

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

November 14, 2018

**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 Sarah Criss 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/Complaint/Reassignment, Government Code Section 54957
  - D. Conference with Labor Negotiators (Government Code section 54957.6)  
Agency Designated Representative: Superintendent/President  
Employee Organizations: TC Faculty Association, CSEA Chapter #543 & Management/Supervisory/Classified Confidential Employees
  - E. Conference with Legal Counsel - Anticipated Litigation  
Significant Exposure to Litigation Pursuant to Paragraph (2) or (3) of Subdivision (d) of Section 54956.9 - 2 Potential Cases  
Claim Received from Donald Thornsberry  
Claim Received from Melissa Thornsberry
  - F. Conference with Legal Counsel - Anticipated Litigation  
Significant Exposure to Litigation Pursuant to Paragraph (2) or (3) of Subdivision (d) of Section 54956.9
  - G. Student Discipline and Other Confidential Student Matters, Education Code Sections 35146, 48900 et. Seq. and 48912(b)
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. QUARTERLY INVESTMENT REPORT
  9. APPROVAL OF MINUTES - Regular Meeting Held October 10, 2018
  10. NEW BUSINESS:

Public Hearing (Items A-B)

- A. Request for Approval - West Kern Community College District Resolution No. 2018/19-03 Re: Energy Conservation Project
- B. Request for Approval - Solar Contract with ForeFront Power
- C. Request for Approval - Taft College Faculty Association (TCFA) English 1000 and 1500 Class Size Limits, Implementation Date January 1, 2019
- D. Request for Approval - Taft College Faculty Association (TCFA) Dental Hygiene Remediation Course Stipends, Implementation Date January 1, 2019

11. CONSENT AGENDA (Items A - CC)

- A. Information Item – Annual Financial and Budget Report (CCFS-311A) for the Fiscal Year Ended June 30, 2018
- B. Information Item – CCFS-311Q for the 1<sup>st</sup> Quarter Ending September 30, 2018
- C. Request for Approval – Adjustments to 2018-19 Adopted Budget
- D. Request for Approval – Revised 2019-20 Academic Calendar
- E. Request for Approval – 2020-21 Academic Calendar
- F. Request for Approval – Course Inactivations

Applied Technology Division

- BUSN 1601 Beginning Keyboarding
- BUSN 1602 Beginning Keyboarding
- BUSN 1603 Beginning Keyboarding
- WELD 1010 Gas Metal Arc Welding (GMAW) and Flux Core Arc Welding (FCAW)
- WELD 1020 Gas Tungsten Arc Welding (GTAW)
- WELD 1030 Pipe Welding
- WELD 1040 Shielded Metal Arc Welding

Math and Science Division

- ENGR 1520 Statistics
- ENGR 1530 Materials Science and Engineering with Lab

- G. Request for Approval – Course Revisions

Social Science Division

- ECEF 1571 Child Study and Assessment

Liberal Arts Division

- MUSC 1510 Music Appreciation
- SPCH 1507 Group Discussion
- SPCH 1511 Fundamentals of Speech

