software programs to manage word-processing, the development of spreadsheets, and database manipulation;
- Collective bargaining agreement rules and regulations for all employees, as appropriate.

**Demonstrated Ability to:**
- Communicate effectively, both orally and in writing;
- Interpret and apply human resources department policies, procedures, rules and regulations;
- Perform diversified and complex clerical support duties involving independent judgment requiring in-depth knowledge of an assigned function or program;
- Use a computer with speed and accuracy and utilize multiple computer software applications to include HRIS;
- Understand and follow oral and written directions, analyze situations accurately, and
make decisions on routine procedural matters;
• Effective customer service and organizational skills, as well as timely completion of
assigned projects and activities.

Education and Experience:
A bachelor's degree and three years of experience performing human resources functions
OR an associate degree and five years of experience performing human resources
functions OR any combination of education and experience that is equivalent.

Working Conditions:
• Duties are primarily performed in an office environment, at a desk or at a computer.
• The incumbent will experience interruptions while performing normal duties during
the regular workday.
• The incumbent will have a contact, in person, with staff and the general public.

Physical Demands:
• May sit for extended periods of time.
• Operates a computer
• Communicates over the telephone
• Ability to lift, carry, and/or moves objects weighing up to 10 pounds.

Special Qualification:
A sensitivity to an understanding of the diverse academic, socioeconomic, cultural, and ethnic
backgrounds of staff and students and to staff and students with disabilities.

R 07/15
R 05/13
R 10/06
08/04
COORDINATOR, CLASSIFICATION/COMPENSATION
& LEAVE OF ABSENCE ADMINISTRATION HUMAN RESOURCES/PROFESSIONAL DEVELOPMENT

DEFINITION:
Under direction of the Director, Human Resources/EEO/EEO/Labor Relations, performs a variety of complex, technical, and analytical duties in support of the district’s human resources functions; and coordinates and organizes the district’s professional development program that serves the professional, educational, and training needs of the District’s employees. The incumbent performs duties that support the collective bargaining agreement negotiations process with regard to the research, development, and interpretation of collective bargaining agreements; and values and promotes the vision and mission of the college.

CLASS CHARACTERISTICS:
This is a designated confidential/supervisory position distinguished by providing direct support in the research and development of materials for collective bargaining negotiation and labor relations matters. The incumbent will independently perform a variety of difficult, complex, and technical duties that require an excellent working knowledge of the subject matter including all employee collective bargaining unit regulations with regard to these matters. The incumbent must have a broad knowledge of human resources functions, exercise considerable independence of action, and be expected to make independent decisions concerning appropriate procedures. There will be a high frequency of contact with administrators, faculty, and support staff as well as the general public.

ESSENTIAL FUNCTIONS:
1. Investigates, researches and compiles supporting background information to develop and prepare the monthly Board of Trustees agenda items; and coordinates appropriate post board approval action as required.
2. Coordinates and monitors with administrators and staff the timely completion of required materials and reports including monthly board agenda items, in accordance with established procedures and standards.
3. In collaboration with the various constituent groups, coordinates the research, design, planning and implementation of college wide employee professional development and training needs.
4. Prepares and maintains reports and surveys for professional development and maintains system to track staff development events and activities.
5. Communicates and coordinates with various district departments as appropriate to ensure efficient operation of professional development and training events, and assists in the
dissemination of information through flyers, bulletins, newsletters, and e-mails.

5. Completes annual report to Chancellor’s office to comply with yearly certification requirements.

6. Responds to inquiries for unemployment insurance claims and acts as liaison with claims administrators.

7. Acts as an information resource to managers, supervisors and employees regarding human resources rules, regulations, policies and procedures, and collective bargaining provisions.

8. Recommends an initial salary placement for all part-time faculty employees based on faculty state regulations, (minimum qualifications) and collective bargaining agreement salary schedule regulations.

9. Monitors and tracks expenditures for the Human Resources Department and professional development budget; maintains memberships and liaison relationships with state professional development organizations; prepares purchase requisitions and budget transfers electronically.

10. Supports internal personnel investigations as necessary.

11. Performs other related duties as assigned.

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1. Coordinates, implements, and monitors employee workers compensation procedures including the processing of claims and evaluating accident and incident reports for accuracy and completeness.

2. Serves as a liaison with district claims administrator and medical providers to monitor the district’s return to work accommodations/restrictions policies and procedures;

3. Prepares all required reports in accordance with established state and federal legal requirements and assigned responsibilities (Workers Compensation; OSHA; Americans with Disabilities Act; Family Medical Leave Act).

4. Coordinates income protection and unemployment insurance claims in accordance with district policies and procedures, insurance administrator procedures and regulations, and applicable county and state laws and regulations, and acts as liaison with claims administrators.

5. Coordinates and monitors all employee absence/leave reporting procedures and maintains up-to-date computerized records of leave balances for distribution to employees and supervisors as required.

6. Composes routine correspondence regarding policies and procedures, related to the assigned duties of this position.

7. Collects data, researches information, and prepares reports, charts, spreadsheets, and other materials on a wide range of subjects involving the preparation and implementation of collective bargaining materials.

8. Coordinates the district Americans with Disabilities Act (ADA) Interactive Accommodation process with employees under the direction of the Director, Human Resources/EEO/Labor Relations.

9. Assists the Coordinator, Collective Bargaining & Diversity in performing ongoing compensation/wage and benefit surveys, position classification surveys, and other mandated or required surveys as assigned to support collective bargaining agreement negotiations.

10. Recommends an initial salary placement for all new employees based on faculty state regulations (minimum qualifications) and all employee collective bargaining agreement salary schedule regulations;

11. Maintains eligibility status records for all employee salary schedule step increases;

12. Maintains eligibility status records for all employee longevity increases in accordance with
collective bargaining agreement guidelines.

13. Assists the Coordinator, Collective Bargaining & Diversity in developing and maintaining legally defensible job descriptions for all employees to comply with Americans with Disabilities Act (ADA) regulations and collective bargaining agreement guidelines.

14. May give direction and training to incumbents in the Human Resources Department serving in the position of Human Resources Assistant or Student Worker.

15. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:
- Human resources policies and procedures;
- Telephone techniques and etiquette;
- Federal and state laws and regulations governing areas of responsibility;
- Recordkeeping and report preparation techniques;
- Business letter and report writing, editing and proofreading;
- Office organization and file maintenance;
- Applicable computer software programs to manage word-processing, the development of spreadsheets, and database manipulation;
- Collective bargaining agreement rules and regulations for all employees, as appropriate.

Demonstrated Ability to:
- Communicate effectively, both orally and in writing;
- Interpret and apply human resources department policies, procedures, rules and regulations;
- Perform diversified and complex clerical support duties involving independent judgment requiring in-depth knowledge of an assigned function or program;
- Use a computer with speed and accuracy and utilize multiple computer software applications to include HRIS;
- Understand and follow oral and written directions, analyze situations accurately, and make decisions on routine procedural matters;
- Effective customer service and organizational skills, as well as timely completion of assigned projects and activities.

Education and Experience:
A bachelor’s degree and three years of experience performing human resources functions OR an associate degree and five years of experience performing human resources functions OR any combination of education and experience that is equivalent.

Working Conditions:
- Duties are primarily performed in an office environment, at a desk or at a computer.
- The incumbent will experience interruptions while performing normal duties during the regular workday.
- The incumbent will have a contact, in person, with staff and the general public.

Physical Demands:
- May sit for extended periods of time.
- Operates a computer
• Communicates over the telephone
• Ability to lift, carry, and/or moves objects weighing up to 10 pounds.

**Special Qualification:**
A sensitivity to an understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and to staff and students with disabilities.

R 7/15
R 05/13
R 10/06
R3/00
2/98
BACKGROUND

Effective July 1, both classified and educational management employees will be employed based on their respective employment agreements. Templates of those agreements are included. Managers with existing agreements will be reviewed for renewal upon expiration of their current agreement.

Educational Managers with Existing Agreements:

Mark Booher    Expires June 30, 2016  
Kim Ensing     Expires June 30, 2016  
Nancy Meddings Expires June 30, 2016  
Ardis Neilsen  Expires June 30, 2016  
Rob Parisi     Expires June 30, 2016

At this time, only those management employees who were due to have their employment agreement renewed, or, those who previously had not had an employment agreement, will receive an employment agreement as follows:

Educational Management Employees:

Deborah Annibali    July 1, 2015 through June 30, 2017  
Will Bruce          July 1, 2015 through June 30, 2017  
Paul Murphy         July 1, 2015 through June 30, 2017  
Larissa Nazarenko   July 1, 2015 through June 30, 2017  
Rick Rantz          July 1, 2015 through June 30, 2017  
Nohemy Ornelas      July 1, 2015 through June 30, 2018  
George Railey       July 1, 2015 through June 30, 2018

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends that the board of trustees approve Employment Agreements for educational and classified management employees.
Classified Management Employees:

Michael Black    July 1, 2015 through June 30, 2018
Richard Carmody  July 1, 2015 through June 30, 2017
Jeff Cotter       July 1, 2015 through June 30, 2017
Janet Ford        July 1, 2015 through June 30, 2017
Felix Hernandez   July 1, 2015 through June 30, 2018
Carol Moore       July 1, 2015 through June 30, 2017
Marian Quaid Maltagliati  July 1, 2015 through June 30, 2017
Suzanne Valery    July 1, 2015 through June 30, 2017
Rex Vandenberg    July 1, 2015 through June 30, 2017

Temporary employment notices have been sent to the following administrators per Education Code 87470:

Petra Gomez   July 1, 2015 through June 30, 2016
Margaret Lau  July 1, 2015 through June 30, 2016
Diana Perez   July 1, 2015 through June 30, 2016
This Agreement (“Agreement”) is entered into by and between the Allan Hancock Joint Community College District, acting by and through the Board of Trustees, hereinafter referred to as “Board,” and «Employee», hereinafter referred to as “Administrator.”

1. Employment:
The District hereby agrees to employ Administrator and Administrator hereby accepts employment as a classified administrator, upon the terms and conditions set forth below. Administrator will serve as the District’s [TITLE].

2. Term:
District agrees to employ and Administrator agrees to serve in the above position for the period commencing July 1, [20__] and ending June 30, [20__], unless otherwise terminated or extended.

3. Duties and Responsibilities:
By signing this Agreement, the Administrator agrees to devote the Administrator’s time, skill, labor and attention to performing faithfully all of the duties, and accepts all of the responsibilities as set out in the job descriptions for the above-named position, unless changes in those duties are mutually agreed to by Administrator and the District, and all duties and responsibilities which may be delegated to the Administrator by his/her immediate supervisor.

Notwithstanding any other provision of this Agreement, District may, at its sole discretion, reassign Administrator to a different administrative position of equal salary. District shall give Administrator notice of its intention to reassign him/her to a different administrative assignment at least thirty (30) calendar days prior to the effective date of such reassignment. A reassignment pursuant to this paragraph shall not constitute the creation of a new Agreement nor shall it extend the term of this Agreement.

4. Salary:
The Employee’s annual salary shall be [STATE AMOUNT IN WORDS] ($[__________].00) per year beginning July 1, [20__]. The Board retains the right to adjust the Employee’s annual salary during the term of this agreement. A change in salary shall not constitute the creation of a new contract nor extend the termination date of this Agreement.

5. Health and Welfare Benefits:
Administrator shall receive health and welfare, retirement, paid leave, and such other benefits for which employee qualifies on the basis of the assignment in accordance with the applicable policies of the District or provisions of law. Benefits may be subsequently modified by the Board of Trustees in accordance with District Policies, Administrative Regulations, or the Personnel Procedures for Management Employees.

6. Fringe Benefits:
Administrator shall receive all fringe benefits including, but not limited to, vacation, sick leave, holidays, leaves of absence, and job related expenses as specified in the appropriate Board policy, and District rules and regulations unless otherwise specified in this Agreement. The Board of Trustees may subsequently modify these benefits in accordance with District Policies, Administrative Regulations, or the Personnel Procedures.

7. Work Schedule:
Administrator shall perform a full-time 12-month work schedule in accordance with District policies, Administrative Regulations, and procedures. The supervising administrator or President/Superintendent shall determine the work schedule.

8. Seniority:
As a member of the classified service, the Administrator shall accrue seniority only in accordance with California Education Code section 88127.

9. Evaluation:

The Administrator will be evaluated pursuant to current Board policies and procedures. This evaluation shall not be considered a precondition to a decision to modify the duties of or reassign the Administrator in accordance with Paragraph [___] of this Agreement, nor shall it be considered a precondition to a decision to not renew this Agreement in accordance with Paragraph [___] of this Agreement.

10. Expiration of term and termination:

a. The Agreement expires at the end of the term specified in Paragraph 2 above. Any notice to the Administrator that the Agreement will not be renewed shall be provided no later than March 15, [____]. Failure to provide such notice will result in the Agreement continuing for one year with all other conditions and terms remaining unchanged.

b. In the case of layoff due to lack of work or lack of funds, a classified administrator shall have bumping rights based on seniority to another equal or lesser classified classification in which the administrator previously served as set out in Education Code Section 88017.

c. The Agreement is automatically terminated upon the death, retirement, or voluntary resignation of the Administrator.

d. The Agreement may be terminated by the Board for cause at any time in accordance with applicable law relating to termination of classified community college administrators. Notice to the Administrator of the grounds for termination shall be provided at least thirty (30) days prior to the effective date of the termination. The Administrator may appear before the Board prior to the effective date of termination to respond to the notice. However, the Board’s decision shall be binding and final. If the Administrator is terminated for cause during the term of the Agreement, he/she is not entitled to, and shall not receive, salary due on the remainder of the contract term.

e. Notwithstanding any other provision of law or of this Agreement, the Board may, unilaterally and without cause or a hearing, terminate this Agreement upon giving of thirty (30) days prior written notice. In consideration for exercise of this right, the District shall pay to Administrator a lump sum equal severance to the Administrator’s salary for not less than three months or the remainder of this Agreement, whichever is less, at the salary rate in effect during the Administrator’s last month of service as well as not less than three months health and welfare benefit coverage. If the employee chooses to exercise bumping rights, severance shall not apply. The parties agree that this paragraph is to be construed consistent with the requirements of Government Code section 53260 et seq. The parties further agree that this sum constitutes liquidated damages in recognition of the extreme difficulty of determining actual damages to the Administrator resulting from the contract’s termination without cause. These liquidated damages represent the Administrator’s sole and exclusive remedy for any and all damages, known or unknown, tort, contract or otherwise, flowing from the termination of Administrator’s employment with the District. The parties recognize that upon payment of the liquidated damages sum, the Administrator will be foreclosed from bringing any action or proceeding of any nature against the District.
11. General Terms and Conditions of Employment:
This Agreement is subject to all applicable laws of the State of California, rules and regulations of
the Board of Governors of the California Community Colleges and the rules, regulations, and
policies of the District, except that in the case of any conflict, the terms of the Agreement, insofar as
they are not prohibited by law, shall prevail.

12. Savings Clause:

If any term or provision of this Agreement is held by a court of competent jurisdiction to be
invalid, void or unenforceable, the remainder of the terms and provisions of this Agreement
shall continue in effect.

13. Miscellaneous Provisions:
   a. This Contract contains the entire agreement and understanding between the parties.
      There are no oral understandings, or terms and conditions not contained or
      referenced in this Agreement.
   b. This Agreement is the sole, only and entire agreement and understanding between
      the parties. Neither party has relied on or was induced to enter into this Agreement
      by any oral or written promise outside of this Agreement, and there are no oral
      understandings, terms or conditions, express or implied between the parties which
      are not contained in this Agreement.
   c. This Contract cannot be changed orally. It may be modified or superseded only by a
      written amendment executed by both parties.

IN WITNESS THEROF, the parties hereto have caused this Agreement to be executed on the
dates and by the individuals and officers indicated below.

[NAME] FOR THE BOARD OF TRUSTEES OF ALLAN
HANCOCK JOINT COMMUNITY COLLEGE DISTRICT

_______________________   _________________________
[NAME] [name]
[title]
This Agreement ("Agreement") is entered into by and between the Allan Hancock Joint Community College District, acting by and through the Board of Trustees, hereinafter referred to as "Board," and «Employee», hereinafter referred to as "Administrator."

1. **Employment:**
   The District hereby agrees to employ Administrator and Administrator hereby accepts employment as an academic administrator, upon the terms and conditions set forth below. Administrator will serve as the District’s [TITLE]. Except as specifically provided in this Agreement, the provisions of California Education Code section 72411 shall govern the terms of Administrator's employment.

2. **Term:**
   District agrees to employ and Administrator agrees to serve in the above position for the period commencing July 1, [20__] and ending June 30, [20__], unless otherwise terminated or extended.

3. **Duties and Responsibilities:**
   By signing this Agreement, the Administrator agrees to devote the Administrator’s time, skill, labor and attention to performing faithfully all of the duties, and accepts all of the responsibilities as set out in the job description for the above-named position, unless changes in those duties are mutually agreed to by Administrator and the District, and all duties and responsibilities which may be delegated to the Administrator by the Superintendent/President or supervising administrator.

   Notwithstanding any other provision of this Agreement, District may, at its sole discretion, reassign Administrator to a different administrative position of equal salary. District shall give Administrator notice of its intention to reassign him/her to a different administrative assignment at least thirty (30) calendar days prior to the effective date of such reassignment. A reassignment pursuant to this paragraph shall not constitute the creation of a new Agreement nor shall it extend the term of this Agreement.

4. **Salary:**
   The Employee's annual salary shall be [STATE AMOUNT IN WORDS] ($[__________].00) per year beginning July 1, [20__]. Employee’s salary shall be payable in twelve (12) approximately equal monthly installments. The Board retains the right to adjust the Employee’s annual salary during the term of this agreement. Such adjustments shall be in the sole discretion of the Board. A change in salary shall not constitute the creation of a new contract nor extend the termination date of this Agreement.

5. **Health and Welfare Benefits:**
   Administrator shall receive health and welfare, retirement, paid leave, and such other benefits for which employee qualifies on the basis of the assignment in accordance with the applicable policies of the District or provisions of law. Benefits may be subsequently modified by the Board of Trustees in accordance with District Policies, Administrative Regulations, or the Personnel Procedures for Management Employees.

6. **Fringe Benefits:**
   Administrator shall receive all fringe benefits including, but not limited to, vacation, sick leave, holidays, leaves of absence, and job related expenses as specified in the
appropriate Board policy, and District rules and regulations unless otherwise specified in this Agreement. The Board of Trustees may subsequently modify these benefits in accordance with District Policies, Administrative Regulations, or the Personnel Procedures.

7. Work Schedule:
Administrator shall perform a full-time 12-month work schedule in accordance with District policies, Administrative Regulations, and procedures. The supervising administrator or President/Superintendent shall determine the work schedule.

8. Evaluation:
The Administrator will be evaluated pursuant to current Board policies and procedures. This evaluation shall not be considered a precondition to a decision to modify the duties of or reassign the Administrator in accordance with Paragraph ___ of this Agreement, nor shall it be considered a precondition to a decision to not renew this Agreement in accordance with Paragraph 8 of this Agreement.

9. Termination:
   a. The Agreement expires at the end of the term specified in Paragraph 2 above. Any notice to the Administrator that the Agreement will not be renewed shall be provided no later than March 15, [____]. Failure to provide such notice will result in the Agreement continuing for one year with all other conditions and terms remaining unchanged.
   b. This Agreement may be terminated by mutual consent in writing at any time prior to its termination.
   c. If the District, at its sole discretion, determines that Administrator will not be reemployed by appointment or contract in his/her administrative position or in any other administrative position at the same salary, District shall give Administrator written notice of this determination on or before March 15 of the final year of this Agreement.
   d. If the Administrator had tenure as a faculty member with the Allan Hancock Joint Community College District before becoming an administrator, the Administrator retains the right to retreat to a faculty position within the District except when terminated for cause per California Education Code section 87732.
   e. The Agreement is automatically terminated upon the death, retirement, or voluntary resignation of the Administrator.
   f. Nothing in this Agreement shall be construed to prevent termination of Administrator for cause during the term of this Agreement. If District determines that there is cause to warrant termination of this Agreement, it shall give Administrator written notice of the cause(s). No final decision shall be made until Administrator has been given an opportunity to meet with the Board in closed session and give reasons why the Agreement should not be terminated. The Board shall make the final decision regarding termination of the Agreement, and shall provide the decision to Administrator in writing. The Board’s written decision shall be final. If Administrator is terminated pursuant to this provision he/she shall not be entitled to any payment under Section ___.
   g. Administrator may terminate Administrator’s obligations under this Contract by giving the District at least thirty (30) calendar days advance notice, or as otherwise mutually agreed by both parties.
   h. Notwithstanding any other provision of law or of this Agreement, the Board may, unilaterally and without cause or a hearing, terminate this Agreement upon giving of thirty (30) days prior written notice. In consideration for exercise of this right, the District shall pay to Administrator a lump sum equal severance to the Administrator’s salary for not less than three months or the remainder of this Agreement, whichever is less, at the salary rate in effect during the Administrator’s last month of service as well as not less than three months health and welfare benefit coverage. If the
employee chooses to exercise retreat rights, he/she will receive the amount set out in this paragraph, less the salary paid to the employee as a faculty member. The parties agree that this paragraph is to be construed consistent with the requirements of Government Code section 53260 et seq. The parties further agree that this sum constitutes liquidated damages in recognition of the extreme difficulty of determining actual damages to the Administrator resulting from the contract’s termination without cause. These liquidated damages represent the Administrator’s sole and exclusive remedy for any and all damages, known or unknown, tort, contract, or otherwise, flowing from the termination of Administrator’s employment with the District. The parties recognize that upon payment of the liquidated damages sum, the Administrator will be foreclosed from bringing any action or proceeding of any nature against the District.

10. General Terms and Conditions of Employment:
This Agreement is subject to all applicable laws of the State of California, rules and regulations of the Board of Governors of the California Community Colleges and the rules, regulations, and policies of the District, except that in the case of any conflict, the terms of the Agreement, insofar as they are not prohibited by law, shall prevail.

11. Savings Clause:
If any provision of this Agreement is held to be contrary to law by a court of competent jurisdiction, such provision shall not be deemed valid except to the extent permitted by law, but all other provisions shall continue to remain in full force and effect.

12. Miscellaneous Provisions:
   a. This Contract contains the entire agreement and understanding between the parties. There are no oral understandings, or terms and conditions not contained or referenced in this Agreement.
   b. This Agreement is the sole, only and entire agreement and understanding between the parties. Neither party has relied on or was induced to enter into this Agreement by any oral or written promise outside of this Agreement, and there are no oral understandings, terms or conditions, express or implied between the parties which are not contained in this Agreement.
   c. This Contract cannot be changed orally. It may be modified or superseded only by a written amendment executed by both parties.
   d. This Contract shall be construed and interpreted under the laws of the State of California.

IN WITNESS THEROF, the parties hereto have caused this Agreement to be executed on the dates and by the individuals and officers indicated below.

[NAME] FOR THE BOARD OF TRUSTEES OF ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT

[NAME]
[name]
[title]

Date: _____________________  Date: ___________________________
**AGENDA ITEM**

<table>
<thead>
<tr>
<th>To: Board of Trustees</th>
<th>Date:</th>
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</thead>
<tbody>
<tr>
<td>From: Superintendent/President</td>
<td>July 14, 2015</td>
</tr>
<tr>
<td>Subject: District and California School Employees Association Chapter #251 Contract Reopeners for Fiscal Year 2015-2016</td>
<td></td>
</tr>
<tr>
<td>Reason for Board Consideration:</td>
<td>Item Number:</td>
</tr>
<tr>
<td>ACTION</td>
<td>13.L.</td>
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</tbody>
</table>

**BACKGROUND**

Pursuant to Government Code Section 3547.5 and Board Policy 7140, the initial proposals for negotiations must be presented in a public Board meeting and the public given an opportunity to comment.

The initial proposals of the California School Employees Association Allan Hancock College Chapter #251 and the district are presented in accordance with Government Code 3547.5 and Board Policy 7140.

**FISCAL IMPACT**

To be determined through negotiations between the district and the California School Employees Association Allan Hancock College Chapter #251.

**RECOMMENDATION**

Staff recommends that the board of trustees invite the public to forward any comment on the attached proposals to the superintendent/president; and to schedule the proposals for public comment at the scheduled board meeting on August 11, 2015, in accordance with Board Policy 7140.

Administrator Initiating Item: Kelly Underwood

Final Disposition:
The California School Employees Association and its Allan Hancock College Chapter #251 hereby submit the following initial proposal for the 2015-16 Reopener Negotiations between the parties.

**Article 13: Vacation**

1. CSEA has an interest in discussing and improving language to the Vacation article.

CSEA reserves the right to amend, add to, or delete any of these initial proposals.
The Educational Employment Relations Act and Board Policy 7140 require that subjects of negotiations be presented publically and that members of the public be given an opportunity to comment upon them in a lawful meeting of the Board of Trustees.

The following are the issues and interests presented by the District:

**Article 27 – Negotiations and Completion of Agreement**

1. The District has an interest in pursuing a three-year contract cycle.

2. The District has an interest in defining which employees are eligible for future agreements to Pay, Health and Welfare, etc.
To: Board of Trustees
From: Superintendent/President
Subject: Grant Proposals Submitted

Reason for Board Consideration:
INFORMATION

Item Number:
14.A.

Enclosures:
Page 1 of 1

BACKGROUND:

The office of institutional grants has submitted the following grant application for a total of $50,500 in requested funds:

1. California Community College Chancellor’s Office: MESA Program (Mathematics, Engineering, Science Achievement) ($50,500)

   The college has submitted an application to renew its MESA grant to continue supporting the academic success and transfer of financially and educationally disadvantaged students in math-based fields of study.

   There is a 1:1 matching fund requirement; there is also a requirement that the district cover the project coordinator’s salary and benefits and benefits for the office technician ($139,565). The project period is July 1, 2015 – June 30, 2016. (Submitted by Christine Reed; Paul Murphy)
AGENDA ITEM

<table>
<thead>
<tr>
<th>To:</th>
<th>Board of Trustees</th>
<th>Date:</th>
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</thead>
<tbody>
<tr>
<td>From:</td>
<td>Superintendent/President</td>
<td>July 14, 2015</td>
</tr>
<tr>
<td>Subject:</td>
<td>Change in Warrant Reporting Schedule</td>
<td></td>
</tr>
<tr>
<td>Reason for Board Consideration:</td>
<td>Item Number:</td>
<td>Enclosures:</td>
</tr>
<tr>
<td>INFORMATION</td>
<td>14.B.</td>
<td>Page 1 of 1</td>
</tr>
</tbody>
</table>

BACKGROUND:

The register of warrants for the month ending May 30, 2015 was included in the June 16, 2015 board agenda. Due to the change in the regular board meeting date from the third Tuesday to the second Tuesday of the month, no register of warrants will be reported on the July 14th board agenda. The register of warrants for the month ending June 30, 2015 will be included in the August 11, 2015 board agenda. This is the same reporting schedule as the monthly district financial report and will continue thereafter.
BACKGROUND:

On June 24, 2015 Governor Brown signed a balanced, on-time budget that saves billions of dollars and pays down debt, while directing more resources to schools and low-income Californians. To quote Vice Chancellor Dan Troy, “Times are good today, but it is unlikely that we have seen our last recession.”

The information below summarizes major components of statewide funding changes and the estimated impact on Allan Hancock College.

PROPOSED BUDGET FOR COMMUNITY COLLEGES

<table>
<thead>
<tr>
<th>Ongoing Funds</th>
<th>AHC ANTICIPATED TO RECEIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>• 1.02% Cost of Living Adjustment (COLA)</td>
<td>$ 503,800 estimate</td>
</tr>
<tr>
<td>• 3% enrollment growth (AHC constrained to 1.97%)</td>
<td>$ 854,100 estimate</td>
</tr>
<tr>
<td>• $266.7 million increase in base allocation funding</td>
<td>$ 2,214,200 estimate</td>
</tr>
<tr>
<td>• $100 million augmentation for Student Success and Support Program</td>
<td>$ 740,000 estimate</td>
</tr>
<tr>
<td>• $85 million for implementation of Student Equity Plans</td>
<td>$ 663,000 estimate</td>
</tr>
<tr>
<td>• $38.7 million for Proposition 39 energy efficiency</td>
<td>$ 276,100 estimate</td>
</tr>
<tr>
<td>• $ 62.32 million for full-time faculty funding</td>
<td>$ 515,000 estimate</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>One-time Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>• $603.7 million one-time discretionary appropriation (mandate backlogs)</td>
</tr>
<tr>
<td>• $148 million for deferred maintenance and instructional equipment</td>
</tr>
</tbody>
</table>

1 Based on new growth formula.

2 To help offset future increases in PERS and STRS and other operating expenses.

3 New funding requires a 2:1 match.

Michael Black will attend the state budget workshop on July 28, 2015 and may receive updated information to include in the 2015-16 proposed district budget.
New Board Policy 3010, Prohibition of Employment Discrimination, is legally required. The new Board Policies have been recommended by the California Community College League’s Policy and Procedure Services.
PROHIBITION OF EMPLOYMENT DISCRIMINATION

The Allan Hancock Joint Community College District ("District") is committed to equal opportunity in employment and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The Director, Human Resources shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

Pursuant to Education Code section 72014, no District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or because of his or her association with a person or group with one or more of these actual or perceived characteristics.

Any employee who believes that he or she has been discriminated against in violation of this policy should immediately report such incidents by following the procedures described in Administration Regulation 3010.01/3020.01.

References: Education Code Sections 66250 et seq., 72010 et seq., and 87100 et seq.;

   Title 5 Sections 53000 et seq. and 59300 et seq.;

   Penal Code Section 422.55;

   Government Code Sections 12926.1 and 12940 et seq.
**BACKGROUND**

New Board Policy 3020, Prohibition of Harassment, is legally required. The new Board Policies have been recommended by the California Community College League’s Policy and Procedure Services.
PROHIBITION OF HARASSMENT

The Allan Hancock Joint Community College District ("District") is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation of any person, or because he or she is perceived to have one or more of the foregoing characteristics, or because he or she associates with persons with those characteristics.

The District seeks to foster an environment in which all employees feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct.

Any employee who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in Administration Regulation 30201.01. Supervisors, Managers and Administrators are required to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all terms and conditions of employment, including but not limited to, hiring, assignment, promotion, disciplinary action, layoff, recall, transfer, leaves of absence, training opportunities and compensation.

To this end the Superintendent/President or designee shall ensure that the institution undertakes education and training activities to counter discrimination and to prevent, minimize and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Superintendent/President or designee shall establish procedures that define harassment on campus. The Superintendent/President or designee shall further establish procedures for employees and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, and agents.

References: Education Code Sections 212.5; 66252; 66281.5; Government Code 12950.1; Title VII of the Civil Rights Act of 1964, 42 U.S.C.A. § 2000e; 5 CCR 59320 et seq.
**To:** Board of Trustees  

**From:** Superintendent/President  

**Date:** July 14, 2015  

**Subject:** First Reading: Revised Board Policy and Administrative Procedure 3255, Program Review  

**Item Number:** 14.F.  

**Enclosures:** Page 1 of 10  

**BACKGROUND:**  
Revised board policy and administrative procedure 3255 are legally required. The changes bring these into alignment with modifications to BP/AP 4021 Program Vitality. The revisions to the board policy and administrative procedure have been recommended by the California Community College League’s Policy and Procedure Services and have been vetted through the shared governance process.
BP 3255 PROGRAM REVIEW

The primary purpose of program review is to determine program effectiveness; its processes are designed to recognize good performance and to identify and assist programs needing improvement. Program review also drives the institution’s annual planning and resource allocation processes. All educational programs, student support services, and administrative departments of Allan Hancock College will be reviewed at least once every six years in accordance with the procedures. Based on findings and recommendations, such reviews may result in expansion or modification of programs, services, or departments, or a recommendation of further review for to assess vitality and feasibility, discontinuance. Board Policy 4021 7960 addresses the process to assess for instruction and student services programs referred for discontinuance recommended for vitality review.

The superintendent/president may initiate an additional program review based on the needs of the district.

References: Educational Programs:
   Education Code Section 78016
   Title 5 Section 51022
   Title 5 Section 53200
   Accrediting Commission for Community and Junior Colleges
   Western Association of Schools and Colleges - Standard 2

Student Services Programs:
   Accrediting Commission for Community and Junior Colleges
   Western Association of Schools and Colleges - Standard 2

Administrative Programs:
   Accrediting Commission for Community and Junior Colleges
   Western Association of Schools and Colleges – Standard 3

Adopted: 1/16/85
Revised: 3/17/98
Revised: 1/25/00
Revised: 1/11/01
Revised: 3/11/04
Revised: 12/16/08
Revised: 6/18/13
Revised:

(Replaces Board Policy 7930)
AP 3255 PROGRAM REVIEW

EDUCATIONAL PROGRAM REVIEW

ALL EDUCATIONAL PROGRAMS

1. Each spring semester, the Office of the Vice President, Academic Affairs Chief Instructional Officer notifies the appropriate academic dean which programs are scheduled to undergo program review for the succeeding year. The academic dean or supervising administrator notifies the department and/or program no later than April 1. The schedule is submitted to the Superintendent/President at the beginning of each fall semester.

2. The Academic Senate has primary responsibility for creating and revising processes for reviewing educational programs and services.

3. The department chair and all full-time instructors in the program comprise the self-study team. The self-study or update will, whenever possible, reflect the opinions of all discipline instructors. Associate faculty are encouraged to participate. CSEA members who are instructional staff are encouraged to participate on teams when appropriate.

4. The self-study team will use program data and evaluation criteria as a basis for preparing and writing an evaluation report. The self-study report includes a follow-up on the plan of action for the previous program review, a description of the program, an appraisal of the program, an assessment plan, and a new plan of action which identifies needed resources.

5. The self-study report is submitted to the appropriate academic dean by the first week of December for review. A copy is submitted to the Vice President, Academic Affairs Chief Instructional Officer by the second week of December.

6. The self-study report is made available to a validation team before the end of the semester in which the study was initiated.
7. The validation team is comprised of the dean of the area, one faculty member from a related discipline/program, and two faculty members from unrelated disciplines. At the option of the self-study team, the validation team may also include one or more of the following:

   a. someone from a four-year institution in the same discipline.
   b. someone from another community college in the same discipline.
   c. a high school instructor in the same discipline.
   d. a member of an advisory committee for the program.

8. The validation team prepares a cover report following its review of the self-study including observations and recommendations. This report is completed within one month of receipt of the self-study and is made available to the self-study team, who reviews it for accuracy of information. Recommendations may include the following:

   a. continue the program as presently offered.
   b. modify the program in specific ways.
   c. review the program for vitality and feasibility discontinuance under Board Policy 7960 4021.

9. Every spring semester subsequent to the completion of the comprehensive six-year program review, the department or program submits an annual update to the program review by the end of the second week of April to be part of institutional prioritization the following fall.

10. For vocational programs the annual update replaces the two-year program and addresses, in addition to the other components, whether the program:

   a. meets a documented labor market demand.
   b. does not represent unnecessary duplication of other manpower training programs in the area.
   c. is of demonstrated effectiveness as measured by the employment and completion success of its students.

11. Upon completion (by the end of the second week of April), the program review or annual update is forwarded to the dean and department to be used for unit- and district-level planning and budgeting. The dean forwards one copy of the completed report to the Vice President, Academic AffairsChief Instructional Officer. An electronic copy is sent to Institutional Research for archiving.

12. If the program review recommends discontinuance a vitality review, the processes and procedures in Board Policy 4021 7960 will be followed.

   Adopted: 3/11/04
   Revised: 12/16/08
   Revised: 5/21/13
STUDENT SERVICES PROGRAM REVIEW

1. Each spring semester, the Vice President of Student Services/Chief Student Services Officer notifies the appropriate dean or supervising administrator which programs are scheduled to undergo program review for the succeeding year. The appropriate dean or supervising administrator notifies the department and/or program no later than April 1. The schedule is submitted to the Superintendent/President at the beginning of each fall semester.

2. The Academic Senate has primary responsibility for creating and revising processes for reviewing educational programs and services.

3. The team is chaired by a full-time faculty person in the discipline area whenever possible and who has primary responsibility for writing the self-study. If not possible, the team is chaired by the program dean or director. The team consists of at least one full-time faculty member from within the program, if applicable; one representative from within that student services area, and an additional student services representative from another student services area. Every effort will be made to include a CSEA member on each team. Part-time faculty and a student are encouraged to participate. Additional members from within the program may serve as resources to the Program Review Team as their work assignment pertains to the program review development.

4. The self-study team will use program data and evaluation criteria as a basis for preparing and writing an evaluation report. The content of the report includes a follow-up on the plan of action for the previous program review, a description of the program, an appraisal of the program, an assessment plan, and a new plan of action which identifies needed resources.

5. The self-study report is made available to a validation team before the end of the semester in which the study was initiated.

6. The Vice President of Student Services/Chief Student Services Officer appoints the chair of the validation team. The chair will be a dean, director, or coordinator from another student service area. The remaining members of the validation team include one faculty members (from outside of student services) and one other student service representative. Optional members of the validation team may also include one or more of the following:
   a. someone from a four-year institution in the same service area;
   b. someone from another community college in the same service area;
   c. a high school representative;

7. Written notification of the proposed composition of the validation team is forwarded to the Vice President of Student Services/Chief Student Services Officer for approval.
8. The validation team prepares a cover report following its review of the self-study including observations and recommendations. The report is completed within one month of receipt of the self-study and is made available to the self-study team, who reviews it for accuracy of information. Recommendations may include the following:

   a. continue the program as presently offered.
   b. review or modify the program in specific ways.
   c. review discontinue the program for vitality and feasibility under Board Policy 4021.

9. The validation team chair forwards one copy of the self-study recommendations and the final validation report to the Vice President, Student ServicesChief Student Services Officer.

10. Every spring semester subsequent to the completion of the comprehensive six-year program review, the department or program submits an annual update to the program review by the end of the second week of April to be part of institutional prioritization the following fall.

11. Upon completion (by the end of the second week of April), the program review or annual update is forwarded to the appropriate dean or supervising administrator and department to be used for unit- and district-level planning and budgeting. The administrator forwards one copy of the completed report to the Vice President, Student ServicesChief Student Services Officer. An electronic copy will be sent to Institutional Research for archiving.

12. If the program review recommends a vitality review, the processes and procedures in Board Policy 4021 will be followed.

Adopted: 3/11/04
Revised: 5/21/13
ADMINISTRATIVE DEPARTMENT PROGRAM REVIEW

1. The superintendent/president will establish the schedule for review of programs.

2. Administrative programs are identified as:

   Administrative Services
   • Business Services
   • Auxiliary Accounting Services
   • Bookstore
   • Campus Police
   • Auxiliaries-PCPA

   Academic Affairs
   • Institutional Grants
   • Institutional Research and Planning

   Facilities and Operations
   • Plant Services

   President’s Office
   • Allan Hancock College Foundation
   • Human Resources
   • Information Technology Services
   • Public Affairs and Publications
   • Campus Graphics

3. Under the oversight of a cabinet level administrator, each administrative department manager shall develop a program review document based on data and evidence to assess and improve performance on established functions and Service Area Outcomes (SAO). Service Area Outcomes reflect the measures of effectiveness of the department functions. For example, if the function is payroll, an effective Service Area Outcome would be to process payroll on time with 99 percent accuracy. Example 2: If the function is Plant Services repairs, an effective Service Area Outcome would be to complete all work orders in a timely manner. Example 3: If the function is grant applications, an effective Service Area Outcome would be to file X amount of grant applications and complete the application process on time. The program review includes an Action Plan. Program review will be relied upon for integrating the planning and budgeting processes.

4. The manager responsible for the program review will establish a 3-4 member committee that includes members of the department and at least one external team member approved by the superintendent/president or cabinet level administrator.
a. The external member will provide validation to the program review by preparing a memo including the following:

Structural review: Does the report include the program scope, surveys or other data related to outcomes assessment, quantitative and qualitative data related to operations, findings and an action plan?

- Observations: Does the external team member find the information in the program review valid and accurate? Is there any important information missing?
- Commendations: Are there any areas in which the program deserves a commendation for performance excellence?
- Findings/Action Plan: Are the findings accurate and related to the outcomes assessment? Does the action plan address improvements based on outcomes assessment? Is the action plan reasonable and attainable within one program review cycle?

The external validation memo will be made available to the entire program review team, and included as an attachment to the program review when it is submitted to the appropriate cabinet member and the Institutional Research Office.

5. The written program review will include the following components:

- **Scope** A description of the current scope of services including the specific functions performed by the department and who it serves.
- **Survey** Data and analysis of performance on stated functions and Service Area Outcomes to include the following steps:
  - A survey instrument developed in collaboration with the office of Institutional Research and Planning appropriate to evaluating the performance of the department functions and Service Area Outcomes.
  - The survey will be distributed college-wide by the office of Institutional Research and Planning.
  - A compilation and analysis of survey results to measure the degree of effectiveness to which Service Area Outcomes are being achieved.

- **Current demand for services** Quantitative and qualitative data based on survey results, constituent feedback, evolving organizational needs, changes in technology, etc.

- **Findings** Recommendations to improve department performance in its functions and Service Area Outcomes:
  - Plans for expansion and improvement
  - Facility needs
  - Technology needs
  - Current and future staffing requirements
e. Action Plan  An Action Plan that details activities, responsibilities, timelines, measures of effectiveness and funding needs, if applicable. The plan provides for continuous improvement in Service Area Outcomes and links to the district’s strategic plan.

6. The manager responsible for the program under review will coordinate the process and complete the written report in collaboration with the program review committee. The written report will be submitted to the appropriate cabinet member.

7. After approval by the appropriate cabinet member, the program review and annual update will be used for the unit and district level planning and budgeting. Send the completed program review electronically to Institutional Research for archiving.

8. A program review shall be conducted by each department in a six year cycle. Departments will annually review their program review and update their action plans.

Adopted: 3/11/04
Revised: 12/16/08
Revised: 6/19/12

Approved: 1/16/85
Revised: 3/17/98
Revised: 1/25/00
Revised: 1/11/01
Revised: 3/11/04
Revised: 12/16/08
Revised: 6/18/13
Revised:

(Replaces Administrative Procedures 7930.01, 7930.02, 7930.03)
### AGENDA ITEM

To: Board of Trustees  
From: Superintendent/President  
Date: July 14, 2015  
Subject: Employee Retirements and Resignations  

<table>
<thead>
<tr>
<th>Reason for Board Consideration</th>
<th>Item Number</th>
<th>Enclosures</th>
</tr>
</thead>
<tbody>
<tr>
<td>INFORMATION 14.G.</td>
<td></td>
<td>Page 1 of 1</td>
</tr>
</tbody>
</table>

**BACKGROUND:**

The superintendent/president has accepted the following:

**Retirements:**

   Mr. Cotter has been employed with the district as a classified management employee since July 1, 2010.

2. Wesley Maroney, director, public safety/chief of police, campus police, effective October 15, 2015.  
   Mr. Maroney has been employed with the district as a classified management employee since July 1, 2013.

3. Richard Carmody, director, business services, effective December 30, 2015.  
   Mr. Carmody has been employed with the district as a classified management employee since November 29, 2004.

**Resignations:**

4. Carissa Perales, CalWORKs coordinator, EOPS/CalWORKs, effective June 30, 2015.  
   Ms. Perales has been employed with the district since February 4, 2008.

5. Dana Valverde, noncredit counselor, counseling and student services, effective July 1, 2015.  
   Ms. Valverde has been employed with the district since July 1, 2014.

---

**Administrator Initiating Item:** Kelly Underwood  
**Final Disposition:** 162 Revised
To: Board of Trustees
From: Superintendent/President
Subject: Monthly Report, Associate Superintendent/Vice President, Academic Affairs

Reason for Board Consideration: INFORMATION
Item Number: 14.H.
Enclosures: Page 1 of 1

BACKGROUND:

The Associate Superintendent/Vice President of Academic Affairs will report on developments regarding instructional programs, curriculum, accreditation, enrollment management, and/or other matters affecting student learning.

The items listed below will be shared as an update in regards to academic affairs:

- Enrollment Management – fall 2015
- Concurrent Enrollment
To: Board of Trustees  
From: Superintendent/President  
Date: July 14, 2015  
Subject: Monthly Report – Associate Superintendent/Vice President, Student Services

Reason for Board Consideration:  
Item Number: 14.I.  
Enclosures: Page 1 of 1

BACKGROUND:

The Associate Superintendent/Vice President of Student Services reports the following on matters affecting student support services and special programs, and/or other matters regarding student success.

- Lompoc Valley Center Update
- 3SP Counselor Hiring
- Cultural Proficiency Institute
To: Board of Trustees

From: Superintendent/President

Subject: Monthly Report, Associate Superintendent/Vice President, Finance and Administration

Reason for Board Consideration: INFORMA TION

Item Number: 14.J.

Enclosures: Page 1 of 1

BACKGROUND:

The Associate Superintendent/Vice President, Finance and Administration will report on matters affecting administrative services.

The item listed below will be shared as an update in regards to administrative services:

- OPEB (Other Post-Employment Benefits) Trust
- Recruitment of Managing Director, PCPA
- State Budget Workshop July 28, 2015 at Las Positas College
The Vice President of Operations will report on matters affecting operations.

The items listed below will be shared as an update in regards to operations:

- Proposition 39 Energy Efficiency and Renewable Generation Funding: District project implementation and future projects update.
- 2014/2015 Staff Recruitments
To: Board of Trustees  
From: Superintendent/President  
Date: July 14, 2015

Subject: Bond Measure I Monthly Report

Reason for Board Consideration: Item Number: Enclosures:

INFORMATION 14.L. Page 1 of 2

AGENDA ITEM

STATUS

<table>
<thead>
<tr>
<th>Project Name &amp; Phase</th>
<th>Bldg. Sq. Ft.</th>
<th>Budget</th>
<th>Encumbered</th>
<th>Expended</th>
<th>Balance</th>
<th>Project Percentage Complete</th>
<th>Projected Occupancy or Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Projects</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>One Stop Student Services Center (C)</td>
<td>65,841</td>
<td>$39,069,400</td>
<td>$101,177</td>
<td>$39,329,624</td>
<td>($361,401)</td>
<td>100%</td>
<td>Oct-Dec 2013</td>
</tr>
<tr>
<td>Public Safety Complex (C)</td>
<td>99,938</td>
<td>$37,935,509</td>
<td>$363,109</td>
<td>$37,404,189</td>
<td>$168,211</td>
<td>98%</td>
<td>Oct 2013</td>
</tr>
<tr>
<td>Childcare Center Addition (C)</td>
<td>11,666</td>
<td>$8,696,208</td>
<td>$482</td>
<td>$8,624,363</td>
<td>$71,363</td>
<td>100%</td>
<td>Jan 2013</td>
</tr>
<tr>
<td>Fine Arts Complex (WD)</td>
<td>N/A</td>
<td>$4,426,692</td>
<td>$45,060</td>
<td>$4,165,734</td>
<td>$215,898</td>
<td>100%</td>
<td>Fall 2013</td>
</tr>
<tr>
<td>Theatre Arts Complex (WD)</td>
<td>N/A</td>
<td>$362,247</td>
<td>$5,382</td>
<td>$305,050</td>
<td>$51,815</td>
<td>100%</td>
<td>Fall 2013</td>
</tr>
<tr>
<td>Industrial Technology/Physical Education and Athletic Fields (C)</td>
<td>35,305</td>
<td>$25,303,520</td>
<td>$141,106</td>
<td>$24,731,954</td>
<td>$430,460</td>
<td>Fields 100% Bldg. 100% Restroom 0%</td>
<td>Spring 2014</td>
</tr>
<tr>
<td>Total Capital Projects</td>
<td></td>
<td>$115,793,576</td>
<td>$656,316</td>
<td>$114,560,914</td>
<td>$576,346</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Scheduled Maintenance Projects

| Building D, Repairs and Upgrades (C)  | 38,389       | $6,328,165 | $0         | $6,321,890  | $6,275   | 100%                      | January 2014                     |
| Lompoc Valley Center, Repairs and Upgrades (WD) | 17,538 | $135,338 | $2,500     | $128,106    | $4,732   | 95%                       | Summer 2014                      |
| Total Scheduled Maintenance           |              | $6,463,503 | $2,500     | $6,449,996  | $11,007  |                            |                                   |

Project Phase Key
C: Construction
WD: Working Drawings

continued

Administrator Initiating Item: Felix Hernandez Jr.  
Final Disposition:
## Technology Projects

<table>
<thead>
<tr>
<th>Project Name &amp; Phase</th>
<th>Bldg. Sq. Ft.</th>
<th>Budget</th>
<th>Encumbered</th>
<th>Expended</th>
<th>Balance</th>
<th>Project Percentage Complete</th>
<th>Project Occupancy or Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technology and Instructional Equipment Modernization</td>
<td>N/A</td>
<td>$11,066,046</td>
<td>$52,262</td>
<td>$9,336,492</td>
<td>$1,677,292</td>
<td>85%</td>
<td>Summer 2016</td>
</tr>
<tr>
<td>VOIP Equipment</td>
<td>N/A</td>
<td>$1,456,323</td>
<td>$0</td>
<td>$1,432,002</td>
<td>$24,322</td>
<td>98%</td>
<td>Summer 2015</td>
</tr>
<tr>
<td><strong>Total Information Technology</strong></td>
<td></td>
<td><strong>$12,522,369</strong></td>
<td><strong>$52,262</strong></td>
<td><strong>$10,768,494</strong></td>
<td><strong>$1,701,614</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Bond Measure I Issuance Summary

<table>
<thead>
<tr>
<th></th>
<th>Total Available Funds</th>
<th>Total Expended Funds</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost of Issuance and COP Refinance</td>
<td>$9,147,311</td>
<td>$9,147,311</td>
<td>$0</td>
</tr>
<tr>
<td>Capital Projects</td>
<td>$104,712,499</td>
<td>$103,063,080</td>
<td>$1,649,419</td>
</tr>
<tr>
<td>Scheduled Maintenance Projects</td>
<td>$13,765,466</td>
<td>$13,752,888</td>
<td>$12,578</td>
</tr>
<tr>
<td>Technology Projects</td>
<td>$19,440,489</td>
<td>$18,717,669</td>
<td>$722,820</td>
</tr>
<tr>
<td>Project Management</td>
<td>$3,301,538</td>
<td>$3,298,347</td>
<td>$3,191</td>
</tr>
<tr>
<td>Contingency</td>
<td>$3,365,992</td>
<td>$0</td>
<td>$3,365,992</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td>$153,733,295</td>
<td>$147,979,295</td>
<td>$5,754,000</td>
</tr>
</tbody>
</table>

*As of December 31, 2014*
To: Board of Trustees | Date: 
--- | --- 
From: Superintendent/President | July 14, 2015 
Subject: Monthly District Financial Report | 
Reason for Board Consideration: | Item Number: Enclosures: 
INFORMATION | 14.M. | Page 1 of 14 

BACKGROUND: 

Attached are copies of financial statements for the following funds:

- General Fund Unrestricted - Monthly Budget Report
- General Fund - Unrestricted
- General Fund - Restricted
- Child Development Fund
- PCPA Fund
- Capital Outlay Projects Fund
- General Obligation Bond Building Fund
- Bookstore Fund
- Dental Self-Insurance Fund
- Health Exams Fund
- Property and Liability Self-Insurance Fund
- Post-Employment Benefits Fund
- Student Financial Aid Trust Fund
- Scholarship and Loan Trust Fund
- Associated Students Trust Fund
- Student Representation Fee Trust Fund
- Student Body Center Fee Trust Fund
- District Trust Fund
- Student Clubs Agency Fund
- Foundation Agency Fund
- AHC Viticulture & Enology Foundation Agency Fund

The statements reflect year-to-date data and the resulting impact on fund balances.
### GENERAL FUND UNRESTRICTED EXPENDITURE BUDGET

**REVISED ADOPTED BUDGET**

<table>
<thead>
<tr>
<th></th>
<th>May Budget</th>
<th>May Expenditures</th>
<th>Percentage Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Salaries</td>
<td>2,283,814</td>
<td>2,266,008</td>
<td>99.22%</td>
</tr>
<tr>
<td>Classified Salaries</td>
<td>1,049,377</td>
<td>1,039,121</td>
<td>99.02%</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>804,976</td>
<td>789,819</td>
<td>98.12%</td>
</tr>
<tr>
<td>Supplies and Materials</td>
<td>141,380</td>
<td>110,470</td>
<td>78.14%</td>
</tr>
<tr>
<td>Contracted Services</td>
<td>481,591</td>
<td>503,230</td>
<td>104.49%</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>23,209</td>
<td>20,053</td>
<td>86.40%</td>
</tr>
<tr>
<td>Other Outgo/Transfers</td>
<td>28,233</td>
<td>56,695</td>
<td>200.81%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>4,812,580</td>
<td>4,786,396</td>
<td>99.44%</td>
</tr>
</tbody>
</table>

#### 2014-15 Monthly Expenditure Budget

![Chart showing monthly expenditure budget](chart.png)

*Variances in monthly expenditures reflect timing differences from prior years.*
## GENERAL FUND UNRESTRICTED EXPENDITURE BUDGET
### REVISED ADOPTED BUDGET

<table>
<thead>
<tr>
<th></th>
<th>July-May Budget</th>
<th>July-May Year to Date</th>
<th>Percentage Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Salaries</td>
<td>21,385,564</td>
<td>21,179,991</td>
<td>99.04%</td>
</tr>
<tr>
<td>Classified Salaries</td>
<td>10,999,259</td>
<td>10,778,709</td>
<td>97.99%</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>8,508,138</td>
<td>8,489,078</td>
<td>99.78%</td>
</tr>
<tr>
<td>Supplies and Materials</td>
<td>1,126,616</td>
<td>865,609</td>
<td>76.83%</td>
</tr>
<tr>
<td>Contracted Services</td>
<td>5,058,826</td>
<td>4,857,052</td>
<td>96.01%</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>170,002</td>
<td>223,911</td>
<td>131.71%</td>
</tr>
<tr>
<td>Other Outgo/Transfers</td>
<td>1,648,559</td>
<td>1,890,977</td>
<td>114.84%</td>
</tr>
<tr>
<td></td>
<td>48,894,964</td>
<td>48,285,327</td>
<td>98.75%</td>
</tr>
</tbody>
</table>

### 2014-15 YTD Expenditure Budget

* Variances in monthly expenditures reflect timing differences from prior years.
# Allan Hancock College Governmental Funds Group
## General Fund
### Income Statement by Fund
For Period Ending 05/31/2015

<table>
<thead>
<tr>
<th></th>
<th>Unrestricted Budget</th>
<th>Unrestricted Actual</th>
<th>% Budget</th>
<th>Restricted Budget</th>
<th>Restricted Actual</th>
<th>% Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal revenues</td>
<td>34,000</td>
<td>33,642</td>
<td>98.94</td>
<td>4,016,569</td>
<td>1,931,954</td>
<td>48.09</td>
</tr>
<tr>
<td>State Revenues</td>
<td>35,303,960</td>
<td>32,836,772</td>
<td>93.01</td>
<td>6,674,629</td>
<td>5,745,293</td>
<td>86.07</td>
</tr>
<tr>
<td>Local Revenues</td>
<td>17,304,813</td>
<td>17,900,680</td>
<td>103.44</td>
<td>1,792,470</td>
<td>1,621,287</td>
<td>90.44</td>
</tr>
<tr>
<td><strong>Total REVENUES</strong></td>
<td>52,642,773</td>
<td>50,771,095</td>
<td>96.44</td>
<td>12,483,669</td>
<td>9,298,535</td>
<td>74.48</td>
</tr>
<tr>
<td><strong>EXPENDITURES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Salaries</td>
<td>22,235,489</td>
<td>21,179,991</td>
<td>95.25</td>
<td>2,318,614</td>
<td>1,741,672</td>
<td>75.11</td>
</tr>
<tr>
<td>Classified Salaries</td>
<td>12,132,670</td>
<td>10,778,709</td>
<td>88.84</td>
<td>3,076,639</td>
<td>2,520,361</td>
<td>81.91</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>9,981,908</td>
<td>8,489,078</td>
<td>85.04</td>
<td>1,355,015</td>
<td>997,541</td>
<td>73.61</td>
</tr>
<tr>
<td>Supplies and Materials</td>
<td>1,433,542</td>
<td>865,609</td>
<td>60.38</td>
<td>1,041,832</td>
<td>495,570</td>
<td>47.56</td>
</tr>
<tr>
<td>Other Operating Expenses and Capital Outlay</td>
<td>6,246,875</td>
<td>4,857,052</td>
<td>77.75</td>
<td>2,033,086</td>
<td>1,100,302</td>
<td>54.11</td>
</tr>
<tr>
<td><strong>Total EXPENDITURES</strong></td>
<td>247,943</td>
<td>223,911</td>
<td>90.30</td>
<td>2,219,454</td>
<td>1,477,975</td>
<td>66.59</td>
</tr>
<tr>
<td><strong>Excess of Revenues over (Under) Expenditures</strong></td>
<td>364,344</td>
<td>439,025</td>
<td>965,111</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>OTHER FINANCING SOURCES(USES)</strong></td>
<td>11,500</td>
<td>10,014</td>
<td>87.08</td>
<td>122,492</td>
<td>121,292</td>
<td>99.02</td>
</tr>
<tr>
<td><strong>Total OTHER FINANCING</strong></td>
<td>11,500</td>
<td>10,014</td>
<td>87.08</td>
<td>122,492</td>
<td>121,292</td>
<td>99.02</td>
</tr>
<tr>
<td><strong>OPERATING TRANSFERS OUT</strong></td>
<td>1,902,613</td>
<td>1,890,977</td>
<td>99.38</td>
<td>852,647</td>
<td>496,104</td>
<td>58.18</td>
</tr>
<tr>
<td><strong>Total OPERATING TRANSFERS OUT</strong></td>
<td>1,902,613</td>
<td>1,890,977</td>
<td>99.38</td>
<td>852,647</td>
<td>496,104</td>
<td>58.18</td>
</tr>
<tr>
<td><strong>Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses</strong></td>
<td>(1,526,769)</td>
<td>2,495,779</td>
<td>(291,129)</td>
<td>590,298</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>FUND BALANCE:</strong></td>
<td>Fund balance, July 1</td>
<td>5,570,526</td>
<td>5,570,526</td>
<td>6,830,992</td>
<td>6,830,989</td>
<td></td>
</tr>
<tr>
<td>Current balance</td>
<td>4,043,756</td>
<td>8,066,306</td>
<td>6,539,862</td>
<td>7,421,287</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Allan Hancock College Governmental Funds Group
Child Development Fund

Income Statement by Fund
For Period Ending 05/31/2015

<table>
<thead>
<tr>
<th></th>
<th>Budget</th>
<th>Actual</th>
<th>% Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>REVENUES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal revenues</td>
<td>274,298</td>
<td>254,590</td>
<td>92.81</td>
</tr>
<tr>
<td>State Revenues</td>
<td>269,271</td>
<td>252,053</td>
<td>93.60</td>
</tr>
<tr>
<td>Local Revenues</td>
<td>170,500</td>
<td>153,693</td>
<td>90.14</td>
</tr>
<tr>
<td>Total REVENUES</td>
<td>714,069</td>
<td>660,338</td>
<td>92.47</td>
</tr>
<tr>
<td>EXPENDITURES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Salaries</td>
<td>225,954</td>
<td>222,620</td>
<td>98.52</td>
</tr>
<tr>
<td>Classified Salaries</td>
<td>345,800</td>
<td>324,280</td>
<td>93.77</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>75,724</td>
<td>66,327</td>
<td>87.59</td>
</tr>
<tr>
<td>Supplies and Materials</td>
<td>50,209</td>
<td>31,373</td>
<td>62.48</td>
</tr>
<tr>
<td>Other Operating Expenses and Capital Outlay</td>
<td>32,869</td>
<td>27,254</td>
<td>82.91</td>
</tr>
<tr>
<td>Total EXPENDITURES</td>
<td>730,558</td>
<td>671,856</td>
<td>91.96</td>
</tr>
<tr>
<td>Excess of Revenues over (Under) Expenditures</td>
<td>(16,488)</td>
<td>(11,518)</td>
<td></td>
</tr>
</tbody>
</table>

OTHER FINANCING SOURCES(USES)

|                         |         |         |          |
| Other Financing Sources | 30,000  | 25,246  | 84.15    |
| Total OTHER FINANCING SOURCES(USES) | 30,000 | 25,246 | 84.15 |
| Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses | 13,511 | 13,728 |

FUND BALANCE:

|                         |         |         |
| Fund balance, July 1    | 154,761 | 154,758 |
| Current balance         | 168,272 | 168,486 |
ALLAN HANCOCK COLLEGE
SPECIAL REVENUE FUND
STATEMENT OF REVENUES AND EXPENSES
FOR THE PERIOD ENDING 05/31/2015

Rounded to the Nearest Dollar

<table>
<thead>
<tr>
<th>PCPA BUDGET</th>
<th>PCPA ACTUAL</th>
<th>% BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Earned Income</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ticket Revenue</td>
<td>1,450,049</td>
<td>1,228,997</td>
</tr>
<tr>
<td>Handling</td>
<td>45,000</td>
<td>36,948</td>
</tr>
<tr>
<td>Concessions</td>
<td>36,000</td>
<td>30,568</td>
</tr>
<tr>
<td>Advertising</td>
<td>95,000</td>
<td>100,149</td>
</tr>
<tr>
<td>Touring</td>
<td>32,450</td>
<td>35,561</td>
</tr>
<tr>
<td>Other</td>
<td>60,000</td>
<td>27,709</td>
</tr>
<tr>
<td><strong>Total Earned Income</strong></td>
<td><strong>1,677,499</strong></td>
<td><strong>1,408,951</strong></td>
</tr>
<tr>
<td>Contributed Income</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Individual sources</td>
<td>40,000</td>
<td>26,659</td>
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<td>Fundraisers</td>
<td>28,000</td>
<td>57,804</td>
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<td>Corporations</td>
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<td>31,100</td>
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<td>Foundations</td>
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<td>428,211</td>
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<tr>
<td><strong>Total contributed income</strong></td>
<td><strong>554,170</strong></td>
<td><strong>553,773</strong></td>
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<tr>
<td>Allan Hancock College</td>
<td><strong>1,426,949</strong></td>
<td><strong>1,446,949</strong></td>
</tr>
<tr>
<td><strong>Total revenues</strong></td>
<td><strong>3,658,618</strong></td>
<td><strong>3,409,673</strong></td>
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<table>
<thead>
<tr>
<th>PCPA BUDGET</th>
<th>PCPA ACTUAL</th>
<th>% BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EXPENSES:</strong></td>
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<td></td>
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<tr>
<td>Production</td>
<td>1,946,144</td>
<td>1,843,220</td>
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<tr>
<td>Conservatory</td>
<td>37,737</td>
<td>36,510</td>
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<td>Scholarships</td>
<td>572,058</td>
<td>588,192</td>
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<tr>
<td>Administration</td>
<td>265,469</td>
<td>247,138</td>
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<tr>
<td>Development</td>
<td>8,000</td>
<td>2,820</td>
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<tr>
<td>Marketing</td>
<td>463,670</td>
<td>400,448</td>
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<td>Box office</td>
<td>271,913</td>
<td>246,830</td>
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<td>Concessions</td>
<td>21,000</td>
<td>14,848</td>
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<td>Outreach/YPF</td>
<td>72,274</td>
<td>63,777</td>
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<tr>
<td><strong>Total expenses</strong></td>
<td><strong>3,658,265</strong></td>
<td><strong>3,443,783</strong></td>
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<table>
<thead>
<tr>
<th>PCPA BUDGET</th>
<th>PCPA ACTUAL</th>
<th>% BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EXCESS OF REVENUES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OVER EXPENSES</td>
<td>3,353</td>
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<tr>
<td>Outside events (net)</td>
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**FUND BALANCE**

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<tr>
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<th>PCPA ACTUAL</th>
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<tr>
<td>Balance, July 1</td>
<td>27,568</td>
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<td>Current balance</td>
<td>30,921</td>
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Allan Hancock College Governmental Funds Group

Capital Outlay Projects Fund

Income Statement by Fund

For Period Ending 05/31/2015

<table>
<thead>
<tr>
<th></th>
<th>Budget</th>
<th>Actual</th>
<th>% Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>State Revenues</td>
<td>1,277,686</td>
<td>1,192,709</td>
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<td>Local Revenues</td>
<td>1,590,883</td>
<td>224,165</td>
<td>14.09</td>
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<td><strong>Total REVENUES</strong></td>
<td>2,868,569</td>
<td>1,416,875</td>
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<td><strong>EXPENDITURES</strong></td>
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<tr>
<td>Supplies and Materials</td>
<td>21,924</td>
<td>16,631</td>
<td>75.85</td>
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<td>Other Operating Expenses and</td>
<td>1,094,303</td>
<td>91,277</td>
<td>8.34</td>
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<td>Capital Outlay</td>
<td>1,902,099</td>
<td>485,820</td>
<td>25.54</td>
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<td><strong>Total EXPENDITURES</strong></td>
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<td>593,730</td>
<td>19.67</td>
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<tr>
<td>(Under) Expenditures</td>
<td>149,758</td>
<td>823,145</td>
<td></td>
</tr>
<tr>
<td><strong>OTHER FINANCING SOURCES(USES)</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Other Financing Sources</td>
<td>15,000</td>
<td>40,000</td>
<td>266.66</td>
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<tr>
<td><strong>Total OTHER FINANCING SOURCES(USES)</strong></td>
<td>15,000</td>
<td>40,000</td>
<td>266.66</td>
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<tr>
<td>Excess of Revenues and Other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financing Sources Over/(Under)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expenditures and Other Uses</td>
<td>(134,758)</td>
<td>863,145</td>
<td></td>
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<tr>
<td><strong>FUND BALANCE:</strong></td>
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<tr>
<td>Fund balance, July 1</td>
<td>4,814,019</td>
<td>4,814,019</td>
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<td>Current balance</td>
<td>4,679,260</td>
<td>5,677,164</td>
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## Allan Hancock College Governmental Funds Group
### Gen Oblig Bonds Building Fund
### Income Statement by Fund
For Period Ending 05/31/2015

<table>
<thead>
<tr>
<th></th>
<th>Budget</th>
<th>Actual</th>
<th>% Budget</th>
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<tbody>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local Revenues</td>
<td>75,000</td>
<td>27,341</td>
<td>36.45</td>
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<tr>
<td>Total REVENUES</td>
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<td>36.45</td>
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<td><strong>EXPENDITURES</strong></td>
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<tr>
<td>Academic Salaries</td>
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<tr>
<td>Classified Salaries</td>
<td>1,621</td>
<td>0.00</td>
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<tr>
<td>Employee Benefits</td>
<td>607</td>
<td>0.00</td>
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<tr>
<td>Supplies and Materials</td>
<td>14,534</td>
<td>19,073</td>
<td>131.23</td>
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<tr>
<td>Other Operating Expenses and</td>
<td>555,580</td>
<td>700,436</td>
<td>126.07</td>
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<tr>
<td>Capital Outlay</td>
<td>2,573,932</td>
<td>1,033,273</td>
<td>40.14</td>
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<td>Total EXPENDITURES</td>
<td>3,144,047</td>
<td>1,759,611</td>
<td>55.96</td>
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<td>Excess of Revenues over</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>(Under) Expenditures</td>
<td>(3,069,047)</td>
<td>(1,732,270)</td>
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<td><strong>OTHER FINANCING SOURCES(USES)</strong></td>
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<tr>
<td>Other Financing Sources</td>
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<tr>
<td>Total OTHER FINANCING SOURCES(USES)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Excess of Revenues and Other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financing Sources Over/(Under)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expenditures and Other Uses</td>
<td>(3,069,047)</td>
<td>(1,726,755)</td>
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<td><strong>FUND BALANCE:</strong></td>
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<td>Fund balance, July 1</td>
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<td>6,435,042</td>
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<td>4,708,286</td>
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<td>BOOKSTORE BUDGET</td>
<td>BOOKSTORE ACTUAL</td>
<td>% BUDGET</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>------------------</td>
<td>------------------</td>
<td>----------</td>
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<tr>
<td>OPERATING REVENUES:</td>
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</tr>
<tr>
<td>Net sales</td>
<td>1,800,000</td>
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<td>500,000</td>
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<td>COST OF SALES:</td>
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<tr>
<td>Cost of goods sold</td>
<td>1,436,600</td>
<td>1,241,436</td>
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<td>Gross profit on sales</td>
<td>863,400</td>
<td>730,868</td>
<td>84.65%</td>
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<td>OPERATING EXPENSES:</td>
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<tr>
<td>Salaries</td>
<td>513,295</td>
<td>293,218</td>
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<tr>
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<td>170,999</td>
<td>76,431</td>
<td>44.70%</td>
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<td>Supplies and materials</td>
<td>25,000</td>
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<td>177,600</td>
<td>175,799</td>
<td>98.99%</td>
</tr>
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<td>906,894</td>
<td>560,261</td>
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<td>Net operating income (loss)</td>
<td>-23,494</td>
<td>170,608</td>
<td>-726.17%</td>
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<td>OTHER INCOME AND EXPENSE:</td>
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<tr>
<td>Interest income</td>
<td>1,000</td>
<td>1,054</td>
<td>105.38%</td>
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<tr>
<td>Miscellaneous income</td>
<td>10,000</td>
<td>6,409</td>
<td>64.09%</td>
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<tr>
<td>Total other income</td>
<td>11,000</td>
<td>7,463</td>
<td>67.84%</td>
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<tr>
<td>Non-operating income/(loss)</td>
<td>11,000</td>
<td>7,463</td>
<td>67.84%</td>
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<tr>
<td>Net income (loss)</td>
<td>-23,494</td>
<td>178,070</td>
<td>-1,425.25%</td>
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<td></td>
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<td></td>
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<tr>
<td>OTH FIN SRCS (USES):</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfers out</td>
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<td>37,347</td>
<td>100.00%</td>
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<tr>
<td>Total oth fin srces (uses)</td>
<td>-37,347</td>
<td>-37,347</td>
<td>100.00%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EXCESS OF REVENUES AND OTHER</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FINANCING SOURCES OVER/</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(UNDER) EXPENSES AND</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OTHER USES</td>
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<td>140,723</td>
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<tr>
<td>FUND BALANCE:</td>
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<tr>
<td>Fund balance, July 1</td>
<td>1,476,854</td>
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<td>1,427,013</td>
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### Allan Hancock College Proprietary Funds Group

#### Internal Service Funds

**Income Statement by Fund**

For Period Ending 05/31/2015

<table>
<thead>
<tr>
<th></th>
<th>DENTAL BUDGET</th>
<th>DENTAL ACTUAL</th>
<th>Rounded to the Nearest Dollar</th>
<th>PREP/DEF BUDGET</th>
<th>PREP/DEF ACTUAL</th>
<th>PST-EMP BNF BUDGET</th>
<th>PST-EMP BNF ACTUAL</th>
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<tbody>
<tr>
<td><strong>REVENUES:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local</td>
<td>677,000</td>
<td>631,034</td>
<td>1,600</td>
<td>1,281</td>
<td>4,000</td>
<td>3,110</td>
<td>581,000</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>677,000</td>
<td>631,034</td>
<td>1,600</td>
<td>1,281</td>
<td>4,000</td>
<td>3,110</td>
<td>581,000</td>
</tr>
<tr>
<td><strong>EXPENDITURES:</strong></td>
<td></td>
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<td></td>
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<td></td>
</tr>
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<td>Classified salaries</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Employee benefits</td>
<td>0</td>
<td>0</td>
<td>139,031</td>
<td>39,950</td>
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<td>0</td>
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<td>Supplies and materials</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td><strong>Total Expenditures</strong></td>
<td>675,000</td>
<td>580,227</td>
<td>139,031</td>
<td>39,950</td>
<td>263,000</td>
<td>10,000</td>
<td>0</td>
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<tr>
<td><strong>EXCESS REVENUES OVER (UNDER) EXPENDITURES</strong></td>
<td>2,000</td>
<td>50,807</td>
<td>-137,431</td>
<td>-38,669</td>
<td>-259,000</td>
<td>-6,890</td>
<td>581,000</td>
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<td><strong>OTH FIN SRCES (USES):</strong></td>
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<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Operating Transfers IN</td>
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<td>0</td>
<td>0</td>
<td>106,420</td>
<td>255,555</td>
<td>170,381</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Oth Fin Srces</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>106,420</td>
<td>255,555</td>
<td>170,381</td>
</tr>
<tr>
<td><strong>EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES</strong></td>
<td>2,000</td>
<td>50,807</td>
<td>-137,431</td>
<td>-38,669</td>
<td>-259,000</td>
<td>99,529</td>
<td>836,555</td>
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**Fund Balance:**

<table>
<thead>
<tr>
<th></th>
<th>Fund balance, July 1</th>
<th>Current balance</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>1,148,663</td>
<td>1,150,663</td>
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<tr>
<td></td>
<td>1,148,663</td>
<td>1,199,470</td>
</tr>
<tr>
<td></td>
<td>490,019</td>
<td>352,584</td>
</tr>
<tr>
<td></td>
<td>490,019</td>
<td>451,350</td>
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<tr>
<td></td>
<td>1,082,919</td>
<td>823,919</td>
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<tr>
<td></td>
<td>1,082,920</td>
<td>1,182,449</td>
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<tr>
<td></td>
<td>6,312,694</td>
<td>7,149,249</td>
</tr>
<tr>
<td></td>
<td>6,312,694</td>
<td>7,202,335</td>
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ALLAN HANCOCK COLLEGE FIDUCIARY FUNDS GROUP  
TRUST AND AGENCY FUNDS  
INCOME STATEMENT BY FUND  
FOR PERIOD ENDING 05/31/2015  
Rounded to the Nearest Dollar

<table>
<thead>
<tr>
<th></th>
<th>STUDENT FIN AID</th>
<th>ASB</th>
<th>STUDENT REP FEES</th>
<th>DISTRICT TRUST</th>
<th>STUDENT CENTER FEE TRUST</th>
<th>AGENCY CLUBS</th>
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<tbody>
<tr>
<td><strong>REVENUES:</strong></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales</td>
<td>0</td>
<td>34,485</td>
<td>0</td>
<td>161,650</td>
<td>0</td>
<td>24,955</td>
</tr>
<tr>
<td>Gifts and contributions</td>
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<td>100</td>
<td>0</td>
<td>16,754</td>
<td>0</td>
<td>10,674</td>
</tr>
<tr>
<td>Other local revenue</td>
<td>0</td>
<td>430</td>
<td>0</td>
<td>14,512</td>
<td>0</td>
<td>1,526</td>
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<tr>
<td>Interest</td>
<td>2</td>
<td>37</td>
<td>3</td>
<td>328</td>
<td>424</td>
<td>13</td>
</tr>
<tr>
<td>Miscellaneous revenue</td>
<td>11,566.011</td>
<td>0</td>
<td>23,966</td>
<td>5,697</td>
<td>31,360</td>
<td>2,390</td>
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<tr>
<td>Total Revenues</td>
<td>11,566.013</td>
<td>35,052</td>
<td>23,969</td>
<td>198,940</td>
<td>31,784</td>
<td>39,558</td>
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<td><strong>EXPENDITURES:</strong></td>
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<tr>
<td>Salaries</td>
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<td>1,500</td>
<td>0</td>
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<tr>
<td>Supplies and materials</td>
<td>0</td>
<td>239,621</td>
<td>746</td>
<td>100,312</td>
<td>179</td>
<td>19,634</td>
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<tr>
<td>Contracted services</td>
<td>0</td>
<td>83,175</td>
<td>20,179</td>
<td>62,965</td>
<td>0</td>
<td>9,709</td>
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<tr>
<td>Capital outlay</td>
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<td>0</td>
<td>0</td>
<td>49,167</td>
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<tr>
<td>Total Expenditures</td>
<td>0</td>
<td>324,296</td>
<td>20,927</td>
<td>163,277</td>
<td>49,347</td>
<td>29,343</td>
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<td><strong>EXCESS REVENUES OVER</strong></td>
<td><strong>UNDER</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(UNDER) EXPENDITURES</td>
<td>11,566.013</td>
<td>-289,243</td>
<td>3,032</td>
<td>35,663</td>
<td>-17,563</td>
<td>10,215</td>
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<td><strong>OTH FIN SRCES</strong> (USES):</td>
<td></td>
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<tr>
<td>Operating Transfers IN</td>
<td>105,100</td>
<td>215,723</td>
<td>0</td>
<td>12,549</td>
<td>0</td>
<td>2,900</td>
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<tr>
<td>Operating Transfers OUT</td>
<td>11,699,355</td>
<td>2,400</td>
<td>0</td>
<td>24,494</td>
<td>0</td>
<td>839</td>
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<tr>
<td>Total Oth Fin Srces (Uses)</td>
<td>-11,554,255</td>
<td>207,833</td>
<td>0</td>
<td>-11,946</td>
<td>0</td>
<td>2,061</td>
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<tr>
<td><strong>EXCESS OF REVENUES AND OTHER</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FINANCING SOURCES OVER/(UNDER) EXPENDITURES AND OTHER USES</td>
<td>11,758</td>
<td>-81,410</td>
<td>3,032</td>
<td>23,718</td>
<td>-17,563</td>
<td>12,275</td>
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**FUND BALANCE:**

<table>
<thead>
<tr>
<th></th>
<th>STUDENT FIN AID</th>
<th>ASB</th>
<th>STUDENT REP FEES</th>
<th>DISTRICT TRUST</th>
<th>STUDENT CENTER FEE TRUST</th>
<th>AGENCY CLUBS</th>
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<tbody>
<tr>
<td>Fund balance, July 1</td>
<td>20,495</td>
<td>144,652</td>
<td>6,188</td>
<td>722,551</td>
<td>155,819</td>
<td>31,103</td>
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<td>Current balance</td>
<td>32,253</td>
<td>63,242</td>
<td>9,220</td>
<td>746,270</td>
<td>139,756</td>
<td>43,378</td>
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</table>
## Allan Hancock College Governmental Funds Group

### Scholarship and Loan Trust Fnd

#### Income Statement by Fund

For Period Ending 05/31/2015

<table>
<thead>
<tr>
<th></th>
<th>Budget</th>
<th>Actual</th>
<th>% Budget</th>
</tr>
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<tbody>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local Revenues</td>
<td></td>
<td>8,550</td>
<td>0.00</td>
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<tr>
<td>Total REVENUES</td>
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<td>0.00</td>
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<tr>
<td><strong>EXPENDITURES</strong></td>
<td></td>
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</tr>
<tr>
<td>Supplies and Materials</td>
<td>114</td>
<td></td>
<td>0.00</td>
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<tr>
<td>Other Operating Expenses and</td>
<td>10</td>
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<td>0.00</td>
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<tr>
<td>Total EXPENDITURES</td>
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<td>124</td>
<td>0.00</td>
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<tr>
<td>Excess of Revenues over (Under) Expenditures</td>
<td></td>
<td>8,425</td>
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</table>

| **OTHER FINANCING SOURCES(USES)** |        |        |          |
| Other Financing Sources |        |        | 0.00     |
| Total OTHER FINANCING SOURCES(USES) |        |        | 0.00     |

| **OPERATING TRANSFERS OUT** |        |        |          |
| Other Outgo | 1 |        | 0.00     |
| Total OPERATING TRANSFERS OUT |        | 1 | 0.00     |
| Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses | | 8,424 | |

### FUND BALANCE:

Fund balance, July 1

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Current balance</td>
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<td>8,424</td>
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<tr>
<td>REVENUE:</td>
<td>Cash</td>
<td>Admin</td>
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<td>----------------------------------</td>
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<td>Contributions</td>
<td>0</td>
<td>12.682</td>
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<td>Contributions non-cash</td>
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<td>Interest and dividends</td>
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<td>Gain/Loss on sale of investments</td>
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<td>Change in asset portfolio</td>
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<td>-6.765</td>
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<tr>
<td>Royal/Other/Bad Debt Recov.</td>
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<td>Total revenue</td>
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<td>34.995</td>
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<table>
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<th></th>
<th></th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Scholarships</td>
<td>0</td>
<td>0</td>
<td>561.151</td>
<td>0</td>
<td>0</td>
<td>561.151</td>
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<td>Student Assistance</td>
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<td>6.482</td>
<td>0</td>
<td>0</td>
<td>6.482</td>
<td>0</td>
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<tr>
<td>District/College Support</td>
<td>0</td>
<td>0</td>
<td>248.223</td>
<td>0</td>
<td>0</td>
<td>248.223</td>
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<td>Salaries</td>
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<td>112.667</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>112.667</td>
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<td>Employee benefits</td>
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<td>11.904</td>
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<td>0</td>
<td>0</td>
<td>11.904</td>
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<tr>
<td>Supplies and materials</td>
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<td>13.390</td>
<td>53.894</td>
<td>1.109</td>
<td>0</td>
<td>68.392</td>
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<td>Contracted personal services</td>
<td>0</td>
<td>6.931</td>
<td>4.179</td>
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<td>0</td>
<td>11.111</td>
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<td>Travel and conference</td>
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<td>6.106</td>
<td>8.793</td>
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<td>Memberships and permits</td>
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<td>1.194</td>
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<td>0</td>
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<td>1.194</td>
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<tr>
<td>Technology Services</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>Telephone</td>
<td>0</td>
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<td>631</td>
<td>0</td>
<td>0</td>
<td>631</td>
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<tr>
<td>Contracts and leases</td>
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<td>14.323</td>
<td>542</td>
<td>0</td>
<td>0</td>
<td>14.865</td>
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<td>Postage and advertising</td>
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<td>2.910</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2.920</td>
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<td>Bank/Brokerage charges</td>
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<td>23</td>
<td>0</td>
<td>0</td>
<td>140.562</td>
<td>143.622</td>
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<td>0</td>
<td>17.030</td>
<td>2.045</td>
<td>0</td>
<td>19.075</td>
<td>0</td>
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<tr>
<td>Building and equipment</td>
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<td>307</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>307</td>
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<td>Credit Card Disc. Fees</td>
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<td>823</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>823</td>
<td>0</td>
</tr>
<tr>
<td>Net income/loss</td>
<td>0</td>
<td>-139.242</td>
<td>-6.179</td>
<td>-226.773</td>
<td>224.399</td>
<td>562.736</td>
<td>215.003</td>
</tr>
</tbody>
</table>

| OTHER FINANCING SOURCES/OUTGO:   |      |       |            |            |              |                    |       |
| Transfers in                     | 0    | 172.745| 46.195   | 245.399    | 2,007.809    | 0                   | 2,472.148|
| Transfers out                    | 0    | 0     | 57.625     | 79.048     | 2,002.174    | 403.449             | 2,542.296|
| Net transfers                    | 0    | 172.745| -11.430   | 166.351    | 3.665        | -403.449            | -70.148|
| Net inc/dec in fund bal          | 0    | 33.503| -17.609    | -60.421    | 230.034      | -40.661             | 144.855|

| FUND BALANCE:                    |      |       |            |            |              |                    |       |
| Fund equity, July 1              | 0    | 355.212| 1,997.487| 737.574    | 17,885.740   | 2,166.272           | 23,142.285|
| Current balance                  | 0    | 388.715| 1,979.878| 677.153    | 18,115.774   | 2,125.620           | 23,287.139|
Allan Hancock College Governmental Funds Group
Other Agency Fund

Income Statement by Fund
For Period Ending 05/31/2015

<table>
<thead>
<tr>
<th></th>
<th>Budget</th>
<th>Actual</th>
<th>% Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>REVENUES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local Revenues</td>
<td>1,000</td>
<td>8,750</td>
<td>875.00</td>
</tr>
<tr>
<td>Total REVENUES</td>
<td>1,000</td>
<td>8,750</td>
<td>875.00</td>
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<tr>
<td>EXPENDITURES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplies and Materials</td>
<td>1,000</td>
<td>4,045</td>
<td>404.52</td>
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<tr>
<td>Other Operating Expenses and</td>
<td>151</td>
<td>0.00</td>
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</tr>
<tr>
<td>Total EXPENDITURES</td>
<td>1,000</td>
<td>4,196</td>
<td>419.64</td>
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<tr>
<td>Excess of Revenues over (Under) Expenditures</td>
<td>4,553</td>
<td></td>
<td></td>
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<tr>
<td>Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses</td>
<td>4,553</td>
<td>0.00</td>
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</tr>
</tbody>
</table>

FUND BALANCE:
Fund balance, July 1

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Current balance</td>
<td></td>
<td>4,553</td>
</tr>
<tr>
<td>Sun</td>
<td>Mon</td>
<td>Tue</td>
</tr>
<tr>
<td>-----</td>
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</tr>
<tr>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td></td>
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<tr>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6:00 p.m. Board of Trustees Meeting</td>
</tr>
<tr>
<td></td>
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<td></td>
</tr>
<tr>
<td>19</td>
<td>20</td>
<td>21</td>
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<tr>
<td>26</td>
<td>27</td>
<td>28</td>
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</table>
## August 2015

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
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<tbody>
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<td></td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>
|     |     |     |     |     |     | **1**
|     |     |     |     |     |     | **PCPA’s Man of La Mancha thru August 16**
|     |     |     |     |     |     | Festival Theater |
|     |     |     |     |     |     | **2**
|     |     |     |     |     |     | **3**
|     |     |     |     |     |     | **4**
|     |     |     |     |     |     | **5**
|     |     |     |     |     |     | **6**
|     |     |     |     |     |     | **7**
|     |     |     |     |     |     | **8**
|     |     |     |     |     |     | **9**
|     |     |     |     | **10** | **11** | **12**
|     |     | **6:00 p.m. Board of Trustees Meeting** |     | **12** | **13** | **14**
|     |     |     |     | **Professional Development Day** | **All Staff Day** | **15**
|     |     |     |     |     | **14** | **15**
|     |     |     |     |     | **Fall Classes Begin** | **Fall Classes Begin**
|     |     |     |     |     | **18** | **19**
|     |     |     |     |     | **19** | **20**
|     |     |     |     |     | **20** | **21**
|     |     |     |     |     |     | **PCPA’s Peter and the Starcatcher thru September 13**
|     |     |     |     |     |     | Festival Theater |
|     |     |     |     |     |     | **21**
|     |     |     |     |     |     | **22**
|     |     |     |     |     |     | **23**
|     |     |     |     |     |     | **24**
|     |     |     |     |     |     | **25**
|     |     |     |     |     |     | **26**
|     |     |     |     |     |     | **27**
|     |     |     |     |     |     | **28**
|     |     |     |     |     | **3:00 p.m. Women's Soccer vs. College of the Dessert** | **29**
|     |     |     |     |     | **28** | **29**
|     |     |     |     |     |     | **30**
|     |     |     |     |     |     | **31**

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Start here. Go anywhere.