

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

July 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 on the District website and also 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 Ct., 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 Sarah Criss 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 Labor Negotiators (Government Code section 54957.6)
Agency Designated Representative: Board President
Unrepresented Employee: Superintendent/President
 - E. Conference with Real Property Negotiators - Property: IPN # 032-010-8
Agency Negotiator: Interim Superintendent/President
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. APPROVAL OF MINUTES -Special Meeting Held June 1, 2016 and Regular Meeting Held June 8, 2016
9. NEW BUSINESS:
 - A. Request for Approval – Three Year Contract with Dr. Debra S. Daniels to Serve as WKCCD Superintendent/President, 7/18/16 – 6/30/19, \$200,000.00/Year, \$3,556.07/Year Doctoral Stipend, \$10,000.00/Year Housing Allowance, \$7,800.00 Automobile Allowance, and \$2,400.00/Year Technology Allowance

Collective Bargaining – Public Hearing and Possible Approval (B-E):

- B. Initial Taft College Faculty Association Collective Bargaining Re-Opener Proposal with the WKCCD for the 2016-17 Year
- C. Initial Taft College Classified Employee Association (CSEA - Chapter #543) Collective Bargaining Re-Opener with the WKCCD for the 2016-17 Year
- D. Initial WKCCD Collective Bargaining Re-Opener Proposal with the Taft College Faculty Association for the 2016-17 Year
- E. Initial WKCCD Collective Bargaining Re-Opener Proposal with the Taft College Classified School Employee Association (CSEA – Chapter #543) for the 2016/17 Year

NEW BUSINESS (continued):

- F. Second Presentation & Request for Approval – Memorandum of Understanding with the Taft College Faculty Association Regarding Compensation for Transition to Canvas Online Learning Management System
- G. Request for Approval – West Kern Community College District 2018-2023 Capital Outlay Plan (Full Document Available in Administrative Services Office)
- H. Information Item – Update of Policies and Administrative Procedures
- I. Request for Approval – Resolution #2016/17-01 – Consolidation of the Election
- J. Request for Approval – Resolution #2016/17-02 – Candidates’ Statement
- K. Request for Approval – Resolution #2016/17-03 – Tie Breaking Procedures
- L. First Reading – Updated Board Policies

#1200 – District Mission

#2010 – Board Membership

#2710 – Conflict of Interest

#3520 – Local Law Enforcement

#5140 – Disabled Student Programs and Services

#7600 – College Police Departments or Campus Security Officers

#7700 – Whistle Blower Protection

10. CONSENT AGENDA (Items A – Z.4)

- A. Request for Approval – Program Updates:

Math and Science Division

Liberal Arts: Health and PE

AA in Physical Education

Liberal Arts: Allied Health

AS: Life Science

Liberal Arts: Math and Science

Liberal Arts: Natural Science – Life Science

AS: Physical Science

Liberal Arts: Natural Science – Physical Science

AA-T Kinesiology

CONSENT AGENDA (continued):

B. Request for Approval – Course Revisions:

Liberal Arts Division

ART 1610 – Advanced Design

ART 1625 – Color Theory

ARTH 2030 – Survey of Asian Art

Social Science Division

ECEF 1653 – Discipline Techniques for Preschool Children

ECEF 1654 – Discipline Techniques for School-Age Children and Adolescents

ECEF 1660 – School-Age Curriculum for Before and After School
Programs/Interpersonal Relationships

ECEF 1661 – School-Age Curriculum for Before and After School
Programs/Activities

ECEF 1662 – School-Age Curriculum for Before and After School
Program/Theory

ECEF 2021 – Introduction to Primary Grade Classroom

Math and Science Division

DNTL 1511 – Oral Radiology

DNTL 1512 – Head and Neck Anatomy

DNTL 1513 – Dental Health Education/Seminar

DNTL 1514 – Introduction to Clinic

DNTL 2025 – Patient Management and Geriatrics

DNTL 2026 – Nutrition in Dentistry

DNTL 2130 – Periodontics

DNTL 2133 – Advanced Clinical Topics

DNTL 2240 – Periodontics II

DNTL 2245 – Ethics and Jurisprudence

C. Presentation of President's and Vice President's Lists for Spring 2016

D. Request for Approval – (12) Residential Lease Agreements for Off Campus Housing for Students in the TIL (Transition to Independent Living) Program

E. Request for Approval – Agreement with the Law Firm of Lozano Smith to Provide Legal Services with the Establishment of a 5.0% Discount Upon the Deposit of a \$25,000.00 Prepayment for 2016/17 (Any Deposited Funds Remaining to be Credited to the 2017/18 Year)

F. Request for Ratification – 2016/17 Contract Education Services Agreement with WESTEC (Westside Energy Services Training and Education Center)

CONSENT AGENDA (continued):

- G. Request for Ratification – 2016/17 Renewal of the Statewide Association of Community Colleges (SWACC) Proforma for Property and Liability Insurance Coverage, \$99,295.00
- H. Request for Approval – Agreement with Student Insurance to Provide Accident Coverage (Anthem Blue Cross and AIG) for TC Students, Athletes, Managers, Student Trainers and Dependent Children of Students in the TC Children’s Center, 8/1/16 – 8/1/17, \$48,100.00
- I. Request for Ratification – Resolution #2016/17-04 Authorizing Agreement with California Department of Education to Provide Child Care and Development Services Connected with the State Preschool Program, Contract #CSPP – 6122, 7/1/16 – 6/30/17, \$687,063.00
- J. Request for Ratification – Resolution #2016/17-05 Authorizing Agreement with California Department of Education to Provide Child Care and Development Services Connected with the Migrant Program, Contract #CMIG - 6005, 7/1/16 – 6/30/17, \$512,239.00
- K. Request for Ratification – Resolution #2016/17-06 Authorizing Agreement with California Department of Education to Provide Child Care and Development Services Connected with the General Child Care & Development Programs, Contract #CCTR - 6054, 7/1/16 – 6/30/17, \$485,202.00
- L. Request for Ratification – Resolution #2016/17-07 Authorizing Agreement with California Department of Education to Provide Child Care and Development Services Connected with the Migrant Specialized Services Program, Contract #CMSS - 6005, 7/1/16 – 6/30/17, \$73,261.00
- M. Request for Ratification – Institution Participation Agreement with Instructure (Canvas) Online Course Management System (Expense Paid for by the Online Education Initiative (OEI)), 7/1/16 – 6/30/17
- N. Request for Ratification – Agreement with Dr. Robert J. Pacheco, Ed.D., for Consulting Services in Connection with the Taft College Institutional Effectiveness Plan (IEP), 7/1/16 - 12/31/16, \$100.00 per hour (Not to Exceed \$20,000.00)
- O. Request for Approval – Agreement with Phytorion, Inc., for Support for Student Data Warehouse and Cognos Reporting During 2016/17 Year, \$165.00 per (Not to Exceed \$15,000.00)
- P. Request for Ratification – Agreement with VitalSmarts to Provide One-Day Crucial Conversations Course on June 23, 2016, \$5,500.00 plus Travel Costs Up to \$1,500.00

CONSENT AGENDA (continued):

- Q. Request for Ratification – Agreement with National CineMedia, LLC (“NCM”) for Regional Advertising, 6/24/16 – 12/29/16, \$15,000.00
- R. Request for Approval – Subscription Renewal for Turnitin Software (Online Writing and Student Work Evaluation Tools for Educational Institutions), 8/1/16 – 7/31/17, \$6,838.80
- S. Request for Ratification – 2016/17 Renewal of Liebert Cassidy Whitmore (LCW) Central California Community College District Employment Relations Consortium Membership, 7/1/16 – 6/30/17, \$3,650.00
- T. Request for Approval – Renewal of Annual Maintenance Services with Harland Technology for the Campus Scantron Scanner, 9/6/16 – 9/5/17, \$663.00
- U. Request for Ratification – Renewal of Card Integrators Solutions Annual Software Service Agreement, 7/1/16 – 6/30/17, \$1,474.00 (Technical Support Billed Separately at \$175.00/Hour)
- V. Request for Approval – JP Marketing Services for Website Updates, \$2,500.00 per Month (Not to Exceed \$30,000.00)
- W. Request for Approval – Agreement with CCS Disaster Recovery Services for the CCS Quickship Program to Inventory Existing TC Computer Equipment for Replacement Purposes in the Event of a Disaster, 7/1/16 – 6/30/17, \$3,420.00
- X. Request for Ratification – Agreement with Garden Pathways, Inc. to Provide Consulting Services on Efforts to Outcomes (ETO) Software, 7/1/16 – 9/16/16, \$75.00 per Hour for up to 40 hours (Not to Exceed \$3,000.00)
- Y. Request for Approval – Independent Contractor Agreement with Dr. Cindra Smith to Facilitate the 2016 WKCCD Board Retreat, 8/25/16 – 8/26/16, \$2,000.00
- Z. Request for Approval – Independent Contractor Agreement with Gary Christensen to Provide Assessment Services in Connection with the West Kern AB86 Adult Education Consortium, 7/1/16 – 6/30/17, \$50.00 per Hour Not to Exceed 30 hours (\$1,500.00)
- Z.1. Request for Approval – Facilities Use Agreement with United Methodist Church for Citizenship Classes, 7/1/16 – 6/30/17, \$250.00 per Eight Week Session
- Z.2. Request for Approval – Rental Agreement with The Fort Preservation Society for the Use of the Fort for the August 2016 In-Service Staff Breakfast, 8/19/16, \$325.00
- Z.3. Ratification of the June 2016 Vendor Check & Purchase Order Registers

CONSENT AGENDA (continued):

Z.4. Routine Personnel Items:

1. Request for Conference Attendance and Expenses as of June 30, 2016

11. PUBLIC COMMENT ON ITEMS OF GENERAL INTEREST

12. 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, June 2016
4. Student Organization and Special Accounts, June 2016
5. Funds Deposited in County Treasury, May 26, 2016 - June 2016

B. Trustee Reports

C. Academic Senate Report

D. Reports from Staff and Student Organizations

13. REPORT OF THE INTERIM SUPERINTENDENT

14. EMPLOYMENT

A. Academic Employment (Appendix I)

B. Educational Administrator Employment (Appendix II)

C. Classified Supervisory Employment (Appendix II)

D. Classified Employment (Appendix II)

E. Resignations and Retirements (Appendix II)

F. Request to Recruit Open Positions (Appendix II)

15. NEXT MEETING DATE

The next regular meeting is scheduled for Wednesday, August 10, 2016, at 5:00 p.m.

16. CONTINUATION OF CLOSED SESSION (If Necessary)

17. ADJOURNMENT

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

SPECIAL MEETING

June 1, 2016

A special meeting of the Board of Trustees of the West Kern Community College District was called to order at 6:0 p.m. by President Billy White. Trustees Emmanuel Campos, Dawn Cole, Michael Long and Kal Vaughn were also present. Executive Secretary Shelley Klein was also in attendance.

PUBLIC COMMENT ON CLOSED SESSION ITEMS

No comments were heard.

CLOSED SESSION

At 6:01 p.m. it was moved by Trustee Vaughn, seconded by Trustee Cole 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

Interview Candidates for the Position of Superintendent/President

- B. Conference with Labor Negotiators (Government Code section 54957.6)

Agency Designated Representative: Board President

Unrepresented Employee: Superintendent/President

RECONVENE IN PUBLIC SESSION; ANNOUNCE CLOSED SESSION ACTIONS

At 7:46 p.m., it was moved by Trustee Cole, seconded by Trustee Long and unanimously carried, to reconvene in Public Session. President White reported that no action was taken during Closed Session.

ADJOURNMENT

At 7:47 p.m., on a motion by Trustee Campos, seconded by Trustee Vaughn and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Kal Vaughn, Secretary

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

REGULAR MEETING

June 8, 2016

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:04 p.m. by Secretary Kal Vaughn. Trustees Emmanuel Campos, Dawn Cole and Michael Long were also present. President Billy White was absent. Interim Superintendent/President Brock McMurray and Executive Secretaries Shelley Klein and Sarah Criss were also in attendance.

PUBLIC COMMENT ON CLOSED SESSION ITEMS

No comments were heard.

CLOSED SESSION

At 5:05 p.m. it was moved by Trustee Campos, seconded by Trustee Cole 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 Labor Negotiators (Government Code section 54957.6)
Agency Designated Representative: Board President
Unrepresented Employee: Superintendent/President
- E. Conference with Legal Counsel – Significant Exposure to Litigation, Government Code §54956.9(d)(2) (one (1) matter).

RECONVENE IN PUBLIC SESSION; ANNOUNCE CLOSED SESSION ACTIONS

At 6:10 p.m., it was moved by Trustee Cole, seconded by Trustee Campos and unanimously carried, to reconvene in Public Session. Secretary Vaughn reported that no action was taken during Closed Session.

PLEDGE OF ALLEGIANCE

Secretary Vaughn led the pledge of allegiance.

PUBLIC COMMENT ON OPEN SESSION ITEMS

No comments were heard.

On a motion by Trustee Cole, seconded by Trustee Long and unanimously carried, consideration of New Business item 10.D was postponed to follow second closed session.

GENERAL COMMUNICATIONS

No communications were presented.

SPECIAL PRESENTATION - 2016 Taft College Student Success Scorecard

Dr. Eric Bèrubè, Taft College Coordinator of Institutional Research, made a PowerPoint presentation on data from the 2016 Taft College Student Success Scorecard. Assembly Bill 1417 required community colleges to implement a performance measurement system. The Scorecard uses metrics in specific indicators to measure data for five cohorts annually, to track student progress.

The data shows that Taft College is consistent in the persistence rate indicator in addition to closing the gap between female and male students in that cohort. A positive indicator is the growth in remedial math, which has consistently increased and is currently above the state average. Remedial English indicators are also increasing but remain below the state average. The closing indicator of the Scorecard is the completion rate that indicates that Taft College remains fairly consistent but below the state average. The completion rate did show a large amount of growth in the male population, equating itself to the female population. This is a point that should be researched for future understanding. The Scorecard and other locally derived data is used in the ACCCJC accreditation process and the IEPI goal planning. Dr. Bèrubè reviewed a summary of the data and the recommendations (copy of attached to the official minutes).

APPROVAL OF MINUTES

On a motion by Trustee Campos, seconded by Trustee Cole and unanimously carried, the minutes of the Regular Meeting held May 11, 2016 and the Special Meeting held May 26, 2016 were approved.

NEW BUSINESS

WKCCD 2016-17 Tentative Budget

Interim Superintendent/President Brock McMurray presented the 2016-17 tentative budget. The budget is based on figures and policies set by the state Governor's May Revise of the California state budget, as it pertains to community colleges. The Revise included, among other items, a \$75 million base increase. The base increase was the result of lobbying efforts from college districts across the state. Also included in the Revise was \$219 million in deferred maintenance/instructional equipment costs. While the elimination of any COLA is disappointing, the \$219 million is a relief to districts with a portion of the funds earmarked as on-going funding. Concern remains in the area of CalSTRS and CalPERS rising costs. CalSTRS will increase from 12.58% in 2016-17 to 19.1% in 2021. CalPERS is 13.888% in 2016-17 and is estimated to increase to 20.4% in 2021.

NEW BUSINESS (continued):

The tentative WKCCD budget includes employee step and longevity increases; healthcare benefit cost increases of 2%; new faculty hires; revenue as determined on P1 of the legislative budget; categorical funding for programs; and approximately \$250,000 for GASB obligation from one-time mandate funds. The proposed tentative budget is balanced at \$30,607,759.00. On a motion by Trustee Long, seconded by Trustee Campos and unanimously carried, the 2016-17 tentative budget was approved (copy attached to official minutes).

Taft College Class of 2016 Hall of Fame Inductees

Vice President of Student Services Darcy Bogle reported that six of the nine Hall of Fame categories are represented by the eight proposed Hall of Fame honorees. These honorees were selected by the Hall of Fame Committee, having been nominated by District employees and retirees as well as community members. The ceremony for the 2016 Hall of Fame class is scheduled for November 2016. On a motion by Trustee Cole, seconded by Trustee Campos and unanimously carried, the Taft College Class of 2016 Hall of Fame Inductees were approved (copy attached to official minutes).

2016 Institutional Effectiveness Framework of Indicators

Mr. McMurray reported that this year the Chancellor's office required eight indicators and goals to be set by college districts, as required by 2013/14 legislation. The Board of Governors has established a framework of indicators which will guide colleges in the development of their goals. Ed Code 84754.6 stipulates that, as a condition of receipt of Student Success and Support Program funds, each college develop, adopt and post one-year and six-year goal frameworks that address five areas: 1) student performance and outcomes; 2) accreditation status; 3) fiscal viability; 4) programmatic compliance with state and federal guidelines; and 5) college choice of indicator. The eight indicators this year are: Math Remedial Rate, Successful Course Completion, Accreditation Status, FTES, Fund Balance, Audit Opinion/State Compliance Federal Award/Compliance, English Remedial Rate, and Spring Successful Course Completion. On a motion by Trustee Cole, seconded by Trustee Long and unanimously carried, the 2016 Institutional Effectiveness Framework of Indicators were approved (copy attached to official minutes).

Award of Bid to Bronco Electric, Inc., for Construction of the Site Lighting Retrofit Project - Phase 2, \$50,170.00 (Base Bid + Alt. #1)

Mr. McMurray reviewed the Proposition 39 Retrofit project details. The scope of work includes, but is not limited to, the retrofit of a portion of existing exterior site light kits to LED units. The project is in conjunction with PG&E and the Chancellor's office for the purpose of making the campus more energy efficient. On a motion by Trustee Long, seconded by Trustee Campos and unanimously carried, the bid for construction of the Site Lighting Retrofit Project - Phase 2 - was awarded to lowest bidder Bronco Electric, Inc. for the total of \$50,170.00 (Base Bid + Alt. #1) (copy of bid tabulation attached to the official minutes).

NEW BUSINESS (continued):

Award of Bid to ProUsys, Inc., for Construction of the Scheduled Maintenance Upgrade of Electrical Service Project, \$347,895.00 (Base Bid)

Jose Vargas of AP Architects reported that the electrical upgrade service project will provide increased capacity to the campus and the future Student Center. The project will also allow the power source to be relocated to the Taft College campus from the adjoining TUHS property. On a motion by Trustee Campos, seconded by Trustee Long and unanimously carried, the bid for construction of the Upgrade Electrical Service Project was awarded to ProUsys, Inc. for the total of \$347,895.00 (Base Bid) (copy of bid tabulation attached to the official minutes).

Notice of Completion - Gymnasium HVAC Repair Project

Mr. McMurray reviewed that the notice of completion indicates that all work necessary to complete the Gymnasium HVAC Repair project has been completed in accordance with the contract. On a motion by Trustee Campos, seconded by Trustee Cole and unanimously carried, the notice of completion was approved (copy attached to official minutes).

Final Project Proposal (FPP) - Taft College Vocational Center

Mr. McMurray reported that the FPP is a project chosen by the District that must be submitted to the Chancellor's office in order to compete for state funding. This year's FPP is the Vocational Center Project. Should this project be approved, the estimated cost of the total project would be \$21,597,000.00, which currently includes \$3,217,000.00 in local funds and \$18,380,000.00 in state funds. On a motion by Trustee Campos, seconded by Trustee Long and unanimously carried, the FPP for the Taft College Vocational Center was approved (copy attached to official minutes).

Second Reading - Memorandum of Understanding with the Taft College Faculty Association Regarding Article 5.2.2 of the 2014-17 Collective Bargaining Agreement - Overload and Adjunct Sick Leave

Mr. McMurray reported that the proposed MOU was presented for first reading at the meeting held May 11th. The agreement clarifies language on procedures for overload and adjunct faculty members to earn sick leave at the rate of one hour of sick leave for each 17 hours of assigned overload, teaching or non-teaching (i.e., counseling). The language clarifies that assignments paid by stipends are excluded. This agreement was derived through the bargaining process. On a motion by Trustee Cole, seconded by Trustee Campos and unanimously carried, the MOU with the Faculty Association was approved (copy attached to official minutes).

NEW BUSINESS (continued):

Second Reading – Memorandum of Understanding with the Taft College Faculty Association Regarding Article 7.2.3.8 – Professional Development Hours for Adjunct Faculty

Mr. McMurray reported that the proposed MOU was presented for first reading at the meeting held on May 11th. The agreement clarifies language that provides professional development hours to temporary (adjunct) faculty. Professional development hours are intended to be used to enhance faculty members' skill sets and maintain currency in their respective fields. On a motion by Trustee Cole, seconded by Trustee Campos 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 Compensation for Transition to Canvas Online Learning Management System (No Action)

Mr. McMurray reported that the proposed MOU has been reached through the interest-based bargaining process with the TC Faculty Association regarding compensation for faculty during the transition to the Canvas learning management system. The MOU establishes that full time faculty who develop and teach an online/hybrid course in Canvas no later than Summer Session 2017 shall be eligible to receive two (2) units of salary credit or a \$700 stipend. Adjunct faculty who develop and teach an online/hybrid course in Canvas shall be eligible to receive a \$700 stipend.

Presentation of the Initial Taft College Faculty Association Collective Bargaining Re-Opener Proposal with the WKCCD for the 2016-17 Year

Mr. McMurray reported that each year the District and the Taft College Faculty Association must present re-opener proposals indicating which articles they wish to open for negotiations. As indicated in the letter from President Diane Jones to the District, the TC Faculty would like to open Articles 1-12 for the purposes of negotiating the collective bargaining agreement in 2016-17.

Presentation of the Initial Taft College Classified Employee Association (CSEA - Chapter #543) Collective Bargaining Re-Opener with the WKCCD for the 2016-17 Year

Mr. McMurray reported that, similar to the Faculty Association, the Taft College Classified Employee Association (CSEA) Chapter #543 must also present their re-opener proposal indicating the articles they wish to open for negotiations. As indicated in a letter from CSEA President Velda Peña to the District, the Chapter plans to open Articles 1-24 for the purposes of negotiating the collective bargaining agreement in 2016-17.

NEW BUSINESS (continued):

Presentation of the Initial WKCCD Collective Bargaining Re-Opener Proposal with the Taft College Faculty Association for the 2016-17 Year

Mr. McMurray reported that the District is also required to present proposal reopeners at the beginning of each fiscal year to both bargaining units. The WKCCD plans to open any mutually agreed upon provision of the current three-year contract with the Faculty Association for 2016-17 as indicated on the letter from the District to the Faculty Association. A public hearing will be conducted at the July 13th board meeting on the subject.

Presentation of the Initial WKCCD Collective Bargaining Re-Opener Proposal with the Taft College Classified School Employee Association (CSEA) Chapter #543 for the 2016-17 Year

As with the Faculty Association, the District is required to present a reopener proposal to CSEA Chapter #543 indicating the articles they wish to open for negotiations at the beginning of each year. The WKCCD plans to open any mutually agreed upon provision in 2016-17. A public hearing will be conducted at the July 13th board meeting on the subject.

CONSENT AGENDA:

- A. Review of the California Community College Financial Status Report (CCFS-311Q) for the 3rd Quarter of the Year Ending March 31, 2016
- B. Request for Approval - Four-Day Summer Workweek Policy (5/23 - 8/11/16)
- C. Request for Approval - Renewal of Memorandum of Understanding with the Taft Police Department to Provide a Full-time Police Officer at Taft College to Provide Campus Security and District Safety Planning and Training Services for the 2016/17 and 2017/18 Years, Cost (Including Salary & Benefits) \$117,000.00/Year, Plus Overtime as Directed by WKCCD
- D. Request for Approval - AVID Membership, Professional Development Trainings, Materials and Resources for Services Related to the Promotion of Student Success (Student Advising, Faculty Development, Peer Tutoring and Student Services), 7/1/16 - 6/30/17, \$24,200.00 (STEM Pathways Grant & Student Equity Funds)
- E. Request for Approval - Consulting Services Agreement with Capitol Public Finance Group, LLC, to Serve as the WKCCD Dissemination Agent (Consulting Services Order CSO #2016-1 and Certificate of Acceptance), 7/1/16 - 6/30/17 \$3,500.00 Fee for Annual Report Filing and \$500.00 for Each Material Event Filing Plus Related Expenses

CONSENT AGENDA (continued):

- F. Request for Approval - Agreement with Kern County Superintendent of Schools to Serve as the Fiscal Agent and Contract for Authorized Services in Connection with the 2016-2017 Kern County Children's Dental Health Network, 7/1/16 - 6/30/17, \$411,607.00
- G. Request for Approval - Amendment #2 to the Keenan & Associates Property and Casualty Claims Administration Services Agreement Originally Effective 7/1/14 to Extend the Agreement Period to 7/1/16 - 6/30/17, Hourly Fees Based on Services Provided
- H. Request for Approval - District Business Office Systems Agreement with the Kern County Superintendent of Schools to Provide QSS Administrative Software and Consulting Services (KCSOS Agt. #17-0206), 7/1/16 - 6/30/17, \$5,787.00
- I. Request for Approval - Agreement with PAS Associates (Human Resources Consultants) to Provide the Series *Agreement to Engage* Training for Student Services Staff, May 31 - June 21, 2016 (Series of 4 Trainings) Not to Exceed \$19,000.00 (SSSP & Counseling Budget Funds)
- J. Request for Approval - Agreement with JP Marketing, a Division of Two Q, Inc., to Provide Creative Development and Graphic Design Services for the 2016-17 Year, \$95.00/Hr., Not to Exceed \$25,000.00
- K. Request for Approval - Vehicle Maintenance Agreement with Taft City School District to Provide Vehicle Maintenance Services for TC Vehicles, 7/1/16 - 6/30/17, \$63.00/Hr. Labor (30 Minute Minimum), Plus Parts and Supplies
- L. Request for Approval - HVAC (Heating Ventilation and Air Conditioning) Agreement with Taft City School District to Provide Inspection, Service and Repair of TCSD HVAC Equipment, 7/1/16 - 6/30/17, \$63.00/Hr. Labor (30 Minute Minimum), Plus Parts and Supplies
- M. Request for Ratification - Converjint Technologies Quote #DRB05131601 for Lenel Software Maintenance for Electronic Door Locks and Security Cameras, 5/3/16 - 5/2/19, \$3,547.00/Year
- N. Request for Ratification - Agreement with Ray Morgan Company to Provide Renewal of the Laserfiche Software Support and Training, 5/11/16 - 5/11/17, \$3,784.63
- O. Request for Approval - NetSupport Software Renewal Quote #AAAQ47709 to Manage Classroom Desktop Computers, 7/1/16 - 6/30/17, \$1,158.55
- P. Request for Approval - Agreement with Evisions to Renew FormFusion Software Maintenance and Support (1098T Form Printing), 7/1/16 - 6/30/17, \$6,813.00

CONSENT AGENDA (continued):

- Q. Request for Approval – Consulting Agreement with the McCallum Group to Provide Legislative Advocacy Services as Directed by the District, 7/1/16 – 6/30/17, \$2,700.00/Mo.
- R. Request for Ratification – Consulting Agreement with John Florian to Provide a Guest Presentation for ENGR 1530 Materials Science and Engineering Lab Course, 3/7/16 & 4/18/16, \$65.00/Hr., Including Travel Expenses Not to Exceed \$175.00
- S. Request for Approval – Agreement with Hardison Consulting to Provide Consulting Services Related to Banner Financial Aid to Automate Eligibility, Awarding and Payment Reporting Processes of Cal Grant Funding, to be Completed 6/30/16, \$150.00/Hr., Not to Exceed \$3,000.00
- T. Request for Approval – Facilities Use Agreement with St. Andrews Church for the West Kern Adult Education Network GED Courses (Tuesday and Thursday evenings), 7/1/16 – 6/30/17, \$250.00/Mo.
- U. Request for Approval – Facilities Use Agreement with Calvary Temple Church for the West Kern Adult Education Network English as a Second Language Courses (Monday evenings), 7/1/16 – 6/30/17, \$250.00/Bi-Monthly
- V. Request for Approval – Independent Consulting Agreement with Ken Arnold to Assist with Summer STEM Outreach Program, 7/1/16 – 8/31/16, \$30.00/Hr., Not to Exceed 240 Hrs.
- W. Request for Ratification – Consulting Agreement with Bill Moseley/The Learning Underground to Provide Hosting and Support Services Related to the MyMathSkillz Software, 1/1/16 – 12/31/16, \$4,000.00 (STEM Pathways Grant Funding)
- X. Request for Approval – Agreement with GL Consulting Services, LLC to Provide IBM Cognos (Report Writing Software) Training and Support, Effective 6/9/16 (Training to Take Place the Week of 6/27/16), \$3,500.00 Plus Travel Expenses Not to Exceed \$2,000.00
- Y. Request for Approval – Agreement with John Karwoski to Provide DSA (Department of State Architects) Inspection Services, 7/1/16 – 10/31/16, \$10,920.00/Mo.
- Z. Ratification of the May 2016 Vendor Check & Purchase Order Registers
- Z.1. Routine Personnel Items:
 - 1. Request for Conference Attendance and Expenses as of June 1, 2016

CONSENT AGENDA (continued):

On a motion by Trustee Campos, seconded by Trustee Long and unanimously carried, Consent Agenda Items A - Z.1. were approved as presented (materials related to items A - Z.1. are attached to official minutes).

PUBLIC COMMENTS ON ITEMS OF GENERAL INTEREST

No comments were made.

REPORTS FROM STAFF AND STUDENT ORGANIZATIONS

Financial Reports

The financial reports listed below were presented for information (copies attached to official minutes).

Financial Reports:

A. Financial Reports (for information):

1. Expenditure Detail of \$10,000.00 or Greater, May 2016
2. Student Organization and Special Accounts, May 2016
3. Funds Deposited in County Treasury, May 2016

Trustee Reports

Trustee Cole attended the creative reading and writing class function at Black Gold, as arranged by Geoffrey Dyer, and enjoyed the student's work. She also attended the End of Year Dinner and noted the event was a success.

Trustee Vaughn attended the Maricopa High School graduation and presented seven merit awards to graduating seniors. He reported that a majority of the graduates indicated they would be attending Taft College.

Academic Senate

No report.

Instruction

Mark Williams, Vice President of Instruction, thanked the faculty and staff for their work this year. He distributed a handout detailing STEM Outreach activities (copy attached to official minutes). He noted that spring visits with the Taft Union High School Oil Technology Program were well received and the Young Innovators Club at Lincoln Junior High School wrapped up an exciting year of projects that included a Cardboard Regatta, 3D printing, rockets and other projects. This summer six TC STEM students will

REPORTS (continued):

participate in the University of La Verne Summer Research Camp. A Summer STEM Camp is scheduled to be held on the TC campus for 24 students completing grades 6-8 this year. The theme is STEM and Water.

Taft College Faculty Association

Faculty Association President Diane Jones reported that Vince Maiocco, TC Baseball Coach, was honored by the California Community College Baseball Coaches Association as the 2016 Victory Custom Athletics Coach of the Year. She noted that the end of year functions went well, including the May in-service. The Association appreciated that in-service had many offerings and were well attended by all.

Human Resources

Dr. Robert Meteau, Associate Vice President of Human Resources, recognized Judy Wade, HR Specialist, for her efforts in the recent time of high volume in the HR office. Dr. Meteau introduced Amar Abbott, who is being recommended for the High Tech Center – Access Specialist position. Mr. Abbott is coming from Napa College and is looking forward to becoming a part of the Taft College faculty. Dr. Meteau also reported the HR department presented a program at a local Rotary meeting on the topic of current HR trends.

Student Services

Ms. Bogle reported that 221 graduates participated in the recent TC graduation ceremony. This school year TC is near, and may pass, the 500 mark of students completing a degree or certificate. Currently Student Services is promoting TC Cougar Day (June 15) to recent high school graduates, reaching out to the students who have not completed their degree/program. Another focus is possibly updating the Cougar Dorms. Ms. Bogle recently submitted student graduation photos to the Chancellor's office for use on their website.

REPORT OF THE INTERIM SUPERINTENDENT

Mr. McMurray recognized Ms. Bogle and the Student Services staff for the graduation ceremony and the assistance that they have provided to students with the end of year processes. He also recognized the work of the staff involved with the End of Year Dinner, stating the event was well received by those in attendance and those who were honored. Mr. McMurray served as a moderator at the Candidate Forum for the Taft community and stated that the event was informative and well organized.

Taft College was visited by Board of Governors appointed member Arnoldo Avalos. Board President Billy White, along with several administrators and Mr. McMurray, gave

REPORT OF THE INTERIM SUPERINTENDENT (continued):

Mr. Avalos a tour of the campus and discussed with him topics of statewide trends in community college matters. Mr. McMurray recognized student published pieces "Black Gold" and "A Sharp Piece of Awesome" and their faculty advisors, Gary Graupman and Geoffrey Dyer respectively, for the work that went into each piece. Upcoming events include the WESTEC quarterly meeting and the Kern Economic Development Committee meeting. The TIL Graduation ceremony is scheduled for June 30.

EMPLOYMENT

On a motion by Trustee Campos 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 and Kal Vaughn

No: None

Abstain: None

Absent: Billy White

CONTINUATION OF CLOSED SESSION

On a motion by Trustee Campos, seconded by Trustee Cole and unanimously carried, the Board reconvened into Closed Session at 7:35 p.m. to continue discussion on matters indicated in the Closed Session Agenda.

RECONVENE IN OPEN SESSION, ANNOUNCE CLOSED SESSION ACTIONS

At 8:09 p.m., on a motion by Trustee Campos, seconded by Trustee Cole and unanimously carried, the Board convened into Open Session. Secretary Vaughn announced that no action was taken during the Closed Session.

The Board reconsidered New Business item 10.D: Award of Contract for Construction of the Student Center Project to Responsible Bidder Submitting the Lowest Priced Responsive Bid Proposal or to Reject All Bid Proposals.

On a motion by Trustee Campos, seconded by Trustee Cole and unanimously carried, the bid for construction of the Student Center project was awarded to low bidder California Averland Construction for the total of \$12,950,000.00 (Base Bid) (copy of bid tabulation attached to the official minutes).

CONTINUATION OF CLOSED SESSION

On a motion by Trustee Campos, seconded by Trustee Cole and unanimously carried, the Board reconvened into Closed Session at 8:12 p.m. to continue discussion on matters indicated in the Closed Session Agenda.

RECONVENE IN OPEN SESSION, ANNOUNCE CLOSED SESSION ACTIONS

At 8:44 p.m., on a motion by Trustee Cole, seconded by Trustee Campos and unanimously carried, the Board convened into Open Session. Secretary Vaughn announced that no action was taken during the preceding Closed Session.

NEXT MEETING


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

ADJOURNMENT

At 8:45 p.m., on a motion by Trustee Campos, seconded by Trustee Cole and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Kal Vaughn, Secretary

Date: June 23, 2016
Submitted by: Dr. Robert Meteau, Assistant Vice President of Human Resources 
Area Administrator: Brock McMurray, Interim Superintendent/President
Subject: Request for Approval

Board Meeting Date: July 13, 2016

Title of Board Item:

Three Year Contract with Dr. Debra S. Daniels to Serve as WKCCD Superintendent/President

Background:

The 2016 Presidential Search successfully concluded with the selection of Dr. Debra S. Daniels. Dr. Daniels will join the staff in her new role on Monday, July 18, 2016.

Terms (if applicable):

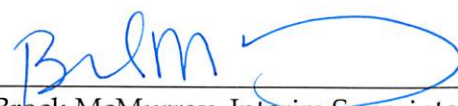
The terms of Dr. Daniels agreement include salary of \$200,000.00 per year as well as an annual doctoral stipend of \$3,566.07. Annual allowances include: housing - \$10,000.00; automobile - \$7,800.00; and technology- \$2,400.00. The contract is effective July 18, 2016 until June 30, 2019.

Expense (if applicable):

See above.

Fiscal Impact Including Source of Funds (if applicable):

This expense has been budgeted in the 2016/17 budget.

Approved: 
Brock McMurray, Interim Superintendent/President

**EMPLOYMENT AGREEMENT
WEST KERN COMMUNITY COLLEGE DISTRICT**

Superintendent/President Contract

This Employment Agreement ("Agreement") is made and entered into on July 13, 2016, by and between the West Kern Community College District ("District") and Dr. Debra Daniels, ("Superintendent/President").

The parties agree as follows:

1. **Term.** The term of this Agreement shall commence on July 18, 2016 and terminate on June 30, 2019, unless terminated earlier or extended pursuant to the provisions of this Agreement or as required by law.

2. **Employment Duties and Obligations.** Superintendent/President is hereby employed as Superintendent/President and shall satisfactorily perform the duties of Superintendent/President as prescribed by the laws of the State of California, Board policy, this Agreement, and the District's job description for Superintendent/President, if any. In addition, Superintendent/President shall perform the following services in a manner satisfactory to the Board:

a. **Board Policies.** Superintendent/President shall have primary responsibility for executing all Board Policies. Superintendent/President, or a designee under Superintendent/President's control and supervision, shall periodically review all policies adopted by the Board with a report and recommendations for modifications to the Board.

b. **Administrative Organization.** The Board delegates to Superintendent/President the power to make decisions concerning internal operations of the District. Superintendent/President shall have the primary responsibility for organizing and establishing administrative and supervisory staff for instructional business, and operational affairs in such a manner as will, in Superintendent/President's judgment, best serve the needs of the District.

c. **Employee Evaluation.** Superintendent/President shall insure that employees of the District are evaluated as provided for by California law and any applicable collective bargaining agreements and Board policy.

d. **Employee Selection.** Superintendent/President shall have primary responsibility in making recommendations to the Board regarding all personnel matters including employment, assignment, transfer and dismissal of employees. Superintendent/President shall examine potential employees and present recommendations for hiring to the Board.

e. **Labor Relations.** As directed by the Board, Superintendent/President shall serve as the District's labor representative with respect to all collective bargaining matters and shall make recommendations to the Board concerning those matters.

f. **Funding Sources.** Superintendent/President shall investigate and advise the Board of possible sources of funding that might be available to implement present or contemplated District programs.

g. **Chief Executive Officer.** Superintendent/President shall act as Chief Executive Officer and shall perform all duties necessary in that connection, including insuring the proper preparation of agenda and minutes of all Board meetings.

h. **Community Relations.** Superintendent/President shall establish and maintain an appropriate community relations program. Superintendent/President shall attend important college and community events, develop relationships with other key public and private agencies in Taft and be significantly involved in the local community.

i. **Statutory and Other Duties/Delegation of Authority.** Superintendent/President shall be expected to perform all other reasonable, necessary, and customary duties of Superintendent/President, including, but not limited to, those powers and duties provided in Education Code sections 70902 and 72400, Board Policy, and all applicable provisions of law. Superintendent/President shall recommend to the Board District goals and objectives and, unless unavoidably detained, attend all regular and special meetings of the Board, with the exception of those closed sessions in which the Board discusses matters related to the Superintendent/President's employment or when excused from closed session by the Board. The Superintendent/President shall serve as an *ex officio* member on all board committees and subcommittees, and shall be entitled to submit recommendations on any items of business considered by the Board or any committee or subcommittee of the Board. Superintendent/President's duties shall also include all tasks and powers reasonably necessary to fulfill the duties specified in this Agreement, arising out of the position, and required by BP 2430. In addition, Superintendent/President will satisfactorily perform such further duties as may be assigned or required by the Board. The Superintendent/President shall only be required to take direction from decisions resulting from a majority of the Board. Individual board members may not, on an individual basis, provide direction to the Superintendent/President. The Board delegates to the Superintendent/President the power to act in accordance with BP 2430, as BP 2430 may be amended from time-to-time by the Board.

j. **Board/Superintendent/President Responsibilities.** Although Superintendent/President, as chief executive officer of the Board, shall have primary responsibility for execution of Board policies, the Board shall retain primary responsibility for formulating and adopting Board policies. In addition, while Superintendent/President shall have primary responsibility for assignment and transfer of employees and for selecting candidates for consideration for employment, the Board alone shall have the authority to hire and dismiss District personnel. The parties agree, individually and collectively, not to interfere with or usurp the primary responsibilities of the other party and agree that the Board, individually and collectively, shall promptly refer all criticisms, complaints, and suggestions called to its attention to Superintendent/President for study and correction or, if an issue of policy is involved, for recommendation to the Board. Superintendent/President shall report back to the Board after handling complaints referred by the Board or by individual board members. The Board and Superintendent/President agree to work in a spirit of cooperation and teamwork, and to

periodically discuss the Board and Superintendent/President relationship.

k. **Maintain Professional Competence.** Superintendent/President shall endeavor to maintain and improve Superintendent/President's professional competence by a variety of means, including, without implied limitation, subscription to and reading of appropriate periodicals, and joining and participating in appropriate professional associations and their activities.

3. **Salary.** District shall provide Superintendent/President with the salary and benefits specified below.

a. **Salary (2016-17).** For the 2016-17 school year, District shall pay Superintendent/President an annual salary of two hundred thousand dollars (\$200,000.00). For July 2016, the Superintendent/President shall receive the appropriate pro rata pay consistent with her commencement date of July 18, 2016.

b. **Merit Based Cost-Of-Living Adjustment.** Commencing with the 2017-2018 fiscal year, if the Superintendent/President receives an evaluation rating of "above average" or "excellent" for the prior year as set forth in section 17(g) of this Agreement, then the Superintendent/President shall receive a cost-of-living adjustment ("COLA") equal to the same percentage, if any, granted to the District's management employees.

c. **Salary Increase by Mutual Consent.** The Superintendent/President's salary is considered to be indefinite and subject to ongoing negotiations with the Board. Accordingly, the Board reserves the right to change the Superintendent/President's salary for any year of this Agreement with the written consent of the Superintendent/President. Any adjustment in salary during the term of this Agreement shall be in the form of a written amendment, and shall not be interpreted as a new agreement or operate as an extension or renewal of this Agreement. All salary increases shall be approved by the Board in the manner prescribed by law.

d. **Salary Payment Process.** The Superintendent/President's salary shall be payable in twelve (12) approximately equal monthly payments, less all applicable deductions and withholdings required by law or authorized by the Superintendent/President.

e. **Effective Date.** Salary increases shall be effective on any date ordered by the Board. The Superintendent/President's salary is understood to be "indefinite or uncertain;" therefore, the Board reserves the right to grant the Superintendent/President retroactive salary increases notwithstanding anything in the California Constitution that might be interpreted to the contrary.

4. **Doctorate Degree Pay.** In addition to the Superintendent/President's base salary, the District shall pay three thousand five hundred dollars (\$3,566.07) per year as Doctoral Degree pay. Doctoral degree pay shall be paid on a monthly basis in twelve (12) approximately monthly payments.

5. **Relocation Assistance.** The District agrees to reimburse the Superintendent/President an amount not to exceed six thousand dollars (\$6,000.00) to assist with moving costs. The

Superintendent/President shall provide appropriate written documentation of the actual moving costs prior to receiving reimbursement. Payment of this allowance shall not be considered creditable compensation for CalSTRS retirement purposes, unless otherwise permitted by law.

6. **Automobile Allowance.** The District shall provide to the Superintendent/President a allowance of seven thousand eight hundred dollars (\$7,800.00) per year, payable monthly, for the acquisition, use, maintenance and insurance of an automobile while on District business. Superintendent/President shall be solely responsible for all expenses to use, maintain, operate and insure the automobile. Superintendent/President's receipt of this automobile allowance shall be in lieu of any entitlement to mileage reimbursement for travel within Kern County. Payment of this allowance shall not be considered creditable compensation for CalSTRS retirement purposes, unless otherwise permitted by law.

7. **Technology Allowance.** The District shall provide to the Superintendent/President a technology allowance of two thousand four hundred dollars (\$2,400.00) per year for District business. This Technology Allowance will be distributed in twelve (12) equal monthly installments payable along with the Superintendent/President's monthly payroll distribution. The Superintendent/President shall use all Technology Devices in accordance with District policies and legal requirements. Payment of this allowance shall not be considered creditable compensation for CalSTRS retirement purposes, unless otherwise permitted by law.

8. **Housing Allowance.** The District shall provide the Superintendent/President with a housing allowance of ten thousand dollars (\$10,000.00) per year for three (3) fiscal years to allow the Superintendent/President to live in the City of Taft or a location in close proximity to Taft mutually agreeable to the Superintendent/President and the Board. Payment of this allowance shall not be considered creditable compensation for CalSTRS retirement purposes, unless otherwise permitted by law.

9. **Work Year/Vacation.** The Superintendent/President shall be required to render twelve (12) full months of service to the District during each annual period covered by this Agreement, except that the Superintendent/President shall be entitled to twenty-four (24) days of paid vacation during each fiscal year. Superintendent/President shall be entitled to accumulate a maximum of sixty (60) days of vacation from year-to-year, and, in no event will more than forty-eight (48) vacation days be paid at the termination of employment or conclusion of this Agreement. Upon termination of this Agreement for any reason, accrued but unused vacation, if any, not exceeding forty-eight (48) days, will be paid at Superintendent/President's then current daily rate. Vacation shall be scheduled at a time convenient to the operations of the District. The Superintendent/President's daily rate of pay shall be calculated by dividing the Superintendent/President's base salary by 224 days.

10. **Sick Leave.** Superintendent/President shall accrue one (1) day of sick leave with pay for each full month of service rendered.

11. **Holidays.** Superintendent/President shall be entitled to legal and local holidays subject to the same conditions as are specified for other 12-month administrative employees.

12. **Health Benefits.** The Superintendent/President shall be eligible to participate in the District's health and welfare benefit program on the same terms and conditions, and subject to the same limitations, as the District's management employees, as those benefits, plans, providers and other terms and conditions may change from time-to-time. Thus, the Superintendent/President shall be entitled to receive the same District contribution toward health and welfare benefits and shall pay the same co-pays, premiums, deductibles and other costs as the District's management staff, as those costs and contributions may change from time-to-time. The Superintendent/President shall be responsible for all co-pays, deductibles and other costs in excess of the District's health insurance contribution. No District contribution may be received in cash or used for the purchase of non-District provided benefits.

13. **Expense Reimbursement/ACCCA and Professional Dues.** District shall reimburse Superintendent/President for actual and necessary expenses incurred by Superintendent/President within the course and scope of Superintendent/President's employment (except for expenses paid for by allowances), so long as such expenses are consistent with this Agreement and board policy. Mileage expenses for travel out of Kern County shall be reimbursed at the applicable IRS rate. Other reimbursement entitlements include dues and expenses associated with membership in a service club to be selected by Superintendent/President. District shall also pay, on behalf of Superintendent/President, expenses incurred in Board approved attendance for regional, state or national conferences, seminars, hearings or meetings which are devoted to matters that in Superintendent/President's judgment relate to the benefit and welfare of the District whether or not such expenses exceed allowances provided by District policy. District shall also pay Superintendent/President's expenses and dues for membership in the Association of California Community College Administrators ("ACCCA").

14. **Retiree Health Benefits.** Superintendent/President shall be eligible for a District contribution to retiree health benefits for the Superintendent/President and her eligible dependents upon the Superintendent/President's retirement from the District and her receipt of retirement benefits with CalSTRS on the same terms and conditions as provided to District faculty, as those benefits are described in the collective bargaining agreement between the District and its Faculty Association, as those terms and conditions may change from time-to-time. Since the Superintendent/President's first date of paid service is after May 1, 2016, she shall be required to render twenty (20) years of service to the District before being eligible for a District contribution for five (5) years or until the Superintendent/President attains age 65. All terms and conditions applicable to receipt of retiree health benefits contained in the Faculty Association Agreement shall be applicable to the Superintendent/President.

15. **Tax Deferred Plans.** The District agrees to provide the Superintendent/President with the ability to use an IRS Section 403b or similar tax deferred plan and an IRS Section 125 Cafeteria Plan to the extent that such plans are made available to other management employees. All contributions to such plans will be paid by the Superintendent/President and shall conform to all requirements of law.

16. **Evaluation of Superintendent/President.**

a. **Yearly Evaluation.** The Board shall annually evaluate the performance and working relationship between the Superintendent/President and the Board. This evaluation shall be based on the duties of the position, the job description (if any) and any mutually agreed upon District goals and objectives, which shall be jointly developed by the Superintendent/President and the Board. The Board may conduct more than one (1) formal written evaluation each school year.

b. **Self-Evaluation.** To assist the Board in the evaluation process, the Superintendent/President shall complete a written self-evaluation. This self-evaluation shall include a review of any action plans presented to the Superintendent/President at previous evaluations, and shall include a report to the Board regarding the Superintendent/President's progress on any established goals.

c. **Board Evaluation.** Upon receipt of the self-evaluation, the Board shall evaluate the Superintendent/President. To initiate the evaluation process, the Superintendent/President shall inform each member of the Board in writing of the need for an evaluation. Upon completion, the Board shall meet with and provide a copy of the evaluation report to the Superintendent/President in a closed session Board meeting; however, the Board's failure to evaluate the Superintendent/President shall have no impact upon the term of this Agreement or upon the Superintendent/President's compensation.

d. **Action Plan.** Based upon findings specified in the evaluation report, the Superintendent/President, in collaboration with the Board, will prepare an action plan, if necessary, which will address areas identified as needing clarification, emphasis or improvement. The action plan will be included as an addendum to the evaluation report. If a jointly prepared action plan cannot be agreed upon, the Board, in its sole discretion, shall issue the action plan. The Superintendent/President and the Board shall sign the evaluation report and the action plan. However, failure of the Superintendent/President to sign the evaluation or action plan shall have no legal effect upon the Superintendent/President's duty to implement the evaluation and action plan.

e. **Outside Facilitator.** Whenever it is deemed desirable by the Governing Board, an outside advisor may be mutually selected by the Board and the Superintendent/President to facilitate discussion of the relationship of the Board and Superintendent/President. The outside advisor shall be paid for by District.

f. **Policy.** Neither BP/AP 2435 nor any other Board policy or administrative regulation shall govern the Superintendent/President's evaluation process.

g. **Contingent COLA.** At the conclusion of the evaluation process each school year, the Board shall state, in writing, on Superintendent/President's evaluation form, the Superintendent/President overall evaluation rating so that a clear and affirmative decision is made regarding Superintendent/President's entitlement to a cost of living adjustment as provided in section 3(b) above.

h. **Personnel File.** All documents related to the Superintendent/President shall be placed into the Superintendent/President's personnel file.

17. **Outside Professional Activities.** By prior approval of the Board, Superintendent/President may undertake for consideration outside professional activities in education, including consulting, speaking and writing. Superintendent/President's outside professional activities shall not occur during regular work hours or otherwise interfere with Superintendent/President's ability to satisfactorily perform the duties of the position. Superintendent/President agrees not to use District staff or property in performing these outside activities without prior written approval by the Board. In no case will the District be responsible for any expenses attendant to the performance of such outside activities unless prior Board approval is obtained.

18. **Termination.**

a. **Mutual Consent.** This Agreement may be terminated at any time by mutual consent of the Board and Superintendent/President.

b. **Non-Renewal of Agreement by District.** The Board may elect not to renew this Agreement upon its expiration for any reason and without cause of hearing by providing the Superintendent/President with six (6) months prior notice in accordance with Education Code section 72411 or other applicable provisions of law. Not later than ninety (90) days prior to six (6) month notice deadline, the Superintendent/President shall notify in writing each member of the Governing Board of the provisions of Education Code Section 72411 and of the fact that this Agreement is automatically renewed for a term of the same length as the one completed, under the same terms and conditions and with the same compensation, unless the Governing Board timely gives written notice of non-renewal at least six (6) months prior to expiration.

c. **Termination for Cause.** The Board may terminate Superintendent/President for: (1) breach of this Agreement; (2) unsatisfactory performance; (3) refusal or failure to act in accordance with a specific provision of this Agreement or a directive or order of a majority of the Board; (4) misconduct or dishonest behavior with regard to Superintendent/President's employment; (5) inability to perform the essential functions of the position with or without reasonable accommodation; or (6) conviction or a "no lo" plea to a crime involving dishonesty, breach of trust, or physical or emotional harm to any person.

Notwithstanding Labor Code section 2924, the parties agree that the determination of cause shall be based on the Board's reasonable belief in the existence of good cause for termination. The existence of such cause shall constitute a material breach of this Agreement and shall extinguish all rights and duties of the parties under this Agreement.

If cause exists, the Board shall meet with Superintendent/President and shall submit a written statement of the grounds for termination and copies of written documents the Board reasonably believes support the termination. If Superintendent/President disputes the charges, Superintendent/President shall then be entitled to a conference before the Board in closed

session. Superintendent/President and the Board shall each have the right to be represented by counsel at their own expense. Superintendent/President shall have a reasonable opportunity to respond to all matters raised in the charges and to submit any written documents Superintendent/President believes are relevant to the charges. The conference with the Board shall not be an evidentiary hearing and neither party shall have the opportunity to call witnesses. If the Board, after considering all information presented, decides to terminate this Agreement, it shall provide Superintendent/President with a written decision. The decision of the Board shall be final.

Superintendent/President's conference before the Board shall be deemed to satisfy Superintendent/President's entitlement to due process of law and shall be Superintendent/President's exclusive right to any conference or hearing otherwise required by law. Superintendent/President waives any other rights that may be applicable to this termination for cause proceeding with the understanding that completion of this hearing exhausts Superintendent/President's administrative remedies and then authorizes Superintendent/President to contest the Board's determination in a court of competent jurisdiction.

d. **Termination without Cause.** The Board may, for any reason, without cause or a hearing, terminate this Agreement at any time upon ten (10) calendar day's prior written notice to the Superintendent/President. During this ten (10) day period, the parties shall discuss the Board-Superintendent/President employment relationship. In consideration for the exercise of this right to terminate without cause, the District shall pay to Superintendent/President from the date of termination until the expiration of this Agreement, or for a period of six (6) months, whichever is less, a sum equal to the difference between Superintendent/President's base salary, at the rate in effect during Superintendent/President's last month of service, and the amount which Superintendent/President earns from any other employment related source, whether as an employee, an independent contractor, a consultant or self-employed.

Payments to Superintendent/President shall be made on a monthly basis unless the parties agree in writing otherwise. As a condition of receiving such monthly payments, Superintendent/President shall be obligated to immediately seek other full-time employment in good faith and to notify the District in writing immediately if Superintendent/President earns income from any full-time employment-related source.

For purposes of this Agreement, the term "salary" shall include only Superintendent/President's regular monthly base salary and shall not include the value of any other allowances, reimbursements or benefits or other pay of any sort received under this Agreement. All payments made pursuant to this termination without cause provision shall be subject to applicable payroll deductions and shall be treated as compensation for state and federal tax purposes. No payments made pursuant to this early termination provision shall constitute creditable service or creditable compensation for CalSTRS or PERS retirement purposes. Payments made pursuant to this termination without cause provision shall be considered as final settlement pay and shall not count for any CalSTRS or PERS purposes; accordingly, no deductions shall be made for retirement purposes.

Superintendent/President shall also be entitled to the same District-paid health benefits in accordance with the terms of this Agreement until expiration of this Agreement, a period of six (6) months, or until Superintendent/President obtains other employment, whichever occurs first.

If the Superintendent/President is terminated without cause and elects to retire instead of fulfilling Superintendent/President's obligation to seek other employment as set forth above, the parties agree that, effective upon the date of the Superintendent/President's retirement with PERS or CalSTRS, the District's obligations to make all payments described in this paragraph shall end.

The parties agree that any damages to Superintendent/President that may result from the Board's early termination of this Agreement without cause cannot be readily ascertained. Accordingly, the parties agree that the payments made pursuant to this termination without cause provision, along with the District's agreement to provide health benefits, constitutes reasonable liquidated damages for Superintendent/President, fully compensates Superintendent/President for all tort, contract, and other damages of any nature whatsoever, whether in law or equity, and does not result in a penalty. The parties agree that the District's completion of its obligations under this provision constitutes Superintendent/President's sole remedy to the fullest extent provided by law. Finally, the parties agree that this provision meets the requirements governing maximum cash settlements as set forth in Government Code section 53260 et seq.

Any such termination shall be in writing and shall specify the effective date of the termination and shall terminate all of the Superintendent/President's employment rights and entitlements with the District. The Superintendent/President shall execute a full release of claims against the District and its officers, agents, and employees as a condition of receipt of the severance payment; otherwise, no severance payment shall be required and termination shall be effective nonetheless.

e. **Termination for Unlawful Fiscal Practices.** Notwithstanding any other provision of this Agreement to the contrary, if the Board believes, and subsequently confirms through an independent audit, that Superintendent/President has engaged in fraud, misappropriation of funds, or other illegal fiscal practices, then the Board may immediately terminate Superintendent/President solely upon written notice to Superintendent/President and Superintendent/President shall not be entitled to any compensation of any nature, whether as cash, salary payments, health benefits, or other non-cash settlement as set forth above. This provision is intended to implement the requirements of Government Code section 53260, subdivision (b).

f. **Abuse of Office Provisions.** In accordance with Government Code section 53243 et seq. and as a separate contractual obligation, should the Superintendent/President receive a paid leave of absence or cash settlement if this Agreement is terminated with or without cause, such paid leave or cash settlement shall be fully reimbursed to the District by the Superintendent/President if the Superintendent/President is convicted of a crime involving an abuse of the office or the position. In addition, if the District funds the criminal defense of the Superintendent/President against charges involving abuse of office or position and the Superintendent/President is then convicted of such charges, the Superintendent/President shall

fully reimburse the District all funds expended for the Superintendent/President's criminal defense. The Superintendent/President shall reimburse the District within sixty (60) calendar days of notice of the reimbursement obligation.

g. **Death.** Death of Superintendent/President terminates the Agreement immediately. In such event, all salary and other monetary amounts due to Superintendent/President at the time of death, if any, shall be paid to Superintendent/President's estate unless otherwise declared in writing by Superintendent/President.

h. **Disability of Superintendent/President.** Upon expiration of Superintendent/President's sick leave entitlement and upon written evaluation by a licensed physician agreed upon by the Parties indicating the inability of Superintendent/President to perform the essential functions of the position, with or without reasonable accommodation pursuant to applicable California and Federal law, as a result of a physical or mental disability, this Agreement may be immediately terminated by the Board upon written notice to Superintendent/President.

i. **Resignation of Superintendent/President.** Superintendent/President may resign employment with the District at any time with at least ninety (90) days advance written notice to the Board, unless the parties agree otherwise.

19. **Mediation.** The Superintendent/President and Board agree to make a good faith effort to settle any dispute that arises under this Agreement through discussion and negotiations. If the dispute is not resolved within thirty (30) days, the dispute shall be mediated unless the parties agree otherwise in writing. Both parties shall make a good faith effort to select a mediator and complete the mediation process within sixty (60) calendar days. If the parties cannot agree on a mediator, the mediator shall be appointed by the State Conciliation and Mediation Service or other agreeable mediation service. The mediator's fee, if any, shall be paid by the District. Each party shall bear its own attorney fees and costs. Any mediator selected by the parties shall have expertise in the area of the dispute and be knowledgeable in the mediation process. No person shall serve as mediator in any dispute in which that person has any financial or personal interest in the outcome of the mediation. The mediator's recommendation for settlement, if any, shall not be binding on the parties. Mediation pursuant to this provision shall be private and confidential. Only the parties and their representatives may attend any mediation session. Other persons may attend only with the written permission of both parties. All persons who attend any mediation session shall be bound by the confidentiality requirements of California Evidence Code section 1115 et seq. and shall sign an agreement to that effect.

20. **Management Hours.** It is understood by Superintendent/President and District that the demands of the position of Superintendent/President require more than eight (8) hours a day and/or forty (40) hours per work week. Superintendent/President is not entitled to overtime compensation for hours worked in excess of eight (8) hours per day and/or forty (40) hours per week.

21. **Examination.** Superintendent/President agrees to have an examination by a District-appointed physician when requested by the Board. Any expense beyond that paid by District

insurance will be borne by the District. The purpose of the examination is to determine Superintendent/President's fitness for service. The physician's report will be sent to the Board President and to Superintendent/President and shall be treated as confidential information. Superintendent/President agrees to execute any necessary medical releases or other documents requested by the District to facilitate this fitness for duty examination.

22. **Position Designation.** Superintendent/President is an academic employee as defined in Education Code Section 87001(a), an educational administrator as defined in Education Code Section 87002(b), and a management employee as defined by Government Code Section 3540.1(g).

23. **Retreat Rights.** If Superintendent/President is released, Superintendent/President shall have retreat rights to a faculty position only to the extent such rights are granted by law. (See, for example, Education code section 87458).

24. **Reassignment.** During the term of this Agreement, Superintendent/President may be assigned or reassigned to any other duties or positions for which the Superintendent/President possesses the minimum qualifications required by law. However, reassignment pursuant to this section of the Agreement, during the term of this Agreement, shall not result in a reduction of compensation or benefits during the term of this Agreement.

25. **Notification of Absence.** If Superintendent/President plans on being absent from the District more than three (3) continuous days, Superintendent/President shall notify the Board President in advance.

26. **Annual Reporting Requirements.** Superintendent/President shall report to the Board in writing on an annual basis Superintendent/President's use of sick leave and other leave benefits.

27. **Governing Law.** The laws of the State of California shall govern this Agreement. For state court actions, venue shall be in Kern County, California. For federal court actions, venue shall be in the appropriate federal district court.

28. **Tax/Retirement Issues.** Notwithstanding any other provision of this Agreement, the District shall not be liable for any state or federal tax consequences or any retirement consequences of any nature as a result of this Agreement including, but not limited to, payments made for retiree health benefits, annuities, life insurance, allowances, automobile expenses, supplemental retirement plans or other benefits of any nature provided to Superintendent/President or any designated beneficiaries, heirs, administrators, executors, successors or assigns of Superintendent/President. Superintendent/President shall assume sole liability and responsibility for all state and federal tax consequences and all retirement consequences of any nature occurring at any time. Superintendent/President further declares that prior to signing this Agreement Superintendent/President apprised herself of relevant data and received independent advice and counsel regarding the state and federal tax and the retirement consequences of this Agreement.

29. **Notice of Finalist in Search.** Superintendent/President shall immediately notify the Board in writing should she become a finalist in the selection process for another position with any other community college district or other employer.
30. **Integration.** This Agreement contains the entire agreement of the parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements. Neither of the parties has relied upon any oral or written representation or written information given to the party by any representative of the other party not contained in this Agreement.
31. **Severability.** If one or more of the provisions of this Agreement are declared invalid or unenforceable by judicial, legislative or administrative authority of competent jurisdiction, then the parties agree that the invalidity or unenforceability of any of the provisions shall not in any way affect the validity or enforceability of any other provisions of this Agreement.
32. **Exclusivity.** To the extent permitted by law, the Parties agree that the employment relationship between the District and Superintendent shall be governed exclusively by the provisions of this Agreement, and not Board Policies, regulations, practice, or other agreements unless such board policies, regulations or agreements are expressly incorporated into this Agreement.
33. **Modification.** No change or modification of the terms or provisions of this Agreement shall be deemed valid unless set forth in writing and signed by both parties.
34. **Waiver.** No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a party shall give the other party any contractual rights by custom, estoppel, or otherwise.
35. **Headings.** The headings of sections of this Agreement have been inserted for convenience of reference only and shall not affect the interpretation of any of the provisions of this Agreement.
36. **Further Assurances.** Each of the parties shall execute and deliver any and all additional papers, documents and other assurances, and shall do any and all acts and things reasonably necessary in connection with the performance of their obligations hereunder and to carry out the intent and agreements of the parties.
37. **Assignment.** Superintendent/President may not assign or transfer any rights granted or obligations assumed under this Agreement.
38. **Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which shall constitute one and the same instrument.
39. **Indemnity.** The District agrees to indemnify Superintendent/President to the extent required by law under Government Code sections 825, 995, and other applicable provisions of law.

40. **Independent Representation.** Superintendent/President and the Board each recognize that in entering into this Agreement, the parties have relied upon the advice only of their own attorneys or other representatives, and that the terms of this Agreement have been completely read and explained to them by their attorneys or representatives, and that those terms are fully understood and voluntarily accepted.

41. **Board Approval.** The effectiveness of this Agreement shall be contingent upon approval by the governing board as required by law.

42. **Binding Effect.** This Agreement shall be for the benefit of and shall be binding upon all parties and their respective successors, heirs, and assigns.

43. **Execution of Other Documents.** The parties shall cooperate fully in the execution of any other documents and in the completion of any other acts that may be necessary or appropriate to give full force and effect to this Agreement.

44. **Public Record.** The parties recognize that, once final, this Agreement is a public record and must be made available to the public upon request.

This Agreement was executed on July 13, 2016.

**BOARD OF TRUSTEES OF THE WEST KERN COMMUNITY COLLEGE DISTRICT,
COUNTY OF KERN, CALIFORNIA**

Billy White, President

Kal Vaughn, Secretary

Dawn Cole, Member

Emmanuel Campos, Member

Michael Long, Member

ACCEPTANCE OF OFFER

I accept the above offer of employment and the terms and conditions thereof and will report for duty as directed above.

I understand that the District is relying upon information provided by me during the application process in extending this offer of employment. By signing below, I represent that I have not provided the District with any false information or made any material misrepresentation during the job application process. I agree that false, incomplete, or misleading statements or omissions made during the job application process constitute dishonesty and breach of this Agreement and are grounds for termination of this Agreement for cause.

I have not entered into a contract of employment with the governing board of another school or community college district or any other employer that will in any way conflict with the terms of this Agreement.

Dated: July __, 2016

Dr. Debra Daniels
Superintendent/President

Date: June 29, 2016
Submitted by: Diane Jones, Faculty Association President
Area Administrator: Brock McMurray, Interim Superintendent/President
Subject: Request for Approval

Board Meeting Date: July 13, 2016

Title of Board Item:

Public Hearing and Request for Approval of the Taft College Faculty Association CTA/NEA Reopener for FY 2016/17

Background:

This item represents the Taft College Faculty Association's re-opener proposal for FY 2016/17. The Taft College Faculty Association plans to open Articles 1-12 for the purpose of negotiating the collective bargaining agreement for the 2016/17 academic year.

The Taft College Faculty Association is committed to the utilization of the Interest Based Bargaining process used by the Taft College Faculty Collective Bargaining Committee (TCFCBC) to reach an agreement.

The Reopener Proposal Letter is attached to this Board Agenda Item cover sheet.

Terms (if applicable):

N/A

Expense (if applicable):

N/A

Fiscal Impact Including Source of Funds (if applicable):

The fiscal implications will be identified as consensus is reached over various components of the contract.

Approved: 
Brock McMurray, Interim Superintendent/President

June 8, 2016

**To: Board of Trustees
West Kern Community College District**

From: Taft College Faculty Association

Subject: Re-Opener Proposal for 2016/17 Collective Bargaining Agreement

The Taft College Faculty Association plans to open Articles 1-12 for the purpose of negotiating the collective bargaining agreement for the 2016/17 academic year.

The Taft College Faculty Association is committed to the utilization of the Interest Based Bargaining process used by the Taft College Faculty Collective Bargaining Committee (TCFCBC) to reach an agreement.

Date: June 29, 2016
Submitted by: Velda Pena, CSEA President
Area Administrator: Brock McMurray, Interim Superintendent/President
Subject: Request for Approval

Board Meeting Date: July 13, 2016

Title of Board Item:

Public Hearing and Request for Approval of the Taft College CSEA Chapter #543 Reopener for FY 2016/17

Background:

This item represents the Taft College CSEA Chapter #543 re-opener proposal for FY 2016/17. The Taft College CSEA #543 plans to open Articles 1-24 for the purpose of negotiating the collective bargaining agreement for the 2016/17 academic year.

The Taft College CSEA Chapter #543 is committed to the utilization of the Interest Based Bargaining process used by the Taft College Classified Collective Bargaining Committee (TCCCBC) to reach an agreement.

The Reopener Proposal Letter is attached to this Board Agenda Item cover sheet.

Terms (if applicable):

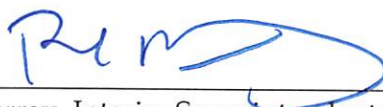
N/A

Expense (if applicable):

N/A

Fiscal Impact Including Source of Funds (if applicable):

The fiscal implications will be identified as consensus is reached over various components of the contract.

Approved: 
Brock McMurray, Interim Superintendent/President

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION

Taft College Chapter 543

Date: May 20, 2016

To: Board of Trustees
West Kern Community College District

From: Velda Peña, CSEA President

Re: Successor Agreement to the 2014-2017 Collective Bargaining Agreement

Taft College California School Employees Association (CSEA), Chapter #543 is requesting negotiation of the successor agreement to the 2014-2017 Collective Bargaining Agreement.

The Association would like to address Articles 1 through 24.

Thank you for your consideration of this request. Please contact me should you have any questions.

Thank you,

A handwritten signature in black ink that reads "Velda Peña". The signature is written in a cursive, flowing style.

Velda Peña

Date: June 29, 2016
Submitted by: Dr. Robert Meteau, Associate VP, Human Resources
Area Administrator: Brock McMurray, Interim Superintendent/President
Subject: Request for Approval

Board Meeting Date: July 13, 2016

Title of Board Item:

Public Hearing and Request for Approval of the WKCCD Re-opener Proposal with the Taft College Faculty Association CTA/NEA for FY 2016/17

Background:

The law requires that initial proposals, including re-opener proposals, be presented to the Board of Trustees in open session, and that subsequently a public hearing is held regarding the proposal in order to allow the public to comment before bargaining begins.

This item represents the District's re-opener proposal for FY 2015/16 to the Board, and announces that a public hearing has been scheduled for the July 10, 2015 Board of Trustees meeting.

Article 9 of the current agreement states that the parties may reopen any provision of this Agreement by mutual agreement.

As always, the District is committed to the utilization of the Interest Based Bargaining process to reach agreement during negotiations.

Terms (if applicable):

N/A

Expense (if applicable):

N/A

Fiscal Impact Including Source of Funds (if applicable):

The fiscal implications will be identified as consensus is reached over various components of the contract.

Approved: 
Brock McMurray, Interim Superintendent/President



BOARD AGENDA ITEM

Date: June 29, 2016
Submitted by: Dr. Robert Meteau, Associate VP, Human Resources
Area Administrator: Brock McMurray, Interim Superintendent/President
Subject: Request for Approval

Board Meeting Date: July 13, 2016

Title of Board Item:

Public Hearing and Request for Approval of the WKCCD Re-opener Proposal with the Taft College CSEA Chapter #543 for FY 2016/17

Background:

The law requires that initial proposals, including re-opener proposals, be presented to the Board of Trustees in open session, and that subsequently a public hearing is held regarding the proposal in order to allow the public to comment before bargaining begins.

This item represents the District's re-opener proposal for FY 2016/17 to the Board, and announces that a public hearing has been scheduled for the June 8, 2016 Board of Trustees meeting.

Article 21 of the current agreement states that the parties may reopen any provision of this Agreement by mutual agreement.

As always, the District is committed to the utilization of the Interest Based Bargaining process to reach agreement during negotiations.

Terms (if applicable):

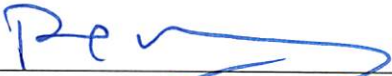
N/A

Expense (if applicable):

N/A

Fiscal Impact Including Source of Funds (if applicable):

The fiscal implications will be identified as consensus is reached over various components of the contract.

Approved: 
Brock McMurray, Interim Superintendent/President

Date: June 29, 2016
Submitted by: Dr. Robert Meteau, Associate VP, Human Resources
Area Administrator: Brock McMurray, Interim Superintendent/President
Subject: Request for Approval

Board Meeting Date: July 13, 2016

Title of Board Item:

Second Presentation and Request for Approval: Tentative Agreement between Taft College Faculty Association ("TCFA/CTA/NEA") and West Kern Community College District ("District") - Canvas Compensation

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 language regarding compensation for full-time or adjunct faculty members that develop and teach an online/hybrid course in Canvas no later than Summer Session 2017. Full time Faculty who develop and teach an online/hybrid course in Canvas shall be eligible to receive two (2) units of salary credit or a \$700 stipend. Adjunct Faculty who develop and teach an online/hybrid course in Canvas shall be eligible to receive a \$700 stipend.

Terms (if applicable):

Summer 2016, Fall 2016, Spring 2017 and Summer 2017

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**

CANVAS COMPENSATION

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 on the process of Canvas compensation.

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 to clarify the process of Canvas compensation as follows:

Full time Faculty who develop and teach an online/hybrid course in Canvas shall be eligible to receive two (2) units of salary credit or a \$700 stipend. Full time faculty members are eligible to receive the units or stipend for only one (1) Canvas course, regardless of how many online/hybrid Canvas courses they develop or teach. The online/hybrid Canvas course must be developed and taught no later than Summer session 2017 to be eligible for the above compensation.

Adjunct Faculty who develop and teach an online/hybrid course in Canvas shall be eligible to receive a \$700 stipend. Adjunct Faculty members are eligible to receive the stipend for only one (1) Canvas course, regardless of how many online/hybrid Canvas courses they develop or teach. The online/hybrid Canvas course must be developed and taught no later than Summer session 2017 to be eligible for the above compensation.

At the end of Summer 2016, Fall 2016, Spring 2017, Summer 2017, the Distance Learning Coordinator will forward a list of faculty members who have developed and taught an online/hybrid course in Canvas to the Office of Instruction. For adjunct faculty members, the Office of Instruction will process the payment of the \$700 stipend. For full time faculty members, the Office of Instruction will contact the faculty member to determine if the faculty member would like to earn two (2) units of salary credit or the \$700 stipend. Faculty members requesting the units will need to complete the salary credit request form. For faculty members requesting the stipend, the Office of Instruction will process the payment of the \$700 stipend.

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: July _____, 2016

Dated: July _____, 2016

Board Approval:

First Presentation: June 8, 2016

Second Presentation/Approval: July 13, 2016

Date: June 28, 2016
Submitted by: Brock McMurray, Interim Superintendent/President
Area Administrator: Brock McMurray, Interim Superintendent/President
Subject: Request for Approval

Board Meeting Date: July 13, 2016

Title of Board Item:

Request for Approval of West Kern Community College District 2018-2023 Capital Outlay Plan.

Background:

Authorization is sought for the EVP of Administrative Services to submit the 2018-2023 Capital Outlay Plan.

The governing board of each community college district is required to prepare and submit to the California Community College Chancellor's Office a plan for capital construction for a five year period commencing with the next proposed year of funding. The Five-Year Construction Plan is an annual summary of current and proposed capital outlay projects. The plan gives the Chancellor's Office a complete picture of the capital improvement projects for the District, enabling the Chancellor's Office to make informed decisions regarding project priorities for State funding. The projects outlined in the Five-Year Construction Plan are consistent with the District's Facilities Master Plan. Please see the attached District Projects Priority Order from the Five Year Construction Plan for your review.

Terms (if applicable):

2018 to 2023.

Expense (if applicable):

N/A

Fiscal Impact Including Source of Funds (if applicable):

N/A

Approved:



Brock McMurray, Interim Superintendent/President

Date: June 30, 2016
Submitted by: Sarah Criss, Executive Assistant to the Superintendent/President
Area Administrator: Brock McMurray, Interim Superintendent/President
Subject: Information Item

Board Meeting Date: July 13, 2016

Title of Board Item:

Information Item – Update of Administrative Procedures and Board Policies

Background:

Board Policy 2410 *Policy and Administrative Procedures* outlines the authority of the Board to establish District policies as well as revise, amend and introduce changes to existing policies. The Board policy further establishes that the Superintendent/President shall annually provide each member of the Board with any revisions since the last time they were provided.

This year, we have reviewed and updated a number of Board policies as well as administrative procedures. The attached list shows the Board policies and administrative procedures which are either new or have been revised and updated since July 1, 2015.

All Board policies and administrative procedures are available online under the Board of Trustees webpage.

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

West Kern Community College District
Administrative Procedures and Board Policies
Reviewed, Revised, and Implemented
July 1, 2015 through June 30, 2016

Administrative Procedures		
Number	Title	Implemented
AP 2712	Conflict of Interest Code	6/16/16
AP 2712	Conflict of Interest Code – Appendix A	2/29/16
AP 2715	Code of Ethics/Standards of Practice	10/27/15
AP 3255	Institutional Effectiveness	2/11/16
AP 3420	Equal Employment Opportunity	4/6/16
AP 3500	Campus Safety	10/20/15
AP 3515	Reporting of Crimes	6/6/16
AP 3516	Registered Sex Offender Information	7/7/15
AP 3518	Child Abuse Reporting	7/16/15
AP 3520	Local Law Enforcement	3/17/16
AP 3530	Weapons on Campus	12/8/15
AP 3540	Sexual and Other Assaults on Campus	6/6/16
AP 3570	Smoking on Campus	12/8/15
AP 3720	Computer and Network Use Procedures – District Employees	6/16/16
AP 3820	Gifts	1/12/16
AP 4105	Distance Learning	9/8/15
AP 5010	Admissions and Concurrent Enrollment	9/8/15
AP 5011	Admission & Concurrent Enrollment of High School & Other Young Adults	5/16/16
AP 5012	International Students	12/28/15
AP 5013	Students in the Military	6/16/16
AP 5015	Residence Determination	12/8/15
AP 5030	Fees	6/6/16
AP 5031	Instructional Materials Fees	7/29/15
AP 5035	Withholding of Student Records	12/28/15
AP 5040	Student Records, Directory Information, and Privacy	10/20/15
AP 5050	Student Success and Student Support	10/20/15
AP 5070	Attendance	12/28/15
AP 5075	Course Adds and Drops	4/27/15
AP 5110	Counseling	10/26/15
AP 5120	Transfer Center	12/15/15
AP 5130	Financial Aid	3/30/16
AP 5140	Disabled Student Programs and Services	6/30/16
AP 5150	Extended Opportunities Programs and Services	7/29/15
AP 5210	Communicable Disease	12/2/15
AP 5300	Student Equity	12/2/15
AP 5410	Associated Student Elections	12/15/15
AP 5420	Associated Students Finance	12/15/15
AP 5510	Off-Campus Student Organizations	3/30/16
AP 5570	Student Credit Card Solicitations	12/15/15
AP 5700	Athletics	7/1/15
AP 5800	Prevention of Identity Theft in Student Financial Transactions	12/28/15
AP 6100	Delegation of Authority	8/28/15
AP 6200	Budget Preparation	5/12/15

AP 6250	Budget Management	5/12/15
AP 6300	District Credit Cards	9/28/15
AP 6400	Financial Audits	2/23/16
AP 6600	Capital Construction	6/29/16
AP 6740	Citizens' Oversight Committee	6/20/16
AP 6750	Parking	6/23/16
AP 7233	Claims for Work Out of Classification	7/14/15
AP 7336	Certification of Freedom from Tuberculosis	7/14/15
AP 7350	Resignations	7/1/15
AP 7400	Travel	10/20/15
AP 7600	College Police or Security	6/30/16

Board Policies		
Number	Title	Implemented
BP 1100	The West Kern Community College District	6/7/16
BP 2015	Student Member(s)	9/10/15
BP 2105	Election of Student Members	5/11/16
BP 2200	Board Duties and Responsibilities	8/25/15
BP 2220	Committees of the Board	10/20/15
BP 2315	Closed Sessions	3/31/16
BP 2330	Quorum and Voting	3/31/16
BP 2410	Board Policies and Administrative Procedures	5/20/16
BP 2430	Delegation of Authority to the Superintendent/President	5/2/16
BP 2431	Superintendent/President Selection	5/2/16
BP 2432	Superintendent/President Succession	5/2/16
BP 2435	Evaluation of Superintendent/President	5/2/16
BP 2715	Code of Ethics/Standards of Practice	10/28/15
BP 2740	Board Education	5/2/16
BP 2745	Board Self-Evaluation	5/2/16
BP 3225	Institutional Effectiveness	2/11/16
BP 3420	Equal Employment Opportunity	4/14/16
BP 3430	Prohibition of Harassment	8/13/15
BP 3500	Campus Safety	10/20/15
BP 3501	Campus Security and Access	10/22/15
BP 3518	Child Abuse Reporting	7/23/15
BP 3520	Local Law Enforcement	6/7/16
BP 3530	Weapons on Campus	12/15/16
BP 3540	Sexual and Other Assaults on Campus	7/13/15
BP 3550	Drug Free Environment and Drug Prevention Program	12/9/15
BP 3570	Smoking on Campus	2/11/16
BP 3720	Computer and Network Use	8/10/15
BP 3810	Claims Against the District	9/23/15
BP 3820	Gifts	3/10/16
BP 4020	Program, Curriculum, and Course Development	6/8/16
BP 4024	Student Learning Outcomes	4/13/16
BP 4220	Standards of Scholarship	6/16/16
BP 5010	Admissions and Concurrent Enrollment	5/11/16
BP 5015	Residence Determination	12/2/15
BP 5020	Non-Resident Tuition	2/11/16
BP 5030	Fees	6/6/06
BP 5035	Withholding of Student Records	12/28/15

BP 5040	Student Records and Directory Information, and Privacy	10/20/15
BP 5052	Open Enrollment	3/25/16
BP 5055	Enrollment Priorities	12/2/15
BP 5110	Counseling	9/8/15
BP 5120	Transfer Center	12/2/15
BP 5150	Extended Opportunity Programs and Services	8/10/15
BP 5205	Student Accident Insurance	12/2/15
BP 5210	Communicable Disease	12/2/15
BP 5300	Student Equity	12/2/15
BP 5400	Associated Students Organizations	2/11/16
BP 5410	Associated Students Elections	2/11/16
BP 5420	Associated Students Finance	2/11/16
BP 5510	Off-Campus Organizations	4/18/16
BP 5570	Student Credit Card Solicitations	12/2/15
BP 5700	Intercollegiate Athletics	9/10/15
BP 5800	Prevention of Identity Theft in Student Financial Transactions	2/11/16
BP 6100	Delegation of Authority , Business and Fiscal Affairs	9/8/15
BP 6200	Budget Preparation	11/1/15
BP 6250	Budget Management	12/9/15
BP 6300	Fiscal Management	5/2/16
BP 6330	Purchasing	5/2/16
BP 6335	District Credit Cards	8/25/15
BP 6340	Bids and Contracts	8/28/15
BP 6400	Financial Audits	4/19/16
BP 6700	Civic Center & Other Facilities Use	6/23/16
BP 6740	Citizens' Oversight Committee	6/20/16
BP 6750	Parking	12/22/15
BP 6800	Safety	3/30/16
BP 7130	Compensation	9/10/15
BP 7335	Health Examinations	6/16/16
BP 7340	Leaves	6/16/16
BP 7350	Resignations	7/1/15
BP 7400	Travel	7/1/15

Date: June 29, 2016
Submitted by: Sarah Criss, Executive Assistant to the Superintendent/President
Area Administrator: Brock McMurray, Interim Superintendent/President
Subject: Request for Approval

Board Meeting Date: July 13, 2016

Title of Board Item:

Resolution 2016/17-01 Consolidation of the Election

Background:

This resolution authorizes the Kern County Auditor-Controller-County Clerk to consolidate West Kern Community College District election items with other districts, city, county or other political subdivisions that will hold elections on the same day and in the same territory as West Kern Community College District. By allowing elections to be consolidated, the District benefits from cost saving while providing a simplified voting process for area voters.

Terms (if applicable):

Expense (if applicable):

Fiscal Impact Including Source of Funds (if applicable):

Approved: 
Brock McMurray, Interim Superintendent/President



**BOARD OF TRUSTEES
WEST KERN COMMUNITY COLLEGE DISTRICT
RESOLUTION 2016/17-01**

CONSOLIDATION OF THE ELECTION

WHEREAS, Pursuant to Section 5322 of the Education Code states that whenever an election is ordered, a school district must notify the County Superintendent of Schools and the County Elections Official a resolution providing the date and the purpose of the election.

WHEREAS, Pursuant to Section 5342 of the Education Code, "Whenever any school district election or community college district election is scheduled to be held on the same day, in the same territory, or in territory that is in part the same, as an election or elections called to be held by any other district, city, county, or other political subdivision, the district election may be either completely or partially consolidated with the election or elections pursuant to Part 3 (commencing with Section 10400) of Division 10 of the Elections Code."

NOW, THEREFORE, BE IT RESOLVED that this governing board does hereby determine:
For the upcoming governing Board of Trustees election in November and for future elections, the Count Superintendent of Schools shall be authorized and requested by copy of this Resolution to consolidate this election with any other election to be held on the same day by political subdivisions whose boundaries are totally or partially contained within this District for the ease and convenience of the voters in casting their ballots and the possible reduction of election costs to this District.

BE IT FURTHER RESOLVED that these policies shall remain in full force and effect until rescinded by this Board.

PASSED AND ADOPTED by the Board of Directors of the West Kern Community College District this 13th day of July, 2016.

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: June 29, 2016
Submitted by: Sarah Criss, Executive Assistant to the Superintendent/President
Area Administrator: Brock McMurray, Interim Superintendent/President
Subject: Request for Approval

Board Meeting Date: July 13, 2016

Title of Board Item:

Resolution 2016/17-02 Candidates' Statement

Background:

This resolution authorizes the Kern County Auditor-Controller-County Clerk to require West Kern Community College District Board of Trustees candidates to pay all candidate statement fees in connection with the election process whether it be printing, handling and mailing materials to voters.

Terms (if applicable):

Expense (if applicable):

Fiscal Impact Including Source of Funds (if applicable):

Approved: 
Brock McMurray, Interim Superintendent/President



**BOARD OF TRUSTEES
WEST KERN COMMUNITY COLLEGE DISTRICT
RESOLUTION 2016/17-02**

CANDIDATES' STATEMENT

WHEREAS, Section 13307 of the Elections Code of the State of California requires this board to adopt certain policies in regard to statements of candidates who run for office as members of the governing board of the district;

NOW, THEREFORE, BE IT RESOLVED that this governing board does hereby determine:

That the cost of printing, handling, and mailing candidates' statements shall be charged to the:

Candidate

That the candidates not be permitted to submit additional materials to be sent to the voter with the sample ballot.

That the candidate statement is limited to 200 words.

BE IT FURTHER RESOLVED that these policies shall remain in full force and effect until rescinded by this Board.

PASSED AND ADOPTED by the Board of Directors of the West Kern Community College District this 13th day of July, 2016.

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



BOARD AGENDA ITEM

Date: June 29, 2016
Submitted by: Sarah Criss, Executive Assistant to the Superintendent/President
Area Administrator: Brock McMurray, Interim Superintendent/President
Subject: Request for Approval

Board Meeting Date: July 13, 2016

Title of Board Item:

Resolution 2016/17-03 Tie Breaking Procedures

Background:

Education Code 5016(b) states that governing boards may establish a tie breaking procedure prior to the date of elections. This resolution authorizes the West Kern Community College District Board of Trustees to determine the winner(s) of an election that results in a tie vote by lot. By choosing a by lot method of selection, the District avoids the expenses incurred by holding a runoff election through the Kern County Auditor-Controller-County Clerk office.

Terms (if applicable):

Expense (if applicable):

Fiscal Impact Including Source of Funds (if applicable):

Approved: 
Brock McMurray, Interim Superintendent/President



**BOARD OF TRUSTEES
WEST KERN COMMUNITY COLLEGE DISTRICT
RESOLUTION 2016/17-03**

TIE BREAKING PROCEDURES

WHEREAS, Pursuant to Section 5016 (b) of the Education Code, "The governing board may either call a runoff election or determine the winner or winners by lot. Prior to conducting any school board election on or after March 1, 1977, the governing board of each school district shall establish which of such procedures is to be employed by the district in the event of a tie vote.";

NOW, THEREFORE, BE IT RESOLVED that this governing board does hereby determine:

In the event of a tie vote during the school board election, the governing board will determine the winner or winners by lot.

BE IT FURTHER RESOLVED that these policies shall remain in full force and effect until rescinded by this Board.

PASSED AND ADOPTED by the Board of Directors of the West Kern Community College District this 13th day of July, 2016.

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: June 30, 2016
Submitted by: Shelley Klein, Assistant to the President
Area Administrator: Brock McMurray, Interim Superintendent/President
Subject: Information Item

Board Meeting Date: July 13, 2016

Title of Board Item:

First Reading – Updated Board Policies:

#1200 – District Mission
#2010 – Board Membership
#2710 – Conflict of Interest
#3520 – Local Law Enforcement
#5140 Disabled Student Programs and Services
#7600 College Police Departments or Campus Security Officers
#7700 – Whistle Blower Protection

Background:

These board policies have been updated as recommended by the legal counsel of Community College League of California Board Policy and Procedure Services.

BP 1200 now states that the mission is evaluated and revised on a regular basis. In addition we corrected the wording on two value statements.

BP 2010 states that a Board member may not serve simultaneously on a high school district governing board whose boundaries are part of our district.

BP 2710 has added “employees” who shall not be financially interested in any contracts made by them in their official capacity.

BP 3520 updated Education Code Section and language regarding written agreements with local law enforcement agencies governing operational responsibilities.

BP 5140 was updated to extended language indicating the DSPPS program shall be the primary provider for academic adjustments, auxiliary aids, service or instruction to students.

BP 7600 was updated to extended language from Education Code stating officers who carry firearms will satisfy training requirements of Penal Code Section 832 and meet other requirements in Education Code Section 72330.5.

BP 7700 was updated to extend protection against retaliation to district employees and applicants whose family member makes a protected disclosure.

These board policies will be presented for the second reading and request for approval at the meeting scheduled for August 10, 2016.

Terms (if applicable):

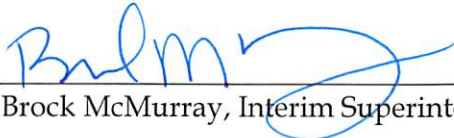
n/a

Expense (if applicable):

n/a

Fiscal Impact Including Source of Funds (if applicable):

n/a

Approved: 
Brock McMurray, Interim Superintendent/President

BP 1200 District Mission and Vision

Reference:

ACCJC Accreditation Standard I.A

~~The vision of the West Kern Community College District is:~~

Our Vision

Taft College instills a passion for learning, leading to success for all.

~~The mission of the West Kern Community College District is:~~

Our Mission

Taft College is committed to creating a community of learners by enriching the lives of all students we serve through career technical education, transfer programs, foundational programs and student support services. Taft College provides an equitable learning environment defined by applied knowledge leading to students' achievement of their educational goals.

~~We value:~~

Our Values

1. Students and ~~evidence of~~ their success
2. A learning community with teaching excellence
3. An environment conducive to learning, fairness, ~~dialog~~ *dialogue*, and continuous improvement
4. A communicative, collaborative, collegial, and respectful culture
5. A partnership of students, faculty, support services, and community
6. Innovation, diversity, creativity, and critical thinking
7. ~~A mutually beneficial relationship with the community we serve~~ Academic, financial, personal, and professional integrity
8. Employees and their professional development
9. A transparent, accessible, participative governance structure.

The mission is evaluated and revised on a regular basis.

BP 2010 Board Membership

Reference:

*Education Code Sections 72023, 72103, and 72104;
ACCJC Accreditation Standard IV.C.6*

The board shall consist of five members elected by the qualified voters of the District. Members shall be elected at large.

Any person who meets the criteria contained in law is eligible to be elected or appointed a member of the Board.

An employee of the district may not be sworn into office as an elected or appointed member of the governing board unless he or she resigns as an employee.

No member of the governing board shall, during the term for which he or she is elected, hold an incompatible office.

No member of the Governing Board shall, during the term for which he or she was elected, be eligible to serve on the governing board of a high school district whose boundaries are coterminous with those of the community college district.

BP 2710 Conflict of Interest

Reference:

Government Code Sections 1090 et seq.; 1126; and 87200, et seq.;
Title 2 Sections 18730 et seq.

Board members **and employees** shall not be financially interested in any contract made ~~by the Board or in any contract they make in their capacity as board~~ **by them in their official capacity, or in any body or board of which they are** members.

A **B**oard member shall not be considered to be financially interested in a contract if his or her interest is limited to those interests defined has remote under Government Code Section 1091 or is limited to interests defined by Government Code Section 1091.5.

A **B**oard member who has a remote interest in any contract considered by the Board shall disclose his or her interest during a board meeting and have the disclosure noted in the official board minutes. The **B**oard member shall not vote or debate on the matter or attempt to influence any other **B**oard member to enter into the contract.

A **B**oard member shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to his or her duties as an officer of the **D**istrict.

In compliance with law and regulation, the Superintendent/President shall establish administrative procedures to provide for disclosure of assets of income of **B**oard members who may be affected by their official actions, and prevent members from making or participating in the making of **B**oard decisions which may foreseeably have a material effect on their financial interest.

Board members shall file statements of economic interest with the filing officer identified by the administrative procedures. Board members are encouraged to seek counsel from the District's legal advisor in every case where any question arises.

See Administrative Procedures AP 2710 & AP 2712

BP 3520 Local Law Enforcement

Reference:

*Education Code Section 67381 and 67381.1;
34 Code of Federal Regulations Section 668.46(b)(4)*

The District on behalf of each campus or center 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, on behalf of each campus or center, has a written agreement with local law enforcement agencies. The agreement clarifies operational responsibilities for investigations of: Part 1 violent crimes, defined by law as willful homicide, forcible rape, robbery, and aggravated assault; sexual assaults, including, but not limited to rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of any of these; and hate crimes as defined by law, occurring at each location.

The written agreement designates which law enforcement agency has operational responsibility for violent crimes, sexual assaults, and hate crimes, and delineates the specific geographical boundaries of each agency's operational responsibility, including maps as necessary.

The written agreements required by the board policy are public records and are made available for inspection by members of the public upon request to Public Safety office. Written agreements shall be reviewed and updated if necessary every five years.

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 5140 *Disabled Student Programs and Services*

References:

Education Code Sections 67310 and 84850;
Title 5 Sections 56000 et seq. ~~and 56027~~

Students with disabilities shall be reasonably accommodated pursuant to federal and state requirements in all applicable programs in the District.

The Disabled Student Programs and Services (DSPS) program shall be the primary provider for academic adjustments, auxiliary aids, services, or instruction support programs and services that facilitate equal educational opportunities for disabled students who can profit from instruction as required by federal and state laws.

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

No student with disabilities is required to participate in the Disabled Student Programs and Services programs.

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

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

See Administrative Procedures AP 5140

BP 7600 Campus Security Officers

Reference:

Education Code Section 72330 et seq.

Government Code Sections 3300 et seq.

The District shall employ campus security officers, who shall provide services as security guards, or patrol persons on or about the campus(es) owned or operated by the District. Their duties include, but are not limited to protecting persons or property, preventing the theft of District property, and reporting any unlawful activity to the District and local law enforcement.

The Superintendent/President shall establish procedures necessary for administration of campus security. In addition, the Superintendent/President shall enter into an agreement with local law enforcement, which includes that campus security officers shall cooperate with local law enforcement in performing their duties.

Every campus security officer who works more than twenty hours per week shall complete a course of training developed by the Bureau of Security and Investigative Services of the Department of Consumer Affairs as required by Education Code Section 72330.5.

Every campus security officer shall meet other requirements set out in Education Code Section 72330.5 (b). *If an officer is required to carry a firearm, he or she shall also satisfy the training requirements of Penal Code Section 832.*

Every campus security officer shall meet other requirements set out in Education Code Section 72330.5.

See Administrative Procedures **AP 7600**

BP 7700 Whistleblower Protection

References:

Education Code Sections 87160-87164;
Labor Code section 1102.5;
Government Code sSection 53296;
Private Attorney General Act of 2004 (Labor Code Section 2698);
Affordable Care Act (29 U.S. Code Section 218C)

The Superintendent/President shall establish procedures regarding the reporting and investigation of suspected unlawful activities by District employees, and the protection from retaliation of those who make such reports in good faith and/or assist in the investigation of such reports. For the purposes of this policy and any implementing procedures, "unlawful activity" refers to any activity-intentional or negligent-that violates state or federal law, local ordinances, or District policy.

The procedures shall provide that individuals are encouraged to report suspected incidents of unlawful activities without fear of retaliation, that such reports are investigated thoroughly and promptly, remedies are applied for any unlawful practices and protections are provided to those employees who, in good faith, report these activities and/or assist the District in its investigation.

Furthermore, District employees shall not:

1. Retaliate against an employee or applicant for employment who has made a protected disclosure, assisted in an investigation, or refused to obey an illegal order; or
2. *Retaliate against an employee or applicant for employment because the employee or applicant is a family member of a person who has made a protected disclosure, assisted in an investigation, or refused to obey and illegal order.*
3. Directly or indirectly use or attempt to use the official authority or influence of his or her position for the purpose of interfering with the right of an applicant or an employee to make a protected disclosure to the District. The District will not tolerate retaliation, and will take whatever action may be needed to prevent and correct activities that violate this policy, including discipline of those who violate it up to and including termination.

See Administrative Procedures 7700

Today's Date: 6/28/2016
Submitted by: Norberto Lopez - Curriculum Technician
Area Executive Manager: Mark Williams, Vice President of Instruction
Subject: Board Item - Request for Approval

Board Meeting Date: July 13, 2016

Title of Item:

Program Updates

Background:

Math and Science Division

The Math and Science division has revised the following degrees to reflect the inactivation of courses as well as title and unit changes:

- Liberal Arts: Health and PE
- AA in Physical Education
- Liberal Arts: Allied Health
- AS: Life Science
- Liberal Arts: Math and Science
- Liberal Arts Natural Science-Life Science
- AS: Physical Science
- Liberal Arts: Natural Science - Physical Science

The Math and Science division has revised the following degree to reflect the addition of the Beginning Golf course:

- AA-T Kinesiology

Fiscal Implication:

None.

Approved:  _____

Mark Williams, Vice President of Instruction

Liberal Arts: Health and PE

Requirements	Dept. Name/ #	Name	Units	CSU GE	IGETC	Sequence	
Select 18 units from the following: <u>Required Courses</u>	BIOL 2250	Human Anatomy	5	5C	B3	Yr 2 Fall	
	BIOL 2255	Human Physiology	3				
	BIOL 2256	Human Physiology Lab	2				
	BIOL 2257	Human Physiology with Lab	5				
	<u>HLED 1510</u>	<u>Principles of Healthful Living</u>	3	E		Yr 1 Fall	
	BIOL 2370	Basic Nutrition	3				
	PHED 1644	Introduction to Physical Education	3			Yr 1 Fall	
	PSYC 1500	Introduction to Psychology	3				
	RECR 1510	Introduction to Recreation	3				
	RECR 1516	Outdoor Recreation	3				
	SPCH 1511	Fundamentals of Speech	3				
	PHED 1539	Fundamentals of Baseball	3				
	PHED 1643	Sports Officiating	3				
	PHED 1646	Techniques in Athletic Taping I	1				
	PHED 1649	Beginning Athletic Training	3				
	PHED 2149	Techniques in Athletic Taping II	1				
	Of the 18 units, a maximum of 6 can be selected from the list below: <u>Electives from the following:</u>	<u>PHED 1505</u>	<u>Women's Intercollegiate Golf</u>	<u>2 to 4</u>			
		<u>PHED 1506</u>	<u>Men's Intercollegiate Golf</u>	<u>2 to 4</u>			
PHED 1507		Intercollegiate Softball	2 to 4				
PHED 1508		Women's Intercollegiate Basketball	2 to 4				
PHED 1509		Women's Intercollegiate Volleyball	2 to 4				
PHED 1510		Women's Intercollegiate Soccer	2 to 4				
PHED 1511		Men's Intercollegiate Soccer	2 to 4				
PHED 1514		Intercollegiate Baseball	2 to 4				
PHED 1522		Exercising for Fitness	1 or 2				
PHED 1523		Beginning Weight Lifting and Physical Fitness	1				
PHED 1524		Softball	1 or 2				
<u>PHED 1525</u>		<u>Beginning Golf</u>	<u>1 or 2</u>				
PHED 1525		Self-Defense	1				
PHED 1526		Golf	1				
PHED 1527		General Physical Education Activities	1				
PHED 1528		Beginning Volleyball	1 or 2				
PHED 1529		Water Aerobics	1				
PHED 1530		Aerobic Exercise	1				
PHED 1531		Foundations for Movement	1				
PHED 1532		Low Impact Aerobics	1				
PHED 1533		Walking for Fitness	1				
PHED 1534		Basketball and Physical Fitness	2				
PHED 1535		Baseball and Physical Fitness	1 or 2				
PHED 1537		Baseball/Softball and Physical Fitness	1				
PHED 1542		Beginning Soccer	1 or 2				
<u>PHED 1623</u>		<u>Intermediate Weight Lifting and Physical Fitness</u>	<u>1</u>				
<u>PHED 1629</u>		<u>Intermediate Water Aerobics</u>	<u>1</u>				
<u>PHED 1632</u>		<u>Intermediate Low Impact Aerobics</u>	<u>1</u>				
<u>PHED 1723</u>		<u>Advanced Weight Lifting and Physical Fitness</u>	<u>1</u>				
<u>PHED 1724</u>		<u>Offseason Intercollegiate Softball</u>	<u>1 or 2</u>				

Liberal Arts: Health and PE

	<u>PHED 1725</u>	<u>Offseason Intercollegiate Golf</u>	<u>1 or 2</u>			
	<u>PHED 1728</u>	<u>Offseason Intercollegiate Volleyball</u>	<u>1 or 2</u>			
	<u>PHED 1729</u>	<u>Advanced Water Aerobics</u>	<u>1</u>			
	<u>PHED 1732</u>	<u>Advanced Low Impact Aerobics</u>	<u>1</u>			
	<u>PHED 1734</u>	<u>Offseason Intercollegiate Basketball and Physical Fitness</u>	<u>1</u>			
	<u>PHED 1735</u>	<u>Offseason Intercollegiate Baseball and Physical Fitness</u>	<u>.5, 1, or 2</u>			
	<u>PHED 1742</u>	<u>Offseason Intercollegiate Soccer</u>	<u>1 or 2</u>			
	<u>PHED 1823</u>	<u>Elite Weight Lifting and Physical Fitness</u>	<u>1</u>			
	<u>PHED 2505</u>	<u>Advanced Women's Intercollegiate Golf</u>	<u>2 to 4</u>			
	<u>PHED 2506</u>	<u>Advanced Men's Intercollegiate Golf</u>	<u>2 to 4</u>			
	<u>PHED 2507</u>	<u>Advanced Intercollegiate Softball</u>	<u>2 to 4</u>			
	<u>PHED 2508</u>	<u>Advanced Women's Intercollegiate Basketball</u>	<u>2 to 4</u>			
	<u>PHED 2509</u>	<u>Advanced Women's Intercollegiate Volleyball</u>	<u>2 to 4</u>			
	<u>PHED 2510</u>	<u>Advanced Women's Intercollegiate Soccer</u>	<u>2 to 4</u>			
	<u>PHED 2511</u>	<u>Advanced Men's Intercollegiate Soccer</u>	<u>2 to 4</u>			
	<u>PHED 2514</u>	<u>Advanced Intercollegiate Baseball</u>	<u>2 to 4</u>			
	<u>BIOL 2370</u>	<u>Basic Nutrition</u>	<u>3</u>			
	<u>PHED 1539</u>	<u>Fundamentals of Baseball</u>	<u>3</u>			
	<u>PHED 1643</u>	<u>Sports Officiating</u>	<u>3</u>			
	<u>PHED 1646</u>	<u>Techniques in Athletic Taping I</u>	<u>1</u>			
	<u>PHED 1649</u>	<u>Beginning Athletic Training</u>	<u>3</u>			
	<u>PHED 2149</u>	<u>Techniques in Athletic Taping II</u>	<u>1</u>			
	<u>BIOL 2370</u>	<u>Basic Nutrition</u>	<u>3</u>			
	<u>BIOL 2257</u>	<u>Human Physiology with Lab</u>	<u>5</u>	5C	B3	
Major Total	18 units					
Local GE Pattern	25 units					
Electives	22 units					
Total Degree (maximum)	60 units					

AA: Physical Education

Requirements	Dept. Name/ Name	Units CSU GE
Required Courses:		
	BIOL 2250 Human Anatomy	5 B3
	PHED 1644 Introduction to Physical Education	3
	<u>BIOL 2257</u> <u>Human Physiology with Lab</u>	<u>5</u> B3
	 Electives	 <u>5</u> 40
Electives from the following:		
	BIOL 2255 Human Physiology	3
	BIOL 2256 Human Physiology Lab	2
	CHEM 1510 Introductory College Chemistry	4 B1
	HLED 1510 Principles of Healthful Living	3
	RECR 1510 Introduction to Recreation	3
	PHED 1539 Fundamentals of Baseball	3
	PHED 1643 Sports Officiating	3
	PHED 1646 Techniques in Athletic Taping I	1
	PHED 1649 Beginning Athletic Training	3
	PHED 2149 Techniques in Athletic Taping II	1
	PHYS 1510 Descriptive Physics	3
	HLED 1510 Principles of Healthful Living	3 E
 Physical education activity courses (limit 6 units)		
	<u>PHED 1505</u> <u>Women's Intercollegiate Golf</u>	<u>2 to 4</u>
	<u>PHED 1506</u> <u>Men's Intercollegiate Golf</u>	<u>2 to 4</u>
	PHED 1507 Intercollegiate Softball	2 to 4
	PHED 1508 Women's Intercollegiate Basketball	2 to 4
	PHED 1509 Women's Intercollegiate Volleyball	2 to 4
	PHED 1510 Women's Intercollegiate Soccer	2 to 4
	PHED 1511 Men's Intercollegiate Soccer	2 to 4
	PHED 1514 Intercollegiate Baseball	2 to 4
	PHED 1522 Exercising for Fitness	1 or 2
	PHED 1523 Beginning Weight Lifting and Physical Fitness	1
	PHED 1524 Softball	1 or 2
	<u>PHED 1525</u> <u>Beginning Golf</u>	<u>1 or 2</u>
	PHED 1525 Self-Defense	1
	PHED 1526 Golf	1
	PHED 1527 General Physical Education Activities	1
	PHED 1528 Beginning Volleyball	1 or 2
	PHED 1529 Water Aerobics	1
	PHED 1530 Aerobic Exercise	1
	PHED 1531 Foundations for Movement	1
	PHED 1532 Low Impact Aerobics	1
	PHED 1533 Walking for Fitness	1
	PHED 1534 Basketball and Physical Fitness	2
	PHED 1535 Baseball and Physical Fitness	1 or 2
	PHED 1537 Baseball/Softball and Physical Fitness	1
	PHED 1542 Beginning Soccer	1 or 2
	<u>PHED 1623</u> <u>Intermediate Weight Lifting and Physical Fitness</u>	<u>1</u>

AA: Physical Education

<u>PHED 1629</u>	<u>Intermediate Water Aerobics</u>	<u>1</u>
<u>PHED 1632</u>	<u>Intermediate Low Impact Aerobics</u>	<u>1</u>
<u>PHED 1723</u>	<u>Advanced Weight Lifting and Physical Fitness</u>	<u>1</u>
<u>PHED 1724</u>	<u>Offseason Intercollegiate Softball</u>	<u>1 or 2</u>
<u>PHED 1725</u>	<u>Offseason Intercollegiate Golf</u>	<u>1 or 2</u>
<u>PHED 1728</u>	<u>Offseason Intercollegiate Volleyball</u>	<u>1 or 2</u>
<u>PHED 1729</u>	<u>Advanced Water Aerobics</u>	<u>1</u>
<u>PHED 1732</u>	<u>Advanced Low Impact Aerobics</u>	<u>1</u>
<u>PHED 1734</u>	<u>Offseason Intercollegiate Basketball and Physical Fitness</u>	<u>1</u>
<u>PHED 1735</u>	<u>Offseason Intercollegiate Baseball and Physical Fitness</u>	<u>.5, 1, or 2</u>
<u>PHED 1742</u>	<u>Offseason Intercollegiate Soccer</u>	<u>1 or 2</u>
<u>PHED 1823</u>	<u>Elite Weight Lifting and Physical Fitness</u>	<u>1</u>
<u>PHED 2505</u>	<u>Advanced Women's Intercollegiate Golf</u>	<u>2 to 4</u>
<u>PHED 2506</u>	<u>Advanced Men's Intercollegiate Golf</u>	<u>2 to 4</u>
PHED 2507	Advanced Intercollegiate Softball	2 to 4
PHED 2508	Advanced Women's Intercollegiate Basketball	2 to 4
PHED 2509	Advanced Women's Intercollegiate Volleyball	2 to 4
PHED 2510	Advanced Women's Intercollegiate Soccer	2 to 4
PHED 2511	Advanced Men's Intercollegiate Soccer	2 to 4
PHED 2514	Advanced Intercollegiate Baseball	2 to 4

	18 units
Major Total	18
Local GE Pattern	25
Electives	22
Total Degree (maximum)	60

AA: Physical Education

IGETC	Sequence
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5C	Yr 2 Fall
	Yr 1 Fall
5C	Yr 2 Spr

5A

A.A. Liberal Arts Area of Emphasis Allied Health

Requirements (select 18 units from the following)	Dept. Name/#	Name	Units	CSU -GE	IGETC	Sequence
	BIOL 2250	Human Anatomy	5	B2	Area 5	Yr 1, Spr
	BIOL 2255	Human Physiology	3	B2	Area 5	
	BIOL 2256	Human Physiology Lab	2	B3	Area 5	
	BIOL 2257	Human Physiology with Lab	5	B2	5B	Yr 2, Fall
	BIOL 2260	General Microbiology	5	B2	Area 5	Yr 2, Spr
	BIOL 2370	Basic Nutrition	3			Yr 1, Spr
	HLED 1541	Medical Terminology	3			Yr 1, Fall
	HLED 1542	Basic Pharmacology	2			
Maximum of one course to be selected from the following:	BIOL 1500	Fundamentals of Biology	3	B1	Area 5	Yr 1, Fall
	BIOL 1501	Fundamentals of Biology Lab	2	B3	Area 5	
	BIOL 1510	Fundamentals of Biology with Lab	5	B2	5B	Yr 1, Fall
	BIOL 1513	Introduction to Environmental Studies with Lab	4	B1	Area 5	Yr 1, Fall
	CHEM 1510	Introduction to College Chemistry	4	B1	Area 5	Yr 1, Fall
	CHEM 2108	Organic Chemistry	3			
	CHEM 2109	Organic Chemistry Laboratory	2			
	CHEM 1520	Introduction to Organic and Biochemistry	4			Yr 1, Spr
	CHEM 2211	General Chemistry	5	B1	Area 5	Yr 2, Fall
	CHEM 2212	General Chemistry and Qualitative Analysis	5			Yr 2, Spr
	PSYC 1500	Introduction to Psychology	3	D9	Area 4	Yr 1, Spr
	PSYC 2200	Elementary Statistics for Behavioral and Social Sciences	4	B4	Area 2	Yr 2, Spr
STAT 1510	Elementary Statistics	5	B4	Area 2	Yr 2, Spr	

REQUIRED MAJOR UNITS: 18
 LOCAL TRANSFER PATTERN:
 ELECTIVES:
 TOTAL: 60



**Taft College
Life Science**

Requirements	Dept.Name/#	Name	Units	CSU GE	IGETC	Sequence
Select 18 units from the following:	BIOL 1500	Fundamentals of Biology	3	B2	5B	Yr 1, Fall
	BIOL 1501	Fundamentals of Biology with Lab	1	B3	5C	
	BIOL 1510	Fundamentals of Biology with Lab	4	B2	5B	Yr 1, Fall
	BIOL 1513	Introduction to Environmental Studies with Lab	4	B1	5A	Yr 1, Fall
	BIOL 2201	Introductory Biology-Cells	4	B2	5B	Yr 2, Fall
	BIOL 2202	General Zoology	5	B2	5B	Yr 2, Spr
	BIOL 2203	General Botany	4	B2	5B	Yr 2, Fall
	BIOL 2204	Introduction to Vertebrate Zoology	5	B2	5B	
	BIOL 2250	Human Anatomy	5	B2	5B	Yr 1, Spr
	BIOL 2255	Human Physiology	3	B2	5B	
	BIOL 2256	Human Physiology Lab	2	B3	5C	
	BIOL 2257	Human Physiology with Lab	5	B2	5B	Yr 2, Fall
	BIOL 2260	General Microbiology	5	B2	5B	Yr 2, Spr
BIOL 2370	Basic Nutrition	3			Yr 1 Spr	

A.A. Liberal Arts Area of Emphasis: Math and Science

Requirements Required Core Select 18 units from the following:	Dept. Name/#	Name	Units	CSU -GE	IGETC	Sequence
Select a minimum of one course from the following:	MATH 1500	Math for a Modern Society—A Liberal Arts Course	4	B4	Area 2	Yr 1, Spr
	MATH 1520	Finite Mathematics	3	B4	Area 2	Yr 1 Spr
	MATH 1530	Plane Trigonometry	3 <u>4</u>	B4		Yr 1 Fall
	MATH 1540	Precalculus Mathematics	4	B4	Area 2	Yr1 Spr
	MATH 1560*	Introduction to Mathematical Analysis	4	B4	Area 2	Yr 1 Spr
	MATH 2100	Analytical Geometry and Calculus I	5	B4	Area 2	Yr 1 Spr
	MATH 2120	Analytical Geometry and Calculus II	4			Yr 2 Fall
	MATH 2130	Analytical Geometry and Calculus III	4			Yr 2 Spr
	MATH 2140	Ordinary Differential Equations	4			Yr 2 Spr
	STAT 1510	Elementary Statistics	5	B4	Area 2	Yr 2 Fall

Select a minimum of one course from the following:	ASTR 1511	Introduction to Astronomy with Lab	4	B1	Area 5
	BIOL 1500	Fundamentals of Biology	3	B2	Area 5
	BIOL 1504	Fundamentals of Biology Laboratory	1	B3	Area 5
	BIOL 1510	Fundamentals of Biology with Lab	4		
	BIOL 1513	Introduction to Environmental Studies with Lab	4	B2	Area 5
	BIOL 2201	Introductory Biology- Cells	4	B2	Area 5
	BIOL 2202	General Zoology	5	B2	Area 5
	BIOL 2203	General Botany	4	B2	Area 5
	BIOL 2204	Introduction to Vertebrate Zoology	5	B2	Area 5
	BIOL 2250	Human Anatomy	5	B2	Area 5
	BIOL 2255	Human Physiology	3	B2	Area 5
	BIOL 2256	Human Physiology Laboratory	2	B3	Area 5
	BIOL 2257	Human Physiology with Laboratory	5		
	BIOL 2260	General Microbiology	5	B2	Area 5
	BIOL 2370	Basic Nutrition	3		
	CHEM 1510	Introductory College Chemistry	4	B3	Area 5
	CHEM 2408	Organic Chemistry	3		
	CHEM 2409	Organic Chemistry Laboratory	2		
	CHEM 1520	Introductory to Organic and Biochemistry	4		
	CHEM 2211	General Chemistry	5	B1	Area 5
	CHEM 2212	General Chemistry and Qualitative Analysis	5		
	ESCI 1520	Introduction to Earth Science Lecture and Lab	4	B3	Area 5
	GEOG 1510	Physical Geography	3	B1	Area 5
	GEOL 1500	Introduction to Geology	4	B1	Area 5
	GEOL 1501	Historical Geology	4	B1	Area 5
	PHYS 1510	Descriptive Physics	3	B4	Area 5
	PHYS 2201	General Physics (Non-Calculus)	4		
	PHYS 2202	General Physics (Non-Calculus)	4		
	PHYS 2221	General Physics (Calculus)	4	B1	Area 5
	PHYS 2222	General Physics (Calculus)	4		
PHYS 2223	General Physics (Calculus)	4			
PSCI 1520	Introduction to Physical Science Lecture and Lab	4	B3	Area 5	

* MATH 1560, BSAD 1560, or ECON 1560

Total units: 18

Taft College
Area of Emphasis: Natural Science- Life Science

Requirements	Dept.Name/#	Name	Units	CSU GE	IGETC	Sequence
Select 18 units from the following:	BIOL 1500	Fundamentals of Biology	3	B2	5B	Yr 1, Fall
	BIOL 1501	Fundamentals of Biology with Lab	4	B3	5C	
	BIOL 1510	Fundamentals of Biology with Lab	4	B2	5B	Yr 1, Fall
	BIOL 1513	Introduction to Environmental Studies with Lab	4	B1	5A	Yr 1, Fall
	BIOL 2201	Introductory Biology-Cells	4	B2	5B	Yr 2, Fall
	BIOL 2202	General Zoology	5	B2	5B	Yr 2, Spr
	BIOL 2203	General Botany	4	B2	5B	Yr 2, Fall
	BIOL 2204	Introduction to Vertebrate Zoology	5	B2	5B	
	BIOL 2250	Human Anatomy	5	B2	5B	Yr 1, Spr
	BIOL 2255	Human Physiology	3	B2	5B	
	BIOL 2256	Human Physiology Lab	2	B3	5C	
	BIOL 2257	Human Physiology with Lab	5	B2	5B	Yr 2, Fall
BIOL 2260	General Microbiology	5	B2	5B	Yr 2, Spr	
BIOL 2370	Basic Nutrition	3			Yr 1 Spr	
Select a minimum of one course from the following:	CHEM 2108	Organic Chemistry	3			Yr 1, Spr
	CHEM 2109	Organic Chemistry Lab	2			
	CHEM 1520	Introduction to Organic and Biochemistry	4			
	CHEM 2211	General Chemistry	5	B3	5A	Yr 2, Fall
	CHEM 2212	General Chemistry and Qualitative Analysis	5			Yr 2, Spr
	GEOL 1500	Introduction to Geology	4	B1	5A	Yr 1, Spr
	GEOL 1501	Historical Geology	4	B1	5A	Yr 2, Fall
	MATH 1540	Precalculus Mathematics	4	B4	2	Yr 1, Spr
	MATH 2100	Analytical Geometry and Calculus I	5	B4	2	Yr 2, Fall
	PHYS 2201	General Physics (Non-Calculus)	4	B1	5A	
	PHYS 2202	General Physics (Non-Calculus)	4		5A	
	STAT 1510	Elementary Statistics	5	B4	2	Yr 2, Spr
	PHYS 2221	General Physics I (Calculus)	4	B1	5A	Yr 2, Fall
PHYS 2222	General Physics II (Calculus)	4			Yr 2, Spr	

A.S. Physical Science

Requirements	Dept. Name/#	Name	Units	CSU -GE	IGETC	Sequence
Required Core (select 18 units from the following)	ASTR 1511	Introduction to Astronomy with Lab	4	B1	Area 5	Yr 1, Fall
	CHEM 1510	Introduction to College Chemistry	4	B1	Area 5	Yr 1, Fall
	CHEM 2211	General Chemistry	5	B1	Area 5	Yr 2, Fall
	CHEM 2212	General Chemistry and Qualitative Analysis	5			Yr 2, Spr
	CHEM 2250	Quantitative Analysis	4			Yr 2, Spr
	GEOG 1510	Physical Geography	3			Yr 1, Spr
	GEOL 1500	Introduction to Geology	4	B3	Area 5	Yr 1, Fall
	GEOL 1501	Historical Geology	4	B3	Area 5	Yr 1, Spr
	PHYS 1510	Descriptive Physics	3	B1	Area 5	
	PHYS 2201	General Physics (Non-Calculus)	4	B3		
	PHYS 2202	General Physics (Non-Calculus)	4			
	PHYS 2221	General Physics (Calculus)	4	B1	Area 5	Yr 2, Fall
	PHYS 2222	General Physics (Calculus)	4			Yr 2, Spr
	PSCI 1520	Introduction to Physical Science Lecture and Lab	4	B1	Area 5	Yr 1, Spr

Required Core Total: 18 units
TOTAL UNITS: 18 units

A.A. Liberal Arts Area of Emphasis Natural Science- Physical Science

Requirements	Dept. Name/#	Name	Units	CSU -GE	IGETC	Sequence
Required Core (select 18 units from the following)	ASTR 1511	Introduction to Astronomy with Lab	4	B1	Area 5	Yr 1, Fall
	CHEM 1510	Introduction to College Chemistry	4	B1	Area 5	Yr 1, Fall
	CHEM 2108	Organic Chemistry	3		Area 5	
	CHEM 2109	Organic Chemistry Laboratory	2			
	CHEM 1520	Introduction to Organic and Biochemistry	4			Yr 1, Spr
	CHEM 2211	General Chemistry	5	B1	Area 5	Yr 2, Fall
	CHEM 2212	General Chemistry and Qualitative Analysis	5			Yr 2, Spr
	CHEM 2250	Quantitative Analysis	4			Yr 2, Spr
	ESCI 1520	Introduction to Earth Science Lecture and Lab	4	B1	Area 5	Yr 1, Spr
	GEOG 1510	Physical Geography	3	B1	Area 5	Yr 1, Fall
	GEOL 1500	Introduction to Geology S	4	B1	Area 5	Yr 1, Spr
	PHYS 1510	Descriptive Physics	3	B1	Area 5	
	PHYS 2201	General Physics (Non-Calculus)	4	B3		
	PHYS 2202	General Physics (Non-Calculus)	4			
	PHYS 2221	General Physics (Calculus)	4	B1	Area 5	Yr 2, Fall
	PHYS 2222	General Physics (Calculus)	4			Yr 2, Spr
	PHYS 2223	General Physics (Calculus)	4			
PSCI 1520	Introduction to Physical Science Lecture and Lab	4	B1	Area 5	Yr 1, Spr	
Maximum of one course to be selected from the following:	MATH 1520	Precalculus Mathematics	4	B4	Area 2	Yr 1, Fall
	MATH 2100	Analytical Geometry and Calculus I	5	B4	Area 2	Yr 1, Spr
	STAT 1510	Elementary Statistics	5	B4	Area 2	Yr 2, Fall

Required Core Total: 18 units
 TOTAL UNITS: 18 units

Transfer Model Curriculum (TMC) Template for Kinesiology
 CCC Major or Area of Emphasis: Kinesiology
 TOP Code: 127000
 CSU Major(s): Kinesiology
 Total Units: 20 (all units are minimum semester units)

Template # 1008
 Rev. 5: 09/01/14

In the four columns to the right under the **College Program Requirements**, enter the college's course identifier, title and the number of units comparable to the course indicated for the TMC. If the course may be double-counted with either CSU-GE or IGETC, enter the GE Area to which the course is articulated. To review the GE Areas and associated unit requirements, please go to Chancellor's Office Academic Affairs page, RESOURCE section located at:

<http://extranet.cccco.edu/Divisions/AcademicAffairs/CurriculumandInstructionUnit/TransferModelCurriculum.aspx>

or the ASSIST website:

http://web1.assist.org/web-assist/help/help-csu_ge.html.

The units indicated in the template are the **minimum** semester units required for the prescribed course or list. All courses must be CSU transferable. **All courses with an identified C-ID Descriptor must be submitted to C-ID prior to submission of the Associate Degree for Transfer (ADT) proposal to the Chancellor's Office.**

Where no C-ID Descriptor is indicated, discipline faculty should compare their existing course to the example course(s) provided in the TMC at:

<http://www.c-id.net/degreereview.html>

Attach the appropriate ASSIST documentation as follows:

- *Articulation Agreement by Major (AAM)* demonstrating lower division preparation in the major at a CSU;
- *CSU Baccalaureate Level Course List by Department (BCT)* for the transfer courses; and/or,
- *CSU GE Certification Course List by Area (GECC)*.

The acronyms *AAM*, *BCT*, and *GECC* will appear in **C-ID Descriptor** column directly next to the course to indicate which report will need to be attached to the proposal to support the course's inclusion in the transfer degree. To access ASSIST, please go to <http://www.assist.org>.

Associate in Arts in Kinesiology for Transfer Degree						
College Name: Taft College						
TRANSFER MODEL CURRICULUM (TMC)			COLLEGE PROGRAM REQUIREMENTS			
Course Title (units)	C-ID Descriptor	Course ID	Course Title	Units	GE Area	
					CSU	IGETC
REQUIRED CORE: (14 units)						
Introduction to Kinesiology (3)	KIN 100	KINE 1500	Introduction to Kinesiology	3		
Human Anatomy with Lab (4) AND Human Physiology with Lab (4)	BIOL 110B AND BIOL 120B	BIOL 2250 BIOL 2257 or BIOL 2255 BIOL 2256	Human Anatomy Human Physiology with Lab Human Physiology Human Physiology Laboratory	5 5 3 2	B2/ B3	5B/5 C 5B 5C
OR Human Anatomy and Physiology with Lab (8)	OR BIOL 115S					
Movement-Based Courses (3 unit minimum) Select one course maximum from any three of the following areas:						
Area 1: Aquatics	AAM	PHED 1529	Water Aerobics	1		
Area 2: Combatives	AAM					
Area 3: Dance	AAM					
Area 4: Fitness	AAM	PHED 1523	Beginning Weight Lifting and Physical Fitness	1		

		PHED 1532	Low Impact Aerobics	1		
		PHED 1533	Walking for Fitness	1		
Area 5: Individual Sports	AAM	PHED 1525	Beginning Golf	1-2		
Area 6: Team Sports	AAM	PHED 1524	Softball	1-2		
		PHED 1528	Beginning Volleyball	1-2		
		PHED 1534	Basketball and Physical Fitness	2		
		PHED 1535	Baseball and Physical Fitness	1-2		
		PHED 1542	Beginning Soccer	1-2	E	
LIST A: Select two (6 units)						
Introduction to Statistics (3)	MATH 110	STAT 1510	Elementary Statistics	5	B4	2
OR						
Introduction to Statistics in Sociology (3)	SOCI 125	PSYC 2200	Elementary Statistics for the Behavioral and Social Sciences	4	B4	2
Human Biology (4)	AAM					
Survey of General, Organic, and Biological Chemistry (5)	AAM	CHEM 2211	General Chemistry	5	B1	5A
OR						
General Chemistry for Science Majors I with Lab (5)	CHEM 110					
Algebra/Trigonometry-Based Physics A (4)	PHYS 105	PHYS 2221	General Physics (Calculus)	4	B1	5A
OR						
Calculus-Based Physics for Scientists and Engineers: A (4)	PHYS 205					
First Aid and CPR (3)	KIN 101					
Total Units for the Major:	20	Total Units for the Major:		24-27		
Total Units that may be double-counted <i>(The transfer GE Area limits must <u>not</u> be exceeded)</i>				10-11	7-10	
General Education (CSU-GE or IGETC) Units				39	37	
Elective (CSU Transferable) Units				4-8	3-9	
Total Degree Units (maximum)				60		

Date: June 28, 2016
Submitted by: Norberto Lopez - Curriculum Technician
Area Administrator: Mark Williams, VP of Instruction
Subject: Request for Approval

Board Meeting Date: July 13, 2016

Title of Board Item:

Course Revisions

Background:

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

Liberal Arts Division

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

ART	1610	Advanced Design
ART	1625	Color Theory

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

ARTH	2030	Survey of Asian Art
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Social Science Division

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

ECEF	1653	Discipline Techniques for Preschool Children
ECEF	1654	Discipline Techniques for School-Age Children and Adolescents
ECEF	1660	School-Age Curriculum for Before and After School Programs/Interpersonal Relationships
ECEF	1661	School-Age Curriculum for Before and After School Programs/Activities
ECEF	1662	School-Age Curriculum for Before and After School Program/Theory
ECEF	2021	Introduction to Primary Grade Classroom

Math and Science Division

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

DNTL 1511	Oral Radiology
DNTL 1512	Head and Neck Anatomy
DNTL 1513	Dental Health Education/Seminar
DNTL 1514	Introduction to Clinic
DNTL 2025	Patient Management and Geriatrics
DNTL 2026	Nutrition in Dentistry
DNTL 2130	Periodontics
DNTL 2133	Advanced Clinical Topics
DNTL 2240	Periodontics II
DNTL 2245	Ethics and Jurisprudence

Fiscal Impact Including Source of Funds (if applicable):

None

Approved: _____



Mark Williams, VP of Instruction

Revised by: ~~—~~ S. Swenson
Reviewed by: ~~D. Rodenhouse~~ Rodenhauser
Date revised: Spring 2016
Approval date: February 8, 2010
Text Update: March 25, 2013

Art (ART) 1610 Advanced Design (3Units) CSU:UC
[formerly Art 12B]

Prerequisite: Successful completion of Art 1600 with a grade of “C” or higher

Prerequisite knowledge and skills: Before entering this course, a student should be able to:

1. explain the basic principles of design,
2. identify ways to achieve good design as covered in the course,
3. identify tools of visual language as covered in the course,
4. project solutions to assigned problems in design through the application of design principles,
5. assess critically outcomes of his or her own designs as well as those of other students,
6. select from alternative solutions the better design and explain the reason for the selection based on principles of design,
7. demonstrate a moderate skill in painting and composition,
8. define terms associated with design and various art techniques,
9. explain basic principles of color theory,
10. identify families of shape and ways to relate shape,
11. anticipate problems of design when specific limitations are imposed, and
12. extrapolate solutions to design in the wide variety of practical art as practiced in the home, commerce, communications and industry.

Total Hours: ~~32-24~~ hours lecture; 72 64 hours lab (96 hours total)

Catalog Description: The creative use of principles of color and design in three-dimensional forms, including the use of natural, abstract and historical design motifs, provide the subject matter for this course. Additional art supplies may be required. -C-ID: ARTS 101

Type of Class/Course: Degree Credit

Text: Pentak, Stephen, Richard Roth, and David A. Lauer. *Design Basics: 2D and 3D*. 8th ed. Boston, MA: ~~Wadsworth~~/Cengage, 2013. Print.

Additional Required Materials: A list of required art materials will be provided to each student with the syllabus on their first day of attendance.

Course Objectives:

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

1. explain the basic principles of design,
2. identify ways to achieve good design as covered in the course,
3. identify tools of visual language as covered in the course,

4. project solutions to assigned problems in design through the application of design principles and three-dimensional form,
5. assess critically outcomes of his or her own designs as well as those of other students,
6. select from alternative solutions the better design and explain the reason for the selection based on principles of design,
7. demonstrate a moderate skill in painting and construction of three-dimensional projects,
8. define terms associated with design and various art techniques,
9. explain basic principles of color theory,
10. identify families of shape and ways to relate shape,
11. anticipate problems of design when specific limitations are imposed, and
12. extrapolate solutions to design in the wide variety of practical art as practiced in the home, commerce, communications and industry.

Course Scope and Content:

Unit I Three-dimensional Design Fundamentals

- A. Unity
- B. Balance
- C. Contrast
- D. Emphasis
- E. Harmony
- F. Repetition (rhythm, pattern)
- G. Variety

Unit II Problems in Real and Illusionary Space

- A. Shallow Relief
- B. 5-Sided Relief
- C. Three-dimension
- D. Three-dimension and Transparency
- E. Three-dimension and Movement

Unit III Exploration of Materials

- A. Paper
- B. Cardboard
- C. Wood
- D. Plaster
- E. Metal

Course Scope and Content (Laboratory):

| Unit I _____ Safety Hazards

- A. Proper use of tools such as files, and X-ACTO knives
- B. Proper storage and disposal of materials such as glue and plaster

| Unit II _____ Application of Knowledge

- A. Application of knowledge of elements of art and design principles while completing assignments.
- B. Application of knowledge about the different materials used for three dimensional works of art.

Unit III _____ Skill Practice

- A. Skill practice with the appropriate tools
- B. Skill practice with the appropriate materials

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 3 hours per week outside of the regular class time doing the following:

1. Skill practice
2. Completing required reading
3. Problem solving activity or exercise

Methods of Instruction:

1. Assigned projects
2. Individual criticism
3. Group criticism in open discussions
4. Student exhibitions

Methods of Evaluation:

1. Skill demonstrations, including:
 - a. class performance,
 - b. design problems in class
 - c. portfolio
2. Other examinations, including:
 - a. true/false
 - b. short answer

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:	100200: Art (Painting, Drawing, and Sc
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



TAFTCOLLEGE

Taft College General Education:	LHUM: Local GE Humanities
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Prepared By: ~~Dacey Vander Wal~~
Reviewed By: ~~Sonja Swenson~~ D Rodenhauser
Date Prepared: ~~Spring 2016~~ February 28, 2012
~~C & G Ed approval: April 9, 2012~~
~~Board Approved: May 10, 2012~~
Text Update: December 10, 2012

Art (ART) 1625 Color Theory (3 Units) CSU:UC

Prerequisite: None

Total Hours: ~~32~~ 24 hours lecture; 48-72 hours lab (80 hours total)

Catalog Description: This course focuses on the principles, theories, and applications of additive and subtractive color in two dimensions. Topics will include major historical and contemporary color systems, production of projects in applied color, and utilize the elements and principles of design as they apply to color. Additional art materials may be required. C-ID: ARTS 270

Type of Class/Course: Degree Credit

Text: Zilanski, Paul J. and Mary Pat Fisher. *Color*. 6th ed. New York: Prentice-Hall, 2010. Print.

Additional Required Materials: A list of required art materials will be presented to the student the first day of attendance.

Course Objectives:

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

1. Create aesthetically complete designs and images that demonstrate a working knowledge of color systems and color organization, while concentrating on the elements and principles of design,
2. Successfully use principles of color perception in light, vision, and understand how the brain processes color,
3. Apply value, hue, intensity (chroma), and color temperature in compositions,
4. Demonstrate additive and subtractive color (light and paint) in works of art,
5. Explain the relationships between color and composition,
6. Explain color usage in contemporary art and design,
7. Make individual aesthetic decisions and judgments related to their own artwork,
8. Skillfully use a variety of artistic materials, techniques and tools,
9. Independently produce finished color assignments that demonstrate an understanding of color theory and principles in the history of art,
10. Comprehend and describe how color is perceived biologically, psychologically, culturally, symbolically, and intuitively,
11. Demonstrate skill in a variety of drawing and painting media, and
12. Identify elements and principles of design in a visual composition.

Course Scope and Content:

Unit I History of Color and the Development of the Color Palette
A. Color systems and color organization

5. Student exhibitions

Methods of Evaluation:

1. Skill demonstrations, including:
 - a. Participation and performance on projects in class
 - b. Projects written assignments, quizzes, essays and reports
 - c. Oral presentation group and individual critiques in oral and written formats
 - d. Class work portfolio
 - e. Student Exhibition/Culminating Project

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:

<u>TOP Code:</u>	<u>100210: Painting and Drawing</u>
<u>SAM Priority Code:</u>	<u>E: Non-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>I: 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>E: Credit By Exam</u>
<u>Eligible for Pass/No Pass:</u>	<u>C: Pass/No Pass</u>
<u>Taft College General Education:</u>	<u>NONE</u>

Created by: ~~_____~~ S. Swenson

Reviewed by: D. Rodenhauser

Date reviewed: ~~April 4, 2015~~ Spring 2016

C & GE approval: ~~May 11, 2015~~

Board approval: ~~_____~~ June 10, 2015

Text Update: May 1, 2012

Semester Effective: ~~Spring 2016~~

Art History (ARTH) 2030 Survey of Asian Art (3 Units) CSU:UC

Pre-requisite: Eligibility for English 1500

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

1. use correct grammar, syntax, and punctuation,
2. develop the ability to organize written expression in formal, clear language,
3. demonstrate correct mechanics of sentence structure and punctuation,
4. develop an awareness of levels of language,
5. demonstrate concrete evidence of an increased vocabulary,
6. demonstrate the ability to interpret and analyze written passages of increasing difficulty,
7. effectively self-evaluate written work,
8. compose coherent essays,
9. analyze the fundamentals of term paper techniques and library use.
10. interpret meaning of vocabulary in context,
11. recognize main ideas, determine implied main ideas, and the central point,
12. identify supporting details,
13. discriminate among transitions that involve addition, cause and effect, comparison and/or contrast, examples, and time,
14. distinguish between facts and opinions,
15. determine logical inferences by drawing conclusions,
16. identify an author's purpose and tone,
17. evaluate arguments,
18. apply reading strategies to other academic courses, and
19. analyze and synthesize appropriate information in the library for a basic research assignment.

Total Hours: 48 hours lecture

Catalog Description: This course is a survey of the arts of Asia. Sacred and secular art forms of India, Southeast Asia, China, Japan and Korea will be explored in this course.

Text: O'Riley, Michael Kampen. *Art Beyond the West*. 2nd ed. New York: Prentice Hall. 2006. Print.
OR

Kleinger, Fred S. *Gardner's Art through the Ages: Non-Western Perspectives*. 14th ed. Boston: Wadsworth, 2013. Print.

Additional Required Materials: none

Course Objectives:

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



1. critically analyze a work of art and identify the style of the work of art,
2. critically analyze a work of art and identify the period and geographic location of creation of the work of art,
3. analyze and identify the major stylistic traits of a period or cultural group,
4. critically analyze the form and content of a work of art,
5. evaluate art as a necessary adjunct to society in its power to reflect, to react to, and to anticipate religious and secular attitudes and trends,
6. identify the major stylistic traits of an artist when appropriate,
7. analyze periods in terms of paintings, sculpture and architecture associated with specific periods,
8. define terms common in architecture, sculpture and painting for the periods covered,
9. identify political and social events which influenced art in the periods covered,
10. using knowledge of style and culture, formulate a chronological sequence of the periods covered,
11. analyze periods in terms of painting, sculptural, and architectural style associated with specific periods and how that style reflects the cultural values of the specific period or area,
13. synthesize their accumulated knowledge of art and analyze slides of unfamiliar works for the purpose of attributing the object to a particular artist, style or period.

Course Scope and Content:

Unit I Introduction

- A. Art History
- B. Art and cultural values
- C. Sacred and secular ~~art forms~~ art forms

Unit II India and Southeast Asia

- A. ~~Indus~~ Indus Valley
- B. Buddhist Art
- C. Hindu Art
- D. Jain Art and Architecture
- E. Islamic India
- F. Colonial India

Unit III China

- A. Neolithic Period (C. 7–2250 BCE)
- B. He Xia Dynasty (C. 2205–1700 BCE) AND
- C. Period of Warring States (480–221 BCE)
- D. Qin Dynasty (221–206 BCE)
- E. Han Dynasty (206 BCE–220 CE)
- F. Six Dynasties (220–589 CE)
- G. Sui Dynasty (589–618 CE)
- H. Tang Dynasty (618–907 CE)
- I. Five Dynasties (907–960)
- J. Yuan Painting
- K. Ming Dynasty (1368–1644)
- L. Qing Dynasty (1644–1911)
- M. Modern China (FROM 1911)

Unit IV Japan and Korea

- A. Jomon Period (C. 12,000–300 BCE)
- B. Yayoi Period (300 BCE–300 CE)
- C. Kofun Period (300–710 CE)
- D. Korea: Three Kingdoms Period (57 BCE–688 CE)
- E. Asuka Period (552–645 CE)
- F. Heian Period (794–1185)
- G. Koryo Korea (918–1392) and Kamakura Period (1185–1333)
- H. Muromachi (Ashikaga) Period (1392–1573)
- I. Momoyama Period (1573–1615)
- J. Tokugawa (Edo) Period (1615–1868)
- K. Meiji Restoration (1868–1912)
- L. Modern Period (FROM 1912)

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 assignments
2. Studying
3. Reading and analyzing the published material for the essay assignment
4. Viewing assigned videos

Methods of Instruction:

1. Lectures with slides
2. Class discussion
3. Assigned readings
4. Individual critical thinking assignments

Methods of Evaluation:

- ~~1. Written essays, assignments, and /or research projects~~
- ~~2. Essay exams~~
- ~~3. Classroom discussions~~
- ~~4. Objective exams~~
- ~~5. Projects and presentations~~
- ~~6. Quizzes~~
 - ~~1. Objective and Essay Examinations~~
 - ~~2. Essay assignments based on the student's critical reading and analysis of the selected published materials or DVDs and library research projects~~

Supplemental Data:

TOP Code:	100200: Art (Painting, Drawing, and Sc
SAM Priority Code:	E: Non-Occupational
Distance Education:	Online; Offline
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:	CSC1: CSU Area C1 IG3A: IGETC Area 3A LHUM: Local GE Humanities

- B. Colors, palettes and materials
- C. Identifying and understanding color mixtures

- Unit II The Perception of Color
- A. Light, vision, and how the brain understands color
 - B. Value, hue, intensity (chroma), and color temperature
 - C. Additive and subtractive color (light and paint)
 - D. Color and composition

- Unit III Cultural Influences on Color Usage
- A. Color usage in contemporary art and design
 - B. Color and Technology

- Unit IV Creative Use of Color
- A. Ascertaining personal technique
 - B. Relating personal technique with appropriate subject matter
 - C. Critical evaluation and critique of class projects

Course Scope and content (Laboratory):

- Unit I Safety Hazards
- A. Safe use of drawing and painting tools
 - B. Safe storage and disposal of drawing and painting materials and fixatives
- Unit II Application of Knowledge
- A. Appropriate use of drawing and painting tools
 - B. Appropriate use of supports when using drawing and painting media
- Unit III Skill Practice
- A. Skill practice with drawing and painting tools
 - B. Skill practice with drawing and painting media

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 3-5 hours per week outside of the regular class time doing the following:

1. Skill and technique practice
2. Problem solving activity or exercise

Methods of Instruction:

1. Activity and assigned projects
2. Individual and group criticism
3. Class Discussions
4. Demonstrations

Prepared by: ~~—~~ L. Drageo
 Reviewed by: ~~—~~ R. Roth
 Reviewed by: ~~—~~ N. Buzzell
 Prepared by B. Roth
 Reviewed by S. Eveland
 Date Reviewed: Spring 2016

Date Reviewed: Fall 1999

Early Care, Education and Family Studies (ECEP) 1653 Discipline Techniques for Preschool Children (1Unit) CSU

[formerly Early Childhood Education 1653; Early Childhood Education 18C]

Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended

Total Hours: 16 hours lecture

Catalog Description: This course is designed to assist ~~Family Child Care Providers~~ early care and education and teachers in a children's center ~~convert children's conflicts to positive feelings, transform classroom disputes,~~ in addressing challenging behavior in the classroom. ~~help~~ Students will learn ~~This course teaches strategies for fostering empathy and respect among children~~ develop empathy toward peers; demonstrate effective and appropriate approaches and responses to conflict, and how to assess and develop classroom environments that are sensitive to both culture and diverse abilities. Emphasis will be placed on teaching problem solving skills, conflict resolution strategies, positive reinforcement, and guidance and discipline techniques that are respectful of the child and family.

Type of Class/Course: Degree Credit

Textbook: Essa, Eva. What to Do When: Practical Guidance for Challenging Behaviors in the Preschool. 6th Edition. Thomson Delmar Learning, 2008.

Cherry, Clare. Please Don't Sit On The Kids Alternatives to Punitive Discipline. Belmont, CA: Fearon Pittman Publishers, Inc., 1983.

Marian C. Marion. Guidance of Young Children 9th ed. New York: Pearson, 2015. Pearson, New York.

Course Objectives:

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

1. ~~understand and divert~~ address conflicts among young children,
2. assist children in developing respect and "other-esteem" ~~or~~ empathy toward each other,
3. identify and develop skills for assessing relationships, social skills and behavior,
4. understand and explain why ~~that~~ conflicts are learning opportunities,
5. ~~_____ demonstrate~~ appropriate ~~responses, transformations and re-direction~~ and techniques for guiding ~~and young children.~~
6. explain the importance of teaching children problem solving and conflict resolution skills.
7. analyze and describe the role environment, curriculum and teachers have on behavior, and
8. ~~_____ demonstrate~~ awareness and sensitivity to diverse abilities and cultures. ~~for all special needs.~~

Course Scope and Content

Unit I Developmental and Theoretical Foundation

- A. Child Development
- B. Behaviorism
- C. Psychoanalytic Theory
- D. Maslow Hierarchy of Needs

Unit II ~~It's High Time...Conflicts Intervention~~ Behavior is a Message

- A. Unmet Needs
- B. Lack of fit with the Environment, Schedule, and People
- C. Lack of Skill/Ability
- D. Emotional Immaturity or Instability
- E. Temperament/Personality
- F. Special Need

Unit III ~~It's Mine...Possession Disputes~~ Strategies for Pro-social Behavior

- A. Guidance Techniques
- B. Redirection
- C. Problem Solving with the Child
- D. Emotional Break or Time Away
- E. Emotional Self -Regulation
- F. Conflict Resolution Skills
- G. Communication

Unit IV ~~Look at Me...Attention Getting~~ Working with the Family

- A. Family Meetings and Teamwork
- B. The Importance of Consistency
- C. Respecting Culture

Unit IV ~~Who's in Charge...Power Struggles~~ Tools for Assessment

- A. Running Record
- B. Anecdotal
- C. Behavior Log
- D. Other

Unit VI ~~I Don't Like You...Personality Clashes~~ Environments and Curriculum

- A. Developmentally Appropriate Environments
- B. Developmentally Appropriate Practice
- C. The impact environment and curriculum have on behavior

Unit VI ~~Why Won't You Let Me...Access Struggles~~

Unit VII ~~Bang, Bang, You're Dead...Aggressive Dramatic Play~~

Unit VIII ~~Don't Call Me Stupid...Name-Calling Conflicts~~



Unit IX ——— It's Not My Fault...Blaming Conflicts

Unit X ——— It Works...End Results

Learning Activities Required Outside of Class:

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

1. ~~Designing and using activities from the workbooks~~ Completing required assignments
2. Completing required reading
3. Writing in their journals

Methods of Instruction:

1. Films or videos when available
2. Workshops
3. Visiting specialists
4. Class presentations
5. Readings and evaluations
6. Peer interactions and problem solving

Methods of Evaluation:

1. Written assignments, including
 - a. journal entries
 - b. self-assessment inventory on class presentations
2. Skill demonstrations, including
 - a. presentations
3. Other examinations, including
 - a. essay
 - b. oral

Supplemental Data:

<u>TOP Code:</u>	<u>130540: Preschool Age Children</u>
<u>SAM Priority Code:</u>	<u>C: Clearly Occupational</u>
<u>Distance Education:</u>	<u>Online; Offline</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>E: Credit By Exam</u>
<u>Eligible for Pass/No Pass:</u>	<u>C: Pass/No Pass</u>
<u>Taft College General Education:</u>	<u>NONE</u>

Course Objectives:

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

1. Describe challenges school age children and adolescents face,
2. understand and ~~divert~~ explain strategies for resolving conflicts among children and adolescents;
32. assist children in developing "other-esteem" or empathy and respect toward each other,
43. develop skills for assessing developmental needs and relationships,
54. understand that conflicts are learning opportunities, and identify programs and curricula designed for teaching and encouraging prosocial behavior,
65. analyze and demonstrate appropriate responses s;to conflict and challenging behaviors, and transformations and re-direction ttechniques,
and
76. demonstrate awareness for all special needs-how to create a school climate respectful of individual needs, abilities and culture.

Course Scope and Content:

Unit I Developmental Needs and Issues of School Age Children and Adolescents

- A. Theory
- B. Developmental Issues
- C. Risky Behavior, Peer Pressure, Moral Development, Stress and Self Esteem

Unit II Foundations of a Guidance Approach and Discipline

- A. The Guidance Tradition
- B. Discipline Techniques ~~_____ Mistaken Behavior~~
- C. Guidance: The Bottom Line ~~_____ Consequences that are Respectful~~

Unit III Building the Encouraging Classroom and Respectful School Climate

- A. Creating a Climate for the Encouraging Classroom
- B. Organizing the Encouraging Classroom ~~_____ Programs and Resources~~
- C. Managing the Encouraging Classroom ~~_____ The Role of the Teacher and Parent~~
- D. Leadership Communication with the Group ~~_____ between Home and School~~
- E. Leadership Communication with the Individual

Unit IVH Solving Problems in the Encouraging Classroom

- A. Guiding Children to Solve Social Problems ~~_____ Problem Solve~~
- B. Problem Solving ~~_____ Mistaken Behavior~~ Teaching Conflict Resolution Skills
- C. Guidance through Intervention ~~_____ Respectful Consequences~~
- D. Natural and Logical Consequences
- ED. Liberation Teaching ~~_____ Including Children and Adolescents~~

Unit IV What I Can Do, in Advance, to Avoid Problems

- A. Your Manner Affects Children's Behavior
- B. But Problems are Sure to Occur
- C. Talking with Children: What to Say, How to Say It
- D. Where Do I Go from Here

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. Designing and using activities from the workbooks
2. Completing required reading
3. Writing in their journals

Methods of Instruction:

1. Films of videos when available
2. Workshops
3. Visiting specialists
4. Class presentations
5. Readings and evaluations
6. Peer interactions and problem solving

Methods of Evaluation:

1. Written assignments, including
 - a. journal entries
 - b. self-assessment inventory on class presentations
2. Skill demonstrations, including
 - a. presentations
3. Other examinations, including
 - a. essay
 - b. oral

Supplemental Data:

<u>TOP Code:</u>	<u>130550: The School Age Child</u>
<u>SAM Priority Code:</u>	<u>C: Clearly Occupational</u>
<u>Distance Education:</u>	<u>Online; Offline</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>E: Credit By Exam</u>
<u>Eligible for Pass/No Pass:</u>	<u>C: Pass/No Pass</u>
<u>Taft College General Education:</u>	<u>NONE</u>

Prepared by: L. Drageo
Date prepared: Fall 1999
Revised by: M. Beasley
Reviewed by: B. Roth
Reviewed by: S. Eveland
Approval date: May 10, 2010
Revised by: B. Roth
Reviewed by: S. Eveland
Reviewed by: M. Beasley
Date Revised: April 2016

Early Care, Education and Family Studies (ECE) 1660 School-Age Curriculum for Before and After School Programs/Interpersonal Relationships (1 Unit) CSU
[formerly Early Childhood Education 1660; Early Childhood Education 48A]

Advisory: Eligibility for English 1500 strongly recommended

Total Hours: 16 hours lecture

Catalog Description: This course is designed for instruction in the methods and principles of teaching school-age children in before and after school programs. Emphasis is on planning the program, building self-esteem in children, creating peaceful environments, and ~~instructing students on recognizing and working with~~ learning how to develop prosocial skills. ~~This course will cover how to establish an environment with respect for individual learning styles and abilities, and respecting diverse cultures in school-age children.~~

Type of Class/Course: Degree Credit

Text: ~~(Individual Workbooks)~~

~~Levin, Diane E. Teaching Young Children in Violent Times. 2nd Ed. NAEYC, 2003.~~

~~Borman Fink, Dale. Discipline in School-Age Care: Control the Climate, Not the Children. School-Age Notes. 2004.~~

~~Whitaker, David L. Multiple Intelligences & After-School Environments: Keeping ALL Children in Mind. School-Age Notes, 2002.~~

~~Newman, Roberta L. Building Relationships with Parents and Families in School-Age Programs: Resources for Staff Training and Program Planning. 2nd Ed. School-Age Notes, 2008.~~

Click, Phyllis M. and Jennifer Parker. *Caring for School-Age Children.* Boston: Cengage, 2012. Print.

Armstrong, Linda J. and Christine A. Schmidt. *Great After School Programs and Spaces that Wow.* St. Paul: Redleaf P, 2013. Print.

Additional Required 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 a before or after school program in the elementary grades,
2. compare and contrast the developmental learning ~~stages~~ styles and diversity of elementary school children,
3. ~~apply the techniques for facilitating~~ facilitate positive interactions between school-age children, parents, and ~~others~~, adults working in a school-age environment,
4. ~~demonstrate critical thinking and college-level writing skills, and identify and use strategies for building relationships among children and promoting conflict resolution skills~~
5. ~~evaluate and discuss the vocational skills needed in order to successfully care for children in a before or after school care program.~~

Course Scope and Content

- | | |
|----------|--|
| Unit I | Planning the School-Age Program <ol style="list-style-type: none"> A. Setting up the Environment B. Curriculum |
| Unit II | School-Age Theory and Practice <ol style="list-style-type: none"> A. Historical and Theoretical Foundations B. Understanding Developmental Levels |
| Unit III | Self-Esteem Activities for the Elementary Grades <ol style="list-style-type: none"> <u>A. Social Skills</u> A.B. Self-Identity and Esteem B.C. Respecting Oneself C.D. Community Building |
| Unit IV | Creating a Peaceful Environment <ol style="list-style-type: none"> A. Conflict Resolution B. Guidance and Discipline |
| Unit V | How to Reach and Teach Children <ol style="list-style-type: none"> A. Special needs <u>and Abilities</u> B. Diverse backgrounds <u>C. Multiple Intelligences</u> <u>C.D. Different Learning Styles</u> |

Learning Activities Required Outside of Class:

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

1. Designing and using activities from the workbooks
2. Completing required reading

3. Studying handouts
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 on class presentations
2. Skill demonstrations, including
 - a. Presentations
3. Other examinations, including
 - a. Essay
 - b. Oral

Supplemental Data:

TOP Code:	130550: The School Age Child
SAM Priority Code:	C: Clearly Occupational
Distance Education:	Online; Offline
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:	E: Credit By Exam
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	NONE

Prepared By: ~~L. Drago~~
Date Prepared: ~~Fall 1999~~
Revised by: ~~M. Beasley~~
Reviewed by: ~~B. Roth~~
Reviewed by: ~~S. Eveland~~
Text update: ~~April 22, 2010~~
Approval date: ~~May 10, 2010~~
Revised by: B. Roth
Reviewed by: S. Eveland
Reviewed by: M. Beasley
Date Revised: April 2016

Early Care, Education and Family Studies (ECE) 1661 School-Age Curriculum for Before and After School Programs/Activities (1 Unit) CSU
[formerly Early Childhood Education 1661; Early Childhood Education 48B]

Advisory: Eligibility for English 1500 strongly recommended

Total Hours: 16 hours lecture

Catalog Description: This course is designed for instruction in the methods and principles of teaching school-age children in before and after school programs. Emphasis is on planning the program, gathering resources, developing curriculum and designing appropriate environments. ~~Students will explore. This course will cover curriculum approaches appropriate for children in before and after school programs with special emphasis on physical activities and games, music and movement, creative and performing arts, literacy development, and the importance of establishing healthy relationships. in math, science, creative movement, computers and language arts, with a focus on differing abilities and ethnicity.~~

Type of Class/Course: Degree Credit

Text: (Individual Workbooks)

~~Blakley, Blau, Brady, Streibert, Zavitkovsky, Zavitkovsky. Activities for School Age Child Care. Washington D.C.: National Association for the Education of Young Children, Revised Ed.~~

~~Wheeler, Ron. Creative Resources for Elementary Classrooms and School Age Programs. Delmar Publishers, 1997.~~

~~Haas-Foletta, Karen, Cogley, Michele, and Ottolini-Geno, Lori. School Age Ideas & Activities for After-School Programs. 2nd ed.. School Age Notes, 2005.~~

~~National Institute on Out-of-School Time. Links to Learning: A Curriculum Planning Guide for After-School Programs. School Age Notes, 2005.~~

~~Bumgarner, Marlen and Haughey, Mary Hoshiko. Working with School Age Children. 2nd Edition. Pearson. 2017.~~

~~Harms, Thelma, Jacobs, Ellen V. and White, Donna R. School Age Care Environment Rating Scale. Readleaf Press. Teacher's College Press. 1995.~~

Bumgarner, Marlen and Mary Hoshiko Haughey. *Working with School Age Children*. 2nd ed.

Boston: Pearson, 2017. Print.

Harms, Thelma, Ellen Vineberg Jacobs, and Donna R. White. *School-Age Care Environment*

Rating Scale. New York: Teacher's College P. 2013. Print.

Additional Required Materials: None

Course Objectives:

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

1. provide examples of sensitivity to and awareness of diversity in teachers, children, and families,
2. explain the maintenance of a safe, health, and developmentally appropriate environment for school-age children,
3. apply techniques for encouraging the use of whole body movements for increasing health in children, and
4. provide examples of activities in science and math for elementary children.

Course Scope and Content:

Unit I First Steps in Teaching Creative Dance to Children Curriculum and Environments

- A. Understanding Music and Movement
- B. Dance Activities
- C. Blocks and Dramatic Play
- D. Creative Experiences
- E. Literacy
- F. Math and Science
- G. Getting Outdoors

Unit II Creative Resources for Elementary Classrooms and School-Age Programs in a Classroom Environment

- A. Understanding How Children Learn
- B. The Significance of Play
- B-C. Curriculum Tools and Resources

Unit III The Best of Wonder Science Activities for Elementary Students Assessment and Evaluation

- A. Using the SACERS (School Age Environmental Rating Scale)
- B. Using Assessment for Making Changes and Improvements
- A. Recognizing the Science Moment
- B. Science Activities

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. Designing and using activities from the workbooks
2. Completing required reading
3. Studying handouts

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 on class presentations
2. Skill demonstrations, including
 - a. Presentations
3. Other examinations, including
 - a. Essay
 - b. Oral

Supplemental Data:

TOP Code:	130550: The School Age Child
SAM Priority Code:	C: Clearly Occupational
Distance Education:	Online; Offline
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:	E: Credit By Exam
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	NONE

Prepared by: L. Drago
Date prepared: Fall 1999
Revised by: M. Beasley
Reviewed by: B. Roth
Reviewed by: S. Eveland
Approval date: May 10, 2010
Revised by: B. Roth
Reviewed by: S. Eveland
Reviewed by: M. Beasley
Date Revised: April 2016

Early Care, Education and Family Studies (ECE) 1662 School-Age Curriculum for Before and After School Programs/Theory (1 Unit) CSU
[formerly Early Childhood Education 1662; Early Childhood Education 48C]

Advisory: Eligibility for English 1500 strongly recommended

Total Hours: 16 hours lecture

Catalog Description: This course is designed for instruction in the methods and principles of teaching school-age children in before and after school programs. ~~Emphasis is on creative movement in a classroom environment, developing programs for all children in a school-age environment, working with diversity issues, developing resources for school-age programs, and understanding theories of development and differing abilities in children.~~ the theoretical and historical foundations on which quality programs are built and curricula and environments are established. This course will cover different types of programs and approaches to before and after school care including the importance of establishing and anti-bias, respectful environment.

Type of Class/Course: Degree Credit

Text: (Individual Workbooks)

~~Whitaker, David L. Multiple Intelligences & After-School Environments: Keeping ALL Children in Mind. School-Age Notes, 2002.~~

~~Webb, Dean; Mertha, Arlene; and Jordan, K. Forbis. Foundations of American Education, 6th ed. Merrill, 2010.~~

~~Bumgarner, Marlen and Haughey, Mary Hoshiko. Working with School Age Children. 2nd Edition. Pearson. 2017.~~

Bumgarner, Marlen and Mary Hoshiko Haughey. *Working with School Age Children.* 2nd ed.

Boston: Pearson. 2017. Print.

Additional Required 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 a before or after school program in the elementary grades,
2. compare and contrast the developmental learning stages of elementary school children,
3. apply techniques for facilitating positive interactions between school-age children, parents, and other adults,
4. working in a school-age environment,
5. provide examples of sensitivity to and awareness of diversity in teachers, children, and families,
6. maintain a safe, healthy, and developmentally appropriate environment for school-age children,
7. demonstrate critical thinking and college level writing skills, and
8. evaluate and discuss the vocational skills needed in order to successfully care for children in a before or after school care program.

Course Scope and Content:

- | | |
|----------|---|
| Unit I | <u>Theory and Developmental Foundations</u>
<u>A. Cognitive, Behavioral and Psychoanalytic Theories</u>
B. Developmental Foundations, Issues and Challenges
C. Experiences in Movement Activities for School-Age Children
A. Physical Fitness Curriculum
B. Making Healthy Choices |
| Unit II | Schools for All-Awareness of Diversity Issues
<u>A. Understanding Culture</u>
<u>B. Understanding Diversity</u>
<u>C. Learning Styles and Ability</u>
<u>D. The Impact of SES and Home Life</u>
<u>E. Working with Families</u> |
| Unit III | <u>Practical Guidelines, Materials, and Activities for Implementing a Quality School-Age Child Care Program</u>
<u>A. Curriculum</u>
<u>B. Instruction</u>
<u>C. Developing Appropriate Environments</u>
<u>D. Meeting Individual and Collective Needs</u>
B-E. Working with Others |

Learning Activities Required Outside of Class:

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

1. Designing and using activities from the workbooks
2. Completing required reading
3. Studying handouts

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 on class presentations
2. Skill demonstrations, including
 - a. presentations
3. Other examinations, including
 - a. essay
 - b. oral

Supplemental Data:

TOP Code:	130550: The School Age Child
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



TAFTCOLLEGE

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

Prepared by: ~~L. Drago~~
Date prepared: ~~Fall 1999~~
Revised by: ~~M. Beasley B. Roth~~
Reviewed by: ~~B. Roth M. Beasley~~
Reviewed by: S. Eveland
Approval date: ~~April 12, 2010~~
Date Reviewed: April 29, 2016

Early Care, Education and Family Studies (ECEP) 2021 Introduction to the Primary Grade Classroom (3 units) CSU

[formerly Early Childhood Education 2021; Early Childhood Education 48D]

Prerequisite: Successful completion in Psychology 2003 with a grade of “C” or higher

Advisory: Eligibility for English 1500 strongly recommended

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

1. understand ways in which prenatal development influences later growth and development,
2. describe growth and development characteristics from birth,
3. discuss major theories and principles of human development as it relates to behavior in children,
4. understand principal scientific methods used in the study of child development,
5. understand significant research which has contributed to the establishment of developmental principles,
6. relate learning in child development to personal life experience,
7. demonstrate a sensitivity to the special needs of children at developmental levels, and
8. understand the issue of diversity in children and families.

Total Hours: 32 hours lecture; 48 hours lab (80 hours total)

Catalog Description: An introduction to elementary education through exploration of curricula used in various kindergarten through third grade classrooms. Weekly interaction with children and teachers throughout the semester while researching various educational theories and developing appropriate activities and lesson plans is a part of this course.

Type of Class/Course: Degree Credit

Text: ~~(Individual Workbooks)~~

~~Kellough, Richard D. What Every Teacher Should Know About Your First Year of Teaching: Guidelines for Success. 5th ed. Merrill, 2009.~~

~~Parkay, Forrest W. and B. Hardeastle. Becoming a Teacher. 8th ed. Merrill 2010.~~

~~Gunning, Thomas G. Creating Literacy Instruction for All Students, 7th ed. Allyn & Bacon, 2010.~~

~~Campbell, Duane E. Choosing Democracy: A Practical Guide to Multicultural Education,~~

4th ed. Allyn & Bacon, 2010.

~~Rand, Muriel K. Giving It Some Thought: Cases for Early Childhood Practice. National Association for the Education for Young Children: Washington, D.C., 2000.~~

~~Guillaume, Andrea M. K-12 Classroom Teaching: A Primer for New Professionals. Pearson. 5th Edition. 2016.~~

Guillaume, Andrea M. *K-12 Classroom Teaching: A Primer for New Professionals.* Boston:

Pearson. 5th ed. 2016, Print.

Additional Required Materials: None

Course Objectives:

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

1. work in a classroom setting with children from age 5 to 8-years-old,
2. develop a weekly lesson plan for school-age children,
3. ~~present~~ identify and apply various child development theories,
4. ~~evaluate~~ analyze the appropriateness of various classroom scenarios,
5. utilize curriculum materials designed for use in primary grade classrooms,
6. access resources available to student teachers/teachers,
7. understand the importance of observation and assessment,
8. understand the various assessment tools used in primary grade classrooms,
9. clearly understand and explain the stages of development in children age 5 to 8-years-old,
10. evaluate behavioral modification strategies and discipline techniques used in primary grade classrooms,
11. appreciate and celebrate the uniqueness of individual children and their families (including: culture, special need, socioeconomic status, religion, and language),
12. demonstrate critical thinking and college level writing skills, and
13. evaluate and discuss the vocational skills needed in order to successfully care for children in a primary grade setting.

Course Scope and Content:

Unit I Working with the Primary Grade Teachers
A. Understanding California State Standards ~~Common Core State Standards~~
B. ~~Teaching Strategies~~ Strategies

Unit II Curriculum and Planning
A. Literacy
B. Math
C. Social Studies, Science and Health
D. Music and Movement
~~D~~.E. Assessment and Evaluation



- Unit III Classroom Management
 - A. Guidance Techniques
 - B. Discipline
 - C. Positive Reinforcement

- Unit IV Observation and Assessment
 - A. Tools and Strategies
 - A-B. Smarter Balance (testing tool – Common Core)

- Unit V Theory and Development
 - A. Historical and Theoretical Foundations
 - B. Understanding Developmental Levels

- Unit VI Diversity in the Classroom
 - A. Culture
 - B. Working with Families Style
 - C. Special Needs
 - C-D. Learning Styles and Needs

- Unit VII Transitional Kindergarten
 - A. Understanding Legislation
 - B. Teacher Requirements
 - C. Model Programs

~~Lab Content: Students will spend 48 hours observing and assisting an elementary classroom teacher~~

Course Scope and Content: (Laboratory)

- Unit I Observation:
 - A. Class Room Management
 - B. Planning and Instruction
 - C. Collaboration Among Peers

- Unit II Assist:
 - A. Daily Classroom Routines
 - B. Lesson Planning
 - C. Reading and Language Development

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. Studying
2. Skill practice
3. Completing required reading
4. Problem solving activities
5. Written assignments

Methods of Instruction:

1. Lab activities as assigned
2. Group discussions and problem solving
3. Theoretical Analysis
4. Lecture-demonstration

Methods of Evaluation:

1. Journal writing
2. Students will demonstrate knowledge through group discussion
3. Observation of lab activities
4. Written assignments

Supplemental Data:

TOP Code:	130500: Child Development/Early Care a
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



TAFTCOLLEGE

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

Prepared by: D. Champion
Reviewed by: S. Eastman
Reviewed by: ~~M. Westwiek~~
E. Hershkowitz
Reviewed by: ~~S. Jennings~~
D. Champion
Reviewed by: K. Donovan
Date Reviewed: ~~Fall 1999~~
Spring 2016
Text Updated: ~~March 22, 2011~~
January 12, 2015

Dental Hygiene (DNTL) 1511 Oral Radiology (2 Units) CSU
[formerly Dental Hygiene 11]

Prerequisite: Acceptance into Dental Hygiene Program

Total Hours: ~~24 32~~ hours lecture; 32 hours lab (~~56 64~~ hours total)

Catalog Description: This course teaches the fundamentals of radiation equipment and avoidance of radiation exposure hazards along with clinical application of procedures involved in exposing, processing, ~~preparation~~ **mounting** and interpretation of dental ~~roentgenograms~~ **radiographs and digital images**.

Type of Class/Course: Degree Credit

~~Text: Johnson, Orlen and Evelyn M. Thompson. *Essentials of Dental Radiography for the Dental Assistants and Hygienists*. 9th Ed. Upper Saddle River, New Jersey: Pearson Prentice Hall. 2007~~
~~2012.~~

~~Haring, Joen and Laura Lind. *Radiographic Interpretation for the Dental Hygienist*. Philadelphia: W. B. Saunders Company, 1993.~~

Johnson, Orlen, and Evelyn M. Thompson. *Essentials of Dental Radiography for the Dental Assistants and Hygienists*. 9th ed. Upper Saddle River: Pearson, 2012. Print.

Haring, Joen, and Laura Lind. *Radiographic Interpretation for the Dental Hygienist*. Philadelphia: Saunders, 1993. Print.

Additional Required Materials: None

Course Objectives:

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

1. explain the history of x-radiation,
2. describe the fundamentals of radiation exposure and the possible hazards to the patient and operator when using radiation,

3. operate an x-ray unit according to the safety standards of the State and Federal Departments of Public Health and the National Bureau of Standards, and
4. explain the component parts and workings of the dental x-ray machine and explain the production of x-radiation,
5. Demonstrate the proper method to produce quality radiographs/**digital images**.
6. Demonstrate proper infection control procedures.
7. Interpret and critique radiographs/**digital images** for anatomical landmarks, pathological conditions, and restorative evaluation.
8. Identify and correct undiagnostic radiographs/**digital images**.
9. Explain the factors affecting the quality of the x-ray beam and the radiograph/**digital image**,
10. Compare and contrast various film sizes and film speeds.
11. Compare and contrast different aids used to produce quality radiographs/**digital images**.
12. Demonstrate the use and operation of dark room apparatus equipment.
13. ~~Demonstrate how to correctly mount radiographs/digital images~~ **Demonstrate the procedures involved in exposing, processing, mounting, and interpreting quality dental radiographs.**
14. **Explain the basic differences between digital images and conventional radiographs.**
15. Explain the components of radiation protection, and
16. Access individual patient's need for radiographs.

~~Lecture~~ Course Scope and Content: (Lecture)

Unit I	Introduction and History of Dental Radiology Historical Perspective and Radiation Basics A. History of Dental Radiography B. Characteristics and Measurement of Radiation C. The Dental X-ray Machine: Components and Functions D. Producing Quality Radiographs
Unit II	Dental X-Ray Machine—Components and Functions Biological Effects of Radiation and Radiation Protection A. Effects of Radiation Exposure B. Radiation Protection
Unit III	Radiation Protection Dental X-ray Image Receptors and Film Processing Techniques A. Dental X-ray Film B. Dental X-ray Film Processing C. Digital Radiography
Unit IV	Dental X-Ray Films Dental Radiography Fundamentals A. Infection Control B. Legal and Ethical Responsibilities C. Guidelines for Radiographic Decision Making
Unit V	The Bitewing Examination Intraoral Techniques A. Intraoral Radiographic Procedures B. The Periapical Examination – Paralleling Technique C. The Periapical Examination – Bisecting Technique D. The Bitewing Examination E. The Occlusal Examination

Unit VI	Characteristics of Radiation Radiographic Errors and Quality Assurance A. Identifying and Correcting Non-diagnostic Radiographs B. Safety and Environmental Responsibilities in Dental Radiography
Unit VII	Producing Quality Radiographs Mounting and Viewing Dental Radiographs A. Mounting and Introduction to Interpretation B. Recognizing Normal Radiographic Anatomy C. Recognizing Deviations from Normal Radiographic Anatomy D. The Use of Radiographs in the Detection of Dental Caries E. The Use of Radiographs in the Evaluation of Periodontal Diseases
Unit VIII	Infection Control Patient Management and Supplemental Techniques A. Radiographic Techniques for Children B. Managing Patients with Special Needs C. Supplemental Radiographic Techniques
Unit IX	Effects of Radiation Exposure Extraoral Techniques A. Panoramic Radiography B. Interpretation of Panoramic images
Unit X	Dental X-Ray Film Processing
Unit XI	Identification of Anatomy Landmarks for Mounting Radiography
Unit XII	Intraoral Radiography Procedures
Unit XIII	The Periapical Examination
Unit XIV	Preliminary Interpretation of the Radiographs
Unit XV	Regulations and Legal Aspects
Unit XVI	Patient Relations and Education
Unit XVII	Identifying and Correcting Faulty Radiographs
Unit XVIII	Dental Caries
Unit XIX	Periodontal Disease
Unit XX	The Occlusal Examination
Unit XXI	Extraoral Radiography
Unit XXII	Panoramic Radiography
Unit XXIII	Radiography for Children
Unit XXIV	Radiography for the Edentulous Patient

Unit XXV ~~Managing Patients with Special Needs~~

Course Scope and Content: (Laboratory)

- Unit I Introduction to the Radiology Clinic**
- A. Radiology equipment and operating procedures**
 - B. Infection control**
 - C. Radiation safety**
- Unit II Producing Intraoral Radiographs**
- A. Procedures for producing quality radiographs/digital images**
 - B. Mounting and interpretation**
 - C. Techniques**
- Unit III Producing Extraoral Radiographs**
- A. Procedures for producing quality panoramic radiographs/images**
 - B. Interpretation**
- Unit IV Assessing a patient's radiographic needs**
- A. Radiographs for new patients**
 - B. Frequency of Radiographs for patients with previous radiographs**

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

~~The course objectives will be met through lectures, assigned reading assignments and reports, group participation in clinical and laboratory learning experiences, the viewing of appropriate audio-visual and related media material, and written reports on selected topics.~~

~~In the laboratory, the students will be required to assess, analyze, and name normal anatomical features of the oral cavity as they appear radiographically. They will learn to distinguish radiographically normal anatomy from pathologic conditions. Students will also compare and contrast the quality of their exposed radiographs and recognize correct placement of film for maximum diagnostic value.~~

~~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:~~

- ~~1. Independent Reading and Study~~
- ~~2. Critique and interpret radiographs and digital images~~
- ~~3. Practice exposing radiographs and digital images on mannequins~~

~~Methods of Instruction:~~

- ~~1. Lecture~~
- ~~2. Class discussions~~
- ~~3. Audio-visual presentations~~
- ~~4. Field Trip Laboratory demonstrations~~

5. Assigned reading

Methods of Evaluation:

1. ~~Other~~ Examinations and quizzes, including:
 - a. multiple choice items **questions**
 - b. matching items
 - c. true/false items **questions**
 - d. ~~practical demonstration~~ **identification of anatomy, pathology and restorations on radiographs/digital images**
 - e. ~~interpretation of radiographs~~
2. Expose and process radiographs/digital images on a mannequin and on live patients
3. Written critiques
 - a. Interpretation of radiographs/digital images for quality, anatomy, pathology and restorations
4. Lab Practicum

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:	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. Eastman
 Reviewed by: D. Champion
 Prepared by: S. Jennings
 Reviewed by: E. Hershkowitz
 Reviewed by: K. Donovan
 Reviewed by: A. Teeters
 Date Prepared/reviewed: ~~May 18, 2009~~
Spring 20165
 Text Update: ~~September 11, 2013~~ May 6, 2016

Dental Hygiene (DNTL) 1512 Head and Neck Anatomy (3 Units) CSU
 [formerly Dental Hygiene 12]

Prerequisite: Acceptance into Dental Hygiene Program and successful completion of Biology 2250, and 2257 2255, and 2256 with a grade of "C" or better

Prerequisite knowledge/skills:

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

1. identify and explain the function of the major structural components of the human body at microscopic and macroscopic levels,
2. demonstrate the skill of careful dissection,
3. compare and contrast human and cat anatomy,
4. demonstrate the construction of a correctly spelled list of 200 human surface anatomy features,
5. explain the general function of the human body systems,
6. explain basic facts of physical and chemical principles of physiology,
7. employ the scientific method, and
8. move on to more advanced work in physiology and related fields.

Total Hours: 48 hours lecture

Catalog Description: This course studies the anatomical structures of the head and neck regions and relates these structures to the clinical practice of dental hygiene.

Type of Class/Course: Degree Credit

~~Text: Fehrenbach, Margaret and Susan Herring. *Illustrated Anatomy of the Head and Neck*. 4th edition. Philadelphia: W. B. Saunders Company, 2012. Print.~~

Fehrenbach, Margaret, and Susan Herring. *Illustrated Anatomy of the Head and Neck*. 5th ed. Philadelphia: Saunders, 2016. Print.

~~Additional Instructional Materials: Learning Resource Center (LRC) Netter, Frank. CD-ROM "Interactive Atlas of Human Anatomy".~~

Additional Required Materials: None

Course Objectives:

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

- ~~1. be fully apprised of anatomical nomenclature,~~
- ~~2. describe the anatomical structures of the head and neck and their physiological role, to include skeletal anatomy, muscles, nerves and vascular and lymphatic systems, and~~
- ~~3. explain how these structures relate to the clinical practice of dental hygiene.~~

- 1. define and pronounce anatomical key terms of the head and neck,**
- 2. locate and identify the anatomical structures of the head and neck,**
- 3. apply correct anatomic nomenclature during dental clinical procedures**
- 4. describe the skeletal landmarks of the mandible and maxilla,**
- 5. discuss the process of mastication, speech and swallowing,**
- 6. describe the movements of the TMJ and their relationship with muscles of the head and neck,**
- 7. discuss the innervations of each cranial nerve,**
- 8. identify and trace the routes of the nerves to the oral cavity and associated structures of the head and neck,**
- 9. list the tissue and structures anesthetized by each type of injection and locate target areas,**
- 10. discuss the symptoms and complications of local anesthesia of the oral cavity,**
- 11. locate and identify the lymph nodes of the head and neck and identify their drainage patterns,**
- 12. locate and identify the fascia and major spaces of the head and neck,**
- 13. discuss the spread, complications and prevention of odontogenic infections,**
- 14. integrate an understanding of surface anatomy, the skeletal system, the muscular system, vascular system, nervous system and glandular systems into the clinical practice of dental procedures, and**
- 15. discuss the pathology and related care associated with all body systems including the TMJ, local anesthesia, fascia and space**

Course Scope and Content:

Unit I — Introduction and Head and Neck Anatomy

A. — Nomenclature

Unit II — Surface Anatomy

A. — Landmarks of the Head and Neck

— B. — Anatomie Variation

Unit III — Skeletal System

A. — Skull and Cervical Vertebrae

B. — Mandible

C. — Maxilla

D. — Abnormalities

Unit IV — Muscular System

- _____ A. _____ Muscles of the Head and Neck
 - _____ B. _____ Muscles of Mastication
 - _____ C. _____ Muscles of Facial Expression
-

Unit V — Temporomandibular Joint

- A. _____ Joint Anatomy
- B. _____ Types of Movement
- C. _____ Clinical Considerations

Unit VI — Vascular System

- A. _____ Vascular Supply to the Head and Neck
- B. _____ Common Carotid Artery
- C. _____ Subclavian Artery
- D. _____ Veins of the Head and Neck

Unit VII — Glandular Tissue

- A. _____ Salivary Glands

Unit VIII — Nervous System

- A. _____ Brain and Spinal Cord
- B. _____ Meninges
- C. _____ Cranial Nerves

Unit IX — Lymphatics

- A. _____ Anatomical Landmarks
- B. _____ Trigeminal Nerve
- C. _____ Maxillary Anesthesia
- D. _____ Mandibular Anesthesia

Unit X — Lymphatic System

- A. _____ Lymph Nodes of the Head and Neck
- B. _____ Lymphatic Drainage of the Head and Neck
- A. _____ Clinical Considerations

Unit XI — Fascia and Spaces

- A. _____ Cervical Fascia
- B. _____ Cervical Fascial Spaces
- C. _____ Fasciae of the Face and Deep Face

Unit XII — Spread of Dental Infection



- A. — Spread of Infection in the Head and Neck
- B. — Complications of Infection
- C. — Prevention
- D. — Clinical Considerations

Unit I _____ Introduction to Head and Neck Anatomy

- A. Anatomic nomenclature**
- B. Normal anatomic variation**
- C. Surface anatomy**

Unit II _____ Systems of the Human Body

- A. Skeletal System – Bones of the Head and Neck**
- B. Muscular System – Muscles of the Head and Neck**
- C. Vascular System – Arterial Supply and Venous Drainage of the Head and Neck**
- D. Nervous System – Nerves to the Oral Cavity and their Associated Structures**
- E. Lymphatic System – Lymphatic System of the Head and Neck to Include Tonsils**

Unit III _____ The Temporomandibular Joint

- A. Bones of the TMJ**
- B. Joint Capsule**
- C. Disc of the Joint**
- D. Ligaments associated with Joint**
- E. Jaw Movement with Muscle Relationships**

Unit IV _____ Glandular Tissue

- A. Lacrimal Glands**
- B. Salivary Glands**
- C. Thyroid Gland**
- D. Parathyroid Gland**
- E. Thymus Gland**

Unit V _____ Anatomy of Local Anesthesia

- A. Anatomic Considerations**
- B. Maxillary Anesthesia**
- C. Mandibular Anesthesia**

Unit VI _____ Fascia and Spaces of the Head and Neck

- A. Superficial Fascia of Face and Neck**
- B. Deep Fascia of Face and Jaws**
- C. Deep Cervical Fascia**
- D. Spaces of the Head and Neck**

Unit VII _____ Spread of Infection

- A. The Infectious Process**



- B. Odontogenic Infection**
- C. Infection Resistance Factors**
- D. Spread of Infection**
- E. Prevention of Spread of Infection**

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. **Independent reading and studying**
2. ~~Studying~~
3. **Independent research**
4. **Anatomic diagrams**
5. **Completion of written assignments**

Methods of Instruction:

1. **Lecture**
2. **Class discussions**
3. **Audio-visual presentations**
4. **Learning activities using human skulls**
5. ~~Outlines~~ **Web-based presentations**
6. **Power Point**

Methods of Evaluation:

1. **Examinations and quizzes, including:**
 - a. **multiple choice items questions**
 - b. **matching items questions**
 - c. **true/false items questions**
 - d. **practical demonstration**
 - e. **labeling items questions**
 - f. **case study questions**

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

Reviewed by: S. Eastman
Reviewed by: ~~G. Westwick~~ **E. Hershkovitz**
Reviewed by: S. Jennings
Reviewed by: **D. Champion**
Reviewed by: **K. Donovan**
Reviewed by: **A. Teeters**
Date reviewed: ~~Summer 2005~~ **Spring 2016**

Dental Hygiene (DNHL) 1513 Dental Health Education/Seminar (2 Units) CSU
[formerly Dental Hygiene 13]

Prerequisite: Acceptance into Dental Hygiene Program

Total Hours: 32 hours lecture

Catalog Description: Principles and practices of prevention and control of dental disease with emphasis on nutrition, plaque control, motivation and chair side patient education are covered in this course.

Type of Class/Course: Degree Credit

Text: ~~Wilkins, Ester. Clinical Practice of the Dental Hygienist. 9th 11th edition. Philadelphia: Williams and Wilkins, 2005-2013. **Print.**~~

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

Print.

~~Darby, Michele Leonard, and Margaret M. Walsh. Dental Hygiene Theory and Practice. 2nd edition. Philadelphia: W.B. Saunders, 2004.~~

Additional Required Materials: None

Course Objectives:

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

- ~~1. understand and relate the dental hygiene process;~~
- ~~2. prepare personalized chairside visual aids;~~
- ~~3. demonstrate how to plan, implement, and evaluate individualized oral hygiene procedures;~~
- ~~4. understand the concept of preventative dentistry;~~
- ~~5. demonstrate and evaluate toothbrushes and toothbrushing techniques;~~
- ~~6. demonstrate and explain auxiliary aids used in performing good oral hygiene;~~
- ~~7. understand plaque and its relationship to periodontal disease;~~
- ~~8. understand diseases of the teeth;~~
- ~~9. understand selected indices;~~
- ~~10. demonstrate knowledge of fluorides and their effect on teeth, and~~
- ~~11. understand human motivation and communication techniques.~~

- 1. Apply the dental hygiene process,**
- 2. Customize individual patients' chairside visual aids,**
- 3. Demonstrate how to plan, implement and evaluate individualized oral hygiene preventative**

- procedures,
4. Understand the concept of preventative dentistry,
 5. Demonstrate and evaluate toothbrushes and tooth brushing techniques,
 6. Explain and demonstrate auxiliary aids used in performing good oral hygiene,
 7. Understand plaque and its relationship to dental caries and periodontal disease,
 8. Evaluate selected dental indices,
 9. Demonstrate knowledge of fluorides and their effect on teeth, and
 10. Effectively use communication and motivational techniques for oral hygiene instruction,

Course Scope and Content:

~~Unit I — Introduction to Dental Health Education~~

~~Unit II — Dental Disease and Society~~

~~Unit III — The Pregnant Patient and Infant/Toddler Oral Health Care~~

~~Unit IV — Early Childhood and Preadolescent Oral Health Care~~

~~Unit V — Adolescent Oral Health Care~~

~~Unit VI — Fluoride Therapy~~

~~Unit VII — Adult Oral Health Care~~

~~Unit VIII — Gerodontic and Special Needs Patients Oral Health Care~~

~~Unit IX — Selected Dental Indices~~

~~Unit X — Diet and the Dental Patient~~

Unit I Introduction to Dental Health Education

- A. Roles of the dental hygienist
- B. The dental hygiene process of care

Unit II Patient Learning for Change

- A. Steps in a prevention program
- B. Motivation and counseling

Unit III Indices and Scoring Methods

- A. Scoring methods
- B. Indices that measure oral hygiene status
- C. Indices that measure gingival and periodontal health
- D. Indices that measure dental caries
- E. Indices that measure dental fluorosis
- F. Indices for community-based oral health

Unit IV Caries Prevention

- A. Carious process
- B. Remineralization
- C. Maintenance care

- D. Fluoride therapy and supplementation**
- E. Proper selection of appropriate fluoride**
- F. Clinical procedure for topical fluoride application**

Unit V Tooth brushing, Dentifrices and Mouth Rinses

- A. Types of toothbrushes**
- B. Tooth brushing techniques**
- C. Tongue cleaning**
- D. Chemotherapeutics**

Unit VI Interdental Care and Irrigation

- A. The interdental area**
- B. Aid selection**
- C. Floss and tape**
- D. Irrigation**

Unit VII The Orthodontic Patient

- A. Dental Hygiene Care**
- B. Factors to teach the patient**
- C. Charter's technique**

Unit VIII The Care of Prosthesis

- A. Missing teeth**
- B. Fixed bridge**
- C. Removable prosthesis**
- D. Crown margins**

Unit IX Dental Implants

- A. Types of implants**
- B. Maintenance**

Unit X Dental Hypersensitivity

- A. Etiology**
- B. Hydrodynamic Theory**
- C. Desensitization**

Unit XI Patients with Special Needs

- A. The Pregnant Patient**
- B. The Pediatric Patient**
- C. The Adolescent Patient**
- D. The Geriatric Patient**
- E. The Orthodontic Patient**

Unit XII Patient Communication

- A. Verbal**
- B. Non-verbal**

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

~~The student will learn the relationship between oral health and total patient wellness by the use of lectures, audiovisual materials, group discussion and research. Demonstrations of various methods and~~



~~procedures for utilizing disease control programs, which are available for use in the profession, will be a focus. Students will have open discussions on oral hygiene. They will also make and illustrate educational materials to better motivate their patients. The students will learn to educate and demonstrate to their patients' good oral hygiene practices and principles.~~

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:

1. Independent reading and study
2. Preparation of oral hygiene poster for clinic
3. Research and oral presentation of specific topic related to oral and/or total wellness

Methods of Instruction:

1. Lecture
2. Class discussions
3. Audiovisual presentations
4. Guest lectures

Methods of Evaluation:

- ~~1. Substantial writing assignments, including:

 - ~~a. clinical case based essay questions~~
 - ~~b. outline pertaining to oral presentation~~~~
- ~~2. Other examinations and quizzes, including:

 - ~~a. multiple choice items~~
 - ~~b. matching items~~
 - ~~c. true/false items~~
 - ~~d. short answer~~~~
- ~~3. Oral presentation on a specific oral hygiene aid~~

- 1. Oral Hygiene Instruction Practicum**
- 2. Other examinations including:

 - a. multiple choice items**
 - b. matching items**
 - c. true/false items and**
 - d. short answer****
- 3. Oral Hygiene Portfolio**

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: K. Donovan
Reviewed by: S. Eastman
Reviewed by: ~~M. King~~
E. Hershkowitz
Reviewed by: S. Jennings
Reviewed by: D. Champion
Reviewed by: A. Teeters
Date reviewed: ~~May 18, 2009~~
Spring 2016
Text Update: ~~4/19/12, 7/25/12~~

Dental Hygiene (DN TL) 1514 Introduction to Clinic (5.5 Units) CSU
[formerly Dental Hygiene 14]

Prerequisite: Acceptance into Dental Hygiene Program

Total Hours: 48 hours lecture; 128 hours lab (176 hours total)

Catalog Description: Introduction to all clinical procedures and skills needed for Dental Hygiene
Process of Care.

Type of Class/Course: Degree Credit

Text: ~~Wilkins, Esther. *Clinical Practices of the Dental Hygienist*. 11th Edition. Philadelphia: Williams & Williams, 2013. Print.~~

~~Nield-Gehrig, J.S., *Fundamentals of Periodontal Instrumentation: Advanced Root Instrumentation*. 7th Edition. Philadelphia: Williams & Wilkins, 2008 2013. Print.~~

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

Print.

~~Nield-Gehrig, J.S., *Fundamentals of Periodontal Instrumentation: Advanced Root Instrumentation*. 7th ed. Philadelphia: Williams, 2013. Print.~~

~~The Chairsides Instructor: A Pictorial Guide to Case Presentation, American Dental Association, 1999.~~

~~Wilkins, Esther and Charlotte J. Wyche. *Student Workbook for Clinical Practice of the Dental Hygienist*. 11th Edition. Philadelphia: Lippincott Williams & Wilkins, 2005 2013. Print~~

~~~~

~~Wilkins, Esther M. and Charlotte J. Wyche. *Student Workbook for Clinical Practice of the Dental Hygienist*. 11th ed. Philadelphia: LWW, 2013. Print.~~

Additional Required Materials: none

~~The Chairside Instructor: A Pictorial Guide to Case Presentation, American Dental Association, 1999.~~

The Chairside Instructor: A Pictorial Guide to Case Presentation, American Dental Association,

1999.

Course Objectives:

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

1. ~~demonstrate a practical knowledge of~~ **understand oral health and how it relates to total health, care** and explain the role of the dental hygienist,
2. ~~explain~~ **understand** asepsis and ~~apply~~ **practice** proper infection control ~~procedures to include Standard Precautions,~~
3. demonstrate a working knowledge of the ~~components of the dental chair, clinician's chair, parts of the dental chair and the dental unit,~~
4. ~~identify the parts of the dental chair, unit, stool and other equipment,~~
5. **properly** sterilize instruments and supplies used in the dental hygiene clinic,
6. demonstrate **proper hand hygiene, the correct method of hand washing and aseptic technique, and Personal Protective Equipment,**
7. ~~provide record~~ **complete, legible patient treatment records and documentation a** ~~medical dental history and discuss any clinical adaptations that may be necessary,~~
8. demonstrate **proper ergonomics to include** the correct positioning of the patient and the hygienist for all hygiene procedures,
9. demonstrate correct **operator position, retraction, and lighting to gain access to all areas of** ~~for~~ the oral cavity,
10. ~~identify and locate the normal structures of the oral cavity using a mouth mirror,~~
11. complete the following **clinical procedures** ~~an oral inspection on a student partners:~~ **extra-oral inspections, intra-oral inspections, medical histories, dental histories, personal plaque index, restorative charts, quadrant probes, deposit assessments, and polish and fluoride, and on selected patients using a mouth mirror and sterile gauze,**
12. ~~demonstrate and explain various methods of tooth brushing,~~
13. demonstrate ~~competency the correct in the following: use of the mouth mirror, explorer, probe, and scaling instruments including Gracey curets, sickle scalers, and universal curets,~~
14. ~~clinically utilize correct polishing~~ **identify dental stains and select appropriate polishing agents fluoride treatment procedures,**
15. demonstrate correct ~~procedures for sharpening~~ **techniques on dental hygiene scaling instruments, and**
16. ~~demonstrate correct appointment and follow-up recall procedures~~ **develop an appropriate treatment plan based on patient's needs.**

Course Scope and Content:

Unit I ~~The Evolution of the Dental Hygiene Profession~~ **Orientation to Clinical Dental Hygiene Practice**

A. Rules and Regulations

- B. Ethics and Professionalism
 - a. **Program Standards and Expectations**

Unit II Transmissible Diseases

- A. Standard Precautions
- B. Personal Protective Equipment
- C. **Hand Hygiene washing**

Unit III Exposure Control

- A. Barriers
- B. Aseptic Technique
- C. Clinical Procedures

Unit IV Extraoral Examinations

- A. Physical Evaluation
- B. Lymph Node Palpation

Unit V Health Histories

- A. Vital Signs
- B. Using the ~~Physicians' Desk Reference (PDR)~~ **Drug Information Handbook for Dentistry**

Unit VI Intraoral Examinations

- A. Intraoral Anatomy
- B. The Gingiva
- C. The Teeth
- D. Occlusion

Unit VII Bacterial Plaque, Calculus and Periodontal Disease

- A. Progression of Disease
- B. Periodontal Abscesses
- C. ~~Acute Necrotizing Ulcerative Gingivitis (ANUG)~~

Unit VIII Introduction to Instrumentation

- A. ~~The Mouth Mirror and Explorer~~ **Lighting**
- B. **Chair Positioning**

Unit IX Dental Histories

- A. The Dentition
- B. Restorations
- C. Classification of Occlusion
- D. **Recession, and Sensitivity, Abrasion, Attrition, and Erosion**

Unit X Instrumentation

- A. The Probe
- B. The Universal Curette
- C. The Sickle
- D. Area Specific Curettes, Graceys
- E. **The Explorer**

Unit XI Oral Hygiene Instruction

- ~~A. The Personal Plaque Index (PPI)~~
- ~~B. Brushing Techniques~~
- ~~C. Proper Flossing~~
- ~~D. Individualized Oral Hygiene Instruction (OHI)~~

Unit XII Stains, Polishing and Fluoride Treatment

- A. Types of Stains
- B. Fundamentals of Polishing
- C. **Selective Polishing**
- D. Fluoride Application

Unit XIII Calculus Code and Periodontal Typing

- A. Charting Calculus
- B. Periodontal Charting
- C. Determining Code and Type

~~**Unit XIV Hoes, Files and Ultrasonics**~~

- ~~A. Debridement with Mechanized Instruments~~
- ~~B. Ultrasonic Instrumentation~~
- ~~C. Ultrasonic Equipment~~

Unit XIII~~V~~ Instrument Sharpening

- A. Principles of Sharpening
- B. **Armamentarium**
- C. ~~Graceys~~
- D. ~~Universals~~
- E. ~~Sickles~~

Unit XIV~~I~~ The Dental Hygiene Treatment Plan

- A. Priority of Treatment
- B. Risk Factors
- C. Treatment Sequencing
- D. Recalls and Re-Evaluations

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. Independent reading
2. Studying
3. Instrument practice on typodonts
4. **Pattison Institute Videos**

Methods of Instruction:

1. Laboratory projects
2. Lectures
3. Class discussion
4. Audio-visual presentations
5. Laboratory demonstrations - using chair-mounted, simulated heads with typodonts
6. Clinical examination of patient-student partners and selected patients
7. Clinical practice and application of typodont and/or of lecture material

Methods of Evaluation:

1. Examinations and quizzes, including:
 - a. multiple choice ~~items~~ **questions**
 - b. matching ~~items~~ **questions**
 - c. true/false ~~items~~ **questions**
 - d. essay questions
 - e. short answer ~~items~~ **questions**
2. ~~Practical examination demonstrating correct instrument use~~ **Instrumentation practicums**
3. Demonstration of professional behavior
4. Completion of **clinical performance evaluations** ~~for specified instruments and procedures~~

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

Dental Hygiene (DNTH) 2025 Patient Management and Geriatrics (2 Units) CSU
[formerly Dental Hygiene 23]

Prerequisite: Successful completion of all first semester Dental Hygiene Program courses.

Total Hours: 32 hours lecture

Catalog Description: ~~This course teaches the Dental Hygiene student how to effectively and compassionately treat patients with special needs according to each of their individual needs. Specific diseases, disorders, and disabilities are studied in depth to gain a working knowledge of how to treat these patients in the scope of dental hygiene care and prevention.~~

This course teaches characteristics, motivation and management of individual patients, and interpersonal communication. Treatment of the compromised patient and myofunctional therapy is presented. This course teaches the Dental Hygiene student how to effectively and compassionately treat patients with special needs according to each of their individual needs. Specific diseases, disorders, and disabilities are studied in depth to gain a working knowledge of how to treat these patients in the scope of dental hygiene care and prevention.

Type of Class/Course: Degree Credit

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

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

Additional Materials: None

Course Objectives:

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

1. assess the needs of patient having special needs with attention to general health status, physical and cognitive capabilities, emotional, vocational, economic, and social issues as well as oral problems,
2. understand the interrelationship between oral conditions and systemic diseases,
3. identify the special needs patient by analyzing data and apply proper dental hygiene care,
4. implement special needs care for all aspects and process of oral hygiene care for patients with specific needs,
5. continually evaluate each step of the dental hygiene interventions making sure they are consistent with the patients' capabilities,
6. demonstrate how to assess, plan, implement and monitor the patient's oral health status,
7. educate and motivate both patient and caregiver in proper oral hygiene care for patients with special needs

Course Scope and Content:

~~Unit I Introduction to Patient Care and Patients with Thyroid Disease~~



~~A. Introduction to the care of patients with special needs~~

- ~~1) Identifying patients with special needs~~
- ~~2) Understanding the necessity for treatment derivation with patients with special needs~~
- ~~3) Key terms and concepts regarding patients with special needs~~

~~B. The Patient with a Thyroid Disease~~

- ~~1) Key terms and concepts related to thyroid disease~~
- ~~2) Characteristics, complications, occurrence, and medical treatment of a thyroid disease~~
- ~~3) Oral factors and findings related to physical impairments~~
- ~~4) Dental hygiene care plan based on assessment of needs that are specific to a patient's physical impairment~~

~~The Elderly and Patient Edentulous Patient~~

~~A. The Elderly Patient~~

- ~~1) Key terms and concepts related to aging~~
- ~~2) Physical, general health, and oral health changes that are characteristic of aging~~
- ~~3) Effects of osteoporosis and Alzheimer disease on oral health status~~
- ~~4) Dental hygiene interventions and health education approaches that enhance the oral health of the elderly patient~~

~~B. The Edentulous Patient~~

- ~~1) Key Terms and concepts related to an edentulous patient~~
- ~~2) Potential adverse effects of dental prostheses on oral tissues~~
- ~~3) Dental hygiene interventions that address patient needs before and after insertion of a denture~~
- ~~4) Criteria and procedures for marking dentures~~

~~C. The Patient with a Cleft Lip and/or Palate~~

- ~~1) Key terms and concepts related to oral/facial clefts~~
- ~~2) Prenatal risk factors and developmental time frame for oral/facial clefts~~
- ~~3) Treatment for oral/facial clefts~~
- ~~4) The oral, physical, and personal characteristics of the patient to plan dental hygiene care and oral hygiene instructions~~

~~Care of Patients with Disabilities and Physical Impairments~~

~~A. Care of Patients with Disabilities~~

- ~~1) Key terms and concepts relating to individuals with disabilities~~
- ~~2) Oral conditions caused by or resulting from disabling conditions~~
- ~~3) Procedures and factors that contribute to safe and successful dental hygiene treatment for individuals with disabilities~~
- ~~4) Factors that enhance the prevention of oral disease for individuals with disabilities and their caregivers~~

~~B. The Patient with a Physical Impairment~~

- ~~1) Key terms and concepts related to physical impairment~~
- ~~2) Characteristics, complications, occurrence, and medical treatment of a variety of physical impairments~~

- 3) Oral factors and findings related to physical impairments
- 4) Dental hygiene care plan based on assessment of needs that are specific to a patient's physical impairment

Unit V The Patient with Seizure and Substance-Related Disorders

A. The Patient with a Seizure Disorder

- 1) Key terms and concepts related to seizure disorders
 - 2) Cause, classifications, clinical manifestations, and emergency management of seizures
 - 3) Oral considerations related to management of seizures
 - 4) Dental hygiene care for a patient with a history of seizure disorder
-

B. The Patient with a Substance-Related Disorder

- 1) Key terms and concepts related to alcohol and drug use
- 2) Physical and behavioral factors associated with alcohol and drug use
- 3) Health-related effects of alcohol and drug use, abuse, and withdrawal
- 4) Dental hygiene care for the patient with a substance-related disorder

Unit VI Tobacco Use and the Patient with Respiratory Disease

A. The Patient Who Uses Tobacco

- 1) Key terms and concepts related to the use of tobacco.
- 2) Systemic and oral effects of tobacco use
- 3) Effects of nicotine addiction
- 4) Strategies for tobacco cessation
- 5) Dental hygiene care and tobacco cessation interventions for patients who use tobacco
- 6) Role of the community-based dental hygienist in tobacco-free initiatives

B. The Patient with a Respiratory Disease

- 1) Key Terms and concepts related to respiratory diseases
- 2) Differentiate between upper and lower respiratory tract diseases
- 3) Variety of respiratory diseases
- 4) Dental hygiene care and oral hygiene instructions for patients with compromised respiratory function

Unit VII The Patient with Mental Disabilities and Psychiatric Disorders

A. The Patient with a Mental Disability

- 1) Key terms and concepts related to the patient with a mental disability
- 2) Dimensions, intellectual functioning levels, risk factors, and etiologies associated with mental retardation
- 3) Specific characteristics of a person with Down syndrome and autistic spectrum disorders
- 4) Modifications necessary for dental hygiene care and effective oral hygiene instruction for persons with mental disabilities

B. The Patient with a Psychiatric Disorder

- 1) Identify and define key terms and concepts related to psychiatric disorders
- 2) Describe the symptoms, treatment, and oral implications of a variety of psychiatric and mood disorders
- 3) Plan dental hygiene care and oral health education for a patient with a psychiatric disorder

Unit VIII Family Abuse and Neglect

- 1) Key terms and concepts related to family abuse and neglect
- 2) Various categories of family maltreatment
- 3) Signs and behavioral indicators of abuse
- 4) Dental hygienist's role in recognizing and reporting abuse and neglect

Unit IX The Patient with Cancer and The Patient with Blood Disorders

A. The Patient with Cancer

- 1) Key terms and concepts related to the patient with cancer
- 2) Risk factors for oral cancer
- 3) Standard cancer treatments and the oral effects of each
- 4) Dental hygiene care for the cancer patient before, during, and after therapy

B. The Patient with a Blood Disorder

- 1) Key terms and concepts related to hematologic conditions
- 2) Blood components and normal reference values
- 3) Causes, symptoms, and oral effects of red and white blood cell disorders
- 4) Bleeding disorders, and clotting deficiencies
- 5) Dental hygiene education and treatment for patients with a blood disorder

Unit X The Patient with a Cardiovascular Disease

- 1) Key terms and concepts related to cardiovascular disease
- 2) Cause, symptoms, prevention, and treatment of major cardiovascular diseases clinical considerations and oral health factors related to cardiovascular conditions
- 3) Dental hygiene care for a patient with cardiovascular disease

Unit XI The Patient with Diabetes Mellitus

- 1) Key terms and concepts related to diabetes
- 2) Function and effects of insulin
- 3) Risk factors for diabetes
- 4) Etiologic classifications, signs and symptoms, diagnostic procedures—complications, and common medical treatment for diabetes
- 5) Appropriate reactions in a diabetic emergency
- 6) Relationship between diabetes and oral health
- 7) Dental hygiene care and oral hygiene instructions for patients with diabetes

Unit I Introduction to the Care of Patients with Special Needs

A. Identify patients with special needs

- 1. Understand the necessity for treatment derivation with patients with special needs**
- 2. Identify and define key terms and concepts regarding patients with special needs**

B. The patient with thyroid disease

- 1. Identify and define key terms and concepts related to thyroid disease**
- 2. Describe the characteristics, complications, occurrence, and medical treatment of a thyroid disease**
- 3. Identify oral factors and findings related to physical impairments**
- 4. Modify a dental hygiene care plan based on assessment of needs that are specific to a patient's physical impairment**

Unit II The Elderly Patient

- A. Identify and define key terms and concepts related to aging**
- B. Identify physical, general health, and oral health changes that are characteristic of aging**
- C. Describe the effects of osteoporosis and Alzheimer disease on oral health status**
- D. Describe dental hygiene interventions and health education approaches that enhance the oral health of the elderly patient**

Unit III Edentulous Patient

- A. Identify and define key terms and concepts related to an edentulous patient**
- B. Identify potential adverse effects of dental prostheses on oral tissues**
- C. Plan dental hygiene interventions that address patient needs before and after insertion of a denture**
- D. Identify criteria and procedures for marking dentures**

Unit IV The Patient with a Cleft Lip and/or Palate

- A. Identify and define key terms and concepts related to oral/facial clefts**
- B. Identify prenatal risk factors and developmental time frame for oral/facial clefts**
- C. Describe treatment for oral/facial clefts**
- D. Use knowledge of the oral, physical and personal characteristics of the patient to plan dental hygiene care and oral hygiene instructions**

Unit V Care of Patients with Disabilities

- A. Identify and define key terms and concepts relating to individuals with disabilities**
- B. Identify oral conditions caused by or resulting from disabling conditions.**
- C. Describe procedures and factors that contribute to safe and successful dental hygiene treatment for individuals with disabilities**
- D. Describe factors that enhance the prevention of oral disease for individuals with disabilities and their caregivers.**

Unit VI The Patient with a Physical Impairment

- A. Identify and define key terms and concepts related to physical impairment**
- B. Describe the characteristics, complications, occurrence and medical treatment of a variety of physical impairments**
- C. Identify oral factors and findings related to physical impairments**
- D. Modify a dental hygiene care plan based on assessment of needs that are specific to a patient's physical impairment**

Unit VII The Patient with a Seizure Disorder

- A. Identify and define key terms and concepts related to seizure disorders**
- B. Identify cause, classifications, clinical manifestations and emergency management of seizures.**
- C. Discuss oral considerations related to management of seizures**
- D. Plan dental hygiene care for a patient with a history of seizure disorder**

Unit VIII The Patient with a Substance-Related Disorder



- A. Identify and define key terms and concepts related to alcohol and drug use.**
- B. Identify physical and behavioral factors associated with alcohol and drug use**
- C. Describe health-related effects of alcohol and drug use, abuse and withdrawal**
- D. Plan dental hygiene care for the patient with a substance-related disorder**

Unit IX The Patient Who Uses Tobacco

- A. Identify and define key terms and concepts related to the use of tobacco.**
- B. Explain the systemic and oral effects of tobacco use**
- C. Describe the effects of nicotine addiction**
- D. Describe strategies for tobacco cessation**
- E. Plan dental hygiene care and tobacco cessation interventions for patients who use tobacco**
- F. Identify the role of the community based dental hygienist in tobacco-free initiatives**

Unit X The Patient with a Respiratory Disease

- A. Identify and define key terms and concepts related to respiratory diseases.**
- B. Differentiate between upper and lower respiratory tract diseases.**
- C. Describe a variety of respiratory diseases.**
- D. Plan dental hygiene care and oral hygiene instructions for patients with compromised respiratory function**

Unit XI The Patient with a Mental Disability

- A. Identify and define key terms and concepts related to the patient with a mental disability**
- B. Identify the dimensions, intellectual functioning levels, risk factors, and etiologies associated with mental retardation.**
- C. Describe the specific characteristics of a person with Down Syndrome and autistic spectrum disorders**
- D. Plan modifications necessary for dental hygiene care and effective oral hygiene instruction for persons with mental disabilities**

Unit XII Patient with a Psychiatric Disorder

- A. Identify and define key terms and concepts related to psychiatric disorders**
- B. Describe the symptoms, treatment, and oral implications of a variety of psychiatric and mood disorders**
- C. Plan dental hygiene care and oral health education for a patient with a psychiatric disorder**

Unit XIII Family Abuse and Neglect

- A. Identify and define key terms and concepts related to family abuse and neglect**
- B. Describe various categories of family maltreatment**
- C. Recognize signs and behavioral indicators of abuse**
- D. Identify the dental hygienist's role in recognizing and reporting abuse and neglect**

Unit XIV The Patient with Cancer

- A. Identify and define key terms and concepts related to the patient with cancer**
- B. Identify risk factors for oral cancer**
- C. Identify standard cancer treatments and the oral effects of each**
- D. Plan dental hygiene care for the cancer patient before, during, and after therapy**

Unit XV Patient with a Blood Disorder

- A. Identify and define key terms and concepts related to hematologic conditions.**
- B. Recognize blood components and normal reference values.**
- C. Describe the causes, symptoms, and oral effects of red and white blood cell disorders.**



bleeding disorders, and clotting deficiencies.

D. Plan dental hygiene education and treatment for patients with a blood disorder.

Unit XVI The Patient with a Cardiovascular Disease

A. Identify and define key terms and concepts related to cardiovascular disease.

B. Describe the cause, symptoms, prevention, and treatment of major cardiovascular diseases.

C. Identify clinical considerations and oral health factors related to cardiovascular conditions.

D. Plan dental hygiene care for a patient with cardiovascular disease.

Unit XVII The Patient with Diabetes Mellitus

A. Identify and define key terms and concepts related to diabetes

B. Explain the function and effects of insulin.

C. Identify risk factors for diabetes.

D. Describe etiologic classifications, signs and symptoms, diagnostic procedures, complications, and common medical treatment for diabetes

E. React appropriately in a diabetic emergency

F. Explain the relationship between diabetes and oral health

G. Plan dental hygiene care and oral hygiene instructions for patients with diabetes

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:

1. Independent reading and study
2. Analyzing case studies
- 2-3. Researching specific diseases

Method of Instruction:

1. Lecture
2. Class discussions and group assignments
- ~~3. Group assignments~~
4. Audiovisual presentations

Methods of Evaluation:

1. Examinations that include:
 - a. Multiple choice questions
 - b. True/false questions
 - c. Case studies

Prepared by: S. Jennings
Reviewed by: S. Eastman
Reviewed by: K. Donovan
Reviewed by: D. Champion
Reviewed by: E. Hershkowitz
~~Date Prepared: April 12, 2014~~
Date Reviewed: Spring 20156
Text Review: 2010

Dental Hygiene (DNHL) 2026 Nutrition in Dentistry (1 Unit) CSU
[formerly Dental Hygiene 26]

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

Advisory: None

Total Hours: 16 hours lecture

Catalog Description: This course provides the basic principles of nutrition and their relationship to dental and total health. Its intent is to teach the students how to perform dietary surveys on clinical patients and to plan nutritional dietary programs.

Type of Class/Course: Degree Credit

~~Text: Sroda, Rebecca. *Nutrition for a Healthy Mouth*. 2nd Ed. Baltimore: Lippincott Williams and Wilkins, 2010. Print.~~

Sroda, Rebecca. *Nutrition for a Healthy Mouth*. 2nd ed. Baltimore: LWW, 2010. Print.

Additional Instructional Materials:

~~Wilkins, Ester. *Clinical Practice of the Dental Hygienist*. 11th Ed. Baltimore: Lippincott Williams & Wilkins, 2013. Print.~~

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

Course Objectives:

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

1. compare and contrast factors in the relationship between nutrition and dental health,
2. analyze the digestive system and its mechanisms,
3. identify factors that influence food choices,
4. evaluate the nutritional status of dental patients,
5. demonstrate nutritional counseling with the dental patient, and
6. prepare a seven day Nutritional Analysis for a patient at risk for nutritional deficiencies.

Course Scope and Content (Lecture)

Unit I Introduction
A. Eating

B. Current and future trends in nutrition

Unit II The Major Nutrients

- A. Carbohydrates: The Body's Fuel
- B. Proteins: The Body Builder
- C. Lipids: The Body's Cushion
- D. Vitamins: Directors of Cell Processes
- E. Minerals: Regulators of Body Fluid
- F. Water: Vital for Life
- G. Dietary and Herbal Supplements: Uncovering the Unknown

Unit III Relationship of Nutrition to Oral Disease

- A. Diet and Dental Caries
- B. Diet, Nutrition and Periodontal Disease

Unit IV Food Guidelines

- A. Choosing Foods Wisely
- B. Reading Labels
- C. Nutritional Counseling

Unit V Food for Growth

- A. Nutritional Needs for Development, Growth and Maintenance of Oral Structures
- B. Dietary Considerations for the Lifestyle

Unit VI Nutritional Counseling

- A. Eating Disorders
- B. Special Nutritional Needs

Learning Activities Required Outside of Class:

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

1. Independent reading
2. Independent study and research
3. Completing a Nutritional Analysis for an at-risk patient

Methods of Instruction:

1. Lecture
2. Handouts
3. Group Work
4. Class Discussion
5. Computer Research

Methods of Evaluation:

1. Dietary Analysis for an at risk patient based on:
 - a. choice of subject
 - b. organization
 - c. comprehensiveness

- d. dietary recommendations
- 2. Chapter quizzes:
 - a. multiple choice
 - b. true/false
 - c. short answer
 - d. completion of chapter outlines of text

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

Reviewed Prepared by: S. Jennings
Reviewed by: S. Eastman
Reviewed By: D. Champion
Reviewed by: E. Hershkowitz
Date Prepared: August 17, 2015
Date Reviewed: Fall 2015
Text Update: Fall 2015

Dental Hygiene (DNTH) 2130 Periodontics I (3) CSU
[formerly Dental Hygiene 30]

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

Advisory: None

Total Hours: 48 hours lecture

Catalog Description: This course in periodontics teaches identification of the normal periodontium and recognition of deviations from normal and the etiology and principles of periodontal diseases, examination procedures, treatment and preventative measures.

Type of Class/Course: Degree Credit

Text: ~~Nield-Gehrig, Jill, Willmann, Donald E. *Foundations of Periodontics for the Dental Hygienist*. 3rd Edition, Baltimore, MD: Lippincott Williams & Wilkins, 2011. Print.~~

Nield-Gehrig, Jill, and Donald E. Willmann, *Foundations of Periodontics for the Dental Hygienist*. 4th ed. Baltimore: LWW, 2016. Print.

~~Additional Materials: Thomas, Evelyn. *Case Studies in Dental Hygiene*. 3rd Edition, New Jersey: Pearson Education, 2013. Print and electronic.~~
Thomas, Evelyn. *Case Studies in Dental Hygiene*. 3rd ed. New Jersey: Pearson, 2013. Print.

Course Objectives:

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

- ~~1. recognize normal tissues of the periodontium~~
- ~~2. identify and describe deviations from normal~~
- ~~3. describe the microbiology of dental biofilms/bacteria and the relationship to periodontal disease~~
- ~~4. describe the inflammatory/immune host responses to plaque induced periodontal disease~~
- ~~5. describe the epidemiology of periodontal disease~~
- ~~6. describe the rationale for treatment and the prognosis of periodontal disease~~
- ~~7. describe systemic factors influencing periodontal disease~~
- ~~8. describe local factors influencing periodontal disease~~
- ~~9. utilize history and examination, information to correctly describe a patient's periodontal condition~~
- ~~10. describe techniques for management for acute periodontal conditions and emergencies~~
- ~~11. develop a maintenance program to prevent recurrence of periodontal disease~~

~~12. differentiate between gingival and periodontal diseases~~

- 1. identify and explain healthy tissues of the periodontium**
- 2. recognize deviations from the normal periodontium**
- 3. recognize and describe the clinical, radiographic and histopathologic features of periodontal disease**
- 4. describe the microbiology of bacterial plaque**
- 5. describe the formation, composition and pathology of dental calculus**
- 6. identify and classify gingival and periodontal diseases**
- 7. describe the etiology of gingival and periodontal diseases**
- 8. identify local contributing factors in periodontal disease**
- 9. describe the host immune and inflammatory response involved in periodontal destruction**
- 10. describe the mechanism of periodontal disease progression in smokers**
- 11. describe the role of occlusal forces as an etiological factor in periodontal disease**

Course Scope and Content (Lecture)

~~Unit I The Health Tissues of the Periodontium~~

~~Unit II Gingival Diseases~~

~~Unit III Periodontitis~~

~~Unit IV Dental Plaque~~

~~Unit V Inflammation and the Host Response~~

~~Unit VI Local Contributory Factors for Periodontal Diseases: Calculus and Other Disease-Associated Factors~~

~~Unit VII Rationale, Treatment, and Prognosis/Phase I Therapy~~

~~Unit VIII Systemic Factors Influencing Periodontal Disease and its Treatment~~

~~Unit IX Acute Periodontal Conditions and Periodontal Emergencies~~

~~Unit X Maintenance Therapy~~

~~Unit XI Occlusion and Temporomandibular Disorders~~

~~Unit XII Epidemiology of Gingival and Periodontal Disease~~

Unit I The Periodontium in Health

- A. Periodontium: The Tooth Supporting Structures**
- B. Microscopic Anatomy of the Periodontium**

Unit II Classification and Tissue Destruction in Periodontal Diseases

- A. The Progression of Periodontal Disease**
- B. Classification of Periodontal Disease and Conditions**
- C. Search for Causes of Periodontal Disease**

Unit III Etiology of Periodontal Disease

- A. Oral Biofilm and Periodontal Infections**
- B. Local Contributing Factors**
- C. Basic Concepts of Immunity and Inflammation**
- D. Host Immune Response to Periodontal Pathogens**
- E. Systemic Factors associated with Periodontal Disease**
- F. Smoking and Periodontal Disease**
- G. Etiologic Factors: Risk for Periodontal Disease**



Unit IV Gingival Disease

- A. Clinical Features of the Gingiva**
- B. Diseases of the Gingiva**

Unit V Periodontitis

- A. Chronic Periodontitis**
- B. Aggressive Periodontitis**
- C. Other Periodontal Conditions**
- D. Periodontitis as a Risk Factor for Systemic Disease**

~~Didactic and class discussions designed to achieve course objectives.~~

~~Students will read from text and journals and report on same. They will view audio-visual materials and hold group discussions.~~

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 4-6 hours per week outside of the regular class time doing the following:

- 1. Independent reading and study
- 2. **Independent research**
- 3. **Analyzing case studies**
- 4. **Research the fundamentals of a clinical periodontal case study**

Methods of Instruction:

- 1. Lecture
- 2. Class discussions
- 3. ~~Audio-visual, web based presentations~~
- 4. ~~Slide presentations~~
- 5. ~~Computer projects~~
- 6. **Analysis of case studies**

Methods of Evaluation:

- 1. ~~Multiple choice items questions~~
- 2. ~~Matching items questions~~
- 3. ~~True/false items questions~~
- 4. ~~Essay and short answer questions~~
- 5. **Case study analysis**

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

Reviewed by: S. Eastman
Reviewed by: M. Westwick,
E. Hershkowitz
Reviewed by: S. Jennings
Reviewed by: D.

Champion

Reviewed by: K. Donovan
Date reviewed: Fall 1999
Spring 2015
Date prepared: July 20, 2015
Text Updated: Fall 2015

Dental Hygiene (DNTL) 2133 Advanced Clinical Topics (2 Units) CSU [formerly Dental Hygiene 33]

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

Total Hours: 32 hours lecture

Catalog Description: ~~This course teaches the student to perform proficiency in soft tissue diagnosis and evaluation and develops clinical proficiency under supervision by performing curettage and soft tissue management procedures.~~

This course teaches the student to perform advanced techniques required in treating periodontal disease. Included are comprehensive periodontal assessment, advanced instrumentation techniques, soft tissue curettage, and the latest treatment modalities available in the profession. The current standards of care for patients with all classes of periodontal disease are emphasized.

Type of Class/Course: Degree Credit

~~Text: Carranza & Perry. *Clinical Periodontology for the Dental Hygienist*. Philadelphia: W.B. Saunders Co., 1986. Print.~~

~~Nield-Gehrig, Jill S. and Donald E. Willmann. *Foundations of Periodontics for the Dental Hygienist*. 4th Edition. Philadelphia, PA: Wolters Kluwer/Lippincott Williams and Wilkins, 2015. Print.~~

~~Nield-Gehrig, Jill S. *Fundamentals of Periodontal Instrumentation and Advanced Root Instrumentation*. 7th Edition. Philadelphia, PA: Wolters Kluwer/Lippincott Williams & Wilkins, 2013. Print.~~

~~Thompson, Evelyn M. *Case Studies in Dental Hygiene*. 3rd Edition. New Jersey: Pearson Education, Inc., 2013. Print and electronic.~~

~~Wilkins, E. M. *Clinical Practice of the Dental Hygienist*, 11th Edition, Baltimore, MD, Wolters Kluwer/Lippincott Williams & Wilkins, 2013. Print.~~

~~Nield-Gehrig, Jill S. and Donald E. Willmann. *Foundations of Periodontics for the Dental Hygienist*. 4th ed. Philadelphia: LWW, 2015. Print.~~

Nield-Gehrig, Jill S. *Fundamentals of Periodontal Instrumentation and Advanced Root Instrumentation*. 7th ed.

Philadelphia: LWW, 2013. Print.

Thompson, Evelyn M. *Case Studies in Dental Hygiene*. 3rd ed. New Jersey: Pearson, 2013. Print.

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

Additional Instructional Materials: None

Additional Required Materials: None

Course Objectives:

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

1. **recognize the indications/contraindications for soft tissue curettage, define the different types of curettage, explain home care after curettage and demonstrate the technique for soft tissue gingival curettage, and demonstrate technique for ~~of instrumentation related to root morphology, and soft tissue curettage techniques~~**
2. **~~compare and contrast the indications and contraindications in the treatment of periodontal disease,~~**
3. **demonstrate the correct application of periodontal dressings, use of sutures, and postoperative care, indications/contraindications of ultrasonic instrumentation, understand the differences in the tip design and demonstrate correct procedure and technique for using the ultrasonic scaler,**
4. **explain hard and soft tissue treatment procedures and techniques, select instruments appropriate for root morphology, introduction of more advanced periodontal instruments, and demonstrate advanced instrumentation techniques for the periodontal patient,**
5. **explain the role of antimicrobial agents in prevention and treatment of periodontal disease, and understand the different types and delivery of antimicrobial agents and antibiotics,**
6. **explain dentinal hypersensitivity and its treatment. select appropriate desensitizing agents**
7. **complete a periodontal assessment, correctly perform calculations, and interpret the findings,**
8. **formulate a nonsurgical treatment plan for a periodontally involved patients,**
9. **identify radiographic evidence of periodontal disease,**
10. **describe the relationship between biofilm/plaque and periodontal disease,**
11. **recognize the role that nutrients play in oral and periodontal health,**
12. **discuss the advantages and the disadvantages for using products that contain Xylitol,**
13. **identify oral hygiene aides and indications for use in periodontally involved patients,**
14. **recognize the role of pain control procedures (noninjectable/topical) during nonsurgical treatment,**
15. **evaluate and understand the importance of healing following nonsurgical therapy,**
16. **apply the recommendations of the American Academy of Periodontology regarding referral of patients to a periodontist.**

Course Scope and Content:

Unit I ~~Ultrasonic Instrumentation~~ **Advanced Instrumentation**
 A. Ultrasonic instrumentation
 B. Periodontal instrumentation and root morphology

Unit II **Instrument Sharpening**

- Unit III **Clinical Periodontal Assessments**
A. Components of the assessment
B. Calculations/interpretation
C. Supplemental diagnostic testing
- Unit IV ~~Plaque Control~~ **Patient's Role in Nonsurgical Periodontal Therapy**
A. Self-care
B. Toothbrushing and tongue cleaning
C. Interdental care
D. Irrigation and rinses
- Unit V ~~Periodontal Instrumentation and Root Morphology~~
Nutritional Care for the Periodontium
A. Nutrient deficiencies seen in the periodontium
B. Nutrients that promote periodontal health
C. Nutritional counseling for a healthy periodontium
- Unit VI ~~Gingival Curettage~~ **Periodontal Soft Tissue Curettage**
A. Indications/contraindications
B. Post procedure evaluation of periodontal soft tissue curettage
C. Complications and management of periodontal soft tissue curettage
D. Armamentarium for periodontal soft tissue curettage
E. Techniques of periodontal soft tissue curettage
- Unit VII ~~Results of Periodontal Instrumentation and eurette~~
Radiographic Analysis of the Periodontium
A. Radiographic assessment of bone loss
B. Identification of local risk factors contributing to bone loss
- Unit VIII ~~Periodontal Dressings, Sutures, and Postoperative care~~
Chemical Agents Used in the Prevention and Treatment of Periodontal Disease
A. Topically delivered
B. Systemic
- Unit IX ~~Use of Antimicrobial Agents and Gingival Irrigation~~
Treatment Planning for Patients with Periodontal Disease
A. Assigning a periodontal diagnosis
B. Treatment sequencing
C. Legal considerations
- Unit X ~~Dentinal Hypersensitivity and Treatment~~
Nonsurgical Periodontal Therapy
A. Principles of therapy
B. Objective and rationale for periodontal instrumentation
C. Decisions following therapy
- Unit XI ~~Advanced Local Anesthesia Techniques~~ **Adjuncts to Treatment**
A. Pain control
B. Xylitol
C. Desensitizing agents

Unit XII **Medical Emergencies**

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

- ~~1. Lectures and audiovisual presentations~~
- ~~2. Practical application on typodonts~~
- ~~3. Clinical practice under close supervision~~

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. Completing required reading**
- 2. Skill practice**
- 3. Data collected for a three-day personal food diary**

~~Independent reading and study~~

Methods of Instruction:

1. Lecture
2. Class discussions
3. Audio-visual presentations
4. **Demonstrations**
5. **Guest lecturers**

Methods of Evaluation:

1. Examinations and quizzes, including:
 - a. multiple choice ~~items~~ **questions**
 - b. **periodontal charting**
 - c. true/false ~~items~~ **questions**
 - d. case study questions
2. **Nutritional analysis**
3. **Performance evaluations on:**
 - a. **Periodontal charting**
 - b. **Periodontal soft tissue curettage**
 - e. **Local irrigation**
 - f. **Advance periodontal instrumentation**

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

Reviewed by: S. Eastman, D.D.S.
~~Reviewed by: M. Westwick, D.D.S.~~
Reviewed by: S. Jennings
Reviewed by: E. Hershkowitz
Reviewed by: D. Champion
Text update: ~~March 24, 2011~~ Fall 2015
Date reviewed: ~~October 2005~~ Spring 2016

Dental Hygiene (DNTH) 2240 Periodontics II (1.5 Units) CSU
[formerly Dental Hygiene 40]

Prerequisite: Successful completion of all first, second and third semesters Dental Hygiene Program courses with a grade of “C” or better

Prerequisite knowledge/skills:

Total Hours: 24 hours lecture

Catalog Description: ~~This course is designed to enhance assessment skills applicable in the treatment of patients with advanced periodontal disease. It covers dental hygienist ethical and clinical responsibility in periodontal disorders and teaches the legal ramifications and the relationship of the specialty practice of periodontics within the broad scope of dentistry.~~

This course discusses the management of periodontal disease as well as the legal and ethical implications of diagnosis and treatment. Therapeutic modalities to include surgery, dental implants and periodontal maintenance are covered.

Type of Class/Course: Degree Credit

~~Text: Weinberg, Mea A., C. Westphal, S. J. Froum, M. Palat, and R. S. Schoor. *Comprehensive Periodontics for the Dental Hygienist*. 3rd ed. New York: Pearson Education, Inc., 2010.
Thomson, Evelyn. *Case Studies in Dental Hygiene*. 2nd Ed. Upper Saddle River, New Jersey: Pearson Education, Inc. 2009. Print.~~

~~Text: Nield-Gehrig, Jill S. and Donald E. Willmann. *Foundations of Periodontics for the Dental Hygienist*. 4th Edition. Philadelphia, PA: Wolters Kluwer/Lippincott Williams and Wilkins, 2015. Print.~~

~~Thompson, Evelyn M. *Case Studies in Dental Hygiene*. 3rd Edition., New Jersey: Pearson Education, Inc., 2013. Print and visual.~~

~~Nield-Gehrig, Jill S. and Donald E. Willmann. *Foundations of Periodontics for the Dental Hygienist*. 4th ed. Philadelphia: LWW, 2015. Print.~~

~~Thompson, Evelyn M. *Case Studies in Dental Hygiene*. 3rd ed. New Jersey: Pearson, 2013. Print~~

~~Additional Instructional Materials: Journal articles~~

Additional Required Materials: None

Course Objectives:

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

- ~~1. demonstrate apply knowledge applicable to the treatment of patients with advanced periodontal disease;~~
 - ~~2. analyze dental hygienist's ethical and clinical responsibilities regarding periodontal disorders;~~
 - ~~3. analyze relationships of the specialty practice of periodontics within the broad scope of dentistry;~~
 - ~~4. explain the legal issues related to periodontal practice; and~~
 - ~~5. demonstrate knowledge applicable to the management of patients with advanced periodontal disease and how cultural, gender, ethnicity, and disability issues will affect management.~~
- 1. understand the importance and concepts of host modulation**
 - 2. identify the three components of evidenced-based decision making**
 - 3. recognize the need for periodontal surgery**
 - 4. describe how periodontal maintenance relates to other phases of periodontal treatment**
 - 5. describe guidelines for determining whether the patient is best treated in a general practice office or a periodontal office**
 - 6. describe how to establish an appropriate maintenance interval**
 - 7. list the clinical signs of recurrent periodontitis and possible causes**
 - 8. recognize the compliant patient and noncompliant patient**
 - 9. discuss the special considerations for periodontal instrumentation of a dental implant**
 - 10. compare and contrast the periodontium of a natural tooth with the peri-implant tissues that surround a dental implant**
 - 11. outline the typical treatment steps for a gingival abscess, periodontal abscess, pericoronal abscess and necrotizing ulcerative gingivitis**
 - 12. in the clinical setting, thoroughly document all periodontal treatment including treatment options, cancellations, patient noncompliance, informed consent, refusal of treatment and follow up**
 - 13. provide a few of the possibilities for future directions in the management of periodontal patients by dental hygienists**
 - 14. apply content learned to comprehensive case studies**

Course Scope and Content:

- Unit I **~~Implants~~ Therapies for Managing the Periodontal Patient or Implementation of Periodontal Therapies**
- A. Host modulation**
 - 1. Potential importance in treating periodontal patients**
 - 2. Host modulation agents**
 - B. Periodontal maintenance**
 - 1. Procedures and planning**
 - 2. Disease recurrence / root caries as a complication**
 - 3. Patient compliance**
 - C. Dental implant maintenance**
 - 1. Anatomy of the dental implant**
 - 2. Peri-implant disease**
 - 3. Instrumentation of the dental implant**
 - 4. Maintenance intervals for patients and self-care aids**
 - D. Future directions for managing periodontal patients**
 - 1. Risk factors for developing periodontal disease**
 - 2. Systemic diseases connected to periodontal disease**

3. Additional treatment modalities

- Unit II** **Periodontal Surgery**
A. Indications and contraindication for periodontal surgery
B. Knowledge of the common types of periodontal surgeries
C. Healing after periodontal surgery
 1. Terminology
 2. Biological enhancement
D. Management following periodontal surgery
- Unit III** **Treatment Planning for the Periodontal Patient**
Periodontal Emergencies
A. Abscesses of the periodontium
B. Necrotizing periodontal disease
C. Primary herpetic gingivostomatitis
- Unit IV** ~~Ethics~~—**Best Practices for Periodontal Care**
A. Concept of best practices
B. Evidence-based healthcare
C. Strategy for finding evidence
- Unit V** ~~Special topics which may include:~~
~~A. Diagnostic testing and bacterial cultures~~
~~B. Endodontic-periodontic lesions~~
~~C. Referral to a periodontist~~
~~D. Prognosis~~
~~E. Periodontal screening and recording~~
~~F. Caries and fluoride~~
- Unit V** **Comprehensive Patient Cases**
A. Adolescents
B. Adult Periodontitis
C. Medical Compromised
D. Geriatric Patient
E. The Disabled Patient
- Unit VI** **Documentation and Insurance Reporting of Periodontal Care**
A. Legal Issues and Documentation
B. Computer Based Patient Records
C. Insurance Codes for the Periodontal Patient
D. Documentation of Periodontal Care

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 3 hours per week outside of the regular class time doing the following:

- 1. Independent reading and studying**
- 2. Independent research**
- 3. Review case studies**

Methods of Instruction:

1. Lecture
2. Guest lecture
3. Audiovisual presentations
4. Class discussions

Methods of Evaluation:

1. **Quizzes**
2. **Exams and quizzes, including:**
 - a. multiple choice questions
 - b. matching questions
 - c. true/false questions
 - d. **essay case study questions**
3. **Writing assignment, topic to be determined by the instructor**
4. **Case Study presentation on a patient**
 - a. **intraoral photos**
 - b. **narrative**
 - c. **study models**
 - d. **periodontal assessment and periodontal re-evaluations**
 - e. **nutritional analysis**
 - f. **tobacco cessation**
 - g. **use of various treatment modalities**
 - h. **risk assessments**

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:	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: K. Donovan
Reviewed by: S. Eastman
Reviewed by: S. Jennings
Reviewed by: D. Champion
Reviewed by: ~~D. Hawley~~ E. Hershkowitz
Reviewed by: ~~R. Kasberger~~
Date reviewed: ~~Spring 1999~~ **Spring 2016**
Text Update: ~~4/19/12~~ **2012**

Dental Hygiene (DNTH) 2245 Ethics and Jurisprudence (2 Units) CSU
[formerly Dental Hygiene 45]

Prerequisite: Successful completion of all first, second, and third semester Dental Hygiene Program courses with grades of “C” or higher

Total Hours: 32 hours lecture

Catalog Description: The study of the fundamental factors necessary to be employed and practice within the ethical and legal framework of the State Dental Practice Act and the code of ethics of the American Dental Association.

Type of Class/Course: Degree Credit

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

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

~~Rule, J., and R. Veatch. Ethical Questions in Dentistry. Quintessence Publishing Co., 1993.~~

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

~~Additional Instructional Materials: California Dental Hygienist's Association. CDHA Employment Manual. Sacramento, CA: CDHA. **Dental Hygiene Committee of California (DHCC)** www.dhcc.ca.gov California Board of Consumer Affairs. Dental Practice Act. State of California. COMDA – Committee on Dental Auxiliaries. Committee of Dental Auxiliaries, 1998.~~

Course Objectives:

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

1. discuss the various roles in which a dental hygienist is employed or can be employed,
2. demonstrate knowledge of the various levels of legal duties for the DA, RDA, RDAEF and the RDH in California,
3. differentiate between direct and indirect supervision duties for the RDH in the State of California,
4. discuss the structure and the professional organization of ADHA, CDHA and local levels,
5. appreciate and value the ADHA Code of Ethics and discuss the application of ethics to practical situations,

6. discuss malpractice in application to dental and dental hygiene practice and demonstrate beginning knowledge of jurisprudence terminology in dentistry,
7. value the role of accurate record-keeping in the prevention of malpractice,
8. develop a philosophy of dental hygiene practice containing values, philosophy and career goals, ~~as evidenced in written format,~~
9. understand the historical background of dental hygiene **of ethical principles,**
10. ~~complete a satisfactory attendance, participation and class assignments.~~ **actively participate in class and complete course assignments.**

Course Scope and Content:

~~Unit I — Lesson Goals and Objectives~~

~~Unit II — Licensing/RDH Expansion and Self Regulation~~

~~Unit III — Legal Terminology/Dental Practice Act~~

~~Unit IV — The Contract Relationship~~

~~Unit V — Standard of Care; Liability, Malpractice~~

~~Unit VI — Ethical Framework, Duties, Morality~~

~~Unit VII — Technical Battery, Patient Bill of Rights~~

~~Unit VIII — Informed Consent~~

~~Unit IX — Ethical Principles~~

Unit I Introduction
A. Course Requirements
B. Mission Statement

Unit II Foundations of Ethics
A. Moral Philosophy
B. Moral Reasoning

Unit III Ethical Principles
A. Core Values
B. ADHA Code of Ethics

Unit IV Informed Consent
A. Patient’s Bill of Rights
B. Informed Refusal
C. Types of Consent
 1. Implied, Expressed, and Written

Unit V Ethical Dilemmas
A. Ethical Philosophies of Problem Solving
B. Stages in Moral Development

- Unit VI** **Jurisprudence**
 - A. Civil Law**
 - B. Tort Law**
 - C. Defamation**
 - D. Contract Law**
 - E. Case Law**

- Unit VII** **Levels of Supervision**
 - A. General Supervision**
 - B. Indirect Supervision**
 - C. Direct Supervision**
 - D. Unsupervised**

- Unit VIII** **California Dental Practice Act**
 - A. ADHA Code of Ethics**
 - B. CDHA Code of Ethics**

- Unit IX** **Dental Hygiene Committee of California**
 - A. Business and Profession Codes**
 - 1. Unprofessional Conduct**
 - B. California State Regulations**

- Unit X** **Case Studies**
 - A. Ethical Scenarios**
 - B. Problem Solving**

- Unit XI** **Risk Management**
 - A. Documentation of Patient Records**
 - B. HIPPA Laws**

- Unit XII** **Licensing**
 - A. Renewals**
 - B. Continuing Education**
 - C. Disciplinary Actions**
 - D. Diversion Programs**
 - E. Inactive Status**

- Unit XIII** **California Ethics Exam**
 - A. Preparation**
 - B. Terminology**
 - C. Mock Exam**

- Unit XIV** **Mandated Reporting**
 - A. Child Abuse**
 - B. Elder Abuse**
 - C. Recognizing Abuse/Neglect**

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

1. — Lectures



- 2. ~~Audiovisual material~~
- 3. ~~Discussion groups~~

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 and reading

Methods of Instruction:

- 1. Lectures
- 2. Guest Lecturers
- 3. Audiovisual aids
- 4. Discussion groups

Methods of Evaluation:

- 1. ~~Essay examination~~ **Journal and moral reasoning assignment**
- 2. Research report
- 3. Multiple choice ~~items~~ **questions**, matching and true/false
- 4. Case study evaluation

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:	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

TAFT COLLEGE
PRESIDENT'S LIST

Spring 2016 Semester

CRITERIA

1. Twelve (12) or more semester units completed during the semester.
2. Semester grade point average of 3.50 or better.
3. No grade for the semester below a "C".
4. A grade of "P" in no more than 4.0 semester units.

Claudia Aguero	Tien Doan	Baillie Jensen	Jessica Nunez	Craig Shults
Clarissa Alderete	Trung Doan	Deborah Jensen	Taylor Olson	Harkeerat Sidhu
Kailee Aldridge	Van Doan	Denell Johnson	Omar Omarsson	Jasmeet Singh
Adrien Alejandro	Clayton Dudley	Justine Johnson	Viviana Orozco	Jonathan Slocum
Katelyn Anderson	Katelyn Duran	Kaivon Kealoha	Jhoana Osornia	Chris Smith
Courtney Aquino	Alejandro Espinosa	Kau'ionalani Kekuawela	Brenda Otanez	Danica Smith
Joseph Arellano	Heather Espinoza	Mallorie Kirby	Bianca Palos	Jaiveer Sohal
Mary Attwell	Gloria Estrada	Emily Kopp	Amayrane Pardo	Jiali Song
Devin Bacot	Michael Eveland	Taylor Lazaruk	Alexandria Paris	Elizabeth Sorenson
Wesley Baker	Marlon Faber	Abigail LeClair	Tory Parkinson	Richard Sottile
Jason Baldwin	Ryan Farris	Charles Lehman	Nisha Patel	Katey Souza
Kori Banducci	Alec Fausto	Yesenia Leon	Valerie Pena	Payton Spragling
Roxanna Barboza	Guillermo Felix-Alvor	Alexis Lopez	Austin Pendergrass	Arielle Stoyanow
Stefanie Barron	Lynn Fien	Jazmin Lopez	Courtnie Perry	Rage Sullivan
Jason Baum	Victoria Fraire	Lilbeth Lopez	Toni Pino	Donnie Swann
Cathrine Bente	Jeffrey Frank	Christian Lozano	Tamerla Prince	Shanti Taylor
Andrez Bernal	Shelby Frank	Daniel Loza-Perez	Pilar Punsalan	Dylan Thomas
Aryssa Bertrand	Sarah Galagaza	Patrick Luttrell	Herman Ramirez	Spencer Throgmorton
Almotaz Binjabal	Selina Galvan	Maria Magana	Maribel Ramirez	Shannon Todd
Westen Blair	Marisa Gamez	Cooper Mainard	Veronica Ramirez	Jeremy Torres
Paul Blanco	Elvira Garcia	Elizabeth Marcos	Flor Ramos	Jose Torres
Steven Bogden	Ilyne Garcia	Chelsea Martin	Mosiah Rasmussen	Melina Tovar
Liam Bohannon	Nicole Garcia	Brittany Martinez	Natalie Reeve	Katie Tran
Kayla Bowen	Ana Garcia Brady	Dinora Martinez	Michelle Reich	Chanel Tremain
Shelby Bowers	Kayla Gardner	Ivan Martinez	Adrian Renteria	Samantha Trevino
Courtney Bradesku	Mohanvir Gill	Laura Martinez-Collier	Ashley Renteria	Thomas Tucker
Natalie Bradshaw	Parker Goddard	Johnathan McCann	Mayra Reyes Cruz	Joseph Valenzuela
Navdeep Brar	Matthew Gollehon	Darian McElmurry	Nancy Reynaga	Chantel Vargas
Isabella Brookshire	Chris Gonzalez	Megan McMahon	Breanna Rinehart	Maritza Vargas
Lindell Brown	Stephanie Govea	Heidi Mcredmond	Tajai Ritchie	Bailey Vega
Paige Brown	Carrie Graham	Lizette Mendoza	Breeze Rivers Hurlbut	Alexander Victoria
Annemarie Burkhart	Savannah Gregory	Neida Mendoza	Ivy Roam	Jenny Villalobos
Andrew Burt	Julianne Greynolds	Tania Merlos	Jamie Robinson	Camille Joan Visto
Kenzie Caldwell	Madeline Griffith	Brock Miller	Marta Robles	Megan Wade
Andrea Calvillo	Irma Guerrero	Isabel Miranda	Nataly Rodriguez	Jamie Waite
Anthony Cameron	Cesar Guerrero Fonseca	Vanessa Mojica	Maxwell Rogers	Riley Waite
Isaac Campos	Kevin Hacker	Janell Molina	Grecia Roman	Robert Wakeling
Nura Chacon	Christine Hahn	Elizabeth Monroig	Olga Rosales	Cristina Walinga
Genesis Chavez	Angel Henderson	Cynthia Montgomery	Deana Rubano	Kathleen Walker
Kassandra Chavez	Bryan Henriquez Rivera	Mollie Montgomery	Adrienne Ruibal	Heather Weatherman
Maria Chavez	Drew Heppner	Karina Mora	Nancy Saini	Katelynn Webb
Adam Childress	Erika Heredia	Katelyn Morrow	Laura Salas	Morgan Welborn
Rebecca Clark	Rodolfo Hernandez	Alham Muthana	Esther Sanchez	Danielle Westbrook
Cassidy Cloud	Laura Hester	Rachel Nance	Miguel Sanchez	Sarah White
Justin Covington	Ellen Hilliard	Lydia Nava	Mariel Sanchez Fombona	Karissa Wilson
Karen Cuevas	Drew Holliday	Francisco Negrete-Munoz	Angela Sanders	Claire Witham
Mackenzie Cushine	Allison Hollon	Halle Neher	Tara Sanderson	Alyssa Young
Emily Davis	Jayna Holman	Mackey Nichols	Kyle Sandridge	
Jaron Deacon	Alexander Holmes	Adrian Nombano	Haley Schlechta	
Harmanjeet Dhillon	Erik Jauregui	Liliana Noriega	Caitlyn Scott	

TAFT COLLEGE
VICE PRESIDENT'S LIST

Spring 2016 Semester

CRITERIA

1. Twelve (12) or more semester units completed during the semester.
2. Semester grade point average of 3.00 to 3.49.
3. No grade for the semester below a "C".
4. A grade of "P" in no more than 4.0 semester units.

Alexis Aguilar Solis	Daniel Gomez	Kristan Milhous	Virginia Salanoa-Sagapolu
Yoandra Angeles-Godoy	Jessica Gonzales	Samantha Miller	Angelica Salazar
Emily Anglin	Magdalena Gonzalez	Cristo Miranda	Bailey San Agustin-
Juan Avalos	Martha Gonzalez	Hector Morales	Nordmeier
Amanda Ayon	Zelina Gracia	Jocelyn Morales	Ashley Sanchez
Susanna Barber	Robbie Grant	Rhema Moreno	Sofia Sanchez
Cody Bell	Jose Guerrero	Corey Morris	Lupita Sandoval
Kristie Boesen	Icela Gutierrez Cuevas	Alberto Muro	Randiel Sasi
Alexandra Bogner	Whykella Haley	Mariela Navarrete	Zachary Satton
Jesse Bravo	Whitney Hardin	Oscar Nuno	Daniela Saucedo
Jerry Burruss	Maureen Harman	Timothy Oberholzer	Marilu Saucedo
Nicole Caldwell	Kaila Haslam	Nadene Oiterong	Tamara Schelper
Saratiel Campos	Tabatha Hatcher	Richard Ortiz	Maritza Schertz
Tyson Canfield	Zackary Havens	Brooke Oscarson	Oscar Serrato
Etelvina Castillo	Aurora Hernandez	Fernando Palma	Rodrigo Seykora
Sandra Castillo Martinez	Jose Herrera	Brenton Pearcy	Hillary Shanes
Maria Cervantes Becerra	Cameron Hertzog	Kierstin Peltz	Erica Shannon
Celina Chavez	Robert Higgs	Lauren Pena	Blake Silva
Joseph Chernabaeff	Andrew Hinojosa	Alondra Perez	Hirdeyjeet Singh
Dolores Chirinos	Julia Hoogland	Javier Perez	Alfred Souza
Courtney Clark	Evan Hunter	Mireya Perez	William Sparks
Sarena Clark	Adrian Jasso Espinosa	Esmeralda Perez Garcia	Christy Specht
Nichole Clevenger	Chantia Jones	Hank Pezer	Sierra Stegall
Sally Cobb	Ciara Jones	Jessica Plascencia	Jacqueline Summers
Dannielle Cook	Jasmine Jones	Wendy Pluth	Nashel Tena
Luke Cowden	Pawanpreet Kaur	Jason Portillo	Lanie Thompson
Marcelo Crespo Valera	Tawny Kiss	David Powell	Isidro Tinoco
Gabriela Cruz	Shane Kotz	Paige Quintanilla	Victoria Tolin
Christian Cuevas	Deepak Kumar	Juan Ramirez	Emmanuel Torres
Etay DeCamp	Kayla Lane-Obee	Nancy Ramirez	Juan Torres
Nicholas Derry	Amber Lawrence	Veronica Ramirez	Ethan Trejo
Ashley Desiderio	Sonja Lawrence	Veronica Renaker	Hope Tremain
Bailee Dodson	Trina Leija	Breanna Riehl	Travis Turner
Georgieanna Escobedo	Jessica Lynam	Jenifer Rivera	Jessica Ursua
Daniela Fierros	Jeffrey Magallanes	Fernando Robles	Amber Vaughn
Jasmin Figueroa	Christian Malagon	Vianna Rocha	Juan Velazco
Jesus Fraire Vidal	Louis Mapes	Ana Rodriguez	Elizabeth Vigstrom
Juan Gallardo	Jocelyn Martinez	Brenda Rodriguez	Courtney Villasenor
Ivonne Garay	Lindsey McIntyre	Corinna Rodriguez	Morgan Waller
Alfredo Garcia	Dianna McSweeney	Daniel Rodriguez	Jessica Weber-Walton
Deborah Garcia	Michael Melendez	Genevieve Rodriguez	Moriah Williams
Jesus Garcia	Joshua Mendez	Matthew Rogers	Dayton Wilson
Chase Garside	Pablo Mendez	Fabian Roman	Jakob Witt
Heather Gibson	Ivana Mendoza	Shelby Ross	Riann Yerby
Simarjot Gill	Sandra Merino	Kathy Rubio	Maria Zavala

Date: June 20, 2016
Submitted by: Susan Wells, TIL Career Education Facilitator
Area Administrator: Mark Williams, VP of Instruction
Subject: Request for Approval

Board Meeting Date: July 13, 2016

Title of Item:

2016-17 Residential Lease Agreements for TIL Student Off-Campus Housing (list attached)

Background:

The 2nd year TIL students live off campus in the Taft community. By contracting with the home owners directly, the College has the ability to implement and enforce student rules appropriate to the independent living experience as part of the TIL Program. The students pay the fees directly to the College. The process will be incorporated into their management classes.

Terms (if applicable):

August 1, 2016 – July 31, 2017

Expense (if applicable):

No direct expense to the District

Fiscal Impact Including Source of Funds (if applicable):

The rental agreements are for 12 months. The annual amount will be paid over an 11 month period which coincides with the TIL academic calendar.

Approved: 
Mark Williams, VP of Instruction



House	Rent	BDRMS	Landlord
108 Village Way	1875	MB 495 A 460 B 460 C 460	Taft College 29 Cougar Ct Taft CA 93268
108 Buchanan	1400	MB 490 A 455 B 455	Taft College 29 Cougar Ct Taft CA 93268
106 Taylor	1200	A 350 B 350 C 350 D 350	Brian White 910 Arroyo Way Taft CA 93268
325 Woodrow	873	MB 444 A 429	(Everett) Buddy & Teresa Binkley 912 Philippine St Taft CA 93268

327 Woodrow 873 MB 444
A 429 (Everett) Buddy & Teresa Binkley
912 Philippine St
Taft CA 93268

101 Polk 1310 MB 460
A 425 Dusty & Sherrie Watkins
B 425 24042 N. County Rd. 3330
Wynnewood OK 73098

326 Lucard 850 A 425 DK&M Property
B 425 Dave & Kim Wells
P.O. Box 99
Taft CA 93268

330 Lucard
Apt A 820 1 410 DK&M Property
2 410 Dave & Kim Wells
Apt B 820 1 410 P.O. Box 99
2 410 Taft CA 93268
Apt C 820 1 410
2 410

RESIDENTIAL LEASE

THIS RESIDENTIAL LEASE (“Lease”) dated as of August 1st, 2016, is entered into between (“Landlord”) and West Kern Community College District (“Tenant.”)

NOW THEREFORE, for good and valuable consideration the receipt and adequacy of which are hereby acknowledged, the parties agree as follows:

Section 1. Lease

Tenant leases from Landlord the premises located at, and consisting of a bedroom bathroom single family home on the terms and conditions contained in this Lease (collectively, “Leased Premises”).

Section 2. Term

The term of this Lease shall commence on August 1st, 2016 and continue for a period of twelve months.

Section 3. Deposit

Concurrent the execution of this Lease, Tenant shall deliver to Landlord a deposit in the amount of in the form of a District warrant, personal check, cashier’s check, or cash (“Deposit”). The Deposit shall be held as security for the performance of Tenant’s obligations under this Lease pursuant to Section 14.

Section 4. Rent

Rent shall be per month (“Monthly Rent”), payable in advance, on the first day of each calendar month to Landlord or Landlord’s authorized agent, at the following address: or at any other place designated by Landlord in writing from time to time. If Tenant takes possession of the Leased Premises on a date other than the first day of a calendar month, the first rent payment shall be prorated in accordance with the then remaining number of days in the month prorated on the basis of a thirty day month (Monthly Rent/30 = daily rent). Rent that equals the amount due for 12 months shall be paid over an 11 month period.

Section 5. Utilities, Services, and Yard Care

Tenant shall be responsible for securing accounts in Tenant’s name for and the payment of all utilities and services to the Leased Premises, except yard care & water, which shall be paid by Landlord.

Section 6. Use and Subletting/Licensing

Landlord acknowledges that Tenant intends to use the Leased Premises as a part of Tenant’s Transition to Independent Living (“TIL”) program, which consists primarily of housing TIL program students in the Leased Premises as a private dwelling. The use of the Leased Premises will also include District staff and related parties regularly meeting with TIL program students in

the Leased Premises as a component of the TIL program, and other TIL related activities. As a necessary component of the District's use of the Leased Premises, District intends to enter into subletting or licensing agreements with TIL program students ("Students") for the use and occupancy of the Leased Premises for TIL program purposes. Landlord unconditionally consents to such subletting or licensing of all or a portion of the Leased Premises, provided that such subletting or licensing shall not alter Tenant's responsibility for the obligations under this Lease.

Without Landlord's prior written consent, Tenant and Students may not use or maintain a waterbed on the Leased Premises. Tenant and Students may not repair any automobiles or any other motor vehicles, heavy machinery, or equipment, anywhere on the Leased Premises or in or around the building of which the Leased Premises are a part, including the parking area, garage, and driveway. Tenant and Students may not keep or maintain any pets on the Leased Premises without the prior written consent of Landlord, which Landlord may withhold in Landlord's sole discretion.

Section 7. Compliance with Law

Tenant shall comply with all laws, statutes, ordinances, and requirements of all city, county, state, and federal authorities now or later in force pertaining to the use of the Leased Premises, and shall require the same of the Students.

Section 8. Maintenance and Alterations

Except as set forth in this Lease, Tenant agrees that as of the delivery of possession the Leased Premises are in good working order and repair. Landlord shall, at Landlord's own expense and at all times, maintain the Leased Premises in good working order and repair, including all equipment, appliances, furniture, fixtures, and furnishings. Tenant shall be responsible for damages caused by Tenant's negligence and that of Tenant's family, invitees, subtenants, licensees, and guests. Tenant shall not paint, wallpaper, or otherwise make permanent alterations to the Leased Premises without the prior written consent of Landlord. Tenant shall not commit or allow any person to commit any act resulting in the destruction, defacement, damage, impairment, or removal of any part of the Leased Premises, including wall, ceiling, and floor coverings, and the furniture, fixtures, and furnishings of the Leased Premises. Tenant shall surrender the Leased Premises at termination of this Lease in as good condition as received, normal wear and tear excepted. Tenant shall require Students to comply with this Section.

Section 9. Entry

Landlord shall have the right to enter the Leased Premises for the purposes of making necessary or agreed repairs and for showing the Leased Premises to prospective tenants, purchasers, or mortgagees, provided that, except in the case of an emergency, such entry shall be made during normal business hours and upon at least thirty-six (36) hours' prior notice to Tenant. Tenant may not change the locks to the Leased Premises without the prior consent of Landlord.

Section 10. Indemnification

Landlord shall not be liable for any damage or injury to Tenant or any other person, or to any property, occurring on the Leased Premises or any part of the Leased Premises or in common

areas, unless the damage is caused by the negligent, willful, or intentional act or omission to act of Landlord, Landlord's agents, or Landlord's employees. Tenant agrees to indemnify, defend, and hold harmless Landlord for any liability, costs (including reasonable attorneys' fees), or claims for personal injuries or property damage that is the proximate result of the gross negligence or willful misconduct of Tenant or Tenant's guests or invitees. Each party waives the right of subrogation against the other party.

Section 11. Delay of Possession

Tenant may terminate this Lease if possession is not delivered within five (5) days of the commencement of the Term.

Section 12. Default and Time to Cure

If Tenant fails to pay rent when due, or to perform any term of this Lease, after not less than seven (7) days' written notice of default given to Tenant in the manner required by law, Landlord, at Landlord's option, may terminate all rights of Tenant under this Lease, unless Tenant, within the time specified, cures the default.

Section 13. Remedies

If Tenant defaults, Landlord may elect to:

(a) continue the lease in effect, and enforce all Landlord's rights and remedies under this Lease, including the right to recover the rent as it becomes due, or

(b) at any time, terminate all of Tenant's rights under this Lease, and recover from Tenant all damages Landlord may incur by reason of the breach of the lease, including the cost of recovering the Leased Premises and including the worth at the time of the termination or at the time of an award if suit is instituted to enforce this provision, of the amount by which the unpaid rent for the balance of the term exceeds the amount of the rental loss that Tenant proves could be reasonably voided.

In addition to any other rights and remedies allowed by this Lease or by law, Landlord shall have the remedies as set forth in Civil Code §§ 1951.2 and 1951.4.

Section 14. Security Deposit

Tenant is placing a Deposit with Landlord in the sum set forth in Section 3. Landlord shall not be obligated to pay interest on the Deposit. Landlord will hold the deposit for the full and timely performance by Tenant of Tenant's obligations under this Lease, including payment of rent and cleaning, maintaining, and repairing the Leased Premises after surrender. If all or any portion of Tenant's security deposit is applied by Landlord during the term of this Lease, Landlord may demand that Tenant replenish the full amount applied. Tenant's failure to replenish the amount within seven (7) days after written demand will constitute a breach of this Lease. The balance of all deposits shall be refunded no later than twenty-one (21) calendar days from the date possession of the Leased Premises is delivered to Landlord or Landlord's agent, together with a statement showing any charges made against the deposits by Landlord.

Section 15. Waiver

No failure of Landlord to enforce any term of this Lease shall be deemed a waiver, nor shall any acceptance of a partial payment of rent be deemed a waiver of Landlord's right to the full amount of rent.

Section 16. Notices

Any notice that either party may or is required to give, may be given by mailing the notice, postage prepaid at the address shown below, or at any other place designated in writing by the parties from time to time.

IF TO LANDLORD:

IF TO TENANT:

Attn: Superintendent-President
WEST KERN COMMUNITY COLLEGE DISTRICT
29 Cougar Court
Taft, California 93268

Section 17. Successors and Assigns

This Lease is binding upon and inures to the benefit of the heirs, assigns, successors, executors, and administrators of Landlord and Tenant.

Section 18. Time

Time is of the essence in this Lease.

Section 19. Holding Over

Any holding over after expiration of the Lease, with the consent of Landlord, shall be construed as a month-to-month tenancy in accordance with the terms of this Lease, as applicable. No holding over or extension of this Lease shall extend the time for the exercise of the option unless agreed upon in writing by Landlord.

Section 20. Late Charges

If Tenant fails to pay the Monthly Rent within five (5) days after the due date, Tenant agrees that it would be impracticable or extremely difficult to fix the actual damage to Landlord caused by that failure and therefore agrees to pay a late charge of \$35.00. The amounts due under this Section are in addition to and not in lieu of any other remedies of Landlord.

Section 21. Construction

Headings at the beginning of each section of this Lease are solely for the convenience of the parties and are not a part of and shall not be used to interpret this Lease. The singular form shall include plural, and vice versa. This Lease shall not be construed as if it had been prepared by one of the parties, but rather as if both parties have prepared it. Unless otherwise indicated, all references to sections are to this Lease.

Section 22. Further Assurances

Whenever requested to do so by the other party, each party shall execute, acknowledge, and deliver any further conveyances, agreements, confirmations, satisfactions, releases, powers of attorney, instruments of further assurance, approvals, consents, and any further instruments and documents as may be necessary, expedient, or proper to complete any conveyances, transfers, sales, and agreements contemplated by this Lease. Each party also agrees to do any other acts and to execute, acknowledge, and deliver any documents reasonably requested to carry out the intent and purpose of this Lease.

Section 23. Third Party Rights

Nothing in this Lease, express or implied, is intended to confer upon any person, other than the parties and their respective successors and permitted assigns, any rights or remedies under or by reason of this Lease. Tenant shall not assign this Lease without Landlord's advance written approval.

Section 24. Counterparts

This Lease may be executed in one or more counterparts, each of which shall be deemed an original and all of which taken together shall constitute one and the same instrument.

Section 25. Amendment

This Lease may not be amended or altered except by an instrument in writing executed by Landlord and Tenant.

Section 26. Partial Invalidity

Any provision of this Lease that is unenforceable or invalid or the inclusion of which would adversely affect the validity, legality, or enforcement of this Lease shall have no effect, but all the remaining provisions of this Lease shall remain in full force.

Section 27. Governing Law and Venue

The validity, meaning, and effect of this Lease shall be determined in accordance with California law, and any disputes concerning the subject matter of this Lease shall have proper venue in the Superior Court for the County of Kern.

IN WITNESS WHEREOF, Tenant has executed this Lease as of the date first above written.

LANDLORD:

TENANT:

[landlord]

WEST KERN COMMUNITY COLLEGE
DISTRICT

By: _____
[Name]

By: _____
Brock McMurray
Interim Superintendent-President

Date: June 29, 2016
Submitted by: Sarah Criss, Executive Assistant to the Superintendent/President
Area Administrator: Brock McMurray, Interim Superintendent/President
Subject: Request for Approval

Board Meeting Date: July 13, 2016

Title of Board Item:

2016/17 Agreement with Lozano Smith for Legal Services

Background:

The firm of Lozano Smith has provided legal services the West Kern Community College District for a number of years and has an in-depth understanding of the District's Mission and Goals. Lozano Smith has consistently provided quality legal services and has demonstrated it has the necessary qualifications and expertise in the Education Code, human resources, property law and general law to meet the District's needs.

Terms (if applicable):

As with the 2015/16 year, Lozano Smith is offering a 5.0% discount on its legal services if the District establishes a prepaid deposit for such services. Last year we established a \$25,000.00 prepayment amount against which legal fees were charged until the prepaid deposit was exhausted. In the case that the initial deposit is exhausted prior to the end of the fiscal year, the District has the option to deposit additional funds in order to continue to receive the 5.0% discount.

Expense (if applicable):

(Above)

Fiscal Impact Including Source of Funds (if applicable):

The District will deposit \$25,000.00 in prepayment of legal fees for 2016/17 and receive a 5.0% discount.

Approved: _____


Brock McMurray, Interim Superintendent/President

AGREEMENT FOR LEGAL SERVICES

THIS AGREEMENT is effective July 1, 2016, through June 30, 2017, between the WEST KERN COMMUNITY COLLEGE DISTRICT (“Client”) and the law firm of LOZANO SMITH, LLP (“Attorney”) (each a “Party” and collectively the “Parties”). Attorney shall provide legal services as requested by Client on the following terms and conditions:

I. **ENGAGEMENT.** Client hires Attorney as its legal counsel with respect to matters the Client refers to Attorney. Attorney shall provide legal services to represent Client in such matters, keep Client informed of significant developments and respond to Client’s inquiries regarding those matters. Client understands that Attorney cannot guarantee any particular results, including the costs and expenses of representation. Client agrees to be forthcoming with Attorney, to cooperate with Attorney in protecting Client’s interests, to keep Attorney fully informed of developments material to Attorney’s representation of client, and to abide by this Agreement. Client is hereby advised of the right to seek independent legal advice regarding this Agreement.

II. **RATES TO BE CHARGED.** Client agrees to pay Attorney for services rendered based on the attached rate schedule. Agreements for legal fees on other-than-an-hourly basis may be made by mutual agreement for special projects (including as set forth in future addenda to this Agreement). Client may choose to pre-pay for legal services, at any time, in an amount of \$25,000, which will be held in trust by Attorney. Attorney will thereafter charge Client at 95% of the hourly professional rates on the attached rate schedule, reflecting a 5% discount, with such charges applying against the pre-paid amount on deposit until that amount is exhausted, at which point the hourly professional rates will be charged at 100% of the hourly professional rates on the attached rate schedule. The pre-payment and 5% discount do not apply to costs and expenses.

III. **REIMBURSEMENT.** Client agrees to reimburse Attorney for actual and necessary expenses and costs incurred in the course of providing legal services to Client, including but not limited to expert, consultant, mediation and arbitration fees. Attorney shall not be required to advance costs on behalf of Client over the amount of \$1,000 unless otherwise agreed to in writing by Attorney. Typical expenses advanced for Client, without prior authorization, include messenger fees, witness fees, expedited delivery charges, travel expenses, court reporter fees and transcript fees. Client authorizes Attorney to retain experts or consultants to perform services for Client in relation to litigation or Specialized Services.

IV. **MONTHLY INVOICES.** Attorney shall send Client a statement for fees and costs incurred every calendar month (the “Statement”). Statements shall set forth the amount, rate and description of services provided. Client shall pay Attorney’s Statements within thirty (30) calendar days after receipt. An interest charge of one percent (1%) per month shall be assessed on balances that are more than thirty (30) calendar days past due, not to exceed 10% per annum.

V. **COMMUNICATIONS BETWEEN ATTORNEY AND CLIENT.** The Parties recognize that all legal advice provided by Attorney is protected by the Attorney-Client and Work Product Privileges. In addition to regular telephone, mail and other common business communication methods, Client hereby authorizes Attorney to use facsimile transmissions, cellular telephone calls and text, unencrypted email, and other electronic transmissions in communicating with Client. Unless otherwise instructed by Client, any such communications may include confidential information.

VI. **POTENTIAL AND ACTUAL CONFLICTS OF INTEREST.** If Attorney becomes aware of any potential or actual conflict of interest between Client and one or more other clients represented by Attorney, Attorney will comply with applicable laws and rules of professional conduct.

VII. **INDEPENDENT CONTRACTOR.** Attorney is an independent contractor and not an employee of Client.

VIII. **TERMINATION.**

a. **Termination by Client.** Client may discharge Attorney at any time, with or without cause, by written notice to Attorney.

b. **Termination by Mutual Consent or by Attorney.** Attorney may terminate its services at any time with Client's consent or for good cause. Good cause exists if (a) Client fails to pay Attorney's Statement within sixty (60) calendar days of its date, (b) Client fails to comply with other terms of this Agreement, including Client's duty to cooperate with Attorney in protecting Client's interests, (c) Client has failed to disclose material facts to Attorney or (d) any other circumstance exists that requires termination of this engagement under the ethical rules applicable to Attorney. Additionally, to the extent allowed by law, Attorney may decline to provide services on new matters or may terminate the Agreement without cause upon written notice to Client if Attorney is not then providing any legal services to Client.

c. **Following Termination.** Upon termination by either Party: (i) Client shall promptly pay all unpaid fees and costs for services provided or costs incurred pursuant to this Agreement up to the date of termination; (ii) unless otherwise required by law or agreed to by the Parties, Attorney will provide no legal services following notice of termination; (iii) Client will cooperate with Attorney in facilitating the orderly transfer of any outstanding matters to new counsel, including promptly signing a substitution of counsel form at Attorney's request; and (iv) Client shall, upon request, be provided the Client's file maintained for the Client by Attorney and shall sign acknowledgment of receipt upon delivery of that file. For all Statements received by Client from Attorney prior to the date of termination, Client's failure to notify Attorney in writing of any disagreement with either the services performed or the charges for those services as shown in the Statement within thirty (30) calendar days of the date of termination shall be deemed Client's acceptance of and agreement with the Statement. For any billing appearing for the first time on a Statement received by Client from Attorney after the date

of termination, failure to notify Attorney in writing of any disagreement with either the services performed or the charges for those services within thirty (30) calendar days from receipt of the Statement shall be deemed to signify Client's acceptance of and agreement with the Statement.

IX. MAINTENANCE OF INSURANCE. Attorney agrees that, during the term of this Agreement, Attorney shall maintain liability and errors and omissions insurance.

X. CONSULTANT SERVICES. Attorney works with professional consultants that provide services, including but not limited to investigations, public relations, educational consulting, leadership mentoring and development, financial, budgeting, management auditing, board/superintendent relations, administrator evaluation and best practices, and intergovernmental relations. Attorney does not share its legal fees with such consultants. Attorney may offer these services to Client upon request.

XI. DISPUTE RESOLUTION.

a. Mediation. Except as otherwise set forth in this section, Client and Attorney agree to make a good faith effort to settle any dispute or claim that arises under this Agreement through discussions and negotiations and in compliance with applicable law. In the event of a claim or dispute, either Party may request, in writing to the other Party, to refer the dispute to mediation. This request shall be made within thirty (30) calendar days of the action giving rise to the dispute. Upon receipt of a request for mediation, both Parties shall make a good faith effort to select a mediator and complete the mediation process within sixty (60) calendar days. The mediator's fee shall be shared equally between Client and Attorney. Each Party shall bear its own attorney fees and costs. Whenever possible, any mediator selected shall have expertise in the area of the dispute and any selected mediator must be knowledgeable regarding the mediation process. No person shall serve as mediator in any dispute in which that person has any financial or personal interest in the outcome of the mediation. The mediator's recommendation for settlement, if any, is non-binding on the Parties. Mediation pursuant to this provision shall be private and confidential. Only the Parties and their representatives may attend any mediation session. Other persons may attend only with the written permission of both Parties. All persons who attend any mediation session shall be bound by the confidentiality requirements of California Evidence Code section 1115, et seq., and shall sign an agreement to that effect. Completion of mediation shall be a condition precedent to arbitration, unless the other Party refuses to cooperate in the setting of mediation.

b. Dispute Regarding Fees. Any dispute as to attorney fees and/or costs charged under this Agreement shall to the extent required by law be resolved under the California Mandatory Fee Arbitration Act (Bus. & Prof. Code §§ 6200, et seq.).

c. Binding Arbitration. Except as otherwise set forth in section (b) above, Client and Attorney agree to submit all disputes to final and binding arbitration, either following mediation which fails to resolve all disputes or in lieu of mediation as may be agreed by

the Parties in writing. Either Party may make a written request to the other for arbitration. If made in lieu of mediation, the request must be made within sixty (60) calendar days of the action giving rise to the dispute. If the request for arbitration is made following an unsuccessful attempt to mediate the Parties' disputes, the request must be made within ten (10) calendar days of termination of the mediation. The Parties shall make a good faith attempt to select an arbitrator and complete the arbitration within ninety (90) calendar days. If there is no agreement on an arbitrator, the Parties shall use the Judicial Arbitration and Mediation Service (JAMS). The arbitrator's qualifications must meet the criteria set forth above for a mediator, except, in addition, the arbitrator shall be an attorney unless otherwise agreed by the Parties. The arbitrator's fee shall be shared equally by both Parties. Each Party shall bear its own attorney fees and other costs. The arbitrator shall render a written decision and provide it to both Parties. The arbitrator may award any remedy or relief otherwise available in court and the decision shall set forth the reasons for the award. The arbitrator shall not have any authority to amend or modify this agreement. Any arbitration conducted pursuant to this paragraph shall be governed by California Code of Civil Procedure sections 1281, et seq. By signing this Agreement, Client acknowledges that this agreement to arbitrate results in a waiver of Client's right to a court or jury trial for any fee dispute or malpractice claim. This also means that Client is giving up Client's right to discovery and appeal. If Client later refuses to submit to arbitration after agreeing to do so, Client maybe ordered to arbitrate pursuant to the provisions of California law. Client acknowledges that before signing this Agreement and agreeing to binding arbitration, Client is entitled, and has been given a reasonable opportunity, to seek the advice of independent counsel.

d. Effect of Termination. The terms of this section shall survive the termination of the Agreement.

XII. **ENTIRE AGREEMENT.** This Agreement with its exhibit supersedes any and all other prior or contemporaneous oral or written agreements between the Parties. Each Party acknowledges that no representations, inducements, promises or agreements have been made by any person which are not incorporated herein, and that any other agreements shall be void. Furthermore, any modification of this Agreement shall only be effective if in writing signed by all Parties hereto.

XIII. **SEVERABILITY.** Should any provision of this Agreement be held by a court of competent jurisdiction to be invalid, void or unenforceable, but the remainder of the Agreement can be enforced without failure of material consideration to any Party, then this Agreement shall not be affected and it shall remain in full force and effect, unless amended or modified by mutual consent of the Parties; provided, however, that if the invalidity or unenforceability of any provision of this Agreement results in a material failure of consideration, then, to the extent allowed by law, the Party adversely affected thereby shall have the right in its sole discretion to terminate this Agreement upon providing written notice of such termination to the other Party.

XIV. **NON-WAIVER.** None of the provisions of this Agreement shall be considered waived by either Party unless such waiver is specified in writing.



PROFESSIONAL RATE SCHEDULE
FOR WEST KERN COMMUNITY COLLEGE DISTRICT
(Effective July 1, 2016)

1. HOURLY PROFESSIONAL RATES

Client agrees to pay Attorney by the following standard hourly rate*:

Partner / Senior Counsel / Of Counsel	\$ 260 - \$ 295 per hour
Associate	\$ 200 - \$ 260 per hour
Paralegal / Law Clerk	\$ 135 - \$ 150 per hour
Consultant	\$ 135 - \$ 195 per hour

* Rates for individual attorneys within each category above vary based upon years of experience. Specific rates for each attorney are available upon request.

2. BILLING PRACTICE

Lozano Smith will provide a monthly, itemized Statement for services rendered. Time billed is broken into 1/10 (.10) hour increments, allowing for maximum efficiency in the use of attorney time. Invoices will clearly indicate the department or individuals for whom services were rendered.

Written responses to audit letter inquiries will be charged to Client on an hourly basis, with the minimum charge for such responses equaling .5 hours. Travel time shall be prorated if the assigned attorney travels for two or more clients on the same trip.

3. COSTS AND EXPENSES

In-office copying/electronic communication printing	\$ 0.25 per page
Facsimile	\$ 0.25 per page
Postage	Actual Usage
Mileage	IRS Standard Rate

Other costs, such as messenger, meals, and lodging shall be charged on an actual and necessary basis.

Date: June 23, 2016
Submitted by: Mark Williams, Vice President of Instruction
Area Administrator: Brock McMurray, Interim Superintendent/President
Subject: Request for Ratification

Board Meeting Date: July 13, 2016

Title of Board Item:

Continuation of WESTEC Agreement

Background:

The attached agreement is a status-quo continuation of the current agreement with WESTEC. In 2015-16, our partnership with WESTEC generated FTES and helped us achieve our goals while meeting the needs of students and local employers.

Terms (if applicable):

July 1, 2016 to June 30, 2017

Expense (if applicable):

N/A

Fiscal Impact Including Source of Funds (if applicable):

The college contracts with WESTEC for the programs listed in the agreement for up to 350 FTES per year at a total cost of \$1,236,637.50. The cost and revenue associated with this agreement are reflected in the 2016-17 budget.

Approved: 
Brock McMurray, Interim Superintendent/President

**WESTEC/WKCCD
2016-2017 CONTRACT EDUCATION AGREEMENT**

THIS AGREEMENT is made and entered into by and between the WEST KERN COMMUNITY COLLEGE DISTRICT ("WKCCD") and WESTSIDE ENERGY SERVICES TRAINING AND EDUCATION CENTER ("WESTEC").

1. Authority, Purpose and Scope

This Agreement is entered into pursuant to Education Code Section 78020, et seq., and relates to the provision of instruction and other services by WKCCD and WESTEC from July 1, 2016 to June 30, 2017.

2. Instructional Programs and Classes to be Provided

WESTEC will provide credit instruction and related services for each of the following WKCCD programs and classes:

- a. Industrial Health and Safety (IHS) program
- b. Criminal Justice Administration (CJA) program
- c. Court Reporting program
- d. Petroleum Technology program (including related Safety programs)
- e. Any other mutually agreed upon classes

3. Services and Service Locations

For each of these programs and agreed upon classes:

- a. WESTEC will provide the services of qualified instructors to teach specified courses offered by WKCCD, administrative supervision for that instruction, record keeping and other administrative services pertaining to the granting of college credit to students enrolled in these classes.
- b. WKCCD will provide all instructors with a copy of the Faculty Handbook that outlines instructional processes, such as evaluations, curriculum development activities, departmental meetings, program reviews, student learning outcomes (SLO) and assessments, and guest speaker procedures. WESTEC will ensure all processes and procedures are followed and completed as outlined in the Faculty Handbook.
- c. WKCCD will provide administrative and academic supervision for instruction carried out by WESTEC employees and record keeping and other administrative services pertaining to the granting of college credit to students enrolled in the classes.
- d. The services specified above will be provided at the WKCCD facilities located at 5801 E. Lerdo Highway, Shafter, California or at other locations mutually agreed to by WKCCD and WESTEC.

4. Costs and Reimbursements

- a. WKCCD will reimburse WESTEC at a rate of \$6.73 per contact hour generated by enrollment under this agreement, less enrollment fees. This instructional reimbursement is not to exceed 350 FTES for this contract period unless mutually agreed upon. WESTEC will invoice WKCCD weekly for instructional hours completed, and WESTEC will provide WKCCD with weekly enrollment tracking reports and analyses.
- b. WESTEC will pay all other expenses related to operating the facilities, such as water, minor repairs, custodial and non-instructional supplies and equipment.
- c. WESTEC shall notify WKCCD of any or all major repairs needed or health and safety concerns related to grounds and facilities located at 5801 E. Lerdo Highway, Shafter, California or at other locations mutually agreed to by WKCCD and WESTEC.

5. Facilities/Equipment Use, Indemnification and Release of Claims

- a. WESTEC will permit WKCCD to use WESTEC owned, leased or loaned equipment when not otherwise in use by WESTEC, subject to the conditions specified below
- b. To the extent permitted by law, each party (WKCCD/WESTEC) mutually agrees to defend, indemnify and hold the other party (WESTEC/WKCCD) harmless against any claims, costs, expenses, attorney fees, lawsuits, judgments or other losses occurring in connection with or in any way incident to its use of the equipment and/or facilities except for liability resulting from gross negligence or willful misconduct of its officers, employees, agents or its independent contractors who are directly employed.
- c. Each party agrees to maintain General Liability in the amount of \$10,000,000 where the other party shall be named as an additional insured party; each party shall provide to the other party a certificate of insurance evidencing the required coverage hereunder.
- d. To the extent permitted by law, each party agrees to release any and all claims, demands, liens, causes of action whether in law or equity it may have at any time against the other party, its agents and/or employees arising for any reason whatsoever out of its use of said equipment and facilities.

6. The addresses for delivery of any notice required under this agreement are as follows:

West Kern Community College District
29 Cougar Court
Taft, CA 93268

Westside Energy Services Training & Education Center
5801 E. Lerdo Hwy
Shafter, CA 93263

Executed in Taft, California on the date shown below:

WKCCD

WESTEC

BY: _____

BY: _____

DATE: _____

DATE: _____

Date: June 21, 2016
Submitted by: Brock McMurray, Interim Superintendent/President
Area Administrator: Brock McMurray, Interim Superintendent/President
Subject: Request for Ratification

Board Meeting Date: July 13, 2016

Title of Board Item:

2016-2017 Renewal of Statewide Association of Community Colleges (SWACC) Proforma for Property and Liability Insurance Coverage

Background:

West Kern Community College District participates in the SWACC insurance program formed in 1986. SWACC serves as a property and liability insurance organization providing essential and affordable insurance services to community colleges throughout California. The premium for year 2015-2016 was \$102,243. The proposal for year 2016-2017 is \$99,295 a 2.9% decrease over the prior year.

Terms (if applicable):

The contract is effective from July 1, 2016 to July 1, 2017.

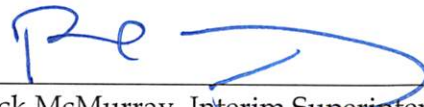
Expense (if applicable):

The cost is \$99,295.00.

Fiscal Impact Including Source of Funds (if applicable):

This expense is included in the 2016-2017 Administrative Services Budget and general revenue funds will be utilized.

Approved: _____


Brock McMurray, Interim Superintendent/President

PROFORMA

JULY 1, 2016 to JULY 1, 2017

ESTIMATED CONTRIBUTION /PREMIUM SUMMARY

SWACC COVERAGES		MEMBER RETAINED LIMIT/ DEDUCTIBLE	CONTRIBUTION/ PREMIUM
LIABILITY	\$10,000,000 Limit Of Liability	\$ 5,000	\$ 59,840
PROPERTY	\$250,250,000 Total Insured Values (TIV)	\$ 10,000	\$ 19,234
ELECTRONIC DATA PROCESSING EQUIPMENT	\$4,285,712 Total Insured Values (TIV)	\$ 250	\$ 10,414
CRIME	\$5,000,000 Employee Dishonesty/Faithful Performance	\$ 2,500	\$ 1,000
CYBER LIABILITY	\$5,000,000 SAFER Limit of Liability	\$ 25,000	\$ 364
EQUIPMENT BREAKDOWN	\$100,000,000 Total Insured Values (TIV)	\$ 5,000	\$ 1,997
SUBTOTAL PROGRAM COSTS			\$ 92,849
EXCESS LIABILITY	\$25,000,000 Excess Limit of Liability	\$ 10,000,000	\$ 2,573
EXCESS LIABILITY	\$50,000,000 Excess Limit of Liability	\$ 25,000,000	\$ 2,599
TOTAL PROGRAM COSTS			\$ 98,021

LIABILITY		PROPERTY	
FTES	2,599	TIV:	\$63,190,398
EX MOD. - RETAINED	95	EX MOD. - RETAINED	86

Service Team:

Rick McHale, Vice President, Senior Producer
Susan Langston, Senior Account Manager/Team Leader



Run Date: 06/17/2016 11:19 AM

Report Date: 06/17/2016 11:19 AM

PROFORMA

JULY 1, 2016 to JULY 1, 2017

ESTIMATED CONTRIBUTION/ PREMIUM SUMMARY

Latest Real Property Appraisal Date	01/14/2016
Next Real Property Appraisal Date	01/14/2021

- PROGRAM COSTS	\$98,021
- RISK MANAGEMENT RESERVE *	\$ 1,274
- TOTAL PROGRAM COSTS	\$ 99,295

* RESERVE = 0.49 x 2,599 FTES

Accepted by: 
Authorized District Representative

Title: Interim Superintendent/President
Authorized District Representative

Witnessed by: _____
Rick McHale

SIGNATURE OF THE AUTHORIZED REPRESENTATIVE WILL BIND COVERAGE.

Keenan is compensated for the various services it provides in connection with the management and administration of Statewide Association of Community Colleges ("SWACC"), including general administration, financial processing, claims administration, loss control, reporting, marketing, underwriting, brokerage (reinsurance and other coverages) and reinsurance/insurance services. The compensation paid to Keenan is approved by the governing board of SWACC and is included in the cost of member contributions. It is anticipated that the total compensation to be received by Keenan for these services for the 2016/2017 program year will not exceed 13.5% of total member contributions. This compensation does not include amounts payable to Keenan pursuant to separate contracts for services provided directly to individual members, the cost of allocated loss adjustment services provided in connection with individual claims, or reinsurance premium payable to Meritage Insurance Group, a wholly-owned subsidiary of Keenan, pursuant to a reinsurance contract. For additional information concerning Keenan compensation, see www.keenan.com/disclosure.asp.



Run Date: 06/17/2016 11:19 AM

Report Date: 06/17/2016 11:19 AM

Date: June 15, 2016
Submitted by: Darcy Bogle, VP of Student Services
Area Administrator: Brock McMurray, Interim Superintendent/President
Subject: Request for Approval

Board Meeting Date: July 13, 2016

Title of Board Item:

WKCCD/2016-2017 Accident Insurance Renewal

Background:

Student Insurance provides accidental insurance coverage with ANTHEM Blue Cross and AIG for all TC students, athletes, managers, student trainers, and dependent children of students in the TC day care facility on campus

Terms (if applicable):


This agreement is for August 1, 2016 through August 1, 2017.

Expense (if applicable):

\$48,100.00, an increase of \$3,488.00 from 2015-2016 due to an addition of a new sport and the resumption of the softball program.

Fiscal Impact Including Source of Funds (if applicable):

\$48,100.00 which has been budgeted for fiscal year 2016-2017.

Approved: 
Brock McMurray, Interim Superintendent/President

Southern California Office
 10801 National Blvd., Suite 603
 Los Angeles, CA 90064
 (310) 826-5688
 (310) 826-1601 Fax

951 St. Andrews Drive
 Upland, CA 91786
 (800) 367-5830

www.studentinsuranceusa.com

Insurance - All Forms
Athletic & Football Coverage
University Accident & Health Insurance
College Accident & Health Insurance
Recreation & Club Insurance
International & Domestic Student Insurance
Part-time Employees Medical Insurance
 Lic No. 0386216



e-mail: info@studentinsuranceusa.com

Northern California Office
 105 Clemsford Square
 Folsom, CA 95630
 (800) 367-5830
 (310) 826-1601 Fax

CERTIFICATE OF INSURANCE BINDER: 2016-2017

INSURED: TAFT COLLEGE
 29 Cougar Court
 Taft, CA 93268

CONTACT: Ms. Darcy Bogle
 V.P. Student Services
 (661) 763-7889

BASIC COVERAGE: 1 Year Incurring Period
COMPANY: ANTHEM Blue Cross – Plan B
TYPE/COVERAGE: Students/Intercollegiate Athletes
PREMIUM: \$43,067.00

POLICY NO. 1157TK
EFFECTIVE DATE:
 8/01/16-8/01/17

SUPER CATASTROPHIC COVERAGE: Intercollegiate Athletes
COMPANY: AIG
COVERAGE LIMITS: \$1,000,000.00
EFFECTIVE DATE: 8/01/16-8/01/17

POLICY NO. TBD
DEDUCTIBLE: \$25,000.00
PREMIUM: \$2,189.00

CATASTROPHIC COVERAGE: Students Only
COMPANY: AIG
COVERAGE LIMITS: \$1,000,000.00
EFFECTIVE DATES: 8/01/16-8/01/17

POLICY NO. TBD
DEDUCTIBLE \$50,000.00
PREMIUM: \$2,844.00

BASIC COVERAGE LIMITS

<u>Per Accident Deductibles</u>	\$ 50.00 \$100.00 \$ 50.00	Students Class I Athletes Class II Athletes
Co-Insurance Percentage	100% 50%	PPO Non-PPO
Per Accident Maximum	\$25,000.00 \$50,000.00 \$ 500.00 \$ 2,000.00 \$ 1,000.00 \$ 2,000.00 \$25,000.00	Athletes Students Emergency Illness Benefit Dental Maximum Prosthetic Devices Rental Durable Medical Equipment Expanded Medical/Intercollegiate Athletes
AD&D Benefits	Loss of Life Dismemberment	\$7,500.00 (Single: \$1,000.00/Double: \$5,000.00)

ANTHEM Blue Cross CLASS I SPORTS: Football, Gymnastics, Skiing (snow), Soccer, Surfing and Wrestling
Physical Therapy: Limited to 24 visits per calendar year per injury; additional visits available if approved by ANTHEM Blue Cross.

NON-PPO: Benefit will not exceed \$25.00 per visit.
 Non-Duplication of Benefits Exercised on **ALL CLAIMS.**

THIS IS A BRIEF DESCRIPTION OF BENEFITS. THE MASTER POLICY CONTAINS COMPLETE DETAILS OF THE PROVISIONS, LIMITATIONS, EXCLUSIONS AND WILL PREVAIL AT ALL TIMES.

Southern California Office
10801 National Blvd., Suite 603
Los Angeles, CA 90064
(310) 826-5688
(310) 826-1601 Fax

951 St. Andrews Drive
Upland, CA 91786
(800) 367-5830

www.studentinsuranceusa.com

*Insurance - All Forms
Athletic & Football Coverage
University Accident & Health Insurance
College Accident & Health Insurance
Recreation & Club Insurance
International & Domestic Student Insurance
Part-time Employees Medical Insurance
Lic No. 0386216*



Northern California Office
105 Clemsford Square
Folsom, CA 95630
(800) 367-5830
(310) 826-1601 Fax

e-mail: info@studentinsuranceusa.com

June 20, 2016

Ms. Darcy Bogle, V.P. Student Services
WEST KERN CCD
29 Cougar Court
Taft, CA 93268

Re: WEST KERN CCD / 2016-2017 Accident Insurance Renewal

Dear Ms. Bogle:

Thank you for renewing the accident coverage for the year 2016-2017. We sincerely appreciate your business. In order to bind coverage with ANTHEM Blue Cross and AIG, please review, sign and return the document to our office.

BENEFITS AS PER CERTIFICATE OF INSURANCE BINDER

- 1) All Students
- 2) Athletes, managers, and student trainers
- 3) All Registered Students and dependent children in a day care facility on campus

BASIC Coverage Accident Maximum:	\$25,000.00	Athletes
	\$50,000.00	Students/Child of Student in Child Care Facility
AD&D Benefits	Loss of Life	\$7,500.00
	Dismemberment	(Single: \$1,000.00/Double: \$5,000.00)
CATASTROPHIC Coverage Maximum:	\$1,000,000.00	Athletes and Students

Sports Included:

Men's Sports: Baseball, Golf, Soccer

Women's Sports: Basketball, Soccer, Softball, Volleyball

Policy Term: 8/1/16 – 8/1/17

Premium: \$48,100.00

Termination: This agreement may be terminated by West Kern CCD by providing 90 days' prior written notice to Student Insurance.

Signature of Authorized School Representative

Print Name / Date

Title of Authorized School Representative

Date: June 29, 2016
Submitted by: Genoveve Curiel- Garcia
Area Administrator: Mark Williams, VP of Instruction
Subject: Request for Ratification

Board Meeting Date: July 13, 2016

Title of Board Item:

Resolution authorizing agreement with California Department of Education for Taft College to continue to provide child care services for the California State Preschool Program

Background:

This on-going agreement with the state of California is to provide child care and development services connected with the California State Preschool program, contract #CSPP-6122

Terms (if applicable):

July 1, 2016- June 30, 2017

Fiscal Impact Including Source of Funds (if applicable):

The grant is in the amount of \$687,063 which is reimbursed at a rate not to exceed \$38.53 per child per day of full-time enrollment

Approved: 
Mark Williams, VP of Instruction





CALIFORNIA DEPARTMENT OF EDUCATION
 1430 N Street
 Sacramento, CA 95814-5901

F.Y. 16 - 17

DATE: July 01, 2016

CONTRACT NUMBER: CSPP-6122

PROGRAM TYPE: CALIFORNIA STATE
PRESCHOOL PROGRAM

PROJECT NUMBER: 15-6386-00-6

LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES

CONTRACTOR'S NAME: WEST KERN COMMUNITY COLLEGE DISTRICT

This Agreement is entered into between the State Agency and the Contractor named above. The Contractor agrees to comply with the terms and conditions of the CURRENT APPLICATION; the GENERAL TERMS AND CONDITIONS (GTC-610)*; the STATE PRESCHOOL PROGRAM REQUIREMENTS*; the FUNDING TERMS AND CONDITIONS (FT&C)* and any subsequent changes to the FT&C*, which are by this reference made a part of this Agreement. Where the GTC-610 conflicts with either the Program Requirements or the FT&C, the Program Requirements or the FT&C will prevail.

Funding of this Agreement is contingent upon appropriation and availability of sufficient funds. This Agreement may be terminated immediately by the State if funds are not appropriated or available in amounts sufficient to fund the State's obligations under this Agreement.

The period of performance for this Agreement is July 01, 2016 through June 30, 2017. For satisfactory performance of the required services, the Contractor shall be reimbursed in accordance with the Determination of Reimbursable Amount Section of the FT&C, at a rate not to exceed \$38.53 per child per day of full-time enrollment and a Maximum Reimbursable Amount (MRA) of \$687,063.00.

SERVICE REQUIREMENTS

Minimum Child Days of Enrollment (CDE) Requirement 17,832.0
 Minimum Days of Operation (MDO) Requirement 246

Any provision of this Agreement found to be in violation of Federal and State statute or regulation shall be invalid, but such a finding shall not affect the remaining provisions of this Agreement.

Items shown with an Asterisk (*), are hereby incorporated by this reference and made part of this Agreement as if attached hereto. These documents can be viewed at <http://www.cde.ca.gov/fg/aa/cd/ftc2016.asp>.

STATE OF CALIFORNIA		CONTRACTOR				
BY (AUTHORIZED SIGNATURE)		BY (AUTHORIZED SIGNATURE)				
PRINTED NAME OF PERSON SIGNING Sueshil Chandra, Manager		PRINTED NAME AND TITLE OF PERSON SIGNING Brock McMurray Interim Superintendent/President				
TITLE Contracts, Purchasing and Conference Services		ADDRESS 29 Cougar Court Taft, CA 93268				
AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 687,063	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE General		Department of General Services use only		
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT \$ 0	(OPTIONAL USE) 0656 23038-6386	CHAPTER B/A	STATUTE 2016			FISCAL YEAR 2016-2017
TOTAL AMOUNT ENCUMBERED TO DATE \$ 687,063	ITEM 30.10.010. 6100-196-0001	OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-6105 Rev-8590				
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.		T.B.A. NO.	B.R. NO.			
SIGNATURE OF ACCOUNTING OFFICER		DATE				

RESOLUTION

This resolution must be adopted in order to certify the approval of the Governing Board to enter into this transaction and subsequent amendments with the California Department of Education for the purpose of providing child care and development services and to authorize the designated personnel to sign contract documents for Fiscal Year 2016–17.

RESOLUTION

BE IT RESOLVED that the Governing Board of West Kern Community College District

authorizes entering into local agreement number CSP- 6122 Preschool Program and that the person/s who is/are listed below, is/are authorized to sign the transaction for the Governing Board.

<u>NAME</u>	<u>TITLE</u>	<u>SIGNATURE</u>
Brock McMurray _____	Interim Superintendent/President _____	_____
_____	_____	_____
_____	_____	_____

PASSED AND ADOPTED THIS 13th day of July 2016, by the

Governing Board of West Kern Community College District of Kern County, in the State of California.

I, Kal Vaughn, Clerk of the Governing Board of

WKCCD, of Kern, County, in the State of California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a regular meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

(Clerk's signature)

(Date)

Date: June 29, 2016
Submitted by: Genoveve Curiel-Garcia
Area Administrator: Mark Williams, VP of Instruction
Subject: Request for Ratification

Board Meeting Date: July 13, 2016

Title of Board Item:

Resolution authorizing agreement with California Department of Education for Taft College to continue to provide child care services for the Migrant Program.

Background:



This on-going agreement with the state of California is to provide child care and development services connected with the Migrant Program, contract #CMIG-6005

Terms (if applicable):

July 1, 2016 - June 30, 2017

Fiscal Impact Including Source of Funds (if applicable):

The grant is in the amount of \$512,239 which is reimbursed at a rate not to exceed \$38.29 per child per day of full-time enrollment.

Approved:  
Mark Williams, VP of Instruction



CALIFORNIA DEPARTMENT OF EDUCATION
 1430 N Street
 Sacramento, CA 95814-5901

F.Y. 16 - 17

DATE: July 01, 2016

CONTRACT NUMBER: CMIG-6005

PROGRAM TYPE: MIGRANT CHILD CARE

PROJECT NUMBER: 15-6386-00-6

LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES

CONTRACTOR'S NAME: WEST KERN COMMUNITY COLLEGE DISTRICT

This Agreement is entered into between the State Agency and the Contractor named above. The Contractor agrees to comply with the terms and conditions of the CURRENT APPLICATION; the GENERAL TERMS AND CONDITIONS (GTC-610)*; the MIGRANT PROGRAM REQUIREMENTS*; the FUNDING TERMS AND CONDITIONS (FT&C)* and any subsequent changes to the FT&C*, which are by this reference made a part of this Agreement. Where the GTC-610 conflicts with either the Program Requirements or the FT&C, the Program Requirements or the FT&C will prevail.

Funding of this Agreement is contingent upon appropriation and availability of sufficient funds. This Agreement may be terminated immediately by the State if funds are not appropriated or available in amounts sufficient to fund the State's obligations under this Agreement.

The period of performance for this Agreement is July 01, 2016 through June 30, 2017. For satisfactory performance of the required services, the Contractor shall be reimbursed in accordance with the Determination of Reimbursable Amount Section of the FT&C, at a rate not to exceed \$38.29 per child per day of full-time enrollment and a Maximum Reimbursable Amount (MRA) of \$512,239.00.

SERVICE REQUIREMENTS

Minimum Child Days of Enrollment (CDE) 13,378.0
 Minimum Days of Operation (MDO) Requirement 263

Any provision of this Agreement found to be in violation of Federal or State statute or regulation shall be invalid, but such a finding shall not affect the remaining provisions of this Agreement.

Items shown with an Asterisk (*), are hereby incorporated by this reference and made part of this Agreement as if attached hereto. These documents can be viewed at <http://www.cde.ca.gov/fg/aa/cd/ftc2016.asp>

STATE OF CALIFORNIA		CONTRACTOR				
BY (AUTHORIZED SIGNATURE)		BY (AUTHORIZED SIGNATURE)				
PRINTED NAME OF PERSON SIGNING Sueshil Chandra, Manager		PRINTED NAME AND TITLE OF PERSON SIGNING Brock McMurray Interim Superintendent/President				
TITLE Contracts, Purchasing and Conference Services		ADDRESS 29 Cougar Court Taft, CA 93268				
AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 512,239	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE General		Department of General Services use only		
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT \$ 0	(OPTIONAL USE) 0656 23036-6386					
TOTAL AMOUNT ENCUMBERED TO DATE \$ 512,239	ITEM 30.10.020.004 6100-194-0001	CHAPTER B/A	STATUTE 2016			FISCAL YEAR 2016-2017
	OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-6065 Rev-8530					
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.		T.B.A. NO.	B.R. NO.			
SIGNATURE OF ACCOUNTING OFFICER		DATE				

RESOLUTION

This resolution must be adopted in order to certify the approval of the Governing Board to enter into this transaction and subsequent amendments with the California Department of Education for the purpose of providing child care and development services and to authorize the designated personnel to sign contract documents for Fiscal Year 2016–17.

RESOLUTION

BE IT RESOLVED that the Governing Board of West Kern Community College District

authorizes entering into local agreement number CMIG- 6005 Migrant Child Care and that the person/s who is/are listed below, is/are authorized to sign the transaction for the Governing Board.

<u>NAME</u>	<u>TITLE</u>	<u>SIGNATURE</u>
<u>Brock McMurray</u>	<u>Interim Superintendent/President</u>	_____
_____	_____	_____
_____	_____	_____

PASSED AND ADOPTED THIS 13th day of July 2016, by the

Governing Board of West Kern Community College District of Kern County, in the State of California.

I, Kal Vaughn, Clerk of the Governing Board of

WKCCD, of Kern, County, in the State of California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a regular meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

(Clerk's signature)

(Date)

Date: June 29, 2016
Submitted by: Genoveve Curiel- Garcia
Area Administrator: Mark Williams, VP of Instruction
Subject: Request for Ratification

Board Meeting Date: July 13, 2016

Title of Board Item:

Resolution authorizing agreement with California Department of Education for Taft College to continue to provide child care services for the General Child Care and Development Program.

Background:

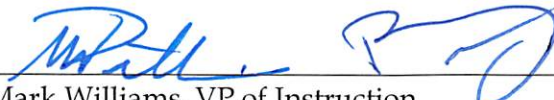
This on-going agreement with the state of California is to provide child care and development services connected with general child care and development program, contract #CCTR-6054

Terms (if applicable):

July 1, 2016 - June 30, 2017

Fiscal Impact Including Source of Funds (if applicable):

The grant is in the amount of \$485,202 which is reimbursed at a rate not to exceed \$38.29 per child per day of full-time enrollment.

Approved: 
Mark Williams, VP of Instruction



CALIFORNIA DEPARTMENT OF EDUCATION

1430 N Street

Sacramento, CA 95814-5901

F.Y. 16 - 17

DATE: July 01, 2016

CONTRACT NUMBER: CCTR-6054

PROGRAM TYPE: GENERAL CHILD CARE & DEV PROGRAMS

PROJECT NUMBER: 15-6386-00-6

LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES

CONTRACTOR'S NAME: WEST KERN COMMUNITY COLLEGE DISTRICT

This Agreement is entered into between the State Agency and the Contractor named above. The Contractor agrees to comply with the terms and conditions of the CURRENT APPLICATION; the GENERAL TERMS AND CONDITIONS (GTC-610)*; the GENERAL CHILD CARE AND DEVELOPMENT PROGRAM REQUIREMENTS*; the FUNDING TERMS AND CONDITIONS (FT&C)* and any subsequent changes to the FT&C*, which are by this reference made a part of this Agreement. Where the GTC-610 conflicts with either the Program Requirements or the FT&C, the Program Requirements or the FT&C will prevail.

Funding of this Agreement is contingent upon appropriation and availability of sufficient funds. This Agreement may be terminated immediately by the State if funds are not appropriated or available in amounts sufficient to fund the State's obligations under this Agreement.

The period of performance for this Agreement is July 01, 2016 through June 30, 2017. For satisfactory performance of the required services, the Contractor shall be reimbursed in accordance with the Determination of Reimbursable Amount Section of the FT&C, at a rate not to exceed \$38.29 per child per day of full-time enrollment and a Maximum Reimbursable Amount (MRA) of \$485,202.00.

SERVICE REQUIREMENTS

Minimum Child Days of Enrollment (CDE) Requirement 12,672.0
Minimum Days of Operation (MDO) Requirement 246

Any provision of this Agreement found to be in violation of Federal and State statute or regulation shall be invalid, but such a finding shall not affect the remaining provisions of this Agreement.

Items shown with an Asterisk (*), are hereby incorporated by this reference and made part of this Agreement as if attached hereto. These documents can be viewed at <http://www.cde.ca.gov/fg/aa/cd/ftc2016.asp>

STATE OF CALIFORNIA		CONTRACTOR			
BY (AUTHORIZED SIGNATURE)		BY (AUTHORIZED SIGNATURE)			
PRINTED NAME OF PERSON SIGNING Sueshil Chandra, Manager		PRINTED NAME AND TITLE OF PERSON SIGNING Brock McMurray Interim Superintendent/President			
TITLE Contracts, Purchasing and Conference Services		ADDRESS 29 Cougar Court Taft, CA 93268			
AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 485,202	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE Department of General Services use only			
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT \$ 0	(OPTIONAL USE) See Attached				
TOTAL AMOUNT ENCUMBERED TO DATE \$ 485,202	ITEM See Attached	CHAPTER	STATUTE	FISCAL YEAR	
	OBJECT OF EXPENDITURE (CODE AND TITLE) 702				
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.		T.B.A. NO.	B.R. NO.		
SIGNATURE OF ACCOUNTING OFFICER See Attached		DATE			

CONTRACTOR'S NAME: WEST KERN COMMUNITY COLLEGE DISTRICT

CONTRACT NUMBER: CCTR-6054

AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 145,033	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE Federal		
PRIOR AMOUNT ENCUMBERED \$ 0	(OPTIONAL USE)0656 13609-6386	FC# 93.596	PC# 000321	
TOTAL AMOUNT ENCUMBERED TO DATE \$ 145,033	ITEM 30.10.020.001 6100-194-0890	CHAPTER B/A	STATUTE 2016	FISCAL YEAR 2016-2017
	OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-5025 Rev-8290			

AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 66,618	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE Federal		
PRIOR AMOUNT ENCUMBERED \$ 0	(OPTIONAL USE)0656 15136-6386	FC# 93.575	PC# 000324	
TOTAL AMOUNT ENCUMBERED TO DATE \$ 66,618	ITEM 30.10.020.001 6100-194-0890	CHAPTER B/A	STATUTE 2016	FISCAL YEAR 2016-2017
	OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-5025 Rev-8290			

AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 273,551	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE General		
PRIOR AMOUNT ENCUMBERED \$ 0	(OPTIONAL USE)0656 23254-6386			
TOTAL AMOUNT ENCUMBERED TO DATE \$ 273,551	ITEM 30.10.020.001 6100-194-0001	CHAPTER B/A	STATUTE 2016	FISCAL YEAR 2016-2017
	OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-6105 Rev-8590			

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.	T.B.A. NO.	B.R. NO.
SIGNATURE OF ACCOUNTING OFFICER	DATE	

RESOLUTION

This resolution must be adopted in order to certify the approval of the Governing Board to enter into this transaction and subsequent amendments with the California Department of Education for the purpose of providing child care and development services and to authorize the designated personnel to sign contract documents for Fiscal Year 2016–17.

RESOLUTION

BE IT RESOLVED that the Governing Board of West Kern Community College District

authorizes entering into local agreement number CCTR-6054 Gen Child Care & Dev Programs and that the person/s who is/are listed below, is/are authorized to sign the transaction for the Governing Board.

<u>NAME</u>	<u>TITLE</u>	<u>SIGNATURE</u>
<u>Brock McMurray</u>	<u>Interim Superintendent/President</u>	_____
_____	_____	_____
_____	_____	_____

PASSED AND ADOPTED THIS 13th day of July 2016, by the

Governing Board of West Kern Community College District of Kern County, in the State of California.

I, Kal Vaughn, Clerk of the Governing Board of

WKCCD, of Kern, County, in the State of California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a regular meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

(Clerk's signature)

(Date)

Date: June 29, 2016
Submitted by: Genoveve Curiel-Garcia
Area Administrator: Mark Williams, VP of Instruction
Subject: Request for Ratification

Board Meeting Date: July 13, 2016

Title of Board Item:

Resolution authorizing agreement with California Department of Education for Taft College to continue to provide child care services for the Migrant Specialized Services Program

Background:

This on-going agreement with the state of California is to provide child care and development services connected with the Migrant Specialized Services program, contract #CMSS-6005

Terms (if applicable):

July 1, 2016 – June 30, 2017

Fiscal Impact Including Source of Funds (if applicable):

The grant is in the amount of \$73,261 and is not subject to service requirements.

Approved: _____

Mark Williams, VP of Instruction





CALIFORNIA DEPARTMENT OF EDUCATION
 1430 N Street
 Sacramento, CA 95814-5901

F.Y. 16 - 17

DATE: July 01, 2016

CONTRACT NUMBER: CMSS-6005

PROGRAM TYPE: MIGRANT SPECIALIZED SERVICES

PROJECT NUMBER: 15-6386-00-6

LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES

CONTRACTOR'S NAME: WEST KERN COMMUNITY COLLEGE DISTRICT

This Agreement is entered into between the State Agency and the Contractor named above. The Contractor agrees to comply with the terms and conditions of the CURRENT APPLICATION; the GENERAL TERMS AND CONDITIONS (GTC-610)*; the MIGRANT PROGRAM REQUIREMENTS*; the FUNDING TERMS AND CONDITIONS (FT&C)* and any subsequent changes to the FT&C*, which are by this reference made a part of this Agreement. Where the GTC-610 conflicts with either the Program Requirements or the FT&C, the Program Requirements or the FT&C will prevail.

Funding of this Agreement is contingent upon appropriation and availability of sufficient funds. This Agreement may be terminated immediately by the State if funds are not appropriated or available in amounts sufficient to fund the State's obligations under this Agreement.

The period of performance for this Agreement is July 01, 2016 through June 30, 2017. For satisfactory performance of the required services, the Contractor shall be reimbursed in accordance with the Specific Items of Reimbursable Costs section of the FT&C for a Maximum Reimbursable Amount (MRA) of \$73,261.00 for migrant specialized services.

Any provision of this Agreement found to be in violation of Federal or State statute or regulation shall be invalid, but such a finding shall not affect the remaining provisions of this Agreement.

Items shown with an Asterisk (*), are hereby incorporated by this reference and made a part of this Agreement as if attached hereto. These documents can be viewed at <http://cde.ca.gov/fg/aa/cd/ftc2016.asp>

STATE OF CALIFORNIA		CONTRACTOR				
BY (AUTHORIZED SIGNATURE)		BY (AUTHORIZED SIGNATURE)				
PRINTED NAME OF PERSON SIGNING Sueshil Chandra, Manager		PRINTED NAME AND TITLE OF PERSON SIGNING Brock McMurray Interim Superintendent/President				
TITLE Contracts, Purchasing and Conference Services		ADDRESS 29 Cougar Court Taft, CA 93268				
AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 73,261	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE General		Department of General Services use only		
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT \$ 0	(OPTIONAL USE) 0656 23360-6386					
TOTAL AMOUNT ENCUMBERED TO DATE \$ 73,261	ITEM 30.10.020.004 6100-194-0001	CHAPTER B/A	STATUTE 2016			FISCAL YEAR 2016-2017
	OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-6070 Rev-8530					
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.		T.B.A. NO.	B.R. NO.			
SIGNATURE OF ACCOUNTING OFFICER		DATE				

RESOLUTION

This resolution must be adopted in order to certify the approval of the Governing Board to enter into this transaction and subsequent amendments with the California Department of Education for the purpose of providing child care and development services and to authorize the designated personnel to sign contract documents for Fiscal Year 2016–17.

RESOLUTION

BE IT RESOLVED that the Governing Board of West Kern Community College District

authorizes entering into local agreement number CMSS- 6005 Migrant Specialized Services and that the person/s who is/are listed below, is/are authorized to sign the transaction for the Governing Board.

<u>NAME</u>	<u>TITLE</u>	<u>SIGNATURE</u>
<u>Brock McMurray</u>	<u>Interim Superintendent/President</u>	_____
_____	_____	_____
_____	_____	_____

PASSED AND ADOPTED THIS 13th day of July 2016, by the

Governing Board of West Kern Community College District of Kern County, in the State of California.

I, Kal Vaughn, Clerk of the Governing Board of

WKCCD, of Kern, County, in the State of California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a regular meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

(Clerk's signature)

(Date)

Date: June 27, 2016
Submitted by: Dan Hall, Distance Learning Coordinator
Area Administrator: Mark Williams, VP of Instruction
Subject: Request for Ratification

Board Meeting Date: July 13, 2016

Title of Board Item:

Institution Participation Agreement with Instructure (Canvas) and with the Online Education Initiative (OEI).

Background:

"The Online Education Initiative (OEI) is a collaborative effort among California Community Colleges (CCCs) to ensure that significantly more students are able to complete their educational goals by increasing both access to and success in high-quality online courses" (www.ccconlineed.org/about-the-oei). In June 2015, the OEI chose Canvas to be its Common Course Management System (CMS) which gives colleges within the CCC system the option of using Canvas at no cost. In addition to providing a cost-free CMS, the OEI will also utilize Canvas to integrate many other system wide resources. Since June 2015, over 85 CCCs have adopted Canvas as their CMS.

In May 2016, the Taft College Academic Senate voted to adopt Canvas as our CMS. All Taft College courses that use the Etudes or Moodle CMSs will be gradually converted over to Canvas by the Summer 2017 semester.

Terms (if applicable):

This agreement includes a one-year Canvas Cloud Subscription along with Tier 1 Support, and a Standard Implementation. This agreement starts July 1, 2016 and ends on June 30, 2017.

Expense (if applicable):

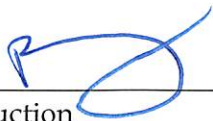

The balance of the cost of this agreement is paid by the OEI. There is no cost to the District.

Fiscal Impact Including Source of Funds (if applicable):

N/A

Approved: _____

Mark Williams, VP of Instruction



INSTRUCTURE

6330 South 3000 East, Suite 700, Salt Lake City, UT 84121, United States

Institution Participation Agreement

Order #: Q-16200-1
Date: 5/9/2016

Customer Information

Customer	Taft College	Contact	Dan Hall
Address	29 Emmons Park Drive	Phone	(661) 763-7761
City	Taft	Email	dhall@taftcollege.edu
State/Province	California		
Zip/Postal Code	93268		
Country	United States		

Recurring							
Description	Metric	Category	Start Date	End Date	Qty	Price	Ext. Price
Canvas Cloud Subscription	FTE	Cloud SaaS Subscription	7/1/2016	6/30/2017	2,668	USD 9.08	USD 24,225
Tier 1 Support - Weekend and Evening Support	Per Minute	Support	7/1/2016	6/30/2017	2,000	USD 0.80	USD 1,600
Year 1 Sub-Total							USD 25,825
Total							USD 25,825

Non-Recurring							
Description	Metric	Category	Start Date	End Date	Qty	Price	Ext. Price
Standard Implementation	\$0.50 / FTE	Implementation			1	USD 2,000.00	USD 2,000
Year 1 Sub-Total							USD 2,000
Total							USD 2,000

Grand Total:	USD 27,825.00
Balance to be paid by OEI:	USD 27,825.00
Balance due from school:	USD 0.00

Canvas

Deliverables

Two-hour remote webinar on administrating Canvas, for LMS administrators.
Instructs LMS Admins in how to configure the administrative settings in Canvas. Participants learn how to manage users, sub-accounts (domains), courses, and enrollments, as well as how to organize courses, manage users and permissions, and create shared content that can be used by teachers.

One-hour remote webinar on support functions in Canvas, for local support staff.
Teaches local support personnel how to troubleshoot problems and support end users. Participants will learn how to utilize Canvas documentation, interact with the user community, and effectively use the help ticketing system.

Four-hour remote webinar on teaching in Canvas for teachers and instructional designers.
Provides 20 users with an overview of basic Canvas functionality. This will take place in two 90-minute sessions. An additional 1- hour custom follow up session allows each customer to receive training and ask questions specific to their institution.

Support

Description

Canvas support is based on a formula using FTE, average time per call and average number of users based on college FTE and is only an estimate as part of a statewide allotment

Canvas FTE

Description

FTE refers to the number of full-time equivalent students calculated in accordance with the Total FTES of the most recent year available from the California Community Colleges Chancellor's Office Datamart.

Canvas FTE Data Storage

Description

500 MB/subscription metric (FTE/User/Enrollment) of storage is included in the annual subscription fee. Additional storage can be purchased for \$0.50 per 500 MB per total subscription metric count.

Payment Terms:

Customer agrees to pay to Instructure the applicable fees set forth on this order form. For any year 1 recurring costs and implementation fees, Customer must pay such amount to Instructure Net 30 on the date of this order. For each term, Instructure will invoice Customer 30 days prior to the beginning of such term and Customer must pay such invoice within 30 days of receipt.

Duration: This order begins on the initial date listed above under Term, and continues until the last date listed above, unless sooner terminated under the Agreement.

Terms: This order is governed by the terms of the Institution Participation Agreement between the parties (Agreement), which terms are incorporated into this order for all purposes. If there is a conflict between the terms of this order and the Agreement, this order governs. This order and the Agreement are the entire agreement between the parties, and they supersede and replace all prior and contemporaneous negotiations, agreements, representations and discussions regarding this subject matter. Only a signed writing of the parties may amend this order. Any terms used in this order but not defined, will use the definitions in the Agreement.

All trainings are invoiced immediately and expire 12 months from the contract date. All other contract items subject to expiration will be billed 30 days prior to expiration and due subject to standard payment terms unless otherwise explicitly stated elsewhere in this agreement.

The price associated with the order form is only available if executed no later than **8/7/2016**

Notes

This Institution Participation Agreement ("IPA") is hereby made and entered into by and between Instructure, Inc. ("Subcontractor") and the entity agreeing to these terms and identified in the signature line below ("Participating Institution") with respect to the Participating Institution's use of the fully hosted learning management system (LMS) provided as a subscription cloud service over the Internet and commonly known as Canvas (the "Work" as the term is more specifically defined in the Subcontract Agreement).

WHEREAS, the Butte-Glenn Community College District ("District") on behalf of its sponsored program, the California Community Colleges Technology Center, ("CCCTC"), has been awarded a Subaward Agreement from the Foothill-De Anza Community College District ("Subaward") under a Grant Agreement from the California Community Colleges Chancellor's Office, Grant Agreement number 14-082-001, ("Grant Agreement") (hereinafter collectively "Subaward" and "Grant Agreement" referred to as "Prime Agreement"), for the purpose of performing work for the project entitled Online Education Initiative (hereinafter referred to as "Project");

WHEREAS, the Grant Agreement authorizes the District to select and contract with a subcontractor to provide certain Work for the Project;

WHEREAS, the District selected Subcontractor and entered into a Subcontract Agreement dated June 15, 2015 ("Subcontract Agreement") for the performance of the Work described in the Subcontract Agreement;

WHEREAS, a community college in California may contract for certain Work identified in the Subcontract Agreement by entering into an IPA which designates the specific scope of services for the institution that will be funded by the Grant Agreement;

WHEREAS, The Participating Institution desires to enter into a IPA with Subcontractor;

WHEREAS, this IPA is intended to set forth the specific scope of services (within the Work identified in the Subcontract Agreement) selected by the Participating Institution and authorize Subcontractor to seek payment from the District for such services, and

WHEREAS, the Subcontractor and Participating Institution acknowledge that the District is not a party to this IPA, but does have certain responsibilities related to this IPA as defined the Prime Agreement.

NOW THEREFORE, the Parties agree as follows:

1. **PURPOSE.** The purpose of this IPA is to define the roles and responsibilities of the parties hereto as it relates to the Work.
2. **APPLICABILITY OF SUBCONTRACT AGREEMENT.** This IPA is governed by the terms of the Subcontract Agreement, which terms are incorporated into this IPA for all purposes, including specifically the terms of the Addendum which set forth terms related to subscription services.
3. **IPA.** The Participating Institution authorizes Subcontractor to submit this IPA to the District identifying the specific scope of services selected by the Participating Institution, the start date for such services, the value for such services and the term of the IPA. The IPA authorizes the District to pay for the services identified in the IPA on behalf of the Participating Institution to the extent the services are consistent with the Work set forth in the Subcontract Agreement.
4. **CONTINUING WORK WHERE GRANT FUNDING NOT AVAILABLE.** In the event the Subcontract Agreement is cancelled due to unavailability of funds, or only partial grant funding is available for the scope of services identified in the IPA, the Participating Institution may elect to discontinue services, or, continue the services by paying for the unfunded portion of the services under this IPA by paying Subcontractor directly for such Work.

5. **SERVICES OUTSIDE SCOPE OF WORK.** Any additional services not within the Work defined in the Subcontract Agreement shall be subject to a separate agreement between Participating Institution and Subcontractor and shall not be paid for by the District.
6. **COMPLIANCE WITH LAWS.** Performance of all obligations under this IPA shall be in compliance with all applicable laws and regulations including, but not limited to the observance of all laws and regulations relating to the privacy of information provided by the Participating Institution or its users.
7. **TERM OF IPA.** This IPA shall commence upon the date of final signature ("Effective Date") and shall continue through the date identified in the above. Subcontractor shall generate a new IPA for each additional term.
8. **TERMINATION.** Except as set forth in Section 9.C. below, this IPA may be terminated by Participating Institution providing written notice to Subcontractor upon either termination of the Subcontract Agreement between District and Subcontractor.
9. **GENERAL PROVISIONS**

A.AMENDMENTS. This IPA may be amended or modified upon the request of either party. Any changes, modifications, revisions or amendments to this IPA which are mutually agreed upon by and between the parties to this IPA shall be incorporated by written instrument, signed and dated by both parties.

B.INDEMNIFICATION. Participating Institution shall defend, indemnify and hold Subcontractor, District, CCCCCO and their officers, employees and agents harmless from and against any and all third party claims for liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this IPA but only in proportion to and to the extent such liability, loss, expense, attorneys' fees or claims for injury or damages are caused by or result from the gross negligence or intentional acts or omissions of Participating Institution, its officers, employees or agents.

Subcontractor shall defend, indemnify and hold Participating Institution, District, CCCCCO and their officers, employees and agents harmless from and against any and all third party claims for liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this IPA but only in proportion to and to the extent such liability, loss, expense, attorneys' fees or claims for injury or damages are caused by or result from the gross negligence or intentional acts or omissions of Subcontractor, its officers, employees or agents.

C.FUNDS UNAVAILABLE. This IPA may be terminated immediately by the Participating Institution if funds become unavailable for the support of the program for which the services are provided. In the event termination is pursuant to this paragraph, a notice specifying reason for termination shall be sent as soon as possible after the termination as required in paragraph 9.G. of this IPA. The Participating Institution warrants that the appropriation of funds for the Work is based upon a grant that is beyond the control of Participating Institution. No refunds shall be made for any pre-paid fees.

D.Publicity. Participating Institution agrees to allow Subcontractor to use its name, logo and non-competitive use details in both text and pictures in its various marketing communications and materials, in accordance with Participating Institution's trademark guidelines and policies.

E.ENTIRETY OF AGREEMENT. This IPA, including the Addendum to the Subcontract Agreement, contains the entire agreement and understanding between the Subcontractor and the Participating Institution and supersedes all prior oral or written representations and agreements with respect to the subject matter herein.

F.APPLICABLE LAW/REMEDIES. This IPA shall be construed in accordance with and governed by the laws of the State of California. The parties shall have all remedies available by law or in equity.

G.NOTICES. Notices under this IPA will be in writing and delivered personally, or by a recognized overnight courier service or by United States mail, first-class, certified or registered, postage prepaid, return receipt requested, and shall be made to the addresses listed above:

With copy to:

California Community Colleges Technology Center
Butte Glenn Community College District
ATTN: Bruce Racheter
3535 Butte Campus Drive
Oroville, CA 95965

H.SEVERABILITY. If any term, provision, covenant, or condition of this IPA is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the IPA shall remain in full force and effect and in no way shall be affected, impaired, or invalidated.

I.COUNTERPARTS. This IPA may be executed in any number of counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.

J.NON-WAIVER. No waiver by a party of any default or nonperformance will be deemed a waiver of any subsequent default or nonperformance.

K.AUTHORITY. The parties to this IPA warrant that the person signing this IPA on its behalf is authorized to enter into this IPA.

L.TERMS AND CONDITIONS. The parties to this IPA acknowledge that they have read and understood this IPA and the Subcontract Agreement completely, and will fully comply with all terms and conditions of this IPA set forth herein.

Taft College

Signature:	_____
Name:	_____
Title:	_____
Date:	_____

Instructure, Inc.

Signature:	_____
Name:	_____
Title:	_____
Date:	_____

Instructure Standard Terms and Conditions

This document outlines the standard contractual terms and conditions (“**Terms**”) that apply to the provision of any products or services by Instructure, Inc. (“**Instructure**”) to the entity identified on the Order Form (“**Customer**”). These terms are incorporated into the Order Form and together, the Order Form and these Terms are the “**Agreement**.” An “**Order Form**” means any order for the provision of products or services signed by Customer.

1. Services. Subject to the terms of this Agreement, Instructure will provide the Service specified on the Order Form. “**Service**” means the proprietary software as a service provided by Instructure and made available through a URL in a hosted environment and other related services provided by Instructure as further described in the Order Form. “**User**” means an individual who is authorized by the Customer to use the Service and Customer has paid for such use.

2. Restrictions. Customer shall not (and shall not permit Users to): (a) sell, rent, lease, lend, sublicense, distribute, or otherwise transfer or provide access to the Service or the API to any person, firm, or entity except as expressly authorized herein, or access the Service to build a competitive service or product, or copy any feature, function or graphic for competitive purposes; (b) modify, adapt, alter or create derivative works from the Service or the API or to merge the Service or any subpart thereof (including proprietary markings) with other services or software, or remove or modify any proprietary markings or restrictive legends in the Service, except as provided in this Agreement; (c) use the Service to: (i) store, transmit or create libelous, obscene, deceptive, defamatory, pornographic, racist, sexual, hateful, unlawful, tortious materials or otherwise objectionable (except as necessary for Customer’s instructional purposes, but in all cases in compliance with applicable law and regulation), or (ii) harm or impersonate any person or violate the rights of any third-party rights; (d) interfere with or disrupt the integrity or performance of the Service; (e) attempt to gain unauthorized access to the Service or its related systems or networks; or (f) introduce viruses, Trojan horses, worms, spyware, or other such malicious code into the Service.

3. Customer Responsibilities. Customer: (a) is solely responsible for Customer Content and all activities arising from its Users, and (b) must keep its passwords secure and confidential, and notify Instructure promptly of any known or suspected unauthorized access to the Service.

4. Instructure Responsibilities. Instructure shall provide: (a) all updates and upgrades to the Service to Customer that Instructure provides to its customers generally for no additional charge; and (b) Support (“**Support**”) pursuant to the terms of Instructure’s customer support, which is specified at <http://www.canvaslms.com/policies/support-terms>.

5. Fees. As consideration for the subscription to the Service, Customer shall pay all fees (“**Fees**”) set forth in the Order Form. All Fees will be due from Customer within thirty (30) days of receipt of invoice, unless otherwise agreed to in the Order Form. All Fees owed by Customer are exclusive of, and Customer shall pay, all sales, use, VAT, excise, withholding, and other taxes that may be levied in connection with this Agreement. Except as set forth in this Agreement, all fees are non-refundable.

6. Service Level Agreement. Instructure will use commercially reasonable efforts to make the Service available with an Annual Uptime Percentage of at least 99.9% (“**Service Commitment**”). In the event Instructure does not meet the Service Commitment, Customer will be eligible to receive a service credit as described below. The maximum amount of the credit is 1/12 of the annual subscription fee for a twelve (12) month period. The service credit is calculated by taking the number of hours the Service was unavailable below the Service Commitment, and multiplying it by 3% of 1/12 the annual subscription fee. If the Customer has been using the Service for less than 365 days, the preceding 365 days will be used, but any days prior to Customer’s use of the Service will be deemed to have had 100% availability. Any unavailability occurring prior to a credit cannot be used for any future claims. The Service Commitment does not apply to any scheduled outages, standard maintenance windows, force majeure, and outages that result from any technology issue originating from Customer or a User. Customer’s sole and exclusive remedy for breach of the warranty in this Section 6 will be for Instructure to provide a credit as provided in this Section 6; provided that Customer notifies Instructure in writing of such claim within the applicable month Customer becomes eligible or 30 days after.

7. Representations and Warranties. Instructure warrants that: (a) the functionality or features of the Service and Support may change but will not materially degrade during the Term, and (b) the Services will conform to its then current documentation. As Customer’s exclusive remedy and Instructure’s sole liability for breach of the warranty set forth in this Section 7, (a) Instructure shall correct the non-conforming Service at no additional charge to Customer, or (b) in the event Instructure is unable to correct such deficiencies after good-faith efforts, Instructure shall refund Customer amounts paid that are attributable to the defective Service from the date Instructure received such notice. To receive warranty remedies, Customer must promptly report deficiencies in writing to Instructure, but no later than thirty (30) days of the first date the deficiency is identified by Customer.

8. Compliance. Each party will comply with all applicable laws and regulations (including all applicable export control laws and restrictions) with respect to its activities under this Agreement. Instructure will implement reasonable, administrative, technical, and physical safeguards in an effort to secure its facilities and systems from unauthorized access and to secure the Customer Content.

9. Aggregated Data. As between the parties, Instructure owns the aggregated and statistical data derived from the operation of the Service, including, without limitation, the number of records in the Service, the number and types of transactions, configurations, and reports processed in the Service and the performance results for the Service (the “**Aggregated Data**”). Nothing herein shall be construed as prohibiting Instructure from utilizing the Aggregated Data, provided that Instructure’s use of Aggregated Data will not reveal the identity, whether directly or indirectly, of any individual or specific data entered by any individual into the Service.

10. Limitation of Liability. EXCEPT AS EXPRESSLY PROVIDED IN SECTIONS 6 & 7, INSTRUMENT DISCLAIMS ALL WARRANTIES, WHETHER WRITTEN, ORAL, EXPRESS, IMPLIED, OR STATUTORY, INCLUDING, WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY, TITLE, NON-INFRINGEMENT, AND FITNESS FOR A PARTICULAR PURPOSE. INSTRUMENT DOES NOT WARRANT THAT THE SERVICE WILL BE UNINTERRUPTED OR BE ERROR-FREE. EACH PARTY AND ITS SUPPLIERS SHALL NOT BE LIABLE TO

THE OTHER PARTY FOR ANY INDIRECT, SPECIAL, EXEMPLARY, PUNITIVE, INCIDENTAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF OR RELATED TO THIS AGREEMENT OR THE USE OR INABILITY TO USE THE SERVICES (INCLUDING, WITHOUT LIMITATION, COSTS OF DELAY, LOSS OF DATA, RECORDS OR INFORMATION, AND ANY FAILURE OF DELIVERY OF THE SERVICE), EVEN IF THE OTHER PARTY HAS BEEN NOTIFIED OF THE LIKELIHOOD OF SUCH DAMAGES. EXCEPT FOR A PARTY'S INDEMNITY OBLIGATIONS IN SECTION 18, EACH PARTY'S CUMULATIVE MAXIMUM LIABILITY FOR DAMAGES ARISING OUT OF OR RELATED TO THIS AGREEMENT (WHETHER IN CONTRACT, TORT OR OTHERWISE) SHALL NOT EXCEED THE AMOUNT PAID BY CUSTOMER WITHIN THE PRECEDING 12 MONTHS UNDER THIS AGREEMENT. CUSTOMER ACKNOWLEDGES THAT INSTRUTURE IS NOT RESPONSIBLE FOR THIRD-PARTY SERVICES MADE AVAILABLE THROUGH THE SERVICE.

11. Confidentiality. Each party acknowledges that the other party may disclose its Confidential Information to the other in the performance of this Agreement. Accordingly, each party shall: (a) keep the Confidential Information disclosed by the other party confidential, (b) use Confidential Information only for purposes of fulfilling its obligations hereunder, and (c) disclose such Confidential Information only to the receiving party's employees who have a need to know and only for the purposes of fulfilling this Agreement. As used herein, "Confidential Information" means information in the possession or under the control of a party of a proprietary nature relating to the technical, marketing, product and/or business affairs or proprietary and trade secret information of that party in oral, graphic, written, electronic or machine readable form. Confidential Information shall not include information that: (a) the receiving party possesses prior to acquiring it from the other, (b) becomes available to the public or trade through no violation by the receiving party of this paragraph, (c) is given to the receiving party by a third party not under a confidentiality obligation to the disclosing party, (d) is developed by the receiving party independently of and without reliance on confidential or proprietary information provided by the disclosing party, or (e) the receiving party is advised by counsel is required to be disclosed by law.

12. Proprietary Rights. As between Customer and Instructure, the Instructure Intellectual Property is, and shall at all times remain, the sole and exclusive property of Instructure. Customer shall have no right to use, copy, distribute or create derivative works of the Instructure Intellectual Property except as expressly provided herein. Instructure shall have the right, in its sole discretion, to modify the Instructure Intellectual Property. "Instructure Intellectual Property" means the Service, and all improvements, changes, enhancements and components thereof, and all other proprietary materials of Instructure and/or its licensors that are delivered, provided or used by Instructure in the course of performing the Services, as well as all other intellectual property owned by Instructure and all copyrights, patents, trademarks and trade names, trade secrets, specifications, methodologies, documentation, algorithms, criteria, designs, report formats and know-how, as well as and any underlying source code and object code related thereto.

13. Customer Owned Content. As between Instructure and Customer, any and all information, data, results, plans, sketches, text, files, links, images, photos, videos, audio files, notes or other materials uploaded by a User through the Service remain the sole property of Customer ("Customer Content"). Instructure may use the Customer Content to provide and improve the Services in accordance with this Agreement or Customer's instructions.

14. Feedback. Instructure may send surveys to Users (no more than once each year) to solicit feedback regarding performance of the Service and suggestions for improvements (such feedback will be stored in anonymous and aggregate form). Customer, and each User (to the extent Customer has such right), hereby grants Instructure an irrevocable, royalty-free perpetual license to use all feedback and suggestions regarding the Service.

15. Term. The term ("Term") of this Agreement shall begin on date identified as the Effective Date on the Order Form and shall continue for the time period set forth in the Order Form, unless terminated by the parties in accordance with Section 16.

16. Termination. Either party may terminate this Agreement for the material breach of any provision by the other party if such material breach remains uncured for thirty (30) days after receipt of written notice of such breach from the non-breaching party. Such termination right shall be in addition to any other rights and remedies that may be available to the non-breaching party. In the event the Agreement is terminated, all Order Forms are simultaneously terminated. Upon expiration or termination of this Agreement: (a) Customer shall immediately cease using the Services; and (b) in connection with certain Services, for a period of 3 months following expiration or termination, Customer may export the Customer Content through the API or by using the export feature within the Service.

17. Suspension of Service. Instructure may immediately suspend the Service and remove applicable Customer Content if Customer and/or its Users have violated a law or the terms of this Agreement. Instructure may try to contact Customer in advance, but it is not required to do so.

18. Infringement. If a third party claims the Service infringes that party's patent, copyright or other proprietary right, Instructure will defend Customer against that claim at Instructure's expense and pay all costs, damages, and attorney's fees, that a court finally awards or that are included in a settlement approved by Instructure, provided that Customer: (a) promptly notifies Instructure in writing of the claim; and (b) allows Instructure to control, and cooperates with Instructure in, the defense and any related settlement. If such a claim is made, Instructure may continue to enable Customer to use the Service or to modify it such that it becomes non-infringing. If Instructure determines that these alternatives are not reasonably available, Instructure may terminate the Service without any liability to Customer upon notice to Customer and with the return of any prepaid and unused fees. The infringement indemnity obligations in this Section 18 do not apply to the extent the infringement claim arises from (a) any technology not provided by Instructure or otherwise identified by Instructure in writing as interoperable, (b) use of the Service other than in accordance with this agreement and the applicable Services documentation, (c) the Customer Content, and/or (d) modification or alteration to the Services by anyone other than Instructure. If a third party claims that any part of the Customer Content infringes or violates a patent, trademark, trade secret, copyright or other intellectual property right, or there are third-party claims arising out of Customer's breach of this Agreement, Customer will defend Instructure against that claim at Customer's expense and pay all costs, damages, and attorney's fees, that a court finally awards or that are included in a settlement approved by Customer, provided that Instructure: (a) promptly notifies Customer in writing of the claim; and (b) allows Customer to control, and cooperates with Customer in, the defense and any related settlement.

19. General. Any notice by a party under this Agreement shall be in writing and either personally delivered, delivered by facsimile or sent via reputable overnight courier (such as Federal Express) or certified mail, postage prepaid and return receipt requested, addressed to the other

party at the address specified in the Order Form or such other address of which either party may from time to time notify the other in accordance with this Section 19. A copy of all notices to Instructure shall be sent to: Instructure, Inc., 6330 South 3000 East, Ste. 700 Salt Lake City, UT 84121, Attention: General Counsel. For purposes of service messages and notices about the Service, Instructure may place a banner notice or send an email to an email address associated with an account. It is the User's responsibility to ensure that a current email address is associated with their account. All notices shall be in English and shall be deemed effective upon receipt. If Instructure is unable to perform its obligations under this Agreement due to circumstances beyond its reasonable control, including, but not limited to, acts of God, earthquakes, hacker attacks, actions or decrees of governmental bodies, changes in applicable laws, or communication or power failures, such obligations will be suspended so long as those circumstances persist. This Agreement shall be interpreted, governed and construed by the laws of the State of Delaware without regard to the actual state or country of incorporation or residence of Customer. Instructure is acting in performance of this Agreement as an independent contractor to Customer. If any term of this agreement is invalid or unenforceable, the other terms remain in effect and the invalid or unenforceable provision will be deemed modified so that it is valid and enforceable to the maximum extent permitted by law. Amendments to this Agreement must be made in writing and signed by both parties unless otherwise specified in the Agreement. This Agreement constitute the entire agreement between the parties with respect to the subject matter of this Agreement, and any prior representations, statements, and agreements relating thereto are superseded by the terms of this Agreement. Instructure rejects additional or conflicting terms of any Customer form-purchasing document. Customer shall not assign this Agreement, in whole or in part, to any entity without Instructure's prior written consent. Any attempt to assign this Agreement, in whole or part, in contravention of this Section, shall be void. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their successors and permitted assigns. Any failure by either party to enforce the other party's strict performance of any provision of this Agreement will not constitute a waiver of its right to subsequently enforce such provision or any other provision of this Agreement. Customer agrees to allow Instructure to use its name, logo and non-competitive use details in both text and pictures in its various marketing communications and materials, in accordance with Customer's trademark guidelines and policies. Any terms that by their nature survive termination or expiration of this agreement, will survive (including, but not limited to, Sections 10, 12, 15, 16 and 19).

Date: June 30, 2016
Submitted by: Mark Williams, Vice President of Instruction
Area Administrator: Brock McMurray, Interim Superintendent/President
Subject: Request for Ratification

Board Meeting Date: July 13, 2016

Title of Board Item:

Consulting Agreement with Robert J. Pacheco, Ed.D.

Background:

Taft College continues to focus on using the Student Learning Outcomes (SLOs) and the Program Effectiveness Measures (PEMs) data to guide institutional planning, budgeting, and improvement. Dr. Pacheco will be working to provide guidance, implementation, training and validation for the College's Institutional Effectiveness Plan (IEP) on areas that include a calendar of assessment, integration with Annual Program Review (APR) process, modified rubrics for prioritization, among other deliverables.

Terms (if applicable):

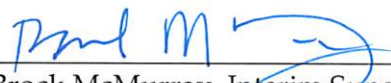
July 1, 2016 – December 31, 2016

Expense (if applicable):

\$100/hour including travel expenses – Not to exceed \$20,000.00

Fiscal Impact Including Source of Funds (if applicable):

IEPI funding

Approved: 
Brock McMurray, Interim Superintendent/President

**Robert J. Pacheco Scope of Work
for
Taft College Accreditation Project- July through December**

Project Proposal			
Scope of Work	Project Deliverable	Hours	Estimated Cost
<p>Facilitate College Progress on:</p> <p>1a. SLO procedure to include a calendar of assessment and a guide similar to Cañada College that specifies how many, which ones, when.</p> <p>1. Create an Administrative Procedure for SLOs</p> <p>2. Define "Programs"</p> <p>3. Complete mapping process: clarify relationship between CSLO, PSLO, ISLO & GESLO</p> <p>4. Identify & Implement other assessment capture methods</p> <p>5. Provide professional development on assessment methods and best practices</p> <p>6. Create an "Assessment Guide"</p> <p>7. Modify APR form to capture "analysis," "evaluation" and "dialog" at course and program level</p> <p>8. Modify APR form prompts to guide faculty and staff with more structured responses</p> <p>9. Provide professional development exercises, training, or examples as to what faculty need to do during dedicated SLO day: Analysis, Evaluation & Dialog be defined</p> <p>10. Incorporate evaluation into APR process (See Objective 2)</p> <p>11. Evaluate the assessment process and tools systematically as part of the APR cycle, and make improvements as needed</p>	<p>1. Completed calendar of assessment</p> <p>2. Mapping process completed</p> <p>3. Other assessment methods identified and capture methods implemented</p> <p>4. PD training completed by appropriate individuals Conduct mock interviews, prepare for site visit, assist in the preparation of college wide activities in preparation for the visit. Assist in final production efforts.</p> <p>5. Faculty trained on methods identified in Assessment Guide</p> <p>6.. SLO day approved and implemented</p> <p>7. APR Forms updated and approved by Academic Senate and Governance Council, and implemented</p> <p>8. APR cycle process includes evaluation component for assessment process and tools</p>		
<p>Facilitate College Progress on:</p> <p>1a. Modify APR forms to fully integrate analysis and dialog</p> <p>1b. Modify prioritization process as appropriate to use SLO data when required</p>	<p>1a. APR forms updated to include analysis and dialog fields</p> <p>1b. Modified rubrics for prioritization approved by Governance Council and CSEA and implemented</p>		
Other duties as assigned	As designated by the College.		
		Total	\$20,000.00

Date: June 30, 2016
Submitted by: Mark Williams, Vice President of Instruction
Area Administrator: Brock McMurray, Interim Superintendent/President
Subject: Request for Approval

Board Meeting Date: July 13, 2016

Title of Board Item:

Consulting Agreement with Phytorion, Inc. to support Student Data Warehouse and Cognos reporting and analytics solution to support Student Equity reporting and data-driven decisions.

Background:

The College has been working to build the capacity to use existing data reporting tools through an extended program of professional development for Cognos reporting and data development. This agreement provides the expert consulting and technical experience to implement the next level of operational reporting. Phytorion was selected for this work based on their experience supporting Equity work for other California community colleges.

Terms (if applicable):

On an on-going basis for 2016-17

Expense (if applicable):

\$165.00/Hour, plus travel expenses – total not to exceed \$15,000.00

Fiscal Impact Including Source of Funds (if applicable):

2016-17 Equity budget

Approved: 
Brock McMurray, Interim Superintendent/President

STATEMENT OF WORK

FOR

STUDENT DATA WAREHOUSE/BUSINESS INTELLIGENCE IMPLEMENTATION

THIS STATEMENT OF WORK (this "SOW") is being executed on this 27th day of June, 2016 ("SOW Effective Date") pursuant to the West Kern Community College District Master License and Services Agreement by and between Phytorion, Inc. ("Consultant" or "Phytorion"), and West Kern Community College District ("Customer") dated as of June 27, 2016 (the "Agreement") the terms of which are incorporated herein by reference. Any capitalized terms not defined herein shall have the meaning, if any, set forth in the Agreement.

1. SCOPE OF SERVICES.

Customer wishes to create a Student Data Warehouse ("SDW") and Cognos reporting and analytics solution ("BI") to support – among other potential initiatives – student equity reporting and data-driven decision making.

The following list sets forth certain "Services" that the parties anticipate may be provided hereunder:

- I. Conduct business requirements gathering sessions. Phytorion will meet with Customer management, functional and technical experts to determine the definitions, rules, source tables and fields for the Customer-defined metrics
- II. Map out an implementation strategy and data warehouse design to meet reporting needs
- III. Based upon the business requirements, Phytorion will create a dimensionally modeled Data Warehouse design as well as Data Warehouse Technical Design Documents, which are defined as: the list of tables and fields that contain the data elements used to populate the SDW; and the list of data transformation rules that will be applied to the source data elements.
- IV. Following Customer sign-off of the DW Technical Design Requirements, Phytorion will modify the SDW design to account for Customer's requirements as specified in the DW Technical Design Documents
- V. If requested and as mutually agreed upon, Phytorion may provide *guidance* or *advice* or *development* for DW and BI activities such as:
 - a. Extract, Transform and Load ("ETL") coding using Microsoft SSIS
 - b. Framework Manager ("FM") modeling
 - c. Cognos BI requirements collection
 - d. Cognos BI development
 - e. ETL testing
 - f. BI testing
- VI. Phytorion may also provide, if requested and agreed upon, training and support
- VII. Knowledge Transfer. Phytorion will conduct the following meetings as and if relevant and necessary:
 - a. Kick Off Meeting. A meeting at the beginning of the project with the Customer SDW project team and project manager to discuss the project activities and requirements.
 - b. If Phytorion delivers ETL code then a Technical Overview upon task or project completion: A meeting with Customer technical users to provide an overview of the work Phytorion has performed.

- c. Functional Overviews upon task or project completion: A meeting with Customer’s functional, technical and reporting team leads to review the functional content included in the SDW.
 - d. Wrap Up Meeting: A Customer-led presentation of what was accomplished during the engagement. Topics to be covered usually include a high level overview of the functionality delivered, the activities and training completed, and a discussion of next steps.
- VIII. If Phytorion delivers ETL code then it will correct any errors in its delivered code for a period of four (4) weeks after Go Live.

2. PHYTORION ROLES AND RESOURCES.

Phytorion can provide consultants to fill the following roles:

- Architect/Project Manager
- If Phytorion delivers ETL code, ETL Developer/Tester
- BI Developer/Tester
- Project Director

3. PRICING AND PAYMENT.

Subject to the assumptions contained in this SOW, Phytorion will provide the Services as Time & Materials at **\$165/hour**. This fee does not include travel-related expenses. Travel expenses will be billed as incurred.

Payment and Invoicing: Phytorion may invoice Customer at the rates listed above on a weekly basis for fees and expenses incurred during the preceding month. Customer shall pay all invoiced amounts within fifteen (15) days after the date of Phytorion’s invoice therefor.

4. ASSUMPTIONS.

Any Phytorion commitments contained herein are subject to the assumptions contained in this SOW, including the following:

- (a) Customer will commit the necessary resources and management involvement to support Customer’s and Consultant’s work.
- (b) Phytorion will not be responsible for configuration, sizing, or performance analysis of hardware.

IN WITNESS WHEREOF, the parties hereto have caused this SOW to be executed by their duly authorized representatives as of the day and year signed below.

WEST KERN COMMUNITY COLLEGE DISTRICT

PHYTORION, INC.

By: _____

By: _____

Name: _____

Name: Yiorgos Andreas Marathias

Title: _____

Title: President/CEO

Date: _____

Date: June 27, 2016

Date: June 15, 2016
Submitted by: Mark Williams, Vice President of Instruction
Area Administrator: Brock McMurray, Interim Superintendent/President
Subject: Request for Ratification

Board Meeting Date: July 13, 2016

Title of Board Item:

Consulting Agreement with VitalSmarts to provide a one-day Crucial Conversations Course

Background:

VitalSmarts, an innovator in cooperative training and leadership development, will provide a one-day training that will focus on interpersonal skills, communication skills, employee engagement, and behavior. This in-house training will teach skills for creating alignment and agreement through dialogue. A morning session is for student workers and related staff, and an afternoon meeting is by request of the Dental Hygiene faculty and staff for professional development and other goals identified by the department.

Terms (if applicable):

June 23, 2016

Expense (if applicable):

\$5,500.00 plus \$1,500.00 travel expenses

Fiscal Impact Including Source of Funds (if applicable):

50% from Equity for morning session with students, tutors, etc.
50% from Dental Hygiene district budget for afternoon session with department.

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 VitalSmarts ("Independent Contractor"). The agreement is effective June 23, 2016

Recitals

1. District desires to obtain the services of an education consultant especially trained and experienced in rendering the following services:

Provide a one day training that focuses on interpersonal skills, communication skills, employee engagement, and behavior.

(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 Vital Smarts (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 23 2016 through June 23 2016 All work shall be performed at the following location:

Taft, CA

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 training that focuses on interpersonal skills, communication skills, employee engagement, and behavior.

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 \$5,500.

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 \$1500 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 #)

Date: June 22, 2016
Submitted by: Darcy Bogle, Vice President of Student Services
Area Administrator: Brock McMurray, Interim Superintendent/President
Subject: Request for Ratification

Board Meeting Date: July 13, 2016

Title of Board Item:

Agreement with National CineMedia, LLC ("NCM") for Regional Advertising

Background:

NCM will arrange for the advertising to be exhibited as specified for both In-Theatre Advertising and Internet and Online Advertising.

The videos will start on-screen Friday, June 24th, and will run through Thursday, December 29th at Regal Cinema (Edwards in Marketplace off Ming Ave) and Starplex Cinema (the dollar movie theater off California Ave).

As part of this campaign, it includes 126,000 impressions using online/mobile banners from 7/15/2016-08/12/2016, targeting the following zip codes:

- 93268 (Taft)
- 93263 (Shafter)
- 93312 (Bakersfield-Liberty High School)
- 93313 (Bakersfield-Ridgeview and Independence High School)
- 93314 (Bakersfield-Frontier High School)
- 93311 (Bakersfield-Stockdale High School)

As discussed and supported by the Public Information Committee, these efforts will promote TC, brand recognition, and help to meet the 1% growth projections for the upcoming year.

Terms (if applicable):


The terms of agreement will be effective 6/24/2016-12/29/2016.

Expense (if applicable):

As outlined in the agreement, Taft College will be charged \$15,000.00 for media services.

Fiscal Impact Including Source of Funds (if applicable):

Expenses have been included in the 2016/17 budget for marketing publications and targeted outreach materials. Sources of funds include unrestricted as well as categorical.

Approved: 
Brock McMurray, Interim Superintendent/President

Order Number: ORD-1605-02128

Creative Name	Creative Number	URL
2016 Summer/Fall/Holiday :30 spot	385483	http://delivery.ncm.com/Pacific/ORD160502128/385483

To Upload Media:

1. Click on the link provided with the Creative above to upload your spot,

Important: You will be prompted to download the Aspera plugin. The Aspera plugin works best with the latest version of any browser, but is not compatible with Safari. Click the *Download Aspera Connect* link, and follow the Install Wizard to ensure that you are able to upload media to NCM.

2. Confirm that the **Order Number** and **Creative Number** fields have been populated,

Note: These fields are optional, but are required to guarantee an on-time start.

3. Complete any additional fields as applicable,

Note: To receive a confirmation email that the upload was successful, the Email Address field must be completed.

4. Click **Select File** to select the desired file, or **Select Directory** to upload a group of files,

5. Click the **Upload** button to submit your file(s).

Note: A progress bar will show the status of the transfer.



Need Help? Call NCM's Helpdesk @ 1-855-4-ADSPEC

Additional Notes:

- Order Number and Creative Number are required at the point of creative submittal to ensure an on-time start. If you do not know these, please contact your NCM Account Director.
- If you are adding multiple creative, each piece of creative requires a unique Creative Number for upload.
- Zip files may get rejected and should not be uploaded.
- Do not use special characters for the Title of Your Creative or ISCI code.

In-Theater Advertising Proposal
Prepared for Taft College
Created for Darcy Bogle

2016 Summer/Fall/Holiday



May 27, 2016
Created by Ryan Ivanoff
Email: Ryan.Ivanoff@ncm.com
Phone: +1 (559) 325-1943
Fax: 559-325-1944

Regional Insertion Order Agreement

9110 East Nichols Avenue, Suite 200 • Centennial, Colorado 80112 • 800.828.2828

The advertiser listed below ("Advertiser") desires to place the order set forth below ("Order") with National CineMedia, LLC ("NCM") for the regional exhibition of the advertising set forth below ("Advertising") under the terms set forth in this Regional Advertising Insertion Order and Agreement ("Agreement"), including this Order and the Regional Advertising Insertion Order Agreement Terms and Conditions attached hereto (the "Terms and Conditions"). NCM and Advertiser agree as follows

Advertiser Information Taft College 29 Emmons Park Dr Taft, CA 93268 Phone: (661) 763-7889 Fax: Darcy Bogle	Billing Information Ace Marketing 4210 Crystal Lake Drive Bakersfield, CA 93313 Phone: (661) 663-8812 Fax: Debbie Anton danton@aceadv.biz	Account Director Information Name: Ryan Ivanoff Phone: +1 (559) 325-1943 Fax: 559-325-1944 Email: Ryan.Ivanoff@ncm.com
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Order: ORD-1605-02128 **Type:** New

Scenario I

Regional Segment I

Start: 6/24/2016 **End:** 12/29/2016
Weeks: 27.00 **Weight:** Best Available **Duration/Units:** 00:30

Creative #	Theater Code	Theater Name	Location	# Screens	Net Rate	Net Media
385483	AMC0755	Bakersfield 6	Bakersfield, California	6	\$36.03	\$5,837.46
385483	RGL1031	Bakersfield Stadium 14	Bakersfield, California	14	\$23.53	\$8,892.54

Regional LEN

Start: 6/24/2016 **End:** 12/29/2016
Weeks: 27.00 **Weight:** Best Available **Duration/Units:** 00:30

Creative #	Theater Code	Theater Name	Location	# Screens	Net Rate	Net Media
385483	AMC0755	Bakersfield 6	Bakersfield, California	6	\$5.00	\$135.00
385483	RGL1031	Bakersfield Stadium 14	Bakersfield, California	14	\$5.00	\$135.00

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Payment	Comments & Special Instructions:	Total Media	\$15,000.00
Payment Terms: Monthly		Media Services	\$0.00
Payment Method: Check		Creative Services	\$0.00
P.O. Number:		Other Services	\$0.00
		Total Due	\$15,000.00
<p>Promotional items are non-commissionable. Special effects, customized placement, rush charges, and changes are extra. All duplication, creative services, and network implementation fees are at advertiser's expense. Fulfillment costs are estimated and final costs may vary.</p> <p>BY SIGNING BELOW, ADVERTISER AGREES TO BE LEGALLY BOUND BY THE TERMS OF THIS AGREEMENT (INCLUDING THE TERMS AND CONDITIONS) AS OF THE DATE OF SIGNATURE BY NCM BELOW AND HEREBY AUTHORIZES AND DIRECTS NCM TO PROCEED UNDER THE TERMS OF THIS AGREEMENT WITH THE ADVERTISING AND OTHER SERVICES SET FORTH ON THIS ORDER AND, UNLESS OTHERWISE AGREED BY THE PARTIES, ANY OTHER ORDER PLACED BY ADVERTISER FOR REGIONAL ADVERTISING INSERTIONS ACCEPTED BY NCM</p>			

Advertiser Name/Title: _____ Date: _____ National CineMedia, LLC _____ Date: _____

Order Number: ORD-1605-02128					
A	B	C	D	E	F
Logged	Scheduled	Creative Approved	Credit Approved	Posted	Audit



Regional Insertion Order Agreement

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NATIONAL CINEMEDIA, LLC ADVERTISING REGIONAL INSERTION ORDER AND AGREEMENT Terms and Conditions

The Agreement between National CineMedia, LLC ("NCM") and Advertiser will include, and all Advertising exhibited by NCM for Advertiser will be subject to, the following Terms and Conditions:

1. **NCM Services.** Subject to the terms of this Agreement, NCM will arrange for the Advertising to be exhibited as specified in each Order entered into under this Agreement. Notwithstanding the foregoing, the exhibition of the Advertising, and performance by NCM of its obligations under this Agreement, will be excused to the extent that (and may be delayed if) Advertiser fails to perform its obligations under this Agreement in a timely manner or otherwise fails to comply with the terms of this Agreement.

2. **In-Theatre Advertising.** All In-Theatre Advertising or other content will be subject to any audience or advertising restrictions or limitations imposed on NCM by motion picture studios, producers, distributors, exhibitors or other third parties. In addition, in its sole and absolute discretion, NCM may elect to not exhibit or present any In-Theatre Advertising or other content before any motion picture or group of motion pictures with particular movie ratings. The screen count or theatre locations for In-Theatre Advertising that are set forth on the Order may be substituted by NCM in its reasonable discretion upon notice to Advertiser.

3. **Internet and Online Advertising.** The American Association of Advertising Agencies (AAAA)/Interactive Advertising Bureau (IAB) Standard Terms and Conditions for Internet Advertising for Media Buys One Year or Less, Version 3.0 (the "**IAB Terms**"), a copy of which is available upon request from NCM, are incorporated into this Agreement for all Internet and online Advertising purchased under this Agreement. "Colorado" and "Denver County, Colorado" are inserted into the respective placeholders in Section XIV(d) of the IAB Terms. If there is no Agency for this Insertion Order, "Advertiser" replaces "Agency" in all instances in the IAB Terms and Section III(c) of the IAB Terms is deleted. In the event of any conflict between the terms of this Agreement and the IAB Terms, the terms of this Agreement will control.

4. **Fees and Payment.** Advertiser will pay all fees as specified on each Order within 30 days of invoice. If Advertiser fails to pay NCM any undisputed amount when due, Advertiser will be obligated to pay interest on the unpaid amount from the date such unpaid amount was due until it is paid at the rate of 12% per annum.

5. **Advertiser Obligations.** In addition to the other obligations of Advertiser set forth in this Agreement, Advertiser will, at its expense, and at its risk of loss, provide NCM with the Advertising material as required by NCM at least 7 business days in advance but not more than 20 business days in advance of the date scheduled by NCM for transfer of the materials for use or production as Advertising (dependent upon Advertising vehicle selected or if otherwise agreed to by the parties).

6. Content.

6.1 **Advertiser Content.** All advertising, information, data, text, photographs, video, images, audio, call to action, and other content ("**Content**") provided by Advertiser for use in the Advertising ("**Advertiser Content**") is subject to prior approval by NCM. All Advertiser Content must be in compliance with the Media Specifications, Creative Deadlines and Advertising Guidelines at <http://adspecs.ncm.com>. NCM reserves the right to make technical changes to Advertiser Content to ensure conformance with technical specifications. Advertiser Content shall not include the exhibition or display of any trademark, service mark, logo or other branding of a third party without prior written approval of NCM. NCM may reject any Advertiser Content or Advertising for any reason. NCM has no obligation to review any Advertiser Content or Advertising for compliance with this Agreement or any applicable law, rule, or regulation. Advertiser will remain solely responsible for any liability arising from the Advertiser Content or Advertising, including but not limited to liability arising from any laws relating to obscenity, defamation, trade libel, the right of publicity or likeness, the right of or to privacy, any laws relating to intellectual property, and any laws relating to advertising. If any Advertiser Content or Advertising is rejected by NCM, Advertiser will promptly replace the Advertiser Content or Advertising with Advertiser Content or Advertising acceptable to NCM so as not to delay the schedule for the display of the Advertising. Advertiser will maintain back-up copies of all Advertiser Content and Advertising and NCM will not be liable for loss or damage to any Advertiser Content or Advertising. Advertiser agrees to and hereby does grant to NCM all rights, authorizations, consents, licenses, and clearances (collectively, "**Licenses**") necessary or appropriate to exhibit, distribute, broadcast, publicly present and publicly perform the Advertising and as necessary or appropriate for the performance by NCM of its other obligations under this Agreement, including, without limitation, all Licenses necessary for the public performance of musical compositions. Advertiser also grants NCM a limited License to use and display portions of the Advertising in connection with the promotion of NCM's business.

6.2 **NCM Content.** All Content, including, without limitation, any derivatives, modifications or new versions of any Advertiser Content prepared or delivered by NCM under this Agreement ("**NCM Content**"), and all intellectual property rights therein and applicable thereto, are and will remain the sole and exclusive property of NCM. Advertiser agrees that NCM will retain sole and exclusive title to all NCM Content and agrees to and hereby makes all assignments necessary to provide NCM such sole and exclusive title. Advertiser receives no rights or licenses in or to any NCM Content (or in or to any NCM trademarks) under this Agreement and NCM expressly reserves all such rights.

7. **Promotional Materials.** All materials distributed or to be distributed by or on behalf of Advertiser as part of or in connection with the Advertising, including, without limitation, toys, food, objects or other materials ("**Promotional Materials**") will be delivered to locations (at the sole expense of Advertiser and with Advertiser bearing all risk of loss) in accordance with the procedures, specifications and deadlines established by NCM. All Promotional Materials, including, without limitation, lobby displays, are subject to NCM and theatre approval, and their final placement is determined by theatre management. At its discretion, NCM may delay the distribution of Promotional Materials. Certain Promotional Material, as determined by NCM, will contain the following statement: "THIS PROMOTION IS NOT ENDORSED BY NCM, THIS THEATRE OPERATOR OR ANY OF THEIR AFFILIATES. BY FILLING OUT THIS FORM YOU WILL OR CAN BE SOLICITED".

8. **Representations and Warranties.** Advertiser represents and warrants to NCM that: (1) Advertiser has the legal right to enter into this Agreement and to perform its obligations under the Agreement; (2) Advertiser has all rights necessary to enable NCM to exercise the rights granted under this Agreement; (3) the exhibition and other use of the Advertiser Content and Advertising, the distribution and other use of the Promotional Materials, and the other activities of Advertiser and obligations of NCM under this Agreement will not violate applicable local, state and federal laws, rules, and regulations, including, without limitation, laws and regulations governing privacy and email/spam, or any self-regulatory rules or guidelines that are applicable to, or to which the Advertiser, the agency or the Advertiser Content, Advertising or Promotional Materials may be subject, or any duty toward or rights of any third party; (4) all information and data provided to NCM in connection with this Agreement is correct and current; (5) Advertiser will not collect any personally identifiable information (including, without limitation, any e-mail addresses, full names, mailing addresses and phone number of theatre patrons), or transfer any such information to any third party, without the prior written approval of NCM; (6) the Advertiser Content and Advertising do not contain any viruses, Trojan horses, worms, time bombs, or any other similar software, data, or programs that may damage, detrimentally interfere with, surreptitiously intercept, or expropriate any system, data, information, or property of another; (7) the Advertiser Content, Advertising and Promotional Materials are not, in whole or in part, pornographic, obscene, abusive, threatening, indecent, vulgar, defamatory, harassing, do not otherwise constitute trade libel, a violation of the right of publicity or an invasion of privacy, do not violate any other laws relating to advertising, and are not otherwise objectionable or unlawful; (8) the Advertiser Content, Advertising, and Promotional Materials are not false or misleading; (9) the Advertiser Content, Advertising and Promotional Materials do not infringe, violate or misappropriate any third party copyright, trademark, right of or to privacy, publicity or likeness, or other intellectual property or proprietary right; and (10) the Advertiser Content, Advertising and Promotional Materials are free from defects and

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materials in workmanship. Advertiser further covenants that if Advertiser at any time fails to have all rights necessary to enable NCM to perform its obligations and exercise its rights under this Agreement, Advertiser will obtain all such rights, and will be solely responsible for any liability of either party arising out of any claim, allegation, suit or proceeding alleging that either party does not have such rights.

9. Disclaimer and Limitation of Liability. NCM PROVIDES ALL NCM CONTENT AND ALL SERVICES PERFORMED BY NCM UNDER THIS AGREEMENT "AS-IS" AND "AS-AVAILABLE." NCM MAKES NO REPRESENTATIONS OR WARRANTIES, WHETHER EXPRESS, IMPLIED OR STATUTORY, REGARDING THE NCM CONTENT OR SUCH SERVICES, AND ADVERTISER HAS NOT RELIED ON ANY REPRESENTATIONS OR WARRANTIES OF NCM REGARDING THE NCM CONTENT OR SUCH SERVICES. NCM EXPRESSLY DISCLAIMS ALL REPRESENTATIONS AND WARRANTIES REGARDING THE NCM CONTENT AND SUCH SERVICES, INCLUDING, WITHOUT LIMITATION, ANY EXPRESS OR IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, OR NON-INFRINGEMENT OF THIRD PARTY RIGHTS. NCM'S TOTAL CUMULATIVE LIABILITY IN CONNECTION WITH THIS AGREEMENT, WHETHER IN CONTRACT, TORT OR OTHERWISE, WILL NOT EXCEED THE AMOUNT OF FEES ACTUALLY PAID TO NCM UNDER THIS AGREEMENT DURING THE 3 MONTH PERIOD IMMEDIATELY PRECEDING THE EVENTS GIVING RISE TO SUCH LIABILITY. IN NO EVENT WILL NCM BE LIABLE FOR ANY CONSEQUENTIAL, INDIRECT, EXEMPLARY, PUNITIVE, SPECIAL, OR INCIDENTAL DAMAGES, INCLUDING WITHOUT LIMITATION ANY DAMAGES RELATING TO LOST DATA, LOST REVENUE OR PROFITS, OR COSTS OF PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES, ARISING FROM OR RELATING TO THIS AGREEMENT, HOWEVER CAUSED AND UNDER ANY THEORY OF LIABILITY (INCLUDING NEGLIGENCE), EVEN IF NCM HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. ANY UNEXCUSED FAILURE BY NCM TO PERFORM ANY OBLIGATION UNDER THIS AGREEMENT WILL AFFECT ONLY THE OBLIGATION WITH RESPECT TO WHICH THE FAILURE OCCURRED AND WILL IN NO WAY AFFECT ANY OTHER OBLIGATIONS OF NCM UNDER THIS AGREEMENT. NOTWITHSTANDING THE FOREGOING, ADVERTISER'S SOLE AND EXCLUSIVE REMEDY FOR NCM'S FAILURE TO EXHIBIT THE ADVERTISING AS SET FORTH ON THE ORDER WILL BE FOR NCM TO "MAKE-GOOD" (MAKE AVAILABLE TO ADVERTISER AN ALTERNATIVE TIME PERIOD OF REASONABLY COMPARABLE VALUE FOR THE RE-EXHIBITION OF SUCH ADVERTISING) WITHIN A REASONABLE TIME PERIOD FOLLOWING NOTICE OF THE FAILURE FROM ADVERTISER.

10. Indemnification. Advertiser is responsible for and will indemnify, defend, and hold harmless NCM and its subsidiaries, exhibitors and affiliates, and their owners, officers, directors, employees and agents, from and against any and all direct and indirect losses, damages, liabilities, costs and expenses (including reasonable attorneys' fees) resulting from or arising out of any: (1) actual or alleged breach by Advertiser of a provision of this Agreement; (2) negligence or willful misconduct on the part of Advertiser; (3) exhibition, distribution, display, performance, reproduction, or other use by NCM of the Advertising, Advertiser Content or Promotional Materials; or (4) damage to property or injury to or death of any person directly or indirectly caused by any use or misuse of any Advertiser Content or Advertising, including, without limitation, any Promotional Materials or other packaging or materials used in connection therewith. NCM will provide Advertiser with notice of any such claim or allegation, and NCM has the right to participate in the defense of any such claim at its expense.

11. Termination and Remedies. NCM may terminate this Agreement immediately upon any breach by Advertiser of this Agreement (in addition to any other available remedy) or upon not less than 30 days' notice to Advertiser for any other reason. Upon termination for breach by Advertiser, Advertiser will not be entitled to the refund of any prepaid fees. Upon any termination, NCM is not required to preserve or maintain any Advertiser Content or Advertising. If Advertiser desires NCM to provide Advertiser with a copy of any Advertiser Content or Advertising, Advertiser must notify NCM in writing within 60 days of the last exhibition of the Advertising (such copy to be provided at Advertiser's sole expense).

12. Cancellation. Advertiser may not modify or cancel this Agreement except by written consent of NCM.

13. Insurance. Advertiser represents that it maintains a general liability insurance policy (with a financially sound and reputable insurance company) in such amounts as Advertiser deems reasonably adequate for its business and as required to perform its obligations hereunder. NCM and its affiliates will be named as additional insureds on such policy, and the policy will provide that it will not be subject to modification or cancellation without at least thirty (30) days' prior written notice to NCM. Upon request, Advertiser will furnish NCM with a certificate of insurance evidencing the foregoing coverage before the advertising is exhibited.

14. Additional Terms. Advertiser may not assign or otherwise transfer this Agreement or any of Advertiser's rights hereunder without the prior permission of NCM. Any attempt to do so in violation of the foregoing sentence will be null and void. This Agreement will be binding on the parties and upon their heirs, personal representatives, executors, administrators, successors and assigns. The parties agree for themselves and their heirs, personal representatives, executors, administrators, successors or assign to execute any instruments and to perform any acts that may be necessary or proper to carry out the purposes of this Agreement. This Agreement will be governed by the laws of the State of Colorado excluding its conflict of laws principles. The parties hereby irrevocably consent to the exclusive jurisdiction and venue in the state and federal courts sitting in Arapahoe County, Colorado for any dispute concerning the interpretation or effect of this Agreement. In all such disputes arising under this Agreement, the parties expressly waive all constitutional and statutory rights to trial by jury. In any action to enforce the terms of this Agreement, the prevailing party will be entitled to recover all of its costs relating thereto, including, without limitation, reasonable attorneys' fees, court costs and any other costs of collection. The relationship between the parties under this Agreement is one of independent contractors. The waiver by either party of a breach of any provision of this Agreement will not operate or be interpreted as a waiver of any other or subsequent breach. If any provision of this Agreement is deemed unenforceable, such provision will be changed and interpreted to accomplish the objectives of such provision to the greatest extent possible under applicable law and the remaining provisions will continue in full force and effect. Any failure or delay in performance by NCM will be excused (and will not constitute a breach of this Agreement) to the extent due to any cause not reasonably within NCM's control, including, without limitation, third party acts, omissions or failures, casualty, labor disputes, governmental action or acts of God. This Agreement sets forth the entire understanding of the parties and supersedes any and all prior oral and written agreements or understandings between the parties regarding the subject matter of this Agreement. In the event that any terms that may appear on an Advertiser's or agency's form of purchase order, insertion order, or other order form vary from or conflict with the terms of this Agreement (including without limitation pre-printed terms), the terms of this Agreement will control. This Agreement does not and is not intended to confer any rights or remedies upon any person other than the parties. If Advertiser executes this contract as an agency or media buyer for a client, such Advertiser and its client shall be jointly and severally responsible for all payments hereunder.



Billing Acknowledgement

To be completed by the Client's accounts payable/accounting department

Client Name:	
AP Contact Name:	
AP Address:	
AP Phone:	
AP E-mail:	

Order Number:	
Billing Frequency Requested:	<input type="checkbox"/> Bill in Full (payment due 30 days from Contract Start Date) <input type="checkbox"/> Monthly Installments <i>PLEASE NOTE: Online advertising is billed based on the number of actual monthly impressions and <u>cannot</u> be billed in equal monthly installments.</i> <input type="checkbox"/> Other*

Purchase Order number to be referenced (when applicable):

Check this box if you would like to receive electronic invoices:

*Other Billing Instructions:

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The advertiser listed below ("Advertiser") desires to place the order set forth below ("Order") with National CineMedia, LLC ("NCM") for the regional exhibition of the advertising set forth below ("Advertising") under the terms set forth in this Regional Advertising Insertion Order and Agreement ("Agreement"), including this Order and the Regional Advertising Insertion Order Agreement Terms and Conditions attached hereto (the "Terms and Conditions"). NCM and Advertiser agree as follows

Advertiser Information Taft College 29 Emmons Park Dr Taft, CA 93268 Phone: (661) 763-7889 Fax: Darcy Bogle	Billing Information Ace Marketing 4210 Crystal Lake Drive Bakersfield, CA 93313 Phone: (661) 663-8812 Fax: Debbie Anton danton@aceadv.biz	Account Director Information Name: Ryan Ivanoff Phone: +1 (559) 325-1943 Fax: 559-325-1944 Email: Ryan.Ivanoff@ncm.com
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Order: ORD-1605-02128 **Type:** New

Scenario 1

ID	Product	Start Date	End Date	# weeks	# of Theaters/ Zip Codes	# Screens	Ave Rate	Net Media	Weight
RS1-A	Regional Segment 1 0:30	6/24/2016	12/29/2016	27.00	2	20	\$29.78	\$14,730.00	Best Available
RL-A	Regional LEN 0:30	6/24/2016	12/29/2016	27.00	2	20	\$5.00	\$270.00	Best Available

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Payment	Comments & Special Instructions:	Total Media	\$15,000.00
Payment Terms: Monthly		Media Services	\$0.00
Payment Method: Check		Creative Services	\$0.00
P.O. Number:		Other Services	\$0.00
		Total Due	\$15,000.00
<p>Promotional items are non-commissionable. Special effects, customized placement, rush charges, and changes are extra. All duplication, creative services, and network implementation fees are at advertiser's expense. Fulfillment costs are estimated and final costs may vary.</p>			
<p>BY SIGNING BELOW, ADVERTISER AGREES TO BE LEGALLY BOUND BY THE TERMS OF THIS AGREEMENT (INCLUDING THE TERMS AND CONDITIONS) AS OF THE DATE OF SIGNATURE BY NCM BELOW AND HEREBY AUTHORIZES AND DIRECTS NCM TO PROCEED UNDER THE TERMS OF THIS AGREEMENT WITH THE ADVERTISING AND OTHER SERVICES SET FORTH ON THIS ORDER AND, UNLESS OTHERWISE AGREED BY THE PARTIES, ANY OTHER ORDER PLACED BY ADVERTISER FOR REGIONAL ADVERTISING INSERTIONS ACCEPTED BY NCM</p>			

Advertiser Name/Title: _____ Date: _____ National CineMedia, LLC _____ Date: _____

Order Number: ORD-1605-02128					
A	B	C	D	E	F
Logged	Scheduled	Creative Approved	Credit Approved	Posted	Audit

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NATIONAL CINEMEDIA, LLC ADVERTISING REGIONAL INSERTION ORDER AND AGREEMENT Terms and Conditions

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1. NCM Services. Subject to the terms of this Agreement, NCM will arrange for the Advertising to be exhibited as specified in each Order entered into under this Agreement. Notwithstanding the foregoing, the exhibition of the Advertising, and performance by NCM of its obligations under this Agreement, will be excused to the extent that (and may be delayed if) Advertiser fails to perform its obligations under this Agreement in a timely manner or otherwise fails to comply with the terms of this Agreement.

2. In-Theatre Advertising. All In-Theatre Advertising or other content will be subject to any audience or advertising restrictions or limitations imposed on NCM by motion picture studios, producers, distributors, exhibitors or other third parties. In addition, in its sole and absolute discretion, NCM may elect to not exhibit or present any In-Theatre Advertising or other content before any motion picture or group of motion pictures with particular movie ratings. The screen count or theatre locations for In-Theatre Advertising that are set forth on the Order may be substituted by NCM in its reasonable discretion upon notice to Advertiser.

3. Internet and Online Advertising. The American Association of Advertising Agencies (AAAA)/Interactive Advertising Bureau (IAB) Standard Terms and Conditions for Internet Advertising for Media Buys One Year or Less, Version 3.0 (the "**IAB Terms**"), a copy of which is available upon request from NCM, are incorporated into this Agreement for all Internet and online Advertising purchased under this Agreement. "Colorado" and "Denver County, Colorado" are inserted into the respective placeholders in Section XIV(d) of the IAB Terms. If there is no Agency for this Insertion Order, "Advertiser" replaces "Agency" in all instances in the IAB Terms and Section III(c) of the IAB Terms is deleted. In the event of any conflict between the terms of this Agreement and the IAB Terms, the terms of this Agreement will control.

4. Fees and Payment. Advertiser will pay all fees as specified on each Order within 30 days of invoice. If Advertiser fails to pay NCM any undisputed amount when due, Advertiser will be obligated to pay interest on the unpaid amount from the date such unpaid amount was due until it is paid at the rate of 12% per annum.

5. Advertiser Obligations. In addition to the other obligations of Advertiser set forth in this Agreement, Advertiser will, at its expense, and at its risk of loss, provide NCM with the Advertising material as required by NCM at least 7 business days in advance but not more than 20 business days in advance of the date scheduled by NCM for transfer of the materials for use or production as Advertising (dependent upon Advertising vehicle selected or if otherwise agreed to by the parties).

6. Content.

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6.2 NCM Content. All Content, including, without limitation, any derivatives, modifications or new versions of any Advertiser Content prepared or delivered by NCM under this Agreement ("**NCM Content**"), and all intellectual property rights therein and applicable thereto, are and will remain the sole and exclusive property of NCM. Advertiser agrees that NCM will retain sole and exclusive title to all NCM Content and agrees to and hereby makes all assignments necessary to provide NCM such sole and exclusive title. Advertiser receives no rights or licenses in or to any NCM Content (or in or to any NCM trademarks) under this Agreement and NCM expressly reserves all such rights.

7. Promotional Materials. All materials distributed or to be distributed by or on behalf of Advertiser as part of or in connection with the Advertising, including, without limitation, toys, food, objects or other materials ("**Promotional Materials**") will be delivered to locations (at the sole expense of Advertiser and with Advertiser bearing all risk of loss) in accordance with the procedures, specifications and deadlines established by NCM. All Promotional Materials, including, without limitation, lobby displays, are subject to NCM and theatre approval, and their final placement is determined by theatre management. At its discretion, NCM may delay the distribution of Promotional Materials. Certain Promotional Material, as determined by NCM, will contain the following statement: "THIS PROMOTION IS NOT ENDORSED BY NCM, THIS THEATRE OPERATOR OR ANY OF THEIR AFFILIATES. BY FILLING OUT THIS FORM YOU WILL OR CAN BE SOLICITED".

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materials in workmanship. Advertiser further covenants that if Advertiser at any time fails to have all rights necessary to enable NCM to perform its obligations and exercise its rights under this Agreement, Advertiser will obtain all such rights, and will be solely responsible for any liability of either party arising out of any claim, allegation, suit or proceeding alleging that either party does not have such rights.

9. Disclaimer and Limitation of Liability. NCM PROVIDES ALL NCM CONTENT AND ALL SERVICES PERFORMED BY NCM UNDER THIS AGREEMENT "AS-IS" AND "AS-AVAILABLE." NCM MAKES NO REPRESENTATIONS OR WARRANTIES, WHETHER EXPRESS, IMPLIED OR STATUTORY, REGARDING THE NCM CONTENT OR SUCH SERVICES, AND ADVERTISER HAS NOT RELIED ON ANY REPRESENTATIONS OR WARRANTIES OF NCM REGARDING THE NCM CONTENT OR SUCH SERVICES. NCM EXPRESSLY DISCLAIMS ALL REPRESENTATIONS AND WARRANTIES REGARDING THE NCM CONTENT AND SUCH SERVICES, INCLUDING, WITHOUT LIMITATION, ANY EXPRESS OR IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, OR NON-INFRINGEMENT OF THIRD PARTY RIGHTS. NCM'S TOTAL CUMULATIVE LIABILITY IN CONNECTION WITH THIS AGREEMENT, WHETHER IN CONTRACT, TORT OR OTHERWISE, WILL NOT EXCEED THE AMOUNT OF FEES ACTUALLY PAID TO NCM UNDER THIS AGREEMENT DURING THE 3 MONTH PERIOD IMMEDIATELY PRECEDING THE EVENTS GIVING RISE TO SUCH LIABILITY. IN NO EVENT WILL NCM BE LIABLE FOR ANY CONSEQUENTIAL, INDIRECT, EXEMPLARY, PUNITIVE, SPECIAL, OR INCIDENTAL DAMAGES, INCLUDING WITHOUT LIMITATION ANY DAMAGES RELATING TO LOST DATA, LOST REVENUE OR PROFITS, OR COSTS OF PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES, ARISING FROM OR RELATING TO THIS AGREEMENT, HOWEVER CAUSED AND UNDER ANY THEORY OF LIABILITY (INCLUDING NEGLIGENCE), EVEN IF NCM HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. ANY UNEXCUSED FAILURE BY NCM TO PERFORM ANY OBLIGATION UNDER THIS AGREEMENT WILL AFFECT ONLY THE OBLIGATION WITH RESPECT TO WHICH THE FAILURE OCCURRED AND WILL IN NO WAY AFFECT ANY OTHER OBLIGATIONS OF NCM UNDER THIS AGREEMENT. NOTWITHSTANDING THE FOREGOING, ADVERTISER'S SOLE AND EXCLUSIVE REMEDY FOR NCM'S FAILURE TO EXHIBIT THE ADVERTISING AS SET FORTH ON THE ORDER WILL BE FOR NCM TO "MAKE-GOOD" (MAKE AVAILABLE TO ADVERTISER AN ALTERNATIVE TIME PERIOD OF REASONABLY COMPARABLE VALUE FOR THE RE-EXHIBITION OF SUCH ADVERTISING) WITHIN A REASONABLE TIME PERIOD FOLLOWING NOTICE OF THE FAILURE FROM ADVERTISER.

10. Indemnification. Advertiser is responsible for and will indemnify, defend, and hold harmless NCM and its subsidiaries, exhibitors and affiliates, and their owners, officers, directors, employees and agents, from and against any and all direct and indirect losses, damages, liabilities, costs and expenses (including reasonable attorneys' fees) resulting from or arising out of any: (1) actual or alleged breach by Advertiser of a provision of this Agreement; (2) negligence or willful misconduct on the part of Advertiser; (3) exhibition, distribution, display, performance, reproduction, or other use by NCM of the Advertising, Advertiser Content or Promotional Materials; or (4) damage to property or injury to or death of any person directly or indirectly caused by any use or misuse of any Advertiser Content or Advertising, including, without limitation, any Promotional Materials or other packaging or materials used in connection therewith. NCM will provide Advertiser with notice of any such claim or allegation, and NCM has the right to participate in the defense of any such claim at its expense.

11. Termination and Remedies. NCM may terminate this Agreement immediately upon any breach by Advertiser of this Agreement (in addition to any other available remedy) or upon not less than 30 days' notice to Advertiser for any other reason. Upon termination for breach by Advertiser, Advertiser will not be entitled to the refund of any prepaid fees. Upon any termination, NCM is not required to preserve or maintain any Advertiser Content or Advertising. If Advertiser desires NCM to provide Advertiser with a copy of any Advertiser Content or Advertising, Advertiser must notify NCM in writing within 60 days of the last exhibition of the Advertising (such copy to be provided at Advertiser's sole expense).

12. Cancellation. Advertiser may not modify or cancel this Agreement except by written consent of NCM.

13. Insurance. Advertiser represents that it maintains a general liability insurance policy (with a financially sound and reputable insurance company) in such amounts as Advertiser deems reasonably adequate for its business and as required to perform its obligations hereunder. NCM and its affiliates will be named as additional insureds on such policy, and the policy will provide that it will not be subject to modification or cancellation without at least thirty (30) days' prior written notice to NCM. Upon request, Advertiser will furnish NCM with a certificate of insurance evidencing the foregoing coverage before the advertising is exhibited.

14. Additional Terms. Advertiser may not assign or otherwise transfer this Agreement or any of Advertiser's rights hereunder without the prior permission of NCM. Any attempt to do so in violation of the foregoing sentence will be null and void. This Agreement will be binding on the parties and upon their heirs, personal representatives, executors, administrators, successors and assigns. The parties agree for themselves and their heirs, personal representatives, executors, administrators, successors or assign to execute any instruments and to perform any acts that may be necessary or proper to carry out the purposes of this Agreement. This Agreement will be governed by the laws of the State of Colorado excluding its conflict of laws principles. The parties hereby irrevocably consent to the exclusive jurisdiction and venue in the state and federal courts sitting in Arapahoe County, Colorado for any dispute concerning the interpretation or effect of this Agreement. In all such disputes arising under this Agreement, the parties expressly waive all constitutional and statutory rights to trial by jury. In any action to enforce the terms of this Agreement, the prevailing party will be entitled to recover all of its costs relating thereto, including, without limitation, reasonable attorneys' fees, court costs and any other costs of collection. The relationship between the parties under this Agreement is one of independent contractors. The waiver by either party of a breach of any provision of this Agreement will not operate or be interpreted as a waiver of any other or subsequent breach. If any provision of this Agreement is deemed unenforceable, such provision will be changed and interpreted to accomplish the objectives of such provision to the greatest extent possible under applicable law and the remaining provisions will continue in full force and effect. Any failure or delay in performance by NCM will be excused (and will not constitute a breach of this Agreement) to the extent due to any cause not reasonably within NCM's control, including, without limitation, third party acts, omissions or failures, casualty, labor disputes, governmental action or acts of God. This Agreement sets forth the entire understanding of the parties and supersedes any and all prior oral and written agreements or understandings between the parties regarding the subject matter of this Agreement. In the event that any terms that may appear on an Advertiser's or agency's form of purchase order, insertion order, or other order form vary from or conflict with the terms of this Agreement (including without limitation pre-printed terms), the terms of this Agreement will control. This Agreement does not and is not intended to confer any rights or remedies upon any person other than the parties. If Advertiser executes this contract as an agency or media buyer for a client, such Advertiser and its client shall be jointly and severally responsible for all payments hereunder.



Billing Acknowledgement

To be completed by the Client's accounts payable/accounting department

Client Name:	
AP Contact Name:	
AP Address:	
AP Phone:	
AP E-mail:	

Order Number:	
Billing Frequency Requested:	<input type="checkbox"/> Bill in Full (payment due 30 days from Contract Start Date) <input type="checkbox"/> Monthly Installments <i>PLEASE NOTE: Online advertising is billed based on the number of actual monthly impressions and <u>cannot</u> be billed in equal monthly installments.</i> <input type="checkbox"/> Other*

Purchase Order number to be referenced (when applicable):

Check this box if you would like to receive electronic invoices:

*Other Billing Instructions:

Creative Production Order Form

Advertiser Information Taft College 29 Emmons Park Dr Taft, CA 93268 Phone: (661) 763-7889 Fax: Darcy Bogle	Billing Information Ace Marketing 4210 Crystal Lake Drive Bakersfield, CA 93313 Phone: (661) 663-8812 Fax: Debbie Anton danton@aceadv.biz	Account Director: Ryan Ivanoff Phone: +1 (559) 325-1943 Fax: 559-325-1944 Email: Ryan.Ivanoff@ncm.com
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Order: ORD-1605-02128 **Type:** New

Creative Name: 2016 Summer/Fall/Holiday :30 spot **385483**
Start Date: 6/24/2016
Ratings: G, PG, PG-13, R
Notes / Special Instructions:

Media Services:

Description	Fee
Ad Provided by Client	\$0.00

Media Services SubTotal: \$0.00

Creative Services:

Description	Fee

Creative Services SubTotal: \$0.00

When sending your media/creative materials to us, please include this Creative Production Order Form with your materials.

Send materials to:
 National CineMedia
 Attention: Sales Operations
 9110 East Nichols Avenue Suite 200
 Centennial, Colorado 80112

Please submit all creative materials promptly. If your creative is not received within NCM's standard production turnaround time, the on-screen start date for your ad will be delayed.

Thank you!

Date: June 20, 2016
Submitted by: Dan Hall, Distance Learning Coordinator
Area Administrator: Mark Williams, VP of Instruction
Subject: Request for Approval

Board Meeting Date: July 13, 2016

Title of Board Item:

Software CCLC Purchase Agreement for Turnitin

Background:

Approval is requested for continued participation in the Community College League of California (CCLC) consortium Turnitin software purchasing agreement. Turnitin is a software that checks student papers for originality, provides digital grading tools, and streamlines web-based peer reviews.

Terms (if applicable):

August 1, 2016- July 31, 2017

Expense (if applicable):

\$6,838.80

Fiscal Impact Including Source of Funds (if applicable):

This renewal will be paid by the 2016 District Distance Learning budget.

Approved: 
Mark Williams, VP of Instruction



PROGRAM SUBSCRIPTION ANNOUNCEMENT FOR TURNITIN

The Community College League of California is now accepting orders for Turnitin. The subscription term is August 1, 2016 to July 31, 2017. Community colleges wishing to subscribe for the first time or renew their existing subscriptions are asked to complete the attached forms and return them to the Community College League of California no later than June 24, 2016.

Turnitin is the world's largest provider of SaaS (software-as-a-service) online writing and student work evaluation tools for educational institutions. Currently used by more than 1.6 million instructors and 26 million students at over 15,000 institutions, Turnitin checks student papers for originality, provides digital grading tools, and streamlines web-based peer reviews.

With Turnitin, instructors can effectively manage their students, assignments, student submissions, and provide personalized feedback on and grade student work. Turnitin features include:

Originality Checking for screening students' work for improper citation or potential plagiarism.
Smarter Grading with on- and offline grading for faster, more comprehensive, and timely feedback.
Streamline Peer Review to simplify the organization and distribution of peer review assignments.

For additional product information or to schedule a demo for your college, please email our Relationship Manager, Micah Arons at marons@turnitin.com

SUPPORT

Turnitin has an online Help Center with articles and answers to commonly asked questions. Additionally, all subscribing institutions have access to complimentary support 7 days a week:

Phone: 866-816-5046 ext. 241

Web: <http://www.turnitin.com/self-service/support-wizard.html>

Email: tiisupport@turnitin.com

First response turnaround times for support tickets are typically within 24 hours after receipt*.

**Note: Response times may be longer during peak times and for requests that require additional engineering support or other subject matter expert involvement.*

INTEGRATIONS

Turnitin works with all major learning management systems (LMS); however, some Turnitin features are not available with certain integrations. With over 50 learning management systems, Turnitin is continuously working on developing new integrations.

Turnitin access is currently supported across the following LMSs that CCLC institutions currently deploy: ANGEL, Blackboard, Canvas, Brightspace (Desire2Learn), Moodle, Sakai, and Taskstream. If your integration does not appear on the list, please contact: Micah Arons (marons@turnitin.com) for more information, or visit <https://guides.turnitin.com>.



IMPLEMENTATION

Turnitin is a web-based, “in the cloud” service. Instructors and students access their accounts by visiting www.turnitin.com and logging into the service or access Turnitin via their LMS.

Each subscribing institution has a designated “Turnitin Administrator,” who is responsible for uploading a list of site/campus instructor email addresses identified as potential Turnitin users. Once uploaded, Turnitin automatically sends an email to these users with instructions on how to create their individual instructor accounts.

A number of complimentary, online resources are available to help subscribing institutions implement Turnitin and offer participants the added value of Continuing Education Units (CEUs).

Training

Turnitin administrators and instructors have access to additional training resources, including on-demand videos from Turnitin Academy, PowerPoint® presentations, and manuals to help them get started at: http://www.turnitin.com/en_us/training/getting-started

The self-study materials are organized by account type: Turnitin Administrator, Instructor, or Student. Administrators and instructors also receive an e-newsletter from Turnitin with useful tips, product updates, professional development opportunities, and event information.

CUSTOMIZED PROFESSIONAL DEVELOPMENT

Fee-based, customized professional development options are also available at a discounted League consortium rate as listed:

Professional Learning Option	Duration	Type	Discounted LEAGUE Price
On Site Workshop	Half-day (~3hrs) or Full-day (~6hrs)	In-person, on site	Half-day Workshop \$2,500 Full-day Workshop \$3,500
Dedicated Institutional Training	60 Minutes	Virtual	\$600 / Session
Live Expert Training	45 Minutes	Virtual	Included with Campus Fee

On Site Workshop – A Turnitin Certified Trainer will visit your campus to facilitate a four to six-hour, in-person workshop. Participants will be provided with both training in the use of the product as well as guidance on how to use it to support specific institutional and instructional goals. During the workshop, participants will set-up accounts and practice using Turnitin. The education team will meet with each institution prior to the workshop to discuss desired learning outcomes and build a customized agenda for the session.

Dedicated Institutional Training – During this one-hour virtual session, school/institution administrators and faculty members will have the opportunity to take advantage of a live training session on the use of Turnitin. Participants will have the opportunity to ask the Turnitin Certified Trainer questions about the product and implementation.



Live Expert Training – These subscription-based sessions are offered three times a week. In each live, virtual training session, a Turnitin Certified Trainer will provide a 45-minute walkthrough of Turnitin. Participants have the opportunity to ask questions at any time during the session. Pre-registration is not necessary and participants can join as often as they'd like. Check the CCLC's custom URL for an updated calendar with dates and times.

For additional information regarding customized professional development options, please contact: Micah Arons (marons@turnitin.com).

PRICING

DISTRICTS AND LMS INTEGRATION - Turnitin is available to institutions on a subscription basis. Most districts oversee a single Learning Management System for all their campuses. If a district has multiple colleges and wishes to integrate Turnitin into their LMS, all institutions within the district will need to license Turnitin because of the way in which LMS integrations are set up. Some colleges may already be licensed under their district's agreement. Please work with your DE Coordinator to ensure that your college's participation is consistent within your district.

PROPOSAL FOR THE CALIFORNIA COMMUNITY COLLEGE SYSTEM:

	Student Enrollment Tier (Credit FTES)	Price per student (includes LMS Integration)	Campus Licensing Fee (includes Live Expert Training)
TIER 1	700,000	\$2.40	\$750 per campus
TIER 2	800,000	\$2.33	\$650 per campus

As reference, the 2016 list price is \$1,500 per-campus licensing fee and \$5.00 per student with LMS integration after our pricing adjustment.

NOTES:

- Pricing is the same whether a college chooses to include LMS Integration or not.
- Pricing per student is based on an *annualized* cost of your Credit FTES. To search for your annualized Credit FTES, click [here](#).
- The multi-campus subscription includes the following:
 - Unlimited instructor access to licensing campuses;
 - Unlimited submissions of student work;
 - Unlimited phone and email support for all instructors;
 - Access to all of our online and on-demand web-based training and professional development resources
- All payments will be made directly to CCLC.

HOW TO SUBSCRIBE

Please complete and fax the following subscription form to the Community College League of California at 888-821-1564 **no later than June 24, 2016**. Your request for subscription(s) must include the name and signature of the individual authorized to commit funds for this purchase.

ONCE THE ORDER HAS BEEN SUBMITTED TO THE CCLC, SUBSCRIPTIONS MAY NOT BE WITHDRAWN.



If you have any questions or require additional information, please contact James Wisner at 310-463-9312 or email jwisner@cclleague.org

RENEWAL SUBSCRIPTION FORM FOR TURNITIN
Deadline: June 24, 2016

Sponsored by Community College League of California

College Name: Taft College Annualized Credit FTES 2,537

This form constitutes an order for Turnitin. I understand my institution will be invoiced based on the California Community College system's tier of participation. All payments will be made to CCLC.

The amount you will pay is based on the Student Enrollment Tier of ALL schools that participate in this program. The League won't know the total FTEs until all subscriptions are received.

	Student Enrollment Tier (Credit FTES)	Price per student (includes LMS integration)	Campus Licensing Fee (includes Live Expert Training)
TIER 1	700,000	\$2.40	\$750 per campus
TIER 2	800,000	\$2.33	\$650 per campus

We wish to subscribe for one year. (\$6,838.80)
 For invoice dated July 1, check here.

Examples:

Individual college:

If the annual Credit FTES for your campus is 1,000, the total cost for a license under Tier 1 would be calculated as follows:
 $1,000 \text{ (Credit FTES)} \times \$2.40 \text{ (price per student)} + \$750 \text{ (campus fee)} = \text{total cost of } \$3,150$

Community College District:

If the annual Credit FTES for your district is 10,000, and there are 3 campuses, the cost for a license under Tier 1 would be calculated as follows:
 $10,000 \text{ (Credit FTES)} \times \$2.40 \text{ (price per student)} + \$2,250 \text{ (3 campuses} \times 750 \text{ campus fee)} = \text{total cost of } \$26,250$

Signature of person authorized to commit for purchase:

Name-signature Title

Name-printed Date

Primary college contact:

Daniel Hall Distance Ed. Coordinator
Name-printed Title
dhall@taftcollege.edu 661-763-7761
Email address Phone

ONCE THE ORDER HAS BEEN SUBMITTED TO THE CCLC, SUBSCRIPTIONS MAY NOT BE WITHDRAWN. FAX this form to CCLC at 888-821-1564. Deadline is June 24, 2016. If your institution does not currently subscribe to Turnitin, please complete the Turnitin New Subscriber Registration Form (next page) and FAX it with this Subscription Form to CCLC.

Date: June 29, 2016
Submitted by: Dr. Robert Meteau, Associate VP, Human Resources
Area Administrator: Brock McMurray, Interim Superintendent/President
Subject: Request for Ratification

Board Meeting Date: July 13, 2016

Title of Board Item:

2016-2017 Renewal of Liebert Cassidy Whitmore (LCW) Central California Community College District Employment Relations Consortium Membership.

Background:

West Kern Community College District participates in the Central California Community College District Employment Relations Consortium (ERC). The ERC provides representational, litigation and other employment relations services when requested by the District. This membership renewal will provide training in the area of public-sector labor, employment topics, in addition to unlimited access to LCW workbooks in digital format, as well as over 200 forms, policies and checklists that can be used as templates.

Terms (if applicable):

The contract is effective July 1, 2016 – June 30, 2017

Expense (if applicable):

The cost is \$3,650.50

Fiscal Impact Including Source of Funds (if applicable):

This expense is included in the 2016-2017 Human Resources budget and general revenue funds will be utilized.

Approved: 
Brock McMurray, Interim Superintendent/President

INVOICE

June 07, 2016

Robert Meteau
Associate Vice President, Human Resources
West Kern Community College District
29 Emmons Park Drive
Taft, CA 93268

(WE026-10000)
INVOICE NUMBER: 1421533

**CENTRAL CALIFORNIA COMMUNITY COLLEGE DISTRICT
EMPLOYMENT RELATIONS CONSORTIUM**

Membership: 07/01/16 through 06/30/17

Please make your check out for one of the following amounts:

ERC Membership	\$2,755.00	<input type="checkbox"/>
ERC Membership w/ Basic Liebert Library Subscription (optional) <i>Basic Subscription provides access to over 200 sample forms, policies and checklists that can be used as templates.</i>	\$3,160.00	<input type="checkbox"/>
ERC Membership w/ Premium Liebert Library Subscription (optional) <i>Premium Subscription provides unlimited access to LCW workbooks in digital format, as well as over 200 sample forms, policies and checklists that can be used as templates.</i>	\$3,650.50	<input checked="" type="checkbox"/>

Note: Please send us a copy of this invoice along with your payment.

For more information on the many benefits of Liebert Library, please visit www.liebertlibrary.com, call Vladimir Power at 415.512.3011 and see the attached ad.

*If ERC Membership paid after August 1, 2016 amount due is \$2,855.00
(Includes \$100.00 late fee)*

June 9, 2016

Robert Meteau
Associate Vice President, Human Resources
West Kern Community College District
29 Emmons Park Drive
Taft, CA 93268

Re: *Central California Community College District Employment Relations Consortium*

Dear Dr. Meteau:

We are looking forward to another successful year with the Central California Community College District Employment Relations Consortium. The consortium committee has selected a wide variety of topics for your managers and supervisors. We are pleased to provide the consortium with five full days of training, our monthly *Education Matters*, and telephone consultation.

We are enclosing the planning meeting notes for your records. We will forward the schedule when it is ready.

Enclosed is an Agreement for Special Services. Please execute and return a copy to our office.

You'll note that the attached invoice gives you the option of subscribing (or renewing) your Liebert Library membership. We've combined this with the consortium billing for your ease. If you do not want to subscribe to the Library, simply check the box next to ERC only and submit that amount. If you do want to subscribe/renew, just check the corresponding box and return the amount indicated (the listed rate reflects the ERC discount.)

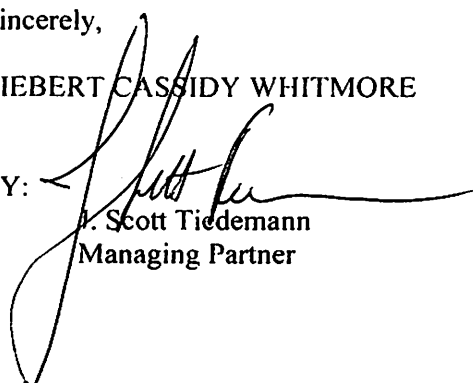
If you have any questions about the consortium or our other training programs, please contact Cynthia Weldon, Director of Marketing & Training at (310) 981-2055 or cweldon@lcwlegal.com.

We thank you for your membership and we look forward to another successful training year.

Sincerely,

LIEBERT CASSIDY WHITMORE

BY:


J. Scott Tiedemann
Managing Partner

Enclosures

AGREEMENT FOR SPECIAL SERVICES

This Agreement is entered into between the West Kern Community College District, hereinafter referred to as "College," and the law firm of LIEBERT CASSIDY WHITMORE, A Professional Corporation, hereinafter referred to as "Attorney."

WHEREAS College has the need to secure expert training and consulting services to assist College in its workforce management and employee relations; and

WHEREAS College has determined that no less than eleven (11) colleges in the Central California area have the same need and have agreed to enter into identical agreements with Attorney; and

WHEREAS Attorney is specially experienced and qualified to perform the special services desired by the College and is willing to perform such services;

NOW, THEREFORE, College and Attorney agree as follows:

Attorney's Services:

During the year beginning July 1, 2016, Attorney will provide the following services to College (and the other aforesaid colleges):

1. Five (5) days of group training workshops covering such employment relations subjects as management rights and obligations, negotiation strategies, employment discrimination and affirmative action, employment relations from the perspective of elected officials, performance evaluation (administering evaluations), grievance and discipline administration for supervisors and managers, planning for and responding to concerted job actions, current court, administrative and legislative developments in personnel administration and employment relations, etc., with the specific subjects covered and lengths of individual workshop presentations to be determined by College and the other said local colleges.

It is expressly understood that the material used during these presentations, including written handouts and projected power points are provided solely for the contracted workshops. This agreement warrants there will be no future use of Liebert Cassidy Whitmore material in other trainings or formats without the expressed written permission of Liebert Cassidy Whitmore. Any such use will constitute a violation of this agreement and copyright provisions.

2. Availability of Attorney for College to consult by telephone. Consortium calls cover questions that the attorney can answer quickly with little research. They do not include the review of documents, in depth research, written responses (like an opinion letter) or advice on on-going legal matters. The caller will be informed if the question exceeds the scope of consortium calls. Should the caller request, the attorney can assist on items that fall outside the service, but these matters will be billed at the attorney's hourly rate. (See additional services section.)
3. Providing of a monthly newsletter covering employment relations developments.

Fee:

Attorney will provide these special services to College for a fee of Two Thousand Seven Hundred Fifty Five Dollars (\$2,755.00) payable in one payment prior to August 1, 2016. The fee, if paid after August 1, 2016 will be \$2,855.00.

Said fee will cover Attorney's time in providing said training and consultative services and the development and printing of written materials provided to attendees at the training programs.

Additional Services:

Attorney shall, as and when requested by College, make itself available to College to provide representational, litigation, and other employment relations services. The College will be billed for the actual time such representation services are rendered, including reasonable travel time, plus any necessary costs and expenses authorized by the College.

The range of hourly rates for Attorney time is from Two Hundred to Three Hundred Twenty Dollars (\$200.00 - \$320.00) per hour for attorney staff, One Hundred Ninety-Five Dollars (\$195.00) per hour for Labor Relations/HR Consultant and from Seventy-Five to One Hundred Sixty Dollars (\$75.00 - \$160.00) per hour for services provided by paraprofessional and litigation support staff. Attorneys, paraprofessional and litigation support staff bill their time in minimum units of one-tenth of an hour. Attorney reviews its hourly rates on an annual basis and if appropriate, adjusts them effective July 1.

Independent Contractor:

It is understood and agreed that Attorney is and shall remain an independent contractor under this Agreement.

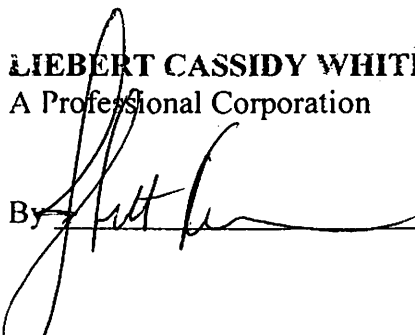
Term:

The term of this Agreement is twelve (12) months commencing July 1, 2016. The term may be extended for additional periods of time by the written consent of the parties.

Condition Precedent:

It is understood and agreed that the parties' aforesaid rights and obligations are contingent on no less than eleven (11) local college employers entering into a substantially identical Agreement with Attorney on or about July 1, 2016.

Dated: 6/9/16

LIEBERT CASSIDY WHITMORE
A Professional Corporation
By 
WEST KERN COMMUNITY COLLEGE
DISTRICT

Dated: _____

By _____

Date: June 20, 2016
Submitted by: Mark Williams, Vice President of Instruction
Area Administrator: Brock McMurray, Interim Superintendent/President
Subject: Request for Approval

Board Meeting Date: July 13, 2016

Title of Board Item:

Renewal of Annual Maintenance Services with Harland Technology Services for the Campus Scantron Scanner for 2016/17

Background:

This renewal is a recurring annual agreement for maintenance services with Harland Technology Services for the scantron scanner located in the college mailroom.

Terms (if applicable):

This renewal is effective September 6, 2016 to September 5, 2017.

Expense (if applicable):

The cost of the renewal is \$663.00

Fiscal Impact Including Source of Funds (if applicable):

This renewal will be paid by the 2016/17 District Office of Instruction budget.

Approved:


Brock McMurray, Interim Superintendent/President

Notice of Renewal – Return With PO#



PAGE: 1

2020 S 156th Circle
Omaha, NE 68130
(F) 402.697.3350
(E) renewals@harlandts.com
Questions: 800.228.3628
Renewals: x3251
Invoice Questions: x3281

Notice of Renewal: 42346 - 320042346
PURCHASING
TAFT COLLEGE
29 EMMONS PARK DR
TAFT, CA 93268-1729

Billing Address: 42346
TAFT COLLEGE
ACCOUNTS PAYABLE
29 EMMONS PARK DR
TAFT, CA 93268-1729

Scantron Corporation and Harland Technology Services ("HTS"), a division of Scantron Corporation ("Scantron"), currently provides you maintenance services for the products referenced in the schedule below and located at the address(es) set forth herein. The services keep the products in good operating condition and minimize breakdowns. The services are offered subject to the terms and conditions below, on the back of this form, and within any applicable enclosures (the "Agreement").

Schedule of Service And Products

Scantron and HTS will provide maintenance services at the prices indicated from 09/06/2016 to 09/05/2017. This Agreement will remain in effect after that date unless cancelled or modified by either party in accordance with Agreement terms and conditions.


Agreement Num: 00081200 **Enhanced Maint**
Previous PO#: P0036842 (15)

Billing Cycle: Annual

Model	Description	Serial Number	Contact	Rate
CUST# 0042346-000: Taft College, 29 Emmons Park Dr, Taft, CA 93268-1729				
8882.01	SCANTRON SCANNER, 888P/P+, TSM	K-31557	Gustavo Gonzalez/robin 661-763-7981	663.00

TOTAL AMOUNT 663.00

This price quote does NOT include any sales or use taxes. Applicable taxes will be applied at the time of invoicing.
If payment is made prior to invoicing, please add the appropriate sales or use taxes to your payment.


HTS Representative Signature
CATHERINE DEWITT 6/14/2016
HTS Representative Printed Name Date

Customer Signature

Title Date
Purchase Order # _____

Notice of Renewal
Return With PO#

OPTICAL MARK READER MAINTENANCE SERVICE AGREEMENT TERMS AND CONDITIONS

1. Harland Technology Services ("HTS"), a division of Scantron Corporation, will provide the customer ("Customer") signing this Optical Mark Reader ("OMR") Maintenance Service Agreement (the "Agreement") services to repair or replace parts necessary to keep the equipment listed in the attached schedule (the "Equipment") in proper operating condition and will make necessary adjustments to keep the Equipment in proper operating condition.
2. Customer, by its acceptance signature hereon, agrees to furnish HTS with quantities, model numbers, and when possible, serial numbers for the Equipment to be covered. Customer also agrees to notify HTS of modifications to the Equipment inventory.
3. Preventive maintenance and cleaning inspections will be performed according to HTS' published Preventive Maintenance Schedule.
4. Replacement parts will be provided at no charge except for those parts which by their nature are considered consumable (example: ribbons, paper, print bands, organic photo conductor kits). HTS agrees to maintain at its location the stock of parts it considers adequate to maintain the Equipment.
5. Customer, by its acceptance signature hereon, agrees to notify HTS by telephone or in writing of all service call requests. HTS agrees to respond to those calls in a timely manner.
6. **Onsite**
Service calls will be made at Customer's premises during regular business hours defined as Monday through Friday between 8 A.M. and 5 P.M. except for HTS' observed holidays. The cost of mileage and labor to affect such service calls will be borne by HTS.
7. **Enhanced Depot**
Upon equipment failure, Customer shall notify HTS during regular business hours. Upon notification, HTS will ship via next day air a similar/equivalent loaner machine to Customer. Upon receipt, Customer must immediately return failed Equipment via the enclosed shipping label to an authorized United Parcel Service drop-off location or driver. HTS will repair the failed Equipment and return to Customer. Upon receipt of the original Equipment, customer will return the loaner machine back to HTS via the enclosed shipping label to an authorized United Parcel Service drop-off location or driver. In the event Customer fails to return the loaner equipment within ten (10) business days, the customer shall be charged the full retail value of the loaner machine.
8. **Central Exchange**
In the case of Equipment failure, Customer shall promptly call HTS' Call Center for diagnosis and consultation. Within one (1) working day of the diagnosis, HTS will ship a replacement for the Equipment. Customer shall install the replacement per HTS' specifications. Within five (5) business days of receipt of the replacement, Customer shall return the original, faulty Equipment to HTS via the enclosed shipping label to an authorized United Parcel Service drop-off location or driver. In the event the customer fails to return the failed Equipment within ten (10) business days, Customer shall be charged the full retail value of the Equipment.
9. **Depot**
Customer shall ship, at their own expense, failed Equipment to HTS' Depot Service Center. HTS will restore the equipment to good operating condition. HTS will then ship the equipment back to the Customer location. The cost of return shipping shall be paid by HTS.
10. Costs of mileage and labor necessary to make service calls other than during normal business hours will be charged to Customer separately at HTS' then current rates.
11. Maintenance provided under this Agreement shall extend to service, repairs and replacements made necessary by normal wear and usage of the Equipment. Maintenance provided under this Agreement shall not include any service, repairs or replacements required or made necessary as a result of the use of non-Scantron software, hardware or forms, electrical power failure, fire, theft, software virus, water, casualty, employee negligence, abuse, misuse, inadequate or inappropriate environment, room size, inadequate ventilation, or other external forces.
12. HTS warrants that the maintenance services provided under this Agreement will be provided in a professional and workmanlike manner. HTS' responsibility under this Agreement is limited to providing service, replacement or repair, in full satisfaction of all of Customer's claims relating to the maintenance services. HTS DOES NOT WARRANT THAT CUSTOMER'S USE OF THE EQUIPMENT WILL BE SECURE, UNINTERRUPTED, OR ERROR-FREE OR THAT DEFECTS IN THE EQUIPMENT WILL BE CORRECTED. THE WARRANTIES AND REMEDIES SET FORTH IN THIS SECTION 12, ARE EXCLUSIVE AND ARE IN SUBSTITUTION FOR ALL OTHER WARRANTIES, OBLIGATIONS AND LIABILITIES OF HTS. CUSTOMER HEREBY WAIVES ALL OTHER RIGHTS AND REMEDIES WITH RESPECT TO ANY SERVICE, MAINTENANCE OR OTHER ITEM FURNISHED BY OR ON BEHALF OF HTS UNDER THIS AGREEMENT, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.
13. HTS' entire liability, whether in contract, tort (including negligence), product liability, strict liability, or other legal or equitable theory, for any claim arising from or related to this Agreement or any maintenance, services or other items furnished or to be furnished under this Agreement, will in no event exceed the fees paid to HTS by Customer for such services during the three (3) month period immediately preceding the occurrence of the event giving rise to the cause of action. No action related to this Agreement may be brought more than two (2) years after the occurrence of the event giving rise to the cause of action.
IN NO EVENT WILL HTS BE LIABLE TO CUSTOMER OR ANY OTHER PERSON OR ENTITY FOR LOST DATA, LOST PROFITS, INTEREST OR COST OF MONEY; OR FOR COVER; OR FOR ANY DIRECT, PUNITIVE, INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF HTS' PERFORMANCE OR NONPERFORMANCE OR THE USE OF, INABILITY TO USE OR RESULTS OF USE OF ANY ITEM OF MAINTENANCE OR SERVICES.
14. During the term of the Agreement, and for a period of one (1) year thereafter, neither party shall hire personnel of the other party involved in the efforts performed hereunder, without the express written consent of the other party.
15. Customer further agrees to pay net due invoices rendered by HTS within thirty (30) days of the invoice date in consideration of the above-described service. Interest will be assessed on all outstanding balances at the rate of 1.5% per month, or the maximum rate allowed by law, whichever is less. Customer agrees that HTS shall have the right to offset any amounts owed by HTS to Customer under other contracts, purchase orders, or agreements between the two parties against any non-current, unpaid invoices, claims, or demands for payment owed to HTS by Customer hereunder.
16. Customer shall pay or reimburse HTS for any taxes now or hereafter imposed, levied or based on this Agreement, or on the services rendered or parts supplied pursuant to this Agreement, including the sales and use taxes, personal property taxes and excise taxes based on gross revenue.
17. This Agreement shall become effective upon acceptance by HTS. It shall remain in effect for the period stated and be automatically extended for successive periods of one (1) year unless and until terminated. However, either party may, at any time, terminate this Agreement upon ninety (90) days written notice. If terminated, HTS will in turn prorate on a basis of 1/12 per month, the unused portion of any fee which has been paid.
18. If applicable, software maintenance and support services will be provided in accordance with the *Software Support & Hosting Services Terms* found at www.scantron.com/legal/terms.

Date: June 28, 2016
Submitted by: Adrian Agundez, Director of Information Services
Area Administrator: Brock McMurray, Interim Superintendent/President
Subject: Request for Ratification

Board Meeting Date: July 13, 2016

Title of Board Item:

Card Integrators Solutions, renewal of support maintenance for software from 7/1/16 to 6/30/17. Total cost of the support contract is \$1,474.00

Background:

Card Integrators Solution software is used to create the student identification cards that are used on campus. This card carries the students A number and photograph and ASB information.

Terms (if applicable):

Software maintenance coverage is from 7/1/16 to 6/30/17.

Expense (if applicable):

Total cost of the software maintenance is \$1,474.00.

Fiscal Impact Including Source of Funds (if applicable):

Funding for this agreement has been included into the 2016-17 ITS budget.

Approved: 
Brock McMurray, Interim Superintendent/President



SALES ORDER

Card Integrators Corporation
3625 Serpentine Drive
Los Alamitos, CA 90720
(800) 599-7385 (562) 431-2594
Fax (562) 493-2714

ORDER NUMBER: 0084467
ORDER DATE: 6/3/2016

SALES PERSON: 0408
ORDER ENTRY: EA

CUSTOMER NO: TAF715

SOLD TO:

TAFT COLLEGE - WEST KERN CCD
ATTN: ACCOUNTS PAYABLE
29 EMMONS PARK DRIVE
TAFT, CA 93268

SHIP TO:

TAFT COLLEGE - WEST KERN CCD
FOR: ANNUAL SERVICE AGREEMENT
RENEWAL.

CONFIRM TO: ADRIAN AGUNDEZ

Table with 4 columns: CUSTOMER P.O., SHIP VIA, F.O.B., TERMS. Row 1: NET 30, PO REQUIRED

Table with 7 columns: ITEM NUMBER, UNIT, ORDERED, SHIPPED, BACK ORDER, PRICE, AMOUNT

0SW11 YR 1 0 0 795.0000 795.00
CIS - LICENSE SA
FOR: ID CARD SYSTEM - CI BADGE 8.10
RENEWAL DATES: 7/1/16 - 6/30/17

0CIT-01 YR 1 0 0 380.0000 380.00
CIS - CIT LICENSE SA
FOR: CI TRACK 2.1.165
RENEWAL DATES: 7/1/16 - 6/30/17

FULL ANNUAL LICENSE AGREEMENT INCLUDES SUPPORT OF
CI TRACK AS PROVIDED BY CI SOLUTIONS. CONTRACT INCLUDES:
CI TRACK SERVER LICENSE, (6) CI TRACK CLIENT LICENSES,
UNLIMITED CALLS TO OUR 800 TECH SUPPORT LINE. UNLIMITED
INTERNET REMOTE ACCESS SUPPORT, TECHNICAL CONSULTATION
RELATED TO CI TRACK. MINOR PATCH SOFTWARE RELEASES ARE
INCLUDED.

0CIV-01 YR 1 0 0 299.0000 299.00
CIS - CIV LICENSE SA
FOR: CI VERIFY 6.0
RENEWAL DATES: 7/1/16 - 6/30/17

*FULL LICENSE AGREEMENT ON OPERATION OF (3) CLIENT LICENSES.

TECHNICAL SUPPORT OUTSIDE OF LICENSE/SERVICE AGREEMENT IS
BILLED @ \$175.00 PER HOUR.

Summary table with 2 columns: Description, Amount. Rows: Net Order: 1,474.00, Less Discount: 0.00, Freight: 0.00, Sales Tax: 0.00, Order Total: 1,474.00



SERVICE AND LICENSE AGREEMENT DETAILS PROVIDED BY CI SOLUTIONS

Please sign the bottom of this document and return to accept terms and conditions.

This agreement provides technical support of your CI Solutions software or ID card system hardware for one year or as indicated on your sales order. Support is provided by CI Solutions (Card Integrators) Monday – Friday 8:30 AM – 5:00 PM, P.S.T.

Terms of Software Service Agreement: CI Badge, CI Track, Campus Safety Suite and CI Verify

- 1) Be prepared to communicate your customer number and software type.
- 2) CI Solutions (*Card Integrators*) provides telephone support during its normal hours of operation, 8:30 a.m. to 5:00 p.m. P.S.T.
- 3) Technical support conforms to operating specifications of all software systems as originally provided.
- 4) Service agreement contract holds for term indicated on sales order.
- 5) Additional card layouts for CI Badge are subject to a custom design and installation fee.
- 6) Parts, labor and loaner printer is covered under a separate printer service agreement available through CI Solutions (*Card Integrators*).
- 7) CI Solutions software reinstallation: CI Solutions includes the reinstallation of CI Badge/CI Track/Campus Safety Suite and CI Verify only if the software has been corrupted. We do not support the reinstallation when the host computer stops functioning or needs to be moved to a new location/computer. You will be charged our standard technical service fees to move systems.
- 8) Installation CD-ROM replacement: If you lose the custom CD-ROM and need a new copy, we will provide you with one for a nominal fee of \$75. Please keep in mind this will only include the configuration from the time the system was set up. If you have made additional customizations they will not be included in the CD-ROM.
- 9) All minor patch software releases are provided at no charge with a current license or service agreement. CI Solutions version upgrades are not included.

Conditions of Software Service Agreement:

1. Register a system administrator for the annual term. This person serves as the point of contact for all support requirements between CI Solutions (*Card Integrators*) and the customer.
2. Provide direct access to phone support at the physical placement of the ID System and be at your ID system when you place the support call.
3. Provide internet remote access for system.
4. Before installing any additional software or hardware to your system, notify CI Solutions (*Card Integrators*). Any damage, misuse or corruption of software or hardware due to the addition of software or hardware without prior notification to CI Solutions (*Card Integrators*) will void maintenance protection.
5. Ensure that operating environment is clean and do not attempt to operate the system in any extreme environmental conditions.

Terms of Limited Service Agreement: ID Card Printer

- 1) Be prepared to communicate your customer number and printer serial number.
- 2) Includes unlimited telephone and/or internet remote access support, parts and labor.
- 3) Limited service agreement excludes loaner printer, contact sales for price on a loaner unit.

Terms of Full Service Agreement: ID Card Printer

- 1) Be prepared to communicate your customer number and printer serial number.
- 2) Includes unlimited telephone and/or internet remote access support, parts and labor. A loaner printer will be provided to the customer if problem cannot be resolved over the phone and with initial remote support.
- 3) Loaner printer will be same or like model and shipped within 24 hours via UPS ground. Other shipment methods are available at additional cost to customer.
- 4) The unit must be packaged and shipped to the destination provided by the technician with the RMA number labeled clearly on the outside of the box.
- 5) Printer must be shipped in its original printer box or the customer is held liable for any damages during shipping. Replacement box costs will depend on your printer model.
- 6) Loss or damage to Loaner/Rental equipment: By accepting the loaner/rental equipment, customer agrees to return the loaner/rental equipment in the original condition as upon delivery/pickup. Customer assumes full responsibility for loss, damage resulting from the improper usage of the equipment and shall be liable for loss of or any damage to the equipment up to the full replacement value thereof.
- 7) There may be minor color variation as all printers print slightly differently.
- 8) Customer will pay the cost of shipping to repair destination, CI Solutions will pay shipping to customer.
- 9) Customer will pay the cost of shipping loaner printer back to CI Solutions within 5 working days after receipt of customers repaired unit or a \$50 per day charge will apply.
- 10) Onsite service is available within a 30 mile radius of CI Solutions headquarters, 3625 Serpentine Drive, Los Alamitos, CA 90720.
- 11) Custom service agreements are available, please call for details.

Conditions of ID Card Printer Service Agreement:

- 1) For your service agreement to be valid, you must maintain your printer by performing recommended cleaning procedure using approved cleaning materials.
- 2) Maintenance service is contingent upon proper use and care and does not cover printers that have been modified, subjected to unusual physical or electrical stress, abuse, damage or have been operated in extreme environmental conditions.
- 3) CI Solutions (Card integrators) shall be under no obligation to furnish any service agreement service if repair or replacement parts are required because of the customer's use of unapproved card stock or consumable ribbon.
- 4) CI Solutions (Card Integrators) shall be under no obligation to furnish a loaner printer if the customer does not maintain the printer by performing recommended cleaning procedures.

Our service agreements are intended to provide a high level of service to our customers. All support provided outside of purchase service agreement is billed at a service rate of \$175 per hour with a one-hour minimum.

Proper maintenance and cleaning of printers will preserve print quality and expected life of the printer. Refer to the product user's manual for complete maintenance and cleaning information or call CI Solutions (*Card Integrators*) for information – (800) 599-7385.

Please sign here to indicate that you have read and agree to the terms of the service and license agreement provided by CI Solutions.

Signature _____ Print _____ Date _____

Erica Andrade



Customer Support
800-599-7385 ext 539
EricaA@cardintegrators.com

To submit this document as an email, please click here: **SUBMIT**

Cust # TAF715
Order # 0084467
Total: \$1474.00

BOARD AGENDA ITEM

Date: June 28, 2016
Submitted by: Adrian Agundez, Director of Information Services
Area Administrator: Brock McMurray, Interim Superintendent/President
Subject: Request for Ratification

Board Meeting Date: July 13, 2016

Title of Board Item:

JP Marketing, estimate of website updates at a cost of \$2,500.00 per month.

Background:

JP Marketing has been updating the college website design and creating the college brand guide. JP will perform page updates and maintenance for the college website until a replacement webmaster is found.

Terms (if applicable):

This contract agreement is for four months of coverage or until a college webmaster is found. Cost will not exceed \$2,500.00 per month.

Expense (if applicable):

Cost of the agreement is \$2,500.00 per month and not to exceed \$30,000.00 for the 2016-17 college year.

Fiscal Impact Including Source of Funds (if applicable):

Funding for this agreement has been included into the 2016-17 ITS budget.

Approved: 
Brock McMurray, Interim Superintendent/President



ESTIMATE

JP Marketing
7589 N Wilson Ave Ste 103
Fresno CA 93711
www.jpmtg.com
TEL (559) 438-2180
FAX (559) 438-2186

Taft College

29 Cougar Court
Taft, CA 93268

February 5, 2016

Monthly Website Maintenance

Project Description:

This estimate is for monthly website maintenance, with JP holding the interim responsibility of website oversight/coordination. This estimate is for the per-month cost for the initial four months after the launch of the new site. Level of maintenance and support needed after this time will be evaluated and a new estimate provided.

Scope of Work	Cost
Monthly Maintenance (Per Month Cost)	\$2,500.00
Oversight and higher-level website edits and coordination, including:	
Security and WordPress updates	
Plugin maintenance/updates	
Troubleshooting	
Form building and editing	
Minor design and development needs/additions	
Stock photography purchases	
Total	\$2,500.00

Terms & Conditions

1. Estimates define the project specifications, deliverables that constitute Final Product, and estimated fees for creative production and any estimated hard costs where applicable. (a) All changes to original scope of work, additional rounds of revisions exceeding predetermined number or additional hard costs will be quoted to and approved by Client before charges are incurred. (b) Rush charges may occur when material delivery deadlines cause overtime or inflated vendor costs, and those expenses will be charged to Client. (c) If signed Estimate is cancelled, Client will be billed the labor hours logged and any hard costs incurred or 50% of the total Estimate, whichever is greater, and JP Marketing, hereafter, the "Agency," retains all intellectual property and physical ownership rights. (d) Estimates are valid for 30 days. (e) Approved Estimate with Client signature may be executed in physical or digital format.



ESTIMATE

JP Marketing
7589 N Wilson Ave Ste 103
Fresno CA 93711
www.jpmtg.com
TEL (559) 438-2180
FAX (559) 438-2186

2. Payment Terms. Staged billing. If an Estimate has been provided where a project or campaign will be approached in 'stages', each stage will be billed equally over an agreed upon number of installments. Final time frame to be determined at the discretion of Agency and Client and approved therein. If production schedules are not adhered to by Client, staged billing will proceed as scheduled and Final Product delivery date(s) will be adjusted accordingly. Unless otherwise stated, all invoices are due within 15 days of invoice date. Late payments shall accrue interest at the rate of three percent (3%) per month until paid in full.

3. Use of Client Materials. Client Materials include client provided copy and images. Client warrants and represents that: (a) Client Materials and all parts thereof, including all copyrights, are either owned by or properly licensed to Client, and that Client has all necessary and appropriate rights for lawful use of Client Materials; (b) Client has obtained the necessary and appropriate written consents and waivers from persons appearing in Client Materials; and (c) neither Client's action in delivering Client Materials to Agency, nor Agency's use of Client Materials will infringe any third party's intellectual property rights, proprietary rights, rights of privacy, rights of publicity or otherwise.

4. Limitations. Client agrees to indemnify Agency and keep Agency indemnified and held harmless from and against any claims, actions, proceedings, losses, liabilities, damages, costs, or expenses suffered or incurred in relation to work or services provided. The Agency is not liable for any loss that may occur before, during or after the development of projects undertaken, and will not be held responsible for any delays, errors, omissions or losses arising from any third party.

5. Rights of ownership. Final Products include all designs and artwork, whether in printed or digital format. (a) All intellectual property and copyrights of Final Product shall be owned exclusively by JP Marketing until final payment is received. (b) Upon final payment, JP Marketing shall surrender to Client all claims of ownership and full copyright for Final Product produced. (c) Client hereby grants to Agency license to use Final Products, roughs, visuals, mock-ups and presentations, in JP Marketing, its affiliates and subcontractors, advertising and promotional efforts. (d) Agency will store Client files for a period of 1 year from the date of delivery of Final Product.

8. Force majeure. Production schedules, storage of files and property belonging to the Client will be established and adhered to by both Client and Agency, provided that neither shall incur any liability, penalty or additional cost due to delays caused by a state of war, riot, civil disorder, fire, industrial dispute or strike, accidents, energy failure, equipment breakdown, delays in shipment by suppliers or carriers, action of government or civil authority, and acts of God or other causes beyond the control of the Client or Agency.

signature _____ printed name _____ date _____
Approved to proceed in agreement with Terms & Conditions.

signature _____ printed name _____ date _____

BOARD AGENDA ITEM

Date: June 28, 2016
Submitted by: Adrian Agundez, Director of Information Services
Area Administrator: Brock McMurray, Interim Superintendent/President
Subject: Request for Ratification

Board Meeting Date: July 13, 2016

Title of Board Item:

CCS Disaster Recovery Services, CCS Quickship Program cost of \$3,420.00 per year

Background:

CCS is a disaster recovery services company used by many colleges and universities to access same equipment used by the college but damaged due to a disaster. This service is needed by the district as part of the development of a disaster recovery plan and will be needed if the college is hit by a disaster. CCS would record existing equipment and versions of software and would be responsible to locate replacement equipment and broker the cost of receiving the equipment to return the district to an operational status.

Terms (if applicable):

Effective term 7/1/16 to 6/30/17 and with payment for 1 year a 5% price reduction total cost \$3,420.00.

Expense (if applicable):

Cost of the agreement is \$3,420.00

Fiscal Impact Including Source of Funds (if applicable):

Funding for this agreement has been included into the 2016-17 ITS budget.

Approved: _____


Brock McMurray, Interim Superintendent/President



Disaster Recovery Services, LLC

May 31, 2016

Mr. Adrian Agundez
IS Director
Taft College
29 Cougar Court
Taft, California 93268

Dear Adrian:

We spoke in March and you wanted some time to address the CCS Quickship offering.

New budgets start July 1 and I want to make sure the CCS Quickship program has a chance with your budget. The CCS Quickship program will cover all hardware and all manufacturers. In addition, regardless of the hardware changes your subscription of \$300 monthly will remain fixed.

I have a proposal that I hope will help win your business. Please see Subscriber's Duties, Item # 1. **I deleted the one-time \$1500 initial fee.** Your monthly subscription fee is \$300. You will have the option of paying that quarterly (\$900) or annually with a 5% discount (\$3600 - \$180 = \$3420).

I have included a complete info package similar to the info I sent you back in January. Please let me know if you have any questions/concerns that need to be addressed.

Many use the CCS Quickship offering as their sole recovery option lowering disaster recovery expenses...and satisfying auditor's demands. The CCS Quickship offering is also idea for recovery plans with hot sites, Co-Lo's, and alternate sites. Delivery guaranteed within 1-5 days and backed by penalty.

Discover for yourself the peace-of-mind that facilities across the country now enjoy from our Quickship program. Consultations are free of charge.

Sincerely,

Michael Nemiroff
Disaster Recovery Manager





Disaster Recovery Services, LLC.

3002 Dow Avenue Ste. 402, Tustin, CA. 92780
(800) 873-3426 • ccsdr@ccseservers.com

Disaster Recovery Program Agreement

This Agreement effective as of July 1, 2016 is between
Taft College, ("Subscriber") having its principal office at
29 Cougar Court, Taft, California 93268 and CCS

Disaster Recovery Services, LLC., ("Supplier"), having its principal office at 3002 Dow Avenue Ste. 402, Tustin, CA. 92780.

RECITALS

1. Subscriber is a user of computer equipment. Subscriber's purpose in entering into this Agreement is to secure sufficient back-up equipment in the event of a disaster.
2. Supplier will source replacement equipment through its own inventory, or through other sources such as equipment reseller's, distributor's, or directly from the equipment manufacturer's, for the purpose of selling, leasing, or renting appropriate equipment to Subscriber in the event of a disaster.

SUBSCRIBER'S DUTIES

1. Subscriber shall pay to Supplier a subscription rate of \$300 per month, paid quarterly in advance. Annual Subscriber's receive a 5% discount.
2. Subscriber must submit an accurate description of Subscriber's equipment configuration within thirty (30) days of execution of this Agreement ("Configuration Schedule").
3. Subscriber shall notify Supplier sixty (60) days prior to any modification of Subscriber's configuration.
4. Subscriber shall execute either Supplier's Sales Agreement or Lease Agreement prior to any obligation on the part of the Supplier to deliver any equipment to Subscriber pursuant to this Agreement.
5. Subscriber is responsible for arranging the installation and programming of the equipment. Subscriber is responsible for the cost of transportation, handling, insurance, installation, and programming of any equipment delivered pursuant to this Agreement.

SUPPLIER'S DUTIES

1. Conditioned upon Subscriber entering into a mutually acceptable Sales Agreement or Lease Agreement with Supplier, Supplier warrants that upon notification of a disaster by Subscriber, Supplier will deliver the replacement equipment within one (1) to five (5) working days of notification.
2. Supplier shall maintain a telephone number accessible to Subscriber twenty-four (24) hours per day, three hundred sixty-five (365) days per year. Supplier guarantees a response to any Subscriber within two hours of receiving a call, provided that Subscriber is accessible to Supplier by telephone.
3. Upon request, Supplier will send to Subscriber the most current configuration list on file listing all computer equipment in subscriber's most updated Configuration Schedule.
4. Supplier shall arrange for the transportation, handling, and insurance of all equipment delivered pursuant to this Agreement.
5. Supplier warrants that any equipment delivered to Subscriber pursuant to this Agreement will be certified for manufacturer's maintenance.

LIABILITY

1. Except as specifically set forth in this Agreement, SUPPLIER MAKES NO REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE IN CONNECTION WITH ANY SERVICE PERFORMED OR ANY EQUIPMENT DELIVERED PURSUANT TO THIS AGREEMENT.

2. Conditioned upon Subscriber having notified Supplier of a disaster and having executed a Lease Agreement or Sales Agreement, if supplier does not deliver replacement equipment within five (5) working days, liquidated damages will be assessed against Supplier in the amount of \$10,000 per day for each day the equipment is not delivered for a maximum of twenty-five (25) days, provided that liquidated damages shall never exceed the total value of the equipment on the most current quarterly configuration list. Both parties understand that specific damages are difficult to prove under these circumstances. This section represents both parties' best efforts to reasonably assess damages in the event of Supplier default.
3. Supplier's duty to perform will be suspended due to an act of God or force of nature which hinders or prevents Supplier from complying with this Agreement, provided, however, that Supplier will use every commercially practical means to overcome any act of God or force of nature in performing this Agreement.
4. Except as otherwise provided for herein, Supplier shall not be liable to Subscriber or any other person for any claim or damage arising directly, or indirectly from the furnishing of services or equipment pursuant to this Agreement, or from interruption, or from loss of use thereof, or from any other cause. Notwithstanding any provision to this Agreement to the contrary, in no event will supplier be liable to Subscriber or any other person for special, indirect, incidental, exemplary, or consequential damages, including lost profits or other economic loss, or costs (including legal fees and expenses related thereto) arising under this Agreement, even if Supplier has been advised of the possibility of such damages or costs.

EQUIPMENT MODIFICATION

1. Supplier may deliver equipment to Subscriber which is not identical in model and features listed in the Subscriber's Configuration Schedule ("Substitute Equipment"), provided that Supplier may only deliver Substitute Equipment when necessary and as a result or unavailability of the specific equipment listed on Subscriber's Configuration Schedule. This section in no way relieves Supplier's duty to replace Subscriber's equipment with a compatible and sufficient configuration in the event of a disaster. Subscriber retains the right to demand equipment identical in model and features when such equipment becomes reasonably available to Supplier.

MISCELLANEOUS

1. Either party may terminate this Agreement by giving the other party one hundred and eighty (180) days prior written notice.
2. In the event Subscriber fails to pay any amount due within ten (10) days after receipt of written notice of nonpayment, then Supplier may, at its option, terminate this Agreement and all its obligations to Subscriber. Further, upon said nonpayment, (i) Subscriber shall have been deemed to have given notice of termination to be effective 180 days after the date the payment is due, (ii) all amounts due under this Agreement shall be immediately due and payable, and (iii) until paid, Supplier's obligations under this Agreement shall be suspended, but the 180 day remaining term of the Agreement shall not be thereby extended. All Suppliers' costs of collection, including reasonable attorney's fees, shall be the obligation of the Subscriber.
3. In the event of a disaster, subscription fees exclusive of the initial fee, for one year prior to any disaster may be applied toward the purchase or lease of equipment from Supplier.
4. This instrument constitutes the entire Agreement between Supplier and Subscriber. The terms of the Agreement shall not be waived, altered, modified, amended, supplemented or terminated in any manner whatsoever except by written instrument signed by the Supplier and the Subscriber.
5. This agreement may not be assigned in whole or in part by Subscriber without the written consent of Supplier. This agreement shall be governed by the laws of the state of California. Upon written notification and demand of either party any controversy or claim arising out of or relating to this contract or breach thereof shall be settled by arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association at a hearing in Orange County, California where all parties must physically be present. Judgement upon the award rendered by the arbitrator may be entered in any court having jurisdiction.

By Witness Whereof, CCS Disaster Recovery Services, LLC., and Subscriber have entered into this Agreement on the below dates.

CCS DISASTER RECOVERY SERVICES, LLC.

SUBSCRIBER

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____



Disaster Recovery Services, LLC

CCS Quickship - California State University Campuses

- CSU Channel Islands
- CSU Chico
- CSU Dominguez Hills
- CSU East Bay
- CSU Fullerton
- CSU Long Beach
- CSU Monterey Bay
- CSU Northridge
- CSU Poly Pomona
- CSU Poly Foundation
- CSU Sacramento
- CSU San Marcos
- CSU Stanislaus
- Humboldt State
- Sonoma State

CCS Quickship - University California Campuses

- UC Irvine
- UC Riverside
- UC Santa Barbara

CCS Quickship – Other Campuses

- San Diego Community College District
- Vanguard University of Southern California
- University of La Verne
- Fairfield-Suisun Unified School District
- Riverside Community College District



Date: June 29, 2016
Submitted by: Mark Williams, Vice President of Instruction
Area Administrator: Brock McMurray, Interim Superintendent/President
Subject: Request for Ratification

Board Meeting Date: July 13, 2016

Title of Board Item:

Agreement with Garden Pathways, Inc. to provide consulting services on Efforts to Outcomes (ETO) software

Background:

This is an on-going agreement with Garden Pathways, Inc., a community partner organization that runs an extensive and successful mentor program, to provide training and consulting on ETO software. ETO is cloud-based software that support case-management strategies through online intake forms, workflows, and reporting. The Access committee has developed multiple projects that depend on students being able to support a case-management approach; the primary objective is to have students use this program in support of their student mentor/mentee program work.

Terms (if applicable):

July 1, 2016 – September 16, 2016

Expense (if applicable):

\$75.00/hr. for up to 40 hours (not to exceed \$3,000.00)

Fiscal Impact Including Source of Funds (if applicable):

This expense will be paid from 2016/17 Student Equity funds.

Approved: 
Brock McMurray, Interim Superintendent/President

Garden Pathways, Inc.

1616 29th Street
Bakersfield, CA 93301

Agreement to Perform Consulting Services to Taft College

This Statement of Work (SOW) is issued pursuant to the Consultant Services Master Agreement between Taft College ("Client") and Garden Pathways, Inc. ("Contractor"), effective July 1, 2016 (the "Agreement"). This SOW is subject to the terms and conditions contained in the Agreement between the parties and is made a part thereof. Any term not otherwise defined herein shall have the meaning specified in the Agreement. In the event of any conflict or inconsistency between the terms of this SOW and the terms of this Agreement, the terms of this SOW shall govern and prevail.

This SOW, effective as of July 1, 2016, is entered into by and between Contractor and Client, and is subject to the terms and conditions specified below. The Exhibit(s) to this SOW, if any, shall be deemed to be a part hereof. In the event of any inconsistencies between the terms of the body of this SOW and the terms of the Exhibit(s) hereto, the terms of the body of this SOW shall prevail.

Period of Performance

The Services shall commence on July 1, 2016, and shall continue through September 16, 2016.

Scope of Work

Contractor shall provide the Services and Deliverable(s) as follows:

Training and Consulting on ETO System in-person and via telephone conferencing

Fee Schedule

The total value for the Services pursuant to this SOW shall not exceed \$3,000.00.

This figure is based on 40 hours of professional services at \$75/hour. Minimum billable amount of half an hour.

Upon completion of this Performance Period, Contractor and Client will have the option to renew this agreement for an additional then-stated number of hours at the then-current hourly rate for those resources identified.

IN WITNESS WHEREOF, the parties hereto have caused this SOW to be effective as of the day, month and year first written above.

Taft College
By: _____
Name: Brock McMurray
Title: Interim Superintendent/President

Garden Pathways, Inc.
By: 
Name: Karen Goh
Title: President/CEO

Date: June 23, 2016
Submitted by: Shelley Klein, Assistant to the President
Area Administrator: Brock McMurray, Interim Superintendent/President
Subject: Request for Approval

Board Meeting Date: July 13, 2016

Title of Board Item:

Contract for Professional Services Agreement with Dr. Cindra Smith to Facilitate the WKCCD Board Retreat – August 26, 2016

Background:

Annually, the Board of Trustees holds a special meeting for the purpose of a Board Retreat. The Retreat includes a self-evaluation of the Board's performance during the previous year based on their established goals, creating new goals for the ensuing year and reviewing board ethics. For many years Dr. Cindra Smith, former staff member of the Community College League of California, has successfully facilitated the WKCCD Board retreats.

Terms (if applicable):

The Retreat is scheduled for Friday, August 26, 2016

Expense (if applicable):

\$2,000.00 (Including travel expenses)

Fiscal Impact Including Source of Funds (if applicable):

This expense has been budgeted in the 2016/17 budget.

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 Dr. Cindra Smith ("Independent Contractor"). The agreement is effective July 14, 2016

Recitals

1. District desires to obtain the services of an education consultant especially trained and experienced in rendering the following services:

Facilitation of Annual Board of Trustees Retreat

(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 Dr. Cindra Smith (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

August 26, , 2016, through August 26 , 2016. All work shall be performed at the following location:

Board Retreat to take place at Taft College

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:

Facilitation of annual Board of Trustees Retreat including assistance in development of written self-evaluation for 2015/16, board goals for 2016/17 and review of board ethics

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 day.

5. **Compensation.** Independent Contractor shall be paid the sum of \$2,000.00.

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.** Travel Expenses are included in the total compensation of \$2,000.00.
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:

(signed) _____

(Signature)

 2042 Roaring Camp Dr.

 Gold River, CA 95670

(Address)

(Social Security # or TIN #)

Date: June 28, 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: July 13, 2016

Title of Board Item:

Independent Contractor Agreement with Gary Christensen to provide citizenship assessment services in connection with the West Kern AB86 Adult Education Consortium

Background:

In alignment with AB86 adult education efforts, the West Kern Consortium is requesting approval to hire a citizenship consultant. Gary Christensen, a citizenship instructor for over twenty years from Bakersfield Adult School, will be hired to assess our citizenship program and offer recommendations to enhance our program.

Terms (if applicable):

The contract is effective July 1, 2016 to June 30, 2017. The contractor fee is \$50.00 per hour, not to exceed 30 hours (\$1,500.00).

Expense (if applicable):

All expenses will be paid by AB86 extension grant monies.

Fiscal Impact Including Source of Funds (if applicable):

There is no fiscal impact to the district.

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 (The District) and *Gary Christensen* ("Independent Contractor"). The agreement is effective July 1, 2016

Recitals

1. The District desires to obtain the services of a consultant especially trained and experienced in rendering the following services:

US Citizenship education and application processes 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 Gary Christensen (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

July 1, 2016 through June 30, 2017 All work shall be performed at the discretion of the contractor unless otherwise agreed.

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:

Evaluating current services, recommending curriculum, providing education on citizenship application processes and best practices.

4. **Service Days.** Independent Contractor may determine which days services shall be rendered unless specifically requested by the District.

5. **Compensation.** Independent Contractor shall be paid the sum not to exceed: \$50 per hour not to exceed \$1500 per year

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 journal indicating days and service rendered.

8. **Travel Expenses/Mileage Reimbursement.** The District shall reimburse Independent Contractor for travel expenses/mileage to a maximum of n/a 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.** The 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 Board Approval:

West Kern Community College District:

Independent Contractor:

By:

(Signature)

(Signature)

Brock McMurray, Interim

(Printed Name)

(Address)

Interim Superintendent/President

(Title)

(Social Security # or TIN #)

Date: June 28, 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: July 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 weekly.

Terms (if applicable):



July 1, 2016 to June 30, 2017

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

May 18, 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 period July 1, 2016 through June 30, 2017.

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.

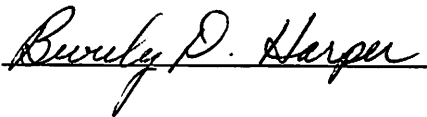
WKAEN will pay a facilities usage fee of \$250 to United Methodist Church per each eight week session.

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: June 21, 2016
Submitted by: Robert Meteau, Associate Vice President of Human Resources
Area Administrator: Brock McMurray, Interim Superintendent/President
Subject: Request for Approval

Board Meeting Date: July 13, 2016

Title of Board Item:

Fort Rental Agreement for August 2016 In-service Breakfast

Background:

The Staff Development Committee is again recommending utilizing the Fort as the venue for the August 2016 in-service staff breakfast. This location represents a cost savings to the District in both labor and rental costs. By utilizing the Fort we are able to eliminate the cost of table and chair rentals, averaging \$350.00 - \$600.00 per breakfast, as the Fort supplies them and the cost is included in the rental fee of \$200.00. Also, their staff will set up the tables and chairs which reduces our labor and time invested for the set up to half of what it had been. The only additional cost is for table cloth rentals totaling \$125.00 for 25 tables.

Terms (if applicable):

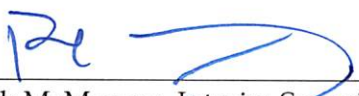
N/A

Expense (if applicable):

\$325.00

Fiscal Impact Including Source of Funds (if applicable):

Human Resources Budget

Approved: 
Brock McMurray, Interim Superintendent/President

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 FORFEITED

Responsible Party Taft College Date August 19, 2015

Bride's Name _____ Groom's Name _____

Address 29 Cougar Ct. Taft, CA 93268 Phone (661) 763-7739 E-mail trawden@taftcollege.edu

Name of Organization (If applicable) West Kern Community College District, Taft College Non-Profit 501©3 X

Purpose of Event General Staff Breakfast Event Start Time 7:00 am Estimated Attendance 250

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 |
| <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 checked="" type="checkbox"/> Kitchen |
| <input type="checkbox"/> Bride's Rooms | <input type="checkbox"/> Groom's Room |

Event Date Friday, August 19, 2016 Time Start 6:45 a.m. Time Stop 10:00 a.m.

Decorating/Setup Date Thursday, August 18, 2015 Time Start 3:30 p.m. Time Stop 4:30 p.m.

Rehearsal Date _____ Time Start _____ Time Stop _____

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 Taft College Cafeteria Phone (661) 763-7786

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!

IF USING FORT BAR, OTHER ALCOHOL IS NOT 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:

#2 _____ Banquet Tables – 6' Seats 6-8 (30"x72") (20)

_____ Banquet Tables – 8' Seats 10 (30"x96") (5)

#25 _____ Round Tables – 60" Seats 6-8 (20)

#250 _____ 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:

(Two Weeks Prior To Event): _____

Date Security Deposits Paid:

Holding Date Deposit (Non-Refundable with Cancellation)

X _____ Initial: \$ _____

(This is part of refundable deposit when no cancellation occurs)

Refundable Security/Cleaning & Damage Deposit:

Total Amount Due: \$ _____

Wedding Package - \$650.00

Auditorium - \$400.00

Full Fort - \$1,000.00

Sm. Aud. #32 - \$200.00

Date _____ Amount \$ _____ Check# _____ Cash _____ Balance \$ _____

Date _____ Amount \$ _____ Check# _____ Cash _____ Balance \$ _____

Date _____ Amount \$ _____ Check# _____ Cash _____ Balance \$ _____

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

Facility/Package SM. Aud. #32 Table Cloth Rental \$5ea x 25 tables = \$125.00 **Total Amount Due: \$ 325.00**

Date _____ Amount \$ _____ Check# _____ Cash _____ Balance \$ _____

Date _____ Amount \$ _____ Check# _____ Cash _____ Balance \$ _____

Date _____ Amount \$ _____ Check# _____ Cash _____ Balance \$ _____

Date _____ Amount \$ _____ Check# _____ Cash _____ Balance \$ _____

<p>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. <u>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.</u></p> <p>Cancellation Policy: Cancellations must be made <u>no less than ninety (90) days</u> prior to reservation date. After that time, <u>The Fort will retain half of amount paid for late cancellation;</u> <u>\$200.00 holding deposit will always be retained with any cancellation.</u> In the event of a no-show, <u>The Fort will retain the full amount paid to cover the necessary costs for setting up and taking down the facility.</u></p> <p>Insurance Policy: Proof of liability insurance must be shown before event.</p>

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 _____ X Date _____

Signature _____ X Date _____

THANK YOU FOR CHOOSING THE HISTORIC FORT FOR YOUR SPECIAL EVENT.

Taft College Check Register Report

01-June-16 through 30-June16

FY 15-16

78020648	06/06/2016	A00276464	Alaya, Marriya	S0034816		11000		9526		276.00
78020649	06/06/2016	A00242098	Ali, Arkan A.	S0034817		11000		9526		138.00
78020650	06/06/2016	A00200043	American Express	I0044466	11004042	39000	314	5710	64991	1,556.16
						11000	306	4310	49306	3,512.50
78020651	06/06/2016	A00200043	American Express	I0044471	11006042	12434	219	5710	17010	798.40
						12434	219	4310	17010	2,783.88
						12434	219	5740	17010	1,026.92
78020652	06/06/2016	A00200043	American Express	I0044474	11006052	12434	219	4310	17010	3,958.05
78020653	06/06/2016	A00200063	Austin's Pest Control, Inc.	I0044477	MAY 16	39000	314	5860	64991	135.00
78020654	06/06/2016	A00266398	Belden, Rachel C.	I0044453	051916	12434	219	5710	17010	236.92
				I0044454	051116	12434	219	4310	17010	133.23
78020655	06/06/2016	A00260191	Bello, Biridiana	S0034818		11000		9526		414.00
78020656	06/06/2016	A00048007	Bracetty, Nicholas	S0034819		11000		9526		230.00
78020657	06/06/2016	A00248990	Brogdin, Samantha M.	S0034842		11000		9526		276.00
78020658	06/06/2016	A00269798	Clark, Sarena O.	S0034843		11000		9526		1,196.00
78020659	06/06/2016	A00010784	Cordova, Anthony L.	I0044455	041816	11000	202	5710	60100	967.08
78020660	06/06/2016	A00200222	Daily Midway Driller	I0044465	APR 16	11000	355	5970	64900	935.50
78020661	06/06/2016	A00280417	Darnell, Daniel R.	I0044472	0321-051	11000	101	5985	66003	14,131.25
				I0044473	0405-051	11000	101	5990	66003	1,931.52
78020662	06/06/2016	A00256774	Davila, Rebecca K.	S0034844		11000		9526		138.00
78020663	06/06/2016	A00244039	DB & Company	I0044459	48766	11000	110	4310	66003	80.63
78020664	06/06/2016	A00261167	Fitch, Tiarra L.	S0034845		11000		9526		1,449.00
78020665	06/06/2016	A00200323	Flinn Scientific, Inc.	I0044468	1973894	11000	209	4311	19051	2,123.42
				I0044469	1973518	11000	209	4311	19051	1,168.00

Taft College Check Register Report

01-June-16 through 30-June16

FY 15-16

78020666	06/06/2016	A00261256	Flores, Carlos C.	S0034841		11000		9526		163.00
78020667	06/06/2016	A00282239	Florian, John	I0044478	1234	12435	221	5510	19010	215.32
78020668	06/06/2016	A00283349	Frost, Charlene M.	S0034840		11000		9526		138.00
78020669	06/06/2016	A00200629	Grainger	I0044456	91041347	12564	223	4311	09565	248.50
78020670	06/06/2016	A00283314	Grisso, Nicole A.	S0034839		11000		9526		184.00
78020671	06/06/2016	A00280910	Independent Living Center of	I0044483	2128	12000	311	5641	64200	528.44
78020672	06/06/2016	A00276687	JP Marketing	I0044485	12516	11000	302	5970	63100	3,001.46
						12551	353	4318	64600	3,600.00
						11000	301	4318	64500	2,478.59
						11000	356	5970	68100	125.00
78020673	06/06/2016	A00267116	Kahele, Kamalani	S0034838		11000		9526		1,010.28
78020674	06/06/2016	A00266420	Kaur, Amandeep	S0034837		11000		9526		184.00
78020675	06/06/2016	A00200712	Kern County Supt. of Schools	I0044467	602864	11000	421	5990	67200	3,214.50
78020676	06/06/2016	A00200730	Launspach, DDS., Inc., Danie	I0044448	090315-0	12460	206	5641	12042	9,833.74
78020677	06/06/2016	A00228820	Lister, Brian M.	S0034836		11000		9526		598.00
78020678	06/06/2016	A00238298	Long, Gregory P.	S0034835		11000		9526		368.00
78020679	06/06/2016	A00234706	MNJ Technologies Direct, Inc	I0044458	00034428	12434	219	6415	17010	4.07
78020680	06/06/2016	A00200575	Montoya, Janice	I0044457	MAY 16	12460	206	5641	12042	2,434.25
78020681	06/06/2016	A00200508	P. G. & E.	I0044452	052016	12560	223	5830	09565	307.78
78020682	06/06/2016	A00200508	P. G. & E.	I0044460	05/31/16	11000	431	5830	65700	27,720.90
						33428	310	5830	65700	4,720.72
						33528	310	5830	65700	72.64
78020683	06/06/2016	A00200508	P. G. & E.	I0044461	05.31.16	39000	314	5830	64991	3,183.46
78020684	06/06/2016	A00279199	Pierce, James R.	S0034834		11000		9526		184.00

Taft College Check Register Report

01-June-16 through 30-June16

FY 15-16

78020685	06/06/2016	A00272844	Ramos, Jasmine B.	S0034833		11000		9526		184.00
78020686	06/06/2016	A00210447	Rangel, Raquel S.	S0034832		11000		9526		138.00
78020687	06/06/2016	A00202895	Raymond's Trophy & Awards	I0044482	90276	12484	303	4310	64300	80.63
78020688	06/06/2016	A00223039	Ridley, Alexander J.	S0034831		11000		9526		230.00
78020689	06/06/2016	A00275487	Robinson, Jamie L.	S0034830		11000		9526		276.00
78020690	06/06/2016	A00267947	Rosales, Veronica	S0034829		11000		9526		10.00
78020691	06/06/2016	A00280546	Sadler, Kori A.	S0034828		11000		9526		138.00
78020692	06/06/2016	A00251801	Sanchez, Stephanie D.	S0034827		11000		9526		138.00
78020693	06/06/2016	A00277732	Scoggins, Megan L.	S0034826		11000		9526		414.00
78020694	06/06/2016	A00260921	Sexton, Gloria M.	S0034825		11000		9526		598.00
78020695	06/06/2016	A00271291	Sharette, Juel L.	S0034824		11000		9526		460.00
78020696	06/06/2016	A00200487	Sierra School Equipment Co.	I0044475	58567	12401	353	4310	64600	255.85
78020697	06/06/2016	A00200492	Sixten and Associates	I0044470	APR 16	11000	401	5641	67200	708.35
78020698	06/06/2016	A00267192	Souza, Alfred B.	S0034823		11000		9526		1,725.00
78020699	06/06/2016	A00200393	Sparkletts	I0044476	051316	31000	423	4321	69100	13.85
78020700	06/06/2016	A00201787	Standard Insurance Company	I0044463	APR 16	11000	411	3410	67300	512.61
						11000	411	3420	67300	1,477.25
78020701	06/06/2016	A00201787	Standard Insurance Company	I0044464	MAY 16	11000	411	3410	67300	512.61
						11000	411	3420	67300	1,440.59
78020702	06/06/2016	A00200862	Taft College Bookstore	I0044479	6952	12434	219	4310	17010	359.76
78020703	06/06/2016	A00200862	Taft College Bookstore	I0044480	3090	12566	223	4311	60103	580.11
78020704	06/06/2016	A00200862	Taft College Bookstore	I0044484	1962	11000	353	4310	64600	1,285.91
78020705	06/06/2016	A00275794	Thomas, Kristen A.	S0034822		11000		9526		874.00

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78020706	06/06/2016	A00200282	True Value Home Center	I0044481	351353	12564	223	4311	09565	52.29
78020707	06/06/2016	A00283009	Van Zandt, Martin A.	I0044449	2	12559	223	5510	09565	2,769.80
78020708	06/06/2016	A00203286	Villatoro, Angela A.	S0034821		11000		9526		184.00
78020709	06/06/2016	A00201172	Waugh, Victoria A.	I0044462	050716	11000	312	5710	64991	38.34
78020710	06/06/2016	A00269603	Zaninovich, Alysya M.	S0034820		11000		9526		527.00
78020711	06/07/2016	A00250321	Aguilar, Alejandro	S0034932		11000		9526		578.00
78020712	06/07/2016	A00277997	Aldridge, Kailee A.	S0034933		11000		9526		863.00
78020713	06/07/2016	A00228785	Alvarez, Pedro A.	S0034934		11000		9526		2,164.00
78020714	06/07/2016	A00276983	Ambriz, Vanessa L.	S0034935		11000		9526		722.00
78020715	06/07/2016	A00260486	Aquino, Courtney R.	S0034936		11000		9526		1,444.00
78020716	06/07/2016	A00270356	Arellano, Kristine	S0034937		11000		9526		1,432.00
78020717	06/07/2016	A00260621	Ayala, Valerie R.	S0034938		11000		9526		678.00
78020718	06/07/2016	A00215503	Blattenberg, Michael G.	S0034939		11000		9526		722.00
78020719	06/07/2016	A00256929	Bonilla, Patricia	S0034940		11000		9526		2,213.00
78020720	06/07/2016	A00085578	Burkhart, Annemarie	S0034941		11000		9526		1,444.00
78020721	06/07/2016	A00262728	Burruss, Jerry D.	S0034942		11000		9526		416.00
78020722	06/07/2016	A00277626	Ceja, Gerardo	S0034943		11000		9526		582.00
78020723	06/07/2016	A00250633	Chavez, Maria C.	S0034944		11000		9526		722.00
78020724	06/07/2016	A00065540	Ciaramitaro, Michael C.	S0034945		11000		9526		722.00
78020725	06/07/2016	A00278905	Crespo Valera, Marcelo	S0034946		11000		9526		2,166.00
78020726	06/07/2016	A00242163	Cuevas, Christian	S0034947		11000		9526		1,432.00
78020727	06/07/2016	A00279432	Cuevas, Karen	S0034948		11000		9526		954.00
78020728	06/07/2016	A00242674	Culbertson, Chelsey D.	S0034949		11000		9526		1,444.00
78020729	06/07/2016	A00265761	Delgado, Barbara D.	S0034848		11000		9526		1,444.00

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78020730	06/07/2016	A00256126	Doan, Duyen	S0034849	11000	9526	722.00
78020731	06/07/2016	A00206011	Dominguez, Janet N.	S0034850	11000	9526	302.00
78020732	06/07/2016	A00215836	Dudley, Clayton R.	S0034851	11000	9526	265.00
78020733	06/07/2016	A00266184	Escobedo, Georgieanna J.	S0034852	11000	9526	722.00
78020734	06/07/2016	A00272614	Espinoza, Heather I.	S0034853	11000	9526	1,444.00
78020735	06/07/2016	A00276863	Fernandez, Maria E.	S0034854	11000	9526	722.00
78020736	06/07/2016	A00273393	Fernandez, Pedro	S0034855	11000	9526	722.00
78020737	06/07/2016	A00269679	Flores, Marcos J.	S0034856	11000	9526	722.00
78020738	06/07/2016	A00229332	Fraire, Victoria C.	S0034857	11000	9526	1,443.00
78020739	06/07/2016	A00107922	Garcia, Joaquin J.	S0034858	11000	9526	491.00
78020740	06/07/2016	A00280623	Garcia, Patricia	S0034859	11000	9526	1,444.00
78020741	06/07/2016	A00269082	Garcia, Zully	S0034860	11000	9526	722.00
78020742	06/07/2016	A00269081	Garner, Tyler W.	S0034861	11000	9526	721.00
78020743	06/07/2016	A00253888	Gaunt, Ryan R.	S0034862	11000	9526	722.00
78020744	06/07/2016	A00267881	Gonzalez, Alexia N.	S0034863	11000	9526	452.00
78020745	06/07/2016	A00259116	Gonzalez-Magallanes, Jesus O	S0034864	11000	9526	1,444.00
78020746	06/07/2016	A00275915	Gospich, Heather B.	S0034865	11000	9526	2,888.00
78020747	06/07/2016	A00274703	Guerrero, Sabrina	S0034866	11000	9526	152.00
78020748	06/07/2016	A00268469	Guillen, Jessica M.	S0034867	11000	9526	963.00
78020749	06/07/2016	A00241530	Guitron, Abelardo	S0034868	11000	9526	722.00
78020750	06/07/2016	A00267327	Guitron, Jose L.	S0034869	11000	9526	722.00
78020751	06/07/2016	A00279303	Hammond, Rosalyn N.	S0034870	11000	9526	1,444.00
78020752	06/07/2016	A00243998	Hatcher, Tabatha M.	S0034871	11000	9526	1,444.00
78020753	06/07/2016	A00276916	Hernandez, Gloria R.	S0034872	11000	9526	1,444.00

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78020754	06/07/2016	A00262687Hersley, Whitney N.	S0034873	11000	9526	2,165.00
78020755	06/07/2016	A00105896Hill, Laura L.	S0034874	11000	9526	721.00
78020756	06/07/2016	A00253564Honesto, Roxanna R.	S0034875	11000	9526	722.00
78020757	06/07/2016	A00283304Ibarra, Luz M.	S0034876	11000	9526	641.00
78020758	06/07/2016	A00275846Johnston, Allison J.	S0034877	11000	9526	2,166.00
78020759	06/07/2016	A00277960Kenney, Jessica M.	S0034878	11000	9526	756.00
78020760	06/07/2016	Cancelled Check				
78020761	06/07/2016	A00276873Lopez, Sarah E.	S0034880	11000	9526	607.00
78020762	06/07/2016	A00260903Loubey, Christopher J.	S0034881	11000	9526	722.00
78020763	06/07/2016	A00095903Macias, Sandra	S0034882	11000	9526	1,232.00
78020764	06/07/2016	A00265224Marquez, Christina G.	S0034883	11000	9526	721.00
78020765	06/07/2016	A00276070Martinez, Christopher	S0034846	11000	9526	1,444.00
78020766	06/07/2016	A00262190Martinez, Kathryn E.	S0034884	11000	9526	1,444.00
78020767	06/07/2016	A00275931McMahon, Megan H.	S0034885	11000	9526	1,444.00
78020768	06/07/2016	A00250814Mendoza, America D.	S0034886	11000	9526	316.00
78020769	06/07/2016	A00279250Michalski, Patricia M.	S0034887	11000	9526	1,444.00
78020770	06/07/2016	A00256130Miranda, Jordan J.	S0034888	11000	9526	721.00
78020771	06/07/2016	A00274821Mondragon, Alexander	S0034889	11000	9526	1,255.00
78020772	06/07/2016	A00276893Monik, Kirsten P.	S0034890	11000	9526	277.00
78020773	06/07/2016	A00228418Moreno, Maria C.	S0034891	11000	9526	1,382.00
78020774	06/07/2016	A00232119Newsom, Thomas A.	S0034892	11000	9526	2,147.00
78020775	06/07/2016	A00232228Newsom, Tiffani C.	S0034893	11000	9526	2,165.00
78020776	06/07/2016	A00257438Nombrano, Adrian	S0034894	11000	9526	722.00
78020777	06/07/2016	A00029857Owens, Stephanie M.	S0034895	11000	9526	722.00

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78020778	06/07/2016	A00280792Parrish, April V.	S0034896	11000	9526	2,888.00
78020779	06/07/2016	A00260220Pena, Lauren R.	S0034897	11000	9526	722.00
78020780	06/07/2016	A00260068Pena, Raul J.	S0034898	11000	9526	365.00
78020781	06/07/2016	A00252851Pitts, Reginald W.	S0034847	11000	9526	603.00
78020782	06/07/2016	A00279025Quinonez, Celestina	S0034899	11000	9526	722.00
78020783	06/07/2016	A00272449Quinonez, Karen	S0034900	11000	9526	721.00
78020784	06/07/2016	A00279160Ramirez, Faviola	S0034901	11000	9526	303.00
78020785	06/07/2016	A00279379Ramirez, Herman A.	S0034902	11000	9526	1,444.00
78020786	06/07/2016	A00256964Ramos, Griselda	S0034903	11000	9526	1,472.00
78020787	06/07/2016	A00272978Renteria, Ruben	S0034904	11000	9526	1,443.00
78020788	06/07/2016	A00109042Rinehart, Breanna M.	S0034905	11000	9526	2,887.00
78020789	06/07/2016	A00247057Rivera, Shannon R.	S0034906	11000	9526	527.00
78020790	06/07/2016	A00249716Roberts, Labraiel L.	S0034907	11000	9526	2,165.00
78020791	06/07/2016	A00269854Robles, Joel L.	S0034908	11000	9526	721.00
78020792	06/07/2016	A00276862Rocha, Irma	S0034909	11000	9526	722.00
78020793	06/07/2016	A00200928Rodriguez, Judith A.	S0034910	11000	9526	2,166.00
78020794	06/07/2016	A00038703Rodriguez, Lucas	S0034911	11000	9526	2,888.00
78020795	06/07/2016	A00274576Ruelas, Stacey	S0034912	11000	9526	1,443.00
78020796	06/07/2016	A00267951Sanchez, Amie G.	S0034913	11000	9526	1,431.00
78020797	06/07/2016	A00273362Santana Saldivar, Yuridia	S0034914	11000	9526	722.00
78020798	06/07/2016	A00026595Schelper, Tamara D.	S0034915	11000	9526	722.00
78020799	06/07/2016	A00271152Sharma, Madhav K.	S0034916	11000	9526	2,033.00
78020800	06/07/2016	A00281190Shirey, Tianna R.	S0034917	11000	9526	2,888.00
78020801	06/07/2016	A00261871Singh, Amritpal	S0034918	11000	9526	2,888.00

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78020802	06/07/2016	A00262984Singh, Jasmeet	S0034919		11000		9526		2,887.00
78020803	06/07/2016	A00017347Smith, Shareka N.	S0034920		11000		9526		722.00
78020804	06/07/2016	A00212846Souza, Katey	S0034921		11000		9526		722.00
78020805	06/07/2016	A00280573Spires, Kimberly M.	S0034922		11000		9526		2,888.00
78020806	06/07/2016	A00105627Sweaney, Jessica F.	S0034923		11000		9526		722.00
78020807	06/07/2016	A00280588Tarango, Rose E.	S0034924		11000		9526		722.00
78020808	06/07/2016	A00279500Tlatelpa, Diego	S0034925		11000		9526		722.00
78020809	06/07/2016	A00246781Tran, Katie H.	S0034926		11000		9526		1,444.00
78020810	06/07/2016	A00269534Trimble, Aaron C.	S0034927		11000		9526		1,804.00
78020811	06/07/2016	A00283092VanDorfy, Breana R.	S0034928		11000		9526		722.00
78020812	06/07/2016	A00275776Velarde, Israel A.	S0034929		11000		9526		478.00
78020813	06/07/2016	A00278974Zavala, Maria G.	S0034930		11000		9526		722.00
78020814	06/07/2016	A00271089Zermenon, Mireya	S0034931		11000		9526		722.00
78020815	06/09/2016	A00222771Academic Senate for Communit	I0044554	12654	11000	210	4320	49999	465.00
78020816	06/09/2016	A00202515ACCCA	I0044590	METEAU	11000	411	5710	67300	525.00
78020817	06/09/2016	A00200846ACT WorkKeys	I0044495	31779334	12603	125	4310	68900	250.00
78020818	06/09/2016	A00200034Albertson's	I0044501	13500511	32000	422	4410	69400	47.39
			I0044595	44680518	39000	314	4311	64991	617.84
78020819	06/09/2016	A00200043American Express	I0044488	91002052	11000	110	4410	66003	41.29
78020820	06/09/2016	A00200043American Express	I0044558	11003052	11000	203	6310	61200	14,410.16
					11000	203	4310	61200	52.66
78020821	06/09/2016	A00200043American Express	I0044586	91006052	11000	111	4410	66002	2,861.21
					11000	111	4310	66002	30.04
					11000	411	5985	67300	659.20

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					11000	411	5985	67300	402.20	
					11000	411	5985	67300	864.20	
78020821	06/09/2016	A00200043	American Express	I0044586	91006052	12566	223	6415	60103	1,735.86
78020822	06/09/2016	A00200043	American Express	I0044587	92002042	11000	352	5710	69614	215.04
						11000	352	5710	69610	1,877.26
78020823	06/09/2016	A00232307	American Technical Publisher	I0044523	718747	31000	423	4110	69100	603.75
						31000	423	5940	69100	54.65
78020824	06/09/2016	A00200052	AP Architects	I0044583	10259	42303	000	5510	71002	6,765.19
						42350	000	5510	71002	37,644.84
						42345	000	5510	71002	435.00
						12435	000	5510	71002	200.59
						41150	000	5510	71002	2,454.00
				I0044584	10169	42350	000	5510	71002	10,132.92
78020825	06/09/2016	A00200053	Apple Computer Inc.	I0044581	43864378	11000	202	6415	60200	2,899.73
				I0044582	43861771	11000	113	6415	67801	239.00
				I0044608	43864468	11000	113	6415	67801	2,537.78
78020826	06/09/2016	A00269441	Atkinson, Andelson, Loya, Ru	I0044588	496129	11000	411	4310	67300	675.00
78020827	06/09/2016	A00200069	Bakersfield Californian	I0044515	050916	11000	111	4120	66002	101.94
				I0044606	043016	11000	411	5970	67300	13,562.35
78020828	06/09/2016	A00200077	Bang, D.D.S., Robert	I0044556	110515-0	12460	206	5641	12042	4,466.20
78020829	06/09/2016	A00249930	Best Buy Business Advantage	I0044510	2294889	12000	304	6415	63200	1,609.42
				I0044538	2292591	12060	113	6415	67801	444.42
78020830	06/09/2016	A00200107	Bright House Networks	I0044562	050316	12603	125	5840	68900	175.97
78020831	06/09/2016	A00200146	Carolina Biological Supply C	I0044572	49501990	11000	209	4311	04013	479.95

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78020832	06/09/2016	A00202337CCCECE Membership	I0044553	BEASLEY1	11000	210	5210	13053	100.00
78020833	06/09/2016	A00200161CDW-G	I0044511	DBB4019	12000	340	6412	64951	1,179.37
			I0044512	DBB4015	12000	340	6415	64951	1,658.77
					12000	340	6412	64951	29.27
			I0044517	CZQ7558	11000	113	4318	67801	238.37
					11000	113	4318	67801	16.36
			I0044542	CZZ4849	12551	353	6415	64600	2,358.75
					12551	353	6415	64600	303.40
78020834	06/09/2016	A00200168Central Valley Occupational	I0044589	71-342	11000	401	5980	67200	60.00
					11000	411	5990	67300	20.00
			I0044596	71-338	33428	310	5980	69200	120.00
					12563	202	5980	00000	60.00
					11000	411	5990	67300	60.00
78020835	06/09/2016	A00283109Certex USA, Inc.	I0044525	10539962	12560	223	4311	09567	425.70
78020836	06/09/2016	A00200181City of Taft	I0044611	060116	11000	431	5850	65700	4,265.19
					11000	431	5850	65500	87.04
78020837	06/09/2016	A00234707CMS Communications, Inc.	I0044539	1608614-	11000	113	6412	67801	1,281.40
					11000	113	6412	67801	71.20
78020838	06/09/2016	A00200205Cook's Computer Maintenance	I0044502	188710	11000	113	5632	67801	240.00
					11000	113	5632	67801	82.78
78020839	06/09/2016	A00200222Daily Midway Driller	I0044548	01562275	11000	411	5970	67300	88.61
			I0044571	MAY 16	11000	208	4318	15016	2,073.76
78020840	06/09/2016	A00277845Double D Cleaning Service	I0044594	012	12560	223	5890	60103	240.00
78020841	06/09/2016	A00241638Ecolab, Inc.	I0044530	1793040	33582	310	4310	69200	446.14

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78020842	06/09/2016	A00253023	Ellucian Company L.P.	I0044498	90188937	12000	304	5641	63200	467.50
78020843	06/09/2016	A00209758	Eubanks Construction	I0044601	051816	33582	310	5632	69200	5,200.00
78020844	06/09/2016	A00200307	Farmer Bros. Company	I0044499	63575436	32000	422	4410	69400	906.65
78020845	06/09/2016	A00280401	Flowers Baking Co of Henders	I0044532	21147401	32000	422	4410	69400	271.67
78020846	06/09/2016	A00283199	Fork Lift Specialties, Inc.	I0044593	24047086	12560	223	5612	09565	323.38
78020847	06/09/2016	A00212896	Foundation for California Co	I0044537	1015415	41000	000	5642	67900	3,890.47
78020848	06/09/2016	A00201350	Four Seasons Carpet Cleaning	I0044535	152196	33582	310	5632	69200	4,215.00
						33582	310	6412	69200	9,916.13
78020849	06/09/2016	A00201045	Golling, Greg P.	I0044573	052016	11000	209	5740	04012	373.50
						11000	209	4311	04012	192.03
78020850	06/09/2016	A00200655	Henry Schein, Inc.	I0044557	30754622	11000	205	4311	12042	1,202.95
78020851	06/09/2016	A00280910	Independent Living Center of	I0044585	2140	12000	311	5641	64200	264.22
78020852	06/09/2016	A00209780	International Reading Associ	I0044555	BEASLEY1	11000	210	5210	13053	135.00
78020853	06/09/2016	A00008647	Johnson, Kathleen L.	I0044574	050416	12603	125	5310	68900	126.07
78020853	06/09/2016	A00008647	Johnson, Kathleen L.	I0044575	041116	12603	125	4310	68900	203.09
78020854	06/09/2016	A00247034	Kaplan Early Learning Compan	I0044493	00041097	31000	423	4110	69100	599.40
						31000	423	5940	69100	89.92
78020855	06/09/2016	A00200707	Keenan & Associates	I0044599	183111	11000	412	5510	67300	5,000.00
78020856	06/09/2016	A00201783	Kern County Treasurer and Ta	I0044607	051716	11000	000	7411	00000	2,776,320.84
78020857	06/09/2016	A00200728	Lakeshore	I0044536	22658705	33488	310	4311	69200	993.50
				I0044568	25370305	33488	310	4311	69200	954.17
				I0044602	20897404	33488	310	4311	69200	61.03
78020858	06/09/2016	A00203450	League for Innovation	I0044504	571294	11000	111	5210	66002	945.00

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78020859	06/09/2016	A00258702	Martinson, Larry	I0044541	051716	11000	358	4310	62100	3,500.00
						11000	358	4310	62100	400.00
78020860	06/09/2016	A00234706	MNJ Technologies Direct, Inc	I0044576	00034646	12434	219	6415	17010	19,648.79
						12435	221	6415	19010	19,648.80
				I0044578	00034639	11000	202	4318	60200	451.74
						11000	202	4310	60200	550.49
						11000	202	4310	60200	29.05
78020860	06/09/2016	A00234706	MNJ Technologies Direct, Inc	I0044579	00034639	11000	202	6415	60200	953.43
						11000	113	6415	67801	953.42
						11000	113	6415	67801	32.31
						11000	202	6415	60200	32.31
				I0044604	00034648	12060	113	6415	67801	75.03
						12060	113	6415	67801	0.59
				I0044605	00034648	12060	113	6415	67801	2,409.53
						12060	113	6415	67801	47.71
78020861	06/09/2016	A00200585	NAEYC	I0044552	BEASLEY1	11000	210	5210	13053	170.00
78020862	06/09/2016	A00227738	National Benefit Services, L	I0044546	537615	11000	411	5510	67300	128.00
78020863	06/09/2016	A00201124	New Monic Books	I0044508	30882	31000	423	4110	69100	310.80
78020864	06/09/2016	A00252523	Oak Hall Cap and Gown	I0044492	855609	31000	423	4310	69100	718.40
						31000	423	5940	69100	47.85
				I0044494	857865	31000	423	4310	69100	861.10
						31000	423	5940	69100	15.95

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78020865	06/09/2016	A00283060ONLC Training Centers	I0044487	251160	12563	202	5510	00000	11,980.00
78020866	06/09/2016	Cancelled Check							
78020867	06/09/2016	A00200522Pepsi-Cola Company	I0044545	35134909	32000	422	4410	69400	1,237.70
78020868	06/09/2016	Cancelled Check							
78020869	06/09/2016	A00200985Range1-Escobedo, Juana R.	I0044491	052016	11000	313	5710	63300	189.99
78020870	06/09/2016	A00231833Ray A. Morgan Company Inc.	I0044516	1225464	12435	221	5641	19010	180.16
			I0044534	1225465	31000	423	5641	69100	253.20
					11000	202	5641	60100	123.50
					11000	411	5641	67300	267.51
					11000	401	5641	67200	267.50
					11000	110	5641	66003	88.96
					11000	202	5641	60100	88.95
					11000	301	5641	64500	88.95
					11837	205	5641	12042	184.53
					33428	310	5641	69200	325.99
					11000	401	5641	67200	1,110.25
					12551	353	5641	64600	323.16
					11000	114	5641	66005	323.16
					11000	302	5641	63100	323.16
					11000	358	5641	62100	323.18
					39000	314	5641	64991	1,704.84
					11000	401	5641	67200	3,057.08
					11000	113	5641	67801	243.63
					11000	431	5641	65100	265.53

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			I0044577	1240628	12564	223	5641	09565	8,704.02	
			I0044580	1243942	11000	113	5643	67801	3,784.63	
			I0044603	1246195	11000	207	5641	49999	21.11	
78020871	06/09/2016	A00277929	Salomon, Stephanie	I0044612	33252871	11000	000	9513	00000	1,024.20
78020872	06/09/2016	A00283336	San Bernardino Community Col	I0044592	103	11000	202	5710	60100	900.00
78020873	06/09/2016	A00200472	Scatron Corporation	I0044524	3142813	31000	423	4310	69100	65.95
						31000	423	5940	69100	12.45
78020874	06/09/2016	A00200475	School Specialty	I0044559	20811625	12375	310	4310	69200	434.04
78020875	06/09/2016	A00234793	Southwest Signs	I0044507	9180	31000	423	4310	69100	462.00
78020876	06/09/2016	A00200393	Sparkletts	I0044496	042116	11000	306	4310	49306	36.76
78020877	06/09/2016	A00200393	Sparkletts	I0044547	05.05.16	11000	411	5641	67300	146.45
78020878	06/09/2016	A00200417	Sysco Food Service of Ventur	I0044486	60518094	33429	310	4410	69200	1,517.38
				I0044531	60511019	32000	422	4411	69400	52.00
						32000	422	4411	69400	1,587.87
						32000	422	4410	69400	4,337.57
78020879	06/09/2016	A00200425	Taft College	I0044518	2209	12599	309	7601	64992	15.00
78020880	06/09/2016	A00200425	Taft College	I0044519	2210	12599	309	7601	64992	15.00
78020881	06/09/2016	A00259618	Taft College ASB General	I0044522	040416	31000	423	7130	69100	105.00
78020882	06/09/2016	A00200862	Taft College Bookstore	I0044490	6606	11000	306	4310	49306	218.88
						11000	306	4310	49306	25.78
						12603	125	4310	68900	1,178.74
78020883	06/09/2016	A00200862	Taft College Bookstore	I0044497	2319	11000	313	4310	63300	2,203.70
78020884	06/09/2016	A00200862	Taft College Bookstore	I0044503	3137	11000	101	4310	66004	42.95
78020885	06/09/2016	A00200862	Taft College Bookstore	I0044505	8396.	12478	305	7601	64301	8,380.81

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						12483	305	7601	64301	76.61
78020886	06/09/2016	A00200862	Taft College Bookstore	I0044506	6786	12478	303	4110	64300	1,999.99
78020887	06/09/2016	A00200862	Taft College Bookstore	I0044513	6556	12000	340	4310	64951	195.13
78020888	06/09/2016	A00200862	Taft College Bookstore	I0044514	7649	12000	340	4310	64951	1,505.00
78020889	06/09/2016	A00200862	Taft College Bookstore	I0044529	7677	33488	310	4120	69200	1,096.89
78020890	06/09/2016	A00200862	Taft College Bookstore	I0044533	6787	12478	303	7601	64300	9,937.04
						12000	303	4310	64300	444.96
78020891	06/09/2016	A00200862	Taft College Bookstore	I0044540	6650	11000	110	5990	66003	1,204.60
						11000	110	4310	66003	120.23
						11000	110	4310	66003	53.74
78020892	06/09/2016	A00200862	Taft College Bookstore	I0044543	2611	12000	353	4310	64600	220.28
78020893	06/09/2016	A00200862	Taft College Bookstore	I0044544	7827	12484	303	4310	64300	88.82
78020894	06/09/2016	A00200862	Taft College Bookstore	I0044550	7419	11000	208	4110	10023	54.83
78020895	06/09/2016	A00200862	Taft College Bookstore	I0044551	6705	11000	208	5950	49999	20.54
						11000	202	4310	60200	1,077.95
						11000	210	4310	22013	16.11
						11000	202	4310	60100	16.11
						11000	208	4310	15011	444.95
						11000	208	4310	15011	14.15
						11000	208	4310	15011	0.33
						11000	208	4310	10023	10.73
						11000	208	4311	13053	16.09
						11000	202	4310	60100	53.74
						12566	223	4311	60103	53.74

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						11000	209	4310	04013	29.01
						11000	205	4310	12042	53.74
						11000	209	4310	04011	53.74
						11000	202	4310	60100	53.74
						39000	314	4310	64991	53.74
						11000	202	4310	60100	53.74
						11000	209	4310	19011	53.74
						11000	202	4310	60100	53.74
						11000	203	4310	61200	53.74
						11000	207	4310	05062	53.74
						11000	202	4310	60100	53.74
						12435	221	4310	19010	53.74
						11000	210	4310	21056	53.74
78020896	06/09/2016	A00200862	Taft College Bookstore	I0044563	8478	11000	202	4310	60200	120.08
78020897	06/09/2016	A00200862	Taft College Bookstore	I0044564	7809	11000	210	4310	13053	6.12
						11000	210	4310	13053	279.29
						11000	202	4310	60100	37.63
						11000	202	4311	04013	7.69
						11000	209	4310	04013	6.15
						11000	202	4310	60103	444.95
						11000	209	4310	04013	857.95
						11000	209	4311	04013	107.49
78020898	06/09/2016	A00200862	Taft College Bookstore	I0044565	2372	11000	209	4110	49999	184.29
						11000	211	4110	49999	105.27

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Check Number	Date	Account	Vendor	Check Amount	11000	210	4310	13052	22.96	
78020898	06/09/2016	A00200862	Taft College Bookstore	I0044565	2372	11000	209	4110	04013	279.11
						12427	210	5910	13051	1,500.00
78020899	06/09/2016	A00200862	Taft College Bookstore	I0044566	3110	11000	202	4310	60100	444.95
78020900	06/09/2016	A00200862	Taft College Bookstore	I0044567	5732	11000	205	5990	12042	677.25
78020901	06/09/2016	A00234708	The RP Group, Inc.	I0044526	16/17	11000	111	5210	66002	350.00
78020902	06/09/2016	A00213476	Thomson Reuters Barclays	I0044597	050216	11000	411	4310	67300	180.00
78020903	06/09/2016	A00278258	TotalFunds by Hasler	I0044600	81200512	11000	411	5950	67300	2,050.83
78020904	06/09/2016	A00200282	True Value Home Center	I0044489	350184	12434	219	4310	17010	245.45
						12434	219	4310	17010	147.00
				I0044520	351205	12599	309	5730	64992	128.00
				I0044560	350113	11000	209	4310	49999	31.16
				I0044561	351331	12603	125	5310	68900	32.24
78020905	06/09/2016	A00200284	U.S. Foods	I0044500	4106673	32000	422	4410	69400	5,922.48
						32000	422	4411	69400	30.09
				I0044610	4235152	33429	310	4410	69200	2,356.46
78020906	06/09/2016	A00283182	United Scope LLC	I0044528	15033182	11000	209	4311	04013	2,536.89
78020907	06/09/2016	A00200433	Vibul Tangpraphaphorn, M.D.	I0044591	041416	39000	308	5980	69990	95.00
						39000	314	5980	69990	190.00
						11000	205	5990	12042	290.00
						12000	304	5990	63200	50.00
78020908	06/09/2016	A00232538	Ward's Natural Science	I0044569	80447500	11000	209	4311	19011	2,764.78
78020909	06/09/2016	A00202033	West Payment Center	I0044598	61057350	11000	411	4310	67300	59.12
						11000	411	4310	67300	0.01

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					11000	411	4310	67300	0.01	
					11000	411	4310	67300	77.39	
78020910	06/09/2016	A00275443	WestAir Gases & Equipment In	I0044509	80084169	31000	423	4321	69100	6.84
				I0044521	10307366	12564	223	4311	09565	107.98
78020911	06/09/2016	A00202072	Woods, Deanne M.	I0044549	041316	11000	306	5710	49306	108.00
78020912	06/10/2016	A00273894	Cabrera, Guadalupe	S0034950		11000		9526		1,105.00
78020913	06/10/2016	A00246821	Chavez, Amy C.	S0034951		11000		9526		722.00
78020914	06/10/2016	A00269488	Colotl, Yvette	S0034952		11000		9526		722.00
78020915	06/10/2016	A00206011	Dominguez, Janet N.	S0034953		11000		9526		304.00
78020916	06/10/2016	A00237286	Fajardo, Monica J.	S0034954		11000		9526		1,444.00
78020917	06/10/2016	A00266898	Flores, Heidi	S0034955		11000		9526		1,443.00
78020918	06/10/2016	A00274703	Guerrero, Sabrina	S0034956		11000		9526		154.00
78020919	06/10/2016	A00262881	Lopez, Ana M.	S0034957		11000		9526		905.00
78020920	06/10/2016	A00257922	McClanahan, Kevin J.	S0034958		11000		9526		1,231.00
78020921	06/10/2016	A00276893	Monik, Kirsten P.	S0034959		11000		9526		280.00
78020922	06/10/2016	A00068219	Morales, Maria E.	S0034960		11000		9526		506.00
78020923	06/10/2016	A00260068	Pena, Raul J.	S0034961		11000		9526		731.00
78020924	06/10/2016	A00234544	Rocha, Ellison M.	S0034962		11000		9526		722.00
78020925	06/10/2016	A00279162	Shaw, Mason C.	S0034963		11000		9526		1,444.00
78020926	06/10/2016	A00224653	Simpson, Karlee B.	S0034964		11000		9526		1,444.00
78020927	06/10/2016	A00213357	Vargas, Samanta	S0034965		11000		9526		722.00
78020928	06/10/2016	A00042627	Williams, Summer	S0034966		11000		9526		528.00
78020929	06/10/2016	A00279215	Young, Mauricio A.	S0034967		11000		9526		2,888.00
78020930	06/13/2016	A00261181	Alvarez, Aydee	S0034974		11000		9526		69.00

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78020931	06/13/2016	A00101097	Bejrsuwana, Worawan	S0034975	11000	9526	184.00
78020932	06/13/2016	A00232290	Bell, Kelli A.	S0034976	11000	9526	414.00
78020933	06/13/2016	A00271774	Blanco, Martha G.	S0034977	11000	9526	253.00
78020934	06/13/2016	A00241485	Boesen, Kristie L.	S0034978	11000	9526	828.00
78020935	06/13/2016	A00270914	Brewster, Theodore R.	S0034979	11000	9526	125.00
78020936	06/13/2016	A00273744	Butler, Turae M.	S0034980	11000	9526	368.00
78020937	06/13/2016	A00283053	Campa, Maria G.	S0034981	11000	9526	138.00
78020938	06/13/2016	A00225710	Cisneros, Rosa M.	S0034982	11000	9526	138.00
78020939	06/13/2016	A00071962	Clark, Jimmy L.	S0034983	11000	9526	11.50
78020940	06/13/2016	A00263434	Cordero, Kevin J.	S0034984	11000	9526	125.00
78020941	06/13/2016	A00275802	De Vos, Jacob D.	S0034985	11000	9526	138.00
78020942	06/13/2016	A00280989	Espinoza, Teresa A.	S0034986	11000	9526	138.00
78020943	06/13/2016	A00279515	Estrada, Megan C.	S0034987	11000	9526	276.00
78020944	06/13/2016	A00274648	Evans, Colby L.	S0034988	11000	9526	150.00
78020945	06/13/2016	A00270956	Fleeman, Farrah S.	S0034989	11000	9526	138.00
78020946	06/13/2016	A00277120	Gallardo, Juan C.	S0034970	11000	9526	150.00
78020947	06/13/2016	A00269171	Garcia, Enrique	S0034990	11000	9526	125.00
78020948	06/13/2016	A00267349	Garcia, Erica M.	S0034968	11000	9526	138.00
78020949	06/13/2016	A00273592	Garcia, Heidi M.	S0034991	11000	9526	276.00
78020950	06/13/2016	A00261189	Garcia, Jesus R.	S0034992	11000	9526	125.00
78020951	06/13/2016	A00275488	Garner, Keoni K.	S0034993	11000	9526	138.00
78020952	06/13/2016	A00273000	Geiger, Joseph A.	S0034994	11000	9526	276.00
78020953	06/13/2016	A00281091	Gerken, Holly S.	S0034995	11000	9526	138.00
78020954	06/13/2016	A00267881	Gonzalez, Alexia N.	S0034996	11000	9526	115.00

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78020955	06/13/2016	A00258081Gonzalez, Marife C.	S0034997	11000	9526	368.00
78020956	06/13/2016	A00268856Graham, Carrie N.	S0034998	11000	9526	125.00
78020957	06/13/2016	A00283240Gregory, Kyle S.	S0034999	11000	9526	138.00
78020958	06/13/2016	A00267561Griffith, Madeline J.	S0035000	11000	9526	125.00
78020959	06/13/2016	A00275403Guerrero, Jose D.	S0035001	11000	9526	150.00
78020960	06/13/2016	A00279974Gutierrez Rocha, Angel	S0035002	11000	9526	150.00
78020961	06/13/2016	A00277910Haley, Whykella L.	S0035003	11000	9526	150.00
78020962	06/13/2016	A00262723Haney, Brett L.	S0035004	11000	9526	125.00
78020963	06/13/2016	A00267705Hernandez, Mariah	S0034969	11000	9526	125.00
78020964	06/13/2016	A00267894Hernandez, Mia	S0035005	11000	9526	125.00
78020965	06/13/2016	A00267420Hoffmann, Christian B.	S0035006	11000	9526	138.00
78020966	06/13/2016	A00283030Howard, Avree L.	S0035007	11000	9526	46.00
78020967	06/13/2016	A00267901Jensen, Baillie D.	S0035008	11000	9526	125.00
78020968	06/13/2016	A00267116Kahele, Kamalani	S0035009	11000	9526	125.00
78020969	06/13/2016	A00257581Kallenberger, Lyndsey J.	S0035010	11000	9526	414.00
78020970	06/13/2016	A00283115Kaur, Harjeet	S0035011	11000	9526	230.00
78020971	06/13/2016	A00269083Kekuawela, Kau'ionalani P.	S0035012	11000	9526	125.00
78020972	06/13/2016	A00275235Kirby, Mallorie D.	S0035013	11000	9526	184.00
78020973	06/13/2016	A00095719Lackey, Kristella	S0035014	11000	9526	368.00
78020974	06/13/2016	A00274513Lopez, Caitlann M.	S0035015	11000	9526	184.00
78020975	06/13/2016	A00213182Lopez, Martin G.	S0035016	11000	9526	184.00
78020976	06/13/2016	A00270667Martinez, Jaquelyn M.	S0035017	11000	9526	150.00
78020977	06/13/2016	A00260149Martinez, Leah M.	S0035018	11000	9526	92.00
78020978	06/13/2016	A00255916Martinez, Nannette T.	S0035019	11000	9526	230.00

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78020979	06/13/2016	A00210665McDonald, Mary E.	S0035020	11000	9526	552.00
78020980	06/13/2016	A00278486McLaughlin, Amanda F.	S0035021	11000	9526	138.00
78020981	06/13/2016	A00277040Meyer, Steven M.	S0035022	11000	9526	46.00
78020982	06/13/2016	A00261760Miller, Kailynn D.	S0035023	11000	9526	150.00
78020983	06/13/2016	A00281084Napoleon, Allison K.	S0035024	11000	9526	300.00
78020984	06/13/2016	A00267394Neuenkirk, Kambria J.	S0035025	11000	9526	125.00
78020985	06/13/2016	A00268276Newman, Caleb W.	S0035026	11000	9526	125.00
78020986	06/13/2016	A00040567Newton, Chad	S0035027	11000	9526	322.00
78020987	06/13/2016	A00210949Orozco, Lilia	S0035028	11000	9526	184.00
78020988	06/13/2016	A00270403Ortiz Portillo, Daniel	S0035029	11000	9526	125.00
78020989	06/13/2016	A00266785Palmieri, April K.	S0034971	11000	9526	276.00
78020990	06/13/2016	A00282979Palos, Marissa A.	S0035030	11000	9526	138.00
78020991	06/13/2016	A00273712Parker, Skye K.	S0035031	11000	9526	125.00
78020992	06/13/2016	A00276319Parlan, Arianna C.	S0035032	11000	9526	184.00
78020993	06/13/2016	A00250178Parlier, Ryan C.	S0035033	11000	9526	138.00
78020994	06/13/2016	A00279438Pedevilla, Rikki M.	S0035034	11000	9526	69.00
78020995	06/13/2016	A00267735Perez Campos, Aldahir	S0035035	11000	9526	120.00
78020996	06/13/2016	A00269485Renteria, Ashley N.	S0035036	11000	9526	150.00
78020997	06/13/2016	A00274782Rivas, Manuel	S0034972	11000	9526	460.00
78020998	06/13/2016	A00267168Rivers Hurlbut, Breeze M.	S0035037	11000	9526	125.00
78020999	06/13/2016	A00275487Robinson, Jamie L.	S0035038	11000	9526	138.00
78021000	06/13/2016	A00283174Ruelas, Rubicela	S0035039	11000	9526	138.00
78021001	06/13/2016	A00270221Sagasta, Sierra J.	S0035040	11000	9526	125.00
78021002	06/13/2016	A00262738Salazar, Angelica G.	S0035041	11000	9526	150.00

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78021003	06/13/2016	A00267949	Salazar, Carla D.	S0035042		11000		9526		150.00
78021004	06/13/2016	A00270098	San Agustin-Nordmeier, Baile	S0035043		11000		9526		120.00
78021005	06/13/2016	A00228874	Saran, Simrandeep K.	S0035044		11000		9526		138.00
78021006	06/13/2016	A00272999	Satton, Zachary J.	S0035045		11000		9526		125.00
78021007	06/13/2016	A00030226	Showers, Denise D.	S0035046		11000		9526		138.00
78021008	06/13/2016	A00267192	Souza, Alfred B.	S0035047		11000		9526		125.00
78021009	06/13/2016	A00268572	Stoyanow, Arielle K.	S0035048		11000		9526		125.00
78021010	06/13/2016	A00279500	Tlatelpa, Diego	S0035049		11000		9526		150.00
78021011	06/13/2016	A00100245	Tounkara, Mohamed	S0035050		11000		9526		322.00
78021012	06/13/2016	A00269586	Turner, Travis L.	S0034973		11000		9526		1,265.00
78021013	06/13/2016	A00200345	Wade, Ryan	S0035051		11000		9526		69.00
78021014	06/13/2016	A00273785	Wadkins, Brittany M.	S0035052		11000		9526		138.00
78021015	06/13/2016	A00059330	Weninger, Tassie L.	S0035053		11000		9526		138.00
78021016	06/13/2016	A00201245	White, Jane E.	S0035054		11000		9526		276.00
78021017	06/13/2016	A00262527	White, Mary Ann V.	S0035055		11000		9526		184.00
78021018	06/13/2016	A00224452	Wooldridge, Austin F.	S0035056		11000		9526		184.00
78021019	06/13/2016	A00270045	Wright, Ashtian L.	S0035057		11000		9526		322.00
78021020	06/20/2016	A00200017	A.P.I. Plumbing	I0044756	2876	11000	431	4310	65100	15.05
				I0044757	2852	11000	431	4310	65100	73.10
						11000	431	5632	65100	240.00
78021021	06/20/2016	A00279560	Access Ingenuity	I0044691	2016-237	12000	311	6412	64200	2,899.63
78021022	06/20/2016	A00200034	Albertson's	I0044621	13680518	33429	310	4410	69200	657.87
78021023	06/20/2016	A00203579	Alcorn Aire, Inc.	I0044755	49134	11000	431	4312	65100	693.38
						11000	431	5632	65100	1,830.00

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78021024	06/20/2016	A00200043	American Express	I0044764	92000052	11000	113	5642	67801	139.22
						11000	113	4310	67801	782.15
						11000	113	5642	67801	809.00
						11000	113	4310	67801	1,304.03
						11000	113	4310	67801	1,043.22
78021025	06/20/2016	A00200043	American Express	I0044765	92000042	11000	113	5642	67801	142.90
						12060	113	6415	67801	162.27
						12060	113	6415	67801	115.84
78021026	06/20/2016	A00200044	American General Media	I0044769	061816	11000	205	5990	12042	295.00
78021027	06/20/2016	A00269058	Aramark Uniform Services	I0044758	60100273	11000	431	5870	65100	473.00
						11000	205	5870	12042	24.00
						39000	314	5870	64991	36.00
78021028	06/20/2016	A00202445	AT&T Mobility	I0044695	051816	39000	314	5840	64991	291.59
78021029	06/20/2016	A00200063	Austin's Pest Control, Inc.	I0044614	MAY. 16	11000	431	5860	65100	630.00
78021030	06/20/2016	A00249930	Best Buy Business Advantage	I0044715	12719120	11000	113	6415	67801	859.99
						11000	113	6415	67801	249.99
78021031	06/20/2016	A00200105	Brandco	I0044735	19220	11000	431	4320	65100	8.87
78021032	06/20/2016	A00200107	Bright House Networks	I0044733	063016	35827	357	5890	69700	988.74
78021033	06/20/2016	A00200107	Bright House Networks	I0044767	06/30/16	35819	357	5890	69700	750.00
						35814	357	5890	69700	863.21
78021034	06/20/2016	A00201143	Brown, Elizabeth J.	I0044628	051216	12000	340	5710	64951	458.68
78021035	06/20/2016	A00200109	Brown & Reich Petroleum, Inc	I0044675	27669	11000	432	4316	67703	404.54
				I0044694	27670	39000	314	4316	64991	254.14
				I0044726	28046	11000	432	4316	67703	291.47

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Check Number	Date	Vendor	Account	Amount	Category	Sub-Category	Balance	Check Amount
			I0044748	28047	39000	314	4316	64991 369.79
78021036	06/20/2016	A00283296BullEx, Inc.	I0044620	89026	12434	219	6412	17010 24,549.72
78021037	06/20/2016	A00200146Carolina Biological Supply C	I0044718	49505895	11000	209	4311	04011 155.57
			I0044720	49418077	11000	209	4311	04011 146.20
78021038	06/20/2016	A00200149Carquest Auto Parts	I0044683	7305-197	11000	432	4310	67703 1,467.22
78021039	06/20/2016	A00200161CDW-G	I0044701	DCW1534	12060	113	6415	67801 6,295.61
					12060	113	6415	67801 102.64
			I0044702	DBK9530	12000	340	6412	64951 73.15
					12000	340	6412	64951 288.54
78021040	06/20/2016	A00202280Chaidez, Joell C.	I0044625	020116	11000	306	5710	49306 432.00
78021041	06/20/2016	A00200174Chevron U.S.A., Inc.	I0044689	47463214	11000	432	4316	67703 943.73
78021042	06/20/2016	A00200181City of Taft	I0044684	06/01/16	39000	314	5850	64991 424.47
78021043	06/20/2016	A00200181City of Taft	I0044725	8448	31000	423	5641	69100 2,160.95
					35000	357	5641	69700 6,482.85
78021044	06/20/2016	A00200181City of Taft	I0044745	06-01-16	11000	431	5850	65700 928.05
					11000	431	5850	65500 18.94
78021045	06/20/2016	A00280761County of Kern Public Works	I0044713	1372089-	11000	431	5850	65500 9.45
			I0044741	1364049-	11000	431	5850	65500 32.63
78021046	06/20/2016	A00200222Daily Midway Driller	I0044739	124715-0	11000	411	5970	67300 210.00
78021047	06/20/2016	A00200243Dick Blick	I0044698	6082908	11000	208	4311	10021 2,695.82
78021048	06/20/2016	A00201586Dodson, John	I0044629	031716	11000	202	5710	60100 204.66
78021049	06/20/2016	A00209758Eubanks Construction	I0044761	109	33582	310	5632	69200 12,000.00
			I0044762	110	33582	310	5632	69200 12,500.00
			I0044763	108	33582	310	5632	69200 7,500.00

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78021050	06/20/2016	A00202335	Fastenal Industrial & Constr	I0044744	CATAF328	11000	431	4312	65100	374.75
78021051	06/20/2016	A00283059	Galls, LLC	I0044687	00541885	11000	210	4311	21056	1,263.79
78021052	06/20/2016	A00257900	Hall, Daniel N.	I0044618	040916	11000	202	5710	60200	211.71
78021053	06/20/2016	A00224086	inContact, Inc.	I0044738	380725	11000	431	5840	65100	219.98
						11000	431	5840	65700	1,715.86
78021054	06/20/2016	A00265089	Jose-Eguaras, Agnes	I0044631	042016	12432	218	5710	64952	163.87
						12434	219	5710	17010	163.87
						12435	221	5710	19010	163.86
78021055	06/20/2016	A00200704	Karwoski, John	I0044736	JUN 16	42350	000	5510	71002	10,920.00
78021056	06/20/2016	A00200707	Keenan & Associates	I0044619	185312	11000	412	5510	67300	5,000.00
78021057	06/20/2016	A00200715	Kern Electric Distributors	I0044690	547150	11000	431	4310	65100	22.58
				I0044714	547410	11000	431	4310	65100	205.76
				I0044740	547064	11000	431	4310	65100	854.09
78021058	06/20/2016	A00239526	Livescribe, Inc.	I0044753	5786A	12000	311	4310	64200	754.36
						12000	311	4310	64200	144.84
						12000	311	4310	64200	72.42
						12000	311	4310	64200	19.42
78021059	06/20/2016	A00200752	Marcell, Jamia L.	I0044615	051816	39000	312	5710	64991	215.50
78021060	06/20/2016	A00200554	McCracken, Susan L.	I0044750	MAY 16	12461	206	5710	12042	99.36
78021061	06/20/2016	A00212408	Noriega, Rodolfo	I0044616	050616	11000	411	5710	67300	145.80
78021062	06/20/2016		Voided Check							
78021063	06/20/2016		Voided Check							
78021064	06/20/2016		Voided Check							
78021065	06/20/2016	A00200498	Office Depot	I0044623	84133717	11000	209	4310	04013	32.98

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I0044624	84137565	11000	202	4310	60100	48.91	
I0044632	84070132	11000	209	4310	04013	122.97	
I0044633	84070253	11000	209	4310	04013	33.97	
I0044634	84070254	11000	209	4310	04013	98.94	
I0044635	84089380	11000	209	4310	04013	169.84	
I0044636	84092545	11000	208	4310	15011	10.55	
I0044637	84130605	33428	310	4310	69200	106.77	
I0044638	84131869	12000	311	4310	64200	55.12	
I0044639	84133084	12484	303	4310	64300	17.27	
		12484	303	4318	64300	3,141.08	
		12484	303	4310	64300	38.17	
I0044640	84133695	11000	209	4310	04013	138.46	
I0044641	84133717	11000	209	4310	04013	13.99	
I0044642	84012264	11000	202	4310	60200	253.53	
I0044643	84012323	11000	202	4310	60200	107.49	
I0044644	84025649	11000	209	4310	04011	19.06	
I0044645	84025627	11000	209	4310	04011	46.76	
78021065 06/20/2016 A00200498Office Depot	I0044646	84041457	11000	205	4310	12042	80.52
	I0044647	84052731	11000	207	4311	49999	269.14
	I0044648	84038907	12000	303	6423	64300	550.39
	I0044649	84048502	12000	303	6423	64300	550.39
	I0044650	84039992	11000	358	4310	62100	1,731.04
	I0044651	84075077	11000	313	4310	63300	103.51
	I0044652	84017932	11000	110	4310	66003	44.58

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I0044653	83914318	12603	125	4310	68900	103.18
I0044654	83929949	12375	310	4310	69200	450.46
I0044655	83950017	12000	340	4310	64951	372.93
I0044656	83954722	11000	209	4310	04013	170.47
I0044657	83975041	12000	353	4310	64600	872.65
		12000	353	4310	64600	5.79
I0044658	83969421	39000	314	4310	64991	259.12
I0044659	83976186	12603	125	4310	68900	188.65
I0044660	83980408	11000	210	4310	13052	156.12
I0044661	84012834	12434	219	4310	17010	55.14
I0044662	83788129	11000	210	4310	21056	33.58
I0044663	83766479	11000	209	4310	04014	56.28
I0044664	83744058	11000	208	4310	15011	115.69
I0044665	83492038	11000	101	4310	66004	172.24
I0044666	83884776	11000	431	4310	65100	55.00
I0044667	83888151	12603	125	4311	68900	126.44
I0044668	83888141	12603	125	5310	68900	37.78
I0044669	83888151	12603	125	4310	68900	42.96
I0044670	83893509	12000	304	4310	63200	188.43
I0044671	83890425	11000	202	4310	60100	283.98
I0044676	82704239	12434	219	4310	17010	859.98
I0044677	83439463	11000	110	4310	66003	33.01
I0044678	83858284	12484	303	4310	64300	91.23
I0044679	83743703	12000	303	4310	64300	2,535.66

78021065 06/20/2016 A00200498Office Depot

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	I0044680	83788235	11000	210	4310	21056	5.27
	I0044681	83788235	11000	210	4310	21056	29.22
	I0044692	83963939	11000	208	4318	15016	323.07
			11000	113	4318	67801	43.30
	I0044703	84042049	12000	311	4318	64200	24.71
	I0044704	84042357	11000	209	4318	04011	96.84
			11000	113	4318	67801	48.41
	I0044705	84013754	11000	113	4318	67801	194.03
	I0044706	84043207	11000	411	4318	67300	144.31
			11000	113	4318	67801	144.31
	I0044707	84042049	11000	411	4318	67300	122.43
			11000	113	4318	67801	122.43
	I0044708	83971529	11000	111	4318	66002	348.29
78021065 06/20/2016 A00200498Office Depot	I0044709	83961301	11000	209	4318	04014	142.42
	I0044710	84042037	12432	218	4310	64952	736.76
			12000	311	4318	64200	18.26
			11000	208	4318	15011	99.83
			11000	301	4318	64500	161.23
			11000	113	4318	67801	261.10
	I0044731	82886352	12461	206	4310	12042	56.75
	I0044760	84010774	12434	219	4310	17010	762.28
78021066 06/20/2016 A00200502Orange Belt Stages	I0044754	114959	11000	432	5740	64993	1,372.00
78021067 06/20/2016 A00200536Praxair Distribution, Inc.	I0044721	55227899	11000	205	5641	12042	416.25
78021068 06/20/2016 A00200444Republic Elevator	I0044747	150305	11000	431	5641	65100	187.05

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78021069	06/20/2016	A00256927	Richards, Kristi N.	I0044617	051316	12000	304	5710	63200	79.00
78021070	06/20/2016	A00203708	Rodriguez, Suzie	I0044730	MAY 16	12460	206	5641	12042	240.00
						12460	206	5710	12042	36.94
78021071	06/20/2016	A00200991	Rowden, Tiffany L.	I0044626	041216	11000	411	5710	67300	38.88
78021072	06/20/2016	A00202968	San Joaquin Chemicals, Inc.	I0044734	115824	11000	431	5641	65100	1,175.00
				I0044749	115635	11000	431	5641	65100	1,175.00
78021073	06/20/2016	A00280973	School Datebooks	I0044766	C16-0104	12551	353	4318	64600	8,759.10
						12551	353	4318	64600	875.91
78021074	06/20/2016	A00200478	Scrip-safe Security Products	I0044622	0167224-	11000	358	4318	62100	1,165.00
						11000	358	4318	62100	3,296.00
78021075	06/20/2016	A00200479	Sears	I0044673	44000513	11000	431	4310	65100	52.50
78021076	06/20/2016	A00277879	Shackelford, Elaine	I0044630	031716	11000	202	5710	60100	192.24
78021077	06/20/2016	A00200486	Shell	I0044674	81753004	11000	432	4316	67703	93.68
				I0044712	81753004	11000	432	4316	67703	43.10
78021078	06/20/2016	A00200487	Sierra School Equipment Co.	I0044688	58568	11000	203	6411	61200	1,673.78
78021079	06/20/2016	A00271460	Sirchie Acquisition Company,	I0044686	0255118-	11000	210	4311	21056	1,316.91
78021080	06/20/2016	A00200393	Sparkletts	I0044723	060216	11000	411	5641	67300	103.77
78021081	06/20/2016	A00200393	Sparkletts	I0044724	06/02/16	11000	301	5810	64500	113.76
78021082	06/20/2016	A00200393	Sparkletts	I0044727	06-02-16	11000	113	4310	67801	83.79
78021083	06/20/2016	A00277399	Sundgren, Lori	I0044627	050516	12603	125	5710	68900	133.12
78021084	06/20/2016	A00275935	Supplyworks	I0044743	36711833	11000	431	4310	65300	879.48
78021085	06/20/2016	A00200417	Sysco Food Service of Ventur	I0044697	60525031	33429	310	4410	69200	1,295.99
				I0044716	60525031	32000	422	4410	69400	1,379.84
						32000	422	4411	69400	394.17

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				32000	422	4411	69400	466.04	
			I0044728	60601004	33429	310	4410	69200	1,868.48
78021086	06/20/2016	A00200423Taft City School District	I0044613	16-149	11000	432	4310	67703	2,125.13
			I0044672	16-137	11000	432	4312	67703	672.96
					11000	432	4316	67703	35.00
					11000	432	5850	67703	30.00
					11000	432	5632	67703	186.00
78021087	06/20/2016	A00200862Taft College Bookstore	I0044693	8628	33488	310	4120	69200	869.98
78021088	06/20/2016	A00255644U.S. Bank Equipment Finance	I0044685	30557974	11000	401	5641	67704	880.43
78021089	06/20/2016	A00200284U.S. Foods	I0044696	4365244	33429	310	4410	69200	1,278.15
			I0044699	4365241	32000	422	4410	69400	1,413.43
			I0044729	4485206	33429	310	4410	69200	1,728.23
78021090	06/20/2016	A00200293United Parcel Service	I0044737	00009697	11000	401	5940	67705	978.14
78021091	06/20/2016	A00200309United Refrigeration, Inc.	I0044759	51146535	11000	431	4312	65100	126.07
78021092	06/20/2016	A00200338Verizon Wireless	I0044722	97662641	11000	357	5840	69700	133.74
78021093	06/20/2016	A00200338Verizon Wireless	I0044768	97655310	11000	357	5840	69700	44.63
78021094	06/20/2016	A00200343Vistar Corporation	I0044700	45634553	32000	422	4410	69400	429.75
78021095	06/20/2016	A00232538Ward's Natural Science	I0044719	80449374	11000	209	4311	04011	1,125.13
78021096	06/20/2016	A00200355West Kern Water District	I0044711	060316	11000	432	5810	65700	2,031.54
					39000	314	5810	64991	416.10
78021097	06/20/2016	A00275443WestAir Gases & Equipment In	I0044717	10315958	12565	223	6414	09565	28,412.82
			I0044742	80084953	11000	431	5612	65100	18.70
					11000	431	5850	65100	5.00
78021098	06/20/2016	A00200359Westchester Plaza, LLC	I0044751	JUL 16	12461	206	5611	12042	2,530.00

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			I0044752	JUL. 16	12461	206	5890	12042	864.00
78021099	06/20/2016	A00200360Westec	I0044746	22591	11450	204	5641	09543	88,331.25
78021100	06/21/2016	A00101977Canales, Heidi	S0035070		11000		9526		722.00
78021101	06/21/2016	A00231426Chairez, Alisha D.	S0035058		11000		9526		2,764.00
78021102	06/21/2016	A00278511Garza, Lorena I.	S0035059		11000		9526		1,444.00
78021103	06/21/2016	A00265119Guardado, Marcia	S0035060		11000		9526		722.00
78021104	06/21/2016	A00233818Harris, Ceann L.	S0035061		11000		9526		1,444.00
78021105	06/21/2016	A00283343Henderson, Sicily A.	S0035062		11000		9526		1,444.00
78021106	06/21/2016	A00279135Merino, Joshua I.	S0035063		11000		9526		1,963.00
78021107	06/21/2016	A00259514Ortiz, Nicholas A.	S0035064		11000		9526		677.00
78021108	06/21/2016	A00263854Pemberton, Indigo J.	S0035065		11000		9526		722.00
78021109	06/21/2016	A00279199Pierce, James R.	S0035066		11000		9526		722.00
78021110	06/21/2016	A00281105Stone, Yasmine A.	S0035067		11000		9526		2,713.00
78021111	06/21/2016	A00240951Vargas, Robert J.	S0035068		11000		9526		2,072.00
78021112	06/21/2016	A00281053Wallace, Akil Z.	S0035069		11000		9526		2,888.00
78021113	06/23/2016	A00200026Accrediting Commission for C	I0044813	3172	11000	111	5415	66002	750.00
78021114	06/23/2016	A00200051Antongiovanni, Barbara	I0044792	MAY 16	12461	206	5710	12042	26.46
78021115	06/23/2016	A00269058Aramark Uniform Services	I0044784	60102892	11000	431	5870	65100	236.50
					11000	205	5870	12042	12.00
					39000	314	5870	64991	18.00
78021116	06/23/2016	A00200074Baltazar, Diana	I0044793	MAY 16	12461	206	5710	12042	7.02
78021117	06/23/2016	A00200111Bogle, Darcy S.	I0044801	052016	11508	301	4410	64500	4,085.61
78021118	06/23/2016	A00200109Brown & Reich Petroleum, Inc	I0044783	28391	11000	432	4316	67703	509.93
78021119	06/23/2016	A00200161CDW-G	I0044802	DJC1009	12560	223	5612	60103	6,846.08

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			I0044814	DGB0273	11000	306	6415	49306	72.01	
					11000	306	6415	49306	0.01	
			I0044819	DFZ6772	12000	311	6412	64200	255.32	
					12000	311	6412	64200	4.96	
			I0044833	DDS3407	12000	311	6412	64200	75.82	
					12000	311	6412	64200	13.25	
78021120	06/23/2016	A00283245	Concepts of Ink Corp.	I0044834	051716	12000	304	5970	63200	209.57
78021121	06/23/2016	A00200222	Daily Midway Driller	I0044785	01562455	11000	411	5970	67300	62.74
78021122	06/23/2016	A00200225	Darling International (Fresn	I0044803	660:2788	32000	422	5850	69400	50.00
78021123	06/23/2016	A00262833	Domtar Paper Company LLC	I0044804	1231540	11000	421	4318	67704	3,601.26
78021124	06/23/2016	A00283101	Dumont Printing, Inc.	I0044809	87041	11000	353	4310	64600	242.32
78021125	06/23/2016	A00200307	Farmer Bros. Company	I0044822	64035609	32000	422	4410	69400	569.32
78021126	06/23/2016	A00202041	Fresno Oxygen	I0044825	61848002	12564	223	6414	09565	61,780.17
78021127	06/23/2016	A00283264	Frontier California Inc.	I0044787	57340610	11000	431	5840	65700	39.33
78021128	06/23/2016	A00283264	Frontier California Inc.	I0044795	57030607	11000	431	5840	65700	118.44
78021129	06/23/2016	A00283264	Frontier California Inc.	I0044811	77000528	11000	431	5840	65700	988.96
78021130	06/23/2016	A00283264	Frontier California Inc.	I0044812	79000528	11000	431	5840	65700	769.63
78021131	06/23/2016	A00200626	Gonzales, Vanessa	I0044794	MAY 16	12461	206	5710	12042	7.02
78021132	06/23/2016	A00283276	Hardison Consulting	I0044797	061116	12551	353	5510	64600	3,000.00
78021133	06/23/2016	A00282649	Hillcrest Sheet Metal	I0044770	PAY REQ	12050	000	5510	71002	60,595.75
78021134	06/23/2016	A00200668	Houghton Mifflin Company	I0044807	95228830	12000	311	4310	64200	3,460.15
						12000	311	4310	64200	276.81
78021135	06/23/2016	A00280910	Independent Living Center of	I0044782	2205	12000	311	5641	64200	1,706.88
				I0044791	2186	12000	311	5641	64200	1,706.88

Taft College Check Register Report

01-June-16 through 30-June16

FY 15-16

78021136	06/23/2016	A00200712	Kern County Supt. of Schools	I0044775	MAY 16	12461	206	5641	12042	33,664.53
78021137	06/23/2016	A00200552	McCallum Group, Inc.	I0044788	16-086	11000	111	5510	66002	2,700.00
78021138	06/23/2016	A00200595	NCS Pearson	I0044799	10730601	12000	311	4310	64200	1,026.90
						12000	311	4310	64200	61.76
78021139	06/23/2016	A00256166	Obeso Vents	I0044815	060416	32000	422	5632	69400	400.00
78021140	06/23/2016	A00200498	Office Depot	I0044786	83843985	11000	411	4310	67300	54.27
				I0044820	84207425	12551	353	4318	64600	2,053.32
						11000	113	4318	67801	1,173.34
						11000	401	4318	67704	265.70
						11000	110	4318	66003	265.70
						11000	411	4318	67300	265.69
				I0044823	83394572	11000	113	4318	67801	376.25
				I0044826	84181948	12000	311	4318	64200	86.66
				I0044827	84129618	11000	313	6412	63300	642.84
				I0044828	83855963	11000	209	4318	19051	76.31
				I0044829	83894296	11000	202	4318	60100	879.32
				I0044831	84471603	11000	401	4318	67704	453.83
						12551	353	4318	64600	132.86
				I0044832	84582582	11000	421	4318	67200	542.74
78021141	06/23/2016	A00200508	P. G. & E.	I0044835	061416	11000	431	5830	65700	33,179.70
						33428	310	5830	65700	7,021.46
						33528	310	5830	65700	108.04
78021142	06/23/2016	A00200508	P. G. & E.	I0044836	06/14/16	39000	314	5830	64991	4,707.01
78021143	06/23/2016	A00200522	Pepsi-Cola Company	I0044808	20534109	32000	422	4410	69400	1,188.12

Taft College Check Register Report

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78021144	06/23/2016	A00252851	Pitts, Reginald W.	S0034798		11000		9526		1,207.00
78021145	06/23/2016	A00108726	Play With A Purpose	I0044778	3785985-	33488	310	4311	69200	13,439.94
				I0044817	9172856	12560	223	5612	60103	9,747.57
78021146	06/23/2016	A00252649	Poulsen, Ryan A.	I0044796	33247626	11000	000	9513	00000	150.00
78021147	06/23/2016	A00270674	Public Agency Law Group	I0044772	160267	11000	401	5430	67200	2,360.50
				I0044777	160221	11000	401	5430	67200	664.70
78021148	06/23/2016	A00231833	Ray A. Morgan Company Inc.	I0044824	1229624	11000	113	5641	67801	130.97
						11000	431	5641	65100	120.78
						11000	203	5641	61200	158.05
78021149	06/23/2016	A00210330	Redleaf Press	I0044800	434859	11000	210	4310	13052	1,709.95
				I0044810	434829	11000	202	4310	60100	1,283.04
78021150	06/23/2016	A00258061	Roam, Ivy C.	S0032950		11000		9526		1,431.00
78021151	06/23/2016	A00018793	Salcido, Paula	I0044821	JUN 16	12460	206	5641	12042	500.00
78021152	06/23/2016	A00275702	Seward L. Schreder Construct	I0044771	PAY REQ	12435	221	5510	19010	66,055.90
78021153	06/23/2016	A00202340	Shaffer, Robin D.	I0044779	MAY 16	12460	206	5641	12042	188.00
						12460	206	5710	12042	12.42
				I0044780	APR 16	12460	206	5641	12042	587.50
						12460	206	5710	12042	54.00
78021154	06/23/2016	A00200492	Sixten and Associates	I0044774	MAY 16	11000	401	5641	67200	512.08
78021155	06/23/2016	A00269814	Soccer.com	I0044816	57419823	11000	202	4311	60100	1,759.27
78021156	06/23/2016	A00200393	Sparkletts	I0044830	06.02.16	11000	205	5641	12042	61.58
78021157	06/23/2016	A00200396	Spurr	I0044805	24068	11000	431	5820	65700	1,648.93
						35819	357	5820	69700	39.46
						33428	310	5820	65700	152.65

Taft College Check Register Report

01-June-16 through 30-June16

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			I0044806	74167.	35827	357	5820	69700	265.21
78021158	06/23/2016	A00275599Sterling Adaptives, LLC	I0044798	4037-157	12000	311	6412	64200	9,793.26
					12000	311	6412	64200	11.00
78021159	06/23/2016	A00275935Supplyworks	I0044781	36956833	11000	431	4310	65300	29.08
78021160	06/23/2016	A00200284U.S. Foods	I0044789	4608271	32000	422	4410	69400	3,245.79
78021161	06/23/2016	A00278975Val's Detail	I0044773	61316	11000	432	5632	67703	60.00
78021162	06/23/2016	A00200338Verizon Wireless	I0044818	97660706	11000	411	5860	67300	12.18
78021163	06/23/2016	A00271015Vigstrom, Elizabeth A.	I0043266	FALL	12427	210	5910	13052	427.50
78021164	06/23/2016	A00200355West Kern Water District	I0044776	06/03/16	11000	432	5810	65700	98.51
					39000	314	5810	64991	0.01
78021165	06/23/2016	A00283309WW Displays Inc.	I0044790	13873	11000	208	4310	10020	2,785.22
								=====	
								BANK TOTAL	4,053,581.82

Taft College Purchase Order Activity Report

1-June-2016 through 30-June-2016

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	
FLARA	06/01/2016	A00200282	True Value Home Center	P0040034	05/20/2016	05/20/2016				\$392.46	
		A00200043	American Express	P0040038	05/20/2016	05/20/2016				\$5,375.00	
		A00281036	Emotiv Lifesciences Inc.	P0040037	05/20/2016	05/20/2016				\$5,584.63	

							TOTAL USER				\$11,352.09
JEDMAISTON	06/15/2016	A00210539	Advantage Laundry	P0038605	02/02/2016	02/02/2016				\$255.88	

							TOTAL USER				\$255.88
JGARRETT	06/20/2016	A00279560	Access Ingenuity	P0039675	05/09/2016	05/09/2016				\$2,899.63	

							TOTAL USER				\$2,899.63
JMADDING	06/01/2016	A00200069	Bakersfield Californian	P0040044	05/25/2016	05/25/2016				\$25,000.00	
		A00283182	United Scope LLC	P0039694	05/10/2016	05/10/2016				\$2,548.69	
		A00200862	Taft College Bookstore	P0039806	05/13/2016	05/13/2016				\$359.76	
		A00200043	American Express	P0040061	05/31/2016	05/31/2016				\$14,462.82	
	06/02/2016	A00200017	A.P.I. Plumbing	P0040066	05/31/2016	05/31/2016				\$313.10	
				P0040067	05/31/2016	05/31/2016				\$15.06	

Taft College Purchase Order Activity Report

1-June-2016 through 30-June-2016

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
		A00200502	Orange Belt Stages	P0040069	05/31/2016	05/31/2016				\$1,372.00
		A00203579	Alcorn Aire, Inc.	P0040068	05/31/2016	05/31/2016				\$2,523.37
	06/06/2016	A00200862	Taft College Bookstore	P0040003	05/20/2016	05/20/2016				\$869.98
		A00209758	Eubanks Construction	P0040063	05/31/2016	05/31/2016				\$12,000.00
				P0040064	05/31/2016	05/31/2016				\$12,500.00
				P0040065	05/31/2016	05/31/2016				\$7,500.00
		A00201783	Kern County Treasurer and Ta	P0040047	05/26/2016	05/26/2016				\$2,776,320.84
		A00277929	Salomon, Stephanie	P0040043	05/25/2016	05/25/2016				\$1,578.56
	06/14/2016	A00252649	Poulsen, Ryan Albert.	P0040075	06/13/2016	06/13/2016				\$150.00
	06/15/2016	A00200026	Accrediting Commission for C	P0040074	06/08/2016	06/08/2016				\$750.00
		A00283264	Frontier California Inc.	P0040072	06/08/2016	06/08/2016				\$988.96
				P0040073	06/08/2016	06/08/2016				\$769.63
		A00200044	American General Media	P0040070	05/31/2016	05/31/2016				\$295.00
		A00200396	Spurr	P0040080	06/15/2016	06/15/2016				\$265.21
	06/16/2016	A00200111	Bogle, Darcy S.	P0040077	06/14/2016	06/14/2016				\$4,085.61
		A00283264	Frontier California Inc.	P0040081	06/15/2016	06/15/2016				\$39.33
				P0040093	06/16/2016	06/16/2016				\$118.44
		A00262833	Domtar Paper Company LLC	P0040079	06/14/2016	06/14/2016				\$3,601.26
		A00282649	Hillcrest Sheet Metal	P0040082	06/15/2016	06/15/2016				\$60,595.75
	06/20/2016	A00270674	Public Agency Law Group	P0040094	06/20/2016	06/20/2016				\$3,025.20
		A00275702	Seward L. Schreder Construct	P0040092	06/16/2016	06/16/2016				\$66,055.90

Taft College Purchase Order Activity Report

1-June-2016 through 30-June-2016

FY 15-16

USER ID	ACTIVITY DATE	VENDOR		PURCHASE ORDER		PURCHASE ORDER	CL	C	A
		NUMBER	NAME	NUMBER	DATE				
	06/23/2016	A00200508	P. G. & E.	P0040095	06/20/2016	06/20/2016			\$4,707.01
	06/29/2016	A00200043	American Express	P0040096	06/27/2016	06/27/2016			\$169.89

							TOTAL USER		\$3,002,981.37
MBLANCO	06/02/2016	A00200862	Taft College Bookstore	P0040028	05/20/2016	05/20/2016			\$1,423.40

							TOTAL USER		\$1,423.40
SGARDNER	06/01/2016	A00200161	CDW-G	P0040057	06/01/2016	06/01/2016			\$1,284.77
		A00200498	Office Depot	P0040052	05/31/2016	05/31/2016			\$194.02
				P0040048	05/31/2016	05/31/2016			\$142.41
				P0040049	05/31/2016	05/31/2016			\$348.29
		A00200043	American Express	P0040060	05/05/2016	05/05/2016			\$421.01
		A00200161	CDW-G	P0040058	05/31/2016	05/31/2016			\$6,411.15
		A00200498	Office Depot	P0040053	05/31/2016	05/31/2016			\$145.27
				P0040055	05/31/2016	05/31/2016			\$366.37
		A00200043	American Express	P0040062	05/25/2016	05/25/2016			\$4,077.62
	06/02/2016	A00200498	Office Depot	P0040054	05/31/2016	05/31/2016			\$56.95
				P0040056	05/31/2016	05/31/2016			\$1,277.16
	06/06/2016	A00200498	Office Depot	P0040050	05/31/2016	05/31/2016			\$244.86

Taft College Purchase Order Activity Report

1-June-2016 through 30-June-2016

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	
				P0040051	05/31/2016	05/31/2016				\$288.62	
		A00200161	CDW-G	P0040059	05/13/2016	05/18/2016				\$361.69	
	06/15/2016	A00200498	Office Depot	P0040089	06/15/2016	06/15/2016				\$1,970.44	
				P0040076	06/13/2016	06/13/2016				\$586.71	
		A00231833	Ray A. Morgan Company Inc.	P0040071	06/07/2016	06/07/2016				\$409.80	
		A00200498	Office Depot	P0040087	06/15/2016	06/15/2016				\$642.83	
	06/16/2016	A00200498	Office Depot	P0040091	06/15/2016	06/15/2016				\$542.73	
	06/20/2016	A00200498	Office Depot	P0040084	06/15/2016	06/15/2016				\$879.31	
				P0040085	06/15/2016	06/15/2016				\$76.32	
	06/22/2016	A00200498	Office Depot	P0040088	06/15/2016	06/15/2016				\$86.66	
		A00200338	Verizon Wireless	P0040078	06/14/2016	06/14/2016				\$12.18	
		A00200498	Office Depot	P0040090	06/15/2016	06/15/2016				\$4,023.76	
	06/27/2016	A00200498	Office Depot	P0040086	06/15/2016	06/15/2016				\$83.83	
	06/28/2016	A00200498	Office Depot	P0040097	06/28/2016	06/28/2016				\$64.49	
	06/29/2016	A00200116	Burt Electric & Communicatio	P0040099	06/29/2016	06/29/2016				\$372.00	
		A00234707	CMS Communications, Inc.	P0040098	06/29/2016	06/29/2016				\$1,352.60	

							TOTAL USER				\$26,723.85

**WEST KERN COMMUNITY COLLEGE DISTRICT
REQUESTS FOR CONFERENCE ATTENDANCE & EXPENSES**

July 6, 2016

Page 1 of 2

EMPLOYEE	CONFERENCE/TRIP	LOCATION	DATES	EST. COST
Eigenauer, John	International Conference on Teaching and Leadership Excellence	Austin, TX	05/28/16 - 05/31/16	\$1,869.17 *
Gonzalez, Lourdes	Region 6 Extended Opportunity Programs and Services Summer Institute Planning Meeting	Moorpark	06/06/16	\$171.16 •
Flachmann, Chris	Inmate Education Training Workshop	Delano	06/08/16	-0-
Dunham, Geoffrey	US Foods Food Show	Anaheim	06/08/16	-0-
Ferguson, Bruce	University of Southern California Katz Lab	Pasadena	06/10/16	-0-
STEM Students	Summer Science, Technology, Engineering and Math Camp	La Verne	06/12/16 - 06/17/16	-0-
Brown, Jill Landreth, Nancy	Microsoft and Excel Seminar and Microsoft Excel Beyond Basics Seminar	Bakersfield	06/16/16 - 06/17/16	\$369.44 •
Chaidez, Joe'll	Annual Accuplacer/College Level Examination Program Conference	Las Vegas, NV	06/21/16 - 06/23/16	\$1,083.28 *
Macaulay, Breanna	Efforts to Outcomes Administrator Orientation	Sacramento	06/27/16 - 06/30/16	\$1,922.88 •
Sundgren, Lori	Advancement Via Individual Determination Summer Institute	Denver, Co	07/05/16 - 07/08/16	\$4,168.57 ♦♦
Miller, Kent	Advancement Via Individual Determination Summer Institute	Denver, Co	07/05/16 - 07/08/16	\$1,639.98 ♦♦
Cuate, Bertha	Advancement Via Individual Determination Summer Institute	Denver, Co	07/05/16 - 07/08/16	\$1,597.00 ♦♦

*General Funds

•Restricted Funds

♦Grant Funds

■TIL

◊ Auxiliary Funds

▲ Revised

EMPLOYEE	CONFERENCE/TRIP	LOCATION	DATES	EST. COST
Brown, Jill	South Eastern Association of Education TRIO Training	Orlando, FL	07/11/16 - 07/14/16	\$1,237.00 •
Bandy, Kanoe	Community College Athletic Association Management Council Retreat	Sacramento	07/17/16 - 07/19/16	\$150.00 *
Roth, Rebecca	Niroga Training and Conference	Oakland	07/31/06 - 08/04/16	\$812.00 •
Jacobi, Vicki	Niroga Training and Conference	Oakland	07/31/06 - 08/04/16	\$1,460.60 •
McMurray, Brock	Chancellor's Office 2016 Budget Workshop	Chino	08/04/16	\$290.00 *
Williams, Mark	2016 California Technical Education Summit	Oakland	08/05/16 - 08/06/16	\$567.39 ♦
Furman, Tori	2016 California Technical Education Summit	Oakland	08/05/16 - 08/06/16	\$398.10 ♦
Richards, Kristi	2016 California Technical Education Summit	Oakland	08/05/16 - 08/06/16	\$398.10 ♦
Luben, Aldrin	2016 California Technical Education Summit	Oakland	08/05/16 - 08/06/16	\$398.10 ♦
Cordova, Tony	2016 California Technical Education Summit	Oakland	08/05/16 - 08/06/16	\$708.70 ♦
Escobedo, Juana	University of California Counselor Conference 2016	Santa Barbara	09/11/16 - 09/12/16	\$429.20 *
Escobedo, Juana	2016 California State University Counselor Conference	Riverside	09/26/16 - 09/27/16	\$417.48 *

**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 JUNE 30, 2016**

Account Level	Account Level Description	Adopted Budget	Adjusted Budget	YTD Activity	Encumbrances	Balance
8600	State Revenues	11,286,777	11,286,777	13,068,243	0	-1,781,466
8800	Local Revenues	12,462,234	12,479,322	10,611,249	0	1,868,073
Summary		23,749,011	23,766,099	23,679,492	0	86,607

**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 June 30, 2016**

Account Level	Account Level Description	Adopted Budget	Adjusted Budget	YTD Activity	Encumbrances	Balance
1000	Academic Salaries	7,977,942	7,974,653	7,275,057	0	699,596
2000	Classified & Other Nonacademic Sala	4,609,935	4,561,099	4,106,468	0	454,631
3000	Employee Benefits	4,947,132	4,945,655	4,564,319	25,660	355,676
4000	Supplies and Materials	449,975	468,764	498,648	48,062	-77,946
5000	Other Operating Expenses & Services	4,193,932	4,235,084	3,789,798	345,556	99,730
6000	Capital Outlay	170,324	184,644	254,966	6,666	-76,988
7000	Other Outgo	941,955	938,384	941,955	2,205	-5,776
7200	Transfers	457,816	457,816	415,770	0	42,046
Summary		23,749,011	23,766,099	21,846,981	428,149	1,490,969

**Disbursement Register of Expenditures Greater than \$10,000
For the Month of June 2016**

Check Number	Check Date	Vendor Name	Description	Net Amount
78020661	06/06/2016	Daniel R Darnell	R. Darnell Time and Service 3/21/16-5/13/16	14,131.25
78020682	06/06/2016	P. G. & E.	PG&E chgs for Dist (Aug - June)	32,514.26
78020820	06/09/2016	American Express	May Amex - Terri Smith	14,462.82
78020824	06/09/2016	AP Architects	Inv# 10265, 10264, 10263, 10259, 10261	47,499.62
78020824	06/09/2016	AP Architects	AP Arch - Invoice 5/12/16	10,132.92
78020827	06/09/2016	Bakersfield Californian	Position Advertising 2015-16	13,562.35
78020848	06/09/2016	Four Seasons Carpet Cleaning	replace kitchen floor	14,131.13
78020856	06/09/2016	Kern County Treasurer and Tax Collector	Repayment off 2015/16 Tran Loan	2,776,320.84
78020860	06/09/2016	MNJ Technologies Direct, Inc.	Stem Laptops	39,297.59
78020865	06/09/2016	ONLC Training Centers	Online Training - Four Attendees	11,980.00
78020890	06/09/2016	Taft College Bookstore	EOPS Bookservice	10,382.00
78021036	06/20/2016	BullEx, Inc.	BullEx-Fire Extinguisher Simulators	24,549.72
78021049	06/20/2016	Eubanks Construction	Children's Center - Eubanks Construction	12,000.00
78021049	06/20/2016	Eubanks Construction	Children's Center - Eubanks Construction	12,500.00
78021055	06/20/2016	John Karwoski	Monthly inspection contract	10,920.00
78021097	06/20/2016	WestAir Gases & Equipment Inc.	WestAir-Four Miller XMT 350 Welding Machines	28,412.82
78021099	06/20/2016	Westec	WESTEC	88,331.25
78021126	06/23/2016	Fresno Oxygen	Barnes - Equipment for ventilation system	61,780.17
78021133	06/23/2016	Hillcrest Sheet Metal	Gym HVAC - Hillcrest Mesa	60,595.75
78021136	06/23/2016	Kern County Supt. of Schools	2015-2016 KCSOS/KCCDHN CLAIMS	33,664.53
78021141	06/23/2016	P. G. & E.	PG&E chgs for Dist (Aug - June)	40,309.20
78021145	06/23/2016	Play With A Purpose	CSPP Grant/playground activities	13,439.94
78021152	06/23/2016	Seward L. Schreder Construction, Inc.	Schreder Construction - STEM Modular Sitework	66,055.90
				3,436,974.06

ASB 2016
Balance Sheet
As of June 30, 2016

June 30, 16

ASSETS

Current Assets

Checking/Savings

ASB Chevron 126,144.65

ASB Chevron - Savings 143.23

Total Checking/Savings 126,287.88

Total Current Assets 126,287.88

TOTAL ASSETS 126,287.88

LIABILITIES & EQUITY

Equity

Restricted Funds

ASB Athletics 45,877.45

ASB Cards 19,550.20

ASB General 15,009.58

ASB Soft Drinks 4,190.00

Baseball Club 205.11

Best Buddies 2,676.84

Cougar Echo 773.50

CRU 726.20

D.H. GENERAL

D.H.CLASS OF 2015 0.13

D.H.CLASS OF 2016 0.08

D.H. CLASS OF 2017 707.68

D.H. GENERAL - Other 1,262.72

Total D.H. GENERAL 1,970.61

DISNEYLAND 1,786.00

ECE 1,254.00

EOPS 0.00

Field Trips 280.00

Literary Club-Equity 1,109.98

NSLS Club - Equity 2,494.62

On Our Own 2,058.80

Performing Arts 2,035.04

Phi Theta Kappa

PTK-Scholarship -2,000.00

PTK-Conference/Meeting -3,744.23

Phi Theta Kappa - Other 7,622.81

Total Phi Theta Kappa 1,878.58

Reentry Voc Club 2.99

Soccer Club - Mens 4,171.81

Soccer Club - Womens 3,933.40

ASB 2016
Balance Sheet
As of June 30, 2016

	<u>June 30, 16</u>
Social Science/ Research Equity	1,582.88
Softball Fund	-3,263.88
Spectrum	1,134.83
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	17,498.72
Women's Athletic Club	744.36
Women's Basketball Club	217.26
Total Restricted Funds	<u>126,287.88</u>
Retained Earnings	
Unrestricted Funds	0.00
Net Income	0.00
Total Equity	<u>126,287.88</u>
TOTAL LIABILITIES & EQUITY	<u><u>126,287.88</u></u>

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
 SEC.26900-26902 GOV.CODE

USER NAME
 Mindy Jewell
 SUBMIT DATE
 May 26, 2016 03:08:53PM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 DEPT NO.
 0886
 EROD NO.
 411983

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 \$1,103,277.00

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOG FEE WAIVERS ADMIN	84096	0886	5490	\$3,284.00	
BASIC SKILLS	84096	0886	5490	\$7,200.00	
SFAA	84096	0886	5490	\$15,482.00	
EOPS	84096	0886	5490	\$25,943.00	
CARE	84096	0886	5490	\$3,119.00	
DSPS	84096	0886	5490	\$22,322.00	
ACCESS TO PRINT	84096	0886	5490	\$905.00	
DEAF & HARD OF HEARING	84096	0886	5490	\$2,027.00	
CAL WORKS	84096	0886	5490	\$10,560.00	
STUDENT SUCCESS	84096	0886	5490	\$92,067.00	
STUDENT SUCCESS	84096	0886	5490	\$1,178.00	
STUDENT SUCCESS	84096	0886	5490	\$38,081.00	
FAC & STAFF DIVERSITY	84096	0886	5490	\$313.00	
PART TIME FACULTY	84096	0886	5490	\$8,176.00	
INST EQUIP & LIBRARY	84096	0886	5490	\$13,124.00	
SCH MAINT & REPAIRS	84096	0886	5490	\$13,124.00	
TANF	84096	0886	5490	\$2,447.00	
AB 86-ADULT EDUCATION	84096	0886	5490	\$62,500.00	
GENERAL APPORTIONMENT	84096	0886	5490	\$705,371.00	
					\$1,027,223.00
15/16 3RD QTR PERKINS	84097	0886	5490	\$76,054.00	
					\$76,054.00

TOTAL DEPOSIT: \$1,103,277.00

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$0.00 CHECKS: \$0.00 DIRECT DEPOSIT: \$1,103,277.00 CREDIT CARD: \$0.00 NOTES: #160168

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

J9801 DC0100 H.00.03 05/26/16 I

Date last used from: 05/26/2016 To 05/26/2016
 Transaction Number from: 160168 To 160168
 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-	
160168	05/26/2016	05/26/2016	WKCCD DEPOSIT	
				ENTERED BY: MDJB UNAPPROVED
1.	15/16	AEBG D&A	12603-125-8643-68900	103,917.00
2.	15/16	3RD QTR PERKINS	12560-223-8657-60103	76,054.00
3.		GENERAL APPORTIONMENT	11000-000-8612-00000	705,371.00
4.		BOG FEE WAIVERS ADMIN	12551-353-8615-64600	3,284.00
5.		BASIC SKILLS	11495-202-8613-00000	7,200.00
6.		SFAA	12551-353-8625-64600	15,482.00
7.		CARE	12000-305-8624-64301	3,119.00
8.		DSPS	12000-311-8623-64200	22,322.00
9.		ACCESS TO PRINT	12578-311-8660-64200	905.00
10.		CAL WORKS	12600-309-8627-64992	10,560.00
11.		STUDENT SUCCESS	12000-304-8630-00000	92,067.00
12.		STUDENT SUCCESS	12000-304-8631-00000	1,178.00
13.		STUDENT SUCCESS	12563-000-8644-00000	38,081.00
14.		FAC & STAFF DIVERSITY	12000-411-8628-67300	313.00
15.		PART TIME FACULTY	11006-201-8633-00000	8,176.00
16.		INST EQUIP & LIBRARY	12060-113-8634-67801	13,124.00
17.		SCH MAINT & REPAIRS	12050-431-8654-00000	13,124.00
18.		TANF	12599-309-8632-64992	2,447.00
19.		AB 86-ADULT EDUCATION	12603-125-8643-68900	62,500.00
20.		EOPS	12000-303-8622-64300	25,943.00
21.		DEAF & HARD OF HEARING	12579-311-8661-64200	2,027.00
			TOTAL AMOUNT	1,207,194.00 *
			DISTRICT TOTAL	1,207,194.00 **
			GRAND TOTAL	1,207,194.00 **

ERODED
 SEPERATELY

- 103,917.
1,103,277.

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
 SEC.26900-26902 GOV.CODE

USER NAME
 Mindy Jewell
 SUBMIT DATE
 May 26, 2016 02:50:56PM
 PROCESS DATE
 May 26, 2016 03:09:41PM
 EROD NO.
 411974

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 **\$103,917.00**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
15/16 AEBG D&A	84097	0886	5490	\$103,917.00	\$103,917.00

TOTAL DEPOSIT: **\$103,917.00**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$0.00 CHECKS: \$0.00 DIRECT DEPOSIT: \$103,917.00 CREDIT
CARD: \$0.00
NOTES: #160168

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: 05/26/2016 To 05/26/2016
 Transaction Number from: 160168 To 160168
 Date entered from: 00/00/0000 To 99/99/9999

J9801 DC0100 H.00.03 05/26/16 I

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DETAIL	DESCR			
160168	05/26/2016	05/26/2016	WKCCD DEPOSIT	ENTERED BY: MDJB UNAPPROVED	
1.	15/16	AEBG D&A	12603-125-8643-68900		103,917.00
2.	15/16	3RD QTR PERKINS	12560-223-8657-60103		76,054.00
3.		GENERAL APPORTIONMENT	11000-000-8612-00000		705,371.00
4.		BOG FEE WAIVERS ADMIN	12551-353-8615-64600		3,284.00
5.		BASIC SKILLS	11495-202-8613-00000		7,200.00
6.		SFAA	12551-353-8625-64600		15,482.00
7.		CARE	12000-305-8624-64301		3,119.00
8.		DSPS	12000-311-8623-64200		22,322.00
9.		ACCESS TO PRINT	12578-311-8660-64200		905.00
10.		CAL WORKS	12600-309-8627-64992		10,560.00
11.		STUDENT SUCCESS	12000-304-8630-00000		92,067.00
12.		STUDENT SUCCESS	12000-304-8631-00000		1,178.00
13.		STUDENT SUCCESS	12563-000-8644-00000		38,081.00
14.		FAC & STAFF DIVERSITY	12000-411-8628-67300		313.00
15.		PART TIME FACULTY	11006-201-8633-00000		8,176.00
16.		INST EQUIP & LIBRARY	12060-113-8634-67801		13,124.00
17.		SCH MAINT & REPAIRS	12050-431-8654-00000		13,124.00
18.		TANF	12599-309-8632-64992		2,447.00
19.		AB 86-ADULT EDUCATION	12603-125-8643-68900		62,500.00
20.		EOPS	12000-303-8622-64300		25,943.00
21.		DEAF & HARD OF HEARING	12579-311-8661-64200		2,027.00
			TOTAL AMOUNT		1,207,194.00 *
			DISTRICT TOTAL		1,207,194.00 **
			GRAND TOTAL		1,207,194.00 **

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
 SEC.26900-26902 GOV.CODE

USER NAME
 Mindy Jewell
 SUBMIT DATE
 May 26, 2016 11:46:00AM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 EROD NO.
 411910

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 **\$5,503.19**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE	84698	0886	5490	\$5,503.19	\$5,503.19

TOTAL DEPOSIT: **\$5,503.19**

GENERAL DEPOSIT NOTES:

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$5,503.19 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT
 CARD: \$0.00
 NOTES: #160165**

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: 05/26/2016 To 05/26/2016
Transaction Number from: 160165 To 160165
Date entered from: 00/00/0000 To 99/99/9999

J9581 DC0100 H.00.03 05/26/16 1

				APPROVED AND UNAPPROVED TRANSACTIONS		
NUMBER	DATE	ENTERED	DESCRIPTION			AMOUNT
LN.	DETAIL	DESCR	-FUND-ORG-ACCT-PROGR-			
160165	05/26/2016	05/26/2016	WKCCD DEPOSIT	ENTERED BY: MDJB UNAPPROVED		5,503.19
	1.	BOOKSTORE SALES	31000-423-8841-69100			5,503.19 *
						TOTAL AMOUNT
						5,503.19 **
						DISTRICT TOTAL
						5,503.19 **
						GRAND TOTAL
						5,503.19 ***

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
 SEC.26900-26902 GOV.CODE

USER NAME
 Mindy Jewell
 SUBMIT DATE
 May 26, 2016 11:50:46AM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 EROD NO.
 411913

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 **\$14,158.87**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
STUDENT RECEIPTS	84096	0886	5490	\$14,158.87	\$14,158.87

TOTAL DEPOSIT: **\$14,158.87**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$14,158.87 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00 NOTES: #160166

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: 05/26/2016 To 05/26/2016
Transaction Number from: 160166 To 160166
Date entered from: 00/00/0000 To 99/99/9999

J9584 DC0100 H.00.03 05/26/16

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	AMOUNT
LN.	DETAIL	DESCR	-FUND-ORG-ACCT-PROGR-	
160166	05/26/2016	05/26/2016	WKCCD DEPOSIT	
	1.	STUDENT RECEIPTS	11000-000-9161-00000	
				ENTERED BY: MDJB UNAPPROVED
				14,158.87
				TOTAL AMOUNT
				14,158.87 *
				DISTRICT TOTAL
				14,158.87 *
				GRAND TOTAL
				14,158.87 *

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
 SEC.26900-26902 GOV.CODE

USER NAME
 Mindy Jewell
 SUBMIT DATE
 May 26, 2016 12:05:00PM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 EROD NO.
 411920

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 **\$3,585.74**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$1,771.79	\$1,771.79
RESTRICTED FUND	84097	0886	5490	\$187.50	\$187.50
CAFETERIA	84699	0886	5490	\$1,626.45	\$1,626.45

TOTAL DEPOSIT: **\$3,585.74**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK **ACCOUNT DEPOSITED:** General **CASH:** \$3,585.74 **CHECKS:** \$0.00 **DIRECT DEPOSIT:** \$0.00 **CREDIT CARD:** \$0.00
NOTES: #160167

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: 05/26/2016 To 05/26/2016
Transaction Number from: 160167 To 160167
Date entered from: 00/00/0000 To 99/99/9999

J9585 DC0100 H.00.03 05/26/16 1

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION		AMOUNT
LN.	DETAIL	DESCR	-FUND-ORG-ACCT-PROGR-		
160167	05/26/2016	05/26/2016	WKCCD DEPOSIT	ENTERED BY: MDJB UNAPPROVED	
1.	GED/HISET TESTING		11000-306-8892-49306		1,192.00
2.	PROCTORING		11000-306-8889-49306		20.00
3.	LIBRARY PROGRAMS		12201-203-8892-61200		187.50
4.	CAFETERIA SALES		32000-422-8841-69400		1,626.45
5.	REIMBURSEMENT		11000-205-8892-12042		376.67
6.	REIMBURSEMENT - CCCADA		11000-207-8892-49999		183.12
				TOTAL AMOUNT	3,585.74 *
				DISTRICT TOTAL	3,585.74 **
				GRAND TOTAL	3,585.74 ***

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
SEC.26900-26902 GOV.CODE

USER NAME
Mindy Jewell
SUBMIT DATE
Jun 09, 2016 10:26:38AM
PROCESS DATE
**NOT PROCESSED AT
THIS TIME**
EROD NO.
412976

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 **\$30,109.20**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE	84698	0886	5490	\$30,109.20	\$30,109.20

TOTAL DEPOSIT: **\$30,109.20**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$30,109.20 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT
CARD: \$0.00
NOTES: DEPOSIT #160169

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

078 WEST KERN COMM. COLLEGE
 WKCCD DEPOSIT

DEPOSIT TRANSACTIONS
 Date last used from: 06/09/2016 To 06/09/2016
 Transaction Number from: 160169 To 160169
 Date entered from: 00/00/0000 To 99/99/9999

J7636 DC0100 L.00.01 06/09/16 PAG

APPROVED AND UNAPPROVED TRANSACTIONS										
NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-						AMOUNT
LN.	DI	DETAIL	DESCR							
160169	06/09/2016	06/09/2016	WKCCD DEPOSIT	ENTERED BY: MDJB UNAPPROVED						30,109.20
1.	78	BOOKSTORE SALES		31000-423-8841-69100						30,109.20
								TOTAL AMOUNT	30,109.20	
								DISTRICT TOTAL	30,109.20	
								GRAND TOTAL	30,109.20	

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
SEC.26900-26902 GOV.CODE

USER NAME
Mindy Jewell
SUBMIT DATE
Jun 09, 2016 10:27:50AM
PROCESS DATE
**NOT PROCESSED AT
THIS TIME**
EROD NO.
412977

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 **\$7,908.64**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
STUDENT RECEIPTS	84096	0886	5490	\$7,908.64	\$7,908.64

TOTAL DEPOSIT: **\$7,908.64**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$7,908.64 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT
CARD: \$0.00
NOTES: DEPOSIT #160170

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

078 WEST KERN COMM. COLLEGE
WKCCD DEPOSIT

DEPOSIT TRANSACTIONS
Date last used from: 06/09/2016 To 06/09/2016
Transaction Number from: 160170 To 160170
Date entered from: 00/00/0000 To 99/99/9999

J7637 DC0100 L.00.01 06/09/16 PAG

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
160170	06/09/2016	06/09/2016	WKCCD DEPOSIT		
1.	78	STUDENT RECEIPTS		11000-000-9161-00000	
				ENTERED BY: MDJB UNAPPROVED	7,908.64
				TOTAL AMOUNT	7,908.64
				DISTRICT TOTAL	7,908.64
				GRAND TOTAL	7,908.64

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
 SEC.26900-26902 GOV.CODE

USER NAME
 Mindy Jewell
 SUBMIT DATE
 Jun 09, 2016 10:32:27AM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 EROD NO.
 412978

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 **\$436,096.53**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$7,363.65	\$7,363.65
RESTRICTED FUND	84097	0886	5490	\$421,210.96	\$421,210.96
CHILD DEVELOPMENT	84496	0886	5490	\$2,327.92	\$2,327.92
CAFETERIA	84699	0886	5490	\$5,194.00	\$5,194.00

TOTAL DEPOSIT: **\$436,096.53**

GENERAL DEPOSIT NOTES:

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$436,096.53 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT
 CARD: \$0.00
 NOTES: DEPOSIT #160171**

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

078 WEST KERN COMM. COLLEGE
 WKCCD DEPOSIT

DEPOSIT TRANSACTIONS
 Date last used from: 06/09/2016 To 06/09/2016
 Transaction Number from: 160171 To 160171
 Date entered from: 00/00/0000 To 99/99/9999

J7638 DC0100 L.00.01 06/09/16 PAG

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
160171	06/09/2016	06/09/2016	WKCCD DEPOSIT		
				ENTERED BY: MDJB UNAPPROVED	
1.	78	DENTAL HYGIENE CLINIC REVENUE	11837-205-8877-12042		760.00
2.	78	GED/HISET TESTING	11000-306-8892-49306		3,718.13
3.	78	INSURANCE REIMBURSEMENTS	11000-412-8892-67300		1,081.74
4.	78	R2T4	11000-000-9161-00000		1,124.00
5.	78	TRANSCRIPT FEES	11508-301-8879-64900		679.78
6.	78	FIRST FIVE KERN	12460-206-8640-12042		248,622.82
7.	78	LIBRARY PROGRAMS	12201-203-8892-61200		31.00
8.	78	DHS/CALWORKS	12602-309-8839-64992		12,352.40
9.	78	TRIO	12000-340-8199-64951		80,000.00
10.	78	TPSID	12433-341-8199-64991		77,804.74
11.	78	REIMBURSEMENT	12000-303-8892-64300		2,400.00
12.	78	CAFETERIA SALES	32000-422-8841-69400		5,194.00
13.	78	REIMBURSEMENT	33428-310-8892-69200		2,327.92
				TOTAL AMOUNT	436,096.53
				DISTRICT TOTAL	436,096.53
				GRAND TOTAL	436,096.53

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
 SEC.26900-26902 GOV.CODE

USER NAME
 Mindy Jewell
 SUBMIT DATE
 Jun 16, 2016 12:43:33PM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 EROD NO.
 413589

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 **\$3,120.88**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE	84698	0886	5490	\$3,120.88	\$3,120.88

TOTAL DEPOSIT: **\$3,120.88**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$3,120.88 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00
 NOTES: DEPOSIT #160172

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

078 WEST KERN COMM. COLLEGE
WKCCD DEPOSIT

DEPOSIT TRANSACTIONS
Date last used from: 06/16/2016 To 06/16/2016
Transaction Number from: 160172 To 160172
Date entered from: 00/00/0000 To 99/99/9999

J11922 DC0100 L.00.01 06/16/16 PA

				APPROVED AND UNAPPROVED TRANSACTIONS		
NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-		AMOUNT
LN.	DI	DETAIL	DESCR			
160172	06/16/2016	06/16/2016	WKCCD DEPOSIT		ENTERED BY: MDJB UNAPPROVED	3,120.88
1.	78	BOOKSTORE SALES		31000-423-8841-69100		3,120.88
					TOTAL AMOUNT	3,120.88
					DISTRICT TOTAL	3,120.88
					GRAND TOTAL	3,120.88

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
 SEC.26900-26902 GOV.CODE

USER NAME
 Mindy Jewell
 SUBMIT DATE
 Jun 16, 2016 12:44:37PM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 EROD NO.
 413590

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 **\$12,097.75**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
STUDENT RECEIPTS	84096	0886	5490	\$12,097.75	\$12,097.75

TOTAL DEPOSIT: **\$12,097.75**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$12,097.75 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00
NOTES: DEPOSIT #160173

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

078 WEST KERN COMM. COLLEGE
WKCCD DEPOSIT

DEPOSIT TRANSACTIONS
Date last used from: 06/16/2016 To 06/16/2016
Transaction Number from: 160173 To 160173
Date entered from: 00/00/0000 To 99/99/9999

J11923 DC0100 L.00.01 06/16/16 PAGE

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
160173	06/16/2016	06/16/2016	WKCCD DEPOSIT		
1.	78	STUDENT RECEIPTS		11000-000-9161-00000	
				ENTERED BY: MDJB UNAPPROVED	12,097.75
				TOTAL AMOUNT	12,097.75 *
				DISTRICT TOTAL	12,097.75 *
				GRAND TOTAL	12,097.75 *

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
 SEC.26900-26902 GOV.CODE

USER NAME
 Mindy Jewell
 SUBMIT DATE
 Jun 16, 2016 12:46:32PM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 EROD NO.
 413591

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 **\$1,369,524.88**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$33,695.50	\$33,695.50
RESTRICTED FUND	84097	0886	5490	\$291,981.28	\$291,981.28
CHILD DEVELOPMENT	84496	0886	5490	\$1,360.50	\$1,360.50
TIL	84697	0886	5490	\$1,040,896.51	\$1,040,896.51
CAFETERIA	84699	0886	5490	\$1,591.09	\$1,591.09

TOTAL DEPOSIT: **\$1,369,524.88**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$1,369,524.88 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00 NOTES: DEPOSIT #160174

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

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
.60174	06/16/2016	06/16/2016	WKCCD DEPOSIT		
				ENTERED BY: MDJB	UNAPPROVED
1.	78	INSURANCE REIMBURSEMENTS		11000-412-8892-67300	1,171.20
2.	78	REIMBURSEMENT		11000-411-8892-67300	8.30
3.	78	SCANTRON SALES		11000-421-8892-67200	17.00
4.	78	WESTEC ENROLLMENT		11450-204-8874-70990	32,499.00
5.	78	FEDERAL WORK STUDY		12401-353-8153-64600	10,295.00
6.	78	FWS ADMIN ALLOWANCE		12401-353-8151-64600	514.76
7.	78	LIBRARY PROGRAMS		12201-203-8892-61200	212.00
8.	78	PELL		12000-353-8154-64600	130,712.00
9.	78	IEPI GRANT		12587-111-8699-66002	150,000.00
10.	78	CAFETERIA SALES		32000-422-8841-69400	1,591.09
11.	78	REIMBURSEMENT		12434-219-8892-17010	247.52
12.	78	CC STATE PRESCHOOL		33528-310-8621-69200	1,360.50
13.	78	TIL		39000-314-8699-64991	1,040,896.51
				TOTAL AMOUNT	1,369,524.88 *
				DISTRICT TOTAL	1,369,524.88 *
				GRAND TOTAL	1,369,524.88 *

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
 SEC.26900-26902 GOV.CODE

USER NAME
 Mindy Jewell
 SUBMIT DATE
 Jun 28, 2016 02:00:29PM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 DEPT NO. 0886
 EROD NO. 414587

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 **\$822,216.00**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
JUNE SCHOOL APPORTIONMENT	84096	0886	5490	\$550,468.00	\$550,468.00
JUNE SCHOOL APPORTIONMENT	84097	0886	5490	\$271,748.00	\$271,748.00

TOTAL DEPOSIT: **\$822,216.00**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$0.00 CHECKS: \$0.00 DIRECT DEPOSIT: \$822,216.00 CREDIT CARD: \$0.00
 NOTES: DEPOSIT #160175

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: 06/28/2016 To 06/28/2016
 Transaction Number from: 160175 To 160175
 Date entered from: 00/00/0000 To 99/99/9999

J18632 DC0100 L.00.01 06/28/16 PAGE

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
160175	06/28/2016	06/28/2016	WKCCD DEPOSIT		
				ENTERED BY: MDJB	UNAPPROVED
1.	78	JUNE SCHOOL	APPORTIONMENT	11000-000-0000-00000	287,124.00-
2.	78	JUNE SCHOOL	APPORTIONMENT	11005-000-8616-00000	822,216.00
3.	78	JUNE SCHOOL	APPORTIONMENT	11495-202-8615-00000	7,200.00
4.	78	JUNE SCHOOL	APPORTIONMENT	11006-201-8628-00000	8,176.00
5.	78	JUNE SCHOOL	APPORTIONMENT	12551-353-8616-64600	3,284.00
6.	78	JUNE SCHOOL	APPORTIONMENT	12000-303-8625-64301	29,200.00
7.	78	JUNE SCHOOL	APPORTIONMENT	12000-311-8624-64200	22,672.00
8.	78	JUNE SCHOOL	APPORTIONMENT	12000-305-8622-64301	5,751.00
9.	78	JUNE SCHOOL	APPORTIONMENT	12551-353-8613-64600	20,481.00
10.	78	JUNE SCHOOL	APPORTIONMENT	12600-309-8623-64992	10,560.00
11.	78	JUNE SCHOOL	APPORTIONMENT	12000-411-8645-67300	27.00-
12.	78	JUNE SCHOOL	APPORTIONMENT	12000-304-8627-00000	108,067.00
13.	78	JUNE SCHOOL	APPORTIONMENT	12000-304-8630-00000	1,178.00
14.	78	JUNE SCHOOL	APPORTIONMENT	12563-000-8644-00000	38,080.00
15.	78	JUNE SCHOOL	APPORTIONMENT	12567-000-8645-00000	875.00
16.	78	JUNE SCHOOL	APPORTIONMENT	12599-309-0000-64992	2,448.00
17.	78	JUNE SCHOOL	APPORTIONMENT	12060-113-8626-67801	13,124.00
18.	78	JUNE SCHOOL	APPORTIONMENT	12050-431-8634-00000	13,124.00
19.	78	JUNE SCHOOL	APPORTIONMENT	12578-000-8660-00000	904.00
20.	78	JUNE SCHOOL	APPORTIONMENT	12579-000-8661-00000	2,027.00
				TOTAL AMOUNT	822,216.00
				DISTRICT TOTAL	822,216.00
				GRAND TOTAL	822,216.00

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
SEC.26900-26902 GOV.CODE

USER NAME
Mindy Jewell
SUBMIT DATE
Jun 28, 2016 02:56:39PM
PROCESS DATE
NOT PROCESSED AT
THIS TIME
EROD NO.
414612

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 **\$82,294.00**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
JUNE SCHOOL APPORTIONMENT	84097	0886	5490	\$82,294.00	\$82,294.00

TOTAL DEPOSIT: **\$82,294.00**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: TTC ACCOUNT DEPOSITED: General CASH: \$0.00 CHECKS: \$0.00 DIRECT DEPOSIT: \$82,294.00 CREDIT
CARD: \$0.00
NOTES: DEPOSIT #160176

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

178 WEST KERN COMM. COLLEGE
 WKCCD DEPOSIT

DEPOSIT TRANSACTIONS
 Date last used from: 06/29/2016 To 06/29/2016
 Transaction Number from: 160176 To 160176
 Date entered from: 00/00/0000 To 99/99/9999

J18945 DC0100 L.00.01 06/29/16 PAGE

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
160176	06/29/2016	06/29/2016	WKCCD DEPOSIT		
1.	78	JUNE SCHOOL APPORTIONMENT		12603-125-8643-68900	62,500.00
2.	78	JUNE SCHOOL APPORTIONMENT		12604-126-8643-49306	19,794.00
				TOTAL AMOUNT	82,294.00 *
				DISTRICT TOTAL	82,294.00 *
				GRAND TOTAL	82,294.00 *

ENTERED BY: MDJB UNAPPROVED

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
SEC.26900-26902 GOV.CODE

USER NAME
Mindy Jewell
SUBMIT DATE
Jun 30, 2016 09:42:30AM
PROCESS DATE
NOT PROCESSED AT
THIS TIME
EROD NO.
414782

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 **\$43,843.69**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE	84698	0886	5490	\$43,843.69	\$43,843.69

TOTAL DEPOSIT: **\$43,843.69**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$43,843.69 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT
CARD: \$0.00
NOTES: DEPOSIT #160177

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

078 WEST KERN COMM. COLLEGE
WKCCD DEPOSIT

DEPOSIT TRANSACTIONS
Date last used from: 06/30/2016 To 06/30/2016
Transaction Number from: 160177 To 160177
Date entered from: 00/00/0000 To 99/99/9999

J19955 DC0100 L.00.01 06/30/16 PAG

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
160177	06/30/2016	06/30/2016	WKCCD DEPOSIT		
1.	78	BOOKSTORE SALES		31000-423-8841-69100	
				ENTERED BY: MDJB UNAPPROVED	43,843.69
				TOTAL AMOUNT	43,843.69
				DISTRICT TOTAL	43,843.69
				GRAND TOTAL	43,843.69

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
SEC.26900-26902 GOV.CODE

USER NAME
Mindy Jewell
SUBMIT DATE
Jun 30, 2016 09:43:26AM
PROCESS DATE
NOT PROCESSED AT
THIS TIME
EROD NO.
414783

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 \$24,117.75

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
STUDENT RECEIPTS	84096	0886	5490	\$24,117.75	\$24,117.75

TOTAL DEPOSIT: \$24,117.75

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$24,117.75 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT
CARD: \$0.00
NOTES: DEPOSIT #160178

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

078 WEST KERN COMM. COLLEGE
WKCCD DEPOSIT

DEPOSIT TRANSACTIONS
Date last used from: 06/30/2016 To 06/30/2016
Transaction Number from: 160178 To 160178
Date entered from: 00/00/0000 To 99/99/9999

J19956 DC0100 L.00.01 06/30/16 PA

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
160178	06/30/2016	06/30/2016	WKCCD DEPOSIT		
1.	78	STUDENT RECEIPTS		11000-000-9161-00000	
				ENTERED BY: MDJB UNAPPROVED	24,117.75
				TOTAL AMOUNT	24,117.75
				DISTRICT TOTAL	24,117.75
				GRAND TOTAL	24,117.75

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
 SEC.26900-26902 GOV.CODE

USER NAME
 Mindy Jewell
 SUBMIT DATE
 Jun 30, 2016 09:45:14AM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 EROD NO.
 414784

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 **\$258,261.18**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$5,395.01	\$5,395.01
RESTRICTED FUND	84097	0886	5490	\$25,845.21	\$25,845.21
CHILD DEVELOPMENT	84496	0886	5490	\$223,245.77	\$223,245.77
CAFETERIA	84699	0886	5490	\$3,701.19	\$3,701.19
PARKING FUND	84700	0886	5490	\$74.00	\$74.00

TOTAL DEPOSIT: **\$258,261.18**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$258,261.18 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00
 NOTES: DEPOSIT #160179

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

078 WEST KERN COMM. COLLEGE
 WKCCD DEPOSIT

DEPOSIT TRANSACTIONS
 Date last used from: 06/30/2016 To 06/30/2016
 Transaction Number from: 160179 To 160179
 Date entered from: 00/00/0000 To 99/99/9999

J19957 DC0100 L.00.01 06/30/16 PAG

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
160179	06/30/2016	06/30/2016	WKCCD DEPOSIT		
				ENTERED BY: MDJB	UNAPPROVED
1.	78	GED/HISET TESTING		11000-306-8892-49306	3,957.00
2.	78	INSURANCE REIMBURSEMENTS		11000-412-8892-67300	612.84
3.	78	REIMBURSEMENT		11000-101-8892-66003	825.17
4.	78	LIBRARY PROGRAMS		12201-203-8892-61200	207.00
5.	78	PELL		12000-353-8154-64600	20,831.00
6.	78	DHS/CALWORKS		12602-309-8839-64992	4,807.21
7.	78	CAFETERIA SALES		32000-422-8841-69400	3,701.19
8.	78	CC CHILD CARE FOOD		33429-310-8621-69200	30,973.77
9.	78	CC GENERAL		33428-310-8621-69200	70,295.00
10.	78	CC STATE PRESCHOOL		33528-310-8621-69200	56,128.00
11.	78	CC MIGRANT BILINGUAL		33591-310-8621-69200	14,696.00
12.	78	CC MIGRANT ED		33588-310-8621-69200	51,153.00
13.	78	PARKING TICKETS		36000-433-8881-69500	74.00
				TOTAL AMOUNT	258,261.18
				DISTRICT TOTAL	258,261.18
				GRAND TOTAL	258,261.18

**West Kern Community College District
Board of Trustees Meeting**

July 13, 2016

Agenda Item 14.

A. Academic Employment

1. 2016-17 Contract Faculty 12-Month Assignment

Item	Name	Assignment	Class/Step	Effective Date
a.	Hall, Dan	Distance Learning Coordinator	VII-11	7/1/16 - 6/30/17

2. 2016-17 Counselor 12-Month Assignment

Item	Name	Assignment	Class/Step	Effective Date
a.	Bogle, Darcy	Counselor SSSP/STEM	VII-14	7/18/16 - 6/30/17

3. 2016-17 Contract Faculty 12-Month to 11-Month Assignment

Item	Name	Assignment	Class/Step	Effective Date
a.	Polski, Robin	TIL Instructor	--	7/1/16 - 5/31/17

4. 2016-17 Temporary Counselor Assignments

Item	Name	Assignment	Hourly Rate	Effective Date
a.	Andrews, Megan	Counselor (MAPP)	\$65.56*	7/1/16 - 6/30/17
b.	Andrews, Megan	Counselor (EOPS)	\$65.56♦	7/1/16 - 6/30/17
c.	Bogle, Darcy	Counselor (Math/Science)	\$65.56**	7/1/16 - 6/30/17
d.	Duron, Candace	Counselor (Social Behavioral Science)	\$65.56**	7/1/16 - 6/30/17
e.	Gonzalez, Lourdes	Counselor (CalWORKS)	\$65.56**	7/1/16 - 6/30/17
f.	Ramirez, Natalie	Counselor (Allied Health/STEM)	\$65.56***	7/1/16 - 6/30/17
g.	Richards, Kristi	Counselor (Applied Technology)	\$65.56****	7/1/16 - 6/30/17
h.	Rangel-Escobedo, Juana	Counselor (Liberal Arts/Communication/Transfer/ESL/Veteran)	\$65.56*****	7/1/16 - 6/30/17

* Up to 15 hours/week ** Up to 5 hours/week ***Up to 40 hours/week ****Up to 10 hours/week *****Up to 8 hours/week ♦Up to 20 hours/week

5. 2015-16 Athletic Assignment

Item	Name	Assignment	Class/Step	Stipend	Effective Date
a.	Sorensen, Chad	Head Men's Golf Coach Recruiting Stipend	--	\$2,685.14	5/13/16 - 6/30/16

6. 2016-17 Athletic Assignment

Item	Name	Assignment	Class/Step	Stipend	Effective Date
a.	Flowers, Carly	Head Women's Basketball Coach Recruiting Stipend	--	\$2,685.14	7/14/16 - 6/30/17

7. Summer 2016 Adjunct Assignments

Item	Name	Assignment	Step	Hourly Rate	Effective Date
a.	Knudsen, William	GED	3	\$65.56*	7/1/16 - 9/30/16
b.	Leal De Bravo, Yudy	WKAEN GED Supervision, Outreach and Instruction	3	\$65.56**	7/1/16 - 8/31/16
c.	Muy, Edna	ESL	2	\$58.44***	7/1/16 - 9/30/16

* Up to 36 work days @ 10 hours/week ** Up to 24 hours/week ***Up to 36 work days @ 8 hours/week

8. Summer Adjunct Counselor Assignments

Item	Name	Assignment	Step	Hourly Rate	Effective Date
a.	Furman, Tori	Career Development Counselor	3	\$65.56*	5/23/16 - 6/30/16
b.	Furman, Tori	Career Development Counselor	3	\$65.56*	7/1/16 - 8/12/16
c.	Richards, Kristi	Career Transitions Facilitator	2	\$58.44*	5/23/16 - 6/30/16
d.	Richards, Kristi	Career Transitions Facilitator	2	\$58.44*	7/1/16 - 8/12/16

* Not to exceed 150 hours total

9. Summer Screening Committee Assignments

Item	Name	Assignment	Step	Hourly Rate	Effective Date
a.	Carlson, Kamala	Adjunct English Lecturer	3	\$65.56*	6/6/16
↓	Kerr, Danielle	Adjunct English Lecturer	3	\$65.56*	6/6/16
b.	Furman, Tori	CTE Director	3	\$65.56**	6/2/16
↓	Layne, David	CTE Director	3	\$65.56**	6/2/16
c.	Golling, Greg	Head Women's Softball Coach	3	\$65.56***	6/21/16
d.	Golling, Greg	Head Women's Softball Coach	3	\$65.56****	7/5/16

* 2 hours total **3 hours total ***1 hour total ****5 hours total

10. Summer Extra Duty Assignments

Item	Name	Assignment	Step	Hourly Rate	Effective Date
a.	Kamala Carlson	English Jumpstart	3	\$65.56*	6/1/16 - 6/30/16
↓	Kerr, Danielle	English Jumpstart	3	\$65.56*	6/1/16 - 6/30/16

* 10 hours total

**West Kern Community College District
Board of Trustees Meeting**

July 13, 2016

Agenda Item 14.

B. Educational Administrator Employment

Item	Name	Assignment	Grade/Step	Salary	Effective Date
1.	Arvizu, Primavera	Interim Vice President of Student Services	--	\$1,500.00/mo.	7/18/16 - 12/31/16

C. Classified Supervisory Employment

Item	Name	Assignment	Grade/Step	Salary	Effective Date
1.	Carpenter, Carey	Interim TIL Program Director	18/1	\$7,130.92/mo.	7/14/16 - 6/30/17
2.	Cordova, Anthony	Interim Career and Technical Education Director	14/6	\$335.80/daily rate	7/1/16 - 7/31/16
3.	Cordova, Anthony	Career and Technical Education Director	14/6	\$7,275.58/mo.	8/1/16 - 6/30/17

D. Classified Employment

Item	Name	Position	%Assignment	Range/Step	Salary	Term	Effective Date
1. Administrative Services							
a.	Uribe, Marcos	Groundskeeper	Temporary	17A	\$17.61/hr.	A/N	7/1/16 - 6/30/17
b.	Droege, Amy	Bookstore Clerk	Temporary	1A	\$11.86/hr.	A/N	6/15/16 - 6/30/16
2. Instruction							
a.	Arellano, Maria	Children's Center Assistant Teacher	Substitute	1A	\$11.86/hr.	A/N	6/21/16 - 6/30/16
b.	Espinoza, Heather	Children's Center Assistant Teacher	Substitute	1A	\$11.86/hr.	A/N	6/23/16 - 6/30/16
c.	Huizar, Maria	Children's Center Assistant Teacher	Substitute	1A	\$11.86/hr.	A/N	6/9/16 - 6/30/16
d.	Ponce, Sandra	Intern	Temporary	--	\$10.00/hr.	A/N	7/1/16 - 12/31/16
↓	Roman, Grecia	Intern	Temporary	--	\$10.00/hr.	A/N	7/1/16 - 12/31/16

2. Instruction, continued							
↓	Velasco, Cesar	Intern	Temporary	--	\$10.00/hr.	A/N	7/1/16 - 12/31/16
e.	Smith, Clayton	Intern	Temporary	11A	\$15.18/hr.	A/N	5/16/16 - 6/30/16
f.	Almanza, Maria	Children's Center Assistant Teacher	Substitute	1A	\$11.86/hr.	A/N	7/1/16 - 6/30/17
↓	Alvarado, Esperanza	Children's Center Assistant Teacher	Substitute	1A	\$11.86/hr.	A/N	7/1/16 - 6/30/17
↓	Andrade, Mirtha	Children's Center Assistant Teacher	Substitute	1A	\$11.86/hr.	A/N	7/1/16 - 6/30/17
↓	Arellano, Maria	Children's Center Assistant Teacher	Substitute	1A	\$11.86/hr.	A/N	7/1/16 - 6/30/17
↓	Bozarth, Hannah	Children's Center Assistant Teacher	Substitute	1A	\$11.86/hr.	A/N	7/1/16 - 6/30/17
↓	Cornejo, Maria	Children's Center Assistant Teacher	Substitute	1A	\$11.86/hr.	A/N	7/1/16 - 6/30/17
↓	Gutierrez Cuevas, Icela	Children's Center Assistant Teacher	Substitute	1A	\$11.86/hr.	A/N	7/1/16 - 6/30/17
↓	DeCampos, Elvira	Children's Center Assistant Teacher	Substitute	1A	\$11.86/hr.	A/N	7/1/16 - 6/30/17
↓	Espinoza, Heather	Children's Center Assistant Teacher	Substitute	1A	\$11.86/hr.	A/N	7/1/16 - 6/30/17
↓	Espinoza, Rosa	Children's Center Assistant Teacher	Substitute	1A	\$11.86/hr.	A/N	7/1/16 - 6/30/17
↓	Estrada, Gloria	Children's Center Assistant Teacher	Substitute	1A	\$11.86/hr.	A/N	7/1/16 - 6/30/17
↓	Estrada, Rosalinda	Children's Center Assistant Teacher	Substitute	1A	\$11.86/hr.	A/N	7/1/16 - 6/30/17
↓	Fierros, Daniela	Children's Center Assistant Teacher	Substitute	1A	\$11.86/hr.	A/N	7/1/16 - 6/30/17
↓	Galvan, Genoveve	Children's Center Assistant Teacher	Substitute	1A	\$11.86/hr.	A/N	7/1/16 - 6/30/17
↓	Gibson, Chayze	Children's Center Assistant Teacher	Substitute	1A	\$11.86/hr.	A/N	7/1/16 - 6/30/17
↓	Guzman, Angelina	Children's Center Assistant Teacher	Substitute	1A	\$11.86/hr.	A/N	7/1/16 - 6/30/17

2. Instruction, continued							
↓	Herrera, Wendy	Children's Center Assistant Teacher	Substitute	1A	\$11.86/hr.	A/N	7/1/16 - 6/30/17
↓	Holt, Poppi	Children's Center Assistant Teacher	Substitute	1A	\$11.86/hr.	A/N	7/1/16 - 6/30/17
↓	Huizar, Maria	Children's Center Assistant Teacher	Substitute	1A	\$11.86/hr.	A/N	7/1/16 - 6/30/17
↓	Leaf, Erin	Children's Center Assistant Teacher	Substitute	1A	\$11.86/hr.	A/N	7/1/16 - 6/30/17
↓	Lopez, Anna	Children's Center Assistant Teacher	Substitute	1A	\$11.86/hr.	A/N	7/1/16 - 6/30/17
↓	Ramirez, Juan	Children's Center Assistant Teacher	Substitute	1A	\$11.86/hr.	A/N	7/1/16 - 6/30/17
↓	Ruiz, Esperanza	Children's Center Assistant Teacher	Substitute	1A	\$11.86/hr.	A/N	7/1/16 - 6/30/17
↓	Salomon, Cindy	Children's Center Assistant Teacher	Substitute	1A	\$11.86/hr.	A/N	7/1/16 - 6/30/17
↓	Salomon, Guadalupe	Children's Center Assistant Teacher	Substitute	1A	\$11.86/hr.	A/N	7/1/16 - 6/30/17
↓	Stokes, Ileana	Children's Center Assistant Teacher	Substitute	1A	\$11.86/hr.	A/N	7/1/16 - 6/30/17
↓	Walton, Luz	Children's Center Assistant Teacher	Substitute	1A	\$11.86/hr.	A/N	7/1/16 - 6/30/17
↓	Zendejas, Alma	Children's Center Assistant Teacher	Substitute	1A	\$11.86/hr.	A/N	7/1/16 - 6/30/17
g.	Leal De Bravo, Yudy	Spanish Tutor	Temporary	11F	\$19.38/hr.*	A/N	5/21/16 - 6/30/16
h.	Leal De Bravo, Yudy	Spanish Tutor	Temporary	11F	\$19.38/hr.*	A/N	7/1/16 - 8/31/16
i.	Lopez, Norberto	Instructional Technician - Curriculum	Temporary	20A	\$18.96/hr.	A/N	6/27/16 - 6/30/16
j.	Lopez, Norberto	Instructional Technician - Curriculum	Temporary	20A	\$18.96/hr.	A/N	7/1/16 - 7/31/16
k.	Lopez, Norberto	Instructional Technician - Curriculum	100%	20A	\$3,287.00/mo.	12 mo.	8/1/16 - 6/30/17
l.	Uribe, Marcos	Bilingual Welding Instructional Aide	Temporary	15A	\$16.77/hr.**	A/N	7/1/16 - 6/30/17
m.	Ramirez, Adeline	AB 86 Grant Coordinator	Temporary	36A	\$27.87/hr.	A/N	7/1/16 - 9/30/16

3. Student Services							
a.	Landreth, Nancy	TRIO Technician	Temporary	15F	\$21.39/hr.	A/N	7/1/16 - 7/31/16
b.	Landreth, Nancy	TRIO Technician (Re-organization)	47.5% To 100%	15F (No change)	\$3,708.00 mo. (No change)	12 mo.	8/1/16 - 6/30/17
4. Superintendent/President							
a.	Lopez, Bethany	Information Systems Secretary	Temporary	15A	\$16.77/hr.	A/N	7/7/16 - 7/31/16
b.	Lopez, Bethany	Information Systems Secretary	100%	15A	\$2,906.00/mo.	12 mo.	8/1/16 - 6/30/17

* Up to 16 hours/week **Up to 19 hours/week

E. Resignations/Retirements

Item	Name	Position	% Assignment	Range/ Step	Salary	Term	Effective Date
a.	Belden, Rachel (Resignation)	STEM Outreach Activities Coordinator	--	--	--	--	7/14/16
b.	Garza, Ric (Resignation)	Testing Technician II	--	--	--	--	7/14/16
c.	Napoleon, Cherie (Resignation)	TIL Life Skills Aide	--	---	--	--	6/30/16

F. Request for Approval to Recruit for the Following Positions

Item	Position	Classification	Salary Schedule Placement	Annual Salary Range	Funding Source	Term	FTE
a.	Bilingual Welding Instructional Aide	Classified	Range 15	\$34,867.00 - \$44,500.00	Grant	12 mo.	100%
b.	Engineering Lab Technician	Classified	Range 20	\$39,449.00 - \$50,348.00	Grant	12 mo.	100%
c.	Security Guard - 2 Positions	Classified	Range 19	\$15,393.60 - \$19,660.80	District	12 mo.	47.5%
d.	STEM Outreach Activities Coordinator	Classified	Range 35	\$57,134.00 - \$72,919.00	Grant	12 mo.	100%

Appendix II

Item	Position	Classification	Salary Schedule Placement	Annual Salary Range	Funding Source	Term	FTE
e.	Testing Technician II	Classified	Range 15	\$34,867.00 - \$44,500.00	District	12 mo.	100%
f.	TIL Life Skills Aide	Classified	Range 13	\$14,452.35 - \$18,444.25	Categorical	11 mo.	47.5%
g.	TIL Program Director	Classified Supervisory	Grade 18	\$85,517.00 - \$110,367.00	Categorical	12 mo.	100%
h.	Vice President of Student Services	Administrator	Grade 24	\$114,673.00 - \$147,902.00	District	12 mo.	100%