- H. Request for Approval – New Courses

Applied Technology Division

- MGMT 1565 Professionalism and Etiquette
- MGMT 1570 Diversity at Work

- I. Request for Approval – Distance Learning Request

Applied Technology Division

MGMT 1570 Diversity at Work

MGMT 2900 Management Capstone

Math and Science Division

MATH 1510 College Math for Liberal Arts

- J. Request for Approval – Program Inactivation

Applied Technology Division

Information Management and Technology

- K. Request for Approval – Residence Hall/Dormitory and Meal Plan Fees
- L. Request for Approval – WKCCD Budget Development Calendar for Fiscal Year 2018-19
- M. Request for Ratification – Agreement with West Kern Adulthood Education Network Joint Powers Agreement (JPA); 7/1/18 – 6/30/19
- N. Request for Ratification – MOU between West Kern Community College District (WKCCD) and West Kern Adult Education Network (WKAEN) for Career Technology Education (CTE) Training Under Adult Education Block Grant (AEBG) Workforce Training Partnership
- O. Request for Ratification – Amendment 01 to the Resolution Authorizing Agreement with the California Department of Education Preschool Program; 7/1/18 – 6/30/19; New MRA is \$806,433.00 (Increase of \$38,504.00)
- P. Request for Ratification – Amendment 01 to the Resolution Authorizing Agreement with the California Department of Education General Child Care & Development Programs; 7/1/18 – 6/30/19; New MRA is \$709,075.00 (Increase of \$132,441.00)
- Q. Request for Approval – Agreement with Serban Sound & Communications for Purchase and Installation of Upgraded Audiovisual Equipment and One Television to Replace End-of-Life Equipment in Four Classrooms; Total Cost \$39,379.54
- R. Request for Approval – eLumen Annual License Renewal; 1/1/19 – 12/31/19; \$12,520.00
- S. Request for Approval – Contract with School Datebooks to produce Student Planners for the 2019-2020 Academic Year; \$9,404.97

- T. Request for Approval – Dentrix Patient Management Software & Service Agreement with Henry Schein, Inc. for the Taft College Dental Hygiene Program; One Year from Date of Implementation; Total Cost of \$9,221.69
- U. Request for Approval – Cranium Café Online Tutoring Annual Subscription License Renewal; 12/1/18 – 11/30/19; \$6,336.00
- V. Request for Approval – Agreement with ITSavvy to Upgrade Commvault Backup Solution from Version 10 to Version 11/ \$5,625.00
- W. Request for Approval – Synapse Laserfiche Software Support Renewal LSAP; 11/29/18 – 11/28/19; \$3,183.70
- X. Request for Approval – Contract for Professional Services with Amber Anderson for Assistance with Registration Procedures and Processes; 10/26/18 – 11-30/18; \$100/Hour, Not to Exceed \$2,400.00
- Y. Request for Approval – Extension of Lease Agreement with Taft Plaza for the Rental Space Located at 515 S. Finley Drive, Taft, CA; 12/15/18 – 12/14/19 with Cancellation At Any Time with a 60 Day Notice; \$1,907.00/Month
- Z. Request for Approval – Event Rental Contract with The Fort Preservation Society for the 6<sup>th</sup> Annual Triple Play Dinner & Auction; 1/11/19; Not to Exceed \$1,200.00
- AA. Request for Approval – MTS Maintenance Contract Renewal Quote #20181011i-C; 11/28/18 – 11/27/19; \$1,044.75
- BB. Request for Ratification – Ellucian On Demand Subscription Library; 11/1/18 – 10/31/19; \$949.00
- CC. Ratification of the October 2018 Vendor Check & Purchase Order Registers

12. PUBLIC COMMENT ON ITEMS OF GENERAL INTEREST

13. EMPLOYMENT

- A. Academic Employment (Appendix I)
- B. Classified Supervisory Employment (Appendix II)
- C. Confidential Management Employment (Appendix (II))
- D. Classified Employment (Appendix II)

14. REPORTS:

- A. Financial Reports (for information):
  - 1. Revenue Accounts (Account Level 1) FY 2018/19
  - 2. Expenditure Accounts (Account Level 1) FY 2018/19
  - 3. Expenditure Detail of \$10,000.00 or Greater, October 2018
  - 4. Student Organization and Special Accounts, October 2018

5. Funds Deposited in County Treasury, October 2018
  6. Report of Investments at U.S. Bank Global Corporate Trust Services and the Bank of New York Mellon Trust Company, N.A. as of 9/30/18
  - B. Trustee Reports
  - C. Academic Senate Report
  - D. Reports from Staff and Student Organizations
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15. REPORT OF THE SUPERINTENDENT
  
  16. NEXT MEETING DATE  
The next regular meeting is scheduled for Wednesday, December 12, 2018, at 5:00 p.m.
  
  17. CONTINUATION OF CLOSED SESSION (If Necessary)
  
  18. ADJOURNMENT

**RESOLUTION NO. 2018/19-03**

**FINDINGS RE: ENERGY CONSERVATION PROJECT AND  
AUTHORIZATION TO ENTER INTO ENERGY SERVICES CONTRACT  
AND RELATED CONTRACTS WITH FOREFRONT POWER  
(GOVERNMENT CODE §§4217.10 ET SEQ.)**

WHEREAS, the West Kern Community College District (“District”) is a public agency as that term is defined in Government Code §4217.11(j).

WHEREAS, the provisions of Government Code §§4217.10 et seq. authorize a public agency to enter into an energy service contract for an energy conservation facility upon terms in the best interest of the District, provided that certain findings are made by the District’s Board of Trustees in connection with such an energy service contract.

WHEREAS, the scope of an energy conservation facility under Government Code §§4217.11 includes alternate energy equipment for production or conversion of energy from alternate sources as its primary fuel source, including solar.

WHEREAS, District Staff has evaluated alternative energy conservation measures at the District’s Taft College campus to meet Taft College electrical power requirements and to reduce on-going operational expenses for securing electrical power through PG&E.

WHEREAS, District Staff has concluded that energy conservation facilities consisting of photovoltaic solar shade structure electrical generating systems utilizing solar power installed in parking areas of the Taft College campus (“the ESA Project”) provides the District with the most suitable energy conservation facility by generating electrical power electrical power to serve the Taft College campus, resulting in operational cost savings to the District by reduction of electrical power purchases from PG&E.

WHEREAS, District staff has determined that the ESA Project scope consisting of: (i) a photovoltaic solar generating facility with a 1.056 MW (dc) capacity at the Taft College campus provides the District with the best value when electrical power generation and installation costs are considered.

WHEREAS, the School Project for Utility Rate Reduction (“SPURR”) a California Joint Powers Authority issued a Request for Proposals for its Renewable Aggregated Procurement (REAP) Program (“SPURR RFP”) requesting proposals for development, design, installation and operation of solar photovoltaic generating facilities (“Solar Arrays”).

WHEREAS, pursuant to the SPURR RFP, ForeFront Power (“FFP”) was awarded a Master Contract for proposed pricing and terms for Solar Arrays (“SPURR Master Contract”)

WHEREAS, the terms of the SPURR RFP permit Eligible Entities to procure Solar Arrays from FFP pursuant to the SPURR Master Contract; the District is an Eligible Entity as defined in the SPURR RFP.

WHEREAS, pursuant to the SPURR Master Contract, FFP submitted a proposal to the District for the ESA Project, consisting of an Energy Services Agreement-Solar and General Terms and Conditions of Energy Services Agreement (collectively “Taft ESA Contract”); the Taft ESA Contract is attached hereto as Attachment A.

WHEREAS, the Taft ESA Contract generally provides that FFP will develop, design, install, operate and maintain the ESA Project at FFP costs, with power generated by the ESA Project cabled for Taft College consumption at the rate of 13¢ per kWh over the 25-year term of the Taft ESA Contract (“ESA Costs”).

WHEREAS, Attachment B hereto is a comparison of the ESA Costs with the anticipated costs for the District to obtain PG&E electrical power service over the 25-year term of the Taft ESA Contract.

WHEREAS, Government Code §4217 et seq. authorizes the District to enter into an Energy Services Contract for the ESA Project on terms that the Governing Board determines is in the best interests

of the District if the determination is made at a regularly scheduled public hearing, public notice of which was given at least two (2) weeks in advance of the scheduled public hearing.

WHEREAS, on October 31, 2018 the District posted public notice of the public hearing relating to the Taft ESA Contract for the ESA Project.

NOW THEREFORE, the following Resolutions are adopted.

RESOLVED, that the Board of Trustees finds that the anticipated ESA Costs are less than the cost for the District to obtain the equivalent electrical service to otherwise serve the Taft College campus.

FURTHER RESOLVED, that the Board of Trustees has determined that the Taft ESA Contract incorporate terms and conditions that establish the requirements for the photovoltaic energy generating facilities at the Taft College campus which are in the best interests of the District.

FURTHER RESOLVED, District's Superintendent/President, or such District employee she may designate, is hereby authorized to execute the Taft ESA Contract and related instruments on behalf of West Kern Community College District and to take all other measures necessary or appropriate to implement the Energy Services Agreement and other related contracts.

On the motion of \_\_\_\_\_ and seconded by \_\_\_\_\_.


ROLL CALL:           AYES \_\_\_\_           NOES \_\_\_\_           ABSTAIN \_\_\_\_

The foregoing Resolutions are adopted by the Board of Trustees of the West Kern Community College District` at a regularly scheduled meeting of the Board of Trustees this \_\_\_\_ day of November, 2018.

\_\_\_\_\_  
President, Board of Trustees



**Date:** November 5, 2018

**Submitted by:** Brock McMurray, EVP Administrative Services 

**Area Administrator:** Dr. Debra Daniels, Superintendent/President

**Subject:** Request for Approval

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**Board Meeting Date:** November 14, 2018

**Title of Board Item:** Public Hearing and authorization to enter into an Energy Services Agreement-Solar and General Terms and Conditions of Energy Services Agreement (collectively "Taft ESA Contract") FFP BTM Solar, LLC ("FFP") for design, installation and operation of an energy conservation facility consisting of photovoltaic solar power generating shade structures ("ESA Project") located in the Taft College parking lot.

**Background:**

Operational cost savings can be realized by reduction of electrical power purchases from PG&E and meeting the District's sustainability objectives can be realized by an energy conservation facility consisting of photovoltaic solar shade structure electrical generating systems utilizing solar power installed in parking areas of the Taft College campus ("the ESA Project").

In July, 2017, the School Project for Utility Rate Reduction ("SPURR") a California Joint Powers Authority issued a Request for Proposals for its Renewable Aggregated Procurement (REAP) Program ("SPURR RFP") requesting proposals for development, design, installation and operation of solar photovoltaic generating facilities ("Solar Arrays"). ForeFront Power ("FFP") was awarded a Master Contract for proposed pricing and terms for Solar Arrays ("SPURR Master Contract"). The terms of the SPURR RFP permit Eligible Entities to procure Solar Arrays pursuant to the SPURR Master Contract; the District is an Eligible Entity as defined in the SPURR RFP.

District staff has determined that the ESA Project scope consisting of: (i) a photovoltaic solar generating facility with a 1.056 MW (dc) capacity at the Taft College campus provides the District with the best value when electrical power generation and installation costs are considered. FFP submitted a proposal to the District for the ESA Project, consisting of an Energy Services Agreement-Solar and General Terms and Conditions of Energy Services Agreement (collectively "Taft ESA Contract"); the Taft ESA Contract is attached hereto as Attachment A. The Taft ESA Contract generally provides that FFP will develop, design, install, operate and maintain the ESA Project at FFP costs, with power generated by the ESA Project cabled for Taft College consumption at the rate of 13¢ per kWh over the 25-year term of the Taft ESA Contract ("ESA Costs").

Attachment B hereto is a comparison of the ESA Costs with the anticipated costs for the District to obtain PG&E electrical power service over the 25-year term of the Taft ESA Contract. Attachment B projects annual cost savings of \$58,052 in the first year of the ESA Project

operation. Taking into account the ESA Costs and anticipated increases in public electrical utility service charges, Attachment B projects a cumulative cost savings of \$2,171,849 over the 25-year term of the Taft ESA Contract.

Government Code §4217 et seq. authorizes the District to enter into the Taft ESA Contract for the ESA Project on terms that the Governing Board determines is in the best interests of the District if the determination is made at a regularly scheduled public hearing, public notice of which was given at least two (2) weeks in advance of the scheduled public hearing. On October 31, 2018 the District posted public notice of the public hearing relating to the Taft ESA Contract for the ESA Project. A copy of the public notice is Attachment C hereto.

**Recommended Action**

The Superintendent/President recommends that the Board take action to adopt Resolution No. 2018/19-03 which:

1. Awards the Taft ESA Contract to FFP by authorizing District staff to execute the Taft ESA Contract.
2. Makes findings that the anticipated cost to the District for electrical energy services provided by the ESA Project will be less than the anticipated marginal cost to the District of electrical costs in the absence of the ESA Project and the Taft ESA Contract.

**Terms (if applicable):**

Please see Attachment A ESA Contract.

**Expense (if applicable):**

Not applicable.

**Fiscal Impact Including Source of Funds (if applicable):**

Cost savings as outlined in Attachment B.

Approved:   
Dr. Debra Daniels, Superintendent/President

# Attachment A

**CONFIDENTIAL AND PROPRIETARY**

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**GENERAL TERMS AND CONDITIONS OF  
ENERGY SERVICES AGREEMENT**

*These General Terms and Conditions ("General Conditions") are dated as of the \_\_\_\_ day of \_\_\_\_\_, 201\_\_ and are witnessed and acknowledged by FFP BTM Solar, LLC, a Delaware limited liability company ("ForeFront Power") and West Kern Community College District, a community college district organized and existing under the laws of the state of California ("Purchaser"), as evidenced by their signature on the last page of this document. These General Conditions are intended to be incorporated by reference into Energy Services Agreements that may be entered into between ForeFront Power and Purchaser or between their respective affiliates. These General Conditions shall have no binding effect upon ForeFront Power or Purchaser, respectively, except to the extent ForeFront Power or Purchaser becomes a party to an Energy Services Agreement that incorporates these General Conditions.*

**1. DEFINITIONS.**

1.1 In addition to other terms specifically defined elsewhere in the Agreement, where capitalized, the following words and phrases shall be defined as follows:

"Affiliate" means, with respect to any specified Person, any other Person directly or indirectly controlling, controlled by or under common control with such specified Person.

"Agreement" means, the Energy Services Agreement.

"Applicable Law" means, with respect to any Person, any constitutional provision, law, statute, rule, regulation, ordinance, treaty, order, decree, judgment, decision, certificate, holding, injunction, registration, license, franchise, permit, authorization, guideline, Governmental Approval, consent or requirement of any Governmental Authority having jurisdiction over such Person or its property, enforceable at law or in equity, including the interpretation and administration thereof by such Governmental Authority.

"Assignment" has the meaning set forth in Section 13.1.

"Bankruptcy Event" means with respect to a Party, that either (i) such Party has (A) applied for or consented to the appointment of, or the taking of possession by, a receiver, custodian, trustee or liquidator of itself or of all or a substantial part of its property; (B) admitted in writing its inability, or be generally unable, to pay its debts as such debts become due; (C) made a general assignment for the benefit of its creditors; (D) commenced a voluntary case under any bankruptcy law; (E) filed a petition seeking to take advantage of any other law relating to bankruptcy, insolvency, reorganization, winding up, or composition or readjustment of debts; (F) taken any corporate or other action for the purpose of effecting any of the foregoing; or (ii) has a petition in bankruptcy filed against it, and such petition is not dismissed within ninety (90) days after the filing thereof.

"Business Day" means any day other than Saturday, Sunday or any other day on which banking institutions in the state of California are required or authorized by Applicable Law to be closed for business.

“Commercial Operation” has the meaning set forth in Section 3.3(b).

“Commercial Operation Date” has the meaning set forth in Section 3.3(b).

“Confidential Information” has the meaning set forth in Section 15.1.

“Construction Start Date” has the meaning set forth in Section 5 of the Special Conditions.

“Covenants, Conditions and Restrictions” or “CCR” means those requirements or limitations related to the Premises as may be set forth in a lease, if applicable, or by any association or other organization, having the authority to impose restrictions

“Delay Liquidated Damages” means the daily payment of an amount that equals the product of the Solar System Size as set forth in Schedule 1 of the Special Conditions, times \$0.250/day/kW if the ForeFront Power fails to achieve the Commercial Operation Date by the Guaranteed Commercial Operation Date.

“Disruption Period” has the meaning set forth in Section 4.3.

“Early Termination Date” means any date on which the Agreement terminates other than by reason of expiration of the then applicable Term.

“Early Termination Fee” means the fee payable by Purchaser to ForeFront Power under the circumstances described in Section 11.2.

“Effective Date” has the meaning set forth in the preamble to the Special Conditions.

“Energy Services” has the meaning set forth in the Special Conditions.

“Energy Services Agreement” and “Special Conditions” are the same instrument which is the Energy Services Agreement (including the Schedules attached thereto) with an Effective Date of \_\_\_\_\_, 2018 entered into between ForeFront Power and Purchaser that incorporates these General Conditions by reference.

“Energy Services Payment” has the meaning set forth in Schedule 2 of the Special Conditions.

“Environmental Attributes” shall mean, without limitation, carbon trading credits, renewable energy credits or certificates, emissions reduction credits, emissions allowances, green tags, tradable renewable credits, or Green-e® products.

“Environmental Documents” has the meaning set forth in Section 7.2(h).

“Environmental Law” means any and all federal, state, local, provincial and foreign, civil and criminal laws, statutes, ordinances, orders, common law, codes, rules, regulations, judgments, decrees, injunctions relating to the protection of health and the environment, worker health and safety, and/or governing the handling, use, generation, treatment, storage, transportation, disposal, manufacture, distribution, formulation, packaging, labeling, or release to the environment of or exposure to Hazardous Materials, including any such requirements implemented through Governmental Approvals.

“Estimated Remaining Payments” means as of any date, the estimated remaining Energy Services Payments to be made through the end of the then-applicable Term, as reasonably determined by ForeFront Power.

“Expiration Date” means the date on which the Agreement terminates by reason of expiration of the Term.

“Fair Market Value” means, with respect to any tangible asset or service, the price that would be negotiated in an arm’s-length, free market transaction, for cash, between an informed, willing seller and an informed, willing buyer,

neither of whom is under compulsion to complete the transaction. Fair Market Value of the System will be determined pursuant to Section 2.4.

“Financing Party” means, as applicable (i) any Person (or its agent) from whom ForeFront Power (or an Affiliate of ForeFront Power) leases the System, (ii) any Person (or its agent) who has made or will make a loan to or otherwise provides financing to ForeFront Power (or an Affiliate of ForeFront Power) with respect to the System, or (iii) any Person acquiring a direct or indirect interest in ForeFront Power or in ForeFront Power’s interest in the Agreement or the System as a tax credit investor.

“Force Majeure Event” has the meaning set forth in Section 10.1.

“ForeFront Power” has the meaning set forth in the Special Conditions.

“ForeFront Power Default” has the meaning set forth in Section 11.1(a).

“General Conditions” means these General Terms and Conditions of the Energy Services Agreement, including all Exhibits hereto.

“Guaranteed Commercial Operation Date” has the meaning set forth in Section 5 of the Special Conditions, which date shall be extended day-for-day for Force Majeure Events and for other events outside of ForeFront Power’s reasonable control.

“Governmental Approval” means any approval, consent, franchise, permit, certificate, resolution, concession, license, or authorization issued by or on behalf of any applicable Governmental Authority, including any such approval, consent, order or binding agreements with or involving a governmental authority under Environmental Laws.

“Governmental Authority” means any federal, state, regional, county, town, city, or municipal government, whether domestic or foreign, or any department, agency, bureau, or other administrative, regulatory or judicial body of any such government.

“Hazardous Materials” means any hazardous or toxic material, substance or waste, including petroleum, petroleum hydrocarbons or petroleum products, and any other chemicals, materials, substances or wastes in any amount or concentration which are regulated under or for which liability can be imposed under any Environmental Law.

“Indemnified Parties” has the meaning set forth in Section 16.1.

“Initial Term” has the meaning set forth in Section 2 of the Special Conditions.

“Installation Work” means the construction and installation of the System and the start-up, testing and acceptance (but not the operation and maintenance) thereof, all performed by or for ForeFront Power at the Premises.

“Invoice Date” has the meaning set forth in Section 6.2.

“Liens” has the meaning set forth in Section 7.1(e).

“Local Electric Utility” means the local electric distribution owner and operator providing electric distribution and interconnection services to Purchaser at the Premises.

“Losses” means all losses, liabilities, claims, demands, suits, causes of action, judgments, awards, damages, cleanup and remedial obligations, interest, fines, fees, penalties, costs and expenses (including all attorneys’ fees and other costs and expenses incurred in defending any such claims or other matters or in asserting or enforcing any indemnity obligation).

“Option Price” has the meaning set forth in Section 2.3.

“Party” or “Parties” has the meaning set forth in the preamble to the Special Conditions.

“Person” means an individual, partnership, corporation, limited liability company, business trust, joint stock company, trust, unincorporated association, joint venture, firm, or other entity, or a Governmental Authority.

“Pre-existing Environmental Conditions” means any: (i) violation of, breach of or non-compliance with any Environmental Laws with respect to the Premises that first existed, arose or occurred on or prior to ForeFront Power’s commencement of construction at the Premises and (ii) the presence or release of, or exposure to, any Hazardous Materials at, to, on, in, under or from the Premises that first existed, arose or occurred on or prior to ForeFