

**WEST KERN COMMUNITY COLLEGE DISTRICT
AGENDA FOR REGULAR MEETING**

April 13, 2016

Cougar Room
(Access Through the Library Entrance)

5:00 p.m.

29 Cougar Court
Taft, California 93268

A. Accessibility. *In compliance with the Americans with Disabilities Act, if you need special assistance to access the meeting room or to otherwise participate in this meeting, including auxiliary aids or services, please contact Shelley Klein at (661) 763-7711. Notification at least 48 hours prior to the meeting will enable the Governing Board to make reasonable arrangements to ensure accessibility to the meeting.*

B. Obtaining Public Records. *A copy of the Board packet, including documents relating to any open session item are available to members of the public at the District Office. Any writings or documents that are public records and are provided to a majority of the Governing Board regarding an open session item on this agenda will be made available for public inspection in the District Office located at 29 Cougar Court, Taft, California, during normal business hours. These documents will be made available to the public at the same time that they are made available to a majority of the Board.*

C. Language Assistance. *The District welcomes Spanish and other language speakers to Board meetings. Anyone planning to attend and needing an interpreter should call Shelley Klein at (661) 763-7711 forty-eight (48) hours in advance of the meeting so that arrangements can be made for an interpreter. El Distrito da la bienvenida a las personas de habla hispana a las juntas de la Mesa Directiva. Si planea asistir y necesita interpretacion llame al (661) 763-7711 (48) horas antes de la junta, para poder hacer arreglos de interpretacion.*

D. Addressing the District Board. *The Board encourages public participation and involvement. Community members will therefore have several opportunities to address the Board. However, please respect the Board's time and the need for efficient board meetings. The Board also requests that comments be respectful and professional.*

1. **Agenda Items.** *If you wish to address the Board on an agenda item, please do so when that item is called. Presentations will be limited to a maximum of three (3) minutes. Time limitations are at the discretion of the Board President.*
2. **Non-Agenda Items.** *Individuals have an opportunity to address the Board during the period set aside for Public Comment on Items of General Interest on topics within the subject matter jurisdiction of the Board **not** listed on the agenda. Presentations will be limited to a maximum of three (3) minutes, with a total of thirty (30) minutes designated for this portion of the agenda.*

E. Questions for the Board. *Individuals with questions on District issues may submit them in writing. The Board will refer such requests to the Superintendent, who will endeavor to respond to your questions after the meeting.*

F. Placing issues on the Board Agenda. *Items from the public pertaining directly to College business may be placed on the Board agenda by submitting the request in writing to the Office of the Superintendent. The proposed agenda item will be reviewed and placed, if appropriate, on the Board's agenda within a reasonable period of time. Please contact the Office of the Superintendent at (661) 763-7711 for further information.*

1. CALL TO ORDER
2. PUBLIC COMMENT ON CLOSED SESSION ITEMS

3. ADJOURN TO CLOSED SESSION
 - A. Public Employee Appointment/Employment, Government Code Section 54957
 - B. Public Employee Performance Evaluations, Government Code Section 54957
 - C. Public Employee Discipline/Dismissal/Release/Reassignment, Government Code Section 54957
 - D. Conference with Real Property Negotiators - Property: IPN # 032-010-8
Agency Negotiator: Interim Superintendent/President
Under Negotiation: Price and Terms of Payment
 - E. Conference with Labor Negotiators, Government Code Section 54957
Agency Designated Representative: Superintendent/President
Employee Organizations: TC Faculty Association, CSEA Chapter #543 & Management /Supervisory/Classified Confidential Employees
4. RECONVENE IN OPEN SESSION; ANNOUNCE CLOSED SESSION ACTIONS
5. PLEDGE OF ALLEGIANCE
6. PUBLIC COMMENT ON OPEN SESSION AGENDA ITEMS
7. GENERAL COMMUNICATIONS
8. SPECIAL PRESENTATION - Professional Development Program
9. APPROVAL OF MINUTES - Regular Meeting Held March 9, 2016
10. NEW BUSINESS:
 - A. Second Reading & Request for Approval - Memorandum of Understanding with the Taft College Faculty Association Regarding Article 7.2.4 - Persons Entering the System, and Article 7.4 - Retiree Health Benefits
 - B. Second Reading & Request for Approval - Memorandum of Understanding with the Taft College Classified School Employees Association Chapter #543 Regarding Article 18.3 - Retiree Health Benefits
 - C. First Reading - Memorandum of Understanding with the Taft College Faculty Association Regarding Article 6.1.3 - Adjunct Pay (*No Action*)
 - D. First Reading - Updated Board Policies (*No Action*):

Board Policy #2105 - Election of Student Members
Board Policy #3520 - Local Law Enforcement
Board Policy #5010 - Admissions and Concurrent Enrollment
Board Policy #7335 - Health Examinations

NEW BUSINESS (continued):

- E. Second Reading & Request for Approval – New Board Policy:

Board Policy # 4024 – Student Learning Outcomes

11. CONSENT AGENDA (Items A – Z)

- A. Request for Approval – Resolution #2015/16-08 Establishing Faculty Appreciation Week May 2 – 8, 2016

- B. Request for Approval – Renewal of Terms for Citizens’ Oversight Committee Members Roger Miller and Dennis McCall, July 2016 to June 2020

- C. Request for Approval – Course Inactivations:

WKEX 1513 – Vocational Work Experience

- D. Request for Approval – New Courses:

Applied Technologies Division:

BUSN 1513 – Work Experience in Business

CTRP 1513 – Work Experience in Court Reporting

ENER 1513 – Work Experience in Energy Technology

IES 1513 – Work Experience in Industrial Education Safety

WELD 1513 – Work Experience in Welding

Math and Science Division:

PHED 1505 – Women’s Intercollegiate Golf

PHED 1506 – Men’s Intercollegiate Golf

PHED 1521 – Beginning Golf

PHED 1721 – Offseason Intercollegiate Golf

PHED 2505 – Advanced Women’s Intercollegiate Golf

PHED 2506 – Advanced Men’s Intercollegiate Golf

- E. Request for Approval – Course Updates:

Applied Technologies Division:

HLED 1059 – Pediatric First Aid

IES 1106 – Hazardous Material (HAZMAT) First Responder Awareness

IES 1107 – Medic First Aid Training/CPR

IES 1112 – Forklift Training for Operators

IES 1115 – California Oil Producers Confined Space Entry Training

IES 1119 – Defensive Driving Course

CONSENT AGENDA (continued):

Course Updates (continued):

Liberal Arts Division:

JRNL 2105 - News Media Practicum

SPAN 1501 - Spanish for Healthcare Professionals I

Math and Science Division:

DNTL 1510 - Oral Biology

DNTL 2020 - Local Anesthesia and Nitrous Oxide

DNTL 2021 - General and Oral Pathology

DNTL 2024 - Clinical Practice I

DNTL 2131 - Pharmacology

DNTL 2132 - Dental Materials

DNTL 2134 - Clinical Practice II

DNTL 2141 - Practice and Financial Management

DNTL 2243 - Clinical Practice III

DNTL 2244 - Community and Oral Health

Social Science Division:

ANTH 1524 - Indians of the Southwest

CJA 2133 - Legal Aspects of Corrections

CJA 2134 - Correctional Interviewing and Counseling

ECEF 1611 - Children with Special Needs Birth to Adolescence

ECEF 1612 - Early Intervention and Inclusion

ECEF 1621 - Planning and Administering as Early Care, Education, and
Family Studies Program

ECEF 2041 - Advanced Administration as Early Care, Education, and
Family Studies Program

ECEF 2051 - Adult Supervision: Mentoring in a Collaborative Learning
Setting

POSC 2005 - Contemporary Political Topics

- F. Request for Approval - Renewal of Agreement with Etudes, Inc., to Provide Learning Management Systems Including Hosting Services, System Administration, Account Management and Support, 7/1/16 - 6/30/17, \$35,000.00
- G. Request for Approval - Agreement with PAS Associates to Provide Workplace Training for Student Services Staff (Various Training Modules), 4/18/16 - 6/30/16, Not to Exceed \$16,000.00
- H. Request for Approval - Insight Investment, LLC, Proposal #PRP-39956-C9D6, to Provide Third Party Extended Warranty for IT Server Equipment, 5/1/16 - 4/20/17, \$8,069.49 (Including CA Tax)

CONSENT AGENDA (continued):

- I. Request for Ratification – Independent Contractor Agreement with Alan Van Zandt to Provide Technical Services/Support to Programmable Logic Controller (PLC) Laboratory Equipment for Energy Technology Courses, 3/1/16 – 5/30/16, \$50.00/Hr., Not to Exceed \$7,000.00 Plus \$750.00 Travel Expenses
- J. Request for Approval – Independent Contractor Agreement with Perio Laser Institute to Provide Soft Tissue Diode Laser Training to TC Dental Hygiene Students, 6/13 – 6/14/16, \$13,000.00 (Perkins Grant Funds)
- K. Request for Ratification – Facilities Use Agreement with St. Andrews Church for the West Kern Adult Education Network GED Classes, 2/1/16 – 6/30/16, \$250.00/Mo.
- L. Request for Ratification – Facilities Use Agreement with the United Methodist Church for the West Kern Adult Education Network Citizenship Courses, 2/1/16 – 6/30/16, \$250.00/Eight Week Session
- M. Request for Ratification – Facilities Use Agreement with Calvary Temple Church for the West Kern Adult Education Network English as a Second Language Courses, 4/1/16 – 6/30/16, \$250.00/Eight Week Session
- N. Request for Approval – Purchase of 16 EMOTIV EPOC+ Headsets and Associated Software for use in STEM Activities, \$14,583.00 (Grant Funding)
- O. Request for Approval – Contract Renewal with SchoolDude.com, Inc. for Online Work Order Service Software to be Utilized by the TC Maintenance and Operations Department, 7/1/16 – 6/30/17, \$4,610.00
- P. Request for Approval – Independent Contractor Agreement with Bill Moseley to Provide Technical Maintenance and Support of the Virtual Transfer and Moodle (Online Learning Management System) Servers, 7/1/16 – 6/30/17, \$50.00/Hr., Not to Exceed 100 Hrs. (\$5,000.00)
- Q. Request for Ratification – Consulting Services Agreement with Ellucian Company L.P., to Provide Technical Services Related to Degree Works Software, 3/23/16 – 3/22/17, \$187.00/Hr., Not to Exceed 46 Hrs. (\$8,602.00)
- R. Request for Approval – ABTECH Technologies Quotation #ADV-10375-2063-2980 Rev-00 for the Purchase of a DR4300 Disk Backup Appliance, \$26,079.99
- S. Request for Ratification - ABTECH Technologies Quotation #ADV-10381-2063-2980 Rev-00 Red Hat Software License for IT Servers, 3/19/16 – 3/18/17, \$5,546.92
- T. Request for Approval – SmartNet Proposal to Place a GPS Antenna at TC Campus – For Use of Space SmartNet will Donate GPS Equipment for Educational Use

CONSENT AGENDA (continued):

- U. Request for Approval – Purchase of Canon Image Runner iR-AC5235 Copy Machine from Ray Morgan Company to be Utilized by the Industrial Technology Education Center (ITEC), \$8,704.02 (Perkins Funding)
- V. Request for Approval – Maintenance Agreement Renewal with Ray Morgan Company for 13 Campus Copy Machines – Including Toner, Service Calls and Equipment Repair, 5/1/16 – 4/30/17, \$41,325.54
- W. Request for Approval – Event Rental Contract Agreement with The Fort Preservation Society for the 2016 EOPS End of Year Luncheon, 5/12/16, \$400.00
- X. Request for Ratification – Independent Contractor Agreement with Erwin Ledford to Provide Graphic Services, 1/1/16 – 6/30/16, \$50.00/Hr.
- Y. Ratification of the March 2016 Vendor Check & Purchase Order Registers
- Z. Routine Personnel Items:
 - 1. Request for Conference Attendance and Expenses as of April 6, 2016

12. PUBLIC COMMENT ON ITEMS OF GENERAL INTEREST

13. REPORTS:

- A. Financial Reports (for information):
 - 1. Revenue Accounts (Account Level 1) FY 2015/16
 - 2. Expenditure Accounts (Account Level 1) FY 2015/16
 - 3. Expenditure Detail of \$10,000.00 or Greater, March 2016
 - 4. Student Organization and Special Accounts, March 2016
 - 5. Funds Deposited in County Treasury, March 2016
- B. Trustee Reports
- C. Associated Student Body Report
- D. Academic Senate Report
- E. Reports from Staff and Student Organizations

14. REPORT OF THE SUPERINTENDENT

15. EMPLOYMENT

- A. Academic Employment (Appendix I)
- B. Educational Administrator Employment (Appendix II)
- C. Classified Employment (Appendix II)
- D. Resignations and Retirements (Appendix II)
- E. Request to Recruit Open Positions (Appendix II)

16. NEXT MEETING DATE

The next regular meeting is scheduled for Wednesday, May 11, 2016, at 5:00 p.m.

17. CONTINUATION OF CLOSED SESSION (If Necessary)

18. ADJOURNMENT

**WEST KERN COMMUNITY COLLEGE DISTRICT
MINUTES OF THE BOARD OF TRUSTEES**

REGULAR MEETING

March 9, 2016

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:00 p.m. by President Billy White. Trustees Emmanuel Campos, Dawn Cole, Michael Long and Kal Vaughn were also present. Interim Superintendent/President Brock McMurray and Executive Secretary Shelley Klein were also in attendance.

PUBLIC COMMENT ON CLOSED SESSION ITEMS

No comments were heard.

CLOSED SESSION

At 5:01 p.m. it was moved by Trustee Long, seconded by Trustee Vaughn and unanimously carried, that the Board convene in Closed Session to discuss the District's position regarding the following matters:

- A. Public Employee Appointment/Employment, Government Code Section 54957
- B. Public Employee Performance Evaluations, Government Code Section 54957
- C. Public Employee Discipline/Dismissal/Release/Reassignment, Government Code Section 54957
- D. Conference with Real Property Negotiators - Property: IPN # 032-010-8
Agency Negotiator: Interim Superintendent/President
Under Negotiation: Price and Terms of Payment
- E. Conference with Labor Negotiators, Government Code Section 54957
Agency Designated Representative: Superintendent/President
Employee Organizations: TC Faculty Association, CSEA Chapter #543 & Management/Supervisory/Classified Confidential Employees

RECONVENE IN PUBLIC SESSION; ANNOUNCE CLOSED SESSION ACTIONS

At 6:03 p.m., it was moved by Trustee Campos, seconded by Trustee Cole and unanimously carried, to reconvene in Public Session. President White reported that no action was taken during Closed Session.

PLEDGE OF ALLEGIANCE

President White led the pledge of allegiance.

PUBLIC COMMENT ON OPEN SESSION ITEMS

No comments were heard.

GENERAL COMMUNICATIONS

Interim Superintendent/President Brock McMurray reported that he had reviewed the candidates for the 2016 California Community College Board of Trustees and had prepared a ballot for consideration by the Board. The WKCCD has one ballot and may vote for up to eight nominees. Mr. McMurray is recommending four who represent similar-sized districts. On a motion by Trustee Cole, seconded by Trustee Campos and unanimously carried, the ballot was approved as recommended (copy attached to official minutes).

CITIZENS' OVERSIGHT COMMITTEE ANNUAL REPORT FOR 2014-15

Chairman Roger Miller presented the 2014/15 Annual Report of the Citizens' Oversight Committee (copy attached to official minutes). He reviewed that the annual report is a requirement of the committee charter and determines if the District is in compliance with Article XIII A, Section 1(b) 3 of the California Constitution. The report also summarizes the major topics dealt with by the committee during the previous 12 months.

Mr. Miller reported that the Committee reviews budget and construction project performance analysis reports quarterly and takes periodic tours of the completed projects and is pleased with the progress made on all Measure A funded projects during the 2014-15 year. The required independent financial and performance audits were presented to the Committee at their meeting held February 3, 2016. It was noted once again that the District received an unmodified opinion on both parts of the audit report and the Committee finds that the District is in compliance with the terms of the Measure A Bond.

SPECIAL PRESENTATION - PRE-COLLEGIATE PROGRAM

This presentation was a joint effort by Agnes Eguaras, Dean of Instruction – Grants; Lori Sundgren, Pre-Collegiate Coordinator; and Kathy Johnson, Director of the West Kern Adult Education Network (WKAEN), a community consortium. The presenters reviewed a range of work at the College designed to provide assistance for students who require foundational skills, which is an essential part of the TC mission.

Ms. Eguaras reported that 80 - 90% of all students qualify for remedial courses upon entering Taft College, and presented on some of the work and activities of the Title V Quest for Success (QFS) Grant focuses; Ms. Sundgren reported on the work of the Academic Development Committee and work funded by the Basic Skills Initiative, and an upcoming grant opportunity; Ms. Johnson outlined the goals of the WKAEN consortium to provide GED, ESL, Literacy and Citizenship offerings in community centers in the Taft and Maricopa communities, to reach adult learners that might not take advantage of opportunities offered in a traditional college setting.

APPROVAL OF MINUTES

On a motion by Trustee Campos, seconded by Trustee Long and unanimously carried, the minutes of the Regular Meeting held February 10, 2016 were approved.

NEW BUSINESS

Second Reading - Memorandum of Understanding with the Taft College Faculty Association to Clarify Credit vs. Non-Credit Class Loads, Article 6.1.1

Mr. McMurray reviewed that the proposed Memorandum of Understanding with the Faculty Association was presented initially at the meeting held February 9, 2016. The agreement clarifies language in Article 6.1.1 of the collective bargain agreement regarding the calculation of teaching load lecture hours for non-credit courses. On a motion by Trustee Long, seconded by Trustee Cole and unanimously carried, the MOU with the Faculty Association was approved (copy attached to official minutes).

First Reading - Memorandum of Understanding with the Taft College Faculty Association Regarding Article 7.2.4 - Persons Entering the System, and Article 7.4 - Retiree Health Benefits

Mr. McMurray reported that agreement had been reached through the interest-based bargaining process with the TC Faculty Association regarding a revision to faculty retiree health benefits that will affect those faculty members hired on or after May 1, 2016. To be eligible for the benefit, the member is required to serve the District at least 20 years to participate in the District health benefit plan up to five years, or until the retiree reaches the age of 65. In order to receive the benefit, the retiree must contribute a 2.5% annual premium. The agreement also includes a provision for all current and future retiring faculty members to opt out of retiree health benefits and receive a one-time cash incentive as indicated in the language (table) included in the MOU. The agreement also includes a change in Article 7.2.4.1 that allows up to eight years of salary credit for experience for faculty members entering the system (original hire).

First Reading - Memorandum of Understanding with the Taft College Classified School Employees Association Chapter #543 regarding Article 18.3 - Retiree Health Benefits (Pending Unit Ratification)

Mr. McMurray reported that the MOU with the Classified Schools Employees Association Chapter #543 is essentially the same as with the Faculty Association without the salary credit provision. Members of CSEA will meet March 10th to ratify the proposal. Upon approval, a second reading and request for approval will be included on the April 13th meeting agenda.

Second Reading (Updated) Board Policies: BP #3820 - Gifts & BP #7340 - Leaves

Mr. McMurray reported that the updated policies were presented for their first reading at the meeting held February 9th. Both policies are being updated to conform to the recommendations of the CCLC Board Policy and Procedure Service, including legal and regulatory reference requirements. On a motion by Trustee Cole, seconded by Trustee Long and unanimously carried, the updated Board Policies #3820 and #7340 were approved (copies attached to official minutes).

NEW BUSINESS (continued):

First Reading – New Board Policy: Board Policy # 4024 – Student Learning Outcomes

Mr. McMurray reported that the Academic Senate reviewed and approved a committee request for a board policy that articulates the need for collaboration and mutual consent of the Academic Senate and the Superintendent/President (or designee) in the establishment, assessment, modification or discontinuance of student learning outcomes. Creation of the policy is intended to provide clarity and support for the use of SLOs in student learning and collegial discussions of program assessment.

STEM Modular Building Sitework – Change Order #1

Director of Maintenance and Operations Mike Capela reported that the change order for the STEM Modular Building Sitework totaled \$8,439.00 for fencing for security and safety, wiring required to interface with electrical hook-ups, and additional signage for the building. Change Order #1 increased the project cost from \$1,352,679.00 to \$1,361,118.00. On a motion by Trustee Vaughn, seconded by Trustee Cole and unanimously carried, the change order was approved (copy attached to official minutes).

Notice of Completion – STEM Modular Sitework Project

Mr. McMurray reviewed that the notice of completion indicates that all work necessary to complete the STEM Modular sitework (ETEC), on property owned by the District, has been completed in accordance with the contract. The final contract amount for this project is \$1,361,118.00 which represents an increase of .62% of the original amount. On a motion by Trustee Cole, seconded by Trustee Campos and unanimously carried, the notice of completion was approved (copy attached to official minutes).

CONSENT AGENDA:

- A. Review of the California Community College Financial Status Report (CCFS-311Q) for the 1st Quarter Ending September 30, 2015
- B. Review of the California Community College Financial Status Report (CCFS-311Q) for the 2nd Quarter Ending December 31, 2015
- C. Request for Approval – Resolution 2015/16-07 Establishing WKCCD Classified School Employees Week March 25 – April 1, 2016
- D. Request for Approval – Course Updates:

Applied Technologies Division

IES 1102 – Passport Safety Training

CONSENT AGENDA (continued):

Course Updates (continued):

Learning Support Division

DS 1503 – Introduction to Medication Support

DS 1504 – Cultural Competency towards Disabilities

DS 1505 – Teaching Individuals with Disabilities and Dealing with Changing Behaviors

DS 1506 – Maltreatment and Safety at Home and in the Community

Liberal Arts Division

ART 1620 – Drawing and Composition

Math and Science Division

MATH 2130 – Analytic Geometry and Calculus III

Social Science Division

HIST 2270 – California History

E. Request for Approval – Course Inactivations:

Liberal Arts Division

ART 1900 – Internship in Graphic Design

ART 1910 – Internship in Graphic Design

F. Request for Approval – Award of \$45,000.00 from the Kern Early Stars Program Block Grant to the TC Children’s Center

G. Information – U.S. Department of Education Approval of Melissa Thornsberry as the STEM Pathways Grant Project Director

H. Request for Approval – Agreement with PAS Associates to Provide a Six-Hour Artwork-Based Team Building Session for Student Services Staff, March 31, 2016, \$3,750.00

I. Request for Approval – Event Rental Contract with the Fort Preservation Society for the Spring Athletic Awards Banquet

J. Request for Ratification – Annual Renewal of Directors and Officers Liability Insurance with Keenan Associates for the Retirement Board of Authority, 2/16/16 - 2/16/17, \$6,000.00

CONSENT AGENDA (continued):

- K. Request for Ratification – Agreement with the Independent Living Center of Kern County for American Sign Language Interpreting Services, Effective November 15, 2015, \$65.00/Hour (2 Hour Minimum Charge)
- L. Request for Approval – Agreement with Garden Pathways to Provide Consulting Services Related to ETO Software (Student Mentor/Mentee Program), 3/9/16 – 6/30/16, \$75.00/Hour, Not to Exceed 40 Hours
- M. Request for Approval – Addendum to Lease Agreement with the Beard Family Trust to Modify the Monthly Lease Payment to \$6,250.00 (from \$3,500.00/Mo.) Effective 5/1/16 – 10/31/17
- N. Request for Approval – Consulting Services Agreement with Robin Ledford to Perform Special Projects Related to the Office of Instruction, 4/1/16 – 6/30/16, \$50.00/Hour
- O. Request for Ratification – Contract for Professional Services with Miguel Lugo to Speak on the Topic of Disability Awareness, 3/1/16, \$300.00
- P. Ratification of the February 2016 Vendor Check & Purchase Order Registers
- Q. Routine Personnel Items:
 - 1. Request for Conference Attendance and Expenses as of March 3, 2016 and 2016 Spring Proposed Field Trips

On a motion by Trustee Vaughn, seconded by Trustee Long and unanimously carried, Consent Agenda Items A – Q were approved as presented (materials related to items A – Q are attached to official minutes).

PUBLIC COMMENTS ON ITEMS OF GENERAL INTEREST

Ms. Jennifer Wymore, mother of a TC student, addressed the Board regarding a recent student discipline issue. She asked the Board to review the process in which it was handled and how greater consideration could have been given to her daughter, whom she feels was the victim in the incident.

President White thanked Ms. Wymore for her comments and interest in the District.

REPORTS FROM STAFF AND STUDENT ORGANIZATIONS

Financial Reports

The financial reports listed on the page following were presented for information (copies attached to official minutes).

Financial Reports:

1. Revenue Accounts (Account Level 1) FY 2015/16
2. Expenditure Accounts (Account Level 1) FY 2015/16
3. Expenditure Detail of \$10,000.00 or Greater, February 2016
4. Student Organization and Special Accounts, February 2016
5. Funds Deposited in County Treasury, February 2016

Trustee Reports

Trustee Cole reported that she had attended the recent Chamber of Commerce Installation Dinner at which TC Foundation Executive Director Sheri Horn Bunk received an award for Businesswoman of the Year. Trustee Cole, along with the other Trustees, thanked Sheri for her hard work and commitment to the Foundation.

Trustee Vaughn reported that the quarterly WESTEC Board Meeting had taken place the previous day at the College. Although revenues have dipped, WESTEC is stable and continues to provide workforce training. A strong financial audit was presented.

Associated Students

Student Trustee Shoshanna Kukuliev reported that fewer activities are held in March due to spring break the week of the 20th - 25th. However, March 10th is Nutrition Day with free samples from Mingo's available at noon in the quad. On March 17th the AS is holding a St. Patrick's Day potluck and on March 31st an Easter Egg hunt is planned.

Academic Senate

Senate President Geoffrey Dyer reported that during the last month the Senate-of-the-Whole met on February 17 and March 7th. Discussion topics included accreditation status and recommendations relating to SLOs; reports from Dr. Eric Bérubé, Tina Mendoza and Dr. Michelle Oja regarding a recent accreditation institute; the IEPI PRT 2nd visit and draft Innovation & Effectiveness Plan; assessing institutional SLOs (per the TC EMP); revisions to the PDC Charter; the Basic Skills Student Outcomes Transformation Project, Jessica Grimes' new Mindset Project; an update on the Canvas Pilot and AB 798.

Actions included approval of eight adjunct faculty as Senate members, election of new Senate Council and a motion to explore expansion of the TUHS dual enrollment offerings (if feasible with the framework of AB 288). Lastly, President Dyer announced that Associate Professor Michael Jiles has been inducted into the American Society of Criminology which is an international organization whose members pursue scholarly, scientific and professional knowledge concerning the measurement, etiology, consequences, prevention, control and treatment of crime and delinquency.

REPORTS (continued):

Human Resources

Associate Vice President of Human Resources Dr. Robert Meteau congratulated Sheri Horn Bunk for her recent Chamber award and thanked Faculty Association President Diane Jones and Classified School Employees Association President Velda Pena for their leadership in developing the MOUs presented earlier in the meeting. Dr. Meteau announced that the 2nd Annual District Employee Service Luncheon is being held Tuesday, April 12th, from 11:30 a.m. to 1:00 p.m. in the Cougar Room.

Instruction

Vice President of Instruction Mark Williams complimented the work being done by Agnes Eguaras, Lori Sundgren and Kathy Johnson for their impressive efforts in their respective college preparedness programs. He also mentioned that Instructional Assistant Robin Ledford has resigned to take a teaching position in Shanghai, China, and encouraged staff to stop by the office on Thursday, March 10th, to give her well wishes.

Faculty Association

Faculty Association President Diane Jones attended the Dental Hygiene fundraiser at BJ's (restaurant) in Bakersfield. She added that she was happy to do her part!

Student Services

Vice President of Student Services Darcy Bogle reported that the annual PTK Induction Ceremony is scheduled to take place Thursday, March 10th, in the TC Library from 6:00 to 8:00 p.m. Several officers of the organization will be attending the Nerd Nation Conference in Washington, D.C. in April.

Foundation

Foundation Executive Director Sheri Horn Bunk reported that the second and final installment of the May and Stanley Smith Charitable Trust Grant had just been received. The funds have been utilized to place TIL graduates as student mentors at the Boys and Girls Club in Bakersfield where they assist with social activities. The program has been so successful that the Boys and Girls Club has asked for more TIL student mentors. Sheri also reminded the Board that they have been invited to the Foundation-sponsored Mini Summit scheduled for Thursday, April 7th, at the Chevron Offices in Bakersfield.

Facilities

Maintenance and Operations Director Mike Capela reported that the Student Center project is out to bid and nearly ten contractors have checked out plans. The bid opening is scheduled for April 5th.

REPORT OF THE SUPERINTENDENT

WESTEC

Interim Superintendent/President Brock McMurray reported that he had attended the recent WESTEC quarterly meeting held at the College. He noted that, although the oil industry is suffering from the depressed price of oil and demand for WESTEC training services have diminished, their contract to provide 350 FTE to the College is on track.

Institutional Effectiveness Partnership Initiative

Mr. McMurray thanked those individuals involved with the recent IEPI - Partnership Resource Team meeting which was held on February 22nd. Originally Taft College requested assistance with improving SLO processes and their link to accreditation. The visiting team provided a number of suggestions and ideas. The next step will be to incorporate those into our plan and submit to the Chancellor's Office for approval.

Governance Council Retreat

Mr. McMurray reported that the Governance Council retreat held on February 26th was a very productive meeting. He thanked Academic Senate President Geoffrey Dyer and Coordinator of Institutional Planning and Research Dr. Eric Bérubé for their partnership in organizing the retreat. The facilitator, Dr. Bob Pacheco, made a compelling presentation on the topic of SLOs, accreditation and planning.

Adrian Agundez CISOA Award

Mr. McMurray announced that Director of Information Services Adrian Agundez received the CISOA (Chief Information Services Officers Association) Technology Excellence Award at a recent annual 3CBG (CCC Banner Group) Conference held in Anaheim. He congratulated Mr. Agundez and thanked Dr. Eric Bérubé for submitting the nomination.

Perkins Grant Dinner

On February 18th the College hosted a Perkins (CTE) Dinner for community and industry partners with a focus on building relationships. Guest speaker, Board President Billy White, provided an insightful and entertaining talk on his personal career journey in the Taft area.

CCCCEO Meeting

Mr. McMurray reported that he would be attending the statewide California Community College Chief Executive Officers Annual Meeting (CCCCEO) March 12th - March 15th.

REPORT OF THE SUPERINTENDENT/PRESIDENT (continued):

Conn Expo

Mr. McMurray announced that the Conn Expo located in the banquet room of the TC cafeteria, has been refreshed by originator Dr. Greg Golling. He thanked Dr. Golling for his dedication to the project and for giving him a guided tour!

EMPLOYMENT

On a motion by Trustee Cole and seconded by Trustee Long, Employment Items A - D were approved by the following vote (Employment Items A - D (*Appendix I & II*) are attached to official minutes):

Yes: Emmanuel Campos, Dawn Cole, Michael Long, Kal Vaughn and Billy White

No: None

Abstain: None

Absent: None

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, April 13, 2016, at 5:00 p.m.

ADJOURNMENT

At 7:10 p.m., on a motion by Trustee Cole, seconded by Trustee Vaughn and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Kal Vaughn, Secretary

Date: March 25, 2016
Submitted by: Dr. Robert Meteau Jr. , AVP Human Resources
Area Administrator: Brock McMurray, Interim Superintendent/President
Subject: Request for Approval

Board Meeting Date: April 13, 2016

Title of Board Item:

Second Presentation and Request for Approval - Tentative Agreement between the Taft College Faculty Association ("TCFA/CTA/NEA") and the West Kern Community College District ("District") - Retiree Health Benefits Option.

Background:

As part of the continuing dialogue through the Taft College Classified Collective Bargaining Committee, the parties have reached a consensus regarding the revision of faculty retiree health benefits including an additional option. The parties have also reached consensus on increasing related experience previous to employment by the District to state "up to eight (8) steps" on the salary schedule. The parties have agreed to modify the language in the collective bargaining agreement, Article 7, Compensation, Article 7.2.4, Persons Entering the System and Article 7.4 Retiree Health Benefits Program to reflect these revisions. The attached tentative agreement memorializes the agreement between the Association and the District. The first reading was presented at the Board's March 9th meeting

Terms (if applicable):


An implementation date effective May 1, 2016.

Expense (if applicable):

See below.

Fiscal Impact Including Source of Funds (if applicable):

The fiscal impact associated with the additional retiree health benefit option is expected to result in future cost savings to the District. The fiscal impact associated with the increase of related experience to "up to eight (8) steps" on the salary schedule will be minimal based on hiring projections.

Approved: 
Brock McMurray, Interim Superintendent/President

**Tentative Agreement Between
Taft College Faculty Association (TCFA/CTA/NEA)
And
West Kern Community College District**

RETIREE HEALTH BENEFITS OPTION

This Tentative Agreement (“Agreement”) is made by and between the Taft College Faculty Association (“TCFA/CTA/NEA”) and the West Kern Community College District (“District”) (collectively referenced as the “parties”) with respect to the following recitals:

RECITALS

As part of continuing dialogue through the Taft College Faculty Collective Bargaining Committee, the parties have reached a consensus for the purposes of revising faculty retiree health benefits effective May 1, 2016.

AGREEMENT

Now, therefore, TCFA/CTA/NEA and the District hereby agree as follows:

1. The above recitals are true and correct.
2. The parties agree, effective May 1, 2016, the Article 7, Compensation, 7.2.4, Persons Entering the System, and 7.4, Retiree Health Benefits Program, of the collective bargaining agreement (“CBA”) shall be modified to faculty member salary schedule placement and retiree health benefits revisions as follows:
 - 7.2.4.1 Related experience (other than that referred to in 7.2.2) previous to employment by the West Kern Community College District shall be credited on the basis of year for year actual experience time ~~up to six (6)~~ **up to eight (8)** steps on the salary schedule.
 - 7.4 Retiree Health Benefits Program: The District shall make a contribution for the health benefit program on behalf of a regular faculty member who has retired from District employment into the State Teachers Retirement System (“STRS”) or Public Employees Retirement System (“PERS”) as follows:

	Employee Hire Date			On or After 5/1/2016
	On or Before 8/15/2002	8/16/2002 - 4/30/2010	5/1/2010- 4/30/2016	
Years of Service & Age Requirement	10	20 & Age 55 or 15 & Age 60	20 & Age 55 or 15 & Age 60	20
Length of District Paid Benefit	Life of Retiree	Life of Retiree	Retiree Age 65	Up to 5 years or Retiree Age 65
Includes Dependents	Yes, for Life of Retiree	Yes, for Life of Retiree	Yes, to Retiree Age 65	Yes, up to 5 years or Retiree Age 65

7.4.1

A regular faculty member hired on or before 8/15/2002 who was employed by the District for at least ten (10) complete academic years and his/her eligible dependents shall be eligible to participate in a District paid health benefits program from the time of retirement for the life of the retiree. For the purpose of this Retiree Health Benefits Program, a “complete academic year” is a year in which the faculty member serves at least 75 percent of the number of instructional days within the District. A Board approved leave of absence shall not constitute a break in service with regard to an employee serving a complete academic year. The contribution shall be the same amount as the District’s monthly health benefits program contribution for a regular faculty member who has not retired. (See Appendix F)

A regular faculty member hired on 8/16/2002, or thereafter through 4/30/2010 who was employed by the District for at least twenty (20) complete academic years and who is age 55 or older, or who was employed by the District for at least fifteen (15) complete academic years and who is age 60 or older and his/her eligible dependents shall be eligible to participate in a District paid health benefits program from the time of retirement for the life of the retiree. For the purpose of this Retiree Health Benefits Program, a “complete academic year” is a year in which the faculty member serves at least 75 percent of the number of instructional days within the District. A Board approved leave of absence shall not constitute a break in service with regard to an employee serving a complete academic year. The contribution shall be the same amount as the District’s monthly health benefits program contribution for a regular faculty member who has not retired. (See Appendix F)

A regular faculty member hired on 5/1/2010, or thereafter through 4/30/2016 who was employed by the District for at least twenty (20) complete academic years and who is age 55 or older, or who was employed by the District for at least fifteen (15) complete academic years and who is age 60 or older and his/her eligible dependents shall be eligible to participate in a District paid health benefits program until the retiree reaches 65 years of age. For the purpose of this Retiree Health Benefits Program, a “complete academic year” is a year in which the faculty member serves at least 75 percent of the number of instructional days within the District. A Board approved leave of absence shall not constitute a break in service with regard to an employee serving a complete academic year. The contribution shall be the same amount as the District’s monthly health benefits program contribution for a regular faculty member who has not retired. (See Appendix F)

A regular faculty member hired on 5/1/2016 or thereafter, who was employed by the District for at least twenty (20) complete academic years and his/her eligible dependents shall be eligible to participate in a District paid health benefits program for up to five (5) years or until the retiree reaches 65 years of age. In order to receive the health benefits a 2.5% annual premium is required. (Example: Current benefit package cost \$20,000. $\$20,000 \times .025 = \500 per year or \$41.67 per month.) For the purpose of this Retiree Health Benefits Program, a “complete academic year” is a year in which the faculty member serves at least 75 percent of the number of instructional days within the District. A Board approved leave of absence shall not constitute a break in service with regard to an employee serving a complete academic year. The contribution shall be the same amount as the District’s monthly health benefits program contribution for a regular faculty member who has not retired. Hire date is defined as the employee’s first paid date of service. (See Appendix F)

Any regular faculty member who has retired from the District and is ineligible or becomes ineligible for District provided retiree benefits has the option to continue on the District health benefit program or the District supplemental program at the employee's cost.

7.4.3 All faculty members retiring between the ages of 55 to 63 have the option to opt out of retiree health benefits and receive a one-time cash incentive based on the current dollar amount for active employees as shown in the table below:

Age at Retirement	20% of current dollar amount of active employee benefit package
55	Multiplied by 9
56	Multiplied by 8
57	Multiplied by 7
58	Multiplied by 6
59	Multiplied by 5
60	Multiplied by 4
61	Multiplied by 3
62	Multiplied by 2
63	Multiplied by 1

(Example: Assume current benefit package is \$20,000. 20% of 20,000 is \$4000. A 58-year old faculty member retires and opts out of retiree health benefits. For opting out the faculty member receives a one-time cash payout of \$24,000.)

Note: Once a faculty member accepts the incentive to opt out of the retiree health benefit program, they will not be able to opt back in.

3. Except as set forth in this Agreement, all other terms and conditions of the CBA shall remain unchanged.
4. This Agreement will become effective after ratification by the TCFA/CTA/NEA members and the District's Governing Board.

 Billy White, President
 Board of Trustees
 West Kern Community College District

 Diane Jones, President
 Taft College Faculty Association/CTA/NEA

Dated: April _____, 2016

Dated: April _____, 2016

Board Approval:
 First Presentation: March 9, 2016
 Second Presentation/Approval: April 13, 2016

BOARD AGENDA ITEM

Date: March 25, 2016
Submitted by: Dr. Robert Meteau Jr. , AVP Human Resources
Area Administrator: Brock McMurray, Interim Superintendent/President
Subject: Request for Approval

Board Meeting Date: April 13, 2016

Title of Board Item:

Second Presentation and Request for Approval - Tentative Agreement between the Taft College Classified School Employees Association Chapter #543 ("CSEA") and West Kern Community College District ("District") - Retiree Health Benefits Option.

Background:

As part of the continuing dialogue through the Taft College Classified Collective Bargaining Committee, the parties have reached a consensus regarding the revision of classified retiree health benefits including an additional option. The parties have agreed to modify the language in the collective bargaining agreement, Article 18, Insurance Benefits, including Article 18.3 Retiree Health Benefits Program and the table on page 23 of to reflect these revisions. The attached tentative agreement memorializes the agreement between the Association and the District. The first reading was presented at the Board's March 9th meeting.

Terms (if applicable):

An implementation date effective May 1, 2016.

Expense (if applicable):

See below.

Fiscal Impact Including Source of Funds (if applicable):

The fiscal impact associated with the additional retiree health benefit option is expected to result in future retiree health benefit cost savings to the District. The future cost savings will be dependent on several variables, including but not limited: to the number of retirees selecting the option, the age of the retiree, and the current dollar amount of the employee benefit package at the time of option selection.

Approved: 
Brock McMurray, Interim Superintendent/President

Tentative Agreement Between
Taft College Classified School Employees Association Chapter #543
And
West Kern Community College District

RETIREE HEALTH BENEFITS OPTION

This Tentative Agreement (“Agreement”) is made by and between the Taft College Classified School Employees Association Chapter #543 (“CSEA”) and the West Kern Community College District (“District”) (collectively referenced as the “parties”) with respect to the following recitals:

RECITALS

As part of continuing dialogue through the Taft College Classified Collective Bargaining Committee, the parties have reached a consensus for the purposes of revising classified retiree health benefits effective May 1, 2016.

AGREEMENT

Now, therefore, CSEA and the District hereby agree as follows:

1. The above recitals are true and correct.
2. The parties agree, effective May 1, 2016, Change the Article 18, Insurance Benefits, and 18.3, Retiree Benefits Program, of the Collective Bargaining Agreement (“CBA”) shall be modified to retiree health benefits revisions as follows:

ARTICLE 18
INSURANCE BENEFITS

	Employee Hire Date			
	On or Before 8/15/2002	8/16/2002- 4/30/2010	5/1/2010 - 4/30/2016	On or After 5/1/2016
Years of Service & Age Requirement	10	20 @ Age 55 or 15 @ Age 60	20 @ Age 55 or 15 @ Age 60	20
Length of District Paid Benefit	Life of Retiree	Life of Retiree	Retiree Age 65	Up to 5 years or Retiree Age 65
Includes Dependents	Yes to Retiree Age 65	Yes to Retiree Age 65	Yes to Retiree Age 65	Yes, up to 5 years or Retiree Age 65

18.3 Retiree Health Benefits Program: The District shall make a contribution for the health benefit program on behalf of a regular full-time classified member who has retired from District employment into the Public Employees Retirement System ("PERS") or the State Teachers Retirement System ("STRS") as follows:

18.3.1 A regular full-time classified member hired on or before 8/15/2002 who was employed by the District for at least ten (10) complete calendar years, or serves a pro-rated* equivalency of ten (10) full-time calendar years with the final five (5) years at full-time status, shall be eligible to participate in a District paid health benefits program upon retirement for the life of the retiree. A Board approved leave of absence shall not constitute a breach in service for the purpose of calculating a complete calendar year of service. The District contribution shall be the same amount as the District's monthly health benefits program contribution for a regular classified member who has not retired, as those contributions may change from time-to-time. (See Appendix E) The retiree's eligible dependents are entitled to receive District paid health benefits until the retiree reaches the age of 65. At that time, the eligible dependents are entitled to continue the health benefits program for the life of the retiree at the retiree's cost.

A regular full-time classified member hired on 8/16/2002 or thereafter and through 4/30/10 who was employed by the District for at least twenty (20) complete calendar years and who is age 55 or older, (or serves a pro-rated* equivalency of twenty (20) full-time calendar years with the final ten (10) years at full-time status and who is age 55 or older) or who was employed by the District for at least fifteen (15) complete calendar years and who is age 60 years or older (or serves a pro-rated* equivalency of fifteen (15) full-time calendar years with the final seven and one half (7.5) years at full-time status) and who is age 60 or older shall be eligible to participate in a District paid health benefits program upon retirement for the life of the retiree. The District contribution shall be the same amount as the District's monthly health benefits program contribution for a regular classified member who has not retired, as those contributions may change from time-to-time. (See Appendix E) The retiree's eligible dependents are entitled to receive District paid health benefits until the retiree reaches the age of 65. At that time, the eligible dependents are entitled to continue the health benefits program for the life of the retiree at the retiree's cost.

A regular full-time classified member hired on 5/1/2010, or thereafter through 4/30/2016 who was employed by the District for at least twenty (20) complete calendar years and who is age 55 or older (or serves a pro-rated* equivalency of twenty (20) full-time calendar years with the final ten (10) years at full-time status and who is age 55 or older) or who was employed by the District for at least fifteen (15) complete calendar years and who is age 60 years or older (or serves a pro-rated* equivalency of fifteen (15) full-time calendar years with the final seven and one half (7.5) years at full-time status) and who is age 60 or older and his/her eligible dependents shall be entitled to participate in a District paid health benefits program upon retirement until the retiree reaches 65 years of age. At that time, the retiree and eligible dependents are entitled to continue the health benefits program at the retiree's cost.

A regular full-time classified member hired on 5/1/2016 or thereafter, who was employed by the District for at least twenty (20) complete calendar years and his/her eligible dependents shall be eligible to participate in a District paid health benefits program for up to (5) years or until the retiree reaches 65 years of age. In order to receive the health benefits a 2.5% annual premium co-pay is required. Example: Current benefit package cost \$20,000. $\$20,000 \times .025 = \500 per year or \$41.67 per month.) Hire date is defined as the employee's first paid date of service.

All full-time classified employee members retiring between the ages of 55 to 63 have the option to opt-out of retiree health benefits and receive a one-time cash incentive based on the current dollar amount for active employees as shown in the table below:

Age at Retirement	20% of current dollar amount of active employee benefit package
55	Multiplied by 9
56	Multiplied by 8
57	Multiplied by 7
58	Multiplied by 6
59	Multiplied by 5
60	Multiplied by 4
61	Multiplied by 3
62	Multiplied by 2
63	Multiplied by 1

(Example: Assume current benefit package is \$20,000. 20% of \$20,000 is \$4,000. A 58-year old employee retires and opts out of retiree health benefits. For opting out the member receives a one-time cash payout of \$24,000.)

Note: Once a classified member accepts the incentive to opt out of the retiree health benefit program, they will not be able to opt back in.

3. Except as set forth in this Agreement, all other terms and conditions of the CBA shall remain unchanged.
4. This Agreement will become effective after ratification by the CSEA members and the District's Governing Board.

 Billy White, President
 Board of Trustees
 West Kern Community College District

 Velda Pena, President
 California School Employees Association
 Chapter #543

Dated: April _____, 2016

Dated: April _____, 2016

Board Approval:

First Presentation: March 9, 2016
 Second Presentation/ Approval: April 13, 2016

BOARD AGENDA ITEM

Date: March 25, 2016
Submitted by: Dr. Robert Meteau Jr. , AVP Human Resources
Area Administrator: Brock McMurray, Superintendent/President (Interim)
Subject: Information Item

Board Meeting Date: April 13, 2016

Title of Board Item:

First Presentation: Tentative Agreement between Taft College Faculty Association ("TCFA/CTA/NEA") and West Kern Community College District ("District") - Adjunct Pay

Background:

As part of the continuing dialogue through the Taft College Faculty Collective Bargaining Committee, the parties have reached a consensus for the purposes of clarifying contract language on the process of adjunct pay. This will result in modification to the collective bargaining agreement with the addition of Article 6.1.3.

Terms (if applicable):

An implementation date effective May 12th, 2016.

Expense (if applicable):

See below.

Fiscal Impact Including Source of Funds (if applicable):

The costs are associated with faculty load.

Approved:  _____
Brock McMurray, Interim Superintendent/President

**Tentative Agreement Between
Taft College Faculty Association (TCFA/CTA/NEA)
And
West Kern Community College District**

ADJUNCT PAY

This Tentative Agreement (“Agreement”) is made by and between the Taft College Faculty Association (“TCFA/CTA/NEA”) and the West Kern Community College District (“District”) (collectively referenced as the “parties”) with respect to the following recitals:

RECITALS

As part of continuing dialogue through the Taft College Faculty Collective Bargaining Committee, the parties have reached a consensus for the purposes of clarifying contract language on the process of adjunct pay.

AGREEMENT

Now, therefore, TCFA/CTA/NEA and the District hereby agree as follows:

1. The above recitals are true and correct.
2. The parties agree, Article 6, Workload Obligation, of the collective bargaining agreement (“CBA”) shall be modified to add Article 6.1.3, to clarify the process of adjunct pay as follows:
 - 6.1.3 Temporary or adjunct faculty members are paid hour for hour (1:1) when teaching a general lab, extensive lab or lecture course.
3. Except as set forth in this Agreement, all other terms and conditions of the CBA shall remain unchanged.
4. This Agreement will become effective after ratification by the TCFA/CTA/NEA members and the District’s Governing Board.

Billy White, President
Board of Trustees
West Kern Community College District

Diane Jones, President
Taft College Faculty Association/CTA/NEA

Dated: May _____, 2016

Dated: May _____, 2016

Board Approval:
First Presentation: April 13, 2016
Second Presentation/Approval: May 11, 2016

Date: April 5, 2016
Submitted by: Shelley Klein, Assistant to the President
Area Administrator: Brock McMurray, Interim Superintendent/President
Subject: Information Item

Board Meeting Date: April 13, 2016

Title of Board Item:

First Reading – Board Policies:

- #2105 – Election of Student Members
- #3520 – Local Law Enforcement
- #5010 – Admissions and Concurrent Enrollment
- #7335 – Health Examinations

Background:

The four board policies referenced above have been updated by the Community College League of California Board Policy and Procedure Service per recommendations by their legal counsel. We have implemented those updates as indicated by an overstrike where we have removed language and bolded, underlined and highlighted where we have added language. The four board policies will be presented for their second reading and request for approval at the meeting scheduled for May 11, 2016.

Terms (if applicable):

n/a

Expense (if applicable):

n/a

Fiscal Impact Including Source of Funds (if applicable):

n/a

Approved: 
Brock McMurray, Interim Superintendent/President

BP 2105 Election of Student Members

Reference:

Election Code Sections 72023.5, 72103

The student member shall be the Vice President (or designated officer) of the Associated Student Body chosen by the students enrolled in the district as follows:

The student member shall be elected by all the students of the student body in a general election held for that purpose. Normally an election will be held in the Spring semester so that the office is filled by June 1. The student member may be recalled by all the students of the student body in an election held for that purpose in accordance with administrative procedures established by the Superintendent/President.

If the seat of a student member becomes vacant during his/her term, the governing board may authorize the officers of student body associations established pursuant to Education Code Section 76060 at each community college in the District to appoint a student to serve the remainder of the term in accordance with procedures established by the governing board.

Special elections shall be held if the office becomes vacant by reason of the resignation, or disqualification of an elected student member, or by any other reason. Special elections shall be held within thirty (30) days after notice of the vacancy comes to the attention of the Superintendent/President.

Candidates for the position may nominate themselves or be nominated by others by the filing of an application certifying that the candidate is eligible for service under the criteria set forth in California law and these policies. The election will be conducted in accordance with administrative procedures established by the Superintendent/President.

See Administrative Procedures 2105

BP 3520 Local Law Enforcement

Reference:

Education Code Section 67381

34 Code of Federal Regulations Section 668.46.(b)(4)

The District on behalf of Each campus or center of the district shall enter into a written agreement with local law enforcement agencies. The agreement shall clarify operational responsibilities for investigations of Part I violent crimes, defined by law as willful homicide, forcible rape, robbery, and aggravated assault, occurring at each location.

The written agreement shall designate which law enforcement agency shall have operational responsibility for violent crimes and delineate the specific geographical boundaries of each agency's operational responsibility, including maps as necessary.

The written agreements required by this policy shall be public records and shall be made available for inspection by members of the public upon request.

The District encourages accurate and prompt reporting of all crimes to the campus police and/or the appropriate police agencies. The Superintendent/President shall establish procedures that encourage pastoral counselors and professional counselors, if and when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

See Administrative Procedures AP 3520

BP 5010 Admissions and Concurrent Enrollment

Reference:

Education Code Section 76000, 76001, 76002, and 76038;

Labor Code Section 3077;

34 Code of Federal Regulations Section 668.16(p) (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended):
ACCJC Accreditation Standard II.C.6

The District shall admit students who meet one of the following requirements and who are capable of profiting from the instruction offered:

1. Any person over the age of 18 and possessing a high school diploma or its equivalent.
2. Other persons who are over the age of 18 years and who, in the judgment of the Superintendent/President or his or her designee are capable of profiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with the District's rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester.
3. Persons who are apprentices as defined in Section 3077 of the Labor Code Section 3077.

The District may deny or place conditions on a student's enrollment upon a finding by the Board or designee that the applicant has been expelled within the preceding five years or is undergoing expulsion procedures in another California community college district, and that the applicant continues to present a danger to the physical safety of the students and employees of the District.

The District shall in its discretion, or as otherwise federally mandated, evaluate the validity of a student's high school completion. The Superintendent/President shall establish procedures for evaluating the validity of a student's high school completion.

Admission

Any student who is 16 years or older in age and is at a class level equal to grades eleventh or twelfth is eligible to attend as a special full-time or part-time student for advance scholastic or vocational courses.

Denial of Requests for Admission

If the Board denies a request for special full-time or part-time enrollment by a pupil who is identified as highly gifted, the Board will record its findings and the reason for denying the request in writing within 60 days.

The written recommendation and denial shall be issued at the next regularly scheduled board meeting that occurs at least 30 days after the pupil submits the request to the District.

The Superintendent/President shall establish regulations procedures regarding evaluation of requests for special full-time or part-time enrollment by a pupil who is identified as highly gifted.

~~Special admit high school students will pay the same enrollment fee as any other regular community college student (California Education Code 76300.) Exceptions: Public High school students in the West Kern Community College District service area are exempt from enrollment fees for the spring and fall terms. All high school students must pay enrollment fees during the summer sessions. The West Kern Community College service area is defined as those residing in zip codes 93268, 93224, 93258, 93276, and 93252.~~

Claims for State Apportionment for Concurrent Enrollment

Claims for state apportionment submitted by the District based on enrollment of high school pupils shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.

The Superintendent/President shall establish regulations procedures regarding compliance with statutory and regulatory criteria for concurrent enrollment.

See Administrative Procedures AP 5010

BP 7335 Health Examinations

References:

Government Code Section 12940;

42 U.S. Code Section 12112;

29 Code of Federal Regulations, Part 1630

The Superintendent/President shall establish administrative procedures related to ~~may require~~ medical examinations of candidates for appropriate positions prior to assuming the duties of the position. Such pre-employment medical examinations shall ~~shall~~ may only be required ~~only~~ after a conditional job offer has been made, and shall be required of any candidate for a position for which a pre-employment medical examination has been deemed appropriate. No candidate shall be required to participate in such an examination solely on the basis of the candidate's age or disability.

The ~~Board authorizes the Superintendent/President to~~ procedure may require any employee to undergo a physical or mental examination ~~at any time it appears to be in the District's interest to obtain verification of an employee's fitness for duty.~~ Where such a fitness for duty exam is job related and consistent with business necessity. Such medical examinations shall be at the District's expense and shall be conducted by a physician chosen by the District.

Date: March 28, 2016
Submitted by: Mark Williams, Vice President of Instruction
Area Administrator: Brock McMurray, Interim Superintendent/President
Subject: Request for Approval

Board Meeting Date: April 13, 2016

Title of Board Item:

2nd Reading & Request for Approval - Board Policy 4024 - Student Learning Outcomes

Background:

BP #4024 was first presented to the Board at their meeting held March 9, 2016. It is now being presented for a second reading and request for approval. As reported previously, on 1/14/16 the Academic Senate reviewed and approved a SLOASC committee request for a Board Policy that articulates the need for collaboration and mutual consent of Academic Senate and the Superintendent/President (or designee) in the establishment, assessment, modification or discontinuance of SLO's. This is intended to provide clarity and support for the use of SLOs in student learning and collegial discussions of program assessment.

Terms (if applicable):

n/a

Expense (if applicable):

n/a

Fiscal Impact Including Source of Funds (if applicable):

n/a

Approved: 
Brock McMurray, Interim Superintendent/President

BP 4024 Student Learning Outcomes Policy

Reference:

Education Code Sections 70901(b), 70902(b), and 78016;
Title 5 Sections 51000, 51022, 55100, 55130 and 55150;
US Department of Education Regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended;
34 Code of Federal Regulations Sections 600.2, 602.24, and 668.8;
ACCJC Accreditation Standards I.A.2; I.B.1; I.B.2; I.B.5; I.B.6; I.B.8; I.C.1; I.C.3; I.C.4; II.A.1; II.A.3, II.A.12; II.A.13; II.A.16; 11.B.3; II.C.2; III.A.6; and IV.C.8

The courses and programs of the District shall be of the highest quality and, as such shall be assessed to determine level and depth to ensure student learning, allowing for collegial discussions for continuous improvement.

To that end, the District shall through mutual consent with the Academic Senate in consultation with the Superintendent/President or designee, establish procedures for the development and review of all Student Learning Outcomes (SLOs) including their establishment, assessment, modification, or discontinuance.



**BOARD OF TRUSTEES
WEST KERN COMMUNITY COLLEGE DISTRICT
RESOLUTION 2015/16-08**

FACULTY APPRECIATION WEEK

WHEREAS, In 1980, Congress declared a National Teacher Day and in 1985 the Parent Teacher Association (PTA) established National Teacher Week as the first week of May. Faculty Appreciation Week shall be recognized as the week honoring instructors at the college level. It is a week-long celebration in the United States observed the first full week in May. We take this opportunity to celebrate the Taft College fulltime and adjunct faculty members, who distinguish themselves through the dedicated service and care for students, and our community; and

WHEREAS, the Taft College Faculty's commitment to student success is at the heart of our institution, and reflects Taft College's dedication to supporting the achievement of students in their educational pursuits; and

WHEREAS, the Taft College Faculty have an unwavering commitment to upholding the primacy of teaching and learning as the core mission of the College; and

WHEREAS, the Taft College Faculty exemplify excellence each and every day in support of the educational dreams of students, the community and western Kern County; and

WHEREAS, the Taft College Faculty are integral to the vision, mission and values of Taft College in the promotion of learning and the achievement of students, making Taft College the great institution that it is;

THEREFORE, BE IT RESOLVED that the West Kern Community College District hereby thanks the Faculty as a whole for their contributions to quality education in the Kern County and the West Kern Community College District and has celebrated the week of May 2 - 8, 2016 as Faculty Appreciation Week in the West Kern Community College District.

IN WITNESS of the adoption of the foregoing Resolution 2015/16-08 at a duly called regular meeting of the West Kern Community College Board of Trustees held the thirteenth day of April, 2016; the following members of the said Board have affixed their signatures.

BOARD OF TRUSTEES OF THE WEST KERN COMMUNITY COLLEGE DISTRICT

Billy White, President

Kal Vaughn, Secretary

Dawn Cole, Trustee

Emmanuel Campos, Trustee

Michael Long, Trustee

Brock McMurray,
Interim Superintendent/President

Date: April 5, 2016
Submitted by: Shelley Klein, Assistant to the President
Area Administrator: Brock McMurray, Interim Superintendent/President
Subject: Request for Approval

Board Meeting Date: April 13, 2016

Title of Board Item:

Renewal of Citizens' Oversight Committee Member Terms: Roger Miller and Dennis McCall - Third Term - July 2016 to June 2020

Background:

The WKCCD Citizens' Oversight Committee is comprised of seven voting members including a student representative appointed annually. The charge of the Committee is to provide oversight of the monies spent from Measure A - the District facilities bond that was approved by local voters in 2004. The Committee reviews expenditures and construction progress on a quarterly basis. Ultimately, the Committee provides an annual report to the Board of Trustees and determines whether or not the District is in compliance with the terms of the language in the bond ballot. This is the third term for both Roger Miller, who is now serving as Chairman, and Dennis McCall. Both members have graciously agreed to serve this third term.

Terms (if applicable):


n/a

Expense (if applicable):

n/a

Fiscal Impact Including Source of Funds (if applicable):

n/a

Approved: 
Brock McMurray, Interim Superintendent/President

Today's Date: 3/15/2016
Submitted by: Danielle Vohnout- Curriculum Technician
Area Executive Manager: Mark Williams, Vice President of Instruction
Subject: Board Item - Request for Approval

Board Meeting Date: April 13, 2016

Title of Item:

Course Inactivations

Background:

Applied Technologies Division

Due to changes in programs, new State mandated repeatability rules, and courses that simply are not taught at this time, the Applied Technologies division has submitted courses for inactivation. Courses that are inactivated can be activated at a later date.

WKEX 1513 Vocational Work Experience

Fiscal Implication:

None.

Approved:  _____

Mark Williams, Vice President of Instruction

Today's Date: 3/15/2016
Submitted by: Danielle Vohnout- Curriculum Technician
Area Executive Manager: Mark Williams, Vice President of Instruction
Subject: Board Item - Request for Approval

Board Meeting Date: April 13, 2016

Title of Item:

New Courses

Background:

Applied Technologies Division

The Applied Technologies division has submitted the following new courses. The Cooperative Work Experience Education plan requires separate courses for each vocational area. The following courses were developed for several Applied Technology programs:

BUSN	1513	Work Experience in Business
CTRP	1513	Work Experience in Court Reporting
ENER	1513	Work Experience in Energy Technology
IES	1513	Work Experience in Industrial Education Safety
WELD	1513	Work Experience in Welding

Math and Science Division

The Math and Science division has submitted the following new courses. These courses are needed as the new Golf program is developed.

PHED	1505	Women's Intercollegiate Golf
PHED	1506	Men's Intercollegiate Golf
PHED	1521	Beginning Golf
PHED	1721	Offseason Intercollegiate Golf
PHED	2505	Advanced Women's Intercollegiate Golf
PHED	2506	Advanced Men's Intercollegiate Golf

Fiscal Implication:

None.

Approved:  _____

Mark Williams, Vice President of Instruction

Business (BUSN) 1513 Work Experience in Business (1-4 units per semester-limit 16 units) CSU

- Prerequisite:** Student must have declared a Business-related major (Management, Administrative Services, General Business, Information Technology & Management, Accounting, Business Administration) and be in good academic standing
- Advisory:** Eligibility for English 1000 and Reading 1005 strongly recommended
- Note:** Units of Work Experience cannot be included as part of a student's study load for Veterans Educational benefits.
- Total Hours:** 60 hours of unpaid work OR 75 hours of paid work equals one unit of credit; maximum 225-300 hours

Catalog Description: Application and orientation required prior to enrolling in course. Please contact the Cooperative Work Experience Coordinator. This work experience course of supervised employment is designed to assist students in work related to business. Credit may be accrued at the rate of 1 to 4 units per semester for a maximum of 16 units. Students must work 75 paid hours or 60 non-paid hours per unit earned.-This course is offered on a pass/no pass basis.

Type of Class/Course: Degree Credit

Course Objectives:

At the conclusion of the course, the student will be able to

1. Demonstrate desirable work habits, attitudes, and vocational skills specific to business
2. Achieve satisfactory progress towards their individual learning objectives
3. Obtain a heightened sense of career awareness within the industry

Course Scope and Content:

1. Complete a Cooperative Work Experience Education (CWEE) Student Form
2. Participate in a CWEE Orientation
3. Register for a Work Experience class via Cougar Tracks (SSB)
4. Create in collaboration with TC CWEE Coordinator/Faculty and employer, on-the-job learning objectives outlined in Learning Objective Contract (at least one objective per unit enrolled)
5. Maintain an accurate timesheet, to be verified by employer/supervisor, and kept by CWEE Coordinator/Faculty
6. Meet, in-person, with CWEE Coordinator/Faculty at least once during term to discuss progress towards on-the-job learning objectives
7. Complete a mid-term and end-of-term self-evaluation and evaluation of employer/jobsite



Methods of Evaluation:

Evaluation is the responsibility of CWEE Coordinator/Faculty. Assistance in determining the correct evaluation is provided by recommendations from supervisor as well as by student self-evaluations. End of term evaluation should be based upon a predetermined learning plan, or a set of objectives, which everyone clearly understands and approves

1. Completion of all forms and appropriateness of meeting assigned appointments and deadlines
2. Completion of learning objectives
3. Job-related appropriateness/responsibility
4. Grade assigned and units granted on total hours worked during semester

Supplemental Data:

TOP Code:	050100 Business and Commerce, General
SAM Priority Code:	C: Clearly Occupational
Funding Agency:	Y: Not Applicable
Program Status:	2: Stand alone
Noncredit Category:	Y: Not Applicable
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Not Applicable
Prior to College Level:	Y: Not Applicable
Cooperative Work Experience:	Y: Course is a part of a cooperative education program
Eligible for Credit by Exam:	No
Eligible for Pass/No Pass:	No

Created by: V. Jacobi
T. Furman
Date Created: Spring 2016

Court Reporting (CTRP) 1513 Work Experience in Court Reporting (1-4 units per semester-limit 16 units) CSU

- Prerequisite:** Student must have declared Court Reporting as major and be in good academic standing
- Advisory:** Eligibility for English 1000 and Reading 1005 strongly recommended
- Note:** Units of Work Experience cannot be included as part of a student's study load for Veterans Educational benefits.
- Total Hours:** 60 hours of unpaid work OR 75 hours of paid work equals one unit of credit; maximum 225-300 hours

Catalog Description: Application and Orientation required prior to enrolling in course. Please contact Cooperative Work Experience Coordinator. This work experience course of supervised employment is designed to assist students in work related to Court Reporting Credit may be accrued at the rate of 1 to 4 units per semester for a maximum of 16 units. Students must work 75 paid hours or 60 non-paid hours per unit earned.-This course is offered on a pass/no pass basis.

Type of Class/Course: Degree Credit

Course Objectives:

At the conclusion of the course, the student will be able to

1. Demonstrate desirable work habits, attitudes, and vocational skills specific to Court Reporting.
2. Achieve satisfactory progress towards their individual learning objectives
3. Obtain a heightened sense of career awareness within the industry

Course Scope and Content:

1. Complete a Cooperative Work Experience Education (CWEE) Student Form
2. Participate in a CWEE Orientation
3. Register for a Work Experience class via Cougar Tracks (SSB)
4. Create in collaboration with TC CWEE Coordinator/Faculty and employer, on-the-job learning objectives outlined in Learning Objective Contract (at least one objective per unit enrolled)
5. Maintain an accurate timesheet, to be verified by employer/supervisor, and kept by CWEE Coordinator/Faculty
6. Meet, in-person, with CWEE Coordinator/Faculty at least once during term to discuss progress towards on-the-job learning objectives
7. Complete a mid-term and end-of-term self-evaluation and evaluation of employer/jobsite

Methods of Evaluation:

Evaluation is the responsibility of CWEE Coordinator/Faculty. Assistance in determining the correct evaluation is provided by recommendations from supervisor as well as by student self-evaluations. End of term evaluation should be based upon a predetermined learning plan, or a set of objectives, which everyone clearly understands and approves

1. Completion of all forms and appropriateness of meeting assigned appointments and deadlines
2. Completion of learning objectives
3. Job-related appropriateness/responsibility
4. Grade assigned and units granted on total hours worked during semester

Supplemental Data:

TOP Code:	051430 Court Reporting
SAM Priority Code:	C: Clearly Occupational
Funding Agency:	Y: Not Applicable
Program Status:	2: Stand alone
Noncredit Category:	Y: Not Applicable
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Not Applicable
Prior to College Level:	Y: Not Applicable
Cooperative Work Experience:	Y: Course is a part of a cooperative education program
Eligible for Credit by Exam:	No
Eligible for Pass/No Pass:	No

Energy Technology (ENER) 1513 Work Experience in Energy Technology (1-4 units per semester-limit 16 units) CSU

- Prerequisite:** Student must have declared Energy Technology as major and be in good academic standing
- Advisory:** Eligibility for English 1000 and Reading 1005 strongly recommended
- Note:** Units of Work Experience cannot be included as part of a student's study load for Veterans Educational benefits.
- Total Hours:** 60 hours of unpaid work OR 75 hours of paid work equals one unit of credit; maximum 220-300 hours

Catalog Description: Application and Orientation required prior to enrolling in course. Please contact Cooperative Work Experience Coordinator. This work experience course of supervised employment is designed to assist students in work related to Energy Technology. Credit may be accrued at the rate of 1 to 4 units per semester for a maximum of 16 units. Students must work 75 paid hours or 60 non-paid hours per unit earned.-This course is offered on a pass/no pass basis.

Type of Class/Course: Degree Credit

Course Objectives:

At the conclusion of the course, the student will be able to

1. Demonstrate desirable work habits, attitudes, and vocational skills specific to Energy Technology
2. Achieve satisfactory progress towards their individual learning objectives
3. Obtain a heightened sense of career awareness within the industry

Course Scope and Content

1. Complete a Cooperative Work Experience Education (CWEE) Student Form
2. Participate in a CWEE Orientation
3. Register for a Work Experience class via Cougar Tracks (SSB)
4. Create in collaboration with TC CWEE Coordinator/Faculty and employer, on-the-job learning objectives outlined in Learning Objective Contract (at least one objective per unit enrolled)
5. Maintain an accurate timesheet, to be verified by employer/supervisor, and kept by CWEE Coordinator/Faculty
6. Meet, in-person, with CWEE Coordinator/Faculty at least once during term to discuss progress towards on-the-job learning objectives
7. Complete a mid-term and end-of-term self-evaluation and evaluation of employer/jobsite.

Methods of Evaluation:



Evaluation is the responsibility of CWEE Coordinator/Faculty. Assistance in determining the correct evaluation is provided by recommendations from supervisor as well as by student self-evaluations. End of term evaluation should be based upon a predetermined learning plan, or a set of objectives, which everyone clearly understands and approves

1. Completion of all forms and appropriateness of meeting assigned appointments and deadlines
2. Completion of learning objectives
3. Job-related appropriateness/responsibility
4. Grade assigned and units granted on total hours worked during semester

Supplemental Data:

TOP Code:	094610 Energy Systems Technology
SAM Priority Code:	C: Clearly Occupational
Funding Agency:	Y: Not Applicable
Program Status:	2: Stand alone
Noncredit Category:	Y: Not Applicable
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Not Applicable
Prior to College Level:	Y: Not Applicable
Cooperative Work Experience:	Y: Course is a part of a cooperative education program
Eligible for Credit by Exam:	No
Eligible for Pass/No Pass:	No

Reviewed by: V. Jacobi
T. Furman
Date reviewed: Spring 2016

Industrial Education Safety (IES) 1513 Work Experience in Industrial Education Safety (1-4 units per semester-limit 16 units) CSU

- Prerequisite:** Student must have declared Industrial Health and Safety as major and be in good academic standing
- Advisory:** Eligibility for English 1000 and Reading 1005 strongly recommended
- Note:** Units of Work Experience cannot be included as part of a student's study load for Veterans Educational benefits.
- Total Hours:** 60 hours of unpaid work OR 75 hours of paid work equals one unit of credit; maximum 220-300 hours

Catalog Description: Application and Orientation required prior to enrolling in course. Please contact Cooperative Work Experience Coordinator. This work experience course of supervised employment is designed to assist students in work related to Industrial Health and Safety Credit may be accrued at the rate of 1 to 4 units per semester for a maximum of 16 units. Students must work 75 paid hours or 60 non-paid hours per unit earned.-This course is offered on a pass/no pass basis.

Type of Class/Course: Degree Credit

Course Objectives:

At the conclusion of the course, the student will be able to

1. Demonstrate desirable work habits, attitudes, and vocational skills specific to Industrial Health and Safety
2. Achieve satisfactory progress towards their individual learning objectives
3. Obtain a heightened sense of career awareness within the industry

Course Scope and Content:

1. Complete a Cooperative Work Experience Education (CWEE) Student Form
2. Participate in a CWEE Orientation
3. Register for a Work Experience class via Cougar Tracks (SSB)
4. Create in collaboration with TC CWEE Coordinator/Faculty and employer, on-the-job learning objectives outlined in Learning Objective Contract (at least one objective per unit enrolled)
5. Maintain an accurate timesheet, to be verified by employer/supervisor, and kept by CWEE Coordinator/Faculty
6. Meet, in-person, with CWEE Coordinator/Faculty at least once during term to discuss progress towards on-the-job learning objectives
7. Complete a mid-term and end-of-term self-evaluation and evaluation of employer/jobsite



Methods of Evaluation:

Evaluation is the responsibility of CWEE Coordinator/Faculty. Assistance in determining the correct evaluation is provided by recommendations from supervisor as well as by student self-evaluations. End of term evaluation should be based upon a predetermined learning plan, or a set of objectives, which everyone clearly understands and approves

1. Completion of all forms and appropriateness of meeting assigned appointments and deadlines
2. Completion of learning objectives
3. Job-related appropriateness/responsibility
4. Grade assigned and units granted on total hours worked during semester

Supplemental Data:

TOP Code:	095670 Industrial and Occupational Safety and Health
SAM Priority Code:	C: Clearly Occupational
Funding Agency:	Y: Not Applicable
Program Status:	2: Stand alone
Noncredit Category:	Y: Not Applicable
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Not Applicable
Prior to College Level:	Y: Not Applicable
Cooperative Work Experience:	Y: Course is a part of a cooperative education program
Eligible for Credit by Exam:	No
Eligible for Pass/No Pass:	No



Created by: V. Jacobi
T. Furman
Date Created: Spring 2016

Welding (WELD) 1513 Work Experience in Welding (1-4 units per semester-limit 16 units) CSU

Prerequisite: Student must have declared Welding as major and be in good academic standing

Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended

Note: Units of Work Experience cannot be included as part of a student's study load for Veterans Educational benefits.

Total Hours: 60 hours of unpaid work OR 75 hours of paid work equals one unit of credit; maximum 220-300 hours

Catalog Description:

Application and Orientation required prior to enrolling in course. Please contact Cooperative Work Experience Coordinator. This work experience course of supervised employment is designed to assist students in work related to Welding. Credit may be accrued at the rate of 1 to 4 units per semester for a maximum of 16 units. Students must work 75 paid hours or 60 non-paid hours per unit earned. This course is offered on a pass/no pass basis.

Type of Class/Course: Degree Credit

At the conclusion of the course, the student will be able to

1. Demonstrate desirable work habits, attitudes, and vocational skills specific to Welding
2. Achieve satisfactory progress towards their individual learning objectives
3. Obtain a heightened sense of career awareness within the industry

Course Scope and Content:

1. Complete a Cooperative Work Experience Education (CWEE) Student Form
2. Participate in a CWEE Orientation
3. Register for a Work Experience class via Cougar Tracks (SSB)
4. Create in collaboration with TC CWEE Coordinator/Faculty and employer, on-the-job learning objectives outlined in Learning Objective Contract (at least one objective per unit enrolled)
5. Maintain an accurate timesheet, to be verified by employer/supervisor, and kept by CWEE Coordinator/Faculty
6. Meet, in-person, with CWEE Coordinator/Faculty at least once during term to discuss progress towards on-the-job learning objectives.
7. Complete a mid-term and end-of-term self-evaluation and evaluation of employer/jobsite

Methods of Evaluation:



Evaluation is the responsibility of CWEE Coordinator/Faculty. Assistance in determining the correct evaluation is provided by recommendations from supervisor as well as by student self-evaluations. End of term evaluation should be based upon a predetermined learning plan, or a set of objectives, which everyone clearly understands and approves

1. Completion of all forms and appropriateness of meeting assigned appointments and deadlines
2. Completion of learning objectives
3. Job-related appropriateness/responsibility
4. Grade assigned and units granted on total hours worked during semester

Supplemental Data:

TOP Code:	095650 Welding Technology
SAM Priority Code:	C: Clearly Occupational
Funding Agency:	Y: Not Applicable
Program Status:	2: Stand alone
Noncredit Category:	Y: Not Applicable
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Not Applicable
Prior to College Level:	Y: Not Applicable
Cooperative Work Experience:	Y: Course is a part of a cooperative education program
Eligible for Credit by Exam:	No
Eligible for Pass/No Pass:	No

Physical Education (PHED) 1505 Women's Intercollegiate Golf (2 Units; limit 4 Units) CSU

Advisory: Experience in playing competitive golf is desirable

Total Hours: 160 lab hours

Catalog Description: This course is designed for those students who possess the desire, ability and skills necessary to compete in intercollegiate athletics and may be limited to those who present the necessary physical and mental fitness. Sufficient skill to reduce the likelihood of injury is also required. The consent of the coach is necessary before enrollment. Prior to participation a student must get medical clearance through a physical examination and must meet eligibility requirements. Attendance at all scheduled practices and games are considered part of the course requirement unless the coach excuses the student.

Type of Class/Course: Degree Credit

Text: United States Golf Association. *Rules of Golf*. USGA, 2015. Print.

Additional Instructional Materials: Individual golf clubs and equipment

Course Objectives:

By the end of the course, a successful student will be able to:

1. gain participation in an individual and team sport,
2. participate competitively, and
3. further her athletic abilities in golf.

Course Scope and Content: (Laboratory)

Unit I Training and Conditioning for Golf

- A. Agility□
- B. Physical Strength□
- C. Speed
- D. Endurance

Unit II Fundamentals of golf

- A. Set ups
- B. Swing

Unit III Skill Development

- A. Iron Play
- B. Wood Play
- C. Chipping
- D. Putting



- Unit IV Rules and Strategies of Individual Play
 A. Course Management
 B. Shot Selection

- Unit V Rules and Etiquette
 A. Sportsmanship
 B. Ethics

Methods of Instruction:

1. Practice of basic skills and techniques
2. Basic training programs
3. Practice games
4. Intercollegiate competition
5. Oral instruction
6. Multimedia presentations

Methods of Evaluation:

1. Skill demonstrations, including:
 - a. performance exam
 - b. Intercollegiate competition
2. Written assignments

Supplemental Data:

TOP Code:	083520: Intercollegiate Athletics
SAM Priority Code:	E: Non-Occupational
Distance Education:	Not Applicable
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	I: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course

Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	NO
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	NONE

Physical Education (PHED) 1506 Men's Intercollegiate Golf (2 Units; limit 4 Units) CSU

Advisory: Experience in playing competitive golf is desirable

Total Hours: 160 ab hours

Catalog Description: This course is designed for those students who possess the desire, ability and skills necessary to compete in intercollegiate athletics and may be limited to those who present the necessary physical and mental fitness. Sufficient skill to reduce the likelihood of injury is also required. The consent of the coach is necessary before enrollment. Prior to participation a student must get medical clearance through a physical examination and must meet eligibility requirements. Attendance at all scheduled practices and games are considered part of the course requirement unless the coach excuses the student.

Type of Class/Course: Degree Credit

Text: United States Golf Association. *Rules of Golf*. USGA, 2015. Print.

Additional Instructional Materials: Individual golf clubs and equipment

Course Objectives:

By the end of the course, a successful student will be able to:

1. gain participation in an individual and team sport,
2. participate competitively, and
3. further his athletic abilities in golf.

Course Scope and Content: (laboratory)

Unit I Training and Conditioning for Golf

- A. Agility
- B. Physical Strength
- C. Speed
- D. Endurance

Unit II Fundamentals of golf

- A. Set ups
- B. Swing

Unit III Skill Development

- A. Iron Play
- B. Wood Play
- C. Chipping
- D. Putting



Unit IV Rules and Strategies of Individual Play
 A. Course Management
 B. Shot Selection

Unit V Rules and Etiquette
 A. Sportsmanship
 B. Ethics

Methods of Instruction:

1. Practice of basic skills and techniques
2. Basic training programs
3. Practice games
4. Intercollegiate competition
5. Oral instruction
6. Multimedia presentations

Methods of Evaluation:

1. Skill demonstrations, including:
 - a. performance exam
 - b. Intercollegiate competition
2. Written assignments

Supplemental Data:

TOP Code:	083520: Intercollegiate Athletics
SAM Priority Code:	E: Non-Occupational
Distance Education:	Not Applicable
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	I: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course



Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	NO
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	NONE



Created by: K. Bandy
Reviewed by: T. Thompson
Reviewed by: G. Golling
Date reviewed: February 29, 2016

Physical Education (PHED) 1521 Beginning Golf (1 or 2 units per semester) CSU
[Formerly PHED 1526]

Prerequisite: None

Total Hours: 48 lab hours for one unit or 96 lab hours for two units

Catalog Description: This activity course introduces students to the fundamental skills critical to playing golf. This course is not open to students with credit in PHED 1526.

Type of Class/Course: Degree Credit

Text: United States Golf Association. *Rules of Golf*. USGA, 2015. Print.

Additional Instructional Materials: Individual golf clubs and equipment

Course Objectives:

By the end of the course, a successful student will be able to

1. improve his/her fundamental skills to a level whereby he/she attains success from the game.

Course Scope, Content, and Student Learning Outcomes:

- Unit I Demonstrate essential skills:
- A. Iron Play
 - B. Wood Play
 - C. Chipping
 - D. Putting
- Unit II Training and conditioning:
- A. Agility
 - B. Physical Strength
 - C. Speed
 - D. Endurance
- Unit III Rules and Strategies of Individual Play
- A. Course Management
 - B. Shot Selection
- Unit IV Rules and Etiquette
- A. Sportsmanship
 - B. Ethics
 - C. Etiquette

Methods of Instruction:



1. Practice and instruction of basic skills and techniques
2. Oral Instruction
3. Multimedia Presentations

Methods of Evaluation:

1. Skill demonstrations, including:
 - a. performance exams
2. Written assignments

Supplemental Data:

TOP Code:	083500: Physical Education
SAM Priority Code:	E: Non-Occupational
Distance Education:	Not Applicable
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	1: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	NO
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	NONE

Physical Education (PHED) 1721 Offseason Intercollegiate Golf (1 or 2 units per semester; limit 8 units) CSU

Prerequisite: None

Total Hours: 48 lab hours for 1 unit; 96 lab hours for 2 units

Catalog Description: This offseason course is designed for those students who desire to compete in intercollegiate athletics and may be limited to those who present the necessary physical and mental fitness. Sufficient skill to reduce the likelihood of injury is also required. The passing of medical and physical examinations and the consent of the coach are necessary before enrollment.

Type of Class/Course: Degree Credit

Text: United States Golf Association. *Rules of Golf*. USGA, 2015. Print.

Additional Instructional Materials: Individual golf clubs and equipment

Course Objectives:

By the end of the course, a successful student will be able to:

1. Improve offseason fundamental skills of:
 - a. Iron Play
 - b. Wood Play
 - c. Chipping
 - d. Putting
2. Improve agility, physical strength, endurance and overall conditioning during the offseason, and
3. Apply intercollegiate golf techniques through game experience.

Course Scope and Content (laboratory):

- | | |
|----------|---|
| Unit I | Essential Offseason Skills |
| | A. Iron Play |
| | B. Wood Play |
| | C. Chipping |
| | D. Putting |
| Unit II | Offseason Conditioning |
| | A. Agility |
| | B. Strength |
| | C. Speed |
| | D. Endurance |
| Unit III | Basic Rules and Strategies of Individual Play |

- A. Course Management
- B. Shot Selection

- Unit IV Rules and Etiquette
- A. Sportsmanship
 - B. Ethics
 - C. Etiquette

Methods of Instruction:

1. Practice of Basic Individual Skills
2. Oral Instruction
3. Demonstration
4. Multimedia presentations

Methods of Evaluation:

1. Skill demonstrations. Including:
 - a. Performance exams
 - b. Competition
2. Written exams

Supplemental Data:

TOP Code:	083520: Intercollegiate Athletics
SAM Priority Code:	E: Non-Occupational
Distance Education:	Not Applicable
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	1: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program

Eligible for Credit by Exam:	NO
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	NONE

Reviewed by: K. Bandy
Reviewed by: T. Thompson
Reviewed by: G. Golling
Date reviewed: February 29, 2016

Physical Education (PHED) 2505 Advanced Women's Intercollegiate Golf (2 Units; limit 4 Units) CSU

Prerequisite: Successful completion in Physical Education 1505 with a grade of "C" or better

Total Hours: 160 lab hours

Catalog Description: This advanced course is designed for those students who possess the desire, ability and skills necessary to compete in intercollegiate athletics and may be limited to those who present the necessary physical and mental fitness. Sufficient skill to reduce the likelihood of injury is also required. The consent of the coach is necessary before enrollment. Prior to participation a student must get medical clearance through a physical examination and must meet eligibility requirements. Attendance at all scheduled practices and games are considered part of the course requirement unless the coach excuses the student.

Type of Class/Course: Degree Credit

Text: United States Golf Association. *Rules of Golf*. USGA, 2015. Print.

Additional Instructional Materials: Individual golf clubs and equipment

Course Objectives:

By the end of the course, a successful student will be able to:

1. gain participation in an individual and team sport,
2. participate at a higher level competitively, and
3. further her advanced athletic abilities in golf.

Course Scope-and Content: (Laboratory)

Unit I Advanced Training and Conditioning for Golf

- A. Agility
- B. Physical Strength
- C. Speed
- D. Endurance

Unit II Advanced Fundamentals of Golf

- A. Set up,
- B. Swing

Unit III Advanced Skill Development

- A. Iron Play
- B. Wood Play
- C. Chipping
- D. Putting

Unit IV **Advanced Strategies of Individual and Team Play**
 A. **Course Management,**
 B. **Shot Selection,**

Unit V **Rules and Etiquette**
 A. **Sportsmanship**
 B. **Ethics**
 C. **Golf Etiquette**

Methods of Instruction:

1. **Practice of basic skills and techniques**
2. **Advanced training programs**
3. **Practice games**
4. **Intercollegiate competition**
5. **Oral instruction**
6. **Multimedia presentations**

Methods of Evaluation:

1. **Skill demonstrations, including:**
 - a. **performance exam**
 - b. **Intercollegiate competition**
2. **Written assignments**

Supplemental Data:

TOP Code:	083520: Intercollegiate Athletics
SAM Priority Code:	E: Non-Occupational
Distance Education:	Not Applicable
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	I: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class

Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	NO
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	NONE

Physical Education (PHED) 2506 Advanced Men's Intercollegiate Golf (2 Units; limit 4 Units) CSU

Prerequisite: Successful completion in Physical Education 1505 with a grade of "C" or better

Total Hours: 160 lab hours

Catalog Description: This advanced course is designed for those students who possess the desire, ability and skills necessary to compete in intercollegiate athletics and may be limited to those who present the necessary physical and mental fitness. Sufficient skill to reduce the likelihood of injury is also required. The consent of the coach is necessary before enrollment. Prior to participation a student must get medical clearance through a physical examination and must meet eligibility requirements. Attendance at all scheduled practices and games are considered part of the course requirement unless the coach excuses the student.

Type of Class/Course: Degree Credit

Text: USGA Standard Edition, Rules of Golf 2015

Additional Instructional Materials: Individual golf clubs and equipment

Course Objectives:

By the end of the course, a successful student will be able to:

1. gain participation in an individual and team sport,
2. participate at a higher level competitively, and
3. further his advanced athletic abilities in golf.

Course Scope and Content: (Laboratory)

Unit I **Advanced Training and Conditioning for Golf**

- A. Agility
- B. Physical Strength
- C. Speed
- D. Endurance

Unit II **Advanced Fundamentals of Golf**

- A. Set up
- B. Swing

Unit III **Advanced Skill Development**

- A. Iron Play
- B. Wood Play
- C. Chipping
- D. Putting



- Unit IV **Advanced Strategies of Individual and Team Play**
A. **Course Management,**
B. **Shot Selection,**

- Unit V **Rules and Etiquette**
A. **Sportsmanship**
B. **Ethics**
C. **Golf Etiquette**

Methods of Instruction:

1. **Practice of basic skills and techniques**
2. **Advanced training programs**
3. **Practice games**
4. **Intercollegiate competition**
5. **Oral instruction**
6. **Multimedia presentations**

Methods of Evaluation:

1. **Skill demonstrations, including:**
 - a. **performance exam**
 - b. **Intercollegiate competition**
2. **Written assignments**

Supplemental Data:

TOP Code:	083520: Intercollegiate Athletics
SAM Priority Code:	E: Non-Occupational
Distance Education:	Not Applicable
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	I: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class

Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	NO
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	NONE

Today's Date: 3/15/2016
Submitted by: Danielle Vohnout- Curriculum Technician
Area Executive Manager: Mark Williams, Vice President of Instruction
Subject: Board Item - Request for Approval

Board Meeting Date: April 13, 2016

Title of Item:

Course Updates

Background:

Under accreditation requirements, academic institutions are expected to review and update its courses to ensure they meet current standards.

Applied Technologies Division

The Applied Technologies division has made revisions to the following course outlines as part of the five year review cycle:

HLED	1059	Pediatric First Aid
IES	1106	Hazardous Material (HAZMAT) First Responder Awareness
IES	1107	Medic First Aid Training/CPR
IES	1112	Forklift Training for Operators
IES	1115	California Oil Producers Confined Space Entry Training
IES	1119	Defensive Driving Course

Liberal Arts Division

The Liberal Arts division has made revisions to the following course outline to align with the C-ID descriptor in compliance with SB 1440:

JRNL	2105	News Media Practicum
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The Liberal Arts division has made revisions to the following course outline as part of the five year review cycle:

SPAN	1501	Spanish for Healthcare Professionals I
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Math and Science Division

The Math and Science division made revisions to the following outlines as part of the five year review cycle:

DNTL 1510	Oral Biology
DNTL 2020	Local Anesthesia and Nitrous Oxide
DNTL 2021	General and Oral Pathology
DNTL 2024	Clinical Practice I
DNTL 2131	Pharmacology
DNTL 2132	Dental Materials
DNTL 2134	Clinical Practice II
DNTL 2241	Practice and Financial Management
DNTL 2243	Clinical Practice III
DNTL 2244	Community and Oral Health

Social Science Division

The Social Science division has made revisions to the following outlines as part of the five year review cycle:

ANTH 1524	Indians of the Southwest
CJA 2133	Legal Aspects of Corrections
CJA 2134	Correctional Interviewing and Counseling
ECEF 1611	Children with Special Needs Birth to Adolescence
ECEF 1612	Early Intervention and Inclusion
ECEF 1621	Planning and Administering as Early Care, Education, and Family Studies Program
ECEF 2041	Advanced Administration of Early Care, Education, and Family Studies Program
ECEF 2051	Adult Supervision: Mentoring in a Collaborative Learning Setting
POSC 2005	Contemporary Political Topics

Fiscal Implication:

None.

Approved: _____

Mark Williams, Vice President of Instruction

Health Education (HELD) 1059 Pediatric First Aid (.5 Units) (.25 Units)
[formerly Health Education 60A]

Prerequisite: None

Total Hours: ~~4 hours lecture; 4 hours lab (8 hours total)~~ 5 hours lecture; 3 hours lab (8 hours total)

Catalog Description: ~~This class teaches Pediatric First Aid and CPR. This course is offered on a pass/no pass basis. This course provides minimum knowledge necessary for a first aid provider to manage a medical emergency. Students will learn how to recognize medical emergencies and provide basic first aid care for ill or injured child, infant, and adult patients. This course is repeatable. This course is offered on a pass or no pass basis.~~

Type of Class/Course: Degree Credit

Textbook: ~~E.M.P. America. Pediatric Student Manual, 4th edition. E.M.P. International, Inc., 1994.~~

PediatricPlus CPR, AED, and First Aid for Children, Infants, and Adults. Eugene: Medic First Aid, 2011. Print.

Additional Required Instructional Materials: ~~Student package provided by instructor.~~ None

Course Objectives:

By the end of the course, a successful student will be able to

1. Provide protection for victims and rescuers,
2. Perform a primary assessment of the victim,
3. Perform rescue breathing and ~~one person~~ Cardiopulmonary resuscitation (CPR),
4. Identify a choking victim and provide proper assistance to establish a ~~clean~~ **unobstructed** airway,
5. Stop bleeding ~~and utilize pressure points~~,
6. ~~Analyze a victim and~~ treat the victim for shock and provide the continuous circle of care, and
7. Provide illness assessment and injury assessment.

Course Scope and Content: (Lecture)

~~Unit I ——— Pediatric first aid/CPR~~

- Unit I Role of the first aid provider
- A. Emergency first aid care
 - B. Recognizing an emergency
 - C. Deciding to help
 - D. Personal safety
 - E. Using barriers

Unit II Approaching the patient

- A. Assessing for response
- B. Mechanism for spinal injury
- C. Activating Emergency Medical Services (EMS)

Unit III

Basic life support

- A. Basic life supporting skills
- B. Airway
- C. Clearing the airway
- D. Protecting the airway
- E. Breathing
- F. Circulation
- G. Initial assessment
- H. Unresponsive patient
- I. CPR for Cardiac Arrest

Unit IV

Defibrillation

- A. Sudden cardiac arrest
- B. Basic Automatic External Defibrillator (AED) Operation
- C. Troubleshooting messages
- D. Other AED considerations

Unit V

Bleeding and shock

- A. Control of bleeding
- B. Managing shock

Unit VI

Choking

- A. Foreign body airway obstruction

Unit VII

Continuous patient care

- A. Ongoing assessment

Unit VIII

Caring for illness

- A. Warning signs of serious illness
- B. Altered level of responsiveness
- C. Pain, severe pressure, or discomfort in chest
- D. Breathing difficulty, shortness of breath
- E. Severe abdominal pain

Unit IX

Caring for injury

- A. Mechanism for significant injury
- B. Swollen, painful, deformed limb

Unit X

Specific first aid problems

- A. Caring for specific first aid problems
- B. Performing a physical assessment
- C. Obtaining a patient history

Unit XI

Additional considerations

- A. Moving patients
- B. Emotional impact of providing first aid care
- C. Following the course

Course Scope and Content: (Laboratory)

1. Each Unit is followed by a “Group Practice” evolution that provides hands-on practice of skills using specific equipment and materials.

Learning Activities Required Outside of Class: None

Methods of Instruction:

1. Lecture
2. Video Presentation
3. Hands-on practice of skills
4. Class discussion

Methods of Evaluation:

1. ~~Participation 100% required for completion~~ Demonstrate skill/technique
2. ~~Letters of understanding (self-evaluation)~~
3. Optional written testing
4. Manipulative performance

Supplemental Data:

TOP Code:	<u>083700: Health Education</u> <u>125000: Emergency Medical Service</u>
SAM Priority Code:	E: Non-Occupational <u>C: Clearly Occupational</u>
Distance Education:	Not Applicable
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	2: Stand-alone
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program



TAFTCOLLEGE

Eligible for Credit by Exam:	NO
Eligible for Pass/No Pass:	NO
Taft College General Education:	NONE

Revised by: R. Mallard
G. Clarke
Reviewed by: C. Bertram
R. Kizzar
Reviewed by: K. Bandy
Date reviewed: Feb. 18, 2016
C & G Ed approval: ~~October 11, 2010~~
Board approval: ~~November 11, 2010~~

Industrial Education Safety (IES) 1106 Hazardous Material (HAZMAT) First Responder Awareness (.25 Unit)

[formerly Petroleum Technology 93U]

Prerequisite: None

Total Hours: ~~4 hours lecture; 4 hours lab (8 hours total)~~ 7 hours lecture; 1 hours lab (8 hours total)

Catalog Description: ~~Designed to train initial responders to safely act to protect the scene and personnel during the initial phases of a hazardous material spill or airborne release. This course is offered on a Pass/No Pass basis only. This course covers training required by the Occupational Safety and Health Administration (OSHA) first responder awareness level for individuals who are likely to witness or discover a hazardous substance release. This course is offered on a Pass/No Pass basis with the option to receive a letter grade.~~

Type of Class/Course: Degree Credit

Textbook: ~~WESTEC generated handouts, unpublished~~
U.S. Department of Transportation. 2012 North American Emergency Response Guidebook. Neenah: Keller, 2012. Print.

Additional Required Materials: None

Course Objectives:

By the end of the course, a successful student will be able to

- ~~1. identify hazardous materials,~~
- ~~2. deny entry, and~~
- ~~3. make proper notification.~~
 1. Recognize hazardous substances and the risk associated when involved in an incident,
 2. Calculate potential outcomes connected to hazardous substances in an emergency,
 3. Describe the role of the first responder awareness level, and
 4. Realize the need for additional resources and make appropriate notifications

Course Scope and Content: (Lecture)

- Unit I ~~North American Emergency Response Guide (NAERG)~~
- ~~A. Purpose~~
 - ~~B. Familiarization with terminology used~~
 - ~~C. Demonstration of use of color coded pages~~

~~_____ D. Laboratory segment Practice using~~

~~Unit II Hazard Recognition~~

~~_____ A. Human senses~~

~~_____ B. Use of meters~~

~~_____ C. Implementing the "Emergency Action Plan" (EAP)~~

~~_____ D. Methods of isolation~~

~~_____ E. Factors to consider Wind direction, terrain etc.~~

~~Unit III Material Safety Data Sheets (MSDS)~~

~~_____ A. Purpose~~

~~_____ B. Generation~~

~~_____ C. Availability in an emergency situation~~

~~_____ D. Discussion and explanation of the contents of each of the 16 sections~~

~~_____ E. First responders' role when handing *incident command* to higher levels of authority and expertise.~~

Unit I Overview of emergency response

a. Terminology and abbreviations

b. Related regulations

Unit II Hazardous substance recognition and identification

a. Recognition indicators

b. Identification methods

c. Dangers of hazardous substances

Unit III First responder awareness level

a. Requirements of first responder

b. Recognizing an incident

c. Notification when an incident is discovered

Unit IV North American Emergency Response Guide (NAERG)

a. Purpose

b. How to use guide

Lab Content: Course Scope and Content: (Laboratory)

~~1. Hands on use of the NAERG, and MSDS~~

~~2. Hands on exercises using table top scenarios decision-making practice for response to HAZMAT spills and releases, equipment, etc~~

1. Tabletop scenarios for decision-making practice in response to HAZMAT spills and releases.

2. Use of the NAERG

Learning Activities Required Outside of Class: None If applicable, review and understand the role of the first responder awareness individual in the employer's emergency response plan.

Methods of Instruction:

1. Lecture

2. Hands-on practice



3. Audiovisual presentation

Methods of Evaluation:

1. **Written final exam**
2. **Performance observation**
3. ~~Group Work~~
4. ~~MSDS/NAERG performance exercise~~

Supplemental Data:

TOP Code:	095670: Indus Occupational Safe Health
SAM Priority Code:	C: Clearly Occupational
Distance Education:	Not Applicable
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	2: Stand-alone
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	NO
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	NONE

Revised by: ~~R. Mallard~~
G. Clarke
Reviewed by: ~~C. Bertram~~
R. Kizzar
Reviewed by: ~~K. Bandy~~
Date reviewed: February 19, 2016
C & G Ed approval: ~~October 11, 2010~~
Board approval: ~~November 11, 2010~~

Industrial Education Safety (IES) 1107 Medic First Aid Training/CPR (.25 Unit)
[formerly Petroleum Technology 94A]

Prerequisite: None

Total Hours: ~~4 hours lecture; 4 hours lab (8 hours total)~~ **6 hours lecture; 2 hours lab (8 hours total)**

~~Catalog Description: This course is designed to learn and practice the skills needed when responding to medical emergencies. Emergency Medical Planning Medic First Aid International, Inc. is the certifying agency for instructors. This Course is offered on a Pass/No Pass basis only. This course provides~~ **minimum knowledge necessary for a first aid provider to manage a medical emergency. Students will learn how to recognize medical emergencies and provide basic first aid care for ill or injured adult patients. This course is repeatable.** This course is offered on a Pass/No Pass basis with the option to receive a letter grade.

Type of Class/Course: Degree Credit

~~Text: Emergency Medical Planning, Inc. Student Manual. Mark V. Emergency Medical Planning, Inc.~~

PediatricPlus CPR, AED, and First Aid for Children, Infants, and Adults. Eugene: Medic First Aid, 2011. Print.

Additional Required Materials: None

Course Objectives:

By the end of the course, a successful student will be able to

1. Perform all skills needed to respond to the immediate circumstances of an injury or sudden onset illness,
2. Take the steps necessary to protect the care initiator from the hazards associated with lending aid to an injured or suddenly ill patient, and
3. Understand the importance of maintaining control of an accident scene until emergency medical personnel arrive.

Course Scope and Content: (Lecture)

- Unit I Role of the first aid provider
- A. Emergency first aid care
 - B. Recognizing an emergency
 - C. Deciding to help
 - D. Personal safety
 - E. Using barriers

- Unit II** **Approaching the patient**
A. **Assessing for response**
B. **Mechanism for spinal injury**
C. **Activating Emergency Medical Services (EMS)**
- Unit III** **Basic life support**
A. **Basic life supporting skills**
B. **Airway**
C. **Clearing the airway**
D. **Protecting the airway**
E. **Breathing**
F. **Circulation**
G. **Initial assessment**
H. **Unresponsive patient**
I. **CPR for Cardiac Arrest**
- Unit IV** **Defibrillation**
A. **Sudden cardiac arrest**
B. **Basic Automatic External Defibrillator (AED) Operation**
C. **Troubleshooting messages**
D. **Other AED considerations**
- Unit V** **Bleeding and shock**
A. **Control of bleeding**
B. **Managing shock**
- Unit VI** **Choking**
A. **Foreign body airway obstruction**
- Unit VII** **Continuous patient care**
A. **Ongoing assessment**
- Unit VIII** **Caring for illness**
A. **Warning signs of serious illness**
B. **Altered level of responsiveness**
C. **Pain, severe pressure, or discomfort in chest**
D. **Breathing difficulty, shortness of breath**
E. **Severe abdominal pain**
- Unit IX** **Caring for injury**
A. **Mechanism for significant injury**
B. **Swollen, painful, deformed limb**
- Unit X** **Specific first aid problems**
A. **Caring for specific first aid problems**
B. **Performing a physical assessment**
C. **Obtaining a patient history**
- Unit XI** **Additional considerations**
A. **Moving patients**
B. **Emotional impact of providing first aid care**
C. **Following the course**

Course Scope and Content: (Laboratory)

1. Each Unit is followed by a “Group Practice” evolution that provides hands-on practice of skills using specific equipment, materials, ~~ete~~ and knowledge.

Learning Activities Required Outside of Class: None
Methods of Instruction:

1. Lecture
2. Video Presentation
3. Discussion
4. Hands-on practice of skills

Methods of Evaluation:

1. Observation of the student’s correct application of hands-on procedures

Supplemental Data:

TOP Code:	125000: Emergency Medical Services
SAM Priority Code:	C: Clearly Occupational
Distance Education:	Not Applicable
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	I: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program



Eligible for Credit by Exam:	NO
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	NONE

Revised by: G. Clarke
Reviewed by: R. Mallard
R. Kizzar
Reviewed by: C. Bertram
~~Date reviewed: March 16, 2010~~
Date reviewed: February 19, 201

Industrial Education Safety 1112 Forklift Training for Operators (.25)
[formerly Petroleum Technology 931]

Prerequisite: None

Total Hours: 4 hours lecture; 4 hours lab (8 hours total)

Catalog Description: This course is designed to introduce the student to the design, characteristics, and safe operating practices of the seven classes of powered industrial trucks ~~known as forklifts~~. The course meets the general requirements of California's standards found in Title 8, General Industry Safety Orders, Sections 3664 & 3668. ~~Included is hands on operation of a forklift and the student must demonstrate proficiency in application of the principles of operation learned in the classroom.~~ This course is offered on a Pass/No Pass basis with the option to receive a letter grade.

Type of Class/Course: Degree Credit

Textbook: ~~WESTEC. Forklift Operator Safety Training. WESTEC Energy Publications. None~~

Additional Required Instructional Materials: None

Course Objectives:

By the end of the course a successful student will be able to

1. Describe the characteristics of powered industrial trucks (forklifts),
2. Describe and recognize the differences from other non-specialized mobile equipment, and
3. Safely operate a Class V forklift in a competent manner.

Course Scope and Content: (Lecture)

- | | |
|----------|---|
| Unit I | Who can operate a powered industrial truck (forklift)
A. Cal-OSHA regulations
B. Employer regulations |
| Unit II | Regulatory requirements
A. §3664 Operating rules
B. §3668 Power industrial truck operator training |
| Unit III | Applicability
A. All engaged in power industrial truck operation |

- Unit IV Definitions
 A. Major components of power industrial truck
- Unit V Forklift classification
 A. Description of seven classes of power industrial trucks
- Unit VI Principles of operation
 A. Center of gravity
 B. Combined center of gravity
 C. Fulcrum principle
 D. Stability triangle
- Unit VII Pre-Use inspection
 A. General condition
 B. Fluid check
 C. Wheels and tires
 D. Hydraulic cylinders
 E. Mast
 F. Forks
 G. Body
- Unit VIII Operation
 A. Controls and instrumentation
 B. Load capacity
 C. General safety
 D. General hazards
- Unit IX Pre-Use walk-around
 A. Low over hangs
 B. Debris in travel way
 C. Pedestrian traffic
 D. Safe passage
- Unit X Functional testing
 A. Proper operation of hydraulic controls
 B. Proper operation of transmission
 C. Proper operation of brake system
 D. Proper operation of steering system
 E. Proper operation of safety devices
- Unit XI Driving/Obstacle course
 A. Safe operation
 B. Use of hydraulic controls

Lab Content:

1. Practice driving a Class 5 forklift through a simulated warehouse “road”

Learning Activities Required Outside of Class: None



Methods of Instruction:

1. Lecture
2. Video
3. Driving practice

Methods of Evaluation:

1. Written final exam
2. Check-off driving proficiency

Supplemental Data:

TOP Code:	095670: Indus Occupational Safe Health
SAM Priority Code:	C: Clearly Occupational
Distance Education:	Not Applicable
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	2: Stand-alone
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	NO
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	NONE

Revised by: G. Clarke
Reviewed by: R. Mallard
Reviewed by: R. Kizzar
Reviewed by: C. Bertram
Date reviewed: March 16, 2010
Date reviewed: February 19, 2016

Industrial Education Safety (IES) 1115 California Oil Producers Confined Space Entry Training (.25)
[formerly Petroleum Technology 95S]

Prerequisite: ~~IES 1102 or IES 1120 and receipt of the Medical Evaluation Clearance for Respirator Use.~~ None

Prerequisite knowledge/skills: ~~Before entering the course the student should be able to:~~

- ~~1. adhere to the safety, health and environmental policies and practices at California Oil Producers' properties, and~~
 - ~~2. recognize, avoid and/or mitigate hazards commonly encountered while working on petroleum production facilities.~~
 - ~~3. Recognize both non permit and permit confined spaces~~
 - ~~4. Exercise cautionary and the necessary measures to prevent injury by hazards found in confined spaces~~
- None

Total Hours: ~~4 hours lecture; 4 hours lab~~ **6 hours lecture; 2 hour lab** (8 hours total)

Catalog Description: This ~~lecture and activity~~ course is designed to provide students with a fundamental awareness level understanding of permit-required confined space entry and non-entry rescue in accordance with the California Occupational Safety and Health Act, Title 8, California Code of Regulations, Sections 3203, 3314, 5157, 5158, 6535 and 6536. **This course is repeatable.** This course is offered on a Pass/No Pass basis with the option to receive a letter grade.

Type of Class/Course: Degree Credit

Textbook: ~~Processes Unlimited International, Inc. COPS Confined Space Entry Training Student Manual; Processes Unlimited International, Inc.~~ None

Additional Required Instructional Materials: None

Course Objectives:

By the end of the course, a successful student will be able to

1. apply and demonstrate the required use of energy control, permits, personal protective equipment, and non-entry rescue techniques necessary to performing permit-required entry of equipment operated in the field by the petroleum industry in California.

Course Scope and Content: (Lecture)

- Unit I Air Monitoring Equipment
- A. Proper operation
 - B. Safe atmosphere
- Unit II Lockout/Tagout ~~Qualification-Identification~~

- A. **Lock out tag out procedures**
- B. **Electrical lock out / tag out**
- C. **Mechanical lock out / tag out**

Unit III **Blinding Field Check**

- A. **Proper procedure**

Unit IV **Line breaking**

- A. **Proper procedure**

Unit V **Tank/Vessel isolation checklist/job safety plan**

- A. **Safe work permit (SWP)**
- B. **Lock out / tag out list**
- C. **Safety equipment**
- D. **Personal protective equipment (PPE)**

Unit VI **Confined space permit**

- A. **Components of a permit**
- B. **Permitting process**

Unit VII **Supplied air systems**

- A. **Self-contained breathing apparatus (SCBA)**
- B. **Supplied air respirator (SAR)**

Unit VIII **Field Exercise**

Lab Content:

1. **Field demonstration of entry permit use**
2. **Field demonstration of atmospheric testing and monitoring using equipment, materials, etc**
3. **Field use of non-entry rescue equipment**

Learning Activities Required Outside of Class: None

Methods of Instruction:

1. **Lecture**
2. **In-field group exercises**

Methods of Evaluation:

1. **Skill observation check-off by the instructor**
2. **Written Exam**

Supplemental Data:

TOP Code:	095670: Indus Occupational Safe Health
SAM Priority Code:	C: Clearly Occupational

Distance Education:	Not Applicable
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	2: Stand-alone
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	NO
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	NONE

Revised by G. Clarke
Reviewed by: ~~R. Mallard~~ R. Kizzar
Reviewed by: ~~C. Bertram~~
~~Date reviewed: March 16, 2010~~
Date Revised: Feb. 2016

Industrial Education Safety (IES) 1119 Defensive Driving Course (.25)
[formerly Petroleum Technology 93P]

Prerequisite: None

Total Hours: ~~4 hours lecture; 4 hours lab~~ 7 hours lecture; 1 hour lab (8 hours total)

Catalog Description: ~~The five keys to Safe driving will be instructed by way of practical demonstration,~~ lecture, and audiovisual presentation. This course is repeatable. This course is offered on a Pass/No Pass basis with the option for a letter grade.

Type of Class/Course: Degree Credit

Textbook: ~~WESTEC generated handouts~~ None

Additional Required Instructional Materials: None

Course Objectives:

By the end of the course, a successful student will be able to

1. Describe the inherent hazards of driving a motor vehicle,
2. ~~practice~~ Discuss techniques to anticipate and avoid the hazards normally encountered while driving on public roadways,
3. Perform a daily inspection of a motor vehicle, and
4. Eliminate illogical or inappropriate decisions which may result in collisions.

Course Scope and Content: (Lecture)

Unit I ~~Drive to Stay Alive~~ California motor vehicle regulations

- A. Road signs
- B. Colored curbs
- C. Traffic lanes

Unit II ~~The Perfect Trip~~ Distracted driving

- A. Visual
- B. Manual
- C. Cognitive

Unit III ~~The Five Keys to safe driving~~

- A. Observation skills
- B. Safe following distance
- C. Driving conditions
- D. Pre-trip inspection

Unit VI ~~Six~~ Conditions that influence driving
 A. **Weather**
 B. **Attitude**
 C. **Time of day**

Unit V ~~Collision Producing Conditions~~

Unit VI ~~The Six~~ Positions of driving
 A. **Aim high**
 B. **Get the big picture**
 C. **Keep eyes moving**
 D. **Leave yourself an out**
 E. **Be seen**

Lab Content:

1. **Motor vehicle inspection**
 - a. **Fluid check**
 - b. **Tire wear and inflation**

Learning Activities Required Outside of Class: None

Methods of Instruction:

1. **Lecture**

Methods of Evaluation:

1. **Written final exam**

Supplemental Data:

TOP Code:	095670: Indus Occupational Safe Health
SAM Priority Code:	C: Clearly Occupational
Distance Education:	Not Applicable
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	2: Stand-alone
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class

Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	NO
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	NONE

Reviewed by B. Devine
Reviewed by: G. Graupman
Textbook updated: February 5, 2015
Date revised: ~~February 12, 2015~~
February 4, 2016

C&GE approved: March 9, 2015
Board approved: April 8, 2015
Semester effective: Spring 2016

Journalism (JRNL) 2105 News Media Practicum (3 Units) CSU
[formerly Journalism 11A]

Prerequisite: Successful completion of Journalism 1510, and 1605, Art/Computer Science 1820, and/or currently enrolled in Art/Computer Science 1850 with grades of "C" or better

Prerequisite knowledge/skills: Before entering the course the student should be able to

1. Apply the skills necessary to produce a publication
2. synthesize news items ranging from gather news items including photography, videography, and audio clips to production layouts for the printed magazine and developing web-ready media for the weekly online news source, and
3. Analyze and evaluate the quality of news gathering and production processes, defining, and maintaining editorial standards, and timely production of news and magazine content

1. ~~demonstrate the role mass communication plays in forming societal opinions on politics, lifestyles and consumer behavior;~~
2. ~~demonstrate how freedom of the press and limitations imposed on that freedom by societal standards and government restrictions impacts the content and presentation of news reported;~~
3. ~~demonstrate the importance of truth and fairness in reporting and the ethical principles that guide the development of news content;~~
4. ~~perform skills necessary for all aspects of feature story development;~~
5. ~~perform skills necessary to meet production deadlines;~~
6. ~~demonstrate mastery of tools and software resources available in state-of-the-art imaging editing software;~~
7. ~~articulate and solve communication problems using graphic design resources;~~
8. ~~apply color theory to create consistent graphical themes;~~
9. ~~apply the elements of art and principles of design in the creation of graphic designs to solve communication problems;~~
10. ~~articulate basic components of website structure;~~
11. ~~articulate appropriate content for a given website purpose;~~
12. ~~articulate appropriate graphical theme, application of color theory, elements of art and principles of design for a given website purpose, and~~
- 13.1. ~~apply scripting languages and other embedded resources to meet the needs of the website as defined by its purpose.~~

Total Hours: 16 hours lecture; 96 hours lab (112 hours total)

Catalog Description: This is the first semester of the capstone course for Multimedia Journalism. This course is designed to simulate every aspect of normal media operations and production, including the sale of advertising to local businesses. Proceeds of these advertisements are to be used to offset operating expenses of the enterprise.

Type of Class/Course: Degree Credit

Text:

~~Seanlan, Chip and Richard Craig. *News Writing and Reporting: The Complete Guide for Today's Journalist*. 2nd ed. New York: Oxford P, 2014. Print.~~

~~Kanigel, Rachel. *The Student Newspaper Survival Guide*. Wiley-Blackwell, 2011. Print.~~

~~Associated Press. *Associated Press Stylebook and Briefing on Media Law*. Basic, Books, 2014. Print.~~

Additional Required Materials: None

~~<http://w3schools.com> Tutorials; HTML and DOM, CSS, JavaScript, XML, PHP, AJAX~~

Course Objectives:

By the end of the course, a successful student ~~will~~student will be able to

1. Define relevant news content

2. Gather news information weekly

3. Edit basic and advanced news and information into publishable form, with attention to accuracy, clarity, thoroughness, fairness, AP style, and media law and ethics

4. Assess legal issues affecting media

5. Assess ethical issues affecting media

6. Develop leadership and management skills as an editor

7. Develop effective design/layout for story presentation

8. Develop news and feature stories through written, visual, audio, video or other media formats

9. Determine the best format—print, multimedia, visual, etc.—for telling basic news stories

10. Build a portfolio of completed projects for student media that demonstrates a range of storytelling formats/styles

- ~~1. apply the skills necessary to produce the Taft College monthly magazine and/or the Taft College online news source (Cougar Online);~~
- ~~2. synthesize news items ranging from gathering news content including photography, videography and audio clips, to produce the printed magazine and web-ready media for the weekly online news source, and~~
- ~~3. analyze and evaluate the quality of news-gathering and production processes, define and maintain editorial standards, and timely production of news and magazine content.~~

Course Scope Content: (Lecture)

Unit I

Publishing

A. copy editing of other students' work

B. maintaining the online newspaper under deadline

C. make editorial decisions affecting the online publication

D. develop leadership and management skills as an editor

E. storytelling through written, visual, audio, video or other multimedia formats

F. photojournalism, broadcast journalism, online, and multimedia journalism

G. legal and ethical issues

H. advertising, public relations, sales, distribution, marketing strategies



Course Scope and Content: (Laboratory)

Unit I Intermediate-Production Work to include Creation of Consistent Production

- A. news gathering
- B. writing
- C. copy editing
- D. press photography
- E. photo editing
- F. layout for print
- G. headline composition
- H. other techniques related to print publication production
- I. digital media production, producing and editing video, audio-and
- J. computer animations,-and
- K. assess legal and ethical issues affecting-media

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of -2 hours per week outside of the regular class time doing the following:

- 1. Analyze various media from a production standpoint
- 2. ~~Sale of advertising to local businesses~~

Methods of Instruction:

- 1. ~~Tasks assigned by instructor supervising the online news products~~
- 1-2. Evaluation of assigned work, critique modeling, and protocol assessment

Methods of Evaluation:

- 1. Substantial writing assignments requiring frequent and regular news gathering assignments across multiple platforms-
- 2. Critique of the online campus news publications; peer critiques
- 3. Professional protocols (meeting deadlines, attendance, adherence to ethics)

Supplemental Data:

TOP Code:	060200: Journalism
SAM Priority Code:	B: Advanced Occupational
Distance Education:	Not Applicable
Funding Agency:	Y: Not Applicable(funds not used)

Program Status:	I: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	NO
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	NONE

Reviewed by: J. Martinez
Reviewed by: ~~B. Devine S. Swenson~~
Date prepared: ~~Feb 3, 2016~~ March 20, 2006
Text update: ~~Feb 3, 2016~~ April 7, 2010
C & G Ed approval: ~~December 13, 2010~~
Board approval: February 10, 2011
CO approval: ~~Fall 2011~~

Spanish (SPAN) 1501 Spanish for Healthcare Professionals I (3 Units) CSU
[formerly Spanish 22A]

Advisory: Eligibility for English 1500 strongly recommended

Total Hours: 48 hours lecture

Catalog Description: This course is directed toward the needs of nursing and healthcare students, as well as other medical and hospital personnel who must communicate quickly and effectively with Spanish-speaking patients. It is conducted in Spanish and English.

Type of Class/Course: Degree Credit

Text: Jarvis Ana C., Raquel Lebreo, and Francisco Mena-Ayllon. ~~*The Basic Spanish Series: Basic Spanish Spanish for Medical Personnel Enhanced Edition: The Basic Spanish Series*~~. 2nd ed. New York: Houghton Mifflin Company Boston: ~~Heinle~~, Cengage Learning, 2011 ~~2014~~. Print.

~~Robledo, Joyce O. *Basic Spanish For Healthcare Professionals*. Eau Claire, Wisconsin: Professional Education Systems, 1997. Print.~~

Additional Required Materials: Yabla Access Card. 1st. ed. 2015. Software.

Course Objectives:

By the end of the course, a successful student will be able to:

1. communicate directly with their Spanish-speaking patients and develop a better patient-practitioner relationship,
2. evaluate symptoms and medical history as explained by Spanish-speaking patients in order to assess and choose the appropriate medical treatment to meet the patients' needs,
3. understand cultural values such as courtesy and the family in order to promote more comfortable conversations,
4. tell and explain to patients and to their Spanish-speaking family members what the prescribed diagnoses and treatments are for the patients,
5. recognize and become more familiar with the diet habits in many Hispanic homes in order to explain special diet needs for the patient,
6. translate basic events related to the patient for other healthcare workers, including physicians, who are non-Spanish speaking,
7. analyze terms and phrases in Spanish to evaluate their current condition particular event that has occurred to the patient,

8. question the patient and family members or other Spanish-speaking persons who may accompany the patient about the symptoms and events leading up to the current situation,
9. categorize the information from the patient, family members, or other sources into relevant and non-relevant data that are important to understanding the patient's situation,
10. formulate and communicate a plan of action for the patient to follow after leaving the medical facility, and
11. assess follow-up meetings and information for the patient in order to appraise his/her progress and communicate future healthcare instructions to the patient and family members.

Course Scope and Content:

- | | |
|-----------------|--|
| Unit I | <p>Study and Practice Language Skills needed for Communicating with Patients;
including:</p> <ol style="list-style-type: none"> A. Introduction to basic pronunciation and intonation skills in Spanish B. Accentuation/ phonetic stress C. Greetings and departures D. Learn <u>V</u>ocabulary related to numbers, days of the week, months, and telling time E. Identify <u>p</u>arts of the body, external and internal organs F. Translate simple sentences from English into Spanish G. Formulate questions and learn to give appropriate answers H. Learn <u>s</u>pecialized vocabulary related to hospital equipment and health care practices I. Learn and identify <u>v</u>ocabulary related to food and nutrition J. Translate pharmaceutical terms from English to Spanish |
| Unit II | <p>Study and Identify Hispanic Values and Customs, for example:</p> <ol style="list-style-type: none"> A. Common foods and their nutritional composition B. Family structure and the roles of family members C. Traditional health beliefs and practices D. Effect of religion and health beliefs E. Predominant cultural values (e.g., courtesy, dignity, acceptance of suffering) F. The significance of common verbal and nonverbal communications |
| Unit III | <p>Study Simple Grammar including:</p> <ol style="list-style-type: none"> A. Gender and plural of nouns B. Adjective and noun agreement C. Conjugation of most common regular and irregular verbs in the present tense D. Formation of questions and answers E. Formation and usage of idiomatic expressions F. Usage and placement of direct, indirect, and reflexive pronouns G. Use of special command forms to show respect |

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 6 hours per week outside of the regular class time doing the following:



1. Reading the assigned readings
2. Studying for the quizzes and exams
3. **Watching and working on assigned Yabla videos**

Methods of Instruction:

1. Class discussion on the current topics
2. Small group work on a group presentation
3. Textbooks
4. CDs
5. Media/Power Point Presentations
6. **Yabla videos**

Methods of Evaluation:

1. Class exercises
2. Objective quizzes
3. Essay midterm and final exams
4. Individual research paper or group presentation on research topic

Supplemental Data:

TOP Code:	110500: Spanish
SAM Priority Code:	E: Non-Occupational
Distance Education:	Online; Offline
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	2: Stand-alone
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable



Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	E: Credit By Exam
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	NONE

Prepared by: E. Hershkowitz
Reviewed by: S. Eastman
Reviewed by: G. Golling
Reviewed by: S. Jennings
Reviewed by: D. Champion
Reviewed by: K. Donovan
Date Prepared: ~~May 18, 2009~~
Spring 2016

Dental Hygiene (DNHL) 1510 Oral Biology (4 Units) CSU
[formerly Dental Hygiene 10]

Prerequisites: Acceptance into Dental Hygiene Program and successful completion of Biology 2250 and 2260 with a grade of “C” or better-higher

Prerequisite knowledge/skills:

Before entering the course, the student should be able to:

1. describe key structural features of different human cell and major tissue types,
2. identify and describe the anatomy of the systems of the human body,
3. relate structure and function at the cellular through system levels of organization of human body systems,
4. describe structural or anatomical changes that occur in disease, injury or aging of the human body systems.
5. demonstrate the construction of a correctly spelled list of 200 human surface anatomy features,
6. classify and describe microorganisms,
7. demonstrate knowledgeable use of the nomenclature of the microbes,
8. analyze the growth characteristics of microbes using routine laboratory culture techniques,
9. compare and contrast the eukaryotic and prokaryotic cells,
10. demonstrate basic proficiency in using the Gram stain technique,
11. exercise aseptic techniques in handling microbes,
12. demonstrate sterilization and disinfection of the laboratory and laboratory materials,
13. describe the interaction of antibiotics with microbes,
14. describe host-parasite interaction,
15. describe the cytology and physiology of the human immune system,
16. demonstrate proficient use of the light microscope for the viewing of microorganisms,
17. describe the genetic material and the replication of the nucleic acids of both the eukaryotic and prokaryotic microbes,
18. demonstrate and recognize the mutability of the microbial genome,
19. describe the use of plasmids and bacteriophage for use in genetic engineering, and
20. describe the life cycle, nutrition and possible pathogenicity of important representative of bacteria. Viruses, prions, fungi, protozoa and helminths.



1. ~~classify and describe microorganisms,~~
2. ~~knowledgeably use the nomenclature of the microbes and their culturing,~~
3. ~~analyze the growth of colonies of microbes,~~
4. ~~compare and contrast the eukaryotic and prokaryotic cell,~~
5. ~~exercise aseptic techniques in handling microbes,~~
6. ~~demonstrate sterilization and disinfection of the laboratory and laboratory materials,~~
7. ~~describe the interaction of antibiotics with microbes,~~
8. ~~describe host parasite interaction,~~
9. ~~describe the cytology and physiology of the human immune system,~~
10. ~~demonstrate ease of use of the light microscope for the viewing of microorganisms,~~
11. ~~describe the genetic material and the replication of the nucleic acids of both the eukaryotic and prokaryotic microbes,~~
12. ~~demonstrate and recognize the mutability of the microbial genome,~~
13. ~~describe and demonstrate the use of bacteriophage for genetic engineering,~~
14. ~~describe the life cycle, nutrition and possible pathogenicity of important representatives of bacteria, fungi and protozoa,~~
15. ~~identify and explain the function of the major structural components of the human body at microscopic and macroscopic levels,~~
16. ~~demonstrate the skill of careful dissection, and~~
17. ~~demonstrate the construction of a correctly spelled list of 200 human surface anatomy features.~~

Total Hours: 64 hours lecture

~~Catalog Description: The study of embryology and histology of oral structural formation, clinical recognition of normal oral structures, the physiological and structural functions of teeth and supporting tissues, and oral anatomy relative to proper dental hygiene procedures.~~

The study of the anatomy, histology and embryological development of oral and facial structures. Recognition of unique tooth form as it relates to functional characteristics, identification and specific location in the dental arches and analysis of microscopic and clinical features of dental and periodontal structures.

Type of Class/Course: Degree Credit

~~Text: Bath-Balogh, Mary and Margaret J. Fehrenbach. *Illustrated Dental Embryology, Histology, and Anatomy*. 3rd 4th ed, Saunders-Elsevier, 2011 2016. Print. And accompanying workbook.~~

Text: Fehrenbach, Margaret J. and Tracy Popowics. *Student Workbook, Illustrated Dental Embryology, Histology and Anatomy*, 4th ed. Saunders-Elsevier, 2016. Print.

Additional Required Materials: None

Course Objectives:

By the end of the course, a successful student will be able to:

1. **Describe explain the embryology and histology of oral orofacial structural structures formation;**
2. **Locate and identify the regions and associated landmarks of the face, neck and oral cavity, demonstrate clinical recognition of normal oral structures;**
3. **understand the anatomical features of teeth and periodontium compare and contrast the physiological and structural as it relates to their functions of teeth and supporting tissues;**
4. **explain oral anatomy relative to proper dental hygiene procedures;**
5. **define and/or identify and utilize the descriptive terminology terms used in of dental anatomy nomenclature;**
6. **identify each permanent and primary tooth by its characteristic form and location within the dental arches, the name, arch, and describe the surface of each of the twenty deciduous and thirty two permanent teeth;**
7. **discuss the state eruption sequence schedule of the deciduous and permanent dentitions;**
8. **identify and describe the characteristics of ideal normal and abnormal occlusion, and variations from ideal occlusion;**
9. ~~identify extracted teeth and their exact position in the dental arch, and~~
- 9.10. **draw to scale a representation of a an extracted model tooth, demonstrating its anatomical shape and form.**

Course Scope and Content:
Unit I Introduction to Oral-Facial-Region Orofacial Structures

- A. Face and neck regions
- B. Oral cavity and pharynx

Unit II Dental Anatomy

- A. Overview of the Dentitions
- B. Permanent anterior teeth
- C. Permanent posterior teeth
- D. Primary dentition
- E. ~~TMJ~~ **Temporomandibular joint**
- F. Occlusion

Unit III Orofacial Embryology

- A. Overview of prenatal development
- B. Development of the face and neck
- C. Development of orofacial structures

D. Tooth development and eruption

Unit IV **Dental Oral Histology**

- A. Overview of the cell
- B. Basic tissues
- C. Oral mucosa
- D. Gingival and dentogingival junctional tissues
- E. **Head and neck Orofacial Structures**
- F. Enamel
- G. Dentin and pulp
- H. Peridontium: cementum, alveolar bone, periodontal ligament

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 8 hours per week outside of the regular class time doing the following:

1. Independent reading and study
2. Tooth drawings
3. Group learning activities

Methods of Instruction:

1. Lecture
2. Class discussions
3. Audio-visual presentations
4. Slide presentations
5. Group activities
6. 3-Dimensional illustrations via the internet

Methods of Evaluation:

1. Examinations including
 - a. multiple choice questions
 - b. true/false items
 - c. matching items
 - d. labeling items
 - e. **identification of three-dimensional models**
2. Tooth identification exercise
3. 3-Dimensional cell oral presentation
4. Homework assignments
5. Group learning activities
6. **3-Dimensional Embryology oral presentation**



Supplemental Data:

TOP Code:	124020: Dental Hygienist
SAM Priority Code:	C: Clearly Occupational
Distance Education:	Not Applicable
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	I: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	NO
Eligible for Pass/No Pass:	NO
Taft College General Education:	NONE

Prepared by: S. Eastman
Reviewed by: ~~B. Dykes~~
E. Hershkowitz

Reviewed by: ~~J. Riee~~

D. Champion

Reviewed by: K. Donovan

Reviewed by: G. Golling

Reviewed by: S. Jennings

Date Reviewed: ~~Fall 1995~~

Spring 2015

Text Update: September 11, 2012

Dental Hygiene (DNTL) 2020 Local Anesthesia and Nitrous Oxide (2 Units) CSU
[formerly Dental Hygiene 20]

Prerequisite: Successful completion of all first semester Dental Hygiene Program courses and Chemistry 1520 ~~2108 and 2109~~ with a "C" or higher

Prerequisite knowledge/skills:

Before entering the course the student should be able to:

- ~~1. demonstrate the nature and use of organic compounds,~~
- ~~2. write nomenclature of the large number of organic compounds,~~
- ~~3. demonstrate solutions to problems of synthesis analysis of simple organic compounds,~~
- ~~4. provide examples in the use of organic compounds to industry and the welfare of people in general,~~
- ~~5. demonstrate the nature and concepts of metabolic pathways, and~~
- ~~6. demonstrate skills and practices in the organic laboratory such as identification of organic compounds by physical and chemical properties, and the testing for functional groups.~~

1. Draw and name structures containing common mono-functional organic molecules and differentiate functional groups when they appear in an organic structure, relate the physical and chemical properties of compounds containing these groups with the structure of each functional classification;
2. Distinguish roles of four major classes of bio-molecules in living cells,
3. Compare and contrast the processes of DNA replication and transcription, RNA translation, and common types of mutations; and
4. Demonstrate knowledge of major biochemical components in metabolism.

Total Hours: 16 hours lecture; 48 hours lab (64 hours total)

Catalog Description: This course emphasizes pharmacology, anatomy and physiology of local anesthetic agents and their proper use. Preparation for and the administration of local anesthesia techniques used in dental hygiene procedures. Also included in this course is the study and administration of nitrous oxide sedation used in dentistry and the prevention and management of medical emergencies. ~~the anatomy of the trigeminal nerve, physiology of nerve conduction and how anesthesia works and the prevention and management of emergencies.~~

Type of Class/Course: Degree Credit

Text: ~~Stanley F. Malamed, D.D.S. *Handbook of Local Anesthesia*. 6th ed. St. Louis: CV Mosby, 2012 and accompanying DVD.~~

~~Print.~~

Stanley F. Malamed, *Handbook of Local Anesthesia*. 6th ed. St. Louis: Mosby, 2012, Print. and accompanying DVD. Print

~~Additional Instructional Materials: Stanley F. Malamed, D.D.S. *Medical Emergencies in the Dental Office*. 2nd ed. St. Louis: CV Mosby, 1982. Harold L. Crossley, et al, *Dental Office Medical Emergencies: A Manual of Office Response Protocols*, 5th edition, Hudson, OH, Lexi-Comp, 2012-2013.~~

Harold L. Crossley, et al, *Dental Office Medical Emergencies: A Manual of Office Response Protocols*. 5th ed. Hudson: Lexi-Comp, 2013. Print.

Course Objectives:

By the end of the course, a successful student will be able to:

- ~~1. explain the pharmacology, physiology, and proper use of local anesthetic agents,~~
 - ~~2. analyze the anatomy of the trigeminal nerve, physiology of nerve, conduction and how anesthesia works,~~
 - ~~3. explain the armamentarium for local anesthesia injections,~~
 - ~~4. demonstrate techniques used in anesthesia injections dentistry,~~
 - ~~5. explain procedures for the prevention of emergencies,~~
 - ~~6. demonstrate competency in the management of medical and dental emergencies, and~~
 - ~~7. demonstrate competency in the management and application of nitrous oxide.~~
- 1.
 2. prepare the proper armamentarium for administration of local anesthesia and nitrous oxide-oxygen sedation and the current technology available for each,
 3. Know the proper infection control procedures according to the provisions of Title 16, Division 10, Chapter 1 , Article 4, Section 1005 of the California Code of Regulations,
 4. understand the fundamentals of impulse generation and transmission and where and how anesthetics work,
 5. discuss the pharmacologic properties of local anesthetic drugs and vasoconstrictors, local anesthetic reversal agents, and nitrous oxide-oxygen analgesia,
 6. understand the pharmacokinetics and the vasoactivity of each of the local anesthetics,
 7. know the clinical actions of each local anesthetic agent and their effect on different systems in the body,
 8. select the appropriate local anesthetic based on the health of the patient and the procedure,
 9. know indications and contraindications to the administration and reversal of local anesthetic agents for all patients,
 10. know indications and contraindications to the administration of nitrous oxide –oxygen analgesia agents on all patients,
 11. trace or locate the nerves supplying the maxilla and mandible and the areas and structures innervated,
 12. demonstrate accurate calculations of recommended doses for local anesthetic drugs and vasoconstrictors in clinical situations,
 13. demonstrate physical and psychological evaluations procedures,
 14. understand the theory and psychological aspects of pain and anxiety control,
 15. select appropriate pain control modalities,
 16. discuss recovery from and post-procedure evaluation of local anesthesia and nitrous oxide –oxygen analgesia,
 17. demonstrate competency in the basic techniques and steps for effective administration of each of the

following injections:

- Inferior Alveolar Nerve Block to include (to include Gow Gates Technique)
- Lingual Nerve Block
- Mental Nerve Block
- Incisive Nerve Block
- Buccal Nerve Block
- Intraseptal Injection
- Anterior Superior Alveolar (ASA) Nerve Block (infraorbital)
- Middle Superior Alveolar (MSA) Nerve Block
- Anterior Middle Superior Alveolar (ASMA) Nerve Block
- Greater Palatine (GP) Nerve Block
- Nasopalatine NP and (P-ASA) Nerve Block
- Superperiosteal Infiltration

17. Discuss the most common local and system complications related to administration of local anesthesia and nitrous oxide-oxygen and management of each
18. Explain procedures for the prevention of medical emergencies,
19. Identify medical and dental emergencies and proper management of each,
20. Demonstrate competency in the administration of nitrous oxide,
21. Know the indications and the contraindications to the use of nitrous oxide sedation, and
22. Identify appropriate patients to administer nitrous oxide sedation
23. Complete patient documentation that meet the standard of care, including but not limited to, computation of maximum recommended dosages for local anesthetic and the tile volume, percentage and amount of the gases and duration of administration of nitrous oxide-oxygen analgesia,
24. Understand medical and legal considerations including patient consent, standard of care and patient privacy.

Course Scope and Content: (Lecture)

~~Unit I ——— Physiology and Psychology of Pain~~

~~Unit II ——— Anesthetic Agents Used in Dentistry~~

~~Unit III ——— Neurophysiology of the Trigeminal Nerve~~

~~Unit IV ——— Armamentarium Necessary for Administration of Local Anesthetic Agents~~

~~Unit V ——— Emergency Drug Kit and Use of Drugs Therein~~

~~Unit VI ——— Respiratory and Cardiovascular Distress~~

~~Unit VII ——— Allergies~~

~~Unit VIII ——— Drug Related Emergencies~~

~~Unit IX ——— Nitrous Oxide Armamentarium~~

~~Unit X ——— Administration of Nitrous Oxide TECHNIQUES~~

Unit I Armamentarium

- A. The Syringe
- B. The Needle
- C. The Cartridge
- D. Additional Armamentarium
- E. Preparation of the Armamentarium
- F. Infection Control Procedures

Unit II

The Drugs

- A. Neurophysiology
- B. Pharmacology of Local Anesthetics
- C. Pharmacology of Vasoconstrictors
- D. Clinical Actions of Specific Agents

Unit III

Techniques of Regional Anesthesia

- A. Physical and Psychological Evaluation
- B. Basic Injection Technique
- C. Anatomical Considerations
- D. Techniques of Mandibular Anesthesia
- E. Techniques of Maxillary Anesthesia

Unit IV

Complications

- A. Local Complications
- B. Systemic Complications
- C. Management

Unit V

New Trends in Pain Control

- A. Computer Controlled Local Anesthesia Delivery
- B. Anesthetic Reversal Agents (OraVerse)
- C. Oraqix
- D. Onset
- E. Cetacaine

Unit VI

Nitrous Oxide Sedation

- A. Armamentarium
- B. Nitrous Oxide Equipment and Armamentarium
- C. Nitrous Oxide Administration

Unit VII

Medical Emergencies

- A. Anesthesia and Nitrous Oxide Sedation Related Emergencies
- B. Management

Unit XIII

Legal Considerations

- A. Patient Consent
- B. Standard of Care
- C. Patient Privacy

Course Scope and Content: (Laboratory)

Unit I

Armamentarium

- A. Proper Assembling of Needle, Cartridge and Syringe

- B. Scoop Technique
- C. Proper Disposal of Needle and Cartridge
- D. Care and Maintenance of Syringe

Unit II Basic Injection Technique

- A. Steps and Sequence
- B. Aspiration
- C. Deposition
- D. Charting
- E. Calculations

Unit III Administration of Local Anesthesia on Partners

- A. Inferior Alveolar Nerve Block (to include Gow Gates Technique)
- B. Lingual Nerve Block
- C. Mental Nerve Block
- D. Incisive Nerve Block
- E. Buccal Nerve Block
- F. Intraseptal Injection
- G. Anterior Superior Alveolar (ASA) Nerve Block (infraorbital)
- H. Middle Superior Alveolar (MSA) Nerve Block
- I. Anterior Middle Superior Alveolar (AMSA) Nerve Block
- J. Greater Palatine (GP) Nerve Block
- K. Nasopalatine (NP/P-ASA) Nerve Block
- L. Supraperiosteal Infiltration

Unit IV Administration of Nitrous Oxide Sedation on Partners

- A. Titration Method
- B. Signs and Symptoms of Sedation
- C. Calculations
- D. Equipment

Unit V Medical Emergencies

- A. Management of Medical Emergencies in the Dental Office course from www.dentalcare.com
- B. Role Playing

Unit VI Chart Documentation

- A. Computation of Maximum Recommended Dosages for Local Anesthesia
- B. Tidal Volume
- C. Percentage and Amount of Gases
- D. Duration of Nitrous Oxide Administration
- E. Patient Response

~~Didactic, laboratory and clinical experience designed to achieve goals and objectives:~~

- ~~1. Role playing of emergency situations~~
- ~~2. Demonstrations various of injection techniques~~
- ~~3. Formal lectures~~
- ~~Apply proper nitrous oxide procedures on partners~~
- ~~4. Audio Visuals~~

- ~~5. Administration of designated injections on partners~~
- ~~6. Demonstrations of nitrous oxide sedation~~
- ~~7. Perform proper Administration of nitrous oxide sedation on partners~~
- ~~8. Practice assembling local anesthesia armamentarium~~

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 4 2 hours per week outside of the regular class time doing the following:

Independent reading and study

Methods of Instruction:

1. Lecture
2. Class discussions
3. Audio-visual presentations
4. Lab exercises designed to prepare student for administration of local anesthetics
5. Demonstration of injection techniques
6. Demonstration of nitrous oxide administration
7. Student participation in clinical administration of local anesthetics
8. Student participation in clinical administration of nitrous oxide sedation
9. Role playing of medical emergencies

Methods of Evaluation:

- ~~1. substantial writing assignments, including:~~
 - ~~a. essay exam(s)~~
 - ~~b. reading report(s)~~
2. ~~other~~ Examinations and quizzes to include:
 - a. multiple choice items questions
 - b. matching items questions
 - c. true/false items questions
 - d. case study questions
 - e. short answer essay
3. ~~evaluation of "mock" emergencies in clinic~~ Observation of mock medical emergencies
4. ~~evaluation of injection techniques~~ Evaluation of injection techniques on partners
5. ~~evaluation of nitrous oxide administration~~ Evaluation of nitrous oxide administration on partners

Laboratory Category: Extensive Laboratory

Pre delivery criteria: All of the following criteria are met by this lab.

1. **Curriculum development for each lab.**
2. **Published schedule of individual laboratory activities.**
3. **Published laboratory activity objectives.**
4. **Published methods of evaluation.**
5. **Supervision of equipment maintenance, laboratory setup, and acquisition of lab materials and supplies.**

During laboratory activity of the laboratory: All of the following criteria are met by this lab.

1. **Instructor is physically present in lab when students are performing lab activities.**
2. **Instructor is responsible for active facilitation of laboratory learning.**
3. **Instructor is responsible for active delivery of curriculum.**
4. **Instructor is required for safety and mentoring of lab activities.**
5. **Instructor is responsible for presentation of significant evaluation.**

Post laboratory activity of the laboratory: All of the following criteria are met by this lab.

1. **Instructor is responsible for personal evaluation of significant student outcomes (lab exercises, exams, practicals, notebooks, portfolios, etc.) that become a component of the student grade that cover the majority of lab exercises performed during the course.**
2. **Instructor is responsible for supervision of laboratory clean up of equipment and materials.**

Supplemental Data:

TOP Code:	124020: Dental Hygienist
SAM Priority Code:	C: Clearly Occupational
Distance Education:	Not Applicable
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	1: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	NO



TAFTCOLLEGE

Eligible for Pass/No Pass:	NO
Taft College General Education:	NONE

Prepared by: **E. Hershkowitz**
 Reviewed by: ~~B. Dykes~~ **K. Donovan**
 Reviewed by: **S. Eastman**
 Reviewed by: ~~J. Riee~~ **D. Champion**
 Reviewed by: **S. Jennings**
 Reviewed by: **G. Golling**
 Date reviewed prepared: ~~Fall 1995~~ **Spring**

20165

Text update: 2014

Dental Hygiene (DNTH) 2021 General and Oral Pathology (4 Units) CSU
 [formerly Dental Hygiene 21]

Prerequisites: Successful completion of all first semester Dental Hygiene Program courses, Biology 2250, 2257 ~~2255, 2256,~~ and 2260 with a grade of "C" or better higher

Prerequisite knowledge/skills:

Before entering the course the student should be able to:

- ~~1. explain the general function of human body systems;~~
- ~~2. explain basic facts of physical and chemical principles of physiology;~~
- ~~3. employ the scientific method;~~
- ~~4. move on to more advanced work in physiology and related fields;~~
- ~~5. identify and explain the function of the major structural components of the human body at microscopic and macroscopic levels;~~
- ~~6. demonstrate the skill of careful dissection;~~
- ~~demonstrate the construction of a correctly spelled list of 200 human surface anatomy features;~~
- ~~8. classify and describe microorganisms;~~
- ~~9. knowledgeably use the nomenclature of the microbes and their culturing;~~
- ~~10. analyze the growth of colonies of microbes;~~
- ~~11. compare and contrast the eukaryotic ~~eukaryotic~~ and prokaryotic cell;~~
- ~~12. exercise aseptic techniques in handling microbes;~~
- ~~13. demonstrate sterilization and disinfection of the laboratory and laboratory materials;~~
- ~~14. describe the interaction of antibiotics with microbes;~~
- ~~15. describe host-parasite interaction;~~
- ~~16. describe the cytology and physiology of the human immune system;~~
- ~~17. demonstrate ease of use of the light microscope for the viewing of microorganisms;~~
- ~~18. describe the genetic material and replication of the nucleic acids of both the eukaryotic and prokaryotic microbes;~~
- ~~19. demonstrate and recognize the ~~nutability~~ mutability of the microbial genome;~~
- ~~20. describe and demonstrate the use of bacteriophage for genetic engineering; and~~
- ~~21. describe the life cycle, nutrition and possible pathogenicity of important representatives of bacteria, fungi, and protozoa.~~

1. describe key structural features of different human cell and major tissue types.



2. identify and describe the anatomy of the systems of the human body,
3. relate structure and function at the cellular through system levels of organization of human body systems,
4. describe structural or anatomical changes that occur in disease, injury or aging of the human body systems,
5. demonstrate the construction of a correctly spelled list of 200 human surface anatomy features,
6. describe and distinguish various roles of major classes of biomolecules in living cells,
7. describe key functional features of different types of human cells and how they communicate,
8. identify key functions of major organ systems and the physiological mechanisms underlying their operation,
9. demonstrate an understanding of how organ systems of the body are integrated and regulated,
10. demonstrate an understanding of how homeostasis is maintained in the body,
11. demonstrate knowledge of metabolic and physiological disorders of the major organ systems,
12. analyze experimental data to demonstrate physiological principles, and
13. demonstrate an understanding of the scientific method, experimental design, and the philosophy of science,
14. apply the scientific method and philosophy of science by designing components of and carrying out physiological experiments,
15. classify and describe microorganisms,
16. demonstrate knowledgeable use of the nomenclature of the microbes,
17. analyze the growth characteristics of microbes using routine laboratory culture techniques,
18. compare and contrast the eukaryotic and prokaryotic cells,
19. demonstrate basic proficiency in using the Gram stain technique,
20. exercise aseptic techniques in handling microbes,
21. demonstrate sterilization and disinfection of the laboratory and laboratory materials,
22. describe the interaction of antibiotics with microbes,
23. describe host-parasite interaction,
24. describe the cytology and physiology of the human immune system,
25. demonstrate proficient use of the light microscope for the viewing of microorganisms,
26. describe the genetic material and the replication of the nucleic acids of both the eukaryotic and prokaryotic microbes,
27. demonstrate and recognize the mutability of the microbial genome,
28. describe the use of plasmids and bacteriophage for use in genetic engineering, and
29. describe the life cycle, nutrition and possible pathogenicity of important representative of bacteria, viruses, prions, fungi, and protozoa, and helminths.

Advisory: None

Total Hours: 64 hours lecture

Catalog Description: This course covers the pathological processes of inflammation, immunology defense, degeneration, neoplasm neoplasia, developmental disorders, infection, systemic disease, genetics, healing and repair. Recognition of abnormalities in conditions of the human body with a special emphasis on normal and abnormal conditions in the oral cavity ~~are also emphasized.~~

Type of Class/Course: Degree Credit

Text: Ibsen, Olga A. C. and Joan Anderson Phelan. *Oral Pathology for The Dental Hygienist.* Philadelphia: W. B. Saunders Co/Elsevier, 6th

~~Edition 1992-2014. Print.~~

Ibsen, Olga A. C. and Joan Anderson Phelan. *Oral Pathology for The Dental Hygienist*. 6th ed.

Philadelphia: Saunders-Elsevier, 2014. Print.

~~Langlais, Robert B. and Craig S. Miller, *Color Atlas of Common Oral Diseases*. Wolters Kluwer/Lippincott Williams & Wilkins. Philadelphia. 4th Edition: Lea & Febiger, 1992-2009. Print.~~

Langlais, Robert B., and Craig S. Miller. *Color Atlas of Common Oral Diseases*. 4th ed.

Philadelphia: LWW, 2009. Print.

Additional Required Materials: None

Course Objectives:

By the end of the course, a successful student will be able to:

1. identify and explain the various pathological processes **involved in** of disease, inflammation, immunological defense, ~~degeneration~~, neoplasia, developmental disorders, healing and repair,
2. recognize abnormalities ~~in~~ of the human body **and differentiate between variations of** with a special emphasis on normal and abnormal **oral tissue**, ~~conditions in of the oral cavity~~,
3. explain the ~~body~~ processes involved in disease ~~formation~~ and the systems the body employs in its defense,
4. identify etiologic factors and the signs and symptoms that are associated with diseases,
5. describe the body systems responsible for adaptation, wound healing and repair,
6. recognize abnormal oral or **systemic health-related** conditions that must be called to the attention of a dentist or those that preclude, or alter, dental hygiene practice,
7. analyze the social and economic significance of disease and disease control,
8. demonstrate a knowledge of major disease ~~entities~~ **conditions** with emphasis on those that occur in the oral cavity,
9. understand the degenerative and regenerative processes associated with pathogenesis, ~~and~~
10. examine oral tissues and recognize ~~any deviation from normal that may be present~~ **common pathological conditions based upon clinical presentation, symptoms and history.**
11. **describe oral conditions accurately, propose a differential diagnosis and investigate the process of achieving a definitive diagnosis.**

Course Scope and Content:

- | | |
|--------|---|
| Unit I | Diagnosis of Oral Lesions |
| A. | The Diagnostic Process |
| B. | Terminology |
| C. | Variants of Normal |
| D. | Benign Conditions of Unknown Cause |



- Unit II** ~~Lesions Slides~~ **Inflammation and Repair**
- A. Injury**
 - B. Regeneration and Repair**
 - C. Injuries to Teeth**
 - D. Injuries to Oral Soft Tissue**
 - E. Reactive Connective Tissue Hyperplasia**
 - F. Inflammatory Periapical Lesion**
- Unit III** ~~Inflammation and Repair~~ **Immunity**
- A. The Acquired Immune Response**
 - B. Types of Immunity**
 - C. Immunopathology**
 - D. Oral Diseases with Immunologic Pathogens**
 - E. Autoimmune Diseases that Affect the Oral Cavity**
- Unit IV** ~~Inflammation and Repair~~ **Infectious Diseases**
- A. Bacterial Infections**
 - B. Fungal Infections**
 - C. Viral Infections**
 - D. Human Immunodeficiency Virus**
 - E. Oral Manifestations of AIDS**
- Unit V** ~~The Immune System~~ **Developmental Disorders**
- A. Embryonic Development Review**
 - B. Soft Tissue Abnormalities**
 - C. Cysts**
 - D. Developmental Abnormalities of Teeth**
- Unit VI** ~~The Cardiac System and Heart Disease~~ **Genetics**
- A. Genes and Chromosomes**
 - B. Chromosomal Abnormalities**
 - C. Patterns of Inheritance**
- Unit VII** ~~The Vascular System and Blood Dyscrasias~~ **Neoplasia**
- A. Classification**
 - B. Epithelial Tumors**
 - C. Odontogenic Tumors**
 - D. Tumors of Soft Tissue**
 - E. Tumors of Melanin Producing Cells**
 - F. Tumors of Bone and Cartilage**
 - G. Tumors of Blood Forming Tissue**
- Unit VIII** ~~The Respiratory System and Lung Disease~~ **Non-neoplastic Diseases of Bone**
- A. Fibro-osseous Lesions**
 - B. Paget Disease of Bone**



- C. Central Giant Cell Granuloma**
- D. Aneurysmal Bone Cyst**
- E. Osteomalacia**

Unit IX ~~The Endocrine System and Disorders~~ Oral Manifestations of Systemic Disease

- A. Endocrine Disorders**
- B. Diabetes Mellitus**
- C. Red Blood Cell Disorders**
- D. White Blood Cell Disorders**
- E. Bleeding Disorders**
- F. Immunodeficiency**
- G. Oral Manifestations of Cancer Therapy**
- H. Effects of Drugs on the Oral Cavity**

Unit X ~~Developmental Disorders~~ Cardiac Diseases

- A. Cardiac Physiology**
- B. Coronary Heart Disease**
- C. Hypertensive Heart Disease**
- D. Congestive Heart Failure**
- E. Arrhythmias**
- F. Endocarditis**
- G. Valvular Heart Disease**
- H. Cerebrovascular Disease**
- I. Congenital Heart Defects**
- J. Rheumatic Heart Disease**
- K. Assessment of Patient History**

Unit XI ~~Neoplasia~~ Respiratory Disease

- A. Normal Lung Function**
- B. Lung Diseases of the Airways**
- C. Lung Diseases of the Alveoli**
- D. Lung Diseases of the Interstitium**
- E. Lung Diseases of the Blood Vessels**
- F. Lung Diseases of the Pleura**
- G. Lung Diseases of the Chest Wall**

Unit XII ~~Genetics~~

Unit XIII ~~Oral Manifestations of Systemic Disease~~

Unit XIV ~~Oral Manifestations of Systemic Disease~~

Unit XV ~~Oral Manifestations of Cancer Therapy and the Effects of Drugs on the Oral Tissues~~

~~Didactic, laboratory and clinical learning experiences designed to achieve goals and objectives:~~



~~Students will read from texts and journals and report on same. They will view audio-visual materials and hold group discussions. The clinic will be used to examine oral conditions on each other and selected patients.~~

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of ~~(4)~~ **8** hours per week outside of the regular class time doing the following:

1. Independent ~~reading~~ **research** and study
2. **Assigned reading**
3. **Completion and preparation of case studies**
4. **Application of subject to clinical experience**

Methods of Instruction:

1. Lecture
2. Class discussions
3. Audio-visual presentations
4. **Identification of examples during clinical experience**

Methods of Evaluation:

1. ~~Writing assignments~~ **Oral presentation and critique of case studies**
2. Examinations including:
 - a. multiple choice items
 - b. matching items
 - c. true/false items
 - d. ~~essay questions~~ **identification of photographs**

Supplemental Data:

TOP Code:	124020: Dental Hygienist
SAM Priority Code:	C: Clearly Occupational
Distance Education:	Not Applicable
Funding Agency:	Y: Not Applicable(funds not used)



Program Status:	1: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	NO
Eligible for Pass/No Pass:	NO
Taft College General Education:	NONE

Prepared By: S. Eastman
Reviewed by: ~~S. Eastman-K. Donovan~~
Reviewed by: ~~G. Westwick~~ E. Hershkowitz
Reviewed by: G. Golling
Reviewed by: S. Jennings
Reviewed by: D. Champion
Date reviewed: ~~September 2004~~ Spring 2016₅
Text Update: 2013

Dental Hygiene (DNHL) 2024 Clinical Practice I (4 Units) CSU
[formerly Dental Hygiene 24]

Prerequisite: Successful completion of all first semester Dental Hygiene Program courses with a grade of “C” or better higher

Prerequisite knowledge/skills:

Before entering the course the student should be able to:

1. explain the theory of disease transmission and the necessity for asepsis in dentistry,
2. explain the purpose of a complete dental record and its component parts,
3. demonstrate communication skills that help ensure a thorough health history,
4. practice universal precautions on all patients,
5. use proper techniques for obtaining patients' vital signs,
6. describe and use extra-oral and intra-oral inspection techniques including:
 - a. the names of all structures to be visually inspected and palpated,
 - b. normal landmarks associated with these structures,
 - c. the prescribed method of palpation for each structure and
 - d. common abnormalities that may be detected,
7. use selection criteria to recommend radiographic surveys for new and returning patients,
8. identify and record, from radiographs, restorations, suspicious areas, periodontal findings, periapical disease and bony abnormalities,
9. complete comprehensive dental chartings,
10. describe the nature and formation of dental plaque and its importance in the etiology of periodontal disease,
11. locate and identify various amounts of calculus,
12. integrate the periodontal examination into the assessment, planning and evaluation phases of dental hygiene therapy,
13. integrate plaque and gingival inflammation indices in daily clinical practice for the assessment, planning and evaluation of dental hygiene therapy,
14. describe and use Angle's classification system to determine molar relationships,
15. define the terms "overbite" and "overjet" and demonstrate how to measure each,
16. design treatment plans to meet the specific needs of each patient,
17. provide patient care that balances professional treatment and patient self-care,
18. select and educate patients about oral hygiene procedures, products and devices that specifically meet their individual needs for plaque control,



19. administer a professional topical fluoride treatment,
20. determine which type of hand instrument and which instrument design is most appropriate to be used, based on type and location of oral deposits,
21. be able to provide efficient and effective debridement with the following instruments:
 - a. sickle scalers,
 - b. universal curets,
 - c. area-specific curets,
22. adapt the correct working and cutting edge of any hand scaling instrument in all appropriate areas of the mouth,
23. integrate instrument sharpening into daily clinical practice,
24. maintain the design features of instruments during the instrument sharpening procedure,
25. identify and recommend appropriate antimicrobial plaque-control agents for various patient types, and
26. use polishing procedures to remove plaque and stain without causing trauma or discomfort.

Total Hours: 16 hours lecture; 144 hours ~~elinie~~(lab hours) (160 hours total)

Catalog Description: This course provides beginning clinical experience in the treatment of adult and child patients. Various clinical procedures utilizing scaling and polishing techniques, extra-oral and intra-oral inspections, cancer screening, dental and periodontal charting, plaque control instructions and topical fluoride application will be put into supervised practice.

Type of Class/Course: Degree Credit

~~Text: Wilkins, Esther M. *Clinical Practice of the Dental Hygienist*. 11th ed. Philadelphia: Lippincott, Williams & Wilkins, 2013. Print.~~

~~Nield-Gehrig, Jill S. *Fundamentals of Periodontal Instrumentation*. 7th ed. Philadelphia: Lippincott, Williams, and
——— Wilkins, 2012. Print.~~

~~Wilkins, Esther M. *Clinical Practice of the Dental Hygienist*. 11th ed. Philadelphia: LWW, 2013. Print.~~

~~Nield-Gehrig, Jill S. *Fundamentals of Periodontal Instrumentation*. 57th ed. Philadelphia: LWW, 2012. Print.~~

~~Darby, Michelle Leonardi and Margaret M. Walsh. *Dental Hygiene Theory and Practice*. 3rd ed. St. Louis: Saunders,
——— 2009. Print.~~

Additional Instructional Materials: Taft College Dental Hygiene (TCDH) TCDH Clinic Manual

Course Objectives:

By the end of the course, a successful student will be able to:

1. provide quality dental hygiene care to the child and simple adult case type patients,
2. demonstrate beginner skill level in performing basic treatment procedures with faculty supervision and

- assistance,
3. provide preventive, educational and therapeutic services supporting total health and the control and/or prevention of oral diseases,
 4. demonstrate attitudes and behaviors which encourage the students to work as part of the dental health care team,
 5. demonstrate understanding, sensitivity and commitment to meeting the oral health care needs of a diverse socioeconomic, cultural and ethnic population,
 6. demonstrate professional conduct at all times, and
 7. abide by the rules and regulations as outlined in the TCDH Clinic Manual.

Course Scope and Content: (Lecture)

~~The treatment of children and simple adult dental hygiene cases utilizing the five steps in the dental hygiene process to care.~~

Unit I TCDH Policies and Procedures Manual

- A. HIPPA
- B. Exposure Control Plan
- C. Needle Stick Policy
- D. Critical Errors
- E. Professionalism
- F. Confidentiality Statement

Unit II Clinic Protocols and Review of Clinic Manual

- A. Absenteeism
- B. Patient Scheduling
- C. Patient Cancellation and No show
- D. No Clinic Days
- E. Daily Clinic Critique Forms
- F. Student Rotations
- G. Faculty Rotations
- H. Complaint Form
- I. Program Competencies

Unit III Performance Evaluations and Requirements

- A. Criteria
- B. Allowable Errors
- C. Student Expectations
- D. Faculty Expectations
- E. Clinic Binders

Unit IV Evaluations and Grading Criteria

- A. Number of Completed Performance Evaluations and Requirements**
- B. Daily Clinic Critique Form**
- C. Midterm and Final Conferences**
- D. Faculty Advisors**

Unit V Emergency Procedures

- A. Medical Emergencies**
- B. Lock Down Procedures**
- C. Evacuation Plan**

Unit VI Discussions Relating to Clinical Situations

- A. Evaluations**
- B. Daily Clinic Critique Forms**
- C. Student Concerns**

Unit VII Clinical Enrichment Experiences

- A. Bakersfield School Based Clinic**
- B. East Kern School Based Dental Clinic**

Course Scope and Content: (Laboratory)

Unit I Clinical Patient Care

- A. The child patient**
- B. The adult patient**
 - 1. Calculus code Simple I, Simple II, Moderate**
 - 2. Periodontal case type I and II**

Unit II The Dental Hygiene Process of Care

- A. Assessment**
- B. Dental Hygiene diagnosis**
- C. Dental Hygiene Treatment Plan**
- D. Implementation of Care**
- E. Evaluation and Re-care**

Unit III Clinical Responsibilities

- A. Set up/clean up**
- B. Infection control**
- C. Processing of instruments**
- D. Assistant duties**
- E. Clinical etiquette/professionalism**

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of ~~16~~ **218** hours per week outside of the regular class time



doing the following:

1. Independent reading and study
2. **Patient recruitment**

Methods of Instruction:

1. One-on-one skill demonstration and evaluation by the clinical faculty on treatment procedures while treating patients
2. Supervised treatment of appropriately selected patients for their beginning skill level

Methods of Evaluation:

1. Performance Evaluations
2. Daily Clinic Feedback Forms
3. **Observation of students' Professional Attitudes and Behaviors**
4. **Completion of all Assigned Rotations and Clinical Enrichment Activities**

Laboratory Category: Extensive Laboratory

Pre delivery criteria: All of the following criteria are met by this lab.

1. **Curriculum development for each lab.**
2. **Published schedule of individual laboratory activities.**
3. **Published laboratory activity objectives.**
4. **Published methods of evaluation.**
5. **Supervision of equipment maintenance, laboratory setup, and acquisition of lab materials and supplies.**

During laboratory activity of the laboratory: All of the following criteria are met by this lab.

1. **Instructor is physically present in lab when students are performing lab activities.**
2. **Instructor is responsible for active facilitation of laboratory learning.**
3. **Instructor is responsible for active delivery of curriculum.**
4. **Instructor is required for safety and mentoring of lab activities.**
5. **Instructor is responsible for presentation of significant evaluation.**

Post laboratory activity of the laboratory: All of the following criteria are met by this lab.

1. **Instructor is responsible for personal evaluation of significant student outcomes (lab exercises, exams, practicals, notebooks, portfolios, etc.) that become a component of the student grade that cover the majority of lab exercises performed during the course.**
2. **Instructor is responsible for supervision of laboratory clean up of equipment and materials.**

Supplemental Data:

TOP Code:	124020: Dental Hygienist
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SAM Priority Code:	C: Clearly Occupational
Distance Education:	Not Applicable
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	1: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	NO
Eligible for Pass/No Pass:	NO
Taft College General Education:	NONE

Reviewed By: ~~B. Dykes~~
E. Hershkowitz
Reviewed By: ~~S. Eastman~~
D. Champion
Reviewed By: ~~J. Riee~~
S. Jennings
Reviewed by: G. Golling
Date Reviewed: ~~Fall 1995~~
Fall 2015
Text Update: 4/19/12
March 31, 2015

Dental Hygiene (DNTH) 2131 Pharmacology (2 Units) CSU
[formerly Dental Hygiene 31]

Prerequisite: Successful completion of all first and second semester Dental Hygiene Program courses, Chemistry 1520 2108, 2109 and ~~,~~ Biology 2255, and 2256 2257 with a grade of "C" or better higher

Prerequisite knowledge/skills:

Before entering the course the student should be able to:

- ~~1. demonstrate the nature and use of organic compounds,~~
- ~~2. write nomenclature of the large number of organic compounds,~~
- ~~3. demonstrate solutions to problems of synthesis analysis of simple organic compounds,~~
- ~~4. provide examples in the use of organic compounds to industry and the welfare of people in general,~~
- ~~5. demonstrate the nature and concepts of metabolic pathways,~~
- ~~6. demonstrate skills and practices in the organic laboratory such as identification of organic compounds by physical and chemical properties; and the testing for functional groups,~~
- ~~7. explain the general function of human body systems,~~
- ~~8. explain basic facts of physical and chemical principles of physiology,~~
- ~~9. employ the scientific method, and~~
- ~~10. move on to more advanced work in physiology and related fields.~~

1. Draw and name structures containing common mono-functional organic molecules and differentiate functional groups when they appear in an organic structure, relate the physical and chemical properties of compounds containing these groups with the structure of each functional classification;
2. Distinguish roles of four major classes of bio-molecules in living cells,
3. Compare and contrast the processes of DNA replication and transcription, RNA translation, and common types of mutations; and
4. Demonstrate knowledge of major biochemical components in metabolism
5. Describe and distinguish various roles of major classes of biomolecules in living cells,
6. Describe key functional features of different types of human cells and how they communicate,
7. Identify key functions of major organ systems and the physiological mechanisms underlying their operation,
8. Demonstrate an understanding of how organ systems of the body are integrated and regulated,
9. Demonstrate an understanding of how homeostasis is maintained in the body,
10. Demonstrate knowledge of metabolic and physiological disorders of the major organ systems,
11. Analyze experimental data to demonstrate physiological principles, and

12. Demonstrate an understanding of the scientific method, experimental design, and the philosophy of science. Apply the scientific method and philosophy of science by designing components of and carrying out physiological experiments.

Total Hours: 32 hours lecture

Catalog Description: This course emphasizes the classification and study of drugs according to origin, physical and chemical properties, therapeutic effect and values, particularly of drugs used in dentistry.

Type of Class/Course: Degree Credit

Text: ~~Requa-Holroyd. *Applied Pharmacology for the Dental Hygienist*. 6th edition. St. Louis: C.V. Mosley, Co., 2010. Print. Haveless, Elena Bablenis. *Applied Pharmacology for the Dental Hygienist*. 7th edition. St. Louis: C.V. Mosby, Co., 2015.~~

Haveless, Elena Bablenis. *Applied Pharmacology for the Dental Hygienist*. 7th ed. St. Louis: Mosby, 2015. Print.

Additional Instructional Materials: ~~University of the Pacific. *Dental Drug Booklet*. San Francisco: 1994-95 ed.~~

Course Objectives:

By the end of the course, a successful student will be able to:

- ~~1. explain the classification of drugs according to origin, physical and chemical properties, therapeutic effect,~~
- ~~2. compare and contrast the values of drug alternatives utilized in dentistry,~~
- ~~3. apply the fundamental principles of drug pathways within the body,~~
- ~~4. describe commonly used local anesthetics in dental and medical practices,~~
- ~~5. describe the use of antimicrobials used in dentistry and medicine,~~
- ~~6. describe the use of sedative hypnotics and tranquilizers in the dental practice,~~
- ~~7. describe the use of general anesthesia with detailed description of stages of anesthesia, and~~
- ~~8. identify and describe medications for various systemic diseases.~~

- 1. Understand the principles needed for safe and effective dental treatment and oral health care.**
- 2. Discuss drug properties and mechanisms of action, dosages, intended effects, interactions, and adverse reactions.**
- 3. Identify the most commonly used drugs, how they work, and how they affect patients' oral health and dental treatment.**
- 4. Understand how principles of pharmacology apply specifically to dental hygienists.**
- 5. Understand the latest changes and advances relating to dental treatment, such as adverse drug reactions, antibiotic prophylaxis, osteonecrosis of the jaw, cardiovascular and cholesterol guidelines, oral anticoagulant drugs, and type 2 diabetes.**
- 6. Explain drug interactions of clinical interest in dentistry, with explanations as to why certain drugs are used or contraindicated in dental treatment.**
- 7. Understand pharmacokinetics and the processes involved with absorption, distribution, metabolism and excretion of drugs.**
- 8. Know the parts of a prescription and the rules and regulations relating to prescribing drugs**

used in dentistry.

9. **Understand evidence based drug therapy and use in the treatment and prevention of dental disease.**

Course Scope and Content:

- Unit I — General Pharmacology
- Unit II — Drug Action
- Unit III — Prescription Writing
- Unit IV — Drugs in Dentistry
- Unit V — Anti-infective Drugs in Dentistry
- Unit VI — Pharmacological Effects of Anesthesia
- Unit VII — Antianxiety, Anticonvulsants and Psychotherapeutic Agents
- Unit VIII — Corticosteroids, Histamines and Other Hormones
- Unit IX — Antineoplastic, Respiratory and Gastrointestinal Drugs
- Unit X — Cardiovascular Drugs
- Unit XI — Oral Conditions and Treatment
- Unit XII — Emergency Drugs
- Unit XIII — Pregnancy and Dental Drugs
- Unit XIV — Dental Drug Interactions
- Unit XV — Fluoride Mechanism of Action

- Unit I General Principles**
1. **Information, Sources, and Regulatory Agencies**
 2. **Drug Action and Handling**
 3. **Adverse Reactions**
 4. **Prescription Writing**

- Unit II Drugs Used in Dentistry**
1. **Autonomic Drugs**
 2. **Nonopioid (Nonnarcotic) Analgesics**
 3. **Opioid (Narcotic) Analgesics**
 4. **Anti-infective Agents**
 5. **Antifungal and Antiviral Agents**
 6. **Local Anesthetics**

7. **Antianxiety Agents**
8. **General Anesthetics**
9. **Oral Conditions and Their Treatment**

Unit III Drugs That May Alter Dental Treatment

1. **Cardiovascular Drugs**
2. **Anticonvulsants**
3. **Psychotherapeutic Agents**
4. **Autacoids and Antihistamines**
5. **Adrenocorticosteroids**
6. **Other Hormones**
7. **Respiratory and Gastrointestinal Drugs**

Unit IV Special Situations

1. **Emergency Drugs**
2. **Drug Interactions**
3. **Drug Abuse**

~~Didactic, laboratory and clinical learning experiences designed to achieve goals and objectives:~~

- ~~1. Lecture~~
- ~~2. Assigned reading~~
- ~~3. Audio-visual presentations~~
- ~~4. Case Studies~~
- ~~5. Classroom Discussions~~

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 4 hours per week outside of the regular class time doing the following:

Independent reading and study

Methods of Instruction:

1. Lecture
2. Class discussions
3. Audio-visual presentations
4. ~~Slides-Evidence based research~~
5. **Case Studies**

Methods of Evaluation:

- ~~1. Substantial writing assignments, including:~~
 - ~~a. essay exam(s)~~
 - ~~b. reading report(s)~~
- ~~2. Other examinations and quizzes, including:~~

- ~~a. multiple choice items~~
- ~~b. matching items~~
- ~~c. true/false items~~

1. **Examinations, quizzes and case studies that include:**
 - a. **multiple choice items**
 - b. **matching items**
 - c. **true/false items**
 - d. **short answer essay**
2. **Oral presentation**
3. **Evidence based research project**

Supplemental Data:

TOP Code:	124020: Dental Hygienist
SAM Priority Code:	C: Clearly Occupational
Distance Education:	Not Applicable
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	I: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	NO
Eligible for Pass/No Pass:	NO



TAFTCOLLEGE

Taft College General Education:	NONE
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Prepared by: **E. Hershkowitz**

Reviewed by: S. Eastman

Reviewed by: ~~M. Westwick,~~

D. Champion

Reviewed by: S. Jennings

Reviewed by: G. Golling

Date reviewed prepared: ~~Spring 2003~~ Spring 2015

Text update: ~~August 10, 2010~~ 2016

Dental Hygiene (DNHL) 2132 Dental Materials (2 Units) CSU

[formerly Dental Hygiene 32]

Prerequisite: Successful completion of all first and second semester Dental Hygiene Program courses with a grade of "C" or better higher

Advisory: None

Total Hours: 32 hours lecture; ~~11~~ 16 hours lab (~~43~~ 48 total hours)

Catalog Description: **This course covers the composition, properties and use of various dental materials and how they impact dental hygiene procedures and oral health. The utilization of used in the dental procedures, fundamentals of chair side assisting while using dental materials the concepts of the entire dental team, and principles and application of expanded duties for registered dental hygienists is emphasized. are covered.**

Type of Class/Course: Degree Credit

Text: ~~Hatrick, Carol Dixon, W. Stephan Eakle, and William F. Bird. *Dental Materials – Clinical Applications for Dental Assistants and Dental Hygienists*. 2nd 3rd Ed. St. Louis, MO: Saunders/ An Imprint of Elsevier Science, 2011 2016. Print.~~

Hatrick, Carol Dixon, W. Stephan Eakle, and William F. Bird. *Dental Materials – Clinical Applications for Dental Assistants and Dental Hygienists*. 3rd ed. St. Louis: Saunders-Elsevier, 2016. Print.

~~Phillips, Ralph W. and B. Keith Moore. *Elements of Dental Materials for Dental Hygienists and Dental Assistants*. 5th Ed. Philadelphia: W. B. Saunders Company, 1994. Print.~~

Additional Required Materials: None

Course Objectives and Goals:

By the end of the course, a successful student will be able to:

1. **understand the basic physical describe, define and recognize properties of dental restorative materials and the rationale and effectiveness of their use, and procedures**

- which affect the manipulation, placement and effectiveness of dental materials,
2. ~~explain the effects the oral environment may have on dental materials as well as the effect dental materials may have on the oral environment~~ **understand the relationship between dental materials and the oral environment,**
 3. demonstrate the ability to mix dental impression materials and cements to proper consistency ~~within the working time, in a reasonable length of time,~~
 4. ~~describe and demonstrate the appropriate method for taking, pouring and trimming~~ **take an accurate alginate impression and fabricate a for study model trimmed to standard dimensions casts or opposing models,**
 5. describe and demonstrate the appropriate method for polishing amalgam restorations,
 6. ~~explain the rationale for,~~ **and fabricate and place a stainless steel and resin temporary crown, provisional restorations on a typodont,**
 7. ~~describe and demonstrate manipulation of the various types of dental cements, and sedative dressings,~~
 8. discuss dental resins **and their uses as they relate to both intra and extraoral use in dentistry,**
 9. **discuss the indications/contraindications in the placement of interim therapeutic restorations and the proper techniques for placement as specified by the Dental Hygiene Committee of California**
 10. **demonstrate placement of interim therapeutic restorations**

Course Scope and Content: (Lecture)

- | | |
|----------|---|
| Unit I | Dental Materials and the Oral Environment Introduction to Dental Materials |
| A. | Role of the Allied Oral Health Practitioner and Dental Materials |
| B. | Evidence-Based Decision Making |
| C. | Historical Development of Dental Materials |
| D. | Agencies Responsible for Standards |
| Unit II | Structures and Properties of Dental Materials Oral Environment and Patient Considerations |
| A. | Biocompatibility |
| B. | Biomechanics |
| C. | Force and Stress |
| D. | Moisture and Acid Levels |
| E. | Galvanism |
| F. | Temperature |
| G. | Retention |
| H. | Microleakage |
| I. | Esthetics |
| J. | Detection of Restorative Materials |
| Unit III | Synthetic Resins Physical Properties of Dental Materials |
| A. | Physical Structure |
| B. | Application |
| C. | Composition |
| D. | Reaction |

E. Manipulation
Unit IV ~~Dental Metallurgy and Amalgam-General Handling and Safety~~

- A. Materials Hazards in the Dental Environment**
- B. Chemical Safety in the Dental Office**
- C. Acute and Chronic Chemical Toxicity**
- D. Personal Chemical Protection**
- E. Control of Chemical Spills**
- F. General Precautions for Storing Chemicals**
- G. Disposal of Chemicals**
- H. Occupational Safety and Health Administration (OSHA) Hazard Communication Standard**
- I. Bio-Aerosols in the Dental Setting**
- J. Patient Safety**

Unit V ~~Dental Al amalgam and Abrasion, Cutting, and Polishing Materials-Principles of Bonding~~

- A. Basic Principles of Bonding**
- B. Clinical Applications of Bonding**

Unit VI ~~Dental Cements-Composites, Glass Ionomers and Compomers~~

- A. Composite Resin and Other Direct-Placement Esthetic Restorative Materials**
- B. Indirect-Placement Esthetic Restorative Materials**

Unit VII ~~Luting Cements-Preventive and Bleaching Materials~~

- A. Fluoride**
- B. Pit and Fissure Sealants**
- C. Desensitizing Agents**
- D. Sports Guards and Bruxism Guards (Splints)**
- E. Teeth Bleaching**

Unit VIII ~~Impression Materials: Inelastic and Hydrocolloid-Dental Ceramics~~

- A. Dental Ceramics (Porcelain)**
- B. Shade Taking**

Unit IX ~~Dental Gypsum Products-Amalgam~~

- A. Composition**
- B. Properties**
- C. Utilization**

Unit X ~~Nonaqueous Elastomers and Dental Polymers-Casting Metals, Solders, Wrought Metal Alloys~~

- A. Casting Alloys**
- B. Solders**
- C. Wrought Metal Alloys**
- D. Metals Used in Orthodontics**
- E. Endodontic Posts**

- Unit XI ~~Dental Ceramics-Dental Implants~~
A. **Implant Materials**
B. **Types and Utilization**
- Unit XII ~~Casting Materials: Waxes and Alloys~~ **Abrasion, Finishing and Polishing**
A. **Finishing and Polishing**
B. **Finishing and Polishing Procedures**
C. **Polishing During an Oral Prophylaxis (Coronal Polish)**
D. **Safety/Infection Control**
E. **Patient Education**
- Unit XIII ~~Casting Investments-Dental Cement~~
A. **Uses of Dental Cements**
B. **Properties of Dental Cements**
C. **Manipulation**
D. **Dental Cements**
- Unit XIV ~~Dental Implant and Miscellaneous Materials~~ **Impression Materials**
A. **Impression Trays**
B. **Elastic Impression Materials**
C. **Inelastic Impression Materials**
D. **Disinfecting Impressions**
- Unit XV **Gypsum Products**
A. **Properties and Behaviors of Gypsum Products**
B. **Classification of Gypsum Products**
C. **Manipulation**
- Unit XVI **Polymers for Prosthetic Dentistry**
A. **Review of Polymer Formation**
B. **Acrylic Resins (Plastics)**
C. **Denture Liners**
D. **Plastic (Acrylic) Teeth**
E. **Characterization of Dentures**
F. **Plastics for Maxillofacial Prostheses**
G. **Denture Repair**
H. **Custom Impression Trays and Record Bases**
I. **Care of Acrylic Resin Dentures**
- Unit XVII **Provisional Restorations**
A. **Dental Procedures That May Require Provisional Coverage**
B. **Criteria for Provisional Coverage**
C. **Properties of Provisional Materials**
D. **Provisional Materials**
E. **Intracoronar Cement Provisionals**
F. **Interim Therapeutic Restorations**

G. Patient Education

- Units XVIII Dental Waxes**
- A. Composition and Properties**
 - B. Classification of Waxes**
 - C. Manipulation**
 - D. Lost Wax Technique**

Course Scope and Content (Laboratory):

- Unit I Preventive Materials**
- A. Placement of Sealants**
 - B. Application of Fluoride Varnish**
- Unit II Impressions and Gypsum Materials**
- A. Alginate Impressions**
 - B. Study Model Fabrication**
 - C. Study Model Trimming**
 - D. Fabrication of Bleaching Trays**
- Unit III Abrasion/Polishing**
- A. Polishing Compounds**
 - B. Amalgam Polishing**
- Unit IV Dental Cements**
- A. Types/Uses**
 - B. Manipulation**
- Unit V Interim Restorations**
- A. Placement of rubber dam**
 - B. Placement of matrix and wedge**
 - C. Glass Ionomer Interim Therapeutic Restorations**
 - D. Placement of Zinc Oxide Eugenol Provisional Restoration**
 - E. Fabrication of Tin/Silver Molar Provisional Crown**

~~Didactic, laboratory and clinical learning experiences designed to achieve goals and objectives:~~

- ~~1. Lectures and audiovisual presentations, group discussions, and guest speakers/technicians~~
- ~~2. Individual and group participation in preparation and application of materials on typodont teeth~~
- ~~3. Taking impressions on and pouring study models on lab partners~~

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 2 4 hours per week outside of the regular class time doing the following:

1. Independent study and **assigned reading**
2. ~~Visiting private dental offices to observe various procedures~~ **Completion of laboratory assignments for the final project**

Methods of Instruction:

1. Laboratory projects exercises
2. Lecture and audio-visual presentations
3. Class discussions
4. ~~Laboratory demonstrations of laboratory procedures. on-ivory teeth~~
5. ~~Examination of patients—student partners and selected patients-~~ **Manipulation of actual dental materials discussed in lecture.**

Methods of Evaluation:

1. ~~Substantial writing assignments, including:~~
 - ~~a. essay exam(s)~~
 - ~~b. reading report(s)~~
- 2.1. ~~Other~~ **Examinations and quizzes, including:**
 - a. multiple choice items questions
 - b. matching items questions
 - c. true/false items questions
 - d. ~~practical demonstrations~~
- 3.2. **Quality Performance evaluation of in laboratory assignments and final project (Study models).**

Laboratory Category: Extensive Laboratory

Pre delivery criteria: All of the following criteria are met by this lab.

1. **Curriculum development for each lab.**
2. **Published schedule of individual laboratory activities.**
3. **Published laboratory activity objectives.**
4. **Published methods of evaluation.**
5. **Supervision of equipment maintenance, laboratory setup, and acquisition of lab materials and supplies.**

During laboratory activity of the laboratory: All of the following criteria are met by this lab.

1. **Instructor is physically present in lab when students are performing lab activities.**
2. **Instructor is responsible for active facilitation of laboratory learning.**
3. **Instructor is responsible for active delivery of curriculum.**
4. **Instructor is required for safety and mentoring of lab activities.**
5. **Instructor is responsible for presentation of significant evaluation.**

Post laboratory activity of the laboratory: All of the following criteria are met by this lab.

1. **Instructor is responsible for personal evaluation of significant student outcomes (lab exercises, exams, practicals, notebooks, portfolios, etc.) that become a component of the student grade that cover the majority of lab exercises performed during the course.**
2. **Instructor is responsible for supervision of laboratory clean up of equipment and materials.**

Supplemental Data:

TOP Code:	124020: Dental Hygienist
SAM Priority Code:	C: Clearly Occupational
Distance Education:	Not Applicable
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	1: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	NO
Eligible for Pass/No Pass:	NO
Taft College General Education:	NONE

|

Prepared by: S. Eastman
Reviewed by: E. Hershkowitz
Reviewed by: ~~G. Westwiek~~
Reviewed by: G. Golling
Reviewed by: S. Jennings
Reviewed by: D. Champion
Date reviewed: ~~September 2004~~
Spring 2016
Text Updated: 2013

Dental Hygiene (DNTL) 2134 Clinical Practice II (5 Units) CSU
[formerly Dental Hygiene 34]

Prerequisite: Successful completion of all first and second semester Dental Hygiene Program courses with a grade of "C" or better higher

Prerequisite knowledge/skills:

Before entering the course the student should be able to:

1. explain the theory of disease transmission and the necessity for asepsis in dentistry,
2. explain the purpose of a complete dental record and its component parts,
3. demonstrate communication skills that help ensure a thorough health history,
4. practice universal precautions on all patients,
5. use proper techniques for obtaining patients' vital signs,
6. describe and use extra-oral and intra-oral inspection techniques including:
 - a. the names of all structures to be visually inspected and palpated,
 - b. normal landmarks associated with these structures,
 - c. the prescribed method of palpation for each structure and
 - d. common abnormalities that may be detected,
7. use selection criteria to recommend radiographic surveys for new and returning patients,
8. identify and record, from radiographs, restorations, suspicious areas, periodontal findings, periapical disease and bony abnormalities,
9. complete comprehensive dental chartings,
10. describe the nature and formation of dental plaque and its importance in the etiology of periodontal disease,
11. locate and identify various amounts of calculus,
12. integrate the periodontal examination into the assessment, planning and evaluation phases of dental hygiene therapy,
13. integrate plaque and gingival inflammation indices in daily clinical practice for the assessment, planning and evaluation of dental hygiene therapy,
14. describe and use Angle's classification system to determine molar relationships,
15. define the terms "overbite" and "overjet" and demonstrate how to measure each,
16. design treatment plans to meet the specific needs of each patient,
17. provide patient care that balances professional treatment and patient self-care,
18. select and educate patients about oral hygiene procedures, products and devices that specifically meet their individual needs for plaque control,
19. administer a professional topical fluoride treatment,
20. determine which type of hand instrument and which instrument design is most appropriate to be used, based on type and location of oral deposits,

21. be able to provide efficient and effective debridement with the following instruments:
 - a. sickle scalers,
 - b. universal curets,
 - c. area-specific curets,
 - d. periodontal files and
 - e. ultrasonic scalers,
22. adapt the correct working and cutting edge of any hand scaling instrument in all appropriate areas of the mouth,
23. integrate instrument sharpening into daily clinical practice,
24. maintain the design features of instruments during the instrument sharpening procedure,
25. identify and recommend appropriate antimicrobial plaque-control agents for various patient types,
26. use polishing procedures to remove plaque and stain without causing trauma or discomfort,
27. select and use appropriate anesthetics and injections to achieve desired anesthesia
28. evaluate a patient's oral tissues to determine the need for and perform, if necessary, gingival curettage.

Total Hours: 16 hours lecture; 192 hours elinie-(lab) (208 hours total)

Catalog Description: This course provides intermediate experience in the treatment of dental hygiene patients to expand on the procedures and techniques introduced in Introduction to Clinic and Clinical Practice I, and to provide more experience on more difficult cases.

Type of Class/Course: Degree Credit

~~Textbooks: Wilkins, Esther M. *Clinical Practice of the Dental Hygienist*. 911th Edition. Philadelphia: Lippineott, Williams and Wilkins, 20052013. Print.~~

~~Nield-Gehrig, Jill S. *Fundamentals of Periodontal Instrumentation*. 57th Edition. Philadelphia: Lippineott, Williams and Wilkins, 2004 2012. Print.~~

Wilkins, Esther M. *Clinical Practice of the Dental Hygienist*. 11th ed. Philadelphia: LWW, 2013. Print.

Nield-Gehrig, Jill S. *Fundamentals of Periodontal Instrumentation*. 57th ed. Philadelphia: LWW, 2012. Print.

~~Darby, Michelle Leonardi and Margaret M. Walsh. *Dental Hygiene Theory and Practice*. 2nd Edition. St. Louis: Saunders, 2003. Print.~~

Additional Instructional Materials: The Taft College Dental Hygiene (TCDH) Department Clinic Manual.

Course Objectives:

By the end of the course a successful student will be able to:

1. provide quality dental hygiene care to adult patients of increasing difficulty using more advanced treatment procedures,
2. demonstrate intermediate skill level in performing more advanced treatment procedures with faculty supervision and assistance,
3. provide preventive, educational and therapeutic services supporting total health and the control

- and/or prevention of oral diseases,
4. demonstrate attitudes and behaviors which encourage the students to work as part of the dental health care team,
 5. demonstrate understanding, sensitivity and commitment to meeting the oral health care needs of a diverse socioeconomic, cultural and ethnic population,
 6. demonstrate professional conduct at all times, and
 7. abide by the rules and regulations as outlined in the Taft College Dental Hygiene Clinic Manual.

Course Scope and Content: (Lecture)

Unit I Review of TCDH Policies and Procedures Manual

- A. Health Insurance Portability and Accountability Act (HIPPA)
- B. Exposure Control Plan
- C. Needle Stick Policy
- D. Critical Errors
- E. Professionalism
- F. Confidentiality Contract

Unit II Clinic Protocols and Review of Clinic Manual

- A. Absenteeism
- B. Patient Scheduling
- C. Patient Cancellation and No show
- D. No Clinic Days
- E. Daily Clinic Critique Forms
- F. Student Rotations
- G. Faculty Rotations
- H. Complaint Form

Unit III Performance Evaluations and Requirements

- A. Criteria
- B. Allowable Errors
- C. Student Expectations
- D. Faculty Expectations
- E. Clinic

Unit IV Evaluations and Grading Criteria

- A. Number of Completed Performance Evaluations and Requirements
- B. Daily Clinic Critique Form
- C. Midterm and Final Conferences
- D. Faculty Advisors

Unit V Review of Emergency Procedures

- A. Medical Emergencies
- B. Lock Down Procedures
- C. Evacuation Plan

- Unit VI** **Clinical Scenarios**
A. Evaluations
B. Performance Evaluation (PE's)
C. Daily Clinic Critique Form
D. Student Concerns
E. Faculty Calibration

- Unit VII** **Clinical Enrichment Experiences**
A. Veterans (VA) Rotation
B. School Based Dental Clinics

- Unit VIII** **Review of Local Anesthesia**
A. Injection Techniques
B. Selection of a Local Anesthetic
C. Management of Complications

Course Scope and Content: (Laboratory)

- Unit I** **Clinical Patient Care**
A. Treatment of patients with light, moderate, and heavy calculus.
B. Treatment of patients with early to moderate Periodontal Disease.
C. Recalls and Periodontal Maintenance

- Unit II** **Treatment of Clinic Patients using the Dental Hygiene Process of Care**
A. Assessment
B. Dental Hygiene Diagnosis
C. Dental Hygiene Treatment Plan
D. Implementation of Care
E. Evaluation of Treatment and Re-care schedule

- Unit III** **Utilization of More Advanced Treatment Procedures**
A. Pain Management Procedures
B. Root PlaningPlanning
C. Ultrasonic Scaling
D. Tissue Curettage
E. Subgingival Irrigation
F. Periodontal Assessment
G. Risk Assessments
H. Periodontal Re-evaluation
I. Tobacco Cessation
J. Nutritional Analysis

- Unit IV** **Clinic Forms**
A. Health History
 1. Oral Risk Assessment
 2. American Society of Anesthesiologist (ASA) Classification
B. Intra/Extra Examination
C. Code and Type
D. Treatment Plan

- E. Dental History**
- F. Periodontal Assessment**
- G. Probe**
- H. Personal Plaque Index (PPI)**
- I. Services Rendered**

- Unit V Clinical Responsibilities**
- A. Set up/clean up**
 - B. Infection Control**
 - C. Instrument Processing**
 - D. Assistant Duties**
 - E. Clinical Etiquette/Professionalism**

- Unit V Participation in Clinical Enrichment Activities**
- A. Veteran Outpatient Dental Clinic**
 - B. School Based Dental Clinics**

~~Unit I — Treatment of patients with light, moderate or heavy calculus who present with varying degrees of periodontal disease utilizing the 5 steps in the dental hygiene process to care.~~

~~Unit II — Utilization of more advanced treatment procedures, such as local anesthesia, ultrasonic scaling, soft tissue curettage, subgingival irrigation, periodontal assessment and root planning in the treatment of more difficult dental hygiene cases.~~

~~Unit III — Participation in service learning activities at the Veteran's Out-patient Dental Clinic.~~

~~Unit IV — Participation in a school based service learning dental program at various school site throughout Kern County.~~

~~Didaactic, laboratory and clinical learning experiences designed to achieve goals and objectives:~~

~~In a clinical setting, students are required to know, understand and demonstrate the 5 steps in the dental hygiene process to care which provide the framework for delivering quality dental hygiene care to more complex patients regardless of age, sex, or ethnicity. Students must also demonstrate sound clinical judgment in assessing, diagnosing, planning, implementing and evaluating a patient's health care needs.~~

~~Learning Activities Required Outside of Class:~~

~~The students in this class will spend a minimum of 2-16 hours per week outside of the regular class time doing the following:~~

- ~~1. Independent reading and study~~
- ~~2. Patient recruitment activities~~

~~Methods of Instruction:~~

- ~~1. One-on-one skill demonstration and evaluation by the clinical faculty on more advanced treatment procedures while treating patients~~
- ~~2. Supervised treatment of appropriately selected patients for their intermediate skill level~~



Methods of Evaluation:

1. Performance Evaluations
2. Daily Clinic ~~Grade~~-Critique Forms
3. Evaluation from ~~Service Learning Activities~~ **Clinical Enrichment Activities**
4. ~~Mock State Board Examinations~~

Laboratory Category: Extensive Laboratory

Pre delivery criteria: All of the following criteria are met by this lab.

1. **Curriculum development for each lab.**
2. **Published schedule of individual laboratory activities.**
3. **Published laboratory activity objectives.**
4. **Published methods of evaluation.**
5. **Supervision of equipment maintenance, laboratory setup, and acquisition of lab materials and supplies.**

During laboratory activity of the laboratory: All of the following criteria are met by this lab.

1. **Instructor is physically present in lab when students are performing lab activities.**
2. **Instructor is responsible for active facilitation of laboratory learning.**
3. **Instructor is responsible for active delivery of curriculum.**
4. **Instructor is required for safety and mentoring of lab activities.**
5. **Instructor is responsible for presentation of significant evaluation.**

Post laboratory activity of the laboratory: All of the following criteria are met by this lab.

1. **Instructor is responsible for personal evaluation of significant student outcomes (lab exercises, exams, practicals, notebooks, portfolios, etc.) that become a component of the student grade that cover the majority of lab exercises performed during the course.**
2. **Instructor is responsible for supervision of laboratory clean up of equipment and materials.**

Supplemental Data:

TOP Code:	124020: Dental Hygienist
SAM Priority Code:	C: Clearly Occupational
Distance Education:	Not Applicable
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	I: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course

Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	NO
Eligible for Pass/No Pass:	NO
Taft College General Education:	NONE



Prepared by: E. Hershkowitz
Reviewed by: S. Eastman
Reviewed by: D. Champion
Reviewed by: ~~V. Kimbrough-S. Jennings~~
Reviewed by: G. Golling
Date reviewed: Spring ~~1999~~ August 17,

20165

Text update: 2012

Dental Hygiene (DNTH) 2241 Practice and Financial Management (1 Unit) CSU
[formerly Dental Hygiene 41]

Prerequisite: Successful completion of all first, second and third semester Dental Hygiene Program courses with a grade of "C" or better higher

Advisory: None

Total Hours: 16 hours lecture

Catalog Description: This course ~~covers~~ **discusses dental office practice concepts, management, ethical and legal aspects of dentistry and dental hygiene, and financial, and business matters relating to dental hygiene practice as well as employment issues such as practice settings, job-seeking, interviewing skills, resume writing and cover letter composition.**

Type of Class/Course: Degree Credit

~~Text: Kimbrough-Walls, Vickie J., and Charla J. Lautar. *Ethics, Jurisprudence, and Practice Management in Dental Hygiene*, 3rd edition. Prentice Hall, 2003-2012. Print.~~

~~Darby, M. and M. Walsh. *Dental Hygiene Theory and Practice*. W.B. Saunders Co. 1995. Print.~~

~~Kimbrough, V. *Dental Hygiene After School: Putting the Puzzle Together*. 1997.~~

Additional Instructional Materials: None

~~California Dental Hygienist's Association. *Employment Information Manual*. Sacramento, CA: CDHA.~~

~~Sunrise Bank of California, Bolding, William. *Enhancing Employment Opportunities*. Human Resources Department handout~~

~~Woodall, C.V. *Legal, Ethical, and Management Aspects of the Dental Care System*. 3rd edition. Mosby Co., 1987.~~

~~Finkbeiner, B. and C. *Practice Management for the Dental Team*. 4th edition. Mosby Co., 1996~~



Kimbrough-Walls, Vickie J., and Charla J. Lautar. *Ethics, Jurisprudence, and Practice Management in Dental Hygiene*. 3rd ed. Prentice, 2012. Print.

Course Objectives:

By the end of the course a successful student will be able to:

1. **explain discuss concepts the procedures of dental office practice management,**
2. **analyze understand personal financial and business issues relating to the practice of dental hygiene,**
3. **write an effective resume and cover letter, and**
4. **effectively seek employment in the dental hygiene profession, and**
5. **perform effectively in an interview and formulate responses to interview questions.**

Course Scope and Content:

- Unit I **History of Dental Hygiene**
 A. **Retrospective**
 B. **Organizational History**
- Unit II **Professional Organizations ADHA, CDHA and Local Components**
 Aspects of Practice Management
 A. **Management Consultants**
 B. **Employer Management Styles**
 C. **The Team Concept**
 D. **Defining Staff Roles**
 E. **Cross Training**
 F. **Staff Meeting Benefits**
 G. **Expectations and Public Relations**
 H. **Marketing the Dental Practice**
- Unit III **Team Concepts The Business of Dental Hygiene**
 A. **Dental Hygiene Assessment**
 B. **Maximizing Skills**
 C. **Developing Leadership Qualities**
 D. **The Business of Dental Hygiene**
 E. **Dental Insurance and Hygiene Services**
 F. **Continuing Care and Recare Systems**
 G. **Time Management**
 H. **Working With Other Dental Hygienists**
 I. **Working as a Public Health Dental Hygienists**
 J. **Career Alternatives**
 K. **Lifelong Learning**
- Unit IV **Interviewing Alternate Practice Models: Future Trends**
 A. **Overview of Alternate Practice Models in the United States**



B. Alternate Practice Models

Unit V ~~Negotiating Benefits Seeking the Dental Hygiene Position~~

- A. Beginning the Search**
- B. Working as a Temporary**
- C. Employment Resources**
- D. Preparing for Interviews**
- E. Leadership vs. Management**
- F. Resumes**
- G. Beginning the New Job**
- H. Employee Evaluations**

Unit VI ~~Disability and Financial Planning for the Future and Career Longevity~~

- A. The Basics of Investing**
- B. Spend Money Wisely**
- C. Insurance Coverage for Dental Hygienists**
- D. Professional Membership**
- E. Self-Care**

~~Unit VII — Career Alternatives~~

~~Unit VIII — Resumes and Cover Letters~~

~~Unit IX — Managed Care In Dentistry~~

~~Unit X — Job Search~~

~~Unit XI — Research Project: Table Clinics~~

~~Didactic, laboratory and clinical learning experiences designed to achieve goals and objectives:~~

- ~~1. Lectures and videotape presentations~~
- ~~2. Guest speakers~~

~~Learning Activities Required Outside of Class:~~

~~The students in this class will spend a minimum of (4) 2 hours per week outside of the regular class time doing the following:~~

- ~~1. Independent study~~
- ~~2. Reading~~
- ~~3. Research and dental hygiene activity participation.~~

~~Methods of Instruction:~~



1. Lecture
2. Class discussion
3. Audiovisual aids
4. Guest speakers
5. ~~Participation in National, State and Local Dental Hygiene activities/functions~~

Methods of Evaluation:

1. Writing assignments: ~~research paper, essay(s) including:~~
 - A. Resume
 - B. Cover Letter
2. ~~Reading reports~~ Examinations including:
 - A. Multiple choice
 - B. Fill-in
 - C. True/False
 - D. Short Essay
3. Observance of oral presentations
4. ~~Other examinations will include, multiple choice items, matching and true/false items~~

~~Course grade will be determined by:~~

- _____
- ~~a. Quizzes~~
 - ~~b. Midterm~~
 - ~~c. Final exam~~
 - ~~d. Research paper/presentation~~
 - ~~e. Outside activity participation~~

Supplemental Data:

<u>TOP Code:</u>	<u>124020: Dental Hygienist</u>
<u>SAM Priority Code:</u>	<u>B: Advanced Occupational</u>
<u>Distance Education:</u>	<u>Not Applicable</u>
<u>Funding Agency:</u>	<u>Y: Not Applicable(funds not used)</u>
<u>Program Status:</u>	<u>1: Program Applicable</u>
<u>Noncredit Category:</u>	<u>Y: Not Applicable, Credit Course</u>

<u>Special Class Status:</u>	<u>N: Course is not a special class</u>
<u>Basic Skills Status:</u>	<u>N: Course is not a basic skills course</u>
<u>Prior to College Level:</u>	<u>Y: Not applicable</u>
<u>Cooperative Work Experience:</u>	<u>N: Is not part of a cooperative work experience education program</u>
<u>Eligible for Credit by Exam:</u>	<u>NO</u>
<u>Eligible for Pass/No Pass:</u>	<u>NO</u>
<u>Taft College General Education:</u>	<u>NONE</u>

Prepared By: S. Eastman
Reviewed By: ~~G. Westwick,~~
Reviewed by: **G. Golling**
Reviewed By: **E. Hershkowitz**
Reviewed By: S. Jennings
Reviewed By: D. Champion
Date Reviewed: ~~2006-Spring 2015~~
Text Updated: 2013

Dental Hygiene (DNLT) 2243 Clinical Practice III (6) CSU
[Formerly Dental Hygiene 43]

Prerequisite: Successful completion of all first, second and third semester Dental Hygiene Program courses.

Prerequisite knowledge/skills: Before entering the course the student should be able to:

1. explain the theory of disease transmission and the necessity for asepsis in dentistry,
2. explain the purpose of a complete dental record and its component parts,
3. demonstrate communication skills that help ensure a thorough health history,
4. practice universal precautions on all patients,
5. use proper techniques for obtaining patients' vital signs,
6. describe and use extra-oral and intra-oral inspection techniques including:
 - a. the names of all structures to be visually inspected and palpated,
 - b. normal landmarks associated with these structures,
 - c. the prescribed method of palpation for each structure and
 - d. common abnormalities that may be detected,
7. use selection criteria to recommend radiographic surveys for new and returning patients,
8. identify and record, from radiographs, restorations, suspicious areas, periodontal findings, periapical disease and bony abnormalities,
9. complete comprehensive dental chartings,
10. describe the nature and formation of dental plaque and its importance in the etiology of periodontal disease,
11. locate and identify various amounts of calculus,
12. integrate the periodontal examination into the assessment, planning and evaluation phases of dental hygiene therapy,
13. integrate plaque and gingival inflammation indices in daily clinical practice for the assessment, planning and evaluation of dental hygiene therapy,
14. describe and use Angle's classification system to determine molar relationships,
15. define the terms "overbite" and "overjet" and demonstrate how to measure each,
16. design treatment plans to meet the specific needs of each patient,
17. provide patient care that balances professional treatment and patient self-care,
18. select and educate patients about oral hygiene procedures, products and devices that specifically meet their individual needs for plaque control,
19. administer a professional topical fluoride treatment,
20. determine which type of hand instrument and which instrument design is most appropriate to be used, based on type and location of oral deposits,
21. be able to provide efficient and effective debridement with the following instruments:
 - a. sickle scalers,
 - b. universal curets,

- c. area-specific curets,
 - d. periodontal files and
 - e. ultrasonic scalers,
22. adapt the correct working and cutting edge of any hand scaling instrument in all appropriate areas of the mouth,
 23. integrate instrument sharpening into daily clinical practice,
 24. maintain the design features of instruments during the instrument sharpening procedure,
 25. identify and recommend appropriate antimicrobial plaque-control agents for various patient types,
 26. use polishing procedures to remove plaque and stain without causing trauma or discomfort,
 27. select and use appropriate anesthetics and injections to achieve desired anesthesia
 28. assess a patient's medical, physical and mental status to determine the necessity for anxiety control and the appropriate use of nitrous-oxide/oxygen sedation,
 29. describe and implement proper technique for nitrous-oxide/oxygen conscious sedation, and
 30. evaluate a patient's oral tissues to determine the need for and perform, if necessary, gingival curettage.

Total Hours: 16 hours lecture; 256 hours clinic-(lab) (272 hours total)

Catalog Description: This course provides students with the opportunity to become more proficient in the clinical skills learned and practiced in previous clinical courses and to prepare them for success on their ~~state and national board~~ state, national, and regional licensing examinations.

Type of Class/Course: Degree Credit

Textbooks: The Taft College Dental Hygiene (TCDH) Department Clinic Manual.

Additional Instructional Materials:

~~Wilkins, Esther M. *Clinical Practice of the Dental Hygienist*. 9-11th Edition. Philadelphia: Lippincott, Williams and Wilkins, 2005-2013.~~

~~Nield-Gehrig, Jill S. *Fundamentals of Periodontal Instrumentation*. 57th Edition. Philadelphia: Lippincott, Williams and Wilkins, 2004-2012.~~

Wilkins, Esther M. *Clinical Practice of the Dental Hygienist*. 11th ed. Philadelphia: LWW, 2013. Print.

Nield-Gehrig, Jill S. *Fundamentals of Periodontal Instrumentation*. 57th ed. Philadelphia: LWW, 2012.

Course Objectives:

By the end of the course a successful student will be able to:

1. provide quality dental hygiene care to difficult case type patients using more advanced treatment procedures,
2. demonstrate entry skill level, in performing advanced treatment procedures without instructor assistance,
3. provide preventive, educational and therapeutic services supporting total health and the control and/or prevention of oral diseases,
4. demonstrate attitudes and behaviors which encourage the students to work as part of the dental



- health care team,
5. demonstrate understanding, sensitivity and commitment to meeting the oral health care needs of a diverse socioeconomic, cultural and ethnic population,
 6. demonstrate professional conduct at all times, and
 7. abide by the rules and regulations as outlined in the Taft College Dental Hygiene Clinic Manual.

Course Scope and Content: (Lecture)

~~Unit I — Treatment of patients with moderate or heavy calculus and early to advanced periodontal disease utilizing the periodontal disease utilizing the 5 steps in the dental hygiene process to care.~~

~~Unit II — Utilization of more advanced treatment procedures, such as local anesthesia, nitrous oxide sedation, ultrasonic scaling, soft tissue curettage, subgingival irrigation, periodontal assessment and root planning in the treatment of difficult dental hygiene cases.~~

~~Unit III — Participation in service learning activities at the Veteran's Outpatient Dental Clinic.~~

~~Unit IV — Participation in a school based service learning dental program at various school site throughout Kern County.~~

Unit I Review of TCDH Policies and Procedures Manual

- A. Health Insurance Portability and Accountability Act (HIPPA)
- B. Exposure Control Plan
- C. Needle Stick Policy
- D. Critical Errors
- E. Professionalism
- F. Confidentiality Contract

Unit II Clinic Protocols and Review of Clinic Manual

- A. Absenteeism
- B. Patient Scheduling
- C. Patient Cancellation and No show
- D. No Clinic Days
- E. Daily Clinic Critique Forms
- F. Student Rotations
- G. Faculty Rotations
- H. Complaint Form
- I. Program Competencies

Unit III Performance Evaluations and Requirements

- A. Criteria
- B. Allowable Errors
- C. Student Expectations
- D. Faculty Expectations
- E. Clinic Binders

Unit IV Evaluations and Grading Criteria

- A. Number of Completed Performance Evaluations and Requirements**
- B. Daily Clinic Critique Forms**
- C. Midterm and Final Conferences**
- D. Faculty Advisors**
- E. Mock Board Exams**

Unit V Review of Emergency Procedures

- A. Medical Emergencies**
- B. Lock Down Procedures**
- C. Evacuation Plan**

Unit VI Clinical Discussions

- A. Evaluations**
- B. Performance Evaluation (PE's)**
- C. Daily Clinic Critique Form**
- D. Student Concerns**

Unit VII Clinical Enrichment Experiences

- A. (Veteran) VA Outpatient Dental Clinic Rotation**
- B. School Based Dental Clinics**

Unit VIII Review of Local Anesthesia

- A. Injection Techniques**
- B. Selection of a Local Anesthetic**
- C. Management of Complications**

Unit IX National Boards

- A. Reviews**
- B. Approval Process**
- C. Preparation**

Unit X Clinical Licensing Exams

- A. California State Board**
- B. Western Regional Examining Board (WREB) Exam**
- C. Central Regional Dental Testing Service (CRDTS) Exam**
- D. Ethics Exam**

Unit XI Risk Assessments

- A. Oral Risk Assessment**
- B. Caries Assessment Management by Risk Assessment (CAMBRA)**
- C. Periodontal Risk Assessments**

Unit XII Periodontal Case Studies

- A. Types of Patients**
- B. Oral deoxyribonucleic acid (DNA) Testing**
- C. Caries Screenings**
- D. Sequencing**

Unit XIII Evidence Based Dentistry



- A. Research
- B. Interim Therapeutic Restoration (ITR's)
- C. Search Engines

Unit XIV American Society of Anesthesiologists (ASA) Classifications

- A. Classifications
- B. Treatment Parameters
- C. Medical Consultations

Course Scope and Content: (Laboratory)

- Unit I Clinical Patient Care of More Difficult Patients**
- A. Treatment of patients with more moderate and heavy calculus.
 - B. Treatment of patients with more advanced periodontal disease
 - C. Recalls and Periodontal Maintenance

- Unit II Treatment of Clinic Patients using the Dental Hygiene Process of Care**
- A. Assessment
 - B. Dental Hygiene Diagnosis
 - C. Dental Hygiene Treatment Plan
 - D. Implementation of Care
 - E. Evaluation of Treatment and Re-care schedule

- Unit III Utilization of More Advanced Treatment Procedures**
- A. Pain Management Procedures
 - B. Root Planing
 - C. Ultrasonic Scaling
 - D. Soft Tissue Curettage
 - E. Subgingival Irrigation
 - F. Periodontal Assessment
 - G. Risk Assessments
 - H. Periodontal Re-evaluation
 - I. Tobacco Cessation
 - J. Nutritional Analysis
 - K. Arestin
 - L. Oral DNA Testing
 - M. Caries Screening
 - N. Nitrous Oxide Sedation

- Unit IV Clinic Forms**
- A. Health History
 - 1. Oral Risk Assessment
 - 2. ASA Classification
 - B. Intra/Extra Examination
 - C. Code and Type
 - D. Treatment Plan
 - E. Dental History
 - F. Periodontal Assessment
 - G. Probe
 - H. PPI

I. Services Rendered

- Unit V Clinical Responsibilities**
- A. Set up/clean up**
 - B. Infection Control**
 - C. Instrument Processing**
 - D. Assistant Duties**
 - E. Clinical Etiquette/Professionalism**

- Unit VI Participation in Clinical Enrichment Activities**
- A. VA Outpatient Dental Clinic**
 - B. School Based Dental Clinics**

- VII Mock Board Examinations**
- A. California State Board**
 - B. WREB**
 - C. CRDTS**

~~Didactic, laboratory and clinical learning experiences designed to achieve goals and objectives.~~

~~In a clinical setting, students are required to know, understand and demonstrate the 5 steps in the dental hygiene process to care which provide the framework for delivering quality dental hygiene care to more complex patients regardless of age, sex, or ethnicity. Students must also demonstrate sound clinical judgment in assessing, diagnosing, planning, implementing and evaluating a patient's health care needs.~~

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 2-6 hours per week outside of the regular class time doing the following:

1. Independent reading and study
2. Patient recruitment

Method of Instruction:

1. One-on-one skill demonstration and evaluation by the clinical faculty on more advanced treatment procedures while treating patients
2. Supervised treatment of appropriately selected patients to gain entry skill level into the profession

Methods of Evaluation:

1. Performance Evaluations
2. Daily Clinic Grade Critique Forms
3. ~~Service Learning Activities~~ **Clinical Enrichment Activities**
4. ~~Mock State/Regional Clinical Licensing Board Examinations~~

Laboratory Category: Extensive Laboratory

Pre delivery criteria: All of the following criteria are met by this lab.



1. Curriculum development for each lab.
2. Published schedule of individual laboratory activities.
3. Published laboratory activity objectives.
4. Published methods of evaluation.
5. Supervision of equipment maintenance, laboratory setup, and acquisition of lab materials and supplies.

During laboratory activity of the laboratory: All of the following criteria are met by this lab.

1. Instructor is physically present in lab when students are performing lab activities.
2. Instructor is responsible for active facilitation of laboratory learning.
3. Instructor is responsible for active delivery of curriculum.
4. Instructor is required for safety and mentoring of lab activities.
5. Instructor is responsible for presentation of significant evaluation.

Post laboratory activity of the laboratory: All of the following criteria are met by this lab.

1. Instructor is responsible for personal evaluation of significant student outcomes (lab exercises, exams, practicals, notebooks, portfolios, etc.) that become a component of the student grade that cover the majority of lab exercises performed during the course.
2. Instructor is responsible for supervision of laboratory clean up of equipment and materials.

Supplemental Data:

TOP Code:	124020: Dental Hygienist
SAM Priority Code:	B: Advanced Occupational
Distance Education:	Not Applicable
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	I: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable



Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	NO
Eligible for Pass/No Pass:	NO
Taft College General Education:	NONE

Reviewed by: S. Jennings
Reviewed by: S. Eastman
Prepared by: A. Teeters
Reviewed by: K. Donovan
Reviewed by: E. Hershkowitz
Reviewed by: D. Champion
Reviewed by: G. Golling
Date Prepared: April 14, 2014
Spring 20165

Dental Hygiene (DNTH) 2244 Community Oral Health (2 Units) CSU
[formerly Dental Hygiene 44]

Prerequisite: Successful completion of all first, second and third semester Dental Hygiene Program courses with a grade of "C" or better higher

Advisory: None

Total Hours: 32 hours lecture

Catalog Description: This course introduces students to the principle and practices of dental public health. The emphasis is based on the role of the dental hygienist as an innovator of and an educator in community health programs. Public health issues will be introduced and discussed. **Students will learn to interpret and apply evidenced based research and develop a community based dental health project.**

Type of Class/Course: Degree Credit

~~Text: Nathe, Nielsen Christine. *Dental Public Health & Research: Contemporary Practice for the Dental Hygienist*. 3rd Ed. Upper Saddle River, NJ: Prentice Hall, 2011. Print.~~

Nathe, Nielsen Christine. *Dental Public Health & Research: Contemporary Practice for the Dental Hygienist*. 3rd ed. Upper Saddle River: Prentice, 2011. Print.

Additional Instructional Materials: None

Course Objectives:

By the end of the course a successful student will be able to:

- ~~1. explain the principles of dental public health~~
- ~~2. explain the role of the dental hygienist in community health programs~~
- ~~3. compare and contrast the elements of various public health issues and~~
- ~~4. plan and implement a target group project~~

- 1. Conduct a needs assessment on a target group in the community,**

2. **Develop, implement, and assess an oral hygiene presentation to a target group,**
3. **Explain oral health disparities in different communities,**
4. **Explain the benefits and limitations of the Registered Dental Hygienist in Alternative Practice (RDHAP),**
5. **Successfully conduct, analyze, and apply evidence-based research in an academic setting,**
6. **Understand and apply cultural competence in a dental hygiene setting, and**
7. **Develop an effective dental hygiene diagnosis**

Course Scope and Content:

~~Unit I – General Public Health Concepts~~

~~Unit II – Epidemiology~~

~~Unit III – Community Dental Health Programs~~

~~Unit IV – Evaluation and Research – Biostatistics~~

~~Unit V – Prevention – Fluorides and Sealants~~

~~Unit VI – Dental Health Education – Behavioral and Learned Objectives~~

~~Unit VII – State, Federal and International Programs~~

~~Unit VIII – School Dental Health Programs~~

Unit I Dental Public Health: An Overview
A. Historical Perspective of Public Health
B. Factors Affecting Dental Public Health

Unit II The Prevention Movement
A. Evolution of Organized Dental Hygiene
B. Dental Health Preventive Modalities

Unit III Dental Care Delivery in the United States
A. Federal Structure
B. State Structure

Unit IV Dental Hygiene Care Delivery in the Global Community
A. International Dental Hygiene
B. Key International Organizations

Unit V Financing Dental Care
A. Payment Methods
B. Dental Provider Billing

- Unit VI** **Legislation and Dental Hygiene Practice**
 - A. Supervision Requirements**
 - B. Advocacy for Dental Hygiene Care**

- Unit VII** **Community Lesson Plan Development**
 - A. Dental Hygiene Process of Care**
 - B. Dental Hygiene Diagnosis**

- Unit VIII** **Target Populations**
 - A. Target Populations Profiles**
 - B. Barriers to Dental Care**

- Unit IX** **Cultural Competency**
 - A. Cultural Diversity in the United States**
 - B. Cultural Issues in Healthcare**

- Unit X** **Program Planning**
 - A. Dental Hygiene Public Health Programs**
 - B. Dental Hygiene Public Health Program Planning Paradigm**

- Unit XI** **Program Evaluation**
 - A. Evaluation Techniques**
 - B. Dental Indexes**

- Unit XII** **Research in Dental Hygiene**
 - A. The Components of a Research Study**
 - B. Research Approaches and Designs**

- Unit XIII** **Epidemiology**
 - A. Measurement**
 - B. Surveillance and Reports**
 - C. Prevention Using Dental Care**

- Unit XIV** **Biostatistics**
 - A. Descriptive Statistics**
 - B. Inferential Statistics**

- Unit XV** **Evaluation of Scientific Literature and Dental Products**
 - A. Sources for Dental Care Products**
 - B. Evaluation of Advertisements**

- Unit XVI** **Strategies for Creating Dental Hygiene Positions**
 - A. Legislative Perspective**
 - B. Proposal Development and Presentation**



Unit XVII Drug Abuse
A. Meth Mouth
B. Identification

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 4 hours per week outside of required class time doing the following:

1. Independent reading and study
2. Target group work
3. Preparation of Power Point presentation to class on their target group
4. RDHAP interview
5. Preparing Grant and final reflection papers
6. **Independent research**

Methods of Instruction:

1. Lecture
2. Class discussion
3. Class debate
4. Audiovisual presentations
5. **Classroom Activities**
 - a. **Case Studies**
 - b. **Analyze Advertisement**
 - c. **Formulation of dental hygiene diagnosis**

Methods of Evaluation:

1. Substantial writing assignments including:
 - a. RDHAP interview
 - b. target group work
 - c. grant reflection papers
 - d. final reflection paper
2. Examinations and quizzes including:
 - a. multiple choice items
 - b. matching items
 - c. true/false items
 - d. take home tests

Supplemental Data:

<u>TOP Code:</u>	<u>124020: Dental Hygienist</u>
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<u>SAM Priority Code:</u>	<u>B: Advanced Occupational</u>
<u>Distance Education:</u>	<u>Not Applicable</u>
<u>Funding Agency:</u>	<u>Y: Not Applicable(funds not used)</u>
<u>Program Status:</u>	<u>1: Program Applicable</u>
<u>Noncredit Category:</u>	<u>Y: Not Applicable, Credit Course</u>
<u>Special Class Status:</u>	<u>N: Course is not a special class</u>
<u>Basic Skills Status:</u>	<u>N: Course is not a basic skills course</u>
<u>Prior to College Level:</u>	<u>Y: Not applicable</u>
<u>Cooperative Work Experience:</u>	<u>N: Is not part of a cooperative work experience education program</u>
<u>Eligible for Credit by Exam:</u>	<u>NO</u>
<u>Eligible for Pass/No Pass:</u>	<u>NO</u>
<u>Taft College General Education:</u>	<u>NONE</u>

Revised by: ~~D. Heikkinen~~
Reviewed by: S. Eveland
Date revised: Spring 2010
Approval date: March 8, 2010

Anthropology (ANTH) 1524 Indians of the Southwest (3 Units) CSU:UC
[formerly Anthropology 4]

Advisory: Eligibility for English 1500 strongly recommended

Total Hours: 48 hours lecture

Catalog Description: This course explores the cultures of Native American groups with special focus on peoples living in the Southwestern United States including the Pueblos, Hopi, Zuni, O'odham, Yaqui, Yumans, Navajo, Apache and Southern Paiutes. The course surveys tribal relationships with landscapes, other tribal groups, and non-Native peoples. Native American beliefs, social organization, and history are explored, as are some of the current conflicts and challenges faced by Native Americans in the Southwest.

Type of Class/Course: Degree Credit

Text: Griffin-Pierce, Trudy. *Native Peoples of the Southwest*. Santa Fe: U of New Mexico P, 2000. Print.

Plog, Stephen. *Ancient Peoples of the Southwest*. 2nd ed. London: Thames, 2008. Print.

Additional Required Materials: None

Course Objectives:

By the end of the course, a successful student will be able to

1. compare and contrast the development of Native American groups in the Southwest, with an understanding of how archaeology contributes to the knowledge of historic groups,
2. identify the cultural and social characteristics that set each group apart,
3. analyze the impact the Spanish, Mexican, and Americans had on the Southwest cultures, identify the various Pueblo people, explain the revolt of the Pueblo Indians of New Mexico in 1680,
4. discuss the impact of the Treaty of Hildago,
5. distinguish Native American groups based on the relationship of tribe and agricultural structure, and
- 5.6. discuss contemporary issues affecting Native Americans of the Southwest.

Course Scope and Content:

- Unit I Introduction to the Southwest
- A. Background of southwestern Native American groups
 - B. Archaeological discoveries
 - C. Movement of people
 - D. Religion
 - E. Politics and subsistence

- Unit II** **European contact**
A. **Revolt of the Pueblo Indians of New Mexico**
B. **Impact of the United States policies on Southwest native peoples**
C. **Treaty of Hildago**
- Unit III** **Farming Peoples**
A. **Pueblos**
B. **Hopi**
C. **Zuni**
- Unit IV** **Rancheria Farmers**
A. **The O'odham**
B. **The Yaqui**
C. **The River Yumans**
- Unit V** **Foraging and Farming**
A. **The Upland Yumans**
B. **Navajo**
C. **The Apaches**
D. **The Southern Paiutes**
- Unit VI** **Contemporary Native American Issues**
A. **Culture change**
B. **Intergroup relations**
C. **Politics and government**

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 6 hours per week outside of the regular class time doing the following:

1. **Studying**
2. **Answering questions**
3. **Completing required reading**
4. **Written work**
5. **Project**

Methods of Instruction:

1. **Assigned readings, problems from the text, and collateral references**
2. **Lecture discussion periods**
3. **Audiovisual materials correlated with textual units**
4. **Project-research topics**
5. **In-class discussion**
6. **Group activities**

Methods of Evaluation:

1. **In-class writing assignments**

2. Written reports
3. In-class presentation(s)
4. Essays
5. Tests
6. Quizzes
7. Project completion
8. Midterm exams
9. Final exams

Supplemental Data:

TOP Code:	220200: Anthropology
SAM Priority Code:	E: Non-Occupational
Distance Education:	Not Applicable
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	I: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	E: Credit By Exam
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	CSD1: CSU Area D1 IG4A: IGETC Area 4A LSBS: Local GE Social/Behavioral Sci

Prepared By: ~~_____~~ K. Bulls
Revised by: ~~_____~~ S. Eveland
Reviewed Revised by: **M. Jiles**
Reviewed by: ~~_____~~ P. Bench
Reviewed by: K. Paine
Reviewed by: S. Eveland
Date Prepared: Spring 2003 **2016**

Criminal Justice (CJA) 2133 Legal Aspects of Corrections (3 Units) CSU
[formerly Criminal Justice Administration 33]

Advisory: Eligibility for English 1500 strongly recommended

Total Hours: 48 hours lecture

Catalog Description: This course provides students with an awareness of the historical framework, concepts, and precedents that guide correctional practice. Course material will broaden the individual's perspective of the corrections environment, the civil rights of prisoners and responsibilities and liabilities of correctional officials.

Type of Class/Course: Degree Credit

Text: ~~Collins, William C. Correctional Law for the Correctional Officer. 4th Ed. American Correctional Association, 2010.~~

Cripe, Clair A., Michael G. Pearlman, and Daryl Kosiak. *Legals Aspects of Corrections Management*. 3rd ed. Burlington: Jones, 2012. Print.

~~Additional Required Materials:~~

~~California Penal Code~~

~~Title 15 Director's Rules for California Department of Corrections.~~

Course Objectives:

By the end of the course, a successful student will be able to

1. Understand the responsibilities and liabilities applicable to corrections,
2. Improve decision making abilities in the job environment,
3. Understand the reasoning of the court mandates behind the management of confinement, and
4. Analyze the legal framework within which the incarceration process operates on a daily basis.

Course Scope and Content:

~~Unit I _____ Introduction~~

~~A. _____ The Role of the Correctional Officer~~

~~B. _____ Information about Lawsuits~~

~~C. The Role and Function of the Court~~

~~Unit II Historical Background and Structure of the Constitutional Legal System~~

- ~~A. The Hands-off Era~~
- ~~B. The Hands-on Era~~
- ~~C. The one hand on, one hand-off Era~~
- ~~D. Prison Litigation Reform Act~~

~~Unit III Types of Lawsuits Inmates File~~

- ~~A. The Civil Rights Act~~
- ~~B. Should have known Liability~~
- ~~C. Grievances~~
- ~~D. Torts~~
- ~~E. Habeas Corpus~~
- ~~F. Other types of lawsuits~~

~~Unit IV Access to the Courts~~

- ~~A. Law Libraries~~
- ~~B. Attorney's Visits~~
- ~~C. Indigence~~
- ~~D. Appointed Counsel~~

~~Unit V Inmate Rights versus Institutional Interests~~

- ~~A. The Balancing Test~~
- ~~B. O'Lone v. Estate of Shabazz~~
- ~~C. Turner and Shabazz Extended~~

~~Unit VI First Amendment~~

- ~~A. Religious Issues~~
- ~~B. Mail and Publications~~
- ~~C. Sexual Publications~~
- ~~D. Visiting~~

~~Unit VII Fourth Amendment: Search and Seizure~~

- ~~A. The Balancing Test~~
- ~~B. Reasonable Suspicion~~
- ~~C. Searches in Jails and Prisons~~
- ~~D. Cross Gender Searches and Observation~~
- ~~E. Prison Rape Elimination Act~~

~~Unit VIII Eighth Amendment: Cruel and Unusual Punishment~~

- ~~A. Conditions of Confinement~~
- ~~B. Prison Litigation Reform Act~~
- ~~C. Medical Care~~
- ~~D. Smoking~~

~~Unit IX — Suicide~~

- ~~A. — Theories of Liability~~
- ~~B. — Categories of Factual Allegations~~
- ~~C. — Liability Prevention~~

~~Unit X Use of Force~~

- ~~A. — Justifying Force~~
- ~~B. — Weapons, Special Holds, and “Inherently Dangerous — Instrumentalities”~~
- ~~C. — Tasers~~
- ~~D. — Restraints~~
- ~~E. — Deadly Force and Escapes~~

~~Unit XI — Fourteenth Amendment: Due Process and Equal Protection~~

- ~~A. — Procedural Due Process~~
- ~~B. — Due Process and the Disciplinary Process~~
- ~~C. — Wolff Requirements~~
- ~~D. — Right to Counsel~~
- ~~E. — Involuntary Medication~~
- ~~F. — Substantive Due Process~~
- ~~G. — Equal Protection~~
- ~~H. — Racial Segregation~~

~~Unit XII — Correctional Employee and Litigation: How a Lawsuit Works~~

- ~~A. — Indemnification of Government Employees in Civil Action~~
- ~~B. — Summons and Complaint~~
- ~~C. — Discovery~~
- ~~D. — Trial Avoidance Techniques~~
- ~~E. — Trial and Appeal~~
- ~~F. — Testifying~~

~~Unit XIII — Officer Rights~~

- ~~A. — Sources of Officers’ Rights~~
- ~~B. — Sexual Discrimination and Harassment~~
- ~~C. — Rights for Disabled Staff~~
- ~~D. — Workplace Safety~~
- ~~E. — Privacy Issues~~
- ~~F. — Confidential Information~~

~~Unit XIV — Americans with Disability Act~~

- ~~A. — 1990 Americans with Disability Act~~

Unit I Sources of corrections law

- A. An introduction to the law and to the legal aspects of corrections management**
- B. Corrections and the criminal justice system**
- C. Habeas, torts, and section 1983**
- D. Going to court**

Unit II Constitutional law of corrections

- A. A general view of prisoners' rights under the constitution**
- B. Access to courts**
- C. First amendment: inmate mail**
- D. First amendment: inmate association rights and visiting**
- E. First amendment: religion**
- F. Fourth amendment: search and seizure, and privacy**
- G. Fifth and fourteenth amendments: due process—inmate discipline**
- H. Fifth and fourteenth amendments: due process—classification, transfers, personal injuries, and property loss**
- I. Fourteenth amendment: equal protection—female offenders and others**
- J. Eighth amendment: the death penalty and other sentencing issues**
- K. Eighth amendment: conditions of confinement—cruel and unusual punishment**
- L. Eighth amendment: health care**
- M. Probation and parole, community corrections, and fines**

Unit III Statutory and administrative law, jails, juveniles, privatization, and other special issues in corrections

- A. Statutory and administrative law**
- B. Federal statutes: equal employment, disabilities, and tort claims**
- C. jails**
- D. Juveniles and young offenders**
- E. Privatization issues in corrections**
- F. Loss of rights of convicted persons**

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 6 hours per week outside of the regular class time doing the following:

1. Studying Textbook(s)
2. Completing required reading including case studies
3. Completing required written exercises
4. Library research
5. Special projects/Internet Research

Methods of Instruction:



1. Lectures
2. Class discussions
3. Audio/visual presentations /Research and study materials
4. Scenarios

Methods of Evaluation:

1. Writing assignments
2. Exam essays
3. Final exam
4. Skill demonstrations

Supplemental Data:

TOP Code:	210510: Corrections
SAM Priority Code:	C: Clearly Occupational
Distance Education:	Not Applicable
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	1: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program



TAFTCOLLEGE

Eligible for Credit by Exam:	E: Credit By Exam
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	NONE

Prepared By: M. Jiles
Reviewed by: Kristy Paine
Reviewed by: Sharyn Eveland
Date Prepared: Spring 2016

Prepared by: K. Bulls
Date prepared: Fall 1998
Reviewed by: T. Ramos
Reviewed by: S. Eveland
Revised by: K. Paine
Text update: Spring 2006
C & G Ed approval: October 11, 2010

Criminal Justice Administration (CJA) 2134 Correctional Interviewing and Counseling (3 Units) CSU
[formerly Criminal Justice Administration 34]

Advisory: Eligibility for English 1500 strongly recommended

Total Hours: 48 hours lecture

Catalog Description: This course is an overview of the techniques in counseling available to practitioners in corrections. Appropriate techniques and theories in confidence building which may be used by the correctional employee in client interviews and counseling will be covered. This is a basic course for students planning to enter, or already employed within, the correctional science field.

Type of Class/Course: Degree Credit

~~Text: Van Voorhis, Patricia, Michael Braswell, and David Lester. Correctional Counseling and Rehabilitation. 5th Ed. Cincinnati: Anderson Publishing Co., 2004.~~

~~Van Voorhis, P., & Salisbury, E. (2014). Correctional counseling and rehabilitation (8th ed). New York, NY: Routledge. ISBN 978-1-4557-3008-7~~

Van Voorhis, Patricia, and Emily Salisbury. *Correctional Counseling and Rehabilitation*. 8th ed. New York: Routledge, 2014. Print.

~~Additional Required Materials: Director's Rules for CDC (Title 15 Internet Address www.rh.cc.ca.us/departments/academic/pubserv/leo/title15.htm). Emotional Intelligence. Please Understand Me.~~

Course Objectives:

By the end of the course, a successful student will be able to:

1. Demonstrate skills in individual and group communication dynamics *(KSA 29,44,48,58,61,68),
2. Demonstrate the ability to conduct an interview *(KSA 29,58,68),
3. Demonstrate various kinds of intervention/counseling techniques *(KSA 29,48,53,54,61,100),
4. Demonstrate and explain the development of roles and responsibilities of clients and staff *(KSA 53,54,60,65), and
5. Identify obstacles that complicate the task of conducting objective interviews and counseling

*(KSA 29,58,59,65).

*KSA refers to the "Knowledge, Skills & Abilities" identified as being a part of the entry level skills within the California Department of Corrections and Rehabilitation, (CDCR), and the California Youth Authority (CYA).

Course Scope and Content:

Unit I — **Interviewing**

- A. Components of a Good Interview
- B. Preparations and Establishing Rapport
- C. Staying in Control, Checking for Clarity and Consistency
- D. Listening Skills
- E. Interview Positions

Unit II — **Recording the Interview**

- A. Note Taking During Interview
- B. Other Recording Methods (Electronic)
 - a. tape recording and video recording
- C. Legal Aspects of Recording Interviews and Counseling Sessions
 - a. confidentiality issues

Unit III — **Special Interview Considerations**

- A. Legal Considerations
 - a. Miranda Rights, Admonishment of Rights, and Waiver of Rights
- B. Distinction Between Adult and Juvenile Rights in Interviews
- C. Ethnic, Gender, and Cultural Awareness Issues
- D. Treatment of Mentally Ill Inmates
- E. Special Needs Inmates (Handicapped Issues)

Unit IV — **Contemporary Theories and Modalities**

- A. Techniques in Group Counseling (Individual, Small Group, and Large Group)
- B. Basic Theories of Interviewing and Counseling
- C. Developing Treatment Plans and File Reviews
- D. Developing a Professional and Ethical Demeanor

Unit V — **Identification of Client Problem**

- A. Inmate Staff Relationships
- B. Over Familiarity Issues
- C. Concepts of Coercion, Persuasion, and Inspiration
- D. Problem Solving Techniques

Unit I: A professional framework for correctional counseling

- A. The process of correctional counseling and treatment
- B. Understanding the special challenges faced by the correctional counselor in the prison setting

Unit II Historical foundations of correctional counseling and treatment

- A. Psychoanalytic therapy

- B. Radical behavioral interventions
- C. Early approaches to group and milieu therapy

Unit IIIThree: Offender assessment, diagnosis, and classification

- A. Diagnosis and assessment of criminal offenders
- B. An overview of offender classification systems

Unit IVFour: Contemporary approaches to correctional counseling and treatment

- A. Social learning models
- B. Cognitive therapies
- C. Family therapy

Unit V: Effective correctional intervention: What works?

- A. Treating sexual offenders
- B. Treating substance abuse in offender populations
- C. Treating antisocial offenders
- D. Correctional treatment: Accomplishments and realities

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 6 hours per week outside of the regular class time doing the following:

1. Studying Textbook(s)
2. Completing required reading including case studies and writing assignments including case studies, journal articles, and textbook assignments
3. Completing required written exercises
4. Library research and online research
5. Special projects/Internet Research

Methods of Instruction:

1. Lectures
2. Class discussions
3. Audio/visual presentations and reviewing online lecture /research and study materials
4. In-class scenarios and/or online group discussions

Methods of Evaluation:

1. Written assignments
2. Exams essays
3. Mid-Term exam
4. Final Exam
5. Skill demonstrations

Supplemental Data:

TOP Code:	210510: Corrections
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SAM Priority Code:	C: Clearly Occupational
Distance Education:	Not Applicable
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	I: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	E: Credit By Exam
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	NONE

~~Reviewed by: L. Drageo~~
~~Reviewed by: J. Ross~~
~~Reviewed by: B. Roth~~
Revised by: R. Roth
Reviewed by: S. Eveland
Date revised: February 2016
~~Date reviewed: Fall 1999~~
Text update: April 27, 2009

Early Care, Education and Family Studies (ECE) 1611 Introduction to Children With Special Needs Birth to Age Eight Adolescence (3 Units) (DS9) CSU
[formerly Early Childhood Education 1611; Early Childhood Education 16A; Early Childhood Education 16]

Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended

Total Hours: 48 hours lecture

Catalog Description: This course is an introduction to the variations in development overview of children with special needs and the resulting impact on families. ~~or high risk factors with a focus on communication disorders, hearing or visual impairments, emotional and behavioral problems, abuse and neglect situations, physical or health implications, mental retardation strategies, services for gifted and talented children, and cultural influences on behaviors.~~ It will include an overview of historical and societal influences, laws relating to children with special needs and the identification and referral process.

Type of Class/Course: Degree Credit

Text: Allen, K. Eileen and G. E. Cowdery. *The Exceptional Child: Inclusion in Early Childhood Education*. 6th ed. Albany: Thompson, 2009. Print

Additional Instructional Materials:

Gould, Patti and Joyce Sullivan. *The Inclusive Early Childhood Education Classroom*. Beltsville: Gryphon, 1999. Print.

Course Objectives:

By the end of the course, a successful student will be able to

1. ~~1. identify children at high risk or with special needs;~~
2. describe the sequence of development and the relationship among developmental areas,
3. ~~2. examine understand~~ major developmental theories, advocates and legal decisions influencing best practices in early childhood special education, ~~points of view affecting the learning capabilities of children with~~ special needs,
3. identify community resources available to children with special needs and their families.
4. explain various strategies that support collaboration among families and community in promoting optimal development of children,
5. describe the referral process including observation, documentation, screening and assessment, and
6. identify the benefit of using a strength based approach in working with children with special needs

- and their families, emphasizing “ability”.
- ~~43. plan curriculum to meet the needs of exceptional children,~~
 - ~~54. understand quality caregiving for children of abuse and neglect,~~
 - ~~65. refer families of special needs children to proper authorities in the field for help with specific problems, and~~
 - ~~76. identify with cultural influences and their views of specific handicaps.~~

Course Scope and Content:

Unit I ~~History of Learning Disabilities~~ Historical Overview of Early Intervention /Special Education

- A. Theory and Educational Foundations
 - B. Laws and regulations
 - 1. Individuals with Disabilities Act (IDEA)
 - 2. Individualized Family Service Plan
 - 3. Individualized Education Plan
 - 4. Inclusion vs. Mainstreaming
 - 5. Least restrictive environments (LREs/EAs)
 - C. People First Language
 - D. Advocacy and Public Policy
 - E. Ethics and Professional Behavior
-
- ~~A. Retardation (mild to severe), Hyperactivity~~
 - ~~B. Speech, Visual, Hearing, and Physical Problems~~
 - ~~C. Schizophrenia, ADHD~~
 - ~~D. Gifted or Talented Information~~
 - ~~E. Down Syndrome Epilepsy~~
 - ~~F. Terminal Illnesses, Nutritional Deficits, Childhood Diseases and AIDS~~
 - ~~G. Recommendations for Staff~~

Unit II ~~Emotional Handicaps~~ Development and Variations in Development

- A. Prenatal development and risk factors
 - B. Genetically inherited conditions
 - C. Environmental Factors
 - D. Cognitive
 - E. Communication and Language
 - F. Social and emotional
 - G. Mental Health
 - H. Physical
-
- ~~A. History~~
 - ~~B. Depression and Autism~~
 - ~~C. Bonding/Attachment~~
 - ~~D. Environment~~
 - ~~E. Referral Information~~
 - ~~F. Recommendations for Staff~~

Unit III ~~Abuse and Neglect~~ Impact on Families

- A. Grief, stress and coping strategies
- B. Family Support and Resources
- C. Diversity

- ~~_____ A. History~~
- ~~_____ B. Sexual and Physical~~
- ~~_____ C. Verbal and Emotional~~
- ~~_____ D. Reporting and Referrals~~
- ~~_____ E. Recommendations for Staff~~

Unit IV ~~Drug-Affected~~ Developmental Screening and assessments

- A. The referral process
- B. Community agencies and resources

- ~~_____ A. History~~
- ~~_____ B. Pregnancy and Prenatal Information~~
- ~~_____ C. Drugs and Alcohol Influences~~
- ~~_____ D. Adolescence and Long Term Effects~~
- ~~_____ E. Recommendations for Staff~~

Unit V ~~Cultural Influences~~

- ~~_____ A. History~~
- ~~_____ B. Variables for Consideration~~
- ~~_____ C. Recommendations for Staff~~

Unit VI ~~Adolescence~~

- ~~_____ A. Divorce~~
- ~~_____ B. Adoption~~
- ~~_____ C. Drugs, Alcohol, and Peer Pressures~~
- ~~_____ D. Teenage Sexuality and Pregnant Minors~~
- ~~_____ E. Working with Teenage Parents~~

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 6 hours per week outside of the regular class doing the following:

1. Studying
2. Answering questions
3. Completing required reading
4. Completing written work

Methods of Instruction:

1. Critical thinking written and oral assignments
2. Textbook and outside readings
3. Lectures and group discussions
4. Student and instructor reviews



- 5. Films when available
- 6. Guest speakers

Methods of Evaluation:

- 1. Written Assignments
- 2. Project Presentations
- 3. Tests
- 4. Instructor/Student Reviews
- 5. Cultural Sharing

Supplemental Data:

TOP Code:	130520: Children with Special Needs
SAM Priority Code:	C: Clearly Occupational
Distance Education:	Online; Offline
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	I: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	E: Credit By Exam
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	NONE

Prepared by: ~~_____~~ L. Drago
Date revised: ~~_____~~ December 14, 2009
Revised by: R. Roth
Reviewed by: S. Eveland
Date Revised: February 2016
Text update: July 25, 2013

Early Care, Education and Family Studies (ECE) 1612 ~~Early Intervention and Inclusion~~ Curriculum and Intervention for Children with Special Needs (3 Units) (DS9) CSU
[formerly Early Childhood Education 1612; Early Childhood Education 16B]

Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended. Completion of or concurrent enrollment in Early Care, Education and Family Studies 1611 recommended

Total Hours: 48 hours lecture

Catalog Description: ~~This course will focus on the research, theories, and practical applications from the fields of both Early Care, Education and Family Studies and special education.~~ This course covers curriculum and intervention strategies for working with children with special needs in partnership with their families. Emphasis is on the use of observation and assessment in meeting individual needs, adapting curriculum strategies to facilitate all domains of development, and providing inclusive and natural environments. ~~in children with exceptional needs.~~ It also addresses the role of the teacher as the professional working with families, collaboration with interdisciplinary teams, and cultural competence. This course will satisfy one of the requirements for the Early Intervention Certificate.

Type of Class/Course: Degree Credit

Text:

Cook, Ruth, M. Diane Klein, and Deborah Chen. *Adapting Early Childhood Curricula for Children with Special Needs*. 8th ed. New York: Pearson, 2011. Print.

~~Cook, Ruth, M. Diane Klein, and Deborah Chen. *Adapting Early Childhood Curricula for Children with Special Needs*. 8th ed. New York: Pearson, 2011. Print.~~

Additional Instructional Materials: None

Course Objectives:

By the end of the course, a successful student will be able to:

1. Explain current special education laws and the impact on early care and education,
2. Describe strategies that support the role of the family and their partnership with team member and community professionals,
3. Demonstrate knowledge of reflective practice, cultural responsiveness, confidentiality, and professional practice,
4. Describe and practice various formal and informal observation and assessment procedures used to support identification and guide intervention practices,
5. Identify curriculum, environment and natural learning opportunities to meet individual needs, outcomes and goals of young children and families, and
6. Design modifications and accommodations based on observation, evidence-based practices and

legal requirements to support children's development.

- ~~1. provide models of inclusive classroom environments,~~
- ~~2. examine and recognize the differing abilities and needs of children in the classroom,~~
- ~~3. facilitate an understanding of the IEP process and its importance,~~
- ~~4. demonstrate a sensitivity to children and staff with special needs,~~
- ~~5. examine and recognize the diversity, likenesses and differences in children and families with special needs,~~
- ~~6. maintain partnerships with families through awareness and support, and~~
- ~~7. provide an awareness of Federal Legislation: Early Intervention and Prevention.~~

Course Scope and Content:

- Unit I Policies and Procedures for Early Intervention and Education**
- A. Individuals with Disabilities Education Act (IDEA)
 - B. Individualized Family Service Plan/Individualized Education Program (IFSP/IEP)
 - C. Intervention
 - D. Least Restrictive Environment
 - E. Family Rights
 - F. Working with Public/Private School Districts
 - G. People First Language
 - H. Advocacy and Public Policy
 - I. Community Resources and Agencies

- Unit II Teacher's Role**
- A. Ethics and Professional Behavior
 - B. Collaborating with family and early interventionists
 - C. Communication
 - D. Respecting Diversity and Cultural Perspectives
 - E. Working with IFSP and IEP Teams
 - F. Implementation of IFSP and IEP goals
 - G. Adaptations: curriculum and environments
 1. Adaptive equipment and materials
 2. Routines and schedules
 3. Guidance and interactions
 4. Challenging behaviors

- Unit III Developmental Screening and Assessment Tools**
- A. Purpose, value and use of various tools
 - B. Role of observation and assessment
 - C. Referral and placements

~~Unit I Introduction~~

~~Unit II Integrated Thematic Play and Curriculum~~

~~Unit III Developing the Integrated Curriculum~~

~~Unit IV Planning the Integrated Curriculum~~

~~Unit V Art~~

~~Unit VI — Sensory~~

~~Unit VII — Manipulatives and Small Blocks~~

~~Unit VIII — Dramatic Play in the Large Blocks and Housekeeping Corners~~

~~Unit IX — Large Motor Development~~

~~Unit X — Music and Movement~~

~~Unit XI — Language and Literacy~~

~~Unit XII — Sample Integrated Themes~~

~~Unit XIII — Parents and Families~~

~~Unit XIV — Specialists as Members of the Team~~

~~Unit XV — Observation and Assessment~~

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 6 hours per week outside of the regular class time doing the following:

1. Studying
2. Answering questions
3. Completing required reading
4. Completing written work

Methods of Instruction:

1. Films when available
2. Workshops
3. Visiting specialists
4. Class presentations
5. Reading and evaluations
6. Peer interactions

Methods of Evaluation:

1. Written assignments, including:
 - a. journal entries
 - b. self assessment inventory
2. Skill demonstrations, including:
 - a. presentations
 - b. computational or non-computational problem solving and conflict resolution
 - c. observations
 - d. field work
3. Reading assignments, including:
 - a. clinical studies

- b. developmental profiles
 - c. issues, rationales, challenges and strategies
4. Other examinations, including:
- a. multiple choice
 - b. matching items
 - c. true/false
 - d. essay
 - e. group

Supplemental Data:

TOP Code:	130520: Children with Special Needs
SAM Priority Code:	C: Clearly Occupational
Distance Education:	Online; Offline
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	I: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	E: Credit By Exam
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	NONE

Reviewed By: ~~L. Dragee~~
Revised by: B. Roth
Reviewed by: S. Eveland
Date Reviewed: Fall 2004
Date Revised: February 2016

Early Care, Education and Family Studies (ECE) 1621 Administration I: Planning and Administering an Early Care, and Education and Family Studies Program (3 Units) (DS6) CSU
[formerly Early Childhood Education 1621; Early Childhood Education 4]

Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended

Total Hours: 48 hours lecture

Catalog Description: This course is an introduction to administration and provides a comprehensive study analyzing the administrative management of a program in eEarly cCare, and eEducation and Family Studies. It covers program types, budgets, regulations and laws, development and implementation of policies and procedures, and examines administrative tools, philosophies, and techniques for opening and operating an early care and education program. This class is required for those planning to earn a certificate in Early Care, Education and Family Studies and should be included in the curriculum of anyone interested in working in a leadership position in an Early Care, Education and Family Studies environment.

Type of Class/Course: Degree Credit

Text:

~~Sciarras, Dorothy June, and Anne G. Lynch. *Developing and Administering a Child Care Center*. 5th ed. Boston: Cengage, 2003. Print. Sciarras & Dorsey. *Developing and Administering a Child Care Center*. 5th edition. Thompson, 2003. (Spr. 06)~~

~~Elkind, David. *The Hurried Child: Growing Up Too Fast Too Soon*. 3rd edition. Cambridge, MA: Perseus Publishing, 2001~~

~~Elkind, David. *The Hurried Child: Growing Up Too Fast Too Soon*. 3rd ed. Cambridge: Perseus, 2001. Print~~

~~Hearron, Patricia F. and Verna Hildebrand. *Management of Child Development Centers*. 6th edition. Upper Saddle River, NJ: Pearson Education, Inc. 2007.~~

~~Gartrell, Daniel. *A Guidance Approach to Discipline*. Albany, NY: Delmar Publishers, 1994.~~

~~Hearron, Patricia F. and Verna Hildebrand. *Management of Child Development Centers*. 6th ed. Upper Saddle River: Pearson, 2007. Print.~~

~~Gartrell, Daniel. *A Guidance Approach to Discipline*. Albany: Delmar, 1994. Print.~~



Additional Instructional Materials: None

Course Objectives:

By the end of the course a successful student should be able to:

1. Compare and contrast various program structures, philosophies and curriculum models,
2. identify the responsibilities involved in the planning and administration of an ECEF program,
32. ~~explain the various laws relating to: licensing, funding, staffing, health, safety, transportation and program management as they relate to an ECEF program whether in a public or private school setting, and~~
3. identify strategies to ensure equity and respect for children, families, staff and colleagues,
4. demonstrate knowledge of compliance with licensing and regulatory systems,
5. assess various methods and tools of evaluation,
6. examine effective policies and procedures for staffing and scheduling, and
7. analyze systems and methods to support sound fiscal operations in a variety of ECE settings.
3. ~~maintain an awareness of special needs issues and diversity of staff and families.~~

Course Scope and Content:

- Unit I Overview of Existing ECEF Programs
- A. Private and Public Programs
 - B. State and Federally Funded
 - C. Religious based and family child care
 - D. Before and after school programs
- Unit II ~~Determining Philosophy~~ Responsibility of Administrator
- A. Policies, procedures and handbooks
 - B. Staffing and scheduling
 - C. Hiring, review and evaluation
 - D. Use of technology
 - E. Working with boards, families and the community
 - F. Advocacy and public policy
 - G. Strategic planning
 - H. Training and Professional Development
 - I. Finances
 1. Budget
 2. Record Keeping
 3. Fundraising and Grant Writing
 - ~~A. Establishing policies~~
 1. ~~administrative~~
 2. ~~staff personnel~~
 3. ~~child personnel~~
 4. ~~business~~
 5. ~~public relations~~
- Unit III Organization for Administration

- ~~_____~~ A. Administration functions
- ~~_____~~ B. Organizational patterns
- ~~_____~~ C. Public school vs. private school ECEP programs

Unit IV Regulations Governing ECEP Programs

- A. Title 22, Title V and Education Code
- B. Health and safety codes
- C. Abuse and mandated reporting
- D. Americans with Disabilities Act (ADA), Individuals with Disabilities Education Act (IDEA) – specific to children with special needs
- E. Emergency preparedness
- F. Accreditation
- G. Food Services
- ~~_____~~ A. Those that apply to public schools programs
- ~~_____~~ B. Those that apply to private school programs
- ~~_____~~ C. Regulations governing:
 - ~~_____~~ 1. licensing
 - ~~_____~~ 2. licensing agency
 - ~~_____~~ 3. child care services
 - ~~_____~~ 4. day care center
 - ~~_____~~ 5. organization and administration
 - ~~_____~~ 6. staffing
 - ~~_____~~ 7. plant and equipment
 - ~~_____~~ 8. health, safety and sanitation
 - ~~_____~~ 9. program
 - ~~_____~~ 10. transportation

Unit V Determining Administrative Responsibility- Program Development

- A. Mission, philosophy, values
- B. Culture and program climate
- C. Program models
- D. Diversity and inclusion
- E. Managing the environment
- F. Facilities
- G. Curriculum
- H. Routines and Schedules
- I. Program Evaluation Tools
- J. Training Opportunities
- ~~_____~~ A. Choosing the right staff
- ~~_____~~ B. Providing an adequate housing facility
- ~~_____~~ C. Securing the best equipment, cognizant of ability levels
- ~~_____~~ D. Planning and scheduling children's activities, developmentally, culturally and linguistically appropriate,
- ~~_____~~ E. Nutrition and health Services
- ~~_____~~ F. Working with diverse parents
- ~~_____~~ G. Assessing and reporting children's progress
- ~~_____~~ H. Financing and budgeting

Learning Activities Required Outside of Class:



The students in this class will spend a minimum of 6 hours per week outside of the regular class time doing the following:

1. Skill practice
2. Completing required reading
3. Written work
4. Problem solving
5. Observing in an administrative environment

Methods of Instruction:

1. Films or videos when available
2. Workshops and visitations to child care sites
3. Visiting specialists
4. Class presentation

Methods of Evaluation:

1. Substantial writing assignments, including:
 - a. reports
 - b. term papers
 - c. essay examinations
2. Computational or non-computational problem-solving demonstrations, including:
 - a. homework problems
 - b. field work studies
 - c. examinations
3. Skill demonstrations, including:
 - a. class performances
 - b. performance examinations
 - c. field work observations
4. Other examinations, including:
 - a. multiple choice
 - b. matching items
 - c. true/false items
 - d. completion or problem-solving

Supplemental Data:

TOP Code:	130580: Child Dvlpmnt Admin & Manage
SAM Priority Code:	C: Clearly Occupational
Distance Education:	Online; Offline
Funding Agency:	Y: Not Applicable(funds not used)

Program Status:	1: Program Applicable 2: Stand-alone
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	E: Credit By Exam
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	NONE

Prepared by: ~~L. Drago~~
Revised by: B. Roth
Reviewed by: S. Eveland
~~Date revised: December 14, 2009~~
Date revised: February 2016

Early Care, Education and Family Studies (ECE) 2041 ~~Advanced Administration II: Personnel and Leadership in of Early Care and , Education and Family Studies Programs (3 Units) (DS 6) CSU~~
[formerly Early Childhood Education 2041; Early Childhood Education 14]

Prerequisite: Successful completion in Early Care, Education and Family Studies 1621 with a grade of "C" or better higher

Prerequisite knowledge and skills: Before entering the course, the student should be able to

- ~~1. understand the philosophy setting theories and administrative policy design of and early childhood center;~~
 - ~~2. understand administrative functions and organizational patterns of public and private institutions;~~
 - ~~3. have an awareness of licensing agencies and procedures for child care centers;~~
 - ~~determine administrative responsibility in staff selection, financing and budgeting issues, equipment planning and scheduling;~~
 - ~~5. demonstrate a working knowledge of children's progress and parenting issues, and~~
 - ~~6. demonstrate sensitivity to the cultural differences and special needs in staff, administration, and families.~~
1. Compare and contrast various program structures, philosophies and curriculum models,
 2. identify the responsibilities involved in the planning and administration of an ECE program,
 3. explain the various laws relating to: licensing, funding, staffing, health, safety, transportation and program management as they relate to an ECE program whether in a public or private school setting, and
 3. identify strategies to ensure equity and respect for children, families, staff and colleagues,
 4. demonstrate knowledge of compliance with licensing and regulatory systems,
 5. assess various methods and tools of evaluation,
 6. examine effective policies and procedures for staffing and scheduling, and
 7. analyze systems and methods to support sound fiscal operations in a variety of ECE settings.
 3. maintain an awareness of special needs issues and diversity of staff and families.

Total Hours: 48 hours lecture

Catalog Description: This course is designed to meet an educational need for administrators and directors that is not covered in the introduction administration course, Early Care, Education and Family Studies 1621. This course will ~~attempt to include current personnel administration policies, keep a special focus on improving all aspects of instruction and update current personnel management procedures and demonstrate techniques for teacher parent partnerships, with a sensitivity to cultural and special needs issues.~~ focus on effective strategies for personnel management and leadership in early care and education settings, as well as legal and ethical responsibilities, supervision techniques, professional development and developing the skill of reflective practice to ensure a diverse and inclusive program.

Type of Class/Course: Degree Credit

Text: Neugebauer, Bonnie and Roger Neugebauer. The Art of Leadership: Managing Early Childhood Organizations. Redmond, WA.: Child Care Information Exchange, 2003.

~~_____~~ Kagan, Sharon, Barbara T. Bowman. Leadership In Early Care and Education. Washington, D.C.: National Association for the Education of Young Children, 1997.

~~_____~~ Bloom, Paula Jorde, Marilyn Sheerer, Joan Britz. Blueprint for Action. Beltsville, MD: Paula Jorde Bloom, 1991.

~~_____~~ Harris, Ben and Kenneth McIntyre. Personnel Administration in Education. Newton, Massachusetts: Allyn & Bacon, 1985.

~~_____~~ Taylor, Barbara. Early Childhood Program Management, People and Procedures. Columbus, Ohio: Merrill Publishing Co., 1989.

Neugebauer, Bonnie, and Roger Neugebauer. *The Art of Leadership: Managing Early Childhood Organizations*. Redmond: Child Care Information Exchange, 2003. Print.

Kagan, Sharon, and Barbara T. Bowman. *Leadership in Early Care and Education*. Washington, D.C.: NAEYC, 1997. Print.

Bloom, Paula Jorde, Marilyn Sheerer, and Joan Britz. *Blueprint for Action*. Beltsville: Bloom, 1991. Print.

Harris, Ben, and Kenneth McIntyre. *Personnel Administration in Education*. Newton: Allyn, 1985. Print.

Taylor, Barbara. *Early Childhood Program Management, People and Procedures*. Columbus: Merrill, 1989. Print.

Additional Instructional Materials: Alexander Hamilton Institute, The Employee Problem Solver. Ramsey, NJ, 1995. Presented by instructor.

Course Objectives:

By the end of the course, a successful student will be able to:

1. analyze the factors needed to create a diverse and inclusive environment,
2. identify components of hiring practices, observation and evaluation of staff,
3. explain the legal requirements and responsibilities of administering an early care and education program,
4. formulate strategies for compensation and professional growth opportunities,
5. identify staff needs and provide professional development opportunities and training,
6. describe practices for successful collaboration with families, staff and the community, and
7. articulate the importance of professional integrity, confidentiality and ethical practices.

~~_____~~ 1. identify functions of staff personnel;

~~_____~~ 2. explain the recruiting and selecting process of staff, observing special needs and cultural differences;

~~_____~~ 3. explain due process and other legal requirements for personnel;

~~_____~~ 4. provide example of familiarity with financial problems and collective bargaining;

~~_____~~ 5. explain and be familiar with staffing practices relating to women, minority groups, and disabilities;

~~_____~~ 6. compare and contrast trends in in-service programs or training methods for achieving goals with all personnel;

~~_____~~ 7. explain parent involvement and the benefits of teacher-parent partnerships, cognizant of family lifestyles;

~~_____~~ 8. explain the issues of ethnicity and be able to negotiate cultural conflicts;

~~_____~~ 9. explain and be able to resolve parent's particular situations and problems, and

~~_____~~ 10. explain the differences in attitudes and behaviors of families.

Course Scope and Content:

Unit I Administrator Responsibilities

- A. Legal requirements and responsibilities
- B. Ethics and professional behaviors
- C. Reflective Practice
- D. Time Management
- E. Working with colleagues and families
 - 1. Creating a diverse and inclusive environment
 - 2. Team building strategies
 - 3. Establishing professional relationships and boundaries
 - 4. Communication Strategies
 - 5. Dealing with Conflict
- F. Working with Stakeholders
 - 1. Boards (Parents, Governing, Advisory, etc.)
 - 2. Community Agencies
 - 3. Other professionals/networking

Unit II Hiring, Evaluation and Termination

- A. Job descriptions
- B. Hiring and termination procedures
- C. Observations and evaluations
- D. Compensation and benefits
- E. Payroll procedures
- F. Personnel handbook

Unit III Leadership and Professional Development

- A. Development of staff and administrators
- B. Modeling, coaching and mentoring
- C. Cultivating leaders
- D. Leadership styles
- E. Confidentiality
- F. Prioritizing (personal needs and work)
- G. Professional membership and advocacy

~~Unit I — Staffing Schools: Challenge for Change~~

~~Unit II — Functions of Staff Personnel~~

~~Unit III — Innovations and Traditions in Staffing~~

~~Unit IV — Management Personnel Services~~

~~Unit V — Competency Specifications for All Personnel~~

~~Unit VI — Recruiting and Selecting Diverse Personnel~~

~~Unit VII — Assigning and Balancing Staff Groups~~

~~Unit VIII — Staffing Practices Relating to Women, Minority Groups, and Disabled Individuals~~

~~Unit IX — Due Process and Other Legal Requirements~~

~~Unit X — Financial Problems and Collective Bargaining~~

~~Unit XI — Personnel Evaluation~~

~~Unit XII — Training for Professional Personnel Management~~

~~Unit XIII — Families Today, Parenting, Diversity of Experience~~

~~Unit XIV — Teacher-Parent Partnerships in Early Education~~

~~Unit XV — Techniques for Developing Partnerships~~

~~Unit XVI — Making a Partnership Work~~

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 6 hours per week outside of the regular class time doing the following:

1. Skill practice
2. Completing required work
3. Written work
4. Journal writing
5. Observations of or participation in an activity related to course content
6. Hands-on projects

Methods of Instruction:

1. Films or videos when available
2. Workshops and visitations to job sites
3. Class presentations
4. Lectures and seminars with Early Childhood Administrators

Methods of Evaluation:

1. Substantial writing assignments, including:
 - a. essay exams
 - b. laboratory reports
 - c. term or other papers
 - d. written homework
2. Computational or non-computational problem-solving demonstrations, including:
 - a. examinations
 - b. homework problems
 - c. laboratory reports
 - d. observations



- 3. Skill demonstrations, including:
 - a. class performance
 - b. performance examinations
 - c. field work

- 4. Other examinations, including:
 - a. multiple choice
 - b. matching items
 - c. true/false items
 - d. completion

Supplemental Data:

TOP Code:	130580: Child Dvlpmnt Admin & Manage
SAM Priority Code:	C: Clearly Occupational
Distance Education:	Online; Offline
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	1: Program Applicable <u>2: Stand-alone</u>
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	E: Credit By Exam
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	NONE

Prepared by: ~~— L. Dragee~~
Revised by: B. Roth
Reviewed by: S. Eveland
~~Date reviewed: December 14, 2009~~
Date reviewed: February 2016
Text Update: May 6, 2013

Early Care, Education and Family Studies (ECEP) 2051 Adult Supervision: Mentoring in a Collaborative Learning Setting (3 Units) CSU
[formerly Early Childhood Education 2051; Early Childhood Education 47]

Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended

Total Hours: 48 hours lecture

Catalog Description: This course is a study of the methods and principles of supervising student teachers, assistant teachers, parents and volunteers in Early Care, Education and Family Studies classrooms. Emphasis is on the role of classroom teachers who function as mentors to new teachers while simultaneously addressing the diverse and special needs of children, parents, and other staff.

Type of Class/Course: Degree Credit

Texts:

~~Chu, Marilyn. *Developing Mentoring and Coaching Relationships in Early Care and Education: A Reflective Approach*. Boston, MA: Pearson Education, Inc., 2014. Print.~~

~~Harms, Thelma, Debie Cryer, and Richard M. Clifford. *Infant/Toddler Environment Rating Scale*. New York & London: Teachers College Press, 1990. Print.~~

~~Harms, Thelma, Ellen Vineberg Jacobs, and Donna Romano White. *School-Age Care Environment Rating Scale*. New York & London: Teachers College Press, 1996. Print.~~

~~Harms, Thelma, Richard M. Clifford, and Debby Cryer. *Early Childhood Environment Rating Scale*. Revised Edition. New York & London: Teachers College Press, 1998. Print.~~

~~Rosenow, Nancy. *Heart Centered Teaching Inspired by Nature*. 1st ed. Lincoln, NE: Dimensions-Ed. Research Foundation, 2012. Print.~~

Chu, Marilyn. *Developing Mentoring and Coaching Relationships in Early Care and Education: A Reflective Approach*. Boston: Pearson, 2014. Print.

Harms, Thelma, Debie Cryer, and Richard M. Clifford. *Infant/Toddler Environment Rating Scale*. New York: Teachers College P, 1990. Print.

Harms, Thelma, Ellen Vineberg Jacobs, and Donna Romano White. *School-Age Care Environment Rating Scale*. New York: Teachers College P, 1996. Print.

Harms, Thelma, Richard M. Clifford, and Debby Cryer. *Early Childhood Environment Rating Scale*. Revised Edition. New York: Teachers College P, 1998. Print.

Rosenow, Nancy. *Heart Centered Teaching Inspired by Nature*. 1st ed. Lincoln: Dimensions, 2012. Print.

Additional Instructional Materials: None

Course Objectives:

By the end of the course, a successful student will be able to:

1. provide appropriate models, guidance and evaluation for adults working in ECE/CD environments and classrooms,
2. examine and recognize the developmental learning stages and cultural differences of student teachers and other adults,
3. facilitate positive interactions between student teachers, children, parents and other staff,
4. demonstrate sensitivity to and awareness of diversity in student teachers and other adults, and
5. maintain a safe, developmentally appropriate environment for children while fostering the growth of student teachers.

Course Scope and Content:

- Unit I Leadership and Development**
- A. Time Management
 - B. Characteristics of effective mentors/leaders
 - C. Respecting diverse perspectives
 - D. Ethics – professional behaviors
 - E. Professional development
 1. Career Ladder
 2. Professional resources and organizations
 3. Advocacy
 4. Developing a Philosophy

- Unit II Adult Mentoring and Supervision Strategies**
- A. Coaching
 - B. Modeling
 - C. Shadowing
 - D. Reflective supervision and feedback
 - E. Mentor/Mentee relationship

- Unit III Adults in Early Care and Education Settings**
- A. Adult Learners
 - B. Teacher Stages
 - C. Positive interactions and communication
 - D. Conflict resolution

- Unit IV Evaluation and Assessment**
- A. Tools
 - B. Methods

~~Unit I: Background information on the supervisory process and the mentor/student relationship~~

~~Unit II: Overview of the developmental stages of adult learners and a comparison of adult styles of learning~~

~~Unit III: Communication skills necessary for appropriate interactions with children, ethical involvement with colleagues and parents, and professional behavior with community organizations and advocacy groups~~

~~Unit IV: Examination of issues and behaviors related to diversity appreciation and the development of anti-bias attitudes and interactions~~

~~Unit V: Review the key elements of a developmentally appropriate environment for children and analyze the evaluation process for adult learners within the ECE/ED setting~~

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 6 hours per week outside of the regular class time doing the following:

1. studying
2. skill practice
3. completing required reading
4. written work

Methods of Instruction:

1. films when available
2. workshops
3. visiting specialists
4. class presentations
5. readings and evaluations
6. peer interactions

Methods of Evaluation:

1. written assignments, including:
 - a. journal entries
 - b. self assessment inventory
2. skill demonstrations, including:
 - a. presentation
3. other examinations, including:
 - a. multiple choice
 - b. matching items
 - c. true/false
 - d. essay

Supplemental Data:

TOP Code:	130500: Child Development/Early Care a
SAM Priority Code:	C: Clearly Occupational

Distance Education:	Online; Offline
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	I: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	E: Credit By Exam
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	NONE

Reviewed by: H. Pease
Reviewed by: J. Ross S. Eveland
Date reviewed: Spring ~~1995~~2016

Political Science (POSC) 2005 Contemporary Political Topics (3 Units) CSU:UC
[formerly Political Science 5]

Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended

Total Hours: 48 hours lecture

Catalog Description: An examination of selected contemporary political problems is presented in this course. Subjects vary each semester ~~vary from term to term~~ but might include such topics as the politics of energy, the politics of leadership, the politics of foreign affairs, etc.

Type of Class/Course: Degree Credit

Text: Close Up Foundation. *Current Issues*. (Most recent edition). Washington DC.

Additional Instructional Materials: None:

~~Gertz, Bill. *The China Threat*. Washington D.C.: Regnery Publishing Inc., 2000. Print.~~

Course Objectives:

By the end of the course, a successful student should be able to

1. Identify ~~the~~ current political problems and events that affect our individuals, - the nation, and the world;
2. demonstrate an awareness ~~of the problems of leadership in the United States, especially in the area~~ of issues affecting political policy making at all levels of governance,
3. ~~demonstrate an awareness of one's individual~~ demonstrate an awareness of one's individual political responsibilities and duties, ~~and,~~
3. ~~demonstrate an awareness of how problems are solved under the governing concepts of a republic,~~ demonstrate understanding of processes for problem solving using political primary sources.

Course Scope and Content:

~~Due to the flexible nature of the curriculum, a rigid course outline will not be followed; but any outline would include the following:~~

1. ~~Historical awareness of the issue being studied~~
2. ~~Present perspectives on the issue and potential policy decisions~~
3. ~~Future problems or consequences attributed to the issue~~

Unit I Domestic Policy Issues
A. Crime and Security
B. The Economy
C. Education

- D. Health Care
- E. Immigration
- F. Jobs and Welfare

Unit II Foreign Policy Issues

- A. Defense
- B. Democracy and Foreign Aid
- C. Global Environment
- D. International Trade
- E. Weapons Proliferation

Unit III Geographical Issues

- A. Africa
- B. Asia
- C. Europe and Russia
- D. Latin America
- E. Middle East

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 6 hours per week outside of the regular class time doing the following:

1. Studying
2. Completing required reading
3. Written work
4. Performing independent research on selected topic(s)
5. Performing group research on selected topics(s)
- 3.6. Creating presentations for class discussion

Methods of Instruction:

1. Assigned current reading from current news magazines and newspapers
2. Class discussion on current problems
3. Lectures by the instructor
4. Audiovisual presentations
- 4.5. Research on instructor or student determined project/topic

Methods of Evaluation:

1. Substantial writing assignments, including:
 - a. Reading report writing summary of discussion perspective(s)
 - b. term or other papers writing reviews of assigned readings
 - c. writing research paper
 - d. in-class writing assignment
2. Other examinations, including:
 - a. multiple choice objective and/or subjective assessment of discussion contributions
 - b. completion-presentation on student chosen topic(s) with supportive evidence



Supplemental Data:

TOP Code:	220700: Political Science
SAM Priority Code:	E: Non-Occupational
Distance Education:	Not Applicable
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	I: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	E: Credit By Exam
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	CSD8: CSU Area D8 IG4H: IGETC Area 4H LSBS: Local GE Social/Behavioral Sci

BOARD AGENDA ITEM

Date: March 29, 2016
Submitted by: Dan Hall, Interim Distance Learning Coordinator
Area Administrator: Mark Williams, VP of Instruction
Subject: Request for Approval

Board Meeting Date: April 13, 2016

Title of Board Item:

Etudes Contract Renewal

Background:

Etudes, Inc. provides Taft College faculty and students with the Etudes Learning Management System (LMS). This contract renewal pays for Etudes hosting services, system administration, account management and support for the 2016-2017 academic year.

Terms (if applicable):

This 1-year contract (7/01/16 - 6/30/17) covers the annual fees for hosting services, support services and membership.

Expense (if applicable):

\$35,000.00

Fiscal Impact Including Source of Funds (if applicable):

This expense is budgeted for in the 2016-17 Distance Learning District budget.

Approved: _____



Mark Williams, VP of Instruction



STATEMENT OF WORK

Statement of Work for Year(s): Services for period starting **July 1, 2016**

Client: **Taft College**

Provider: Etudes, Inc.
274 Redwood Shores Pkwy #335
Redwood City, CA 94065
(650) 504-8589

SECTION I: Project Background

1. TERM OF STATEMENT OF WORK

The term associated with the annual hosting, system administration, site and account management, and support costs is **July 1, 2016** through **June 30, 2017** (fiscal year/s) for services to be provided to Client.

2. COSTS

The Client agrees to pay Etudes, Inc. for services (up to 6,500 seats per term) according to the terms of this Statement of Work (SOW) pursuant to the following items and payment date:

Total	\$ <u>35,000</u>	Due Date: <u>July 1, 2016</u>
Hosting Services	\$ <u>15,000</u>	
Support Services	\$ <u>15,000</u>	
Member Fee	\$ <u>5,000</u>	

3. OBJECTIVE

This SOW includes hosting, support, and system administration services. Specifically, Etudes will provide hosting, backup services, system administration, live and development site installations, account management, faculty support, student help, and routine term roster importation for Client.



4. CLIENT INSTITUTION KEY CONTACTS (NAME, PHONE, EMAIL)

Primary Contact	<i>Name</i>	
	<i>Email address</i>	
	<i>Phone number</i>	
Distance Learning	<i>Name</i>	
	<i>Email address</i>	
	<i>Phone number</i>	
IT Lead for SIS	<i>Name</i>	
	<i>Email address</i>	
	<i>Phone number</i>	

5. INFRASTRUCTURE, SERVICES, AND RELATED POLICIES

1. Hosting

Etudes will work with its preferred Commercial Data Center / Hosting Providers to provide a fully hosted and managed solution of the Etudes application. The hosting solution will include all hardware, operating system software, the Etudes application and its components, networking connectivity and back-ups. Etudes will also ensure that it has full redundancy for its service.

As part of the dedicated hosting, Etudes will ensure that its Data Center hosting provider will have on-site spares for servers; therefore, in the event of a hardware failure on the database server, application servers, or file-system, Etudes will ensure that its hosting provider will replace any failed hardware components, or the entire system. Etudes will ensure that any downtime to the database due to a hardware failure is limited – with no additional costs to the Client.

2. Additional Features

- Uptime: 99.8%
- Monitoring: 24/7/365
- Hardware: Included
- Operating Systems: Included
- Application Deployments & Upgrades: Included
- Load Balancing: Included
- Redundancy: Included
- No storage limit in sites
- Account Setup: Included
- Site Installations: Included
- Faculty Support: Included



- Basic Student Help: Included

3. Production

Etudes staff will deploy, upgrade, maintain the Etudes application and database servers. Deployments, server maintenance, and upgrades will be scheduled during off hours, typically early in the morning. This includes small feature releases, as well as maintenance and bug fixes. Major version upgrades will be scheduled during term breaks with advance notice to members.

4. Administrative Access

Etudes staff has full administrative access to all servers except the firewall and the load balancer. These are “managed services” that are managed by the hosting provider, and data center staff.

5. Monitoring

All monitoring tools are accessible to Etudes staff twenty-four hours a day, seven days a week (24/7). Etudes staff, System and Database Administrator, has access to monitor the following to ensure optimal system performance:

- Bandwidth Traffic
- Hardware Resources (CPU Monitoring, Drive Space monitoring, RAM utilization)
- Applications via various ports, etc.

6. Backup Restoration

In the event of a disaster and backup restoration, the hosting service agreement includes (at no additional cost to Client), a restore of the entire database and file-system from the latest backup.

7. Data Retention

Etudes, Inc. agrees to keep course sites “live” (reachable via web browsers) on the Etudes production services for a full year. The course sites remain accessible for a full year intact, with all content published or uploaded by faculty, student grades, rosters, student assessment uploaded or inline submissions, private messages, discussion posts and other communication records submitted into Etudes by students and instructors. At any given time, a full year’s worth of course sites are “live” on the Etudes servers, with all their content, unless deleted by faculty.



Records prior to one year are purged from the Etudes servers to reduce storage costs and eliminate load, stability and performance issues that can be caused by excessive data.

Etudes, Inc. archives and stores on its servers two additional years of course sites at no cost to Client. Archived courses are stored in a manner that allows instructors to import the content back into future development or live term sites. “Import from Archives” is available under “Site Info” on the Etudes platform. Archived course sites include uploaded and published faculty content – not student records.

The above policy does not apply to development and project sites, which remain “live.” Development and project sites never get purged. They may be used as ‘master’ copies.

8. Support

Etudes staff has full access to engineers 24/7 to respond to crises related to performance, database or load balancer issues, data corruption, or equipment failure.

Support does not suffer regardless of what time of the day or day of the week. Staff is available around the clock, notified by monitoring devices, and can take care of any issue. Support issues are addressed immediately depending on their priority.

Additionally, Data Center Network Operations staff and Load Balancer engineers can be reached by Etudes technical staff 24/7 to address issues.

6. RESOURCES TO BE PROVIDED BY CLIENT INSTITUTION & PROVIDER RESPONSIBILITIES

The Client shall cooperate with Etudes staff by making available resources (IT and support staff) and data (roster batch files, site requests, etc.), so that Etudes staff may perform its obligations under this Statement of Work. The Client shall dedicate one or more points-of-contact.

The Client shall cooperate with Etudes by making sure that its users participate in the required training prior to gaining access to hosting and support services. Accounts from individuals with no verified completion of training will be removed from the system, sites, and user support forums.

The Client shall notify Etudes of employees whose faculty, administrative, or classified contracts with the Client have been terminated and they no longer qualify for Etudes hosting and services.

The Client shall provide resources and support to its users to supplement what is provided by Etudes to ensure that quality instruction is offered to all users of the system.



The Client understands that Etudes will provide “reasonable” student help desk assistance, free of charge, to Client in troubleshooting and resolving login and account issues, browser glitches, and the like. If student help inquiries are greater than average, Client is expected to also provide support.

The Client is solely responsible for:

- Appropriateness and quality of content published in sites by their faculty, students, and staff; ADA / Section 508 and copyright law compliance of the materials uploaded by its users; quality of instructional programs, suitability of methods of instruction and collaboration, and related matters.

Etudes, Inc. is responsible for:

- The application and infrastructure; not for the quality or nature of content uploaded or published into Etudes by users or the accessibility of the content published by users of the Client. Clients are responsible for the content of course and project sites, the quality, and accessibility.

Etudes, Inc. warrants that the products made available under this SOW fully comply with the accessibility requirements of section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d) and its implementing regulations set forth at 36 C.F.R., part 1194. Etudes, Inc. agrees to promptly respond to and resolve any complaint regarding accessibility of its software products that is brought to its attention.

Etudes, Inc. further agrees to indemnify and hold harmless and pay any reasonable attorney’s fees on behalf of Etudes, Inc., as a result of any claim arising from Etudes, Inc.’s failure to comply with the aforesaid requirements: the Client Institution entering this agreement, the Chancellor's Office of the California Community Colleges and any client institution. Failure to comply with these requirements shall constitute a breach and shall be grounds for termination of this SOW.

7. USER LIMITATION

Client shall only permit Authorized Users to utilize Etudes (the “Software”) or to view materials residing on the course or project sites installed on the servers. Client also agrees that each Authorized User of the Software shall have a unique account and that no users shall share the same account.

Additional terms of use of accounts and sites include the following:



- a. 'Guest' accounts (where a user's email address is added and assigned the role of 'guest' or 'student') may be provided for limited use to view a course from a student perspective, as well as for 'visitors,' such as lecturers, visiting professors, and colleagues, and for supervisors.
- b. "Guest" accounts with 'guest' or 'student' role should not be established for students. Only registered students, as per Registrar's data, shall receive Authorized User accounts and be permitted to sites. Accounts must be established through standard roster upload processes.
- c. For "guest" accounts, Etudes allows up to four (4) guests or visitors per site.
- d. Under no circumstances should development (DEV) sites be used for teaching. No guest or user accounts shall be added in DEV sites. Only four (4) guests are permitted in a DEV site. Failure to comply with these terms of this SOW will result in the immediate removal of the accounts from Etudes. Further violations by the same individuals will result in termination of their accounts and sites.
- e. The limitation of four (4) guest or visitor accounts per site does not apply to project sites.
- f. Sites should be kept to a reasonable membership size for optimal performance and stability. Sites may not exceed 250 students, without prior written permission and special services agreements.
- g. Guest accounts shall be included in the total enrollments counted, if they exceed the allowed limit.

8. ETUDES CODE OF CONDUCT POLICY

The evaluation, control, and management of the quality and methods of instruction, appropriateness and presentation of content, academic dishonesty, and compliance with acceptable code of conduct within courses and project sites is the sole responsibility of the Client and fall under their policies. Sanctions and consequences for infractions shall be addressed by instructors and institutions under their local policies.

Etudes expects users' conduct in online course and project sites to conform to acceptable standards as described here. Unacceptable behavior includes, but is not limited to the following:

- a. Use of threatening, harassing, sexually explicit language or discriminatory language or conduct that violates state and federal law on sexual harassment or discrimination;



- b. Unauthorized posting or transmitting sexually explicit images or other content that is deemed by Etudes, the software provider, or any administrator, supervisor or instructor of a course published utilizing Etudes or other online tools to be offensive;
- c. Conduct that constitutes fraudulent behavior as enumerated in state and federal statutes;
- d. Disruptive behavior on-line;
- e. Spamming site participants with posts and private messages unrelated to coursework.
- f. Unauthorized access to another user's private My Workspace, account, or sites.
- g. Any action that shows disrespect for individual and privacy rights of other site participants.

All users are subject to the same consequences for violations of the Etudes Code of Conduct policy.

First-time violators of appropriate conduct will receive a warning letter and may be suspended from access to the system or their sites. Subsequent incidents will be reported to their institution's administration for appropriate action, as per local policies and procedures. Depending on the severity of the offense, Etudes reserves the right to block users from the system or remove their accounts, temporarily or permanently. Etudes will collaborate with senior administrative staff of Client and will provide data for Court hearings.

9. ETUDES PRIVACY STATEMENT

Etudes, Inc. is committed to protecting the privacy of all students using our Learning Management System. This Privacy Statement describes what information is collected on the Etudes servers, how the information is protected, who has access to the information, and how the information might be used. The statement is in accordance with the U.S. Family Education Rights and Privacy Act of 1974 (FERPA).

When students enroll in a course that uses Etudes, username and password are generated by the client institution's administrative software for each student. The assigned password is a default password. Students are to change their password after the initial log in. Student log in information will be linked to his/her campus student identification. The first and last names are visible to the instructor and students in many areas of Etudes,



such as in Discussions, Chat, Member Listing, etc. Instructors also see student id's in certain areas of Etudes for disambiguation of names when more than one student in a class has the same name.

The username is only visible by system administrators and technical support personnel.

Since Etudes is password-protected, the only students who have access to a course are those who are officially enrolled in the course. However, as Etudes identifies students with the name, as per Registrar's Data, they will not see their classmates' student id's or usernames.

Students have the ability to change their passwords whenever they choose in Etudes. Also, students have access to past courses until the courses are either deleted off the server, or the instructor disables access, which is standard practice at the end of each term.

After students log into Etudes and access their course, much of their activity will be tracked. For example, instructors can see how many times students entered the class, when they last visited the class, how many modules they completed, if they accepted the syllabus, etc.

The work that students submit to Etudes will remain in the course until the course is deleted from the server. The server is hosted and maintained by Etudes, Inc. Etudes performs daily data backups. Additionally Etudes regularly monitors the system for any unauthorized activity.

Limited access to courses will be granted from time-to-time to other individuals, such as visitors, guest speakers or course evaluators. In either instance, it is the instructors' responsibility to give students advanced notice. Guest speakers will have access to the course until the instructor removes the speaker or evaluator from the course. Students should not post private information, such as phone numbers, into Discussions or Chat Room. Additionally to ensure privacy, students are to follow the policies below:

Students are to never allow anyone to log in using their username and password. After logging in, students are not to give anyone access to their course. The system authenticates each student as an enrolled student in an Etudes course through a secure log in process. Each password is encrypted by Etudes, and the log in page is secured by SSL technology. However, in order to maintain the integrity of student privacy, and academic integrity, students must ensure that all work completed in their courses are completed by themselves. Academic Honesty Policies are established and enforced at the campus level, not Etudes.



All students are required to change their initial password. They cannot enter course sites until they do so.

Each time students finish using Etudes, they are to click on "Log out" and exit out of the web browser. Closing the web browser is important if students share a computer or are using a computer in a lab.

Instructors may seek student permission to post examples of exemplary course work in future course. If so, the instructor will delete the students' name from the examples. No information in Etudes or answers to online surveys will be used for anything other than client college purposes. No information will be sold to, or shared with, third-party entities. Depending upon changes in technology and institutional policies of our member client institutions, Etudes, Inc. reserves the right update and revise this Etudes Privacy Statement.

10. ETUDES LEAD STAFF

The Key Person(s) who will perform the Services set forth in this Work Statement.

Executive Director	<i>Name</i>	Vivie Sinou
	<i>Email address</i>	sinou@etudes.org
	<i>Telephone number</i>	650.218.7456
Chief Architect	<i>Name</i>	Glenn Golden
	<i>Email address</i>	ggolden@etudes.org
	<i>Telephone number</i>	734.355.1670
Senior Java Software Developer	<i>Name</i>	Murthy Tanniru
	<i>Email address</i>	murthy@etudes.org
	<i>Telephone number</i>	510.282.5879

11. WARRANT AND SUPPORT

Etudes, Inc. guarantees that software upgrades and releases are stable and reliable. Every effort will be made to ensure that the software is robust, production-quality and operates at a HIGH standard of performance.

While Etudes uses industry standard practices to protect the security and confidentiality of student and instructor data, it is not responsible for any data lost due to catastrophe or exposed due to illegal data theft.



Etudes staff will respond to user support inquiries within 24 hours, including weekends and holidays. Users must post support tickets in the Users Group forums. In case of unreachable Etudes servers, Client may contact directly the Executive Director, Vivie Sinou, at sinou@etudes.org or 650.218.7456 (cell).

12. ASSUMPTIONS

- a. Etudes, Inc. may sub-contract the hosting portions of this contract to another Data Center or preferred hosting provider, and will not notify the client if a shift has been made.
- b. Etudes, Inc. guarantees that a shift to a new Data Center facility will be transparent to client.
- c. Etudes guarantees to provide advanced notice to users for major system upgrades.
- d. Etudes may provide project sites to Client for special needs, collaboration and training purposes.
- e. Local or online training services are at additional cost. Training services are not part of this SOW.
- f. Modest annual increases of 3-5 % in costs of services may be necessary to support the operation.

SECTION II: EXPENSES & PAYMENTS

13. REIMBURSABLE EXPENSES

No travel expenses are anticipated with this SOW. If they become necessary, all reasonable and necessary travel expenses incurred by Etudes employees, contractors and agents in connection with performance of the Etudes' obligations hereunder shall be payable by the Client upon receipt of Etudes' invoice containing such expenses, such as visits for training at local campuses, in an amount not to exceed \$5,000.

Etudes, Inc. agrees to coach air travel, lodging at mutually agreed upon facilities, and compact car rental, if available. Etudes will only travel for Client's services at the written request and pre-approval of the Client.

14. INVOICING

1. Invoices



An invoice will be sent to Client institution for the services outlined in this SOW. The invoice shall list the hosting and system administration costs as quoted to the Client for the fiscal year, and it shall be based on the number of enrollments (also referred to as 'seats') served by Etudes. "Seats" refers to the total number of official students that exist in all of a client's Etudes sites in a term.

A client's hosting level is estimated from the highest enrollment term during the previous fiscal year. Official student enrollments in each Etudes site are counted. Student enrollments refer to the official registrations that are loaded automatically onto Etudes, daily, by the client's IT staff. Duplicated head count is included in the total number of enrollments served by Etudes. For example, if a student is enrolled in three Etudes course sites, the student is counted three times. This reflects three enrollments (or three seats).

The Client may request detailed reports from Etudes, Inc. with a breakdown of enrollments per site/term.

Guest accounts (manually-added users) are not included in the total enrollments of a client, unless the allowable limit has been exceeded excessively. Please refer to Section 7 (g) of the Statement of Work.

In the event that the Client questions the amounts charged on an invoice, the Client must communicate those questions to Etudes within five (5) business days of the Client's receipt of such invoice.

2. Payment

Payment is due and payable on the first day of the new fiscal year (July 1) in which the services listed in this SOW begin and no later than sixty (60) days after the start of the fiscal year.

If payment is not received sixty (60) days from the onset of services (August 30), late notices will be issued to Client and a twenty-percent (20%) late penalty will be applied to their annual cost of hosting and support services.

Failure to receive payment within ninety (90) days from the start of academic year (September 30), a termination notice will be issued, after which Client's membership and access to hosting and support services will be terminated. Courses archived will be exported for a departed Client, upon request, at a cost of \$5,000 per year of exported archives.

15. TERMINATION OF STATEMENT OF WORK



1. Automatic Termination

The occurrence of any of the following shall constitute a material default under this SOW:

- a. The failure to make a required payment when due.
- b. The insolvency or bankruptcy of either party.
- c. The death of one or more key Etudes staff.
- d. The subjection of any of either party's property to any levy, seizure, general assessment for the benefit of creditors, application or sale for or by any creditor or government agency.
- e. The failure to make available or delivery the services in the time and manner provided for in this SOW.
- f. The failure to make agreed-upon payments in the time and manner provided for in this SOW.

2. Early Termination

Unless otherwise terminated in accordance with the above terms, this SOW will be in effect for one year. In the event that Client terminates this SOW within one (1) year from the date of approval or this SOW is terminated by us prior to the expiration of the initial term due to an Event of Default, Etudes will suffer a substantial injury for which it is impracticable or extremely difficult to fix actual damages. In an effort to liquidate in advance the sum that should represent such damages, Client agrees to pay Etudes an "Early Cancellation Fee" of the greater of: (a) the average monthly fee paid by the Client for Etudes services over the previous 12 months (or such shorter time if the Client has been under contract with Etudes for less than 12 months) multiplied by the remaining months of the SOW, or (b) 75% of the remaining payments under the terms of this SOW, whichever is greater.

3. Termination by Etudes for Failure to Make Agreed-Upon Payments

Should Client fail to pay Etudes for hosting and support services provided within the specified timeframe, Etudes shall terminate this SOW and remove the client's access to the Etudes system at the end of the term. This termination shall be considered Early Termination by the Client subject to the terms above.

16. ARBITRATION OF DISPUTES



Any dispute or controversy arising out of or in connection with this SOW, including the right to an injunction, shall be determined and settled by arbitration in accordance with the rules of the JAMS, by an arbitrator selected by JAMS, and arbitration shall be a condition precedent to the commencement of any court action based on a dispute or controversy in connection with this SOW. The arbitration shall be held in the State of California or at any other location that is agreed upon by both parties. Any award rendered thereby shall be final and binding on each and all parties, and the prevailing party shall be entitled to all costs and reasonable attorneys' fees of such arbitration as well as any subsequent appeal and/or enforcement and collection action.

17. ATTORNEY'S FEES

In the event of any litigation arising from or related to this SOW or the service provided under this SOW, notwithstanding the above Arbitration provision, the prevailing party shall be entitled to recover from the non-prevailing party all reasonable costs incurred, including staff time, court costs, attorney's fees, and all other related expenses incurred in such litigation. In the event of a non-adjudicative settlement of litigation between the parties or a resolution of a dispute by arbitration, the term "prevailing party" shall be determined by that process.

18. ENTIRE AGREEMENT

This SOW contains the entire agreement of the parties. No other agreement, statement, or promise made on or before the effective date of this SOW will be binding on the parties.

19. MODIFICATION BY SUBSEQUENT AGREEMENT

This SOW may be modified by subsequent agreement of the parties only by an instrument in writing signed by both of them, or an oral agreement only to the extent that the parties carry it out.

20. WAIVER OF CONTRACTUAL RIGHT

The failure of either party to enforce any provision of this SOW shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this SOW.



21. SEVERABILITY

If any provision of this SOW is held in whole or in part to be unenforceable for any reason, the remainder of that provision and of the entire SOW will be severable and remain in effect.

22. GOVERNING LAW

This SOW shall be construed in accordance with the laws of the State of California.

SECTION III: ACCEPTANCE SIGNATURES

IN WITNESS WHEREOF, each party has caused this SOW to be executed as of the Effective Date set forth below

Etudes, Inc. Executive Director

Client Chief Financial Officer/Administrator

By: _____

By: _____

Printed: _____

Printed: _____

Title: _____

Title: _____

Effective Date: _____


Effective Date: _____

Date: March 31, 2016

Submitted by: Darcy Bogle, Vice President of Student Services

Area Administrator: Brock McMurray, Interim Superintendent/President

Subject: Request for Approval



Board Meeting Date: April 13, 2016

Title of Board Item:

Agreement with PAS Associates, Human Resources Consultants, for Training 15/16

Background:

The Student Services team would like to engage PAS Associates to conduct a variety of training services on an as needed basis on topics such as Conflict Resolution, Giving and Receiving Feedback, Emotional Intelligence, Communication, Customer Service, Crucial Conversations, Development of Staff, and Strengths/Weaknesses & Strategies for Working with Employees.

Terms (if applicable):

The agreement will be for the 15/16 academic year, effective April 18, 2016 to June 30, 2016.

Expense (if applicable):

Fees and expenses will be bid per project, at approximately \$5000 per training.

Fiscal Impact Including Source of Funds (if applicable):

Funds will be utilized from the 2015-2016 SSSP and/or Counseling budget(s).

Approved: 
Brock McMurray, Interim Superintendent/President



HUMAN RESOURCES CONSULTANTS
INVESTIGATIONS

AGREEMENT TO ENGAGE

TAFT COLLEGE (hereinafter referred to as "Client") agrees to engage P•A•S Associates, (hereinafter referred to as "P•A•S") to conduct training on an as-needed basis, as detailed below:

Date/Time: April 18, 2016 – June 30, 2016

Location: Taft College
29 Cougar Court
Taft, CA 93268

Contact: Ms. Darcy Bogle

Materials: Provided by P•A•S Associates

Trainer/
Facilitator: Ms. Holly Culhane, SPHR-CA, PI or Dr. Juanita Webb, SPHR-CA

Trainer Needs
Provided by
Client: To Be Determined

Client agrees to pay the following fees and expenses:

Fees: Client agrees to pay specified amount to P•A•S for training services on topics determined to best meet the team needs. This fee includes on-site set-up/tear-down of facilitator-provided materials; Trainer/Facilitator; supplies; transcription of flip chart content, if applicable, (due to Client within 15 days of session); travel time, and travel-related expenses.

Expenses: No additional expenses anticipated.

Deposit: Due to the potential loss of income to P•A•S in the event of cancellation, a 50% non-refundable deposit is required for each session.

Balance: The remaining balance shall be due and payable upon completion of the session.

P•A•S ASSOCIATES

TAFT COLLEGE

Signature/Title

Signature/Title

Holly Culhane, SPHR-CA, PI

Name (Printed)

Name (Printed)

Date

Date

Our priority is people • Our product is service

www.PASassociates.com

1401 19th Street, Suite 235 • Bakersfield, CA 93301 • 661-631-2165 • fax: 661-631-2841 • CA LICENSE PI25953

Date: March 11, 2016
Submitted by: Adrian Agundez
Area Administrator: Brock McMurray, Interim Superintendent/President
Subject: Request for Approval

Board Meeting Date: April 13, 2016

Title of Board Item: Insight System Exchange Proposal #PRP-39956-C9D6
3rd party extended warranty for servers for 1 year from May 1 2016 to April 30 2017 at a cost of \$8,069.49.

Background:

IT department has servers that have exceeded their original warranty and uses Insight Systems to provide parts or repair services for servers still being used. We maintain the warranties on an annual contract solely for purposes of removing the servers from coverage as replacements are purchased or their service has been completed.

Terms (if applicable):

1 year term for coverage warranty from May 1, 2016 to April 30, 2017.

Expense (if applicable):

Total cost of the warranty is \$8,069.49

Fiscal Impact Including Source of Funds (if applicable):

Cost of this warranty coverage is in the ITS budget for 2015-16

Approved: 
Brock McMurray, Interim Superintendent/President

Account Name	Proposal Number	Date
Taft College (TAF01)	PRP-39956-C9D6	3/10/2016

Rep Contact Info:

Vern Harris
Account Executive, Higher Education
- ISE
Insight Systems Exchange
7012 Belgrave Ave
Garden Grove, CA 92841
Phone:(714) 622-3182
Fax:
vharris@insightinvestments.com

Bill To:

Attn: Adrian Agundez
Taft College
29 Cougar Court
Taft, CA93268
Phone: (661) 763-7737

agundez@taftcollege.edu

Remit To:

Insight Investments, LLC
Accounts Receivable
611 Anton Blvd, Ste 700
Costa Mesa, CA 92626

Qty	Mfr	Description	Limited Warranty	Unit Price	Ext Price
1		LOCATION OEM MODEL DESCRIPTION SLA TERM PRICE Taft, CA IBM7947-E2U 99G1429 8x5 NBD Engineer & Parts \$360.00 Taft, CA IBM8837-AC1 KQNG912 8x5 NBD Engineer & Parts \$288.00 Taft, CA IBM7979-71U 99FM351 8x5 NBD Engineer & Parts \$360.00 Taft, CA IBM7979-71U 99FM348 8x5 NBD Engineer & Parts \$360.00 Taft, CA IBM7979-71U 99FM343 8x5 NBD Engineer & Parts \$360.00 Taft, CA IBM7979-71U 99FM347 8x5 NBD Engineer & Parts \$360.00 Taft, CA IBM7979-BCU 99BC301 8x5 NBD Engineer & Parts \$360.00 Taft, CA IBM7946-AC1 KQXZZMN 8x5 NBD Engineer & Parts \$360.00 Taft, CA IBM7979-PAY99V4311 8x5 NBD Engineer & Parts \$360.00 Taft, CA IBM7047-E2U 99H3676 8x5 NBD Engineer & Parts \$252.00 Taft, CA IBM7979-71U 99KF227 8x5 NBD Engineer & Parts \$360.00 Taft, CA IBM4184-52U KQDAWFB 8x5 NBD Engineer & Parts \$252.00 Taft, CA IBM1814-70A 132156L 8x5 NBD Engineer & Parts \$864.00 Taft, CA IBM1722-60U 1341353 8x5 NBD Engineer & Parts \$1,188.00 Taft, CA IBM1710-10U 13T8537 8x5 NBD Engineer & Parts \$864.00 Taft, CA IBM1740-710 130999A 8x5 NBD Engineer & Parts \$576.00 Additions or deletions to above list will require a new quote. Any applicable taxes are not included.	Included	\$7,524.00	\$7,524.00

Limited Warranty Period(s): As specified above.

Delivery Terms: 2 weeks after acceptance of order by ISE

Freight Terms: FCA Origin

Proposal Expiration Date: While Quantities Last

Freight ID:	123456
Subtotal:	\$7,524.00
Shipping:	\$0.00
Estimated Tax:	Per State
Total Purchase:	\$7,524.00

Payment Terms: Net 30

The price shown includes a 3% discount for payments made by cash, check or wire transfer.
If payment is made by credit card, the 3% cash discount will not be available.

Additional Comments:

This a service contract on IBM & Cisco products.

Agreed to and Accepted by:

Signature: _____

Ship To:

Name: _____

Title: _____

Date: _____

PO#: _____

The Sales terms and Limited Warranty terms governing this Proposal can be found at:

[ISE Sales Agreement Terms and Conditions](#)

[ISE Advance Replacement Warranty](#)

Insight Systems Exchange: 7012 Belgrave Ave. Garden Grove, CA 92841- US

Date: March 9, 2016
Submitted by: Jon Carrithers, Associate Professor of Energy Technology
Area Administrator: Mark Williams, VP of Instruction
Subject: Request for Ratification

Board Meeting Date: April 13, 2016

Title of Board Item:

Agreement with Alan Van Zandt for services related to Programmable Logic Controller (PLC) laboratory equipment for Energy Technology courses

Background:

Mr. Alan Van Zandt will evaluate and provide technical services for existing PLC and control end devices, hardware and software status, installation, and documentation of laboratory procedures for ETEC staff. The implementation of PLC equipment will provide hands-on training for energy technology students and valuable employable skills.

Terms (if applicable):

3/1/16 - 5/30/16

Expense (if applicable):

\$50.00/hr. not to exceed \$7,000.00
\$750.00 for travel expenses

Fiscal Impact Including Source of Funds (if applicable):

This expense will be paid with Prop 39 funds

Approved: 
Mark Williams, VP of Instruction

**WEST KERN COMMUNITY COLLEGE DISTRICT
CONTRACT FOR PROFESSIONAL SERVICES**

This agreement is entered into by and between the WEST KERN COMMUNITY COLLEGE DISTRICT ("District") and Alan Van Zandt ("Independent Contractor"). The agreement is effective March 1st, 2016

Recitals

1. District desires to obtain the services of an education consultant especially trained and experienced in rendering the following services:

Technical Support is needed to enable ETEC Programmable Logic Controller (PLC) laboratory course of instruction. Project will include an evaluation of existing PLC and control end devices, hardware and software status, identification of any deficiencies in material or equipment for procurement, assembly and installation of devices, installation of software and program controls, and documentation of laboratory procedures for programming.

(and as may be more particularly described in paragraph 3 of terms below).

2. Independent Contractor is an Independent Contractor especially trained and experienced in providing the services described in recital #1 above.

3. The parties have agreed that the Independent Contractor will provide the personal professional services of Alan Van Zandt (name) as specified in this Agreement as an Independent Contractor, as available, and not as an employee of the District.

Terms

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. **Recitals Approved.** The above recitals are true and correct.

2. **Length of Agreement.** Independent Contractor shall provide the services

March 1, 2016 through May 30, 2016 All work shall be performed at the following location:

3. **Services to be Provided.** The services to be provided to the District by the Independent Contractor include but are not necessarily limited to the following:

- *At ETEC Laboratory and at Company Office*
-

4. **Service Days.** Independent Contractor shall render services on days which the District's Offices are open for business. Services shall be rendered for up N/A days. to _____

5. **Compensation.** Independent Contractor shall be paid the sum of \$50/hr. for a maximum of \$7,000.
6. **Hold Harmless Agreement.** Any amounts paid under this Agreement constitute the total compensation for all services rendered by Independent Contractor. The Independent Contractor agrees to pay all Social Security and other income taxes which may accrue by reason of this Agreement, and to indemnify, defend, and hold the District, its officers, agents, and employees harmless from all claims, penalties, damages, liabilities, costs, and expenses including attorney fees, related to Independent Contractor's failure to pay these and similar obligations. Further, since Independent Contractor is acting solely in an Independent Contractor capacity, the Independent Contractor and its staff will not be entitled to and shall not by reason of this Independent Contractor arrangement receive any employee benefits from the District.
7. **Monthly Service Report.** Upon request, Independent Contractor shall submit a monthly service report in writing to the District which shall include a diary showing days and service rendered.
8. **Travel Expenses/Mileage Reimbursement.** The District shall reimburse Independent Contractor for travel expenses/mileage to a maximum of \$750 for the entire term at the established rate paid to District employees.
9. **Standards of Ethical Conduct and Confidentiality.** Standards of ethical conduct and confidentiality shall be maintained, and Independent Contractor will not engage in inappropriate contacts or professional conflicts of interest.
10. **Earlier Termination.** District may terminate this Agreement upon providing Independent Contractor with 30 days' prior written notice of such termination.

Executed at Taft California, on the dates shown below.

Date of WKCCD Board Approval:

West Kern Community College District:

Independent Contractor:

By:

(Signature)

Brock McMurray

(Printed Name)

Interim, Superintendent/President

(Title)

(Signature)

(Address)

(Social Security # or TIN #)

BOARD AGENDA ITEM

Date: March 7, 2016
Submitted by: Stacy Eastman, Director of Dental Hygiene
Area Administrator: Mark Williams, VP of Instruction
Subject: Request for Approval

Board Meeting Date: April 13, 2016

Title of Board Item:

Agreement with Perio Laser Institute to provide training for dental hygiene students on soft tissue diode laser periodontal applications

Background:

This is an agreement between West Kern Community College District and Perio Laser Institute. The Perio Laser Institute is an educational consultant especially trained and experienced in providing training on Soft Tissue Diode Lasers in Dental Hygiene. This training will be given to Dental Hygiene students and this course focuses entirely on soft tissue diode laser periodontal applications for the dental hygienist. Activities include advanced treatment planning modules, guidelines for recare appointments and if necessary how or when to reinstitute treatment.

Terms (if applicable):

The Independent Contractor (Perio Laser Institute) shall provide the services June 13 through June 14, 2016.

Expense (if applicable):

Cost of this two-day course is \$13,000

This includes the two days of training, all materials including the lasers, and all travel accommodations.

Fiscal Impact Including Source of Funds (if applicable):

Perkins Funds will be used to cover the cost of this course.

Approved: _____



Mark Williams, VP of Instruction

**WEST KERN COMMUNITY COLLEGE DISTRICT
CONTRACT FOR PROFESSIONAL SERVICES**

This agreement is entered into by and between the WEST KERN COMMUNITY COLLEGE DISTRICT ("District") and Perio Laser Institute ("Independent Contractor"). The agreement is effective May 1, 2016

Recitals

1. District desires to obtain the services of an education consultant especially trained and experienced in rendering the following services:

To provide training on Soft Tissue Diode Lasers in Dental Hygiene

(and as may be more particularly described in paragraph 3 of terms below).

2. Independent Contractor is an Independent Contractor especially trained and experienced in providing the services described in recital #1 above.

3. The parties have agreed that the Independent Contractor will provide the personal professional services of Perio Laser Institute (name) as specified in this Agreement as an Independent Contractor, as available, and not as an employee of the District.

Terms

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. **Recitals Approved.** The above recitals are true and correct.

2. **Length of Agreement.** Independent Contractor shall provide the services

June 13, 2016 through June 14, 2016 All work shall be performed at the following location:

Taft College Dental Hygiene Facilities

3. **Services to be Provided.** The services to be provided to the District by the Independent Contractor include but are not necessarily limited to the following:

- *Provide 1 day training on periodontal applications of soft tissue diode lasers for Students and Faculty (8 hours)*
- *Provide 1 day training for hands on training with lasers on patients and students working on each other (6 hours)*

4. **Service Days.** Independent Contractor shall render services on days which the District's Offices are open for business. Services shall be rendered on the days listed above in this contract.

5. **Compensation.**
 2 full day training = \$ 13,000.00
 Materials are included
 Travel accommodations are included

6. **Hold Harmless Agreement.** Any amounts paid under this Agreement

7. **Monthly Service Report.** Upon request, Independent Contractor shall submit a monthly service report in writing to the District which shall include a diary showing days and service rendered.

8. **Travel Expenses/Mileage Reimbursement.** Included in the cost of the course. See above under 5. **Compensation.**

0

9. **Standards of Ethical Conduct and Confidentiality.** Standards of ethical conduct and confidentiality shall be maintained, and Independent Contractor will not engage in inappropriate contacts or professional conflicts of interest.

10. **Earlier Termination.** District may terminate this Agreement upon providing Independent Contractor with 30 days' prior written notice of such termination.

Executed at Taft California, on the dates shown below.

Date of WKCCD Board Approval:

West Kern Community College District:

Independent Contractor:

By: _____

Laurie Smith

(Signature)

(Signature)

Mr. Brock McMurray

(Printed Name)

211 Flavelle Rd SE Calgary AB T2H1G1 Canada

(Address)

Interim Superintendent/President

(Title)

(Social Security # or TIN #)



COURSE OUTLINE

Day 1 - 8:00 am to 5:00 pm

8:00-9:00 am. Physics of Diode Lasers

- Laser History
- Laser Physics
- Lasers Available in Dentistry
- Laser Safety

9:00-10:00 am. Review of Periodontal Disease

- Current Hygiene Therapies
- Review of Periodontal Disease Etiology
- Pharmaceutical and Naturopathic Adjunctive Therapies
- Biofilm
- Periodontal Facts
- Research Behind The Laser and Laser Periodontal Therapy

10:00-10:15 am. Mid Morning Break

10:15-12:00 pm. What Can Be Achieved With Lasers: Possible guided Tissue Regeneration

- Laser Applications for The Registered Dental Hygienist

- How to Implement Lasers in Dental Hygiene

12:00-12:30 pm. Lunch

12:30-2:00 pm. Communication Skills for The Registered Dental Hygienist

- Verbal Skills and Strategies for The Registered Dental Hygienist and Team Members
- Treatment Planning
- Informed Consent
- Post-operative and Home Care Instructions

2:00-2:30 pm. Insurance Codes: How is Laser Paid For?

- Team Approach-Togetherness
- Treatment Acceptance
- Insurance Codes and Billing

2:30-3:00 pm Laser Cases

- A Step-By-Step Review of The Periodontal Treatment Planning Program Recommended For Laser Users.
- Laser Applications Video
- Clinical Cases From the Healthy-to-Advanced Periodontal patients
- When to Refer to The Periodontist

3:00-3:15pm. Afternoon Break



COURSE OUTLINE

3:15-3:45 pm. Group Treatment Planning

- Each Participant Will Be Given a Case Presentation to Treatment Plan, Diagnose, and Present.

3:45-5:00 pm. Working With Diode Lasers

- Trying Different Diode Lasers
- Disinfection and Sterilization
- Exam

Day 2 - 8:00 am- 4:00 pm "Hands-on Day"

LIVE Patients

- Working on One Another With Soft Tissue Lasers for Laser Bacterial Reduction (LBR)
- Working on Periodontally Involved Patients for Laser Assisted Periodontal Therapy (LAPT) and LBR
- Practice Your Communication Skills
- Practice Treatment Planning and Case Presentation

On Day 2- Due to the staggered arrival of patients there will be no set breaks, however lunch is provided and you will get a chance to take breaks to eat.



Approved PACE Program Provider
FAGD/MAGD Credit
Approval does not imply acceptance
by a state or provincial board of
dentistry or AGD endorsement
4/1/2013 to 3/31/2015
Provider ID# 347725

Date: March 21, 2016
Submitted by: Kathy Johnson, Director, West Kern Adult Education Network
Area Administrator: Mark Williams, VP of Instruction
Subject: Request for Ratification

Board Meeting Date: April 13, 2016

Title of Board Item:

Facilities Use Agreement with St. Andrews Church for GED classes

Background:

St. Andrews is partnering with the West Kern Adult Education Network and allowing use of their facility for GED courses. Courses will be held on Tuesdays and Thursdays evenings from 6:00 pm until 9:00 pm. Tutoring classes will also be held on Tuesday and Thursdays from 2:00 pm until 6:00 pm.

Terms (if applicable):

February 1, 2016 to June 30, 2016

Expense (if applicable):

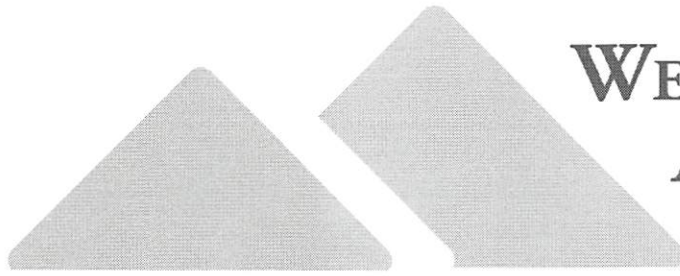
\$250.00 per month

Fiscal Impact Including Source of Funds (if applicable):

Expenses paid for by AB104 grant monies.

Approved: 

Mark Williams, VP of Instruction



WEST KERN ADULT EDUCATION NETWORK

March 1, 2016

This Memorandum of Understanding

St. Andrews Episcopal Church

508 Woodrow Street

Taft, CA 93268

This agreement to be in effect from February 1, 2016 through June 30, 2016

St. Andrews Episcopal Church agrees to partner with the West Kern Adult Education Network by allowing G.E.D. classes to be held in their classroom facilities on Tuesday and Thursday of each week for the hours 6 p.m. until 9 p.m. There will possibly be additional hours for tutoring if facilities are available and St. Andrews is agreeable.

There is an understanding that if St. Andrews Episcopal Church has need of their facilities, they will notify the director of the necessary change.

West Kern Adult Education Network will pay a facilities usage fee to St. Andrews Episcopal Church of \$250.00 per month.

St. Andrews Episcopal Church will submit an invoice for these fees to West Kern Adult Education Network at 915 N. 10th St., Room 34, Taft, CA 93268.

Signed,

Brock McMurray, Interim Superintendent/President
Taft College

Heather Mueller
St. Andrews Episcopal Church

West Kern Adult Education Network

Located in Taft's Historic Fort
915 N. Tenth Street, Suite 34
Taft, California 93268
(661) 745-4315

Date: March 21, 2016
Submitted by: Kathy Johnson, Director, West Kern Adult Education Network
Area Administrator: Mark Williams, VP of Instruction
Subject: Request for Ratification

Board Meeting Date: April 13, 2016

Title of Board Item:

Facilities Use Agreement with United Methodist Church for Citizenship classes

Background:

United Methodist Church is partnering with the West Kern Adult Education Network and allowing use of their facility for Citizenship courses. Courses will be held on Tuesday evenings from 6:00-7:00pm for eight sessions.

Terms (if applicable):

February 1, 2016 to June 30, 2016

Expense (if applicable):

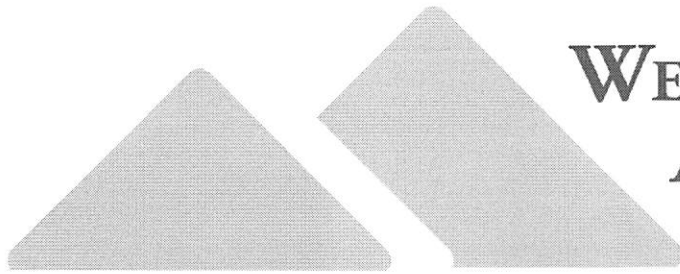
\$250.00 per eight week session

Fiscal Impact Including Source of Funds (if applicable):

Expenses paid for by AB104 grant monies.

Approved: _____


Mark Williams, VP of Instruction



WEST KERN ADULT EDUCATION NETWORK

March 1, 2016

Memorandum of Understanding between West Kern Adult Education Network and:

United Methodist Church

630 North Street

Taft, CA 93268

This agreement to be in effect from February 1, 2016 through June 30, 2016

United Methodist Church agrees to partner with the West Kern Adult Education Network (WKAEN) by allowing Citizenship classes to be held in their classroom facilities on Tuesday of each week for eight weeks.

There is an understanding that if United Methodist Church has need of their facilities, they will notify the director of the necessary change.

WKAEN will pay a facilities usage fee of \$250 to United Methodist Church per each eight week session.

United Methodist Church will submit an invoice for these fees to West Kern Adult Education Network at 915 N. 10th St., Room 34, Taft, CA 93268.

Signed,

Brock McMurray, Interim Superintendent/President

Taft College

United Methodist Church

West Kern Adult Education Network

Located in Taft's Historic Fort

915 N. Tenth Street, Suite 34

Taft, California 93268

(661) 745-4315

Date: March 21, 2016
Submitted by: Kathy Johnson, Director, West Kern Adult Education Network
Area Administrator: Mark Williams, VP of Instruction
Subject: Request for Ratification

Board Meeting Date: April 13, 2016

Title of Board Item:

Facilities Use Agreement with Calvary Temple Church for ESL classes

Background:

Calvary Temple Church is partnering with the West Kern Adult Education Network and allowing use of their facility for ESL courses. Courses will be held on Monday evenings from 5:00-7:00pm for eight weeks.

Terms (if applicable):

April 1, 2016 to June 30, 2016

Expense (if applicable):

\$250.00 per eight week session

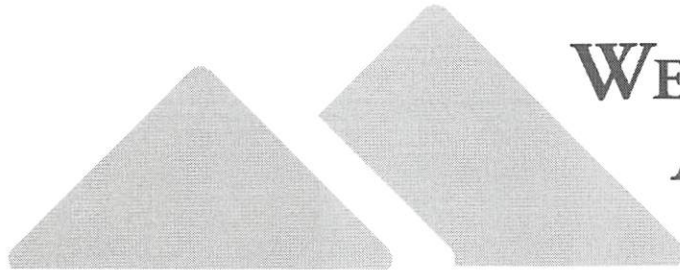
Fiscal Impact Including Source of Funds (if applicable):

Expenses paid for by AB104 grant monies.

Approved: _____



Mark Williams, VP of Instruction



WEST KERN ADULT EDUCATION NETWORK

March 21, 2016

Memorandum of Understanding between West Kern Adult Education Network and:

Calvary Temple
630 Kern Street
Taft, CA 93268

This agreement to be in effect from April 1, 2016 through May 31, 2016

Calvary Temple agrees to partner with the West Kern Adult Education Network (WKAEN) by allowing ESL classes to be held in their classroom facilities on Monday of each week for eight weeks from 5 pm until 7 pm beginning April 4, 2016.

There is an understanding that if Calvary Temple has need of their facilities, they will notify the director of the necessary change.

WKAEN will pay a facilities usage fee of \$250 to Calvary Temple per each eight week session.

Calvary Temple will submit an invoice for these fees to WKAEN at 915 N. 10th St., Room 34, Taft, CA 93268.

Signed,

Brock McMurray, Interim Superintendent/President
Taft College

Pastor Gregory Haslow
Calvary Temple

West Kern Adult Education Network

Located in Taft's Historic Fort
915 N. Tenth Street, Suite 34
Taft, California 93268
(661) 745-4315

BOARD AGENDA ITEM

Date: March 3, 2016

Submitted by: Melissa Thornsberry, STEM Pathways Director
Rachel Belden, STEM Outreach Activities Coordinator

Area Administrator: Mark Williams, VP of Instruction

Subject: Request for Approval

Board Meeting Date: April 13, 2016

Title of Board Item:

Purchase of 16 EMOTIV EPOC+ headsets and associated software for Taft College STEM

Background:

The Taft College STEM Program proposes the initial purchase of 16 EMOTIVE EPOC+ headsets and associated software for use in TC STEM and other cross-disciplinary activities. This equipment will allow students to record their brainwaves and translate this into meaningful data. Students can use the headsets to challenge and strengthen other projects. This initial purchase will allow an assessment to be made of the equipment's applications. If the headsets meet the needs of STEM, a final purchase of 24 additional headsets plus supporting software will be made giving a total of 40 headsets.

Terms (if applicable):

One-time purchase

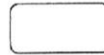
Expense (if applicable):

\$14,583.00 one-time expense with anticipated expense of remaining 24 + software

Fiscal Impact Including Source of Funds (if applicable):

Paid for by STEM Pathways Grant Funding

Approved: 
Mark Williams, VP of Instruction






My Cart

IF YOU HAVE SPECIAL COUPON CODE FOR DISCOUNT, PLEASE ENTER IT HERE:

...

Apply

ITEMS IN YOUR CART	PRICE	DISCOUNT	QUANTITY
<p>(/personal/cart/?action=delete&id=373490) Emotiv EPOC+ (EEG) Headset (/store/product_4.html)</p>  <p>(/store/product_4.html)</p>	\$799.00	--	16
<p>(/personal/cart/?action=delete&id=373493) Non-Profit/Education License</p> 	\$1,799.00	--	1
<p>(/personal/cart/?action=delete&id=373494) Non-Profit/Education Xavier SDK - Windows</p> 	\$0.00	--	1
			=\$14,583.00

PAYMENT OPTIONS



Links

- [Store \(/store/\)](/store/)
- [EPOC \(/epoc.php\)](/epoc.php)
- [Insight \(/insight.php\)](/insight.php)
- [Support \(/support.php\)](/support.php)
- [Company \(/company.php\)](/company.php)
- [Media \(/media\)](/media)
- [FAQ \(/faq.php\)](/faq.php)
- [Privacy Policy](#)

About Emotiv (/company.php)

A bioinformatics company offering a unique platform for crowd-sourced brain research, cloud computing, big data and mobile technology to offer valuable personal insight brain research globally.

USA

490 Post St. Suite 824
San Francisco, CA 94102 USA

Please use your reply above to respond.

Your request (27810) has been updated. To add additional comments, reply to this email.



Emotiv Customer Support (EMOTIV)

Feb 24, 2020, 10:20 AM

Hello Melissa,

Thank you for your interest in Emotiv and sincere apologies for the delay in responding to your email.

Yes, the additional headsets will be the same cost and work with the previously purchased software as well. Plus, we will be providing multi platform access for you as well (Windows, Mac, Linux, iOS and Android SDK). If you make a purchase, the headset package shipped to you includes headset, dongle, hydrator pack with sensors, saline solution, and charger (US shipment) or USB adapter cable (outside US shipment).

The expected delivery window is 3 to 5 weeks from the date of payment. If anything, it's more likely you would receive the package earlier though. Currently, there's Education License on our website. This license includes a multiseat SDK access for one platform for up to 25 concurrent users and costs \$1799. Developed software can be published under the NPO/Educational Distribution License or the Open Source Distribution License.

This upgrade is designed for academic and educational institutes as well as non-profit organizations undertaking experimental or developmental non-commercial research where no direct financial benefit is being derived from the results of such activities. The license is to the department within the Institute that made the purchase and can be used by other members of staff within that department for teaching/research purposes.

It is our pleasure to extend a 5% discount towards your purchase. Please contact us when you are ready to purchase and we can provide you with a coupon code.

Cheers,
Emy

Emotiv Customer Support



Mthornsberry

BOARD AGENDA ITEM

Date: March 23, 2016
Submitted by: Mike Capela, Director of M & O
Area Administrator: Brock McMurray, Interim Superintendent/President
Subject: Request for Approval

Board Meeting Date: April 13, 2016

Title of Board Item:

SchoolDude.com, Inc. Contract Renewal

Background:

SchoolDude.com, Inc. provides the software for the Maintenance Department's online work order service; MaintenanceDirect service; PMDirect service; and MySchoolDude service. This service has increased our response time to maintenance requests and I recommend we continue this contract.

Terms (if applicable):

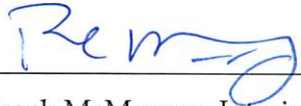
July 1, 2016 - June 30, 2017

Expense (if applicable):

\$4,610.00 per year

Fiscal Impact Including Source of Funds (if applicable):

This is a once a year charge. The cost for these services is included in the Maintenance budget and general revenue funds will be utilized.

Approved: 
Brock McMurray, Interim Superintendent/President

SchoolDude.com, Inc.

Remittance Address:
PO Box 200236
Pittsburgh, PA 15251-0236



Renewal Invoice

PO#0039112
Submit PO after
Board Approval

Invoice # : R-49979
Invoice Date : 03/15/2016
Terms : Net 30
Due Date : 04/14/2016
Client Id : 050485

Bill to :
Taft College
Attn: Michael Capela
29 Emmons Park Drive
Taft, CA 93268
United States

Ship to :
Taft College
Attn: Michael Capela
29 Emmons Park Drive
Taft, CA 93268
United States

Reference # :

Description	Amount
MaintenanceDirect Service thru 6/30/2017	
PMDirect Service thru 6/30/2017	
MySchoolDude Service thru 6/30/2017	
	SUBTOTAL
	\$4,610.00
	TOTAL - US DOLLAR
	\$4,610.00

11000-431-5641-65100

Acceptable Payment Methods: Check: Payable to SchoolDude.com, ACH or Credit Card.

Physical Address: SchoolDude.com 11000 Regency Parkway, Suite 200, Cary, NC 27518 Ph: 877-868-3833

Date: April 4, 2016
Submitted by: Agnes Jose- Eguaras, Dean of Instruction- Grants
Area Administrator: Mark Williams, VP of Instruction
Subject: Request for Ratification

Board Meeting Date: April 13, 2016

Title of Board Item:

Hosting & Associated Services with Bill Moseley

Background:

This agreement continues the support of MyMathSkillz/MyLearningMachine software and covers the costs of hosting and only maintenance associated with hosting. Work done in support of hosting needs to be preauthorized.

Terms (if applicable):


January 1, 2016- December 31, 2016

Expense (if applicable):

\$4,000.00

Fiscal Impact Including Source of Funds (if applicable):

This expense will be paid from the STEM Pathways grant.

Approved: 

Mark Williams, VP of Instruction

**WEST KERN COMMUNITY COLLEGE DISTRICT
CONTRACT FOR PROFESSIONAL SERVICES**

This agreement is entered into by and between the WEST KERN COMMUNITY COLLEGE DISTRICT ("District") and Bill Moseley ("Independent Contractor"). The agreement is effective January 1, 2016

Recitals

1. District desires to obtain the services of an education consultant especially trained and experienced in rendering the following services:

Hosting and maintenance associated with hosting of MyMathSkillz/MyLearningMachine software. Work done in support of hosting needs to be preauthorized.

(and as may be more particularly described in paragraph 3 of terms below).

2. Independent Contractor is an Independent Contractor especially trained and experienced in providing the services described in recital #1 above.

3. The parties have agreed that the Independent Contractor will provide the personal professional services of Bill Moseley (name) as specified in this Agreement as an Independent Contractor, as available, and not as an employee of the District.

Terms

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. **Recitals Approved.** The above recitals are true and correct.

2. **Length of Agreement.** Independent Contractor shall provide the services

January 1 2016 through December 31 2016 All work shall be performed at the following location:

Via remote server access

3. **Services to be Provided.** The services to be provided to the District by the Independent Contractor include but are not necessarily limited to the following:

- *Hosting and maintenance associated with hosting of MyMathSkillz/MyLearningMachine software. Work done in support of hosting needs to be preauthorized.*
-

4. **Service Days.** Independent Contractor shall render services on days which the District's Offices are open for business. Services shall be rendered for up N/A days. to _____

5. **Compensation.** Independent Contractor shall be paid the sum of \$50/hr. as needed.

6. **Hold Harmless Agreement.** Any amounts paid under this Agreement constitute the total compensation for all services rendered by Independent Contractor. The Independent Contractor agrees to pay all Social Security and other income taxes which may accrue by reason of this Agreement, and to indemnify, defend, and hold the District, its officers, agents, and employees harmless from all claims, penalties, damages, liabilities, costs, and expenses including attorney fees, related to Independent Contractor's failure to pay these and similar obligations. Further, since Independent Contractor is acting solely in an Independent Contractor capacity, the Independent Contractor and its staff will not be entitled to and shall not by reason of this Independent Contractor arrangement receive any employee benefits from the District.

7. **Monthly Service Report.** Upon request, Independent Contractor shall submit a monthly service report in writing to the District which shall include a diary showing days and service rendered.

8. **Travel Expenses/Mileage Reimbursement.** The District shall reimburse Independent Contractor for travel expenses/mileage to a maximum of \$0 for the entire term at the established rate paid to District employees.

9. **Standards of Ethical Conduct and Confidentiality.** Standards of ethical conduct and confidentiality shall be maintained, and Independent Contractor will not engage in inappropriate contacts or professional conflicts of interest.

10. **Earlier Termination.** District may terminate this Agreement upon providing Independent Contractor with 30 days' prior written notice of such termination.

Executed at Taft California, on the dates shown below.

Date of WKCCD Board Approval:

West Kern Community College District:

Independent Contractor:

By:

(Signature)

Brock McMurray

(Printed Name)

Interim Superintendent/President

(Title)

(Signature)

(Address)

(Social Security # or TIN #)



BOARD AGENDA ITEM

Date: April 4, 2016
Submitted by: Adrian Agundez, Director of Information Services
Area Administrator: Brock McMurray, Interim Superintendent/President
Subject: Request for Ratification

Board Meeting Date: April 13, 2016

Title of Board Item:

Ellucian Degree Works Consulting services from March 23 2016 to March 22 2017 for 46 hours @ \$187 per hour.

Background:

Degree Works is the student educational planner we purchased from Ellucian and it integrates with our Banner Student system. As Degree Works product advances the student services staff needs an occasional training in the changes or add features to be as efficient as possible with the student educational planner or it reporting.

Terms (if applicable):

Consulting hours are good for one year effective March 23, 2016 to March 22, 2017.

Expense (if applicable):

Total cost of the consulting and project management is not to exceed \$8,602.00

Fiscal Impact Including Source of Funds (if applicable):

Funded by the Student Services area.

Approved:



Brock McMurray, Interim Superintendent/President



Ellucian Company L.P.
4 Country View Road, Malvern, PA 19355, USA

Order Form

Created Date: March 23, 2016

Client Information

Client Name: West Kern Community College District
Underlying Agreement: This Services Order Form ("Order Form") amends the latest Software License & Services Agreement or General Terms and Conditions Agreement (as applicable) between the parties, as previously amended ("Agreement").

HOURLY SERVICES TABLE:

Description	Service Amount	Rate (valid for 1 year)	Fee
Degree Works Consulting Services	40 person-hours	\$187 per person-hour	\$7,480
Project Management Services	6 person-hours	\$187 per person-hour	\$1,122
TOTAL HOURLY SERVICES FEE:			\$8,602

Services fees and reimbursable expenses (as provided for in the Agreement) will be invoiced on a monthly, as provided/as incurred basis. Ellucian personnel rendering services bill for travel time, preparation time, and follow-up time. For a more detailed description of these services, see the Scope of Services attached as Attachment A.

Project Dependencies:

1. Client will assign a project leader who will lead the project at the Client's site and be the main point of contact for Ellucian throughout the implementation.
2. Client will identify and provide access to the appropriate IT and application staff members to work with Ellucian throughout the implementation process. Client staff will complete preparation activities prior to all service engagements.
3. Client will test all delivered functionality/configurations/set-up in a mutually agreed upon timeline.
4. Client will document processes, decisions and end user training materials.
5. All work associated with this project will be developed for latest releases.
6. All services will be provided remotely unless explicitly stated as onsite.
7. Client will have all necessary hardware onsite and operational. Client will have all required software installed, other than software to be installed by Ellucian, as specifically scoped herein.
8. Client will provide Ellucian with access to appropriate software and functionality in compliance with Client's security and access policies and provide Ellucian access to their servers via a Virtual Private Network (VPN) connection that is supplied by SecureLink. Client will notify Ellucian of any firewall/connection issues that could cause a delay in the delivery of the service.
9. Client will ensure that the software release on the Client system is up-to-date and all updates released by Ellucian have been loaded into the appropriate environments as specified. No major upgrades will be introduced into the environment during the course of the implementation except as agreed during project planning activities.

Date: March 30, 2016
Submitted by: Adrian Agundez, Director of Information Services
Area Administrator: Brock McMurray, Interim Superintendent/President
Subject: Request for Approval

Board Meeting Date: April 13, 2016

Title of Board Item:

ABTECH Technologies Quotation ADV-10375-2063-2980 Rev-00 DR4300 Disk Backup
Appliance total cost \$26,079.99

Background:

Taft College data is backed up to a tape system that has become very slow and limited. To improve response time and not to burden the tape process IT will purchase a high speed disk storage appliance that will allow for data to be backed up and pulled back without stopping the nightly backup of data.

Terms (if applicable):

Installation and purchase of the appliance.

Expense (if applicable):

Total cost of the appliance and installation will be \$26,079.99

Fiscal Impact Including Source of Funds (if applicable):

Funded by the 2015-16 ITS budget.

Approved:


Brock McMurray, Interim Superintendent/President



Worldwide Headquarters:
 2042 Corte Del Nogal, Suite D
 Carlsbad, CA 92011
 Ph: (800) 474-7397

Quote To: Adrian Agundez
 Taft College
 29 Emmons Park Drive
 Taft, CA 932682317
 (661) 763-7737
 aagundez@taftcollege.edu



Draft Quotation

Quote Date: 3/16/2016
Quote ID: ADV-10375-2063-2980 Rev-00
Revision Date: 3/16/2016 10:47:45 AM

Created By: Aaron Van Velsir
 avanvelsir@abtechsystems.com
 Local Fax: (760) 517-3334

Part Number	Qty	Description	Unit Price	Ext Price
DR4300 18TB - Taft C	1	DELL DR4300 DISK BACKUP APPLIANCE CONFIGURED WITH: - CHASSIS WITH UP TO 12, 3.5" DRIVES AND 2, 2.5" FLEX BAY DRIVES - (2X) 300GB 10KRPM 12G SAS DISK DRIVES, 2.5" - (12X) 2TB 7,200RPM 6G NEAR LINE SAS DISK DRIVES, 3.5" - PERC H730P INTEGRATED RAID CONTROLLER, 2GB CACHE - PERC H830 RAID ADAPTER FOR EXTERNAL MD14XX ONLY, 2GB NV CACHE, LOW PROFILE - QLOGIC 57800 2X10GB DA/SFP+ + 2X1GB BT NETWORK DAUGHTER CARD - (2X) SFP+, SHORT RANGE, OPTICAL TRANCEIVER, LC CONNECTOR, 10GB AND 1GB COMPATIBLE FOR INTEL AND BROADCOM - IDRAC8 ENTERPRISE, INTEGRATED DELL REMOTE ACCESS CONTROLLER - OPENMANAGE ESSENTIALS, SERVER CONFIGURATION MANAGEMENT - DUAL HOT PLUG REDUNDANT 1100W POWER SUPPLIES - (2X) POWER CORDS, 10FT 5-15P WALL PLUG - READY RAILS WITH CABLE MANAGEMENT ARM - 3YR PRO SUPPORT MISSION CRITICAL PACKAGE: 7X24, 4-HOUR ONSITE WITH EMERGENCY DISPATCH	\$23,079.99	\$23,079.99
Total Cost:				\$23,079.99

NOTES: Shipping costs and tax rates are estimates and will be calculated (prepay and add) at time of shipment/Invoice. All shipments are made F.O.B. Origin unless pre-arranged with your sales representative and specifically noted on quotation.

The information on this quotation supercedes any verbal quotations and is subject to change without notice. Prices are valid for 30 days from the revision date listed at the top of this document. Please contact your sales representative if you have any questions at 760-827-5100.

Reference the quote ID shown on page one of the quotation for all written correspondence.

This sale is subject to Abtech's Terms and Conditions of Sale ("Terms") effective on the date the purchase order is received, which are incorporated in full by this reference. The Terms are available at <http://www.abtechtechnologies.com/downloads/terms/Abtech-terms-and-conditions.pdf>, and also will be sent by mail or fax to the purchaser upon request. Buyer agrees to have read and intends to be bound by Abtech's Terms by placing an order with Abtech. Abtech limits acceptance to the Terms, and objects to any other additional or different terms in the purchaser's purchase order or any other forms of acceptance. Some products and services, including but not limited to maintenance, StorTrust, hosting, and managed services, have an additional Master Service Agreement ("MSA") and service specific Addendum which are in addition to Abtech's Terms and are likewise incorporated in full by this reference as a full and binding part of the Terms as if fully set forth therein.

Accepted By: _____

Title: _____

Signature: _____

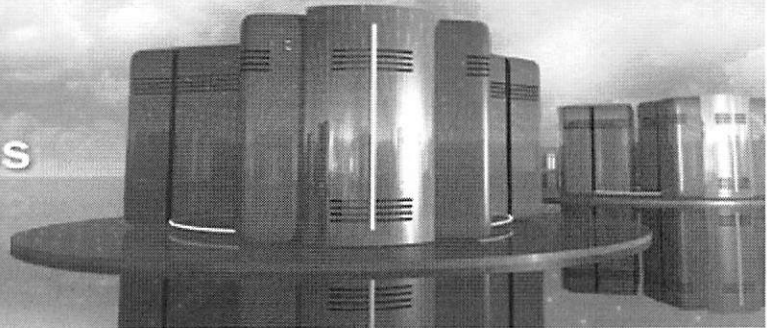
Date: _____

PO Number: _____

Revisions:



Where **Technology**
meets **Business Objectives**



Statement of Work for Dell DR4100 Remote Install Project

Prepared for



Aaron Van Velsir, Senior Account Executive
Robert Wright, Chief Technical Consultant
Nigel Wright, VP of Sales, Enterprise Solutions

CONFIDENTIAL MATERIAL

Abtech Support, Inc. and Abtech Systems, Inc. have taken all reasonable care to ensure the information in this document is accurate at the date of publication. In relation to any information on third-party products or services, Abtech Support has relied on the best available information published by such parties. Abtech Support is continually developing its products and services, and the functionality and technical specification of our products can change at any time. The above information is privileged, confidential, and exempt from disclosure under applicable law. It is intended only for the individual named above. You are hereby notified that any unauthorized use, dissemination, or copying of this information may be unlawful. Client information is considered a trade secret under the Uniform Trade Secret Act (UTSA).

Statement of Work for Dell DR4100 Remote Install Project Performed for Taft College

1. Project Summary and Goals

Abtech Technology, a national datacenter services and support company specializing in enterprise computing environments will provide Taft College services to *plan, install, implement, configure, test, validate, document, and basic skills instruction* for the continued use of the solution proposed.

In summary, the solution is: Assist customer with remote services to install a Dell DR4100 storage appliance.

Upon completion of the service, Taft College's and Abtech's intended deliverable is:

- DR4100 configured for network connections
- DR4100 integrated into Commvault for use as a backup target.

2. Scope of Work

Abtech will deliver the Service in the following Phases:

Phase	Description	Performed By	Location	Est. Hours	After Hours
1.0	Pre-Implementation				
1.1	<p>Project Kick-off</p> <ul style="list-style-type: none"> • At least 1 weeks prior to project start, have conference call with Client stakeholders to <ul style="list-style-type: none"> ○ Review the project Scope and approach ○ Discuss service readiness of environment: <ul style="list-style-type: none"> ▪ Verify status, configuration, and accessibility of existing environment ○ Plan and schedule the installation and configuration tasks <ul style="list-style-type: none"> ▪ Establish 2 alternate service dates at least 1 week apart ▪ Alternate service date 1: _____ ▪ Alternate service date 2: _____ • Assign the pre-installation responsibilities between Client and Abtech • Exchange contact, procedural, and schedule information between Client and Abtech. 	Abtech & Client	Remote	0.25	N
1.2	<p>Environment Review</p> <ul style="list-style-type: none"> • <u>Physical</u>: rack space, power, cooling, access from receiving, network drops, cables • <u>Software</u>: licenses purchased, codewords received, media available • <u>Data and Users</u>: Outage scheduled with users, 2 x verified backups created, service contracts with OEMs or 3rd party available • Abtech available to do these tasks as an expansion of the project 	Client	Onsite		N

1.3	<p>Kick-off Follow Up</p> <ul style="list-style-type: none"> • At least 1 week prior to start of project, have conference call with Client to verify that: <ul style="list-style-type: none"> ○ All pre-installation responsibilities have been completed ○ Environment is ready for service ○ Service date is acceptable or needs to be moved to one of the alternate service dates 	Abtech & Client	Remote	0.25	N
	Billable Milestone?	No			

2.0	Implementation				
2.1	<p>Pre-configuration:</p> <p>Upon receipt of DR4100 hardware from Dell, Abtech will:</p> <p>:</p> <ol style="list-style-type: none"> 1. Unpack equipment and check for proper operation 2. Update the firmware to most current version 3. Set IP addresses for customer's environment 4. Burn-in the disk drives 5. Shutdown, package and ship to customer 	Abtech	Abtech	3	N
	<u>Completion criteria for this phase:</u> Pre-configured system shipped to customer.				
	Billable Milestone?	Yes			
2.1	<p>Installation:</p> <p>:</p> <ol style="list-style-type: none"> 1. Client will unpack and move the hardware into the datacenter 2. Client will install DR4100 in their rack. 3. Client will connect the DR4100 to network switches in customer environment, including the iDRAC management connection and the production network connections. The production connections will be set up as LACP port aggregations. 4. Client will download necessary client side drivers from http://www.dell.com/support/home/us/en/19?c=us&l=en&s=gen by entering the service tag number found on the front of the DR4100. Click on Drivers and Downloads, then IDM. The Rapid CIFS (RDCIFS) and Rapid NFS (RDNFS) drivers are suggested. 5. Abtech will assist customer with setting up the network configuration. 6. Abtech will configure DR4100 storage to customer configuration requirements and create containers for 	Customer and Abtech	Onsite (Customer) and Remotely (Abtech)	8	N

	backup use. 7. Abtech will work with customer to configure the DR4100 storage containers in Commvault for backup use. 8. Abtech will train customer on operation of DR4100 management software.				
	<u>Completion criteria for this phase:</u> Hardware will be physically racked, storage system connected to network, storage volumes configured and presented to Commvault, and Client trained on management software.				
	Billable Milestone?	Yes			
Client Sign-off: _____					

3.0	Post-Implementation				
3.1	Post-Implementation Review: Meeting between Abtech and Client to review implementation, answer any configuration or usage questions, discuss future of solution, and plan any post-implementation support	Abtech & Client	Onsite	0.5	N
Estimated number of business hours:				12	
Estimated number of after business hours:				0	
Total estimated number of hours:				12	

All phases of the project have been completed and the SOW has been met.

Client Sign-off: _____

By signing "Client Sign-Off", Client agrees that the tasks have been completed to Client's technical satisfaction or as near to Client's technical satisfaction as circumstances and unforeseen events could reasonably allow. Client agrees that each signed off phase can be invoiced by Abtech and Client will pay the invoice within the established payment terms.

3. Scope Boundaries

The Service is limited as follows:

In terms of	DR4100 storage appliance	this Service is limited to	1
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Any Service requested of Abtech personnel to perform consulting or labor above and beyond the Scope or Scope Boundaries may require additional consulting hours to complete. A revised quotation and Scope of Work will be created and work will begin once a Client purchase order has been received.

4. Client Responsibilities

Client will provide and have available at the time that Abtech's team is onsite:

1. Two full, validated backups prior to work commencing
2. Necessary rack space for any equipment to be installed:
 - a. 2U for DR4100
 - b. 2U for each additional disk tray, if necessary
3. The following network connections:
 - a. One 100baseT or better auto-negotiate connection for iDRAC console port.
 - b. One or more Gigabit or 10GbE auto-negotiate connection(s) for production network. All production ports shall be teamed using LACP auto-port aggregation.
4. Provide Abtech with IP network information to configure the network connections.
5. Power connections for:
 - a. DR4100 system - Two 110-240VAC connections. The connections on the DR4100 are C13.
 - b. Additional disk trays require two 110-240VAC connections per tray. The connections on the tray are C13.
6. All licensing, code words, and media for anything required by this project and not supplied by Abtech.
7. Customer will provide necessary network routing to allow connection to the DR4100 via browser interface.
8. Customer will provide access for SMTP traffic from the DR4100 to the local mail server for relay of messages from the management monitoring software to the email server.
9. Telephone and service ID numbers for hardware and software support vendors if necessary to call them as part of this work.
10. An adequate downtime window with all users off any IT asset that may be affected by work being performed by Abtech or may affect the work being performed by Abtech.
11. Any key Client personnel must be available for the duration of the project and work diligently with Abtech personnel to complete this project.

5. Pricing Summary

Description	Extended Price
Professional Services (includes travel)	\$3,000.00
TOTAL PROFESSIONAL SERVICES COSTS	\$3,000.00

Per Abtech's Terms and Conditions of Sale, the pricing summary above reflects an estimate based on information provided by the Customer and for the work outlined above in the Statement of Work (SoW). Any additional work provided to Customer beyond the work explicitly identified in the SoW shall be charged at Abtech's standard hourly rates for the type of Service and time of performance. Customer will be invoiced for additional number of hours required to complete the job to as close to Customer's satisfaction as is technically reasonable, subject to any minimum billing indicated above, plus travel and incidental expenses incurred.

Any deviation from the Client responsibilities may cause delay, additional hours to be invoiced, or a postponement of the entire project.

This SoW and the sale of the services offered in the SoW is subject to Abtech's Terms and Conditions of Sale ("Terms") effective on the date the purchase order is received, which are incorporated in full by this reference. The Terms are available at:

<http://www.abtechttechnologies.com/downloads/terms/Abtech-terms-and-conditions.pdf>

and also will be sent by mail or fax to the purchaser upon request. Client agrees to have read and intends to be bound by Abtech's Terms by placing an order with Abtech. Abtech limits acceptance to the Terms, and objects to any other additional or different terms in the purchaser's purchase order or any other forms of acceptance. Some products and services, including but not limited to maintenance, support, and managed services, may have additional Abtech terms and conditions that are in addition to Abtech's Terms and are likewise incorporated in full by this reference.

By Signing below, I agree to that this is an accurate representation of the project and authorize Abtech to undertake this work.

Company Name

Authorized By

Title
Date

Date: March 23, 2016
Submitted by: Adrian Agundez, Director of Information Services
Area Administrator: Brock McMurray, Interim Superintendent/President
Subject: Request for Ratification

Board Meeting Date: April 13, 2016

Title of Board Item:

ABTECH Technologies Quotation ADV-10381-2063-2980-Rev-00 Red Hat Software License
For IT servers total cost \$5,546.92.

Background:

The production and test servers here at TC use the Red Hat operating software and it must be licensed every year to received updates and patches.

Terms (if applicable):

License of the software is from 3/19/16 to 3/18/17.

Expense (if applicable):

Total cost of the license is \$5,546.92 for the servers.

Fiscal Impact Including Source of Funds (if applicable):

Funded by the ITS annual budget.

Approved:



Brock McMurray, Interim Superintendent/President



Worldwide Headquarters:
 2042 Corte Del Nogal, Suite D
 Carlsbad, CA 92011
 Ph: (800) 474-7397

Quote To: Adrian Agundez
 Taft College
 29 Emmons Park Drive
 Taft, CA 932682317
 (661) 763-7737
 aagundez@taftcollege.edu



Draft Quotation

Quote Date: 3/22/2016
Quote ID: ADV-10381-2063-2980 Rev-00
Revision Date: 3/22/2016 8:42:37 AM

Created By: Aaron Van Velsir
 avanvelsir@abtechsystems.com
 Local Fax: (760) 517-3334

Part Number	Qty	Description	Unit Price	Ext Price
RH00002RN-GOV - TA	2	RENEWAL – RED HAT ENTERPRISE LINUX: VIRTUAL DATACENTERS STANDARD 9X5 PHONE AND WEB SUPPORT. 1 YEAR SUBSCRIPTION. DOWNGRADE IN SUPPORT TO STANDARD, UPGRADE TO VIRTUAL DATACENTER START DATE: 03/19/2016 END DATE: 03/18/2017 CONTRACT #: 10140999 ACCT #: 816476	\$1,795.10	\$3,590.20
RH00004RN-GOV - Ta	3	RENEWAL – RED HAT ENTERPRISE LINUX SERVER: STANDARD 9X5 PHONE AND WEB SUPPORT. (PHYSICAL OR VIRTUAL NODES) 1 YEAR SUBSCRIPTION START DATE: 03/19/2016 END DATE: 03/18/2017 CONTRACT #S: 10140998, 10140997, 10140996 ACCT #: 816476	\$652.24	\$1,956.72
			Total Cost:	\$5,546.92

NOTES: Shipping costs and tax rates are estimates and will be calculated (prepay and add) at time of shipment/invoice. All shipments are made F.O.B. Origin unless pre-arranged with your sales representative and specifically noted on quotation.

The information on this quotation supercedes any verbal quotations and is subject to change without notice. Prices are valid for 30 days from the revision date listed at the top of this document. Please contact your sales representative if you have any questions at 760-827-5100.

Reference the quote ID shown on page one of the quotation for all written correspondence.

This sale is subject to Abtech's Terms and Conditions of Sale ("Terms") effective on the date the purchase order is received, which are incorporated in full by this reference. The Terms are available at <http://www.abtechtechnologies.com/downloads/terms/Abtech-terms-and-conditions.pdf>, and also will be sent by mail or fax to the purchaser upon request. Buyer agrees to have read and intends to be bound by Abtech's Terms by placing an order with Abtech. Abtech limits acceptance to the Terms, and objects to any other additional or different terms in the purchaser's purchase order or any other forms of acceptance. Some products and services, including but not limited to maintenance, StorTrust, hosting, and managed services, have an additional Master Service Agreement ("MSA") and service specific Addendum which are in addition to Abtech's Terms and are likewise incorporated in full by this reference as a full and binding part of the Terms as if fully set forth therein.

Accepted By: _____

Title: _____

Signature: _____

Date: _____

PO Number: _____

Revisions:

Date: March 30, 2016
Submitted by: Adrian Agundez, Director of Information Services
Area Administrator: Brock McMurray, Interim Superintendent/President
Subject: Request for Approval

Board Meeting Date: April 13, 2016

Title of Board Item:

SmartNet Proposal for placing a GPS antenna on campus at no cost to TC.

Background:

SmartNet North America has requested from Professor Golling the opportunity to place a GPS antenna on one of the campus buildings. A location at the rear of the Administration building would be best suited for all parties. In return for access to place the GPS antenna SmartNet would donate to the college science department GPS equipment for educational use. After researching with other colleges in California who have participated in providing access no issues were found.

Terms (if applicable):

Access to the roof of the Administration building for mounting the antenna.

Expense (if applicable):

No cost to the district.

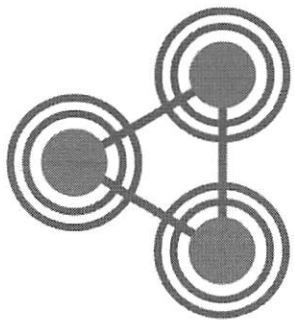
Fiscal Impact Including Source of Funds (if applicable):

None

Approved:



Brock McMurray, Interim Superintendent/President



SmartNet North America

Any Constellation - Any Application - Open to All

Taft College
Hosting Proposal

Background

SmartNet North America

Leica Geosystems, Inc. launched SmartNet North America on March 1, 2010. SmartNet is a subscription based service offering GNSS Network RTK corrections throughout North America with Leica Geosystems directly operating, managing, and maintaining all segments of the network. From the reference stations in the field to the server and IT infrastructure, SmartNet offers a turnkey solution.

SmartNet provides GNSS Network RTK coverage in 26 US States and 6 Canadian Provinces, to anyone in need of Precision GNSS corrections. This includes the precision ag, construction, engineering, surveying and mapping markets.

In California, SmartNet covers areas in the throughout the state, including all the major metropolitan areas, as well as portions of the Central Valley market.

Hosting Proposal

SmartNet would propose to install a SmartNet owned GNSS reference stations at your facility. The station consists of the following:

- GNSS Antenna (Fig. 1)
- 80" Aluminum Mast & Monumentation (Fig. 2)
- LMR400 Antenna Cable
- GNSS Reference Station (Fig. 3)
- Power Supply

The needs for a station are minimal; we only require a suitable structure to attach the aluminum mast (preferably a masonry structure, if a suitable structure is not available, we can also using alternate ground or pillar mount - Fig. 4) that provides a clear and unimpeded view of the sky away from large sources of RF interference (i.e. cellular communications). Once secured, the mast will support the GNSS antenna cable and provide the necessary horizontal stability to determine the antennas position to +/- 5 mm (Fig. 1). We then route the antenna cable from the antenna and into the building to a mutually agreeable location. The GNSS receiver is then secured to a wall or provided enclosure (Fig. 3), and the antenna cable is terminated and connected to the receiver.

The receiver will require an electrical outlet, as well as a connection to the internet. This internet connection can be provided either by the host or SmartNet can arrange to have internet service brought to the site independently. The reference station uses very little bandwidth and power. A typical station uses approximately 2-4 kbps in internet bandwidth and a single 4 MB file downloaded every hour. For power, a station uses approximately 15 kW of electricity a year. All hardware, labor and installation costs would be covered by SmartNet.

In return for providing us with a host location, SmartNet would compensate the college with either an annual payment, a SmartNet GNSS subscription or if it is of interest we could provide a GOS unit for the college's use in their standard course curriculum or research.

Example Photos



Fig.1 GNSS Antenna

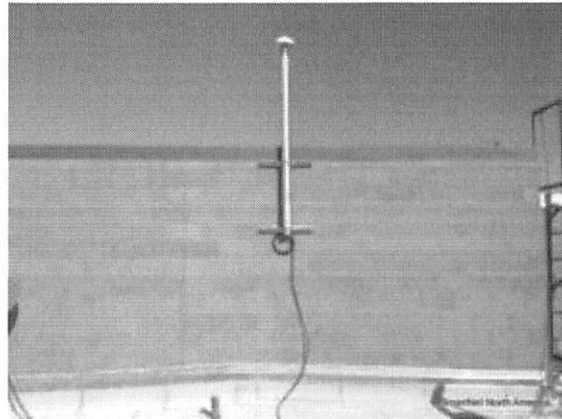


Fig.2 - 80" Aluminum Mast



Fig. 4 - Ground / Pillar Mount

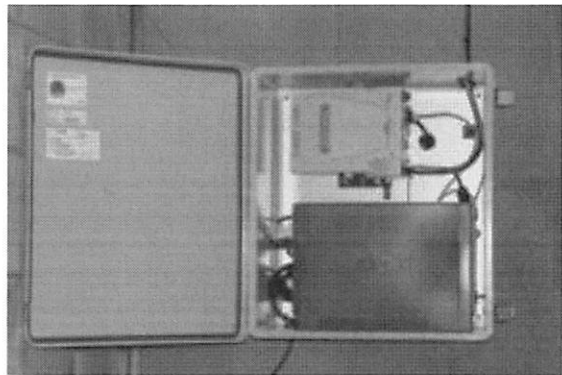


Fig. 3 - GNSS Reference Station Receiver

Hosting References

SmartNet has worked with a number of other colleges and universities in California and submit the following references for your information.

University of California - Santa Barbara
Mike Colee - Earth Research Institute
805-453-3600
mtc@eri.ucsb.edu

Santa Monica College
Vicki Drake - Earth Sciences Department
310-434-8652
drake_vicki@smu.edu

Fresno State University
Steve Scherer - Civil Engineering Department
559-278-7200
sscherer@csufresno.edu

Mt. San Jacinto College
Brian Hess - Engineering Technology Coordinator
951-487-6752
bhess@msjc.edu

**SMARTNET NORTH AMERICA REFERENCE NETWORK
REFERENCE STATION HOST AGREEMENT**

LEICA Geosystems Inc. and Host wish to contract for Host to participate in the SmartNet GNSS Reference Network on the terms and conditions set forth in the Agreement (all as defined below).

Accordingly, in consideration of the mutual agreements contained herein, each of Leica Geosystems, Inc. and Host acknowledges that it has received and reviewed this Agreement and agrees to be bound by the same.

Host _____
 Station Name: _____
 Effective Date: _____

1. **Definitions.** Certain terms used and not otherwise defined in this Agreement have the following definitions or meanings:

“**GNSS**” means global navigation satellite system

“**Agreement**” means this agreement together with the standard SmartNet Terms & Conditions and any agreed upon Appendices

“**Leica**” means Leica Geosystems, Inc., a Delaware corporation.

“**Network**” means the Reference Network marketed under the brand SmartNet, a real-time GNSS network anticipated to provide spatial information to a diverse user community in proximity to the Site.

“**Reference Station**” means the Leica GNSS reference station and associated or ancillary equipment located at the Site.

“**Site**” means the real property and improvements of the Host where the Reference Station is located.

“**Term**” means the period commencing with the Effective Date identified on the first page of this Agreement and continuing thereafter, unless terminated in accordance with the provisions of Section 4.

2. **Host Obligations.** Host hereby grants to Leica and its employees, agents, designees and/or contractors (hereinafter “Licensee”) right of ingress and egress to the Site to install,

maintain, repair and/or operate the Reference Station during regular business hours, if the Site is an occupied edifice, and at any reasonable time if unoccupied. No ownership, leasehold or other rights to the Site shall vest in Licensee by virtue of this Agreement. Host agrees and licenses Licensee to permanently erect the Reference Station in a place on the Site and to a standard consistent with the standards for the Network as established by Leica from time to time. Host also agrees to (i) provide access to and maintain an internet connection for the Reference Station and (ii) provide power.

3. **Payment.** As full and valid consideration for the obligations to Host set forth herein, Leica grants Host an annual payment of \$ 500.00 This payment will remain in effect during the term of this Agreement.

4. **Termination.**

- a. Either Party may terminate this Agreement immediately by delivery of notice to the other Party at any time if the other Party materially breaches this Agreement.
- b. Either Party may terminate this Agreement for any reason or no reason upon 60 days' written notice.

5. **Notices.** All notices, authorizations, directions, consents, and other communications to, upon, and between the parties shall be in writing and shall be deemed to have been duly made, delivered and received when delivered personally or by nationally recognized courier service or when mailed by certified mail, postage prepaid and return receipt requested, or when transmitted, and receipt confirmed, by facsimile or electronic transmission to each Party at the address, facsimile number or electronic address set forth under the name of that Party on the first page of this Agreement or to either Party at such other post office address, facsimile number or electronic address as that Party may specify by notice to the other Parties.

6. **No Joint Venture or Partnership.** This Agreement shall not be deemed nor construed to create a joint venture or partnership between Host and Leica, nor shall this Agreement be deemed or construed as making either Party the agent or representative of the other Party. Neither Party shall have the authority to bind the other Party in any respect.

7. **Modifications.** This Agreement may not be modified, waived, amended, discharged, terminated or supplemented, or otherwise changed, except by a document executed by an authorized representative of each Party.

8. **Non-Waiver of Rights and Breaches.** Except as provided in Paragraph 10, no failure or delay of any Party in the exercise of any right given to such Party hereunder shall constitute a waiver thereof, nor shall any single or partial exercise of any such right preclude other or further exercise thereof or of any other right. The waiver by a party of any default of any other Party hereunder shall not be deemed to be a waiver of any such subsequent default or other default of

any party. No action or forbearance by any Party contrary to the provisions of this Agreement shall be construed to constitute a waiver of any of the express provisions hereof.

9. **Successors and Assigns.** Either Party may assign this Agreement (a) to one or more affiliates in connection with an internal corporate reorganization or restructuring (in which case the Party shall remain liable for its obligations hereunder notwithstanding such assignment) or (b) to a third party in connection with the sale of substantially all of a Party's assets to, or the merger of the Party into, a third party.

10. **Limitation of Remedies.** Neither Party shall seek, and each hereby irrevocably waives, monetary damages, whether direct, consequential, indirect, or punitive, as a consequence, or arising from, this Agreement or its breach. This Paragraph does not waive or affect either Party's remedies in cases of fraud or intentional torts. IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR CONSEQUENTIAL OR INDIRECT DAMAGES, INCLUDING BUT NOT LIMITED TO LOST PROFIT OR LOST OPPORTUNITY.

11. **Construction.** Each Party acknowledges that it has participated in the negotiation of this Agreement, had the opportunity to consult with legal counsel prior to executing the Agreement, and that no provision of this Agreement shall be construed against or be interpreted to the disadvantage of any Party hereto by any court or other governmental or judicial authority by reason of such Party having or deemed to have structured, dictated or drafted such provision.

12. **Counterparts.** This Agreement may be executed in any number of counterparts, each of which when so executed and delivered shall be deemed an original, with such counterparts together constituting one and the same instrument. Alternatively, the Parties acknowledge and agree that this Agreement may be, for convenience, executed in duplicate originals, each of which is intended to be and is as valid as its counterpart original.

13. **Invalidity.** If any term, provision, covenant or condition of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of this Agreement will remain in full force and effect and will in no way be affected, impaired or invalidity.

LEICA GEOSYSTEMS, INC.

HOST

Signature: _____

Signature: _____

Printed Name: Wendy Watson

Printed Name: _____

Title: Director of SmartNet NA

Title: _____

Date: _____

Date: _____

Address: _____

Address: _____

5051 Peachtree Corners Circle

Suite 250

Norcross, GA 30092

Attention: Connie McFarland

Attention: _____

Fax Number: 770-447-0710

Fax Number: _____

Email Address: connie.mcfarland@leicaus.com

Email Address: _____

SITE LOCATION

Station Name _____

Site Address _____

Site City _____

Site State/Province _____

Site Zip/Postal Code _____

Site Phone Number _____

For general questions or issues, you may also contact us at support@smartnetna.com

Date: March 14, 2016
Submitted by: Adrian Agundez, Director of Information Services
Area Administrator: Brock McMurray, Interim Superintendent/President
Subject: Request for Approval

Board Meeting Date: April 13, 2016


Title of Board Item:
Ray Morgan Company Canon Image Runner iR-AC5235 Copier

Background:
The welding shop and classroom have need of a copier system and fax machine which this unit can do, it will provide the staff and faculty at the non-campus location with services that would only be available on the college's main campus.

Terms (if applicable):
This is a purchase of the copier and the maintenance is included as per the district contract. The cost of B/W is \$.01 and color is \$.0553 per which covers the cost of any repair and supplies.

Expense (if applicable):
Total cost of the copier is \$8,704.02.

Fiscal Impact Including Source of Funds (if applicable):
Funded by Perkins grant in the Instructional area.

Approved: 
Brock McMurray, Interim Superintendent/President



RAY MORGAN COMPANY, INC.

4415 Yeager Way #700 / Bakersfield, Ca. 93313

Phone: (661) 805-3308 / Fax: (530) 343-9470

TOLL FREE: 800-640-6065



Canon Digital System Proposal

December 10, 2015

Canon imageRUNNER iR-AC5235 Digital System

Specifications:

- Copy Speed: 35 B/W and 30 Color copies per minute
- 100-Sheet Duplex Color Scanning
- Cassette Feeding Unit
- Super G3 Fax Board
- Stapler Finisher
- Network Printing and Scanning (PCL, PS, UFR-II)
- Scan to MS Word / MS Powerpoint
- 2,300 sheet paper capacity
- Handles 14 lb. To 80 lb. Paper Stock
- 1,200 dpi x 1,200 dpi Print Resolution,
- HD Erase Kit
- Booklet Mode with Auto Page Impositioning
- 2GB Ram / 160GB Hard Drive



60 Month FMV Lease...\$185.68

Cash Price...\$8,096.76 + tax

(Based on CSU Piggy-Back Pricing)

MAINTENANCE PROGRAM

Includes all parts, labor, service onsite, drum, and toner. Excludes paper and staples.

B/W images @ .01 and Color images @ .0553

Note: Prices exclude all applicable taxes

Thank you,

Rodney Archer

www.raymorgan.com

DIGITAL COPIERS • COLOR COPIERS • DIGITAL IMAGING SYSTEMS • FACSIMILES • VISUALS • SHREDDERS
BINDING SYSTEMS • BUSINESS FORMS • SUPPLIES • NETWORK PRINTERS • SCAN TO EMAIL

Date: March 14, 2016
Submitted by: Adrian Agundez, Director of Information Services
Area Administrator: Brock McMurray, Interim Superintendent/President
Subject: Request for Approval

Board Meeting Date: April 13, 2016

Title of Board Item:

Ray Morgan Company copier maintenance agreement renewal from 05/01/16 to 04/30/17.

Background:

Taft College has 13 copiers around campus for the faculty and staff use. Each unit may be a purchased unit or a unit under lease and must be maintained. Taft College created a single contract with itemized cost of coping that pays for the toner, repair and service call of the technician to maintain the unit. The district is provided a web portal to submit work orders for repair and also receives delivered toner as the copier informs Ray Morgan when less than 15% of the cartridge remains.

Terms (if applicable):

This contract runs from 05/01/16 to 04/30/17.

Expense (if applicable):

Estimated cost of the coverage for all units is \$41,325.54, many of these prices are fixed from an existing piggy back bid provided by the CSU system.

Fiscal Impact Including Source of Funds (if applicable):

Funded all departments on campus and managed by the ITS department.

Approved: _____


Brock McMurray, Interim Superintendent/President



TECHNOLOGY SOLUTIONS YOU CAN TRUST

CUSTOMER EXCELLENCE SINCE 1956

02/24/2016

Attn: Adrian Agundez
 Taft College
 29 Cougar Ct
 Taft, CA 93268-2329

Re : CN921-01 , All Inclusive

NEW PURCHASE ORDER REQUIRED

As a reminder, your maintenance agreement is in need of a new purchase order for Contract # CN921-01, running 05/01/2016 through 04/30/2017. For reference, the current purchase order # is See Remarks, set to expire on 5/1/2016.

Thank you for your loyalty as a Ray Morgan Company customer. To assist in preparation of your new purchase order, below please find your covered copies, volume and rate table. Your base rate and copies included are represented as per month. The actual billing cycle is listed under "Base Type". For example: If the contract base type is quarterly, the base rate will be billed 3x the monthly base rate and include 3x the copies included in the table. For PO purposes only, please encumber \$41,325.54 + tax. Sales tax is calculated with 34% of the agreement being taxed at your current sales tax rate. All other terms and conditions of the original agreement (or subsequent agreement if applicable) will remain in effect.

Item	Equip ID	Serial Number	Ship To Name	Location Info	Base Type	Monthly Base Rate	Overage Type	BW Group Name	Monthly BW Copies Included	BW Group Rate	CLR Group Name	Monthly CLR Copies Included	CLR Rate
IR 2530	96707	FTG80976	Taft College	Library	Quarterly	\$52.68	Quarterly	BW Pool 10	2,000	\$0.0160			
IR C2880I	64161	JUJ01660	Taft College	Maintenance Dept / M&O	Quarterly	\$40.26	Quarterly	BW Pool 2	2,000	\$0.0209	CLR Pool 1		
IR C2880I	62348	MNW02925	Taft College	IT Department	Quarterly	\$40.26	Quarterly	BW Pool 3	2,000	\$0.0209	CLR Pool 1		\$0.1449
IR 2830	72854	KJY04004	Taft College		Quarterly		Quarterly	BW Pool 1		\$0.0225			
IR 3235	72860	DGA05788	Taft College		Quarterly		Quarterly	BW Pool 1					
IR 2870	72861	SLG12426	Taft College		Quarterly		Quarterly	BW Pool 1					
IR 3030	72858	MUF06669	Taft College	2nd floor Student Services	Quarterly		Quarterly	BW Pool 1					
IR 2270	72585	KGJ05815	Taft College	Tech Arts	Quarterly		Quarterly	BW Pool 4		\$0.0205			
IR 8085B	88964	HNG11030	Taft College		Quarterly		Quarterly	BW Pool 5		\$0.0132			
IR C5235	92230	JWH02254	Taft College	1st floor Financial Aid	Quarterly		Quarterly	BW Pool 6		\$0.0146	CLR Pool 2		\$0.0810
IR C5235	95145	JWH06032	Taft College		Quarterly		Quarterly	BW Pool 7		\$0.0146	CLR Pool 3		\$0.0810
IR C5235	95432	JWH06264	Taft College Bookstore		Quarterly		Quarterly	BW Pool 8		\$0.0133	CLR Pool 4		\$0.0736
IR 8295B	96657	KZZ02049	Taft College		Quarterly		Quarterly	BW Pool 9		\$0.0093			

Please contact me if you would like to make any volume changes to your contract, otherwise, please submit your new purchase order referencing your maintenance agreement # CN921-01 by:

Scan to email to contracts@raymorgan.com

Faxing 530-781-1008

US Mail Attn: Tina Peters, Ray Morgan Company, 3131 Esplanade, Chico CA 95973.

At the Ray Morgan Company we are constantly looking for ways to decrease clients overall costs while streamlining associated billing. Please take a moment to review the enclosed brochure on our Managed Print Services (MPS) program. If you have not already taken advantage of this valuable service, I would greatly appreciate the opportunity to discuss how an implementation, consolidated with your current agreement, may benefit Taft College.

Thank you again for your continued business.

Sincerely,

Tina Peters

Contract/Aftermarket Manager

530-230-4827 Direct

800-640-6065 x 4827 Toll free

530-781-1008 Fax

tpeters@raymorgan.com

X

P.S. We always try to notify the right person about agreement renewals, but sometimes things change. If you have received this letter in error, we would appreciate your forwarding it to the correct person or contact us at the number provided so that we may update our records.

Customer Signature X _____

Date: April 4, 2016
Submitted by: Lourdes Gonzalez
Area Administrator: Darcy Bogle, VP of Student Services
Subject: Request for Approval

Board Meeting Date: April 13, 2016

Title of Board Item:

Event Rental Contract with The Fort Preservation Society for the EOPS End-of-the-Year Luncheon on May 12, 2016

Background:

The EOPS/CARE Department is requesting the use of The Fort and its facilities for the EOPS End-of-the-Year Luncheon to recognize academic achievements by our EOPS students.

Terms (if applicable):

The contract is effective for May 12, 2016 for decorating and the event itself.

Expense (if applicable):

The total cost for the rental is not to exceed \$400.

Fiscal Impact Including Source of Funds (if applicable):

This will be paid out of the EOPS Department budget.

Approved: 
Brock McMurray, Interim Superintendent/President

Checks Payable to: THE FORT PRESERVATION SOCIETY
915 N. 10th Street, Suite 2 – Taft, California 93268-2204 – 661-765-7371

EVENT RENTAL CONTRACT

This contract is issued in accordance with the policies established by The Fort Preservation Society.
 Submission of reservation request does not constitute approval.

No reservation is confirmed until all applicable fees and deposits have been paid in full.

EVENT RENTAL TIME: 8:00AM-12:30AM

ALL FACILITIES MUST BE CLEANED BEFORE VACATING AT 12:30AM – DEPOSIT FOREFEITED

Responsible Party Lourdes Gonzalez Event Date 5/12/16

Bride's Name _____ Groom's Name _____

Address 29 Cougar Ct. Phone 763-7723 E-mail _____

Name of Organization (If applicable) Taft College EOPSI/CARE Non-Profit 501©3 _____

Purpose of Event _____ Event Start Time 12pm Estimated Attendance 150

Professional Security Guards or Fort Security _____ (1 guard per every 100) Band _____ D.J. _____

- Facility to be Reserved:
- | | |
|--|---|
| <input type="checkbox"/> Wedding Package | <input type="checkbox"/> Wedding Chapel |
| <input type="checkbox"/> Gazebo, Auditorium, Kitchen, | <input checked="" type="checkbox"/> Main Auditorium <u>\$</u> |
| <input type="checkbox"/> Brides, Bridesmaids, Grooms Rooms | <input type="checkbox"/> Small Auditorium – Suite #32 |
| <input type="checkbox"/> Gazebo & North Courtyard | <input type="checkbox"/> Small Conference - Suite #5 |
| <input type="checkbox"/> South Courtyard | <input type="checkbox"/> Kitchen |
| <input type="checkbox"/> Bride's Rooms | <input type="checkbox"/> Groom's Room |

Event Date 5/12/16 Time Start 12pm Time Stop _____
 Decorating/Setup Date 5/12/16 Time Start 10am Time Stop 5pm
 Rehearsal Date _____ Time Start _____ Time Stop _____

EARLY SETUP FEE (1:00PM DAY BEFORE EVENT) - \$200.00
NEXT DAY CLEANUP (9:00AM) - \$200.00

Decorating prior to the date of the event must be authorized and scheduled in advance.
 Once a facility has been opened for use, it is the customer's responsibility to provide supervision.
The Fort assumes no liability for loss or damage.
The customer assumes full responsibility for loss/damage to Fort property, which may occur due to lack of supervision.

Name of catering service Hade's Phone 661-399-3341
 Will alcoholic beverages be served? Yes No Will alcohol be sold? Yes No
 Name of bar service _____ Phone _____
 The Historic Fort Bar Yes No
 If yes, ABC Permit Fee of \$50.00 is required and a \$300.00 bar must be guaranteed.
 No other alcohol will be permitted except champagne for toast. ABC PERMIT - \$50.00

Please Note: Alcoholic beverages will be limited to participants in this group and must not be served to anyone less than 21 years of age!
WHEN FORT BAR, OTHER ALCOHOL IS NEVER PERMITTED - DEPOSIT WILL BEFORFEITED!!!
GLASS BOTTLES ARE NEVER PERMITTED – DEPOSIT WILL BE FORFEITED!!!

When, in the opinion of The Fort Executive Director and/or the Board of Directors,
 event conditions warrant the presence of one professional security guard for each 100 guests,
the cost of such shall be borne by the individual or organization sponsoring the event.
 Customer will be notified of such requirement after review of this application.

- Equipment Needed:**
- | | |
|--|---|
| # _____ Banquet Tables – 6' Seats 6-8 (30"x72") (20) | # <u>5</u> Banquet Tables – 8' Seats 10 (30"x96") (5) |
| # <u>79</u> Round Tables – 60" Seats 6-8 (20) | # _____ Metal Chairs – Tan/Brown (275) (NO WHITES) |
| _____ Podium – White Wood | _____ Coffee Maker – (42 c.) - 2 |
| _____ Garden Trellis – White Wood - \$40.00 | _____ Arch – White Iron – \$35.00 |
| _____ Candelabras – White Iron/Seven Arm - \$20.00 each | _____ Unity Candle/Three Arm – \$15.00 |
| _____ Wicker Baskets/Empty– \$15.00/Florals-\$35.00 each | _____ Fort Bar Permit - \$50.00 |

FOR OFFICE USE ONLY:

DUE DATE ALL FEES PAID IN FULL:
Date Security Deposits Paid:

(Two Weeks Prior To Event): _____

Holding Date Deposit (Non-Refundable with Cancellation)
(This is part of refundable deposit when no cancellation occurs)

X _____ Initial: \$200.00

Refundable Security/Cleaning & Damage Deposit:

Wedding Package - \$650.00 Auditorium - \$400.00 Full Fort - \$1,000.00 **Total Amount Due: \$** _____
Sm. Auditorium - #32 - \$200.00

Date _____ Amount \$ _____ Check# _____ Cash _____ Balance \$ _____
Date _____ Amount \$ _____ Check# _____ Cash _____ Balance \$ _____
Date _____ Amount \$ _____ Check# _____ Cash _____ Balance \$ _____

Waive

Deposit Refund: Date _____ Amount \$ _____ Check # _____
Transfer to Operations Account: Date _____ Amount \$ _____

Facility Fees: Wedding Package - \$650.00 Auditorium - \$400.00 Full Fort - \$1,000.00 Sm. Aud. #32 - \$200.00

Bar Guarantee - \$300.00 Bar Permit - \$50.00 Early Setup Fee - \$200.00 Next Day Cleanup - \$200.00

Facility/Package Auditorium **Total Amount Due: \$** 400.00

Date _____ Amount \$ _____ Check# _____ Cash _____ Balance \$ _____
Date _____ Amount \$ _____ Check# _____ Cash _____ Balance \$ _____
Date _____ Amount \$ _____ Check# _____ Cash _____ Balance \$ _____
Date _____ Amount \$ _____ Check# _____ Cash _____ Balance \$ _____

Payment of Fees & Refunds: Holding deposits of \$200.00 are due at the time reservations are made, with remaining fees due two weeks prior to event. Deposits will be held until the Caretaker and/or Executive Director make final inspection. A full refund will be made if facilities are left in same condition as found; any extra cleaning or damage fees will be deducted before refund is made. Deposit Refund will be made ten (10) working days after event - if no damages occur.

Cancellation Policy: Cancellations must be made no less than ninety (90) days prior to reservation date.

After that time, The Fort will retain half of amount paid for late cancellation;

\$200.00 holding deposit will always be retained with any cancellation. In the event of a no-show,

The Fort will retain the full amount paid to cover the necessary costs for setting up and taking down the facility.

Insurance Policy: Proof of liability insurance must be shown before event.

I, the undersigned, have read the above statements and fully understand them. I do hereby agree to indemnify and hold harmless The Fort Preservation Society, its Board of Directors and any of their officers or employees from any liability or equipment and will agree to abide and enforce the rules, regulations and policies set forth by The Fort Preservation Society.

I will accept all responsibility for any damages to premises, furniture, equipment or grounds resulting from use of this facility.

Signature Ronald Langley X

Date 4/4/16

Signature _____ X

Date _____

**THANK YOU FOR CHOOSING THE HISTORIC FORT FOR YOUR SPECIAL EVENT.
PLEASE TAKE CARE OF THE PREMISES AND HELP US PRESERVE THIS BEAUTIFUL LANDMARK.**

**MAKE CHECKS TO: THE FORT PRESERVATION SOCIETY
INCLUDE YOUR EVENT DATE, TELEPHONE, AND DRIVER'S LICENSE ON EACH PAYMENT.**

Date: April 5, 2016
Submitted by: Shelley Klein, Assistant to the President
Area Administrator: Brock McMurray, Interim Superintendent/President
Subject: Request for Ratification

Board Meeting Date: April 13, 2016

Title of Board Item:

Independent Contractor Agreement with Erwin Ledford for Graphic Design Services

Background:

The agreement with Erwin Ledford is for various graphic design projects such as the template for the resolutions establishing the Faculty and Classified Appreciation Weeks. He has also designed event invitations and programs in the past that allow for copies to be made at campus, rather than utilizing a professional printer at a much higher cost.

Terms (if applicable):

1/1/16 - 6/30/16

Expense (if applicable):

\$50.00/Hr.

Fiscal Impact Including Source of Funds (if applicable):

General funds will be utilized for these expenses.

Approved: 
Brock McMurray, Interim Superintendent/President

**WEST KERN COMMUNITY COLLEGE DISTRICT
CONTRACT FOR PROFESSIONAL SERVICES**

This agreement is entered into by and between the WEST KERN COMMUNITY COLLEGE DISTRICT ("District") and Erwin Ledford ("Independent Contractor"). The agreement is effective 1/1/16 - 6/30/16

Recitals

1. District desires to obtain the services of an education consultant especially trained and experienced in rendering the following services:

Graphic Design Services

(and as may be more particularly described in paragraph 3 of terms below).

2. Independent Contractor is an Independent Contractor especially trained and experienced in providing the services described in recital #1 above.

3. The parties have agreed that the Independent Contractor will provide the personal professional services of Erwin Ledford (name) as specified in this Agreement as an Independent Contractor, as available, and not as an employee of the District.

Terms

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. **Recitals Approved.** The above recitals are true and correct.

2. **Length of Agreement.** Independent Contractor shall provide the services

1/1/16 through 6/30/16. Work shall be performed at various locations.

3. **Services to be Provided.** The services to be provided to the District by the Independent Contractor include but are not necessarily limited to the following:

Graphic design services as directed

4. **Service Days.** Independent Contractor shall render services on days which the District's Offices are open for business. Services shall be rendered for up to n/a days.

5. **Compensation.** Independent Contractor shall be paid the sum of \$50.00 hour.

Independent Contractor Agreement
Page 2

6. **Hold Harmless Agreement.** Any amounts paid under this Agreement constitute the total compensation for all services rendered by Independent Contractor. The Independent Contractor agrees to pay all Social Security and other income taxes which may accrue by reason of this Agreement, and to indemnify, defend, and hold the District, its officers, agents, and employees harmless from all claims, penalties, damages, liabilities, costs, and expenses including attorney fees, related to Independent Contractor's failure to pay these and similar obligations. Further, since Independent Contractor is acting solely in an Independent Contractor capacity, the Independent Contractor and its staff will not be entitled to and shall not by reason of this Independent Contractor arrangement receive any employee benefits from the District.
7. **Monthly Service Report.** Upon request, Independent Contractor shall submit a monthly service report in writing to the District which shall include a diary showing days and service rendered.
8. **Travel Expenses/Mileage Reimbursement.** The District shall reimburse Independent Contractor for travel expenses/mileage to a maximum of -0- for the entire term at the established rate paid to District employees.
9. **Standards of Ethical Conduct and Confidentiality.** Standards of ethical conduct and confidentiality shall be maintained, and Independent Contractor will not engage in inappropriate contacts or professional conflicts of interest.
10. **Earlier Termination.** District may terminate this Agreement upon providing Independent Contractor with 30 days' prior written notice of such termination.

Executed at Taft California, on the dates shown below.

Date of WKCCD Board Approval:

West Kern Community College District:

By: _____

(Signature)
Brock McMurray

(Printed Name)

Interim Superintendent/President

(Title)

Independent Contractor:

(Signature)

2218 D St.
(Address)

Bakersfield CA 93301

(Social Security # or TIN #)

Taft College Check Register Report

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78018871	03/01/2016	A00200034	Albertson's	I0043186	13500210	32000	422	4410	69400	79.44		
78018872	03/01/2016	A00200052	AP Architects	I0043166	10079	42303	000	5510	71002	2,185.00		
						41150	000	5510	71002	1,160.00		
						42350	000	6211	71002	23,504.47		
						12435	000	5950	71002	26.28		
						12435	000	5510	71002	148.62		
						42350	000	5510	71002	1,956.98		
						12050	000	5510	71002	2,492.74		
78018873	03/01/2016	A00200054	Applied Technology Group, In	I0043185	206535	11000	301	5632	64500	47.50		
78018874	03/01/2016	A00269058	Aramark Uniform Services	I0043199	60090884	11000	431	5870	65100	236.50		
						11000	205	5870	12042	12.00		
						39000	314	5870	64991	18.00		
78018875	03/01/2016	A00200063	Austin's Pest Control, Inc.	I0043191	945454	39000	314	5860	64991	100.00		
78018876	03/01/2016	A00219998	Bakersfield Blueprint & Copy	I0043184	201481	11000	301	4310	64500	909.02		
78018877	03/01/2016	A00200116	Burt Electric & Communicatio	I0043208	TC003790	12435	221	6414	19010	33,832.40		
78018878	03/01/2016	A00200161	CDW-G	I0043170	BWX0804	12435	221	6414	19010	129.51		
						I0043207	39000	314	4318	64991	224.09	
78018879	03/01/2016	A00200193	Colorado Nut Company	I0043176	8182	31000	423	4310	69100	157.95		
						31000	423	5940	69100	31.22		
78018880	03/01/2016	A00200198	Community College League of	I0043182	032916	11000	302	5710	63100	350.00		
78018881	03/01/2016	A00280761	County of Kern Public Works	I0043198	1339337-	11000	431	5850	65500	23.40		
78018882	03/01/2016	A00210833	Doubletree Hotel Ontario Air	I0043181	8335664	11000	302	5710	63100	415.71		
78018883	03/01/2016	A00258705	El Dorado Trading Group	I0043175	INV22057	31000	423	4310	69100	291.09		
78018884	03/01/2016	A00200655	Henry Schein, Inc.	I0043178	27480348	11000	205	4311	12042	18.98		
						I0043179	11000	205	4311	12042	32.87	
78018885	03/01/2016	A00276687	JP Marketing	I0043183	12302	11000	101	5985	66003	3,705.00		
						12000	304	4310	63200	855.00		
						11000	302	4318	63100	5,193.82		
						11000	110	4318	66003	4,757.31		
78018886	03/01/2016	A00280567	King Door Co. Inc	I0043197	75173	11000	431	5631	65100	474.83		
78018887	03/01/2016	A00279118	Link-Systems International,	I0041747	6132	12432	218	5510	64952	14.05		
						I0043189	6187	12432	5510	64952	20.43	
78018888	03/01/2016	A00262851	Lytle, Steve	I0043192	021816	11000	209	5740	04011	50.00		
						I0043193	021316	11000	209	5740	50.00	
78018889	03/01/2016	A00227772	MBS Textbook Exchange, Inc.	I0043091	47-41838	31000	423	4115	69100	622.50		
						31000	423	5940	69100	136.91		
						I0043095	IHH22377	31000	423	5940	69100	96.04
						31000	423	6412	69100	3,708.52		
						31000	423	5210	69100	18,315.00		
						31000	423	4112	69100	7,425.00		
						I0043096	47-41979	31000	423	4115	69100	656.25
						31000	423	5940	69100	72.91		
78018890	03/01/2016	A00234706	MNJ Technologies Direct, Inc	I0043195	00034460	11000	209	6415	17013	376.76		
78018891	03/01/2016	A00256166	Obeso Vents	I0043188	022016	32000	422	5632	69400	400.00		
78018892	03/01/2016		Voided Check									
78018893	03/01/2016	A00200498	Office Depot	I0043149	82489181	12434	219	4310	17010	172.41		
						12435	221	4310	19010	172.41		
						I0043150	82465030	11000	411	4318	67300	144.04
						I0043151	82385030	12000	304	4318	64951	195.64
						12000	304	4318	64951	195.64		

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					12000	304	4318	64951	195.64	
		I0043152	82461279	12603	125	4310	68900	68900	22.56	
		I0043153	82341042	12603	125	4310	68900	68900	400.95	
78018893	03/01/2016	A00200498	Office Depot	I0043154	82379022	11000	202	4310	60103	51.72
		I0043155		I0043155	82483152	11000	202	4310	60100	56.73
		I0043156		I0043156	82424902	11000	209	4310	04013	44.58
		I0043157		I0043157	82385879	39000	314	4310	64991	161.35
		I0043158		I0043158	82357888	11000	210	4310	20014	62.32
		I0043159		I0043159	82475908	11000	210	4318	20014	110.48
						11000	210	4318	20014	110.48
		I0043160		I0043160	82384433	11000	353	4318	64600	132.87
		I0043161		I0043161	82383868	11000	354	4318	69600	111.79
		I0043162		I0043162	82301950	11000	202	4310	67801	40.84
						11000	113	4310	67801	29.29
		I0043163		I0043163	82249405	11000	210	4318	13052	91.36
		I0043164		I0043164	82223644	11837	205	4318	12042	144.04
		I0043165		I0043165	82220244	12599	309	4310	64992	69.51
		I0043169		I0043169	81946855	12599	309	7601	64992	38.89
						12599	309	4310	64992	16.09
		I0043172		I0043172	82100094	11000	401	4310	67200	23.30
						11000	421	4318	67704	33.86
		I0043177		I0043177	82313708	12000	340	4310	64951	170.16
78018894	03/01/2016	A00200502	Orange Belt Stages	I0043190	115448	11000	432	5750	67703	3,764.00
78018895	03/01/2016	A00200508	P. G. & E.	I0043180	022916	11000	431	5830	65700	22,501.29
						39000	314	5830	65700	2,868.71
						33428	310	5830	65700	3,689.97
						33528	310	5830	65700	56.78
78018896	03/01/2016	A00200518	Pearson Education	I0043174	BK795692	31000	423	4115	69100	1,035.00
						31000	423	5940	69100	23.00
78018897	03/01/2016	A00200522	Pepsi-Cola Company	I0043173	98879402	32000	422	4410	69400	1,953.65
78018898	03/01/2016	A00265190	QuickCaption, Inc.	I0043196	10497	12000	311	5641	64200	882.00
78018899	03/01/2016	A00200444	Republic Elevator	I0043202	147634	11000	431	5641	65100	681.60
78018900	03/01/2016	A00018793	Salcido, Paula	I0043194	FEB 16	12460	206	5641	12042	500.00
78018901	03/01/2016	A00200479	Sears	I0043187	44000211	11000	431	4310	65100	54.10
78018902	03/01/2016	A00200486	Shell	I0043201	81753004	11000	432	4316	67703	87.40
78018903	03/01/2016	A00200393	Sparkletts	I0043203	021116	11000	301	5810	64500	92.05
78018904	03/01/2016	A00200423	Taft City School District	I0043200	16-096	11000	432	4312	67703	248.05
						11000	432	5850	67703	15.00
						11000	432	4316	67703	30.00
						11000	432	5632	67703	93.00
						39000	314	4312	64991	216.38
						39000	314	5850	64991	10.00
						39000	314	4316	64991	60.00
						39000	314	5632	64991	217.00
78018905	03/01/2016	A00200425	Taft College	I0043168	2004	12599	309	7601	64992	35.00
78018906	03/01/2016	A00200428	Taft District Chamber of Com	I0043167	4369	11000	111	5210	66002	1,300.00
78018907	03/01/2016	A00209968	Vavrinek, Trine, Day & Co.,	I0043204	0121717-	11000	421	5420	67200	2,410.00
78018908	03/01/2016	A00200339	Verizon California	I0043205	57030207	11000	431	5840	65700	79.65
78018909	03/01/2016	A00200339	Verizon California	I0043206	57340210	11000	431	5840	65700	45.98
78018910	03/02/2016	A00253160	Avalos, Rosa I.	S0034028		11000		9526		322.00

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78018911	03/02/2016	A00280453	Chun, Ted T.	S0034027		11000		9526		230.00
78018912	03/02/2016	A00071962	Clark, Jimmy L.	S0034026		11000		9526		631.00
78018913	03/02/2016	A00270065	Garside, Chase J.	S0034025		11000		9526		1,200.00
78018914	03/02/2016	A00265004	Kaur Dhanoa, Sandeep	S0034024		11000		9526		138.00
78018915	03/02/2016	A00280271	Kim, Daniel E.	S0034023		11000		9526		138.00
78018916	03/02/2016	A00276494	Kistner, Seth	S0034022		11000		9526		500.00
78018917	03/02/2016	A00279194	Laturno, Megan E.	S0034021		11000		9526		23.00
78018918	03/02/2016	A00238298	Long, Gregory P.	S0034020		11000		9526		184.00
78018919	03/02/2016	A00276495	Lugo, Tambria	S0034031		11000		9526		250.00
78018920	03/02/2016	A00279636	Marquez, Antonio	S0034029		11000		9526		253.00
78018921	03/02/2016	A00042222	Miller, Lindsey M.	S0034030		11000		9526		8.00
78018922	03/02/2016	A00225762	Sillas, Jahayra E.	S0034019		11000		9526		184.00
78018923	03/02/2016	A00275491	Starbuck, Anthony E.	S0034018		11000		9526		1,599.00
78018924	03/02/2016	A00271015	Vigstrom, Elizabeth A.	S0034017		11000		9526		1,058.00
78018925	03/08/2016	A00243588	AARP Health Care Options	I0043209	FEB 16	11000	412	3350	59100	17,058.77
78018926	03/08/2016	A00200034	Albertson's	I0043213	44680217	39000	314	4311	64991	1,069.83
78018927	03/08/2016	A00200040	American Business Machines	I0043210	265466	39000	314	5612	64991	80.78
78018928	03/08/2016	A00200053	Apple Computer Inc.	I0043289	43759164	12060	113	6415	67801	0.01
						12060	113	6415	67801	477.98
						12060	113	6415	67801	0.01
78018929	03/08/2016	A00200054	Applied Technology Group, In	I0043286	FCHRG000	11000	301	5632	64500	0.01
						11000	301	5632	64500	0.70
78018930	03/08/2016	A00201667	Armagost, Olivia C.	I0043254	FALL 2015	12427	210	5910	13052	270.00
78018931	03/08/2016	A00200063	Austin's Pest Control, Inc.	I0043248	945455	12560	223	5860	09565	75.00
				I0043288	FEB 16	11000	431	5860	65100	415.00
78018932	03/08/2016	A00202567	Bags and Bows	I0043234	00936121	31000	423	4310	69100	62.32
						31000	423	5940	69100	17.80
78018933	03/08/2016	A00200071	Bakersfield College	I0043247	49073670	12434	219	5710	17010	64.29
78018934	03/08/2016	A00249325	Bautista, Janet	I0043255	FALL 2015	12427	210	5910	13052	67.50
78018935	03/08/2016	A00278046	Borradori-woerner, Rebecca L	S0033793		11000		9526		766.34
78018936	03/08/2016	A00200107	Bright House Networks	I0043251	021216	31000	423	5840	69100	148.21
78018937	03/08/2016	A00200109	Brown & Reich Petroleum, Inc	I0043278	25526	11000	432	4316	67703	331.21
				I0043282	25527	39000	314	4316	64991	203.10
78018938	03/08/2016	A00200167	Central Valley Conference	I0043218	021816	11000	352	5750	69611	5,075.00
78018939	03/08/2016	A00200175	Chevron Valley Credit Union,	I0043242	60650108	31000	423	4115	69100	52.16
						31000	423	4110	69100	98.64
						31000	423	5940	69100	47.89
78018940	03/08/2016	A00200176	Chicago Distribution Center	I0043237	8590180	31000	423	4110	69100	233.28
						31000	423	5940	69100	51.33
78018941	03/08/2016	A00200181	City of Taft	I0043246	022316	12560	223	5890	09565	8.57
78018942	03/08/2016	A00200195	Comet School Supplies	I0043224	0017128-	31000	423	4310	69100	1,040.00
78018942	03/08/2016	A00200195	Comet School Supplies	I0043224	0017128-	31000	423	5940	69100	15.05
78018943	03/08/2016	A00014939	Countess, Cynthia A.	I0043256	FALL 2015	12427	210	5910	13052	157.50
78018944	03/08/2016	A00200236	Demco	I0043293	5795966	12201	203	4310	61200	399.85
78018945	03/08/2016	A00277845	Double D Cleaning Service	I0043243	009	12560	223	5890	09565	240.00
78018946	03/08/2016	A00200845	Dyer, Geoffrey	I0043217	38839	11972	202	4410	60300	117.84
78018947	03/08/2016	A00209758	Eubanks Construction	I0043269	022416	35827	357	5631	69700	700.00

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78018948	03/08/2016	A00280401Flowers Baking Co of Henders	I0043221	21142990	32000	422	4410	69400	396.65
78018949	03/08/2016	A00200629Grainger	I0043271	90204222	12560	223	4311	09567	721.38
			I0043272	90200166	12560	223	4311	09567	335.24
			I0043273	90204102	12560	223	4311	09567	579.05
78018950	03/08/2016	A00081330Gutierrez, Jorge	I0043257	FALL	12427	210	5910	13052	67.50
				2015					
78018951	03/08/2016	A00267308Gutierrez Cuevas, Icela A.	I0043258	FALL	12427	210	5910	13052	247.50
				2015					
78018952	03/08/2016	A00278494Holiday Inn Sacramento Capit	I0043212	62117207	11000	358	5710	62100	396.75
78018953	03/08/2016	A00200670Huckins, Andrew	I0043225	021016	12461	206	5710	12042	58.27
78018954	03/08/2016	A00267251Insight Investments, LLC	I0043291	INV18015	12060	113	6415	67801	8,372.50
78018955	03/08/2016	A00267284Isenman, Schuyler R.	I0043259	FALL	12427	210	5910	13052	292.50
				2015					
78018956	03/08/2016	A00277752Jarrahian, Abbas	I0043216	021216	11000	209	5643	04013	19.99
78018957	03/08/2016	A00200715Kern Electric Distributors	I0043280	545015	11000	431	4310	65100	86.43
78018958	03/08/2016	A00200806Kern Gardening Service	I0043245	24770	12560	223	5633	09565	250.00
78018959	03/08/2016	A00034252Kerr, Danielle M.	I0043214	113015	12563	202	5710	00000	230.00
78018960	03/08/2016	A00279482LAB Corporation	I0043287	1233	12435	221	6414	19010	6,761.00
					12435	221	6414	19010	1,868.00
					12435	221	6414	19010	1,129.00
78018961	03/08/2016	A00224357Manhattan Marketing Int'l.,	I0043241	12603	31000	423	4310	69100	435.00
78018962	03/08/2016	A00200555McGraw-Hill	I0043240	90938478	31000	423	4110	69100	29.94
					31000	423	5940	69100	11.45
78018963	03/08/2016	A00200575Montoya, Janice	I0043268	FEB 16	12460	206	5641	12042	2,434.25
78018964	03/08/2016	A00200580Museum of Tolerance	I0043222	050616	11000	210	5740	13052	367.50
78018965	03/08/2016	A00200586NAEYC Resource Sales Dept.	I0043236	291825	31000	423	4110	69100	630.00
					31000	423	5940	69100	63.00
78018966	03/08/2016	A00220582National Toxicology, Inc.	I0043219	I-004857	11000	352	5990	69610	25.00
78018967	03/08/2016	A00260080Nature Explore	I0043233	S13031	31000	423	4110	69100	59.70
					31000	423	5940	69100	11.95
78018968	03/08/2016	A00200498Office Depot	I0043230	82122203	11000	205	4310	12042	64.87
			I0043231	82111189	11000	205	4310	12042	411.25
			I0043244	82467464	11000	202	4310	60103	30.52
78018969	03/08/2016	A00200502Orange Belt Stages	I0043220	115449	11000	432	5750	67703	1,155.00
78018970	03/08/2016	A00200508P. G. & E.	I0043250	02/29/16	31000	423	5820	69100	8.12
					31000	423	5830	69100	566.22
78018971	03/08/2016	A00273712Parker, Skye K.	I0043260	FALL	12427	210	5910	13052	382.50
				2015					
78018972	03/08/2016	A00200516Patterson Dental Supply, Inc	I0043227	421/1097	11000	205	5632	12042	441.00
			I0043228	590/8069	11000	205	4311	12042	314.73
			I0043229	581/4526	11000	205	4311	12042	314.73
78018973	03/08/2016	A00274574Penguin Random House LLC	I0043239	10857351	31000	423	4110	69100	684.16
78018974	03/08/2016	A00200536Praxair Distribution, Inc.	I0043294	54853659	11000	205	5641	12042	447.03
78018975	03/08/2016	A00261201Proforma Progressive Marketi	I0043292	0B710193	12551	353	4310	64600	603.61
					12551	353	4310	64600	35.62
78018976	03/08/2016	A00276862Rocha, Irma	I0043261	FALL	12427	210	5910	13052	202.50
				2015					
78018977	03/08/2016	A00277214Rocha Rocha, Joanna	I0043262	FALL	12427	210	5910	13052	270.00
				2015					

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78018978	03/08/2016	A00238748RR Donnelley	I0043235	11964894	31000	423	4321	69100	104.86
					31000	423	5940	69100	26.44
78018979	03/08/2016	A00234793Southwest Signs	I0043249	7846	31000	423	4310	69100	603.00
78018980	03/08/2016	A00200393Sparkletts	I0043252	021916	31000	423	4321	69100	21.40
78018981	03/08/2016	A00200393Sparkletts	I0043281	02/11/16	11000	113	4310	67801	72.07
78018982	03/08/2016	A00200393Sparkletts	I0043295	02-11-16	11000	205	5641	12042	151.76
78018983	03/08/2016	A00237176SSD Systems	I0043238	1165531-	31000	423	5880	69100	55.51
78018984	03/08/2016	A00209572Stokes, Ileana	I0043263	FALL	12427	210	5910	13052	292.50
				2015					
78018985	03/08/2016	A00200417Sysco Food Service of Ventur	I0043283	60213024	32000	422	4312	69400	86.02
					32000	422	5940	69400	28.35
			I0043285	60210031	32000	422	4410	69400	11,144.54
					32000	422	4411	69400	635.78
78018986	03/08/2016	A00200423Taft City School District	I0043279	16-102	11000	301	4312	64500	293.75
					11000	432	4312	67703	168.07
					11000	432	5632	67703	387.00
					11000	432	4316	67703	110.00
					11000	432	5850	67703	5.00
78018987	03/08/2016	A00200425Taft College	I0043296	1007	12486	303	7601	64300	210.00
78018988	03/08/2016	A00200862Taft College Bookstore	I0043253	4710	12000	340	4310	64951	92.43
78018989	03/08/2016	A00200432Taft Union High School	I0043226	16-013	11000	202	5641	60100	5,000.00
78018990	03/08/2016	A00264042Tamayo, Kathleen	I0043264	FALL	12427	210	5910	13052	135.00
				2015					
78018991	03/08/2016	A00230471The Storage Bin	I0043232	021916	11000	202	5610	60100	337.50
78018992	03/08/2016	A00200282True Value Home Center	I0043211	344410	11000	431	4310	65100	16.12
					11000	352	4310	69610	23.62
			I0043274	345427	12564	223	4311	09565	193.46
			I0043275	345332	12564	223	4311	09565	26.32
78018993	03/08/2016	A00255644U.S. Bank Equipment Finance	I0043276	29865709	11000	401	5641	67704	445.05
			I0043284	29915050	11000	401	5641	67704	435.38
78018994	03/08/2016	A00210209ULINE	I0043223	74645487	12435	221	4310	19010	235.99
					12435	221	4310	19010	298.49
78018995	03/08/2016	A00200338Verizon Wireless	I0043270	97606033	11000	357	5840	69700	45.15
78018996	03/08/2016	A00274293Victorio, Cynthia M.	I0043265	FALL	12427	210	5910	13052	270.00
				2015					
78018997	03/08/2016	A00271015Vigstrom, Elizabeth A.	I0043266	FALL	12427	210	5910	13052	427.50
				2015					
78018998	03/08/2016	A00201575Vohnout, Danielle E.	I0043290	020516	11000	202	5710	60100	129.60
78018999	03/08/2016	A00257071Walton, Luz G.	I0043267	FALL	12427	210	5910	13052	157.50
				2015					
78019000	03/08/2016	A00261115Williams, Mark P.	I0043215	021816	12563	202	4310	00000	301.00
78019001	03/08/2016	A00202372Young, Brandy J.	I0043277	022316	11000	120	4310	66002	25.69
78019002	03/09/2016	A00270356Arellano, Kristine	S0034032		11000		9526		1,432.00
78019003	03/09/2016	A00279304Cuellar, Edith	S0034033		11000		9526		1,444.00
78019004	03/09/2016	A00229332Fraire, Victoria C.	S0034034		11000		9526		2,888.00
78019005	03/09/2016	A00279303Hammond, Rosalyn N.	S0034035		11000		9526		722.00
78019006	03/09/2016	A00243998Hatcher, Tabatha M.	S0034036		11000		9526		1,444.00
78019007	03/09/2016	A00269471Heppner, Lauren M.	S0034037		11000		9526		152.00

78019008	03/09/2016	A00276916Hernandez, Gloria R.	S0034038	11000	9526	1,444.00
78019009	03/09/2016	A00278656Lopez, Andy	S0034039	11000	9526	1,444.00
78019010	03/09/2016	A00095903Macias, Sandra	S0034040	11000	9526	308.00
78019011	03/09/2016	A00276585Malone, Elani B.	S0034041	11000	9526	455.00
78019012	03/09/2016	A00004917Robison, Kathleen M.	S0034042	11000	9526	1,083.00
78019013	03/09/2016	A00273034Sanderson, Tara N.	S0034043	11000	9526	181.00
78019014	03/09/2016	A00279162Shaw, Mason C.	S0034044	11000	9526	722.00
78019015	03/09/2016	A00280090Smith, Ryan J.	S0034045	11000	9526	793.00
78019016	03/09/2016	A00212846Souza, Katey	S0034046	11000	9526	1,444.00
78019017	03/09/2016	A00273873Valenzuela, Kareli	S0034047	11000	9526	629.00
78019018	03/10/2016	A00238165Acosta, Pedro G.	S0034139	11000	9526	46.00
78019019	03/10/2016	A00247417Aguero, Claudia C.	S0034140	11000	9526	125.00
78019020	03/10/2016	A00275585Aguilar Solis, Alexis D.	S0034141	11000	9526	125.00
78019021	03/10/2016	A00272243Alderete, Clarissa I.	S0034142	11000	9526	125.00
78019022	03/10/2016	A00264035Anderson, Katelyn N.	S0034143	11000	9526	125.00
78019023	03/10/2016	A00275502Anglin, Emily B.	S0034144	11000	9526	125.00
78019024	03/10/2016	A00274947Aragon, Omar	S0034145	11000	9526	125.00
78019025	03/10/2016	A00267319Arellano, Joseph R.	S0034146	11000	9526	125.00
78019026	03/10/2016	A00263742Attwell, Mary A.	S0034147	11000	9526	125.00
78019027	03/10/2016	A00234690Avina, Arturo	S0034148	11000	9526	138.00
78019028	03/10/2016	A00269597Ayon, Amanda M.	S0034149	11000	9526	552.00
78019029	03/10/2016	A00272373Badillo, Luis A.	S0034150	11000	9526	125.00
78019030	03/10/2016	A00248765Barboza, Roxanna	S0034151	11000	9526	125.00
78019031	03/10/2016	A00253808Bernal, Andrez V.	S0034152	11000	9526	598.00
78019032	03/10/2016	A00256929Bonilla, Patricia	S0034153	11000	9526	205.00
78019033	03/10/2016	A00266409Bradshaw, Natalie M.	S0034154	11000	9526	125.00
78019034	03/10/2016	A00265250Brookshire, Isabella G.	S0034155	11000	9526	125.00
78019035	03/10/2016	A00269403Caldwell, Kenzie N.	S0034156	11000	9526	125.00
78019036	03/10/2016	A00229335Calvillo, Andrea A.	S0034157	11000	9526	125.00
78019037	03/10/2016	A00262181Camacho, Maria D.	S0034158	11000	9526	621.00
78019038	03/10/2016	A00260230Cameron, Anthony J.	S0034159	11000	9526	125.00
78019039	03/10/2016	A00090952Campbell, Terry D.	S0034160	11000	9526	125.00
78019040	03/10/2016	A00276996Canfield, Tyson R.	S0034161	11000	9526	125.00
78019041	03/10/2016	A00268223Carlson, Bryce A.	S0034162	11000	9526	125.00
78019042	03/10/2016	A00274694Carrillo, Daisy L.	S0034163	11000	9526	2,256.00
78019043	03/10/2016	A00270149Castillo Martinez, Sandra	S0034164	11000	9526	125.00
78019044	03/10/2016	A00275215Chavez, Alejandro	S0034165	11000	9526	1,749.00
78019045	03/10/2016	A00263769Chavez, Genesis S.	S0034166	11000	9526	125.00
78019046	03/10/2016	A00269797Chavez, Kassandra C.	S0034167	11000	9526	125.00
78019047	03/10/2016	A00266401Chirinos, Dolores J.	S0034168	11000	9526	125.00
78019048	03/10/2016	A00267852Clark, Courtney L.	S0034169	11000	9526	125.00
78019049	03/10/2016	A00240633Clark, Haresha L.	S0034170	11000	9526	1,128.00
78019050	03/10/2016	A00275467Dacoron, Kayla D.	S0034171	11000	9526	125.00
78019051	03/10/2016	A00267658Davis, Emily L.	S0034172	11000	9526	125.00
78019052	03/10/2016	A00267270Dhillon, Harmanjeet S.	S0034173	11000	9526	125.00
78019053	03/10/2016	A00266347Doan, Trung T.	S0034174	11000	9526	125.00
78019054	03/10/2016	A00260924Doan, Van N.	S0034175	11000	9526	125.00
78019055	03/10/2016	A00275218Donovan, Rebecca I.	S0034176	11000	9526	125.00
78019056	03/10/2016	A00270699Dotson, Camei M.	S0034177	11000	9526	125.00

78019057	03/10/2016	A00268310Duran, Katelyn P.	S0034178	11000	9526	125.00
78019058	03/10/2016	A00273619Duran, Moises	S0034179	11000	9526	828.00
78019059	03/10/2016	A00253828Espinosa, Alejandro	S0034180	11000	9526	125.00
78019060	03/10/2016	A00276607Espinosa, Isaura	S0034181	11000	9526	125.00
78019061	03/10/2016	A00225717Estrada, Gloria	S0034182	11000	9526	125.00
78019062	03/10/2016	A00274648Evans, Colby L.	S0034183	11000	9526	125.00
78019063	03/10/2016	A00276919Ewing, Jacob A.	S0034184	11000	9526	125.00
78019064	03/10/2016	A00274599Fraire Vidal, Jesus	S0034185	11000	9526	125.00
78019065	03/10/2016	A00228467Gallatin, Morgan	S0034186	11000	9526	125.00
78019066	03/10/2016	A00259540Galvan, Selina	S0034187	11000	9526	125.00
78019067	03/10/2016	A00266901Gamez, Marisa R.	S0034188	11000	9526	125.00
78019068	03/10/2016	A00247434Garcia, Ilyne	S0034189	11000	9526	125.00
78019069	03/10/2016	A00272375Garcia Brady, Ana	S0034190	11000	9526	125.00
78019070	03/10/2016	A00267698Gil Gonzalez, Anaiz	S0034191	11000	9526	125.00
78019071	03/10/2016	A00252938Gildon, Jared S.	S0034192	11000	9526	138.00
78019072	03/10/2016	A00269093Gill, Mohanvir S.	S0034193	11000	9526	125.00
78019073	03/10/2016	A00266980Gomez, Carolina	S0034194	11000	9526	125.00
78019074	03/10/2016	A00266981Gomez, Selene	S0034195	11000	9526	125.00
78019075	03/10/2016	A00274185Gonzales, David C.	S0034196	11000	9526	125.00
78019076	03/10/2016	A00251565Gonzales, Jessica P.	S0034197	11000	9526	125.00
78019077	03/10/2016	A00275719Govea, Stephanie D.	S0034198	11000	9526	125.00
78019078	03/10/2016	A00275126Grantham, Mariah J.	S0034199	11000	9526	125.00
78019079	03/10/2016	A00267699Greynolds, Julianne E.	S0034200	11000	9526	125.00
78019080	03/10/2016	A00263377Guerrero, Irma E.	S0034201	11000	9526	125.00
78019081	03/10/2016	A00262771Guerrero, Maria D.	S0034202	11000	9526	125.00
78019082	03/10/2016	A00255593Hammond, Brigitte N.	S0034203	11000	9526	125.00
78019083	03/10/2016	A00263473Haslam, Kaila M.	S0034204	11000	9526	125.00
78019084	03/10/2016	A00268233Henderson, Angel M.	S0034205	11000	9526	125.00
78019085	03/10/2016	A00269623Heppner, Drew E.	S0034206	11000	9526	125.00
78019086	03/10/2016	A00274418Hernandez, Julie	S0034207	11000	9526	125.00
78019087	03/10/2016	A00267284Isenman, Schuyler R.	S0034208	11000	9526	125.00
78019088	03/10/2016	A00274654Jauregui, Erik A.	S0034209	11000	9526	100.75
78019089	03/10/2016	A00252951Jimenez, Olivia G.	S0034210	11000	9526	125.00
78019090	03/10/2016	A00272984Johnson, Justine L.	S0034211	11000	9526	125.00
78019091	03/10/2016	A00269083Kekuawela, Kau'ionalani P.	S0034212	11000	9526	125.00
78019092	03/10/2016	A00275235Kirby, Mallorie D.	S0034213	11000	9526	125.00
78019093	03/10/2016	A00265930Kukuliev, Shoshanna P.	S0034214	11000	9526	125.00
78019094	03/10/2016	A00276974Lane-Obee, Kayla M.	S0034215	11000	9526	125.00
78019095	03/10/2016	A00252550Lopez, April V.	S0034216	11000	9526	125.00
78019096	03/10/2016	A00214924Lopez, Lilibeth	S0034217	11000	9526	125.00
78019097	03/10/2016	A00258948Lopez Lopez, Uriel A.	S0034218	11000	9526	125.00
78019098	03/10/2016	A00272476Lozano, Ruby	S0034219	11000	9526	125.00
78019099	03/10/2016	A00272563Malagon, Christian A.	S0034220	11000	9526	125.00
78019100	03/10/2016	A00274150Marcos, Elizabet	S0034221	11000	9526	125.00
78019101	03/10/2016	A00205637Martinez, Brittany	S0034222	11000	9526	125.00
78019102	03/10/2016	A00250971Martinez, Dinora E.	S0034223	11000	9526	125.00
78019103	03/10/2016	A00260771Martinez, Ivan	S0034224	11000	9526	125.00
78019104	03/10/2016	A00250238Martinez, Jocelyn	S0034225	11000	9526	125.00

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78019105	03/10/2016	A00264375McCarthey, Ruth C.	S0034048	11000	9526	125.00
78019106	03/10/2016	A00268267Mendoza, Neida R.	S0034049	11000	9526	125.00
78019107	03/10/2016	A00274612Mendoza Salinas, Wendi A.	S0034050	11000	9526	2,256.00
78019108	03/10/2016	A00260877Miller, Kayli M.	S0034051	11000	9526	69.00
78019109	03/10/2016	A00244644Miranda, Cristo	S0034052	11000	9526	621.00
78019110	03/10/2016	A00266822Mojica, Vanessa A.	S0034053	11000	9526	125.00
78019111	03/10/2016	A00277234Montgomery, Cynthia S.	S0034054	11000	9526	125.00
78019112	03/10/2016	A00271105Montgomery, Mollie N.	S0034055	11000	9526	125.00
78019113	03/10/2016	A00271154Moore, Will C.	S0034056	11000	9526	125.00
78019114	03/10/2016	A00274523Morales, Jocelyn	S0034057	11000	9526	125.00
78019115	03/10/2016	A00041112Moreno, Rhema	S0034058	11000	9526	125.00
78019116	03/10/2016	A00268078Morrow, Katelyn	S0034059	11000	9526	125.00
78019117	03/10/2016	A00277787Najarrian, Lacey S.	S0034060	11000	9526	125.00
78019118	03/10/2016	A00261103Nava, Lydia D.	S0034061	11000	9526	125.00
78019119	03/10/2016	A00274528Navarrete, Mariela R.	S0034062	11000	9526	125.00
78019120	03/10/2016	A00061780Nichols, Mackey A.	S0034063	11000	9526	125.00
78019121	03/10/2016	A00265029Nunez, Jessica A.	S0034064	11000	9526	125.00
78019122	03/10/2016	A00019675Ocampo, Frances	S0034065	11000	9526	125.00
78019123	03/10/2016	A00270033Oiterong, Nadene T.	S0034066	11000	9526	125.00
78019124	03/10/2016	A00267152Ortega, Brian	S0034067	11000	9526	125.00
78019125	03/10/2016	A00269967Palos, Bianca R.	S0034068	11000	9526	125.00
78019126	03/10/2016	A00269809Patel, Nisha S.	S0034069	11000	9526	125.00
78019127	03/10/2016	A00276568Peltz, Kierstin N.	S0034070	11000	9526	125.00
78019128	03/10/2016	A00260220Pena, Lauren R.	S0034071	11000	9526	1,128.00
78019129	03/10/2016	A00267008Perez, Mireya	S0034072	11000	9526	125.00
78019130	03/10/2016	A00266428Pino, Toni R.	S0034073	11000	9526	125.00
78019131	03/10/2016	A00266443Plascencia, Jessica	S0034074	11000	9526	125.00
78019132	03/10/2016	A00277681Quinonez, Jacob J.	S0034075	11000	9526	125.00
78019133	03/10/2016	A00259437Ramirez, Juan	S0034076	11000	9526	125.00
78019134	03/10/2016	A00260154Ramos, Flor A.	S0034077	11000	9526	125.00
78019135	03/10/2016	A00272978Renteria, Ruben	S0034078	11000	9526	125.00
78019136	03/10/2016	A00078784Rey, Rita M.	S0034079	11000	9526	1,128.00
78019137	03/10/2016	A00267010Reyes Cruz, Mayra Y.	S0034080	11000	9526	125.00
78019138	03/10/2016	A00101405Riddick, Ashley	S0034081	11000	9526	600.00
78019139	03/10/2016	A00272469Rivera, Daniel E.	S0034082	11000	9526	207.00
78019140	03/10/2016	A00264043Rivera, Jessica E.	S0034083	11000	9526	125.00
78019141	03/10/2016	A00267168Rivers Hurlbut, Breeze M.	S0034084	11000	9526	125.00
78019142	03/10/2016	A00258061Roam, Ivy C.	S0034085	11000	9526	125.00
78019143	03/10/2016	A00265372Robles, Marta V.	S0034086	11000	9526	125.00
78019144	03/10/2016	A00267244Rodriguez, Irene	S0034087	11000	9526	100.42
78019145	03/10/2016	A00273874Rodriguez, Yuliana	S0034088	11000	9526	414.00
78019146	03/10/2016	A00273576Rogers, Matthew R.	S0034089	11000	9526	125.00
78019147	03/10/2016	A00270132Roman, Grecia	S0034090	11000	9526	125.00
78019148	03/10/2016	A00265342Ross, Shelby B.	S0034091	11000	9526	125.00
78019149	03/10/2016	A00262174Rubio, Kathy	S0034092	11000	9526	125.00
78019150	03/10/2016	A00277145Ruibal, Adrienne L.	S0034093	11000	9526	125.00
78019151	03/10/2016	A00277121Ruiz, Patricia	S0034094	11000	9526	125.00
78019152	03/10/2016	A00274546Saini, Nancy	S0034095	11000	9526	125.00
78019153	03/10/2016	A00274429Sanchez, Esther	S0034096	11000	9526	125.00

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78019154	03/10/2016	A00276201	Sanchez, Miguel A.	S0034097	11000	9526		125.00		
78019155	03/10/2016	A00248758	Sanders, Angela M.	S0034098	11000	9526		125.00		
78019156	03/10/2016	A00274922	Sandridge, Kyle M.	S0034099	11000	9526		125.00		
78019157	03/10/2016	A00276668	Santoy, Brittany M.	S0034100	11000	9526		125.00		
78019158	03/10/2016	A00265915	Sasi, Randiel O.	S0034101	11000	9526		125.00		
78019159	03/10/2016	A00274463	Sauceda, Daniela A.	S0034102	11000	9526		125.00		
78019160	03/10/2016	A00264798	Saucedo, Marilu S.	S0034103	11000	9526		125.00		
78019161	03/10/2016	A00267209	Schlechta, Haley L.	S0034104	11000	9526		125.00		
78019162	03/10/2016	A00275390	Scott, Caitlyn B.	S0034105	11000	9526		125.00		
78019163	03/10/2016	A00269996	Serrato, Oscar	S0034106	11000	9526		125.00		
78019164	03/10/2016	A00276404	Shanes, Hillary R.	S0034107	11000	9526		125.00		
78019165	03/10/2016	A00267185	Shannon, Erica S.	S0034108	11000	9526		125.00		
78019166	03/10/2016	A00274550	Sidhu, Harkeerat K.	S0034109	11000	9526		125.00		
78019167	03/10/2016	A00270510	Singh, Hirdeyjeet	S0034110	11000	9526		125.00		
78019168	03/10/2016	A00270640	Smith, Danica J.	S0034111	11000	9526		125.00		
78019169	03/10/2016	A00272604	Smith, Katelyn M.	S0034112	11000	9526		125.00		
78019170	03/10/2016	A00273599	Sorenson, Elizabeth H.	S0034113	11000	9526		125.00		
78019171	03/10/2016	A00268572	Stoyanow, Arielle K.	S0034114	11000	9526		125.00		
78019172	03/10/2016	A00260096	Sullivan, Rage B.	S0034115	11000	9526		125.00		
78019173	03/10/2016	A00267849	Summers, Jacqueline J.	S0034116	11000	9526		125.00		
78019174	03/10/2016	A00260625	Taylor, Tyler S.	S0034117	11000	9526		1,128.00		
78019175	03/10/2016	A00272510	Tena, Nashel L.	S0034118	11000	9526		125.00		
78019176	03/10/2016	A00255018	Torres, Elida L.	S0034119	11000	9526		125.00		
78019177	03/10/2016	A00267022	Torres, Emmanuel	S0034120	11000	9526		125.00		
78019178	03/10/2016	A00243063	Torres, Jeremy I.	S0034121	11000	9526		125.00		
78019179	03/10/2016	A00251093	Tovar, Melina	S0034122	11000	9526		598.00		
78019180	03/10/2016	A00269569	Tucker, Thomas I.	S0034123	11000	9526		125.00		
78019181	03/10/2016	A00273873	Valenzuela, Kareli	S0034124	11000	9526		414.00		
78019182	03/10/2016	A00268327	Vargas, Chantel R.	S0034125	11000	9526		125.00		
78019183	03/10/2016	A00255820	Vargas, Maritza	S0034126	11000	9526		125.00		
78019184	03/10/2016	A00277824	Villalobos, Jenny	S0034127	11000	9526		125.00		
78019185	03/10/2016	A00270617	Villasenor, Courtney J.	S0034128	11000	9526		125.00		
78019186	03/10/2016	A00273566	Visto, Camille Joan M.	S0034129	11000	9526		125.00		
78019187	03/10/2016	A00277024	Wagner, Zachariah K.	S0034130	11000	9526		125.00		
78019188	03/10/2016	A00269609	Waite, Riley S.	S0034131	11000	9526		125.00		
78019189	03/10/2016	A00277043	Walinga, Cristina M.	S0034132	11000	9526		125.00		
78019190	03/10/2016	A00266178	Waller, Morgan M.	S0034133	11000	9526		125.00		
78019191	03/10/2016	A00276226	Watson, Weston G.	S0034134	11000	9526		125.00		
78019192	03/10/2016	A00262678	Weber-Walton, Jessica	S0034135	11000	9526		125.00		
78019193	03/10/2016	A00274152	Wells, Tayler R.	S0034136	11000	9526		125.00		
78019194	03/10/2016	A00277785	Witt, Jakob V.	S0034137	11000	9526		125.00		
78019195	03/10/2016	A00270965	Wood, Kimberly A.	S0034138	11000	9526		1,128.00		
78019196	03/11/2016	A00200043	American Express	I0043326	11000	203	6310	61200	5,283.17	
					11000	203	5210	61200	300.00	
78019197	03/11/2016	A00200043	American Express	I0043329	92002022	11000	352	4310	69614	429.56
					11000	352	4310	69615		694.40
78019198	03/11/2016	A00200043	American Express	I0043350	91008022	11000	432	4312	67703	189.90
78019198	03/11/2016	A00200043	American Express	I0043350	91008022	11000	432	5940	67703	18.00
78019199	03/11/2016	A00200043	American Express	I0043354	91002022	11000	101	5720	66004	256.60
					11000	101	5720	66004		54.67
					11000	101	5720	66004		300.64

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					11000	101	5720	66004	369.28			
					11000	101	5720	66004	425.28			
					11000	101	5720	66004	27.69			
					11000	101	5720	66004	72.93			
					11000	110	5710	66003	354.09			
78019200	03/11/2016	A00223048AMS.NET	I0043363	0004238	11000	113	5642	67801	1,375.00			
78019201	03/11/2016	A00200053Apple Computer Inc.	I0043364	43764190	12060	113	6415	67801	4,725.70			
					12060	113	6415	67801	8.00			
78019202	03/11/2016	A00200054Applied Technology Group, In	I0043313	8998	11000	202	4310	60103	25.00			
78019203	03/11/2016	A00202445AT&T Mobility	I0043344	021816	39000	314	5840	64991	163.18			
78019204	03/11/2016	A00200064B & B Surplus	I0043311	825513	12565	223	4311	09565	701.98			
					I0043312		12565	223	4311	09565	928.80	
78019205	03/11/2016	A00200076Bandy, Ingrun K.	I0043355	021716	11000	352	4310	69614	67.31			
78019206	03/11/2016	A00250001Blake, Paul A.	I0043315	030216	12435	221	4310	19010	216.37			
78019207	03/11/2016	A00200107Bright House Networks	I0043306	031616	35819	357	5890	69700	750.00			
					35814	357	5890	69700	863.21			
78019208	03/11/2016	A00200107Bright House Networks	I0043341	021816	12461	206	5840	12042	257.23			
78019209	03/11/2016	A00200125California Community College	I0043358	2016	12000	304	5710	63200	210.00			
78019210	03/11/2016	A00200161CDW-G	I0043298	CDV7407	36000	314	4318	64991	105.93			
					39000	314	4318	64991	106.95			
					39000	314	4318	64991	105.93			
78019211	03/11/2016	A00200174Chevron U.S.A., Inc.	I0043349	46726797	11000	432	4316	67703	906.65			
78019212	03/11/2016	A00200175Chevron Valley Credit Union,	I0043346	60650208	31000	423	4110	69100	239.60			
					31000	423	5940	69100	63.50			
					31000	423	5910	69100	3.71			
78019213	03/11/2016	A00202802College Board	I0043334	022316	11000	306	4310	49306	2,092.50			
78019214	03/11/2016	A00200200Computerland of Silicon Vall	I0043321	241153	11000	202	4315	67801	79.00			
78019215	03/11/2016	A00102126Criss, Sarah V.	I0043303	022516	11000	401	4310	67200	43.00			
78019216	03/11/2016	A00200307Farmer Bros. Company	I0043336	63574638	32000	422	4410	69400	912.93			
78019217	03/11/2016	A00200308Federal Express Corporation	I0043361	5-332-98	11000	401	5940	67200	25.96			
					11000	352	5940	69610	27.93			
78019218	03/11/2016	A00246798Golling, Leigh	I0043322	022916	11000	208	5740	49999	100.00			
78019219	03/11/2016	A00244581Independent Fire and Safety,	I0043351	2874	11000	431	5631	65100	2,532.50			
					11000	431	4317	65100	145.12			
78019220	03/11/2016	A00280910Independent Living Center of	I0043365	1984	12000	311	5641	64200	394.22			
					I0043366		1983	12000	311	5641	64200	788.44
78019221	03/11/2016	A00210963J. America	I0043345	393891	31000	423	4310	69100	450.00			
					31000	423	5940	69100	27.47			
78019222	03/11/2016	A00200707Keenan & Associates	I0043299	184775	11000	401	5320	67702	6,000.00			
78019223	03/11/2016	A00200715Kern Electric Distributors	I0043348	545266	11000	431	4310	65100	110.98			
78019224	03/11/2016	A00200730Launspach, DDS., Inc., Danie	I0043325	090315-0	12460	206	5641	12042	4,945.76			
78019225	03/11/2016	A00200735Liebert Cassidy Whitmore	I0043356	013116	11000	301	5430	64500	1,267.50			
78019226	03/11/2016	A00200554McCracken, Susan L.	I0043343	FEB 16	12461	206	5710	12042	56.70			
78019227	03/11/2016	A00234706MNJ Technologies Direct, Inc	I0043319	00034485	12434	219	6415	17010	492.16			
					12435	221	6415	19010	492.16			
					I0043320		00034485	11000	207	4310	49999	438.37
78019228	03/11/2016	A00200595NCS Pearson	I0043305	V1511000	11000	306	4310	49306	2,111.25			
78019229	03/11/2016	A00200498Office Depot	I0043342	82220807	12461	206	4310	12042	189.91			
78019230	03/11/2016	A00277057Omega Construction	I0043357	PAY REQ	42350	000	5510	71002	78,507.31			

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78019231	03/11/2016	A00200502	Orange Belt Stages	I0043317	115450	11000	432	5750	67703	3,225.00
				I0043318	115452	11000	432	5750	67703	1,665.00
78019232	03/11/2016	A00200522	Pepsi-Cola Company	I0043330	98864306	32000	422	4410	69400	1,622.25
78019233	03/11/2016	A00200543	Purdy, D.D.S., Daniel	I0043323	040615-0	12460	206	5641	12042	21,830.70
78019234	03/11/2016	A00231833	Ray A. Morgan Company Inc.	I0043328	1139637	31000	423	5641	69100	458.86
						11000	202	5641	60100	110.05
						11000	411	5641	67300	317.79
						11000	401	5641	67200	317.80
						11000	110	5641	66003	70.65
						11000	202	5641	60100	70.65
						11000	301	5641	64500	70.66
						11837	205	5641	12042	140.29
						33428	310	5641	69200	242.52
						11000	401	5641	67200	1,404.25
						12551	353	5641	64600	308.33
						11000	114	5641	66005	308.33
						11000	302	5641	63100	308.33
						11000	358	5641	62100	308.34
						39000	314	5641	64991	1,448.82
						11000	401	5641	67200	2,339.66
						11000	113	5641	67801	148.91
						11000	431	5641	65100	154.58
78019234	03/11/2016	A00231833	Ray A. Morgan Company Inc.	I0043362	1157851	11000	207	5641	49999	42.25
78019235	03/11/2016	A00200444	Republic Elevator	I0043347	148170	11000	431	5641	65100	187.05
78019236	03/11/2016	A00203708	Rodriguez, Suzie	I0043340	FEB 16	12460	206	5641	12042	972.00
						12460	206	5710	12042	63.88
78019237	03/11/2016	A00200390	Sonitrol of Bakersfield	I0043316	1281947-	35000	357	5880	69700	553.02
78019238	03/11/2016	A00200393	Sparkletts	I0043333	012816	11000	306	4310	49306	72.29
78019239	03/11/2016	A00211077	Strata Information Group	I0043359	23467	11000	358	5510	62100	850.00
78019240	03/11/2016	A00275935	Supplyworks	I0043353	5160405-	11000	431	4310	65300	318.71
78019241	03/11/2016	A00263777	SWACC	I0043300	185320	11000	401	5210	67702	285.00
78019242	03/11/2016	A00200417	Sysco Food Service of Ventur	I0043337	60210031	33429	310	4410	69200	1,954.69
				I0043339	60210031	33429	310	4410	69200	809.29
78019243	03/11/2016	A00200425	Taft College	I0043335	020816	31000	423	7130	69100	10,920.00
78019244	03/11/2016	A00259618	Taft College ASB General	I0043304	022616	11000	352	5750	69616	5,314.66
						11000	352	5210	69616	200.00
						11000	352	4310	69610	783.93
						11000	352	5210	69610	811.00
78019244	03/11/2016	A00259618	Taft College ASB General	I0043360	201550	11000	000	7130	00000	50,730.00
78019245	03/11/2016	A00200426	Taft College Cafeteria	I0043302	FEB 16	11000	110	4410	66003	22.00
78019246	03/11/2016	A00200284	U.S. Foods	I0043297	5330870	32000	422	4410	69400	12,580.31
				I0043338	5330873	33429	310	4410	69200	2,983.10
78019247	03/11/2016	A00200309	United Refrigeration, Inc.	I0043331	50023365	11000	431	4317	65100	436.69
						11000	431	5940	65100	21.50
78019248	03/11/2016	A00253173	University of La Verne	I0043324	I15008TR	12434	219	2110	17010	46,012.92
						12434	219	5710	17010	3,470.24
						12434	219	4310	17010	26,693.58
						12434	219	5910	17010	2,310.63

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78019249	03/11/2016	A00278975Val's Detail	I0043352	3116	11000	432	5632	67703	150.00
78019250	03/11/2016	A00200339Verizon California	I0043308	13580222	31000	423	5840	69100	45.98
78019251	03/11/2016	Cancelled Check							
78019252	03/11/2016	A00200338Verizon Wireless	I0043327	97595012	11000	411	5840	67300	72.59
78019253	03/11/2016	A00200343Vistar Corporation	I0043332	44913548	32000	422	4410	69400	706.85
78019254	03/11/2016	A00200355West Kern Water District	I0043314	15146440	12560	223	5810	09565	86.90
78019255	03/11/2016	A00275443WestAir Gases & Equipment In	I0043309	10268573	12564	223	4311	09565	13.47
			I0043310	10268572	12564	223	4311	09565	2,167.26
78019256	03/11/2016	A00200359Westchester Plaza, LLC	I0043301	MAR 16	12461	206	5611	12042	2,443.00
					12461	206	5890	12042	864.00
78019257	03/18/2016	A00200017A.P.I. Plumbing	I0043497	1945	11000	431	4317	65500	303.78
78019258	03/18/2016	A00200034Albertson's	I0043483	13680217	33429	310	4410	69200	281.64
78019259	03/18/2016	A00278613American Educational Product	I0043405	406646	12435	221	4311	19010	855.00
78019260	03/18/2016	A00200043American Express	I0043381	11060225	12432	218	5710	64952	158.34
					12434	219	5710	17010	158.33
					12435	221	5710	19010	158.33
					12432	218	5710	64952	114.29
78019261	03/18/2016	A00200043American Express	I0043449	92000022	11000	113	5710	67801	400.00
					11000	113	5642	67801	28.61
					11000	113	4311	67801	85.99
					12060	113	6415	67801	343.97
					12060	113	6415	67801	187.58
					11000	113	5710	67801	742.80
					11000	113	5632	67801	360.00
78019262	03/18/2016	A00200043American Express	I0043452	9100202/	39000	314	4311	64991	30.00
					39000	314	5710	64991	17.00
78019263	03/18/2016	A00200051Antongiovanni, Barbara	I0043476	FEB 16	12461	206	5710	12042	79.38
78019264	03/18/2016	A00200053Apple Computer Inc.	I0043448	43770953	12060	113	6415	67801	2,690.78
78019265	03/18/2016	A00269058Aramark Uniform Services	I0043409	60092130	11000	431	5870	65100	236.50
					11000	205	5870	12042	12.00
					39000	314	5870	64991	18.00
78019266	03/18/2016	A00202445AT&T Mobility	I0043471	022516	12461	206	5840	12042	453.58
78019267	03/18/2016	A00202567Bags and Bows	I0043502	00936574	31000	423	4321	69100	176.82
					31000	423	5940	69100	16.48
78019268	03/18/2016	A00200069Bakersfield Californian	I0043427	123115	11000	411	5970	67300	6,404.16
78019269	03/18/2016	A00200074Baltazar, Diana	I0043473	FEB 16	12461	206	5710	12042	90.18
78019270	03/18/2016	A00200077Bang, D.D.S., Robert	I0043398	022515-0	12460	206	5641	12042	2,551.20
78019271	03/18/2016	A00200081BARC, Inc.	I0043442	INV00650	11000	411	5990	67300	85.00
78019272	03/18/2016	A00272600Beard Family Trust	I0043393	MAR16	12560	223	5610	09565	3,500.00
78019273	03/18/2016	A00281031Berrett - Koehler Publishers	I0043504	3785257	31000	423	4110	69100	39.92
					31000	423	5940	69100	13.81
78019274	03/18/2016	A00200089Berube, Eric	I0043508	021916	11000	111	5710	66002	741.19
78019275	03/18/2016	A00202366Bouncin Bins	I0043455	24962	12599	309	5730	64992	880.00
78019276	03/18/2016	A00200105Brandco	I0043479	18992	11000	431	4320	65100	8.87
78019277	03/18/2016	A00200107Bright House Networks	I0043406	03/16/16	35827	357	5890	69700	988.74
78019278	03/18/2016	A00200107Bright House Networks	I0043489	022816	12560	223	5645	09565	408.76
78019279	03/18/2016	A00200109Brown & Reich Petroleum, Inc	I0043458	25897	39000	314	4316	64991	222.74
			I0043498	25896	11000	432	4316	67703	347.82

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78019280	03/18/2016	A00200112BSK & Associates, Inc.	I0043450	0075999	12435	000	5510	71002	250.00
			I0043454	0075114	42350	000	5510	71002	1,119.50
78019281	03/18/2016	A00200127California Dept. of Educatio	I0043459	PS350061	31000	423	4110	69100	878.00
					31000	423	5940	69100	44.95
			I0043505	PS350055	31000	423	4110	69100	658.50
					31000	423	5940	69100	34.95
78019282	03/18/2016	A00200150Carrillo, Jessica	I0043457	030916	12461	206	5710	12042	7.56
			I0043477	FEB 16	12461	206	5710	12042	16.20
78019283	03/18/2016	A00252518CB Announcements/Balfour	I0043503	A77640	31000	423	4310	69100	1,360.00
					31000	423	5940	69100	27.88
78019284	03/18/2016	A00279668CCI Central, Inc.	I0043495	24089	11000	411	5950	67300	438.66
			I0043496	24044	11000	411	5950	67300	57.35
78019285	03/18/2016	A00200168Central Valley Occupational	I0043494	71-334	11000	411	5990	67300	20.00
					12000	304	5980	63200	60.00
78019286	03/18/2016	A00280779Combat Plumbing & Rooter LLC	I0043377	001614	33582	310	5632	69200	345.00
					33582	310	4312	69200	135.00
78019287	03/18/2016	A00264649Convergint Technologies, LP	I0043416	W274613	11972	113	5632	67801	1,149.00
78019288	03/18/2016	A00265309Daikin Applied	I0043481	3083376	11000	000	5641	71002	1,906.00
78019289	03/18/2016	A00200222Daily Midway Driller	I0043446	01561917	11000	411	5970	67300	112.80
78019290	03/18/2016	A00202335Fastenal Industrial & Constr	I0043478	CATAF320	11000	431	4312	65100	449.68
					11000	431	5940	65100	0.01
78019291	03/18/2016	A00200308Federal Express Corporation	I0043370	5-347-77	11000	302	5940	63100	41.53
78019292	03/18/2016	A00211659Flachmann, Christopher M.	I0043438	022916	12000	304	6415	63200	37.61
78019293	03/18/2016	A00200626Gonzales, Vanessa	I0043474	FEB 16	12461	206	5710	12042	15.12
			I0043475	JAN 16	12461	206	5710	12042	5.40
78019294	03/18/2016	A00200629Grainger	I0043372	90115487	11000	202	4311	60100	94.97
78019295	03/18/2016	A00200655Henry Schein, Inc.	I0043368	28518082	11000	205	4311	12042	594.30
			I0043387	28369039	11000	205	4311	12042	1,670.39
78019296	03/18/2016	A00224086inContact, Inc.	I0043468	022916	11000	431	5840	65100	218.04
					11000	431	5840	65700	1,700.73
78019297	03/18/2016	A00244581Independent Fire and Safety,	I0043400	25252	33428	310	5632	69200	107.50
			I0043499	2874E	11000	431	5631	65100	1,215.00
78019298	03/18/2016	A00200680J & L Locksmithing	I0043397	014972	33428	310	4312	69200	4.84
					33428	310	5632	69200	11.50
78019299	03/18/2016	A00210963J. America	I0043501	394020	31000	423	4310	69100	432.00
					31000	423	5940	69100	27.47
78019300	03/18/2016	A00269582Jiles, Michael L.	I0043493	030216	11000	210	5210	21056	95.00
78019301	03/18/2016	A00200692Jobelephant.com Inc.	I0043369	2181784	11000	411	5970	67300	945.00
78019302	03/18/2016	A00200704Karwoski, John	I0043470	MAR 16	42350	000	5510	71002	10,920.00
78019303	03/18/2016	A00200725Kwik Signs	I0043439	13800	11000	301	4310	64500	62.63
78019304	03/18/2016	A00200729Landauer, Inc.	I0043378	10036170	11000	205	4311	12042	775.50
78019305	03/18/2016	A00200735Liebert Cassidy Whitmore	I0043467	1416982	11000	411	5510	67300	2,000.00
78019306	03/18/2016	A00271523Logical Operations, Inc.	I0043506	2141469	31000	423	4110	69100	612.48
					31000	423	5940	69100	26.46
78019307	03/18/2016	A00281046Lugo, Miguel	I0043379	1	11000	208	5511	15010	300.00
78019308	03/18/2016	A00253920Mancomm, Inc.	I0043461	396990	31000	423	4110	69100	300.90
					31000	423	5940	69100	29.41
78019309	03/18/2016	A00227772MBS Textbook Exchange, Inc.	I0043460	47-42063	31000	423	4115	69100	2,475.00
					31000	423	5940	69100	50.92
78019310	03/18/2016	A00200552McCallum Group, Inc.	I0043392	16-050	11000	111	5510	66002	2,700.00

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78019311	03/18/2016	A00227738	National Benefit Services, L	I0043444	525586	11000	411	5510	67300	130.00
				I0043445	527907	11000	411	5510	67300	130.00
78019312	03/18/2016		Voided Check							
78019313	03/18/2016	A00200498	Office Depot	I0043410	82783449	11000	210	4310	21056	80.13
				I0043411	82786057	11000	208	4310	10023	62.81
				I0043412	82862360	11000	202	4310	60100	79.97
				I0043413	82892538	11000	110	4310	66003	60.89
				I0043414	82865992	11000	209	4310	04011	96.59
				I0043415	82631810	33428	310	4310	69200	448.80
				I0043417	82575483	11000	209	4310	04013	209.94
				I0043418	82574337	11000	358	4318	62100	82.29
				I0043419	82753793	11000	207	4318	08351	108.52
						11000	207	4318	08351	108.52
						11000	207	4318	08351	76.18
				I0043420	82689518	11000	202	4318	60100	145.60
				I0043421	82513401	11000	353	4318	64600	76.17
				I0043422	82659438	12603	125	4310	68900	804.08
				I0043423	82703232	11000	202	4310	60200	22.40
				I0043424	82703215	11000	202	4310	60200	41.08
				I0043425	82703231	11000	202	4310	60200	51.42
				I0043426	82729261	11000	202	4310	60100	16.46
				I0043428	82799105	31000	423	4318	69100	39.11
						11000	202	4318	60100	112.09
						12000	311	4318	64200	69.34
78019313	03/18/2016	A00200498	Office Depot	I0043429	82568075	12434	219	4310	17010	114.67
						12435	221	4310	19010	114.67
				I0043430	82313528	11000	110	4310	66003	22.61
				I0043431	82340996	12603	125	4310	68900	232.36
				I0043432	82459020	12603	125	4310	68900	368.96
				I0043433	82459046	12603	125	4310	68900	185.75
				I0043434	82459046	12603	125	4310	68900	107.49
				I0043435	82467351	12603	125	4310	68900	92.43
				I0043436	82574959	11000	209	4310	04013	10.54
78019314	03/18/2016	A00200502	Orange Belt Stages	I0043383	115453	11000	432	5750	67703	1,002.00
78019315	03/18/2016	A00201047	Oxford University Press	I0043465	97820990	31000	423	4110	69100	528.24
						31000	423	5940	69100	212.89
78019316	03/18/2016	A00200516	Patterson Dental Supply, Inc	I0043376	530/7083	11000	205	4310	12042	218.73
78019317	03/18/2016	A00200521	Pens Etc.	I0043462	409654-0	31000	423	4310	69100	2,750.72
78019318	03/18/2016	A00213296	Phi Theta Kappa	I0043456	A0026769	12599	309	7601	64992	85.00
78019319	03/18/2016	A00280420	PPL, Inc	I0043402	3457	11000	101	5985	66003	5,000.00
				I0043404	3456	11000	101	5990	66003	553.26
				I0043407	3455	11000	101	5990	66003	572.40
78019320	03/18/2016	A00231833	Ray A. Morgan Company Inc.	I0043447	1167195	12435	221	5641	19010	128.67
78019321	03/18/2016	A00278586	ReadyRefresh	I0043472	022916	12460	206	5641	12042	49.57
78019322	03/18/2016	A00279073	Richland Chevrolet Co.	I0043408	233501	11000	432	4312	67703	260.40
78019323	03/18/2016	A00281062	Rittenhouse Book Distributer	I0043466	5116633	31000	423	4110	69100	67.20
78019324	03/18/2016	A00200462	S & S Printing	I0043500	068486	11000	421	4318	67704	441.18
78019325	03/18/2016	A00202968	San Joaquin Chemicals, Inc.	I0043389	114775	11000	431	5641	65100	1,175.00
78019326	03/18/2016	A00200393	Sparkletts	I0043443	02.11.16	11000	411	5641	67300	72.07

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78019327	03/18/2016	A00200396Spurr	I0043390	71486	11000	431	5820	65700	5,532.72
					35819	357	5820	69700	136.38
					35827	357	5820	69700	834.04
					33428	310	5820	65700	393.25
78019328	03/18/2016	A00200417Sysco Food Service of Ventur	I0043509	60224037	33429	310	4410	69200	2,668.35
78019329	03/18/2016	A00200862Taft College Bookstore	I0043382	5411	11000	352	5940	69610	12.94
78019330	03/18/2016	A00200862Taft College Bookstore	I0043437	5257	12000	340	4310	64951	116.07
78019331	03/18/2016	A00200862Taft College Bookstore	I0043440	4253	11000	355	4310	64900	548.25
78019332	03/18/2016	A00200426Taft College Cafeteria	I0043401	030716	32000	422	4410	69400	77.94
			I0043464	143	31000	423	4310	69100	25.07
78019333	03/18/2016	A00200430Taft Plaza, LLC	I0043386	TAFTAPR	31000	423	5611	69100	1,907.00
78019334	03/18/2016	A00256341Terminix	I0043395	35209407	33428	310	5860	69200	387.00
78019335	03/18/2016	A00200282True Value Home Center	I0043380	346416	12434	219	4310	17010	58.00
					12435	221	4310	19010	32.23
			I0043384	346827	12564	223	4311	09565	66.53
			I0043396	344286	33428	310	4310	69200	572.46
			I0043484	346606	12564	223	4311	09565	80.28
			I0043490	347195	12564	223	4311	09565	32.24
			I0043492	346943	11000	202	4311	60100	32.23
78019336	03/18/2016	A00200284U.S. Foods	I0043507	5585905	33429	310	4410	69200	3,120.41
78019337	03/18/2016	A00210209ULINE	I0043385	75163279	12435	221	6411	19010	1,663.03
					12434	219	6411	17010	1,663.02
78019338	03/18/2016	A00200293United Parcel Service	I0043487	00009697	11000	401	5940	67705	319.31
78019339	03/18/2016	A00200309United Refrigeration, Inc.	I0043480	50046178	11000	431	4312	65100	186.46
78019340	03/18/2016	A00200339Verizon California	I0043399	79000228	11000	431	5840	65700	478.49
78019341	03/18/2016	A00200339Verizon California	I0043488	77000228	11000	431	5840	65700	648.80
78019342	03/18/2016	A00200338Verizon Wireless	I0043391	97611338	11000	431	5840	65100	181.61
					39000	312	5840	64991	57.19
78019343	03/18/2016	A00200338Verizon Wireless	I0043453	97611304	11000	411	5840	67300	72.59
78019344	03/18/2016	A00200827W.W. Norton & Company Inc.	I0043441	924287	31000	423	4110	69100	1,300.00
					31000	423	5940	69100	336.42
78019345	03/18/2016	A00232538Ward's Natural Science	I0043373	80432141	11000	209	4311	04014	54.07
			I0043374	80432141	11000	209	4311	04014	127.89
			I0043375	80432276	11000	209	4311	04014	367.33
			I0043403	80433519	11000	209	4311	04014	22.26
78019346	03/18/2016	A00200355West Kern Water District	I0043367	031116	33428	310	5810	69200	89.72
			I0043469	030716	11000	432	5810	65700	169.25
					39000	314	5810	64991	34.67
			I0043482	03/07/16	33428	310	5810	69200	158.04
			I0043485	03/11/16	11000	432	5810	65700	179.41
					39000	314	5810	64991	0.01
78019347	03/18/2016	A00275443WestAir Gases & Equipment In	I0043388	80075931	11000	431	5612	65100	9.86
78019347	03/18/2016	A00275443WestAir Gases & Equipment In	I0043388	80075931	11000	431	5850	65100	5.00
			I0043463	80075159	31000	423	4321	69100	15.67
			I0043491	80075932	12564	223	4311	09565	309.64
78019348	03/18/2016	A00200360Westec	I0043394	22260	11450	204	5641	09543	88,331.25
78019349	03/18/2016	A00205449Western Building Materials,	I0043451	50370	12050	000	5510	71002	24,600.00
78019350	03/18/2016	A00261115Williams, Mark P.	I0043371	031016	12563	202	4410	00000	117.03
78019351	03/21/2016	A00228785Alvarez, Pedro A.	S0034300		11000		9526		361.00
78019352	03/21/2016	A00272569Alvarez, Vicky	S0034301		11000		9526		100.00

78019353	03/21/2016	A00264035Anderson, Katelyn N.	S0034302	11000	9526	100.00
78019354	03/21/2016	A00263742Attwell, Mary A.	S0034303	11000	9526	100.00
78019355	03/21/2016	A00272373Badillo, Luis A.	S0034304	11000	9526	100.00
78019356	03/21/2016	A00230962Barajas, Eli S.	S0034305	11000	9526	25.00
78019357	03/21/2016	A00271187Barba, Miguel A.	S0034306	11000	9526	213.64
78019358	03/21/2016	A00248765Barboza, Roxanna	S0034307	11000	9526	100.00
78019359	03/21/2016	A00266409Bradshaw, Natalie M.	S0034308	11000	9526	100.00
78019360	03/21/2016	A00274730Bravo, Thayra M.	S0034309	11000	9526	100.00
78019361	03/21/2016	A00263761Brouse, Kenneth D.	S0034310	11000	9526	100.00
78019362	03/21/2016	A00085578Burkhart, Annemarie	S0034311	11000	9526	100.00
78019363	03/21/2016	A00262181Camacho, Maria D.	S0034312	11000	9526	75.00
78019364	03/21/2016	A00246821Chavez, Amy C.	S0034313	11000	9526	50.00
78019365	03/21/2016	A00263769Chavez, Genesis S.	S0034314	11000	9526	100.00
78019366	03/21/2016	A00250633Chavez, Maria C.	S0034315	11000	9526	100.00
78019367	03/21/2016	A00247502Cross, Kylie A.	S0034226	11000	9526	25.00
78019368	03/21/2016	A00242674Culbertson, Chelsey D.	S0034227	11000	9526	75.00
78019369	03/21/2016	A00267270Dhillon, Harmanjeet S.	S0034228	11000	9526	100.00
78019370	03/21/2016	A00256126Doan, Duyen	S0034229	11000	9526	100.00
78019371	03/21/2016	A00266347Doan, Trung T.	S0034230	11000	9526	100.00
78019372	03/21/2016	A00260924Doan, Van N.	S0034231	11000	9526	100.00
78019373	03/21/2016	A00276323Dominguez, Jasmine	S0034232	11000	9526	50.00
78019374	03/21/2016	A00273619Duran, Moises	S0034233	11000	9526	2,166.00
78019375	03/21/2016	A00272614Espinoza, Heather I.	S0034234	11000	9526	100.00
78019376	03/21/2016	A00266898Flores, Heidi	S0034235	11000	9526	75.00
78019377	03/21/2016	A00230266Flores, Leonardo	S0034236	11000	9526	1,357.00
78019378	03/21/2016	A00229332Fraire, Victoria C.	S0034237	11000	9526	100.00
78019379	03/21/2016	A00269082Garcia, Zully	S0034238	11000	9526	50.00
78019380	03/21/2016	A00278645Garside, Kelly M.	S0034239	11000	9526	25.00
78019381	03/21/2016	A00253888Gaunt, Ryan R.	S0034240	11000	9526	50.00
78019382	03/21/2016	A00267698Gil Gonzalez, Anaiz	S0034241	11000	9526	100.00
78019383	03/21/2016	A00280398Gomez Calderon, Maria G.	S0034242	11000	9526	123.46
78019384	03/21/2016	A00259116Gonzalez-Magallanes, Jesus O	S0034243	11000	9526	100.00
78019385	03/21/2016	A00241530Guitron, Abelardo	S0034244	11000	9526	100.00
78019386	03/21/2016	A00267106Gutierrez, Fabian A.	S0034245	11000	9526	100.00
78019387	03/21/2016	A00279303Hammond, Rosalyn N.	S0034246	11000	9526	50.00
78019388	03/21/2016	A00268233Henderson, Angel M.	S0034247	11000	9526	100.00
78019389	03/21/2016	A00276916Hernandez, Gloria R.	S0034248	11000	9526	100.00
78019390	03/21/2016	A00274747Hernandez, Maria I.	S0034249	11000	9526	75.00
78019391	03/21/2016	A00262687Hersley, Whitney N.	S0034250	11000	9526	100.00
78019392	03/21/2016	A00279401Jacobs, Elizabeth C.	S0034251	11000	9526	75.00
78019393	03/21/2016	A00274654Jauregui, Erik A.	S0034252	11000	9526	100.00
78019394	03/21/2016	A00251809Lopez, Alexis B.	S0034253	11000	9526	100.00
78019395	03/21/2016	A00258948Lopez Lopez, Uriel A.	S0034254	11000	9526	100.00
78019396	03/21/2016	A00251591Luna, Destinie M.	S0034255	11000	9526	75.00
78019397	03/21/2016	A00276068Mayfield, Zachary B.	S0034256	11000	9526	75.00
78019398	03/21/2016	A00275931McMahon, Megan H.	S0034257	11000	9526	100.00
78019399	03/21/2016	A00256371McNutt, Lisa R.	S0034258	11000	9526	25.00
78019400	03/21/2016	A00279114Mcredmond, Heidi	S0034259	11000	9526	100.00
78019401	03/21/2016	A00259468Mendez, Pablo	S0034260	11000	9526	100.00

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78019402	03/21/2016	A00266002Mendoza, Lizette V.	S0034261	11000		9526		100.00	
78019403	03/21/2016	A00247657Moshier, Megan R.	S0034262	11000		9526		75.00	
78019404	03/21/2016	A00279291Murphy, Ryan D.	S0034263	11000		9526		100.00	
78019405	03/21/2016	A00243246Nguyen, Mary T.	S0034264	11000		9526		25.00	
78019406	03/21/2016	A00228256Orozco, Gilberto	S0034265	11000		9526		50.00	
78019407	03/21/2016	A00274971Pacheco, Iris M.	S0034266	11000		9526		361.00	
78019408	03/21/2016	A00274617Pardo, Amayrane Y.	S0034267	11000		9526		1,444.00	
78019409	03/21/2016	A00272462Portillo, Jason S.	S0034268	11000		9526		100.00	
78019410	03/21/2016	A00202975Puente, Isela	S0034269	11000		9526		25.00	
78019411	03/21/2016	A00279025Quinonez, Celestina	S0034270	11000		9526		25.00	
78019412	03/21/2016	A00272449Quinonez, Karen	S0034271	11000		9526		75.00	
78019413	03/21/2016	A00279379Ramirez, Herman A.	S0034272	11000		9526		100.00	
78019414	03/21/2016	A00272844Ramos, Jasmine B.	S0034273	11000		9526		177.00	
78019415	03/21/2016	A00261182Reeves, W Matthew M.	S0034274	11000		9526		25.00	
78019416	03/21/2016	A00259486Resendis, Cristian	S0034275	11000		9526		100.00	
78019417	03/21/2016	A00004917Robison, Kathleen M.	S0034276	11000		9526		75.00	
78019418	03/21/2016	A00269854Robles, Joel L.	S0034277	11000		9526		50.00	
78019419	03/21/2016	A00278040Rocha, Jamie L.	S0034278	11000		9526		50.00	
78019420	03/21/2016	A00274576Ruelas, Stacey	S0034279	11000		9526		25.00	
78019421	03/21/2016	A00265729Saffell, Sally A.	S0034280	11000		9526		50.00	
78019422	03/21/2016	A00269830Sanchez, Jasmine N.	S0034281	11000		9526		100.00	
78019423	03/21/2016	A00260676Sanchez, Luis M.	S0034282	11000		9526		100.00	
78019424	03/21/2016	A00251817Shelby, Eris B.	S0034283	11000		9526		25.00	
78019425	03/21/2016	A00262984Singh, Jasmeet	S0034284	11000		9526		100.00	
78019426	03/21/2016	A00272604Smith, Katelyn M.	S0034285	11000		9526		100.00	
78019427	03/21/2016	A00269080Sohal, Jaiveer S.	S0034286	11000		9526		100.00	
78019428	03/21/2016	A00276841Torres, Juan C.	S0034287	11000		9526		100.00	
78019429	03/21/2016	A00279506Trevino, Samantha A.	S0034288	11000		9526		100.00	
78019430	03/21/2016	A00269534Trimble, Aaron C.	S0034289	11000		9526		75.00	
78019431	03/21/2016	A00266486Ursua, Jessica	S0034290	11000		9526		100.00	
78019432	03/21/2016	A00274424Valdivia, Salvador A.	S0034291	11000		9526		75.00	
78019433	03/21/2016	A00267024Vargas, Madalayna M.	S0034292	11000		9526		100.00	
78019434	03/21/2016	A00255820Vargas, Maritza	S0034293	11000		9526		100.00	
78019435	03/21/2016	A00213357Vargas, Samanta	S0034294	11000		9526		50.00	
78019436	03/21/2016	A00271466Vargas Martinez, Estefani	S0034295	11000		9526		25.00	
78019437	03/21/2016	A00270506Vicencio, Juan S.	S0034296	11000		9526		25.00	
78019438	03/21/2016	A00262678Weber-Walton, Jessica	S0034297	11000		9526		100.00	
78019439	03/21/2016	A00262056Weiss, Chelsea	S0034298	11000		9526		50.00	
78019440	03/21/2016	A00278974Zavala, Maria G.	S0034299	11000		9526		100.00	
78019441	03/22/2016	A00011743Bear, Mary A.	S0034316	11000		9526		828.00	
78019442	03/22/2016	A00277770Blas, Desirae A.	S0034317	11000		9526		138.00	
78019443	03/22/2016	A00265144Harmer, Jeremy B.	S0034319	11000		9526		69.00	
78019444	03/22/2016	A00066384Rowe, Joshua	S0034320	11000		9526		58.49	
78019445	03/22/2016	A00243739Steiber, Ryan G.	S0034318	11000		9526		167.00	
78019446	03/24/2016	A00200032Agundez, Adrian B.	I0043526	022016	11000	113	5710	67801	205.37
78019447	03/24/2016	A00276833American Council of the Teac	I0043562	168018	11000	208	5210	11051	84.00
78019448	03/24/2016	A00200632Anderson, Sherry L.	I0043582	022116	11000	113	5710	67801	177.39
78019449	03/24/2016	A00269058Aramark Uniform Services	I0043534	60093375	11000	431	5870	65100	236.50
					11000	205	5870	12042	12.00
					39000	314	5870	64991	18.00

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78019450	03/24/2016	A00200066Bacsco	I0043555	5355999	35819	357	4317	69700	12,657.05
78019451	03/24/2016	A00202441Baudville, Inc.	I0043558	3017147	12401	353	4310	64600	65.40
78019452	03/24/2016	A00250001Blake, Paul A.	I0043537	121015	12435	221	5710	19010	76.68
			I0043584	031116	12434	219	4310	17010	300.71
					12435	221	4310	19010	300.71
78019453	03/24/2016	A00281108BlueTarp Financial, Inc.	I0043551	34996002	11000	431	4310	65100	202.95
					11000	431	5940	65100	14.75
78019454	03/24/2016	A00201143Brown, Elizabeth J.	I0043539	030316	12000	304	5710	63200	186.20
78019455	03/24/2016	A00275787Bunk, Alvin	I0043513	022116	11000	113	5710	67801	9.45
78019456	03/24/2016	A00200143Carlson, Kamala A.	I0043520	02/18/16	12563	202	5710	00000	189.00
78019457	03/24/2016	A00201146Casagrande, Claudia A.	I0043519	030316	12000	304	5710	63200	37.00
78019458	03/24/2016	A00200168Central Valley Occupational	I0043545	71-330	11000	202	5980	60100	60.00
					11000	411	5990	67300	20.00
78019459	03/24/2016	A00200175Chevron Valley Credit Union,	I0043591	53640208	12461	206	5710	12042	144.45
					12461	206	4311	12042	23.75
					12461	206	5990	12042	2.67
78019460	03/24/2016	A00200175Chevron Valley Credit Union,	I0043592	53640308	12461	206	5710	12042	140.55
					12461	206	5990	12042	1.25
78019461	03/24/2016	A00280761County of Kern Public Works	I0043535	1346942-	11000	431	5850	65500	80.10
78019462	03/24/2016	A00277845Double D Cleaning Service	I0043587	010	12560	223	5890	09565	240.00
78019463	03/24/2016	A00237331Dumbrigue, Joanne V.	I0043536	020116	12551	353	5710	64600	123.34
78019463	03/24/2016	A00237331Dumbrigue, Joanne V.	I0043583	031516	12551	353	4310	64600	62.49
78019464	03/24/2016	A00201171Eastman, Stacy L.	I0043593	022416	12461	206	5710	12042	25.00
78019465	03/24/2016	A00067985Farnsworth, Lisa M.	I0043576	FEB 16	12460	206	5641	12042	432.00
					12460	206	5710	12042	32.83
78019466	03/24/2016	A00200950Furman, Tori J.	I0043527	030116	12566	223	5710	60103	1,411.92
			I0043579	012916	12566	223	5710	60103	194.40
			I0043580	020416	12566	223	5710	60103	29.16
78019467	03/24/2016	A00281118Grant Writing USA	I0043571	17827768	11000	202	5710	60103	455.00
78019468	03/24/2016	A00257900Hall, Daniel N.	I0043530	012016	11000	202	5710	60200	980.52
78019469	03/24/2016	A00281047Hampton Inn & Suites Crossto	I0043585	81661266	12434	219	5710	17010	576.95
78019470	03/24/2016	A00200645Hardy Diagnostics	I0043577	1597265	11000	209	4311	04012	2,060.10
78019471	03/24/2016	A00281074Hilton Garden Inn Palo Alto	I0043542	RBELDEN	12434	219	5740	17010	1,912.00
78019472	03/24/2016	A00280910Independent Living Center of	I0043565	1993	12000	311	5641	64200	788.44
			I0043566	1987	12000	311	5641	64200	654.22
78019473	03/24/2016	A00200656Jacobi, Victoria J.	I0043518	021116	12563	202	5710	00000	50.00
			I0043581	021816	12563	202	5710	00000	64.29
			I0043588	031116	11510	313	5710	63300	133.38
78019474	03/24/2016	A00265089Jose-Eguaras, Agnes	I0043589	021816	12432	218	5710	64952	105.80
			I0043590	030216	12432	218	5710	64952	137.50
78019475	03/24/2016	A00200715Kern Electric Distributors	I0043553	545498	11000	431	4310	65100	337.98
78019476	03/24/2016	A00201690Kulzer-Reyes, Kelly R.	I0043578	030516	12563	202	5710	00000	480.40
78019477	03/24/2016	A00243171Lewis, Donna G.	I0043521	022016	39000	308	5710	69990	17.02
78019478	03/24/2016	A00265359Lindsay, Douglas M.	I0043550	010116	12435	221	5710	19010	90.99
78019479	03/24/2016	A00002482May, James P.	I0043511	022616	11000	209	5740	19011	181.50
78019480	03/24/2016	A00278032Metreau, Robert	I0043523	012716	11000	411	5710	67300	126.90
			I0043524	021616	11000	411	5710	67300	183.60
			I0043525	010716	11000	411	5710	67300	154.44
					11000	411	5710	67300	108.52
					11000	411	5710	67300	40.00

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78019481	03/24/2016	A00213463	Nuance Communications Inc.	I0043586	50617201	12000	311	5642	64200	39.84
						12000	311	5642	64200	225.00
78019482	03/24/2016	A00252523	Oak Hall Cap and Gown	I0043548	714582	31000	423	4310	69100	8,714.75
78019483	03/24/2016		Voided Check							
78019484	03/24/2016	A00200498	Office Depot	I0043560	82896025	12000	340	4310	64951	256.43
				I0043574	82757136	11000	208	4311	15016	34.75
				I0043575	82895793	11000	203	4310	61200	60.33
				I0043594	82985376	11000	113	4310	67801	40.82
						11000	113	4310	67801	18.06
				I0043595	82896050	12000	340	4310	64951	514.80
				I0043596	82695026	12434	219	4310	17010	404.15
						12435	221	4310	19010	404.14
				I0043597	82954436	11000	431	4310	65100	222.97
				I0043598	82984170	11000	202	4310	60103	106.99
				I0043599	83087382	12603	125	4318	68900	156.92
				I0043600	83060465	11000	209	4310	04013	63.96
				I0043601	83053457	11000	209	4310	17014	130.76
				I0043602	82865971	11000	209	4310	04011	92.32
				I0043603	82968071	11000	202	4310	60100	49.13
				I0043604	82968085	11000	202	4310	60100	7.39
				I0043605	82968085	11000	202	4310	60100	10.70
78019484	03/24/2016	A00200498	Office Depot	I0043606	82980360	12000	311	4318	64200	39.22
						11000	209	4318	19111	134.37
				I0043607	82981988	11000	111	4318	66002	76.17
78019485	03/24/2016	A00251929	Oja, Michelle E.	I0043514	021816	11972	111	5710	66002	302.07
78019486	03/24/2016	A00200502	Orange Belt Stages	I0043546	115454	11000	432	5750	67703	1,215.00
				I0043559	115455	11000	432	5750	67703	1,215.00
78019487	03/24/2016	A00200505	OT Cookhouse & Saloon	I0043563	20-DMGE-	12375	101	4410	66004	652.16
78019488	03/24/2016	A00201272	Owens, Patricia A.	I0043510	022016	39000	314	5740	64991	20.45
78019489	03/24/2016	A00200508	P. G. & E.	I0043533	040116	11000	431	5830	65700	21,737.55
						39000	314	5830	65700	2,732.96
						33428	310	5830	65700	3,456.19
						33528	310	5830	65700	53.18
78019490	03/24/2016	A00265784	Patterson, Jo E.	I0043516	020516	11000	202	5710	60100	83.29
78019491	03/24/2016	A00201371	Powers, Lynda L.	I0043515	111715	11000	411	5710	67300	20.00
78019492	03/24/2016	A00271234	Rancano, Stacie A.	I0043517	021816	12434	219	5710	17010	26.83
						12435	221	5710	19010	26.82
78019493	03/24/2016	A00018793	Salcido, Paula	I0043556	MAR 16	12460	206	5641	12042	500.00
78019494	03/24/2016	A00200486	Shell	I0043554	81783004	11000	432	4316	67703	94.18
78019495	03/24/2016	A00202271	Sigma Aldrich Corporation	I0043561	53834934	11000	209	4311	04012	478.76
78019496	03/24/2016	A00200393	Sparkletts	I0043532	031016	11000	301	5810	64500	176.17
78019497	03/24/2016	A00237176	SSD Systems	I0043572	1172790-	31000	423	5880	69100	55.51
78019498	03/24/2016	A00211077	Strata Information Group	I0043543	23662	11000	113	5632	67801	6,885.00
78019499	03/24/2016	A00277399	Sundgren, Lori	I0043512	021816	12563	202	5710	00000	64.29
				I0043529	021116	12563	202	5710	00000	180.68
78019500	03/24/2016	A00200417	Sysco Food Service of Ventur	I0043569	60302039	32000	422	4411	69400	488.33
						32000	422	4411	69400	2,520.30
						32000	422	4410	69400	12,740.58

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78019501	03/24/2016	A00200423	Taft City School District	I0043552	16-109	11000	432	4312	67703	3.86
						11000	432	4316	67703	25.00
						11000	432	5850	67703	5.00
						11000	432	5632	67703	108.00
						11000	352	4312	69611	126.09
						11000	352	5850	69611	5.00
						11000	352	5632	69611	31.00
78019502	03/24/2016	A00200425	Taft College	I0043568	1008	12486	303	7601	64300	60.00
78019503	03/24/2016	A00200862	Taft College Bookstore	I0043547	5579	11000	207	4311	49999	40.83
78019504	03/24/2016	A00213476	Thomson Reuters Barclays	I0043573	83364006	11000	203	6310	61200	177.39
78019505	03/24/2016	A00234371	Thornsberry, Melissa L.	I0043528	021816	12434	219	5710	17010	44.15
78019506	03/24/2016	A00200282	True Value Home Center	I0043570	348052	12564	223	4311	09565	36.85
78019507	03/24/2016	A00243587	United Healthcare Insurance	I0043549	APR 16	11000	412	3350	59100	19,640.95
78019508	03/24/2016	A00200339	Verizon California	I0043557	57030307	11000	431	5840	65700	85.06
78019509	03/24/2016	A00200339	Verizon California	I0043564	57340310	11000	431	5840	65700	40.56
78019510	03/24/2016	A00200338	Verizon Wireless	I0043531	97613281	11000	357	5840	69700	149.77
78019511	03/24/2016	A00200343	Vistar Corporation	I0043567	45030910	32000	422	4410	69400	1,098.48
78019512	03/24/2016	A00201575	Vohnout, Danielle E.	I0043522	021816	12563	202	5710	00000	45.36
78019513	03/24/2016	A00200344	Wade, Judy L.	I0043540	012916	11000	411	5710	67300	132.84
						11000	411	5710	67300	39.00
						11000	411	5710	67300	11.95
78019514	03/24/2016	A00201172	Waugh, Victoria A.	I0043538	021116	39000	314	5710	64991	153.58
78019515	03/24/2016	A00202033	West Payment Center	I0043544	61063050	11000	411	4310	67300	133.85
=====										
BANK TOTAL									991,069.47	

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USER ID	ACTIVITY DATE	VENDOR		PURCHASE ORDER			PURCHASE ORDER AMOUNT	CL C A		
		NUMBER	NAME	NUMBER	DATE	REQ. DATE				
ARAMIREZ	03/16/2016	A00200016	4Imprint	P0039079	03/15/2016	03/15/2016	\$1,071.63	Y	Y	
		A00200498	Office Depot	P0039082	03/15/2016	03/15/2016	\$156.91	Y	Y	Y
	03/18/2016	A00265784	Patterson, Jo Ellen.	P0039114	03/18/2016	03/18/2016	\$600.00		N	N
	03/28/2016	A00200498	Office Depot	P0039115	03/18/2016	03/18/2016	\$39.29	Y	Y	Y
		A00200107	Bright House Networks	P0039144	03/22/2016	03/22/2016	\$299.02	Y	Y	Y
				P0039145	03/22/2016	03/22/2016	\$185.97	Y	Y	Y
		A00200498	Office Depot	P0039163	03/23/2016	03/23/2016	\$101.06		Y	Y
		A00281168	Bakersfield Signs	P0039146	03/22/2016	03/22/2016	\$92.40		Y	Y
		A00200498	Office Depot	P0039108	03/18/2016	03/18/2016	\$241.86	Y	Y	Y

						TOTAL USER	\$2,788.14			
DDURAN	03/03/2016	A00200498	Office Depot	BEXT	03/03/2016	03/03/2016	\$64.35		N	N
		A00265089	Jose-Eguaras, Agnes	P0038879	02/29/2016	02/29/2016	\$105.80	Y	Y	Y
		A00265359	Lindsay, Douglas Mark.	P0038878	02/29/2016	02/29/2016	\$95.21		Y	Y
		A00271234	Rancano, Stacie A.	P0038842	02/25/2016	02/25/2016	\$53.65	Y	Y	Y
	03/04/2016	A00234706	MNJ Technologies Direct, Inc	P0038905	03/01/2016	03/01/2016	\$984.32	Y	Y	Y
		A00200146	Carolina Biological Supply C	P0038907	03/01/2016	03/01/2016	\$1,950.56		Y	Y
		A00210209	ULINE	P0038869	02/29/2016	02/29/2016	\$3,351.06	Y	Y	Y
		A00253173	University of La Verne	P0038891	03/01/2016	03/01/2016	\$78,487.37	Y	Y	Y
	03/08/2016	A00265089	Jose-Eguaras, Agnes	P0038974	03/07/2016	03/07/2016	\$137.50	Y	Y	Y
	03/09/2016	A00281036	Emotiv Lifesciences Inc.	P0038964	03/07/2016	03/07/2016	\$9,678.89		Y	Y
	03/11/2016	A00200043	American Express	P0039013	03/09/2016	03/09/2016	\$589.29	Y	Y	Y
		A00200282	True Value Home Center	P0039021	03/10/2016	03/10/2016	\$90.23	Y	Y	Y
	03/16/2016	A00281074	Hilton Garden Inn Palo Alto	P0039023	03/10/2016	03/10/2016	\$1,912.00	Y	Y	Y
	03/21/2016	A00281161	Knott's Berry Farm	P0039132	03/21/2016	03/21/2016	\$840.00		Y	N
		A00200498	Office Depot	P0039052	03/11/2016	03/11/2016	\$29.68		Y	Y
		A00250001	Blake, Paul Anderson.	P0039026	03/11/2016	03/11/2016	\$601.42	Y	Y	Y
		A00281047	Hampton Inn & Suites Crossto	P0039037	03/11/2016	03/11/2016	\$576.95	Y	Y	Y
		A00281045	Velleman, Inc.	P0039049	03/11/2016	03/11/2016	\$349.16	Y	Y	Y
		A00200498	Office Depot	P0039074	03/15/2016	03/15/2016	\$808.29	Y	Y	Y
	03/29/2016	A00200498	Office Depot	P0038927	03/03/2016	03/03/2016	\$64.35	Y	Y	Y
		A00243766	Tweedy, Allisa Marie.	P0038926	03/03/2016	03/03/2016	\$9.29		Y	Y
		A00201737	Duran, Diana	P0039149	03/23/2016	03/23/2016	\$12.38	Y	Y	Y
		A00200282	True Value Home Center	P0039053	03/11/2016	03/11/2016	\$35.92	Y	Y	Y
		A00200498	Office Depot	P0039076	03/15/2016	03/15/2016	\$34.59	Y	Y	Y
		A00234371	Thornsberry, Melissa Lynn.	P0039125	03/21/2016	03/21/2016	\$257.99		Y	Y
		A00266398	Belden, Rachel Claire.	P0039091	03/17/2016	03/17/2016	\$124.34		Y	Y
		A00281139	Byrne Electrical Specialists	P0039090	03/17/2016	03/17/2016	\$1,616.05	Y	Y	Y
		A00281140	Crown Awards	P0039097	03/17/2016	03/17/2016	\$340.69		Y	Y
		A00281141	Elenco Electronics, Inc.	P0039089	03/17/2016	03/17/2016	\$704.65		Y	Y
		A00201117	Vernier	P0039214	03/29/2016	03/29/2016	\$102.23		Y	Y

						TOTAL USER	\$104,008.21			

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DEKDAHL	02/29/2016	A00200043	American Express	P0038866	02/29/2016	02/29/2016	\$47.00	Y	N		
	03/04/2016	A00244581	Independent Fire and Safety,	P0038945	03/04/2016	03/04/2016	\$1,215.00	N	N		
	03/08/2016	A00200043	American Express	P0038988	03/08/2016	03/08/2016	\$497.20	Y	N		
	03/10/2016	A00201172	Waugh, Victoria A.	P0039020	03/10/2016	03/10/2016	\$154.14	Y	N		

						TOTAL USER	\$1,913.34				
GDUNHAM	03/01/2016	A00280401	Flowers Baking Co of Henders	P0038867	02/29/2016	02/29/2016	\$396.65	Y	Y	Y	
	03/04/2016	A00200284	U.S. Foods	P0038925	03/03/2016	03/03/2016	\$12,580.31	Y	Y	Y	
		A00200307	Farmer Bros. Company	P0038917	03/02/2016	03/02/2016	\$912.93	Y	Y	Y	
		A00200343	Vistar Corporation	P0038918	03/02/2016	03/02/2016	\$706.85	Y	Y	Y	
		A00200522	Pepsi-Cola Company	P0038897	03/01/2016	03/01/2016	\$1,622.25	Y	Y	Y	
	03/09/2016	A00200426	Taft College Cafeteria	P0038973	03/07/2016	03/07/2016	\$77.94	Y	Y	Y	
	03/18/2016	A00200343	Vistar Corporation	P0039085	03/16/2016	03/16/2016	\$1,098.48	Y	Y	Y	
		A00200417	Sysco Food Service of Ventur	P0039084	03/16/2016	03/16/2016	\$15,741.22	Y	Y	Y	
	03/28/2016	A00200034	Albertson's	P0039153	03/23/2016	03/23/2016	\$5.97	Y	Y	Y	
		A00200307	Farmer Bros. Company	P0039151	03/23/2016	03/23/2016	\$238.86	Y	Y	Y	
		A00280401	Flowers Baking Co of Henders	P0039152	03/23/2016	03/23/2016	\$187.83	Y	Y	Y	
		A00200284	U.S. Foods	P0039150	03/23/2016	03/23/2016	\$4,875.89	Y	Y	Y	
		A00200522	Pepsi-Cola Company	P0039154	03/23/2016	03/23/2016	\$2,268.31	Y	Y	Y	

						TOTAL USER	\$40,713.49				
JCHAIDEZ	03/01/2016	A00200595	NCS Pearson	P0038872	02/29/2016	02/29/2016	\$2,111.25	Y	Y	Y	
	03/02/2016	A00200393	Sparkletts	P0038910	03/02/2016	03/02/2016	\$72.29	Y	Y	Y	
	03/04/2016	A00202802	College Board	P0038909	03/02/2016	03/02/2016	\$2,092.50	Y	Y	Y	
	03/28/2016	A00200279	Educational Testing Service	P0039110	03/18/2016	03/18/2016	\$177.50	Y	Y		

						TOTAL USER	\$4,453.54				
JEDMAISTON	03/01/2016	A00200167	Central Valley Conference	P0038849	02/26/2016	02/26/2016	\$5,075.00	Y	Y	Y	
		A00200502	Orange Belt Stages	P0038850	02/26/2016	02/26/2016	\$1,155.00	Y	Y	Y	
	03/04/2016	A00200043	American Express	P0038919	03/02/2016	03/02/2016	\$1,123.96	Y	Y	Y	
		A00200502	Orange Belt Stages	P0038938	03/03/2016	03/03/2016	\$3,225.00	Y	Y	Y	
		A00259618	Taft College ASB General	P0038921	03/02/2016	03/02/2016	\$7,109.59	Y	Y	Y	
		A00200502	Orange Belt Stages	P0038950	03/04/2016	03/04/2016	\$1,665.00	Y	Y	Y	
	03/09/2016	A00200862	Taft College Bookstore	P0039009	03/09/2016	03/09/2016	\$12.94	Y	Y	Y	
	03/11/2016	A00200502	Orange Belt Stages	P0039024	03/10/2016	03/10/2016	\$1,002.00	Y	Y	Y	
	03/16/2016	A00200502	Orange Belt Stages	P0039062	03/14/2016	03/14/2016	\$1,215.00	Y	Y	Y	
	03/18/2016	A00200502	Orange Belt Stages	P0039104	03/17/2016	03/17/2016	\$1,215.00	Y	Y	Y	
	03/21/2016	A00200862	Taft College Bookstore	P0039060	03/14/2016	03/14/2016	\$40.82	Y	Y	Y	
	03/29/2016	A00200498	Office Depot	P0039147	03/23/2016	03/23/2016	\$156.23	Y	Y	Y	
				P0039210	03/29/2016	03/29/2016	\$61.52	Y	Y	Y	

							TOTAL USER	\$23,057.06			

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JGARRETT	02/29/2016	A00280910	Independent Living Center of	P0038854	02/26/2016	02/26/2016	\$394.22	Y	Y	Y	
				P0038865	02/26/2016	02/26/2016	\$788.44	Y	Y	Y	
	03/02/2016	A00213463	Nuance Communications Inc.	P0038920	03/02/2016	03/02/2016	\$263.40	Y	Y	Y	
	03/14/2016	A00280910	Independent Living Center of	P0039047	03/11/2016	03/11/2016	\$654.22	Y	Y	Y	
				P0039048	03/11/2016	03/11/2016	\$788.44	Y	Y	Y	
	03/28/2016	A00280910	Independent Living Center of	P0039199	03/28/2016	03/28/2016	\$788.44	Y	Y	Y	
				P0039204	03/28/2016	03/28/2016	\$654.22	Y	Y	Y	
	03/29/2016	A00200498	Office Depot	P0039207	03/29/2016	03/29/2016	\$63.75	Y	Y	Y	
	TOTAL USER							\$4,395.13			
	JNICHOLAS	02/29/2016	A00259618	Taft College ASB General	P0038877	02/29/2016	02/29/2016	\$50,730.00	Y	Y	Y
TOTAL USER							\$50,730.00				
JPATTERSON	02/29/2016	A00200580	Museum of Tolerance	P0038862	02/26/2016	02/26/2016	\$367.50	Y	Y	Y	
	03/01/2016	A00200432	Taft Union High School	P0038836	02/24/2016	02/24/2016	\$5,000.00	Y	Y	Y	
		A00280870	New York Microscope Company,	P0038838	02/24/2016	02/24/2016	\$1,999.00	Y	Y	Y	
		A00200043	American Express	P0038871	02/29/2016	02/29/2016	\$1,861.18	Y	Y	Y	
		A00251929	Oja, Michelle Elizabeth.	P0038863	02/26/2016	02/26/2016	\$302.07	Y	Y	Y	
	03/02/2016	A00200146	Carolina Biological Supply C	P0038912	03/02/2016	03/02/2016	\$667.65	Y	N		
		A00232538	Ward's Natural Science	P0038911	03/02/2016	03/02/2016	\$139.23	Y	N		
	03/03/2016	A00200498	Office Depot	P0038896	03/01/2016	03/01/2016	\$16.46	Y	Y	Y	
		A00246798	Golling, Leigh	P0038916	03/02/2016	03/02/2016	\$100.00	Y	Y	Y	
	03/04/2016	A00102126	Criss, Sarah Victoria.	P0038934	03/03/2016	03/03/2016	\$43.00	Y	Y	Y	
		A00200426	Taft College Cafeteria	P0038935	03/03/2016	03/03/2016	\$22.00	Y	Y	Y	
		A00200498	Office Depot	P0038889	03/01/2016	03/01/2016	\$804.08	Y	Y	Y	
	03/08/2016	A00200487	Sierra School Equipment Co.	P0038991	03/08/2016	03/08/2016	\$857.86	N	N		
		A00002482	May, James Patrick.	P0038968	03/07/2016	03/07/2016	\$181.50	Y	Y	Y	
		A00200282	True Value Home Center	P0038970	03/07/2016	03/07/2016	\$32.22	Y	Y	Y	
		A00200498	Office Depot	P0038982	03/08/2016	03/08/2016	\$79.97	Y	Y	Y	
				P0038984	03/08/2016	03/08/2016	\$80.14	Y	Y	Y	
				P0038986	03/08/2016	03/08/2016	\$62.81	Y	Y	Y	
		A00265784	Patterson, Jo Ellen.	P0038989	03/08/2016	03/08/2016	\$83.29	Y	Y	Y	
		A00269582	Jiles, Michael Lee.	P0038980	03/08/2016	03/08/2016	\$95.00	Y	Y	Y	
	03/09/2016	A00280420	PPL, Inc	P0038975	03/07/2016	03/07/2016	\$5,000.00	Y	Y	Y	
				P0038976	03/07/2016	03/07/2016	\$572.40	Y	Y	Y	
				P0038977	03/07/2016	03/07/2016	\$553.26	Y	Y	Y	
	03/11/2016	A00200498	Office Depot	P0039011	03/09/2016	03/09/2016	\$60.89	Y	Y	Y	
		A00200629	Grainger	P0038563	01/28/2016	01/28/2016	\$94.98	Y	Y	Y	
		A00200143	Carlson, Kamala A.	P0039010	03/09/2016	03/09/2016	\$189.00	Y	Y	Y	
		A00200323	Flinn Scientific, Inc.	P0038999	03/09/2016	03/09/2016	\$83.82	Y	Y	Y	
	A00200348	Ware, Thomas B.	P0038967	03/07/2016	03/07/2016	\$221.36	Y	Y	Y		
	A00200498	Office Depot	P0039001	03/09/2016	03/09/2016	\$96.59	Y	Y	Y		
			P0039004	03/09/2016	03/09/2016	\$92.32	Y	Y	Y		
			P0039027	03/11/2016	03/11/2016	\$10.69	Y	Y	Y		

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				P0039030	03/11/2016	03/11/2016	\$49.13	Y	Y	Y
				P0039032	03/11/2016	03/11/2016	\$7.39	Y	Y	Y
		A00232538	Ward's Natural Science	P0039040	03/11/2016	03/11/2016	\$150.15	Y	Y	Y
				P0039042	03/11/2016	03/11/2016	\$367.32	Y	Y	Y
		A00261115	Williams, Mark Preston.	P0039033	03/11/2016	03/11/2016	\$117.03	Y	Y	Y
		A00281046	Lugo, Miguel	P0038903	03/01/2016	03/01/2016	\$300.00	Y	Y	Y
	03/18/2016	A00251929	Oja, Michelle Elizabeth.	P0039087	03/16/2016	03/16/2016	\$297.36	Y	Y	Y
	03/21/2016	A00200498	Office Depot	P0039096	03/17/2016	03/17/2016	\$35.15	Y	Y	Y
		A00201690	Kulzer-Reyes, Kelly R.	P0039086	03/16/2016	03/16/2016	\$539.80	Y	Y	Y
		A00276833	American Council of the Teac	P0039095	03/17/2016	03/17/2016	\$84.00	Y	Y	Y
		A00200498	Office Depot	P0038913	03/02/2016	03/02/2016	\$34.75	Y	Y	Y
				P0039064	03/15/2016	03/15/2016	\$144.51	Y	Y	Y
				P0039065	03/15/2016	03/15/2016	\$63.97	Y	Y	Y
		A00200656	Jacobi, Victoria J.	P0039058	03/14/2016	03/14/2016	\$64.29	Y	Y	Y
		A00200505	OT Cookhouse & Saloon	P0039130	03/21/2016	03/21/2016	\$652.16	Y	Y	Y
	03/22/2016	A00200393	Sparkletts	P0039137	03/22/2016	03/22/2016	\$193.50	N	N	N
	03/23/2016	A00261115	Williams, Mark Preston.	P0039159	03/23/2016	03/23/2016	\$249.47	Y	Y	N
	03/24/2016	A00200146	Carolina Biological Supply C	P0039167	03/24/2016	03/24/2016	\$167.57	N	N	N
		A00232538	Ward's Natural Science	P0039166	03/24/2016	03/24/2016	\$367.26	N	N	N
	03/28/2016	A00200043	American Express	P0038874	02/29/2016	02/29/2016	\$3,788.04	Y	Y	Y
		A00200498	Office Depot	P0039169	03/24/2016	03/24/2016	\$17.75	Y	Y	Y
				P0039171	03/24/2016	03/24/2016	\$122.23	Y	Y	Y
		A00280420	PPL, Inc	P0039134	03/21/2016	03/21/2016	\$10,000.00	Y	Y	Y
				P0039135	03/21/2016	03/21/2016	\$654.58	Y	Y	Y
		A00281182	Hislop Photography	P0039141	03/22/2016	03/22/2016	\$116.10	Y	Y	Y
		A00200656	Jacobi, Victoria J.	P0038932	03/03/2016	03/03/2016	\$335.93	Y	Y	Y
	03/29/2016	A00232538	Ward's Natural Science	P0038837	02/24/2016	02/24/2016	\$2,791.71	Y	Y	Y
		A00200498	Office Depot	P0039173	03/24/2016	03/24/2016	\$12.89	Y	Y	Y
				P0039174	03/24/2016	03/24/2016	\$122.94	Y	Y	Y
				P0039175	03/24/2016	03/24/2016	\$199.45	Y	Y	Y
		A00200845	Dyer, Geoffrey	P0039124	03/21/2016	03/21/2016	\$121.45	Y	Y	Y
		A00201045	Golling, Greg P.	P0039123	03/21/2016	03/21/2016	\$90.86	Y	Y	Y
				P0039139	03/22/2016	03/22/2016	\$376.96	Y	Y	Y
		A00261115	Williams, Mark Preston.	P0039157	03/23/2016	03/23/2016	\$301.00	Y	Y	Y
				P0039160	03/23/2016	03/23/2016	\$757.03	Y	Y	Y
		A00265784	Patterson, Jo Ellen.	P0039161	03/23/2016	03/23/2016	\$29.28	Y	Y	Y
		A00280870	New York Microscope Company,	P0039138	03/22/2016	03/22/2016	\$2,148.93	Y	Y	Y
		A00200146	Carolina Biological Supply C	P0039215	03/29/2016	03/29/2016	\$52.17	Y	Y	Y
	03/30/2016	A00034252	Kerr, Danielle Marie.	P0039230	03/30/2016	03/30/2016	\$160.00	Y	N	N
				P0039231	03/30/2016	03/30/2016	\$160.00	Y	N	N
		A00200043	American Express	P0039205	03/29/2016	03/29/2016	\$4,060.38	Y	N	N
		A00249981	Zahourek Systems, Inc.	P0039017	03/10/2016	03/10/2016	\$40.80	Y	N	N
	03/31/2016	A00200498	Office Depot	P0039246	03/31/2016	03/31/2016	\$121.24	Y	N	N

							TOTAL USER	\$50,236.80		

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		NUMBER	NAME	NUMBER	DATE	REQ. DATE					
JROTHGEB	03/03/2016	A00200054	Applied Technology Group, In	P0038895	03/01/2016	03/01/2016	\$25.00	Y	Y	Y	
		A00200064	B & B Surplus	P0038886	03/01/2016	03/01/2016	\$928.80	Y	Y	Y	
				P0038887	03/01/2016	03/01/2016	\$701.97	Y	Y	Y	
			A00200355	West Kern Water District	P0038868	02/29/2016	02/29/2016	\$86.90	Y	Y	Y
			A00275443	WestAir Gases & Equipment In	P0038884	03/01/2016	03/01/2016	\$13.47	Y	Y	Y
	03/04/2016		A00275443	WestAir Gases & Equipment In	P0038883	03/01/2016	03/01/2016	\$2,167.26	Y	Y	Y
	03/08/2016		A00275443	WestAir Gases & Equipment In	P0038971	03/07/2016	03/07/2016	\$309.64	Y	Y	Y
	03/11/2016		A00200282	True Value Home Center	P0038972	03/07/2016	03/07/2016	\$32.23	Y	Y	Y
					P0039008	03/09/2016	03/09/2016	\$66.53	Y	Y	Y
					P0039022	03/10/2016	03/10/2016	\$80.28	Y	Y	Y
			A00200498	Office Depot	P0039043	03/11/2016	03/11/2016	\$107.00	Y	Y	Y
			A00200950	Furman, Tori J.	P0039054	03/11/2016	03/11/2016	\$194.40	Y	Y	Y
					P0039055	03/11/2016	03/11/2016	\$29.16	Y	Y	Y
	03/16/2016		A00200950	Furman, Tori J.	P0039012	03/09/2016	03/09/2016	\$1,411.92	Y	Y	Y
	03/21/2016		A00277845	Double D Cleaning Service	P0039094	03/17/2016	03/17/2016	\$240.00	Y	Y	Y
			A00200282	True Value Home Center	P0039092	03/17/2016	03/17/2016	\$36.85	Y	Y	Y
			A00200508	P. G. & E.	P0039093	03/17/2016	03/17/2016	\$301.17	Y	Y	Y
			A00281118	Grant Writing USA	P0039078	03/15/2016	03/15/2016	\$455.00	Y	Y	Y
	03/29/2016		A00200063	Austin's Pest Control, Inc.	P0039222	03/29/2016	03/29/2016	\$75.00		Y	N
			A00200181	City of Taft	P0039221	03/29/2016	03/29/2016	\$42.66		Y	N
			A00200355	West Kern Water District	P0039223	03/29/2016	03/29/2016	\$68.00		Y	N
			A00200950	Furman, Tori J.	P0039224	03/29/2016	03/29/2016	\$38.80		Y	N
					P0039225	03/29/2016	03/29/2016	\$32.40		Y	N
			A00200505	OT Cookhouse & Saloon	P0039177	03/25/2016	03/25/2016	\$2,164.03	Y	Y	Y
			A00200508	P. G. & E.	P0039178	03/25/2016	03/25/2016	\$100.95	Y	Y	Y
					P0039179	03/25/2016	03/25/2016	\$202.94	Y	Y	Y
			A00002724	Baeza, Diane	P0039181	03/28/2016	03/28/2016	\$234.33	Y	Y	Y
			A00065581	Thornsberry, Donald R.	P0039182	03/28/2016	03/28/2016	\$130.24	Y	Y	Y
			A00200064	B & B Surplus	P0039122	03/21/2016	03/21/2016	\$387.00	Y	Y	Y
	03/31/2016		A00200282	True Value Home Center	P0039239	03/31/2016	03/31/2016	\$68.83		Y	N
			A00200498	Office Depot	P0039234	03/31/2016	03/31/2016	\$64.52		Y	N
			A00277930	Taylor, Daniel	P0039236	03/31/2016	03/31/2016	\$1,132.65		Y	N
		A00277931	Dan Taylor Welding Consultan	P0039235	03/31/2016	03/31/2016	\$1,885.05		Y	N	

							TOTAL USER	\$13,814.98			
KALLIKAS	03/08/2016	A00213296	Phi Theta Kappa	P0038944	03/04/2016	03/04/2016	\$85.00	Y	Y	Y	
		A00202366	Bouncin Bins	P0038946	03/03/2016	03/03/2016	\$880.00	Y	Y	Y	
	03/10/2016	A00200862	Taft College Bookstore	P0039018	03/10/2016	03/10/2016	\$377.32		N	N	
	03/29/2016	A00200862	Taft College Bookstore	P0039019	03/10/2016	03/10/2016	\$377.32	Y	Y	Y	

							TOTAL USER	\$1,719.64			

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KEHELMS	03/01/2016	A00200176	Chicago Distribution Center	P0037866	02/26/2016	02/26/2016	\$284.61	Y	Y	Y	
		A00200175	Chevron Valley Credit Union,	P0038861	02/26/2016	02/26/2016	\$198.69	Y	Y	Y	
		A00200195	Comet School Supplies	P0038864	02/26/2016	02/26/2016	\$1,055.05	Y	Y	Y	
	A00200555	McGraw-Hill	P0038856	02/26/2016	02/26/2016	\$41.39	Y	Y	Y		
	A00200586	NAEYC Resource Sales Dept.	P0038859	02/26/2016	02/26/2016	\$693.00	Y	Y	Y		
	A00202567	Bags and Bows	P0038852	02/26/2016	02/26/2016	\$80.12	Y	Y	Y		
	A00210963	J. America	P0038890	03/01/2016	03/01/2016	\$477.47	Y	Y	Y		
	A00224357	Manhattan Marketing Int'l.,	P0038857	02/26/2016	02/26/2016	\$435.00	Y	Y	Y		
	A00238748	RR Donnelley	P0038858	02/26/2016	02/26/2016	\$131.30	Y	Y	Y		
	A00260080	Nature Explore	P0038851	02/26/2016	02/26/2016	\$71.65	Y	Y	Y		
	A00274574	Penguin Random House LLC	P0038853	02/26/2016	02/26/2016	\$684.16	Y	Y	Y		
	03/04/2016	A00200175	Chevron Valley Credit Union,	P0038894	03/01/2016	03/01/2016	\$306.81	Y	Y	Y	
		A00200425	Taft College	P0038892	03/01/2016	03/01/2016	\$10,920.00	Y	Y	Y	
	03/09/2016	A00281031	Berrett - Koehler Publishers	P0038860	02/26/2016	02/26/2016	\$53.73	Y	Y	Y	
		A00200127	California Dept. of Educatio	P0038966	03/07/2016	03/07/2016	\$693.45	Y	Y	Y	
					P0038996	03/09/2016	03/09/2016	\$922.95	Y	Y	Y
			A00200426	Taft College Cafeteria	P0039006	03/09/2016	03/09/2016	\$25.07	Y	Y	Y
			A00200521	Pens Etc.	P0039007	03/09/2016	03/09/2016	\$2,750.72	Y	Y	Y
			A00200827	W.W. Norton & Company Inc.	P0038998	03/09/2016	03/09/2016	\$1,636.42	Y	Y	Y
			A00201047	Oxford University Press	P0039003	03/09/2016	03/09/2016	\$741.13	Y	Y	Y
			A00202567	Bags and Bows	P0038963	03/07/2016	03/07/2016	\$193.30	Y	Y	Y
			A00210963	J. America	P0038962	03/07/2016	03/07/2016	\$459.47	Y	Y	Y
			A00227772	MBS Textbook Exchange, Inc.	P0039000	03/09/2016	03/09/2016	\$2,525.92	Y	Y	Y
			A00252518	CB Announcements/Balfour	P0038965	03/07/2016	03/07/2016	\$1,387.88	Y	Y	Y
			A00253920	Mancomm, Inc.	P0039002	03/09/2016	03/09/2016	\$330.31	Y	Y	Y
			A00271523	Logical Operations, Inc.	P0038969	03/07/2016	03/07/2016	\$638.94	Y	Y	Y
			A00275443	WestAir Gases & Equipment In	P0039005	03/09/2016	03/09/2016	\$15.67	Y	Y	Y
			A00281062	Rittenhouse Book Distributer	P0038997	03/09/2016	03/09/2016	\$67.20	Y	Y	Y
	03/16/2016	A00252523	Oak Hall Cap and Gown	P0039077	03/15/2016	03/15/2016	\$8,714.75	Y	Y	Y	
	03/28/2016	A00238748	RR Donnelley	P0039118	03/21/2016	03/21/2016	\$67.27	Y	Y	Y	
		A00200016	4Imprint	P0039119	03/21/2016	03/21/2016	\$890.04	Y	Y	Y	
		A00200175	Chevron Valley Credit Union,	P0039116	03/21/2016	03/21/2016	\$20.39	Y	Y	Y	
		A00255612	Simon & Schuster, Inc.	P0039170	03/24/2016	03/24/2016	\$280.50	Y	Y	Y	

								TOTAL USER			\$37,794.36
	KHELMS	03/03/2016	A00244581	Independent Fire and Safety,	P0038794	02/19/2016	02/19/2016	\$107.50	Y	Y	Y
03/08/2016		A00200498	Office Depot	P0038937	03/03/2016	03/03/2016	\$417.49	Y	Y	Y	
		A00280779	Combat Plumbing & Rooter LLC	P0038936	03/03/2016	03/03/2016	\$480.00	Y	Y	Y	
03/28/2016		A00200490	Simmons, Teena M.	P0039190	03/28/2016	03/28/2016	\$20.00	Y	N		
				P0039196	03/28/2016	03/28/2016	\$10.74	Y	N		
		A00200498	Office Depot	P0039195	03/28/2016	03/28/2016	\$87.96	Y	N		
		A00200728	Lakeshore	P0039197	03/28/2016	03/28/2016	\$595.97	Y	N		
				P0039198	03/28/2016	03/28/2016	\$969.42	Y	N		
		A00201137	Adema, Lisa P.	P0039186	03/28/2016	03/28/2016	\$20.00	Y	N		
		A00201358	Madsen, Susan L.	P0039188	03/28/2016	03/28/2016	\$20.00	Y	N		

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		NUMBER	NAME	NUMBER	DATE	REQ. DATE				
		A00200127	California Dept. of Educatio	P0039101	03/17/2016	03/17/2016	\$1,906.00	Y	Y	Y
		A00200728	Lakeshore	P0039080	03/15/2016	03/15/2016	\$4,771.22	Y	Y	Y
	03/29/2016	A00200282	True Value Home Center	P0039071	03/15/2016	03/15/2016	\$85.13	Y	Y	Y
		A00200712	Kern County Supt. of Schools	P0039070	03/15/2016	03/15/2016	\$160.00	Y	Y	Y
		A00237176	SSD Systems	P0039099	03/17/2016	03/17/2016	\$151.38	Y	Y	Y
		A00244581	Independent Fire and Safety,	P0039073	03/15/2016	03/15/2016	\$561.73	Y	Y	Y
		A00256341	Terminix	P0039072	03/15/2016	03/15/2016	\$387.00	Y	Y	Y

					TOTAL USER		\$10,751.54			
KJOHNSON	03/08/2016	A00200487	Sierra School Equipment Co.	P0038985	03/08/2016	03/08/2016	\$428.93	N	N	
				P0038990	03/08/2016	03/08/2016	\$458.86	N	N	
	03/09/2016	A00200487	Sierra School Equipment Co.	P0038992	03/08/2016	03/08/2016	\$857.86	Y	Y	

					TOTAL USER		\$1,745.65			
LRISS	03/08/2016	A00200729	Landauer, Inc.	P0038961	03/07/2016	03/07/2016	\$775.50	Y	Y	Y
	03/11/2016	A00200516	Patterson Dental Supply, Inc	P0039016	03/10/2016	03/10/2016	\$218.73	Y	Y	Y
	03/31/2016	A00200042	American Dental Association	P0039238	03/31/2016	03/31/2016	\$3,405.00	Y	N	
		A00200498	Office Depot	P0039237	03/31/2016	03/31/2016	\$129.20	Y	N	

					TOTAL USER		\$4,528.43			
MBLANCO	02/29/2016	A00200076	Bandy, Ingrun K.	P0038846	02/25/2016	02/25/2016	\$67.31	Y	Y	Y
		A00200125	California Community College	P0038876	02/29/2016	02/29/2016	\$210.00	Y	Y	Y
		A00211077	Strata Information Group	P0038875	02/29/2016	02/29/2016	\$850.00	Y	Y	Y
	03/01/2016	A00200735	Liebert Cassidy Whitmore	P0038848	02/25/2016	02/25/2016	\$1,267.50	Y	Y	Y
		A00200054	Applied Technology Group, In	P0038873	02/29/2016	02/29/2016	\$509.74	Y	Y	Y
	03/08/2016	A00200725	Kwik Signs	P0038929	03/03/2016	03/03/2016	\$62.63	Y	Y	Y
		A00200862	Taft College Bookstore	P0038928	03/03/2016	03/03/2016	\$548.25	Y	Y	Y
		A00237331	Dumbrigue, Joanne Valdez.	P0038930	03/03/2016	03/03/2016	\$123.34	Y	Y	Y
	03/10/2016	A00211659	Flachmann, Christopher M.	P0038933	03/03/2016	03/03/2016	\$37.61	Y	Y	Y
	03/18/2016	A00201143	Brown, Elizabeth J.	P0039105	03/17/2016	03/17/2016	\$186.20	Y	Y	Y
		A00201146	Casagrande, Claudia A.	P0039106	03/17/2016	03/17/2016	\$37.00	Y	Y	Y
		A00200656	Jacobi, Victoria J.	P0039109	03/18/2016	03/18/2016	\$133.38	Y	Y	Y
		A00237331	Dumbrigue, Joanne Valdez.	P0039113	03/18/2016	03/18/2016	\$62.49	Y	Y	Y
	03/28/2016	A00200509	P.A.S. Associates	P0039107	03/18/2016	03/18/2016	\$3,750.00	Y	Y	
	03/29/2016	A00200627	Gonzalez, Lourdes	P0039218	03/29/2016	03/29/2016	\$761.32	Y	N	
		A00200985	Rangel-Escobedo, Juana R.	P0039217	03/29/2016	03/29/2016	\$424.56	Y	Y	Y
				P0039228	03/29/2016	03/29/2016	\$156.88	Y	Y	Y

					TOTAL USER		\$9,188.21			
MHASKELL	03/17/2016	A00200425	Taft College	P0039088	03/16/2016	03/16/2016	\$60.00	Y	Y	Y

					TOTAL USER		\$60.00			

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FY 15-16

USER ID	ACTIVITY DATE	VENDOR NUMBER	VENDOR NAME	PURCHASE ORDER NUMBER	PURCHASE ORDER DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL	C	A
MMATTHEWS	03/01/2016	A00200077	Bang, D.D.S., Robert	P0038845	02/25/2016	02/25/2016	\$2,551.20	Y	Y	Y
		A00200543	Purdy, D.D.S., Daniel	P0038844	02/25/2016	02/25/2016	\$21,830.70	Y	Y	Y
	03/03/2016	A00200175	Chevron Valley Credit Union,	P0038847	02/25/2016	02/25/2016	\$170.87	Y	Y	Y
	03/04/2016	A00200730	Launspach, DDS., Inc., Danie	P0038888	03/01/2016	03/01/2016	\$4,945.76	Y	Y	Y
	03/21/2016	A00067985	Farnsworth, Lisa M.	P0039063	03/14/2016	03/14/2016	\$464.83	Y	Y	Y
		A00200175	Chevron Valley Credit Union,	P0039098	03/17/2016	03/17/2016	\$141.80	Y	Y	Y
	03/29/2016	A00200077	Bang, D.D.S., Robert	P0039183	03/28/2016	03/28/2016	\$4,666.30	Y	Y	Y

						TOTAL USER	\$34,771.46			
MTOFTE	03/01/2016	A00200043	American Express	P0038893	03/01/2016	03/01/2016	\$5,583.17	Y	N	
				0038893	03/01/2016	03/01/2016	\$5,583.17		N	N
	03/21/2016	A00200498	Office Depot	P0039075	03/15/2016	03/15/2016	\$60.33	Y	Y	Y
		A00213476	Thomson Reuters Barclays	P0039061	03/14/2016	03/14/2016	\$177.39	Y	Y	Y
	03/29/2016	A00200498	Office Depot	P0039187	03/28/2016	03/28/2016	\$59.21	Y	Y	Y
	03/31/2016	A00200043	American Express	P0039240	03/31/2016	03/31/2016	\$5,777.84	Y	N	

						TOTAL USER	\$17,241.11			
MWHITE	03/01/2016	A00200043	American Express	P0038882	03/01/2016	03/01/2016	\$207.90	Y	Y	Y
		A00244581	Independent Fire and Safety,	P0038885	03/01/2016	03/01/2016	\$2,677.62	Y	Y	Y
	03/04/2016	A00200309	United Refrigeration, Inc.	P0038908	03/02/2016	03/02/2016	\$458.19	Y	Y	Y
		A00279073	Richland Chevrolet Co.	P0038922	03/03/2016	03/03/2016	\$260.40	Y	Y	Y
		A00244581	Independent Fire and Safety,	P0038948	03/04/2016	03/04/2016	\$1,215.00	Y	Y	Y
	03/08/2016	A00200282	True Value Home Center	P0038981	03/08/2016	03/08/2016	\$938.02		Y	N
	03/09/2016	A00200017	A.P.I. Plumbing	P0038987	03/08/2016	03/08/2016	\$303.78	Y	Y	Y
	03/16/2016	A00200066	Bacsco	P0039069	03/15/2016	03/15/2016	\$12,657.05	Y	Y	Y
		A00281108	BlueTarp Financial, Inc.	P0039067	03/15/2016	03/15/2016	\$217.70	Y	Y	Y
	03/17/2016	A00200423	Taft City School District	P0039066	03/15/2016	03/15/2016	\$303.95	Y	Y	Y
	03/18/2016	A00243358	SchoolDude.com	P0039112	03/18/2016	03/18/2016	\$4,610.00		N	N
	03/24/2016	A00200043	American Express	P0039172	03/24/2016	03/24/2016	\$160.82		N	N
	03/28/2016	A00200282	True Value Home Center	P0039185	03/28/2016	03/28/2016	\$434.13		Y	N
		A00201051	Central Sanitary Supply	P0039117	03/21/2016	03/21/2016	\$169.16	Y	Y	Y
		A00202334	Linder Backflow Service	P0039121	03/21/2016	03/21/2016	\$700.00	Y	Y	Y
		A00202335	Fastenal Industrial & Constr	P0039120	03/21/2016	03/21/2016	\$278.38	Y	Y	Y
	A00269058	Aramark Uniform Services	P0039158	03/23/2016	03/23/2016	\$15.40	Y	Y	Y	

						TOTAL USER	\$25,607.50			
NAVINA	03/03/2016	A00200498	Office Depot	P0038898	02/29/2016	03/07/2016	\$22.40	Y	Y	Y
				P0038899	02/29/2016	03/07/2016	\$51.42	Y	Y	Y
				P0038900	02/29/2016	03/07/2016	\$41.08	Y	Y	Y

						TOTAL USER	\$114.90			

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USER ID	ACTIVITY DATE	VENDOR NUMBER	VENDOR NAME	PURCHASE ORDER NUMBER	PURCHASE ORDER DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL	C	A	
NLANDRETH	03/01/2016	A00200862	Taft College Bookstore	P0038843	02/25/2016	02/25/2016	\$92.43	Y	Y	Y	
	03/09/2016	A00200862	Taft College Bookstore	P0038943	03/04/2016	03/04/2016	\$116.07	Y	Y	Y	
	03/18/2016	A00200498	Office Depot	P0039015	03/09/2016	03/10/2016	\$771.23	Y	Y	Y	

							TOTAL USER	\$979.73			
RWELBORN	03/04/2016	A00280973	School Datebooks	P0038906	03/01/2016	03/01/2016	\$9,573.90	Y	Y		
	03/08/2016	A00202441	Baudville, Inc.	P0038949	03/04/2016	03/04/2016	\$65.40	Y	Y	Y	
	03/09/2016	A00261201	Proforma Progressive Marketi	P0038995	03/08/2016	03/08/2016	\$4,660.53		Y	Y	
	03/18/2016	A00202441	Baudville, Inc.	P0039103	03/17/2016	03/17/2016	\$60.09	Y	Y	Y	
	03/28/2016	A00200419	T.C. Clearing Account	P0039102	03/17/2016	03/17/2016	\$2,740.00	Y	Y	Y	
	03/29/2016	A00261201	Proforma Progressive Marketi	P0039226	03/29/2016	03/29/2016	\$624.78	Y	Y	Y	

							TOTAL USER	\$17,724.70			
SCRISS	03/01/2016	A00200043	American Express	P0038870	02/29/2016	02/29/2016	\$2,134.20	Y	Y	Y	
	03/02/2016	A00200308	Federal Express Corporation	P0038881	02/29/2016	02/29/2016	\$53.89	Y	Y	Y	
	03/04/2016	A00200707	Keenan & Associates	P0038923	03/03/2016	03/03/2016	\$6,000.00	Y	Y	Y	
		A00263777	SWACC	P0038924	03/03/2016	03/03/2016	\$285.00	Y	Y	Y	
	03/08/2016	A00277057	Omega Construction	P0038749	02/17/2016	02/17/2016	\$78,507.31	Y	Y	Y	
	03/09/2016	A00200222	Daily Midway Driller	P0038993	03/08/2016	03/08/2016	\$1,665.03		N	N	
		A00200112	BSK & Associates, Inc.	P0038902	03/01/2016	03/01/2016	\$250.00	Y	Y	Y	
		A00200462	S & S Printing	P0038955	03/04/2016	03/04/2016	\$1,119.50	Y	Y	Y	
		A00205449	Western Building Materials,	P0038825	02/23/2016	02/23/2016	\$441.18	Y	Y	Y	
	03/14/2016	A00200308	Federal Express Corporation	P0038904	03/01/2016	03/01/2016	\$24,600.00	Y	Y	Y	
	03/14/2016	A00200308	Federal Express Corporation	P0039057	03/14/2016	03/14/2016	\$41.53	Y	Y	Y	
	03/18/2016	A00200043	American Express	P0039083	03/16/2016	03/16/2016	\$2,346.48	Y	Y	Y	
	03/28/2016	A00200894	Scott, Michael	P0039140	03/22/2016	03/22/2016	\$108.00	Y	Y	Y	
		A00200712	Kern County Supt. of Schools	P0039176	03/25/2016	03/25/2016	\$220.00	Y	Y	Y	
		A00277760	Lindquist, Erica Potvin.	P0039148	03/23/2016	03/23/2016	\$554.77	Y	Y	Y	
	A00200026	Accrediting Commission for C	P0039180	03/25/2016	03/25/2016	\$7,871.21	Y	Y	Y		
03/30/2016	A00200308	Federal Express Corporation	P0039229	03/30/2016	03/30/2016	\$29.38		Y	N		

							TOTAL USER	\$126,227.48			
SGARDNER	03/01/2016	A00200053	Apple Computer Inc.	P0038901	03/01/2016	03/08/2016	\$2,690.79		Y	N	
	03/03/2016	A00200498	Office Depot	P0038915	03/02/2016	03/09/2016	\$293.22	Y	Y	Y	
		A00234706	MNJ Technologies Direct, Inc	P0038914	03/02/2016	03/09/2016	\$392.98	Y	Y	Y	
	03/04/2016	A00200032	Agundez, Adrian Bernard.	P0038941	03/04/2016	03/11/2016	\$205.37	Y	Y	Y	
		A00200043	American Express	P0038931	03/03/2016	03/10/2016	\$2,798.95	Y	Y	Y	
		A00200338	Verizon Wireless	P0038691	02/10/2016	02/17/2016	\$72.59	Y	Y	Y	
		A00200632	Anderson, Sherry L.	P0038940	03/04/2016	03/11/2016	\$177.39	Y	Y	Y	
		A00234706	MNJ Technologies Direct, Inc	P0038947	03/04/2016	03/11/2016	\$5,350.48		Y	Y	
		A00275787	Bunk, Alvin	P0038939	03/04/2016	03/11/2016	\$9.45	Y	Y	Y	
	03/07/2016	A00231833	Ray A. Morgan Company Inc.	P0038663	02/08/2016	02/15/2016	\$8,528.82	Y	Y	Y	
	03/08/2016	A00200498	Office Depot	P0038855	02/26/2016	03/03/2016	\$145.60	Y	Y	Y	

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USER ID	ACTIVITY DATE	VENDOR NUMBER	VENDOR NAME	PURCHASE ORDER NUMBER	PURCHASE ORDER DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL	C	A
		A00231833	Ray A. Morgan Company Inc.	P0038994	03/08/2016	03/15/2016	\$87.20	Y	Y	Y
	03/09/2016	A00200498	Office Depot	P0038942	03/04/2016	03/11/2016	\$220.52	Y	Y	Y
		A00200338	Verizon Wireless	P0038983	03/08/2016	03/15/2016	\$72.59	Y	Y	Y
	03/11/2016	A00200043	American Express	P0038979	03/08/2016	03/15/2016	\$2,148.95	Y	Y	Y
		A00200498	Office Depot	P0039028	03/11/2016	03/18/2016	\$76.18	Y	Y	Y
		A00231833	Ray A. Morgan Company Inc.	P0039031	03/11/2016	03/18/2016	\$87.20	Y	Y	Y
	03/16/2016	A00200498	Office Depot	P0039045	03/11/2016	03/18/2016	\$58.87	Y	Y	Y
		A00211077	Strata Information Group	P0039056	03/11/2016	03/18/2016	\$6,885.00	Y	Y	Y
	03/18/2016	A00276246	Tape4Backup	P0039111	03/18/2016	03/18/2016	\$134.37	N	N	
	03/21/2016	A00200399	Stewart Electric Supply, Inc	P0039126	03/21/2016	03/21/2016	\$1,654.07	N	N	
		A00276246	Tape4Backup	P0039128	03/21/2016	03/22/2016	\$4,316.13	N	N	
				P0039129	03/21/2016	03/22/2016	\$8,363.52	N	N	
				P0039131	03/21/2016	03/22/2016	\$13,761.32	N	N	
		A00200498	Office Depot	P0039025	03/11/2016	03/18/2016	\$173.58	Y	Y	Y
	03/23/2016	A00248933	Abtech Systems, Inc.	P0039142	03/22/2016	03/22/2016	\$5,203.55	N	N	
	03/28/2016	A00200399	Stewart Electric Supply, Inc	P0039127	03/21/2016	03/22/2016	\$1,655.07	Y	Y	
		A00248933	Abtech Systems, Inc.	P0039156	03/23/2016	03/24/2016	\$5,546.92	Y	Y	
		A00276246	Tape4Backup	P0039133	03/21/2016	03/22/2016	\$4,316.13	Y	Y	
		A00237649	CENIC	P0039136	03/21/2016	03/22/2016	\$4,272.00	Y	Y	
		A00200498	Office Depot	P0039192	03/28/2016	04/04/2016	\$361.82	Y	Y	
	03/29/2016	A00200498	Office Depot	P0039189	03/28/2016	04/04/2016	\$813.73	Y	Y	
		A00231833	Ray A. Morgan Company Inc.	P0039162	03/23/2016	03/23/2016	\$8,704.02	Y	Y	
		A00234706	MNJ Technologies Direct, Inc	P0039193	03/28/2016	04/04/2016	\$484.72	Y	Y	

							TOTAL USER	\$90,063.10		
TROWDEN	03/09/2016	A00200344	Wade, Judy L.	P0038953	03/04/2016	03/04/2016	\$183.79	Y	Y	Y
		A00200735	Liebert Cassidy Whitmore	P0038956	03/04/2016	03/04/2016	\$2,000.00	Y	Y	Y
		A00201371	Powers, Lynda L.	P0038954	03/04/2016	03/04/2016	\$20.00	Y	Y	Y
		A00278032	Meteau, Robert	P0038951	03/04/2016	03/04/2016	\$302.96	Y	Y	Y
				P0038952	03/04/2016	03/04/2016	\$126.90	Y	Y	Y
				P0038957	03/04/2016	03/04/2016	\$183.60	Y	Y	Y
		A00279668	CCI Central, Inc.	P0038958	03/04/2016	03/04/2016	\$57.35	Y	Y	Y
				P0038960	03/04/2016	03/04/2016	\$438.66	Y	Y	Y
		A00200168	Central Valley Occupational	P0038959	03/04/2016	03/04/2016	\$80.00	Y	Y	Y
	03/11/2016	A00200160	CDT, Inc.	P0039041	03/11/2016	03/11/2016	\$515.00	Y	N	
		A00200168	Central Valley Occupational	P0039051	03/11/2016	03/11/2016	\$580.00	Y	N	
		A00200238	Department of Justice	P0039036	03/11/2016	03/11/2016	\$288.00	Y	N	
	03/16/2016	A00200168	Central Valley Occupational	P0039038	03/11/2016	03/11/2016	\$80.00	Y	Y	Y
		A00200498	Office Depot	P0039029	03/11/2016	03/11/2016	\$703.47	Y	Y	Y
		A00202033	West Payment Center	P0039014	03/09/2016	03/09/2016	\$133.85	Y	Y	Y
	03/24/2016	A00200168	Central Valley Occupational	P0039035	03/11/2016	03/11/2016	\$300.00	Y	Y	Y
				P0039050	03/11/2016	03/11/2016	\$120.00	Y	Y	Y
	03/28/2016	A00259111	SurveyMonkey.com, LLC	P0039201	03/28/2016	03/28/2016	\$228.00	Y	N	
		A00278032	Meteau, Robert	P0039202	03/28/2016	03/28/2016	\$85.36	Y	N	
		A00200182	City of Taft Police Departme	P0039034	03/11/2016	03/11/2016	\$87.00	Y	Y	Y

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USER ID	ACTIVITY DATE	VENDOR NUMBER	VENDOR NAME	PURCHASE ORDER NUMBER	PURCHASE ORDER DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL	C	A
	03/30/2016	A00200168	Central Valley Occupational	P0039039	03/11/2016	03/11/2016	\$160.00		Y	N
						TOTAL USER	----- \$6,673.94			

**WEST KERN COMMUNITY COLLEGE DISTRICT
REQUESTS FOR CONFERENCE ATTENDANCE & EXPENSES**

April 6, 2016

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EMPLOYEE	CONFERENCE/TRIP	LOCATION	DATES	EST. COST
Furman, Tori	California Career Pathways Trust 2 Program Accounting Monthly Meeting	Bakersfield	03/01/16	\$38.80 ♦
Lytle, Steve	Taft Areas Field Sites BIOL 1513 Field Trip	Taft	03/02/16	-0-
Waugh, Victoria	TIL Transition Fair	Ventura	03/05/16	\$129.60 ■
Beasley, Michelle	Accrediting Commission for Community and Junior Colleges Team Visit at Los Angeles Mission College	Los Angeles	03/06/16 - 03/11/16	-0-
Furman, Tori	Internship Placement Meeting	Bakersfield	03/14/16	\$32.40 ♦
Mendenhall, Janis	Recruitment for Taft College Disabled Students Program & Services Advisory Group	Bakersfield	03/14/16	-0-
Thornsberry, Melissa	Balancing Priorities: Achieving Science Technology Energy & Math Success Today & Tomorrow: Council Meeting	Washington D.C.	03/14/16 - 03/17/16	\$893.54 ♦
Dodson, John	Progressive Discipline Training for Managers	San Bernardino	03/17/16	\$209.40 *
Polski, Robin	Progressive Discipline Training for Managers	San Bernardino	03/17/16	\$202.30 *
Shackelford, Elaine	Progressive Discipline Training for Managers	San Bernardino	03/17/16	\$209.40 *
Cutrona, Myisha	Player's Showcase 2016 Women's Soccer Recruiting Trip	Las Vegas, NV	03/17/16 - 03/20/16	\$370.00 •
Jose-Eguaras, Agnes	Alliance of Hispanic Serving Institution Educators Student Success & Best Practices Conference	Camarillo	03/20/16 - 03/23/16	\$1,138.31 ♦

*General Funds

•Restricted Funds

♦Grant Funds

■TIL

◇ Auxiliary Funds

▲ Revised

EMPLOYEE	CONFERENCE/TRIP	LOCATION	DATES	EST. COST
Bandy, Don Bandy, Kanoe	Spring Jamboree Recruitment of Softball Players	Las Vegas, NV	03/22/16 - 03/27/16	\$980.00 •
Thompson, Tony	Spring Jamboree Recruitment of Softball Players	Las Vegas, NV	03/22/16 - 03/27/16	\$740.00 *
Taylor, Tyrone	Women's Basketball Recruiting Trip	Las Vegas, NV	03/24/16 - 03/26/16	-0-
Thornsberry, Don	American Society of Safety Engineers Symposium	Bakersfield	03/30/16	\$35.96 ♦
Waugh, Victoria	Inclusion Films Outreach for TIL Students	Bakersfield	03/30/16	\$37.00 ■
Dyer, Geoffrey	Academic Senate Area A Meeting	Oroville	03/31/16 - 04/01/16	\$542.62 *
Beasley, Michelle	2016 California Association for the Education of Young Children Conference & Expo	Pasadena	03/31/16 - 04/02/16	\$687.34 ♦
Roth, Rebecca	2016 California Association for the Education of Young Children Conference & Expo	Pasadena	03/31/16 - 04/02/16	\$846.94 ♦
Thornsberry, Melissa	Science Technology Energy & Math Higher Education Council Meeting	Boston, MA	03/31/16 - 04/02/16	\$874.75 ♦
Thornsberry, Melissa	Biomedical Computation Symposium	Stanford	04/02/16 - 04/04/16	\$454.20 ♦
Belden, Rachel Tweedy, Alissa	Biomedical Computation Symposium Science Technology Engineering & Math Field Trip	Stanford	04/03/16 - 04/04/16	\$1,561.20 ♦
Blake, Paul	Kern Metal Fabrication ENGR 1540 Field Trip	Bakersfield	04/04/16	\$20.00 ♦
Dumbrigue, Joanne	Phi Theta Kappa Nerd Nation Conference Field Trip	National Harbor, MD	04/05/16 - 04/10/16	\$7,193.20 △
Blake, Paul	Glass Point Energy ENGR 1500 Field Trip	Bakersfield	04/06/16	\$30.00 ♦
Hall, Dan	California Community College Council for Staff Development	Claremont	04/06/16 - 04/08/16	\$1,244.43 *

*General Funds

•Restricted Funds

♦Grant Funds

■TIL

△ Auxiliary Funds

▲ Revised

EMPLOYEE	CONFERENCE/TRIP	LOCATION	DATES	EST. COST
Williams, Mark	Harnessing Collective Wisdom Communication Meeting	Bakersfield	04/07/15	\$15.61 *
Eveland, Sharyn	Institutional Effectiveness Partnership Initiative Team Visit at Berkeley College	Berkeley	04/10/16 - 04/11/16	-0-
Polski, Robin Wells, Susan	TIL Sophomore Field Trip	Buena Park & Burbank	04/11/16 - 04/15/16	\$2,340.26 ■
Taylor, Tyrone	Women's Basketball Recruiting Trip	Las Vegas, NM Phoenix, AZ	04/14/16 - 04/18/16	-0-
Waugh, Victoria	Workability Conference Presentation for Prospective TIL Students	Cambria	04/15/16	\$132.62 ■
Anguiano, Martina Bozarth, Deborah Davis, Cheryl Gutierrez, Pilar Guzman-Rodriguez, Jonas Herrera, Wendy Ruiz, Cindy Shafer, Kristy	Kern County Toddler Seminar	Bakersfield	04/16/16	\$160.00 •
Simmons, Teena	Kern County Infant-Toddler Seminar	Bakersfield	04/16/16	\$20.00 •
Adema, Lisa	Kern County Infant-Toddler Seminar	Bakersfield	04/16/16	\$20.00 •
Madsen, Susan	Kern County Infant-Toddler Seminar	Bakersfield	04/16/16	\$20.00 •
Cordova, Tony	California Community College Association for Occupational Education 2016 Spring Conference	Sacramento	04/18/16 - 04/22/16	\$1,078.72 ♦
Dyer, Geoffrey	2016 Spring Plenary Session	Sacramento	04/20/16 - 04/23/16	\$1,525.06 *

EMPLOYEE	CONFERENCE/TRIP	LOCATION	DATES	EST. COST
Jose-Eguaras, Agnes	Association of Colleges for Tutoring & Learning Assistance Conference	Las Vegas, NV	04/20/16 - 04/24/16	\$1,364.72 ♦
Richards, Kristi	Cal/OSHA Compliance Training	Bakersfield	04/21/16	\$179.00 •
Waugh, Victoria	Autism Speaks Walk	San Jose	04/22/16 - 04/23/16	\$560.15
Blake, Paul	California State University, Bakersfield ENGR 1500 Field Trip	Bakersfield	04/26/16	\$6.00 ♦
Rangel-Escobedo, Juana	Stomp Conference Transfer Day/Preview Day	Los Angeles	04/28/16 - 04/29/16	\$442.42 *
Belden, Rachel Lindsay, Doug Tweedy, Alissa	Young Innovators Club & Taft College Science Technology Energy & Math Club Speed & Forces Testing	Buena Park	04/29/16	\$160.00 ♦
Golling, Greg	Los Angeles Natural History Museum BIOL 1510 Field Trip	Los Angeles	04/29/16	\$452.50 *
Jarrahan, Abbas	Los Angeles Natural History Museum BIOL 1510 Field Trip	Los Angeles	04/29/16	\$40.00 *
Blake, Paul	Bolthouse Farms ENGR 1500 Field Trip	Bakersfield	05/04/16	\$20.00 ♦
Decker, Mary Tofte, Miranda	West Coast Worldshare Management Services Users Group Meeting	Cupertino	05/05/16 - 05/06/16	\$619.98 *
Mendenhall, Janis	California State University, Bakersfield Student's with Disabilities Advisory Group Meeting	Bakersfield	05/06/16	-0-
Ramirez, Natalie	Ensuring Transfer Success Conference	Garden Grove	05/09/16 - 05/10/16	\$455.00 •
Richards, Kristi	Developing Emotional Intelligence	Bakersfield	05/13/16	\$99.00 •
Waugh, Victoria	Kern High School District Transition Fair	Bakersfield	05/19/16	\$43.00 ■

*General Funds

•Restricted Funds

♦Grant Funds

■TIL

△ Auxiliary Funds

▲ Revised

EMPLOYEE	CONFERENCE/TRIP	LOCATION	DATES	EST. COST
Mendenhall, Janis	Kern High School District Transition Fair TIL Field Trip	Bakersfield	05/19/16	-0-

**WEST KERN COMMUNITY COLLEGE DISTRICT GENERAL FUND UNRESTRICTED
 BUDGETED SOURCES OF FUNDS AT ACCOUNT LEVEL 1
 REVENUE ACCOUNTS FISCAL YEAR 2015-2016
 FOR THE MONTH ENDING MARCH 31, 2016**

Account Level	Account Level Description	Adopted Budget	Adjusted Budget	YTD Activity	Encumbrances	Balance
8600	State Revenues	11,286,777	11,286,777	11,526,798	0	-240,021
8800	Local Revenues	12,462,234	12,462,234	7,902,545	0	4,559,689
Summary		23,749,011	23,749,011	19,429,343	0	4,319,668

**West Kern Community College District General Fund Unrestricted
 Budgeted Sources of Funds at Account Level 1
 Expenditure Accounts Fiscal Year 2015-16
 For the Month Ending March 31, 2016**

Account Level	Account Level Description	Adopted Budget	Adjusted Budget	YTD Activity	Encumbrances	Balance
1000	Academic Salaries	7,977,942	7,988,809	4,980,622	0	3,008,187
2000	Classified & Other Nonacademic Sala	4,609,935	4,606,547	2,953,731	0	1,652,816
3000	Employee Benefits	4,947,132	4,946,432	3,281,680	108,274	1,556,478
4000	Supplies and Materials	449,975	451,947	326,731	68,519	56,697
5000	Other Operating Expenses & Services	4,193,932	4,195,963	3,045,702	713,602	436,659
6000	Capital Outlay	170,324	166,542	217,947	6,035	-57,440
7000	Other Outgo	941,955	934,955	-223,722	2,205	1,156,472
7200	Transfers	457,816	457,816	3,717,227	0	-3,259,411
Summary		23,749,011	23,749,011	18,299,917	898,635	4,550,458

**Disbursement Register of Expenditures Greater than \$10,000
For the Month of March 2016**

Check Number	Check Date	Vendor Name	Description	Net Amount
78018872	03/01/2016	AP Architects	Inv. 10079 & 10081	31,474.09
78018877	03/01/2016	Burt Electric & Communications	EETC 1 & 2 Electric/Communications	33,832.40
78018885	03/01/2016	JP Marketing	Inv#12302	14,511.13
78018889	03/01/2016	MBS Textbook Exchange, Inc.	Shipping-Pin Pad Shipment IHH 2237777	29,544.56
78018895	03/01/2016	P. G. & E.	PG&E chqs for Dist (Aug - June)	29,116.75
78018925	03/08/2016	AARP Health Care Options	2015-16 AARP Retiree Supplement Health	17,058.77
78018985	03/08/2016	Sysco Food Service of Ventura	Food602100313, 602170300, 602240371	13,849.75
78019230	03/11/2016	Omega Construction	AP Recap Site Utility Proj.	78,507.31
78019233	03/11/2016	Daniel Purdy, D.D.S.	TREAT SRVCS 4/6/15-1/19/16	21,830.70
78019243	03/11/2016	Taft College	ASB Stickers	10,920.00
78019244	03/11/2016	Taft College ASB General	2015/16 201550 ASB Sticker Sales	50,730.00
78019246	03/11/2016	U.S. Foods	food 5330870, 5459964, 5585903, 5715740	12,580.31
78019248	03/11/2016	University of La Verne	Salaries/Taxes - Pathways \$46,012.92	78,487.37
78019302	03/18/2016	John Karwoski	Monthly inspection contract	10,920.00
78019348	03/18/2016	Westec	WESTEC	88,331.25
78019349	03/18/2016	Western Building Materials, Co.	Final Billing - Gym Interior Phase 2	24,600.00
78019450	03/24/2016	Bacsco	Wild Cat WayDorms - Coolers	12,657.05
78019489	03/24/2016	P. G. & E.	PG&E chqs for Dist (Aug - June)	27,979.88
78019500	03/24/2016	Sysco Food Service of Ventura	paper 603020392, 603090092, 603160315	15,749.21
78019507	03/24/2016	United Healthcare Insurance Company	2015-16 Retiree Health Ins	19,640.95
				622,321.48

ASB 2016
Balance Sheet
As of March 31, 2016

	<u>Mar 31, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
ASB Chevron	169,397.97
ASB Chevron - Savings	143.23
Total Checking/Savings	<u>169,541.20</u>
Total Current Assets	<u>169,541.20</u>
TOTAL ASSETS	<u>169,541.20</u>
LIABILITIES & EQUITY	
Equity	
Restricted Funds	
ASB Athletics	98,494.45
ASB Cards	27,542.20
ASB General	-17,315.38
ASB Soft Drinks	4,155.09
Baseball Club	1,217.92
Best Buddies	2,579.38
Cougar Echo	773.50
CRU	1,160.00
D.H. GENERAL	
D.H.CLASS OF 2015	0.13
D.H.CLASS OF 2016	5,795.75
D.H. CLASS OF 2017	3,388.98
D.H. GENERAL - Other	1,262.72
Total D.H. GENERAL	<u>10,447.58</u>
DISNEYLAND	1,786.00
ECE	1,094.00
EOPS	342.24
Field Trips	280.00
Literary Club-Equity	1,805.52
NSLS Club - Equity	2,418.49
On Our Own	2,086.68
Performing Arts	2,129.00
Phi Theta Kappa	
PTK-Scholarship	-2,000.00
PTK-Conference/Meeting	-3,054.23
Phi Theta Kappa - Other	7,082.81
Total Phi Theta Kappa	<u>2,028.58</u>
Reentry Voc Club	2.99
Spectrum	-10.00
Soccer Club - Mens	5,010.02

ASB 2016
Balance Sheet
As of March 31, 2016

	<u>Mar 31, 16</u>
Soccer Club - Womens	3,974.57
Social Science/ Research Equity	1,582.88
Softball Fund	-1,330.34
Spectrum	1,190.00
STEM	1,200.00
TC Debate Society	8.04
TIL Class Trip - Equity	775.59
TIL Orientation	349.00
TIL Program	-5,978.57
TIL Reunion	34.94
Uniform Replacement	16,692.93
Women's Athletic Club	670.50
Women's Basketball Club	182.17
Total Restricted Funds	<u>167,379.97</u>
Retained Earnings	0.00
Unrestricted Funds	0.00
Net Income	0.00
Total Equity	<u>167,379.97</u>
TOTAL LIABILITIES & EQUITY	<u><u>167,379.97</u></u>

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
 SEC.26900-26902 GOV.CODE

USER NAME
 Mindy Jewell
 SUBMIT DATE
 Mar 31, 2016 02:16:22PM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 EROD NO.
 407366

DEPT NO.
 0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE
 THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL
 IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$3,577.75**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE	84698	0886	5490	\$3,577.75	
					\$3,577.75

TOTAL DEPOSIT: **\$3,577.75**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$3,577.75 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00 NOTES: DEPOSIT #160136
--

SECTION 26901 GOVERNMENT CODE
 I HEREBY SWEAR THAT THIS IS A TRUE AND
 CORRECT RECORD OF THE TOTAL AMOUNT
 DUE THE KERN COUNTY TREASURER TO
 AND INCLUDING:

NOT PROCESSED
NOT SIGNED
 AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED
NOT SIGNED
 TTC AUTHORIZED SIGNATURE

78 WEST KERN COMM. COLLEGE
WKCCD DEPOSIT

DEPOSIT TRANSACTIONS

J9682 DC0100 H.00.03 03/31/16 1

Date last used from: 03/31/2016 To 03/31/2016
Transaction Number from: 160136 To 160136
Date entered from: 00/00/0000 To 99/99/9999

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	AMOUNT
LN.	DETAIL	DESCR	-FUND-ORG-ACCT-PROGR-	
160136	03/31/2016	03/31/2016	WKCCD DEPOSIT	
	1. BOOKSTORE SALES		31000-423-8841-69100	
				ENTERED BY: MDJB UNAPPROVED
				3,577.75
				TOTAL AMOUNT 3,577.75 *
				DISTRICT TOTAL 3,577.75 **
				GRAND TOTAL 3,577.75 **

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
 SEC.26900-26902 GOV.CODE

USER NAME
 Mindy Jewell
 SUBMIT DATE
 Mar 31, 2016 02:17:24PM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 EROD NO.
 407367

DEPT NO.
 0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE
 THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL
 IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$4,745.67**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
STUDENT RECEIPTS	84096	0886	5490	\$4,745.67	\$4,745.67

TOTAL DEPOSIT: **\$4,745.67**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$4,745.67 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00
NOTES: DEPOSIT #160137

SECTION 26901 GOVERNMENT CODE
 I HEREBY SWEAR THAT THIS IS A TRUE AND
 CORRECT RECORD OF THE TOTAL AMOUNT
 DUE THE KERN COUNTY TREASURER TO
 AND INCLUDING:

NOT PROCESSED
NOT SIGNED
 AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED
NOT SIGNED
 TTC AUTHORIZED SIGNATURE

78 WEST KERN COMM. COLLEGE
WKCCD DEPOSIT

DEPOSIT TRANSACTIONS

J9683 DC0100 H.00.03 03/31/16

Date last used from: 03/31/2016 To 03/31/2016
Transaction Number from: 160137 To 160137
Date entered from: 00/00/0000 To 99/99/9999

				APPROVED AND UNAPPROVED TRANSACTIONS		
NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-		AMOUNT

160137	03/31/2016	03/31/2016	WKCCD DEPOSIT		ENTERED BY: MDJB UNAPPROVED	4,745.67
	1. STUDENT RECEIPTS			11000-000-9161-00000		4,745.67 *
					TOTAL AMOUNT	4,745.67 **
					DISTRICT TOTAL	4,745.67 **
					GRAND TOTAL	4,745.67 **

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
 SEC.26900-26902 GOV.CODE

USER NAME
 Mindy Jewell
 SUBMIT DATE
 Mar 31, 2016 02:22:21PM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 EROD NO.
 407368

DEPT NO.
 0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE
 THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL
 IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$19,416.01**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
DORM REVENUE	75960	0886	5490	\$700.00	\$700.00
GENERAL FUND	84096	0886	5490	\$1,166.44	\$1,166.44
RESTRICTED FUND	84097	0886	5490	\$130.00	\$130.00
CHILD DEVELOPMENT	84496	0886	5490	\$16,067.13	\$16,067.13
CAFETERIA	84699	0886	5490	\$1,352.44	\$1,352.44

TOTAL DEPOSIT: **\$19,416.01**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$19,416.01 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00
NOTES: DEPOSIT #160138

SECTION 26901 GOVERNMENT CODE
 I HEREBY SWEAR THAT THIS IS A TRUE AND
 CORRECT RECORD OF THE TOTAL AMOUNT
 DUE THE KERN COUNTY TREASURER TO
 AND INCLUDING:

NOT PROCESSED

NOT SIGNED
 AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED
 TTC AUTHORIZED SIGNATURE

78 WEST KERN COMM. COLLEGE
 WKCCD DEPOSIT

DEPOSIT TRANSACTIONS
 Date last used from: 03/31/2016 To 03/31/2016
 Transaction Number from: 160138 To 160138
 Date entered from: 00/00/0000 To 99/99/9999

J9685 DC0100 H.00.03 03/31/16 :

APPROVED AND UNAPPROVED TRANSACTIONS					
NUMBER	DATE	ENTERED	DESCRIPTION		AMOUNT
LN.	DETAIL	DESCR	-FUND-ORG-ACCT-PROGR-		
160138	03/31/2016	03/31/2016	WKCCD DEPOSIT	ENTERED BY: MDJB UNAPPROVED	
1.	GED TESTING/HISET		11000-306-8892-49306		470.00
2.	INSURANCE REIMBURSEMENTS		11000-412-8892-67300		696.44
3.	LIBRARY PROGRAMS		12201-203-8892-61200		130.00
4.	CAFETERIA SALES		32000-422-8841-69400		1,352.44
5.	REIMBURSEMENT		35000-357-8892-69700		700.00
6.	CC CHILD CARE FOOD		33429-310-8621-69200		12,575.25
7.	REIMBURSEMENT		33428-310-8892-69200		3,491.88
				TOTAL AMOUNT	19,416.01 *
				DISTRICT TOTAL	19,416.01 **
				GRAND TOTAL	19,416.01 **

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
 SEC.26900-26902 GOV.CODE

USER NAME
 Mindy Jewell
 SUBMIT DATE
 Mar 28, 2016 11:08:42AM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 EROD NO.
 407013

DEPT NO.
 0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$1,173,227.00**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
MARCH SCHOOL APPORTIONMENT	84096	0886	5490	\$799,561.00	\$799,561.00
MARCH SCHOOL APPORTIONMENT	84097	0886	5490	\$373,666.00	\$373,666.00

TOTAL DEPOSIT: **\$1,173,227.00**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: TTC ACCOUNT DEPOSITED: General CASH: \$0.00 CHECKS: \$0.00 DIRECT DEPOSIT: \$1,173,227.00 CREDIT CARD: \$0.00
 NOTES: DEPOSIT #160135

SECTION 26901 GOVERNMENT CODE
 I HEREBY SWEAR THAT THIS IS A TRUE AND
 CORRECT RECORD OF THE TOTAL AMOUNT
 DUE THE KERN COUNTY TREASURER TO
 AND INCLUDING:

NOT PROCESSED

NOT SIGNED
 AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED
 TTC AUTHORIZED SIGNATURE

78 WEST KERN COMM. COLLEGE
 WKCCD DEPOSIT

DEPOSIT TRANSACTIONS

J7618 DC0100 H.00.03 03/28/16 P1

Date last used from: 03/28/2016 To 03/28/2016
 Transaction Number from: 160135 To 160135
 Date entered from: 00/00/0000 To 99/99/9999

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION		AMOUNT
LN.	DETAIL	DESCR	-FUND-ORG-ACCT-PROGR-		
160135	03/28/2016	03/28/2016	WKCCD DEPOSIT	ENTERED BY: MDJB UNAPPROVED	
1.	MARCH SCHOOL APPORTIONMENT		11000-000-0000-00000		784,185.00
2.	MARCH SCHOOL APPORTIONMENT		11495-202-8615-00000		7,200.00
3.	MARCH SCHOOL APPORTIONMENT		11006-201-8628-00000		8,176.00
4.	MARCH SCHOOL APPORTIONMENT		12551-353-8616-64600		3,284.00
5.	MARCH SCHOOL APPORTIONMENT		12000-303-8625-64301		25,944.00
6.	MARCH SCHOOL APPORTIONMENT		12000-311-8624-64200		22,322.00
7.	MARCH SCHOOL APPORTIONMENT		12000-305-8622-64301		3,120.00
8.	MARCH SCHOOL APPORTIONMENT		12551-353-8613-64600		15,482.00
9.	MARCH SCHOOL APPORTIONMENT		12600-309-8623-64992		10,560.00
10.	MARCH SCHOOL APPORTIONMENT		12000-411-8645-67300		314.00
11.	MARCH SCHOOL APPORTIONMENT		12000-304-8627-00000		92,067.00
12.	MARCH SCHOOL APPORTIONMENT		12000-304-8630-00000		1,178.00
13.	MARCH SCHOOL APPORTIONMENT		12563-000-8644-00000		38,081.00
14.	MARCH SCHOOL APPORTIONMENT		12599-309-0000-64992		2,448.00
15.	MARCH SCHOOL APPORTIONMENT		12060-113-8626-67801		13,124.00
16.	MARCH SCHOOL APPORTIONMENT		12050-431-8634-00000		13,124.00
17.	MARCH SCHOOL APPORTIONMENT		12603-125-8643-68900		62,500.00
18.	MARCH SCHOOL APPORTIONMENT		12578-000-8660-00000		905.00
19.	MARCH SCHOOL APPORTIONMENT		12579-000-8661-00000		2,027.00
20.	PERKINS		12560-223-8657-60103		67,186.00
			TOTAL AMOUNT		1,173,227.00 *
			DISTRICT TOTAL		1,173,227.00 **
			GRAND TOTAL		1,173,227.00 ***

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
 SEC.26900-26902 GOV.CODE

USER NAME
 Mindy Jewell
 SUBMIT DATE
 Mar 25, 2016 12:21:20PM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 EROD NO.
 406947

DEPT NO.
 0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE
 THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL
 IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$2,067.62**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE	84698	0886	5490	\$2,067.62	\$2,067.62

TOTAL DEPOSIT: **\$2,067.62**

GENERAL DEPOSIT NOTES:

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$2,067.62 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT
 CARD: \$0.00
 NOTES: DEPOSIT #160132**

SECTION 26901 GOVERNMENT CODE
 I HEREBY SWEAR THAT THIS IS A TRUE AND
 CORRECT RECORD OF THE TOTAL AMOUNT
 DUE THE KERN COUNTY TREASURER TO
 AND INCLUDING:

NOT PROCESSED
NOT SIGNED
 AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED
NOT SIGNED
 TTC AUTHORIZED SIGNATURE

78 WEST KERN COMM. COLLEGE
WKCCD DEPOSIT

DEPOSIT TRANSACTIONS
Date last used from: 03/25/2016 To 03/25/2016
Transaction Number from: 160132 To 160132
Date entered from: 00/00/0000 To 99/99/9999

J7337 DC0100 H.00.03 03/25/16

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	AMOUNT
LN.	DETAIL	DESCR	-FUND-ORG-ACCT-PROGR-	
160132	03/25/2016	03/25/2016	WKCCD DEPOSIT	
	1.	BOOKSTORE SALES	31000-423-8841-69100	
ENTERED BY: MDJB UNAPPROVED				2,067.62
TOTAL AMOUNT				2,067.62 *
DISTRICT TOTAL				2,067.62 **
GRAND TOTAL				2,067.62 **

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
SEC.26900-26902 GOV.CODE

USER NAME
Mindy Jewell
SUBMIT DATE
Mar 25, 2016 12:22:19PM
PROCESS DATE
NOT PROCESSED AT
THIS TIME
EROD NO.
406948

DEPT NO.
0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE
THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL
IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF \$18,471.50

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
STUDENT RECEIPTS	84096	0886	5490	\$18,471.50	\$18,471.50

TOTAL DEPOSIT: \$18,471.50

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$18,471.50 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT
CARD: \$0.00
NOTES: DEPOSIT #160133

SECTION 26901 GOVERNMENT CODE
I HEREBY SWEAR THAT THIS IS A TRUE AND
CORRECT RECORD OF THE TOTAL AMOUNT
DUE THE KERN COUNTY TREASURER TO
AND INCLUDING:

NOT PROCESSED
NOT SIGNED
AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED
NOT SIGNED
TTC AUTHORIZED SIGNATURE

78 WEST KERN COMM. COLLEGE
WKCCD DEPOSIT

DEPOSIT TRANSACTIONS

J7338 DC0100 H.00.03 03/25/16 I

Date last used from: 03/25/2016 To 03/25/2016
Transaction Number from: 160133 To 160133
Date entered from: 00/00/0000 To 99/99/9999

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	AMOUNT
LN.	DETAIL	DESCR	-FUND-ORG-ACCT-PROGR-	
160133	03/25/2016	03/25/2016	WKCCD DEPOSIT	
	1.	STUDENT RECEIPTS	11000-000-9161-00000	
			ENTERED BY: MDJB UNAPPROVED	18,471.50
			TOTAL AMOUNT	18,471.50 *
			DISTRICT TOTAL	18,471.50 **
			GRAND TOTAL	18,471.50 ***

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
 SEC.26900-26902 GOV.CODE

USER NAME
 Mindy Jewell
 SUBMIT DATE
 Mar 25, 2016 12:24:52PM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 EROD NO.
 406950

DEPT NO.
 0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE
 THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL
 IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$167,101.27**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
DORM REVENUE	75960	0886	5490	\$122.53	\$122.53
GENERAL FUND	84096	0886	5490	\$1,570.87	\$1,570.87
RESTRICTED FUND	84097	0886	5490	\$20,122.95	\$20,122.95
CHILD DEVELOPMENT	84496	0886	5490	\$144,035.00	\$144,035.00
CAFETERIA	84699	0886	5490	\$1,249.92	\$1,249.92

TOTAL DEPOSIT: **\$167,101.27**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$167,101.27 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00 NOTES: DEPOSIT #160134

SECTION 26901 GOVERNMENT CODE
 I HEREBY SWEAR THAT THIS IS A TRUE AND
 CORRECT RECORD OF THE TOTAL AMOUNT
 DUE THE KERN COUNTY TREASURER TO
 AND INCLUDING:

NOT PROCESSED

NOT SIGNED
 AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED
 TTC AUTHORIZED SIGNATURE

78 WEST KERN COMM. COLLEGE
 WKCCD DEPOSIT

DEPOSIT TRANSACTIONS
 Date last used from: 03/25/2016 To 03/25/2016
 Transaction Number from: 160134 To 160134
 Date entered from: 00/00/0000 To 99/99/9999

J7340 DC0100 H.00.03 03/25/16 E

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION		AMOUNT
LN.	DETAIL	DESCR	-FUND-ORG-ACCT-PROGR-		
160134	03/25/2016	03/25/2016	WKCCD DEPOSIT	ENTERED BY: MDJB UNAPPROVED	
1.	REIMBURSEMENT		11000-202-8892-60100		1,000.00
2.	REIMBURSEMENT		11000-202-8892-60103		570.87
3.	FEDERAL WORK STUDY		12401-353-8153-64600		7,285.00
4.	FWS ADMIN ALLOWANCE		12401-353-8151-64600		364.25
5.	FSEOG		12000-353-8155-64600		11,246.70
6.	FSEOG ADMIN ALLOWANCE		12000-353-8156-64600		1,025.00
7.	LIBRARY PROGRAMS		12201-203-8892-61200		202.00
8.	CAFETERIA SALES		32000-422-8841-69400		1,249.92
9.	WASHER/DRYER COMMISSION		35000-357-8892-69700		122.53
10.	CC GENERAL/STATE PRESCHOOL		33428-310-8621-69200		91,245.00
11.	CC MIGRANT BILINGUAL		33591-310-8621-69200		5,307.00
12.	CC MIGRANT ED GRANT		33588-310-8621-69200		41,779.00
13.	CC RENOVATION AND REPAIR		33582-310-8621-69200		5,704.00
				TOTAL AMOUNT	167,101.27 *
				DISTRICT TOTAL	167,101.27 **
				GRAND TOTAL	167,101.27 ***

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
SEC.26900-26902 GOV.CODE

USER NAME
Mindy Jewell
SUBMIT DATE
Mar 25, 2016 09:32:13AM
PROCESS DATE
NOT PROCESSED AT
THIS TIME
EROD NO.
406901

DEPT NO.
0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE
THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL
IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$875,860.00**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$875,860.00	\$875,860.00

TOTAL DEPOSIT: **\$875,860.00**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: TTC ACCOUNT DEPOSITED: General CASH: \$0.00 CHECKS: \$0.00 DIRECT DEPOSIT: \$875,860.00 CREDIT
CARD: \$0.00
NOTES: DEPOSIT #: 160131

SECTION 26901 GOVERNMENT CODE
I HEREBY SWEAR THAT THIS IS A TRUE AND
CORRECT RECORD OF THE TOTAL AMOUNT
DUE THE KERN COUNTY TREASURER TO
AND INCLUDING:

NOT PROCESSED

NOT SIGNED
AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED
TTC AUTHORIZED SIGNATURE

78 WEST KERN COMM. COLLEGE
WKCCD DEPOSIT

DEPOSIT TRANSACTIONS
Date last used from: 03/25/2016 To 03/25/2016
Transaction Number from: 160131 To 160131
Date entered from: 00/00/0000 To 99/99/9999

J7325 DC0100 H.00.03 03/25/16

APPROVED AND UNAPPROVED TRANSACTIONS				
NUMBER	DATE	ENTERED	DESCRIPTION	AMOUNT
LN.	DETAIL	DESCR	-FUND-ORG-ACCT-PROGR-	
160131	03/25/2016	03/25/2016	WKCCD DEPOSIT	875,860.00
	1. Prop 30	Apportionment	11005-000-8616-00000	875,860.00 *
			ENTERED BY: MDJB UNAPPROVED	
			TOTAL AMOUNT	875,860.00 **
			DISTRICT TOTAL	875,860.00 **
			GRAND TOTAL	875,860.00 **

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
 SEC.26900-26902 GOV.CODE

USER NAME
 Mindy Jewell
 SUBMIT DATE
 Mar 17, 2016 01:37:18PM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 EROD NO.
 406283

DEPT NO.
 0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE
 THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL
 IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$29,855.19**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
STUDENT RECEIPTS	84096	0886	5490	\$29,855.19	\$29,855.19

TOTAL DEPOSIT: **\$29,855.19**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$29,855.19 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00
NOTES: DEPOSIT #160129

SECTION 26901 GOVERNMENT CODE
 I HEREBY SWEAR THAT THIS IS A TRUE AND
 CORRECT RECORD OF THE TOTAL AMOUNT
 DUE THE KERN COUNTY TREASURER TO
 AND INCLUDING:

NOT PROCESSED
NOT SIGNED
 AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED
NOT SIGNED
 TTC AUTHORIZED SIGNATURE

78 WEST KERN COMM. COLLEGE
WKCCD DEPOSIT

DEPOSIT TRANSACTIONS

J4373 DC0100 H.00.03 03/17/16 :

Date last used from: 03/17/2016 To 03/17/2016
Transaction Number from: 160129 To 160129
Date entered from: 00/00/0000 To 99/99/9999

				APPROVED AND UNAPPROVED TRANSACTIONS		
NUMBER	DATE	ENTERED	DESCRIPTION			AMOUNT
LN.	DETAIL	DESCR		-FUND-ORG-ACCT-PROGR-		
160129	03/17/2016	03/17/2016	WKCCD DEPOSIT		ENTERED BY: MDJB UNAPPROVED	29,855.19
	1. STUDENT RECEIPTS			11000-000-9161-00000		29,855.19 *
					TOTAL AMOUNT	29,855.19 **
					DISTRICT TOTAL	29,855.19 **
					GRAND TOTAL	29,855.19 **

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
 SEC.26900-26902 GOV.CODE

USER NAME
 Mindy Jewell
 SUBMIT DATE
 Mar 17, 2016 01:39:29PM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 EROD NO.
 406284

DEPT NO.
 0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE
 THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL
 IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$344,597.36**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$3,845.70	\$3,845.70
RESTRICTED FUND	84097	0886	5490	\$332,724.97	\$332,724.97
CHILD DEVELOPMENT	84496	0886	5490	\$2,327.92	\$2,327.92
TIL	84697	0886	5490	\$2,969.47	\$2,969.47
CAFETERIA	84699	0886	5490	\$2,729.30	\$2,729.30

TOTAL DEPOSIT: **\$344,597.36**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$344,597.36 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00
 NOTES: DEPOSIT #160130

SECTION 26901 GOVERNMENT CODE
 I HEREBY SWEAR THAT THIS IS A TRUE AND
 CORRECT RECORD OF THE TOTAL AMOUNT
 DUE THE KERN COUNTY TREASURER TO
 AND INCLUDING:

NOT PROCESSED

NOT SIGNED
 AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED
 TTC AUTHORIZED SIGNATURE

78 WEST KERN COMM. COLLEGE
 WKCCD DEPOSIT

DEPOSIT TRANSACTIONS
 Date last used from: 03/17/2016 To 03/17/2016
 Transaction Number from: 160130 To 160130
 Date entered from: 00/00/0000 To 99/99/9999

J4374 DC0100 H.00.03 03/17/16

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION		AMOUNT
LN.	DETAIL	DESCR	-FUND-ORG-ACCT-PROGR-		
160130	03/17/2016	03/17/2016	WKCCD DEPOSIT	ENTERED BY: MDJB UNAPPROVED	
1.	INSURANCE REIMBURSEMENTS		11000-412-8892-67300		167.20
2.	REIMBURSEMENT		11000-412-8892-67300		3,419.02
3.	REIMBURSEMENT		11000-431-8892-65100		140.00
4.	REIMBURSEMENT		11000-432-8892-67703		119.48
5.	FIRST 5 KERN		12460-206-8640-12042		282,570.97
6.	LIBRARY PROGRAMS		12201-203-8892-61200		154.00
7.	CAFETERIA SALES		32000-422-8841-69400		2,729.30
8.	REIMBURSEMENT		33428-310-8892-69200		2,327.92
9.	TIL		39000-314-8699-64991		2,945.83
10.	REIMBURSEMENT		39000-314-8892-64991		23.64
11.	REIMBURSEMENT		12586-314-8821-64991		50,000.00
			TOTAL AMOUNT		344,597.36 *
			DISTRICT TOTAL		344,597.36 **
			GRAND TOTAL		344,597.36 **

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
 SEC.26900-26902 GOV.CODE

USER NAME
 Mindy Jewell
 SUBMIT DATE
 Mar 10, 2016 10:45:41AM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 EROD NO.
 405653

DEPT NO.
 0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE
 THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL
 IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$467.25**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE	84698	0886	5490	\$467.25	\$467.25

TOTAL DEPOSIT: **\$467.25**

GENERAL DEPOSIT NOTES:

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$467.25 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT
 CARD: \$0.00
 NOTES: DEPOSIT #160127**

SECTION 26901 GOVERNMENT CODE
 I HEREBY SWEAR THAT THIS IS A TRUE AND
 CORRECT RECORD OF THE TOTAL AMOUNT
 DUE THE KERN COUNTY TREASURER TO
 AND INCLUDING:

NOT PROCESSED
NOT SIGNED
 AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED
NOT SIGNED
 TTC AUTHORIZED SIGNATURE

78 WEST KERN COMM. COLLEGE
WKCCD DEPOSIT

DEPOSIT TRANSACTIONS
Date last used from: 03/10/2016 To 03/10/2016
Transaction Number from: 160127 To 160127
Date entered from: 00/00/0000 To 99/99/9999

J292 DC0100 H.00.03 03/10/16

				APPROVED AND UNAPPROVED TRANSACTIONS		
NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-		AMOUNT

160127	03/10/2016	03/10/2016	WKCCD DEPOSIT		ENTERED BY: MDJB UNAPPROVED	467.25
	1. BOOKSTORE SALES			31000-423-8841-69100		467.25 *
					TOTAL AMOUNT	467.25 **
					DISTRICT TOTAL	467.25 **
					GRAND TOTAL	467.25 **

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
 SEC.26900-26902 GOV.CODE

USER NAME
 Mindy Jewell
 SUBMIT DATE
 Mar 10, 2016 10:43:03AM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 EROD NO.
 405650

DEPT NO.
 0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE
 THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL
 IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$8,348.47**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
STUDENT RECEIPTS	84096	0886	5490	\$8,348.47	\$8,348.47

TOTAL DEPOSIT: **\$8,348.47**

GENERAL DEPOSIT NOTES:

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$8,348.47 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT
 CARD: \$0.00
 NOTES: DEPOSIT #160126**

SECTION 26901 GOVERNMENT CODE
 I HEREBY SWEAR THAT THIS IS A TRUE AND
 CORRECT RECORD OF THE TOTAL AMOUNT
 DUE THE KERN COUNTY TREASURER TO
 AND INCLUDING:

NOT PROCESSED
NOT SIGNED
 AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED
NOT SIGNED
 TTC AUTHORIZED SIGNATURE

78 WEST KERN COMM. COLLEGE
WKCCD DEPOSIT

DEPOSIT TRANSACTIONS

J291 DC0100 H.00.03 03/10/16 :

Date last used from: 03/10/2016 To 03/10/2016
Transaction Number from: 160126 To 160126
Date entered from: 00/00/0000 To 99/99/9999

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	AMOUNT
LN.	DETAIL	DESCR	-FUND-ORG-ACCT-PROGR-	
160126	03/10/2016	03/10/2016	WKCCD DEPOSIT	
	1. STUDENT RECEIPTS		11000-000-9161-00000	
			ENTERED BY: MDJB UNAPPROVED	8,348.47
			TOTAL AMOUNT	8,348.47 *
			DISTRICT TOTAL	8,348.47 **
			GRAND TOTAL	8,348.47 **

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
 SEC.26900-26902 GOV.CODE

USER NAME
 Mindy Jewell
 SUBMIT DATE
 Mar 10, 2016 10:47:24AM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 DEPT NO.
 0886
 EROD NO.
 405655

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE
 THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL
 IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$68,502.90**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$16,035.83	\$16,035.83
RESTRICTED FUND	84097	0886	5490	\$36,048.43	\$36,048.43
CHILD DEVELOPMENT	84496	0886	5490	\$12,304.84	\$12,304.84
CAFETERIA	84699	0886	5490	\$4,113.80	\$4,113.80

TOTAL DEPOSIT: **\$68,502.90**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$68,502.90 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT
 CARD: \$0.00
 NOTES: DEPOSIT #160128

SECTION 26901 GOVERNMENT CODE
 I HEREBY SWEAR THAT THIS IS A TRUE AND
 CORRECT RECORD OF THE TOTAL AMOUNT
 DUE THE KERN COUNTY TREASURER TO
 AND INCLUDING:

NOT PROCESSED

NOT SIGNED
 AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED
 TTC AUTHORIZED SIGNATURE

78 WEST KERN COMM. COLLEGE
 WKCCD DEPOSIT

DEPOSIT TRANSACTIONS

J294 DC0100 H.00.03 03/10/16

Date last used from: 03/10/2016 To 03/10/2016
 Transaction Number from: 160128 To 160128
 Date entered from: 00/00/0000 To 99/99/9999

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION		AMOUNT
LN.	DETAIL	DESCR	-FUND-ORG-ACCT-PROGR-		
160128	03/10/2016	03/10/2016	WKCCD DEPOSIT	ENTERED BY: MDJB UNAPPROVED	
1.	GED/HISET TESTING		11000-306-8892-49306		578.13
2.	INSURANCE REIMBURSEMENTS		11000-412-8892-67300		700.10
3.	REIMBURSEMENT		11000-203-8892-61200		14,757.60
4.	FEDERAL WORK STUDY		12401-353-8153-64600		9,794.50
5.	FWS ADMIN ALLOWANCE		12401-353-8151-64600		489.73
6.	LIBRARY PROGRAMS		12201-203-8892-61200		444.00
7.	PELL		12000-353-8154-64600		19,443.00
8.	DHS/CALWORKS		12602-309-8839-64992		5,877.20
9.	CAFETERIA SALES		32000-422-8841-69400		4,113.80
10.	CC CHILD CARE FOOD		33429-310-8621-69200		11,671.84
11.	CC GENERAL/STATE PRESCHOOL		33428-310-8621-69200		633.00
TOTAL AMOUNT					68,502.90 *
DISTRICT TOTAL					68,502.90 **
GRAND TOTAL					68,502.90 ***

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
 SEC.26900-26902 GOV.CODE

USER NAME
Mindy Jewell
 SUBMIT DATE
Mar 03, 2016 10:35:53AM
 PROCESS DATE
NOT PROCESSED AT THIS TIME
 DEPT NO. 0886
 EROD NO. 405079

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY **WEST KERN COMMUNITY COLLEGE DIST-GENERAL** IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$181.50**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$181.50	\$181.50

TOTAL DEPOSIT: **\$181.50**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$181.50 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00
NOTES: DEPOSIT #160122

SECTION 26901 GOVERNMENT CODE
 I HEREBY SWEAR THAT THIS IS A TRUE AND CORRECT RECORD OF THE TOTAL AMOUNT DUE THE KERN COUNTY TREASURER TO AND INCLUDING:

NOT PROCESSED

NOT SIGNED
 AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED
 TTC AUTHORIZED SIGNATURE

78 WEST KERN COMM. COLLEGE
WKCCD DEPOSIT

DEPOSIT TRANSACTIONS
Date last used from: 03/03/2016 To 03/03/2016
Transaction Number from: 160122 To 160122
Date entered from: 00/00/0000 To 99/99/9999

J16105 DC0100 H.00.03 03/03/16 P

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION		AMOUNT
LN.	DETAIL	DESCR	-FUND-ORG-ACCT-PROGR-		
160122	03/03/2016	03/03/2016	WKCCD DEPOSIT	ENTERED BY: MDJB UNAPPROVED	181.50
	1. REIMBURSEMENT		11000-358-8892-62100		181.50 *
				TOTAL AMOUNT	181.50 **
				DISTRICT TOTAL	181.50 ***
				GRAND TOTAL	181.50 ***

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
 SEC.26900-26902 GOV.CODE

USER NAME
 Mindy Jewell
 SUBMIT DATE
 Mar 03, 2016 10:36:36AM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 DEPT NO.
 0886
 EROD NO.
 405080

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE
 THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL
 IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$85,303.64**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE	84698	0886	5490	\$85,303.64	\$85,303.64

TOTAL DEPOSIT: **\$85,303.64**

GENERAL DEPOSIT NOTES:

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$85,303.64 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT
 CARD: \$0.00
 NOTES: DEPOSIT #160123**

SECTION 26901 GOVERNMENT CODE
 I HEREBY SWEAR THAT THIS IS A TRUE AND
 CORRECT RECORD OF THE TOTAL AMOUNT
 DUE THE KERN COUNTY TREASURER TO
 AND INCLUDING:

NOT PROCESSED

NOT SIGNED
 AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED
 TTC AUTHORIZED SIGNATURE

78 WEST KERN COMM. COLLEGE
WKCCD DEPOSIT

DEPOSIT TRANSACTIONS

J16106 DC0100 H.00.03 03/03/16 1

Date last used from: 03/03/2016 To 03/03/2016
Transaction Number from: 160123 To 160123
Date entered from: 00/00/0000 To 99/99/9999

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	AMOUNT
LN.	DETAIL	DESCR	-FUND-ORG-ACCT-PROGR-	
160123	03/03/2016	03/03/2016	WKCCD DEPOSIT	
	1.	BOOKSTORE SALES	31000-423-8841-69100	
ENTERED BY: MDJB UNAPPROVED				85,303.64
TOTAL AMOUNT				85,303.64 *
DISTRICT TOTAL				85,303.64 **
GRAND TOTAL				85,303.64 **

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
SEC.26900-26902 GOV.CODE

USER NAME
Mindy Jewell
SUBMIT DATE
Mar 03, 2016 10:37:27AM
PROCESS DATE
NOT PROCESSED AT
THIS TIME
EROD NO.
405081

DEPT NO.
0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE
THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL
IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$7,610.37**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
STUDENT RECEIPTS	84096	0886	5490	\$7,610.37	\$7,610.37

TOTAL DEPOSIT: **\$7,610.37**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$7,610.37 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT
CARD: \$0.00
NOTES: DEPOSIT #160124

SECTION 26901 GOVERNMENT CODE
I HEREBY SWEAR THAT THIS IS A TRUE AND
CORRECT RECORD OF THE TOTAL AMOUNT
DUE THE KERN COUNTY TREASURER TO
AND INCLUDING:

NOT PROCESSED

NOT SIGNED
AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED
TTC AUTHORIZED SIGNATURE

78 WEST KERN COMM. COLLEGE
WKCCD DEPOSIT

DEPOSIT TRANSACTIONS
Date last used from: 03/03/2016 To 03/03/2016
Transaction Number from: 160124 To 160124
Date entered from: 00/00/0000 To 99/99/9999

J16107 DC0100 H.00.03 03/03/16 I

				APPROVED AND UNAPPROVED TRANSACTIONS		
NUMBER	DATE	ENTERED	DESCRIPTION			AMOUNT
LN.	DETAIL	DESCR	-FUND-ORG-ACCT-PROGR-			
160124	03/03/2016	03/03/2016	WKCCD DEPOSIT		ENTERED BY: MDJB UNAPPROVED	7,610.37
	1. STUDENT RECEIPTS		11000-000-9161-00000			7,610.37 *
					TOTAL AMOUNT	7,610.37 *
					DISTRICT TOTAL	7,610.37 **
					GRAND TOTAL	7,610.37 ***

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
 SEC.26900-26902 GOV.CODE

USER NAME
 Mindy Jewell
 SUBMIT DATE
 Mar 03, 2016 10:38:43AM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 DEPT NO. 0886
 EROD NO. 405082

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE
 THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL
 IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF \$313,546.17

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$17,295.99	\$17,295.99
RESTRICTED FUND	84097	0886	5490	\$5,670.00	\$5,670.00
CHILD DEVELOPMENT	84496	0886	5490	\$286,978.00	\$286,978.00
CAFETERIA	84699	0886	5490	\$3,602.18	\$3,602.18

TOTAL DEPOSIT: \$313,546.17

GENERAL DEPOSIT NOTES:

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$313,546.17 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT
 CARD: \$0.00
 NOTES: DEPOSIT #160125**

SECTION 26901 GOVERNMENT CODE
 I HEREBY SWEAR THAT THIS IS A TRUE AND
 CORRECT RECORD OF THE TOTAL AMOUNT
 DUE THE KERN COUNTY TREASURER TO
 AND INCLUDING:

NOT PROCESSED

NOT SIGNED
 AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED
 TTC AUTHORIZED SIGNATURE

78 WEST KERN COMM. COLLEGE
WKCCD DEPOSIT

DEPOSIT TRANSACTIONS

J16109 DC0100 H.00.03 03/03/16

Date last used from: 03/03/2016 To 03/03/2016
Transaction Number from: 160125 To 160125
Date entered from: 00/00/0000 To 99/99/9999

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	APPROVED AND UNAPPROVED TRANSACTIONS	AMOUNT
LN.	DETAIL	DESCR	-FUND-ORG-ACCT-PROGR-		
160125	03/03/2016	03/03/2016	WKCCD DEPOSIT	ENTERED BY: MDJB UNAPPROVED	
1.	INSURANCE REIMBURSEMENTS		11000-412-8892-67300		612.24
2.	TRANSCRIPT FEES		11508-301-8879-64900		1,844.25
3.	WESTEC ENROLLMENT		11450-204-8874-70990		14,839.50
4.	PELL ADMIN ALLOWANCE		12000-353-8157-64600		5,670.00
5.	CAFETERIA SALES		32000-422-8841-69400		3,602.18
6.	CC GENERAL/STATE PRESCHOOL		33428-310-8621-69200		139,912.00
7.	CC MIGRANT BILINGUAL		33591-310-8621-69200		16,034.00
8.	CC MIGRANT ED GRANT		33588-310-8621-69200		131,032.00
				TOTAL AMOUNT	313,546.17 *
				DISTRICT TOTAL	313,546.17 *
				GRAND TOTAL	313,546.17 *

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
 SEC.26900-26902 GOV.CODE

USER NAME
 MIndy Jewell
 SUBMIT DATE
 Mar 01, 2016 01:45:14PM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 EROD NO.
 404917

DEPT NO.
 0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE
 THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL
 IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$3,334,360.00**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
FEBRUARY SCHOOL APPORTIONMENT	84096	0886	5490	\$2,601,387.00	\$2,601,387.00
FEBRUARY SCHOOL APPORTIONMENT	84097	0886	5490	\$732,973.00	\$732,973.00

TOTAL DEPOSIT: **\$3,334,360.00**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: TTC ACCOUNT DEPOSITED: General CASH: \$0.00 CHECKS: \$0.00 DIRECT DEPOSIT: \$3,334,360.00 CREDIT CARD: \$0.00
 NOTES: DEPOSIT #160121

SECTION 26901 GOVERNMENT CODE
 I HEREBY SWEAR THAT THIS IS A TRUE AND
 CORRECT RECORD OF THE TOTAL AMOUNT
 DUE THE KERN COUNTY TREASURER TO
 AND INCLUDING:

NOT PROCESSED

NOT SIGNED
 AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED
 TTC AUTHORIZED SIGNATURE

78 WEST KERN COMM. COLLEGE
 WKCCD DEPOSIT

DEPOSIT TRANSACTIONS
 Date last used from: 03/01/2016 To 03/01/2016
 Transaction Number from: 160121 To 160121
 Date entered from: 00/00/0000 To 99/99/9999

J14746 DC0100 H.00.03 03/01/16 PAC

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION		AMOUNT
LN.	DETAIL	DESCR	-FUND-ORG-ACCT-PROGR-		
160121	03/01/2016	03/01/2016	WKCCD DEPOSIT	ENTERED BY: MDJB UNAPPROVED	
1.	FEBRUARY	SCHOOL APPORTIONMENT	11000-000-0000-00000		2,586,011.00
2.	FEBRUARY	SCHOOL APPORTIONMENT	11495-202-8615-00000		7,200.00
3.	FEBRUARY	SCHOOL APPORTIONMENT	11006-201-8628-00000		8,176.00
4.	FEBRUARY	SCHOOL APPORTIONMENT	12551-353-8616-64600		3,284.00
5.	FEBRUARY	SCHOOL APPORTIONMENT	12000-303-8625-64301		84,277.00
6.	FEBRUARY	SCHOOL APPORTIONMENT	12000-311-8624-64200		31,877.00
7.	FEBRUARY	SCHOOL APPORTIONMENT	12000-305-8622-64301		13,228.00
8.	FEBRUARY	SCHOOL APPORTIONMENT	12551-353-8613-64600		15,481.00
9.	FEBRUARY	SCHOOL APPORTIONMENT	12600-309-8623-64992		17,533.00
10.	FEBRUARY	SCHOOL APPORTIONMENT	12000-411-8645-67300		518.00
11.	FEBRUARY	SCHOOL APPORTIONMENT	12000-304-8630-00000		5,754.00
12.	FEBRUARY	SCHOOL APPORTIONMENT	12563-000-8644-00000		209,187.00
13.	FEBRUARY	SCHOOL APPORTIONMENT	12567-000-8645-00000		19,800.00
14.	FEBRUARY	SCHOOL APPORTIONMENT	12599-309-0000-64992		3,902.00
15.	FEBRUARY	SCHOOL APPORTIONMENT	12060-113-8626-67801		13,124.00
16.	FEBRUARY	SCHOOL APPORTIONMENT	12050-431-8634-00000		13,124.00
17.	FEBRUARY	SCHOOL APPORTIONMENT	12603-125-8643-68900		62,500.00
18.	FEBRUARY	SCHOOL APPORTIONMENT	12578-000-8660-00000		7,687.00
19.	FEBRUARY	SCHOOL APPORTIONMENT	12579-000-8661-00000		17,229.00
20.	FEBRUARY	SCHOOL APPORTIONMENT	12000-000-8629-00000		11,643.00
21.	FEBRUARY	SCHOOL APPORTIONMENT	12000-304-8627-00000		142,127.00
22.	PERKINS		12560-223-8657-60103		36,473.00
23.	CTE TRANSITIONS		12562-223-8657-60103		24,225.00
			TOTAL AMOUNT		3,334,360.00 *
			DISTRICT TOTAL		3,334,360.00 **
			GRAND TOTAL		3,334,360.00 ***

West Kern Community College District
Board of Trustees Meeting

April 13, 2016

Agenda Item 15.

A. Academic Employment

1. 2015-16 Contract Faculty 12-Month Assignment:

Item	Name	Assignment	Class/Step	Effective Date
a.	Brown, Elizabeth	Temporary Director/Counselor of TRIO-Student Support Services	III-5*	3/14/16 - 3/31/16
b.	Brown, Elizabeth	Director/Counselor of TRIO-Student Support Services	III-5	4/1/16 - 6/30/16

*Daily rate of \$335.90 x 14 days = \$4,702.60

2. 2016-17 Contract Faculty 10-Month Assignment:

Item	Name	Assignment	Class/Step	Effective Date
a.	Mitchell, David	Math Associate Professor	III-2	8/15/16 - 5/19/17

3. Extra Duty Assignments:

Item	Name	Assignment	Salary	Effective Date
a.	Avila, Henry	Program Development Project - Welding	\$65.56/hr.*	3/21/16 - 6/30/16
b.	Leal De Bravo, Yudy	WKAEN GED Supervision, Outreach & Instruction	\$65.56/hr.**	1/9/16 - 6/30/16

*Not to exceed 20 hours/week **Not to exceed 30 hours/week

**West Kern Community College District
Board of Trustees Meeting
April 13, 2016**

Agenda Item 15.

B. Educational Administrator Employment

Item	Name	Assignment	Grade/Step	Salary	Effective Date
1.	Arvizu, Primavera	Temporary Dean of Student Success	20/4	\$416.05/day*	4/18/16 - 4/30/16
2.	Arvizu, Primavera	Dean of Student Success	20/4	\$108,173.00/year	5/1/16 - 6/30/16

*Total of 10 days

C. Classified Supervisory Administrators Employment

Item	Name	Assignment	Grade/Step	Salary	Effective Date
1.	Cordova, Anthony	Interim Career and Technical Education Director	14/6	\$335.80/daily*	3/22/16 - 6/30/16
2.	Criss, Sarah	Temporary Executive Assistant to the Superintendent/President	13/1	\$257.87/daily**	4/6/16 - 4/29/16
3.	Criss, Sarah	Executive Assistant to the Superintendent/President	13/1	\$67,047.00/year	5/1/16 - 6/30/16
4.	Lara, Fernando	Temporary Assistant Director - Grants	8/7	\$260.60/daily***	4/1/16 - 4/30/16
5.	Lara, Fernando	Assistant Director - Grants	8/7	\$67,756.00/year	5/1/16 - 6/30/16
6.	Madding, Justin	Temporary Executive Assistant to the Executive Vice President of Administrative Services	9/3	\$233.90/daily****	4/21/16 - 4/19/16
7.	Madding, Justin	Executive Assistant to the Executive Vice President of Administrative Services	9/3	\$60,814.00/year	5/1/16 - 6/30/16
8.	Vohnout, Danielle	Temporary Assistant to the Vice President of Instruction	7/2	\$202.05/daily*****	3/17/16 - 4/30/16
9.	Vohnout, Danielle	Assistant to the Vice President of Instruction	7/2	\$52,533.00/year	5/1/16 - 6/30/16

* Total of 72 days ** Total of 18 days ***Total of 21 days ****Total of 7 days *****Total of 32 days

D. Classified Employment

Item	Name	Position	%Assignment	Range/ Step	Salary	Term	Effective Date
1. Administrative Services:							
a.	Duran, Diana	Accounting Technician	Temporary	20F	\$24.21/hr.	A/N	4/1/16 - 4/30/16
b.	Duran, Diana	Accounting Technician	100%	20F	\$4,196.00/mo.	12 mo.	5/1/16 - 6/30/16
c.	Perales, Ramon	Groundskeeper	Temporary	17A	\$17.61/hr.	A/N	3/17/16 - 6/30/16
d.	Uribe, Marcos	Groundskeeper	Temporary	17A	\$17.61/hr.	A/N	3/7/16 - 6/30/16
Item	Name	Position	%Assignment	Range/ Step	Salary	Term	Effective Date
2. Instruction:							
a.	Espinoza, Rosa	Children's Center Assistant	Substitute	1A	\$11.86/hr.	A/N	2/22/16 - 6/30/16
b.	Estrada, Gloria	Children's Center Assistant	Substitute	1A	\$11.86/hr.	A/N	3/8/16 - 6/30/16
↓	Gibson, Chayze	Children's Center Assistant	Substitute	1A	\$11.86/hr.	A/N	3/8/16 - 6/30/16
c.	Holt, Poppi	Children's Center Assistant	Substitute	1A	\$11.86/hr.	A/N	3/29/16 - 6/30/16
d.	Hudson, Brandi	Working Out of Class In The Absence of Children's Center Office Manager	Temporary	--	\$5.56/hr.	A/N	2/29/16 - 6/30/16
e.	Macaulay, Breanna	Student Equity Technician	Temporary	20A	\$18.96/hr.	A/N	3/28/16 - 4/30/16
f.	Macaulay, Breanna	Student Equity Technician	100%	20A	\$3,287.00/mo.	12 mo.	5/1/16 - 6/30/16
g.	Manuz, Sonia	Children's Center Assistant	Substitute	1A	\$11.86/hr.	A/N	3/25/16 - 6/30/16
3. Student Services:							
a.	Santiesteban, Isaura	Admissions and Counseling Center Technician	Temporary	15A	\$16.77/hr.	A/N	3/29/16 - 4/30/16
b.	Santiesteban, Isaura	Admissions and Counseling Center Technician	100%	15A	\$2,906.00/mo.	12 mo.	5/1/16 - 6/30/16

E. Resignations/Retirements

Item	Name	Position	% Assignment	Range/ Step	Salary	Term	Effective Date
a.	Brown, Jill (Resignation)	Academic Advisor	--	--	--	--	3/11/16
b.	Criss, Sarah (Resignation)	Executive Assistant to the Executive Vice President of Administrative Services	--	--	--	--	4/7/16
c.	Duclos, Ron (Retirement)	Lead Custodian	--	--	--	--	5/31/16
d.	Duran, Diana (Resignation)	Secretary III	--	--	--	--	3/31/16
e.	Gardner, Sarah (Resignation)	Information Systems Secretary	--	--	--	--	4/6/16
f.	Lara, Fernando (Resignation)	Assistant Director of Admissions and Records	--	--	--	--	4/13/16
g.	Rubio, Jeanette (Resignation)	TIL Life Skills Aide	--	--	--	--	4/8/16
h.	Vohnout, Danielle (Resignation)	Instructional Technician - Curriculum	--	--	--	--	3/17/16

E. Request for Approval to Recruit for the Following Positions:

Item	Position	Classification	Salary Schedule Placement	Annual Salary Range	Funding Source	Term	FTE
a.	Assistant Director of Admissions and Records	Management	Grade 8	\$52,533.00 To \$71,212.00	District	12 mo.	100%
b.	ETE Guided Pathway Program Developer	Management	Grade 12	\$64,854.00 To \$86,559.00	Grant	12 mo.	100%
c.	Information Systems Secretary	Classified	Range 15	\$34,867.00 To \$44,500.00	District	12 mo.	100%

Appendix II

d.	Instructional Technician - Curriculum	Classified	Range 20	\$39,449.00 To \$50,348.00	Categorical	12 mo.	100%
e.	Lead Custodian	Classified	Range 15	\$34,867.00 To \$44,500.00	District	12 mo.	100%
f.	TIL Life Skills Aide	Classified	Range 13	\$33,187.00 To \$42,356.00	Categorical	11 mo.	100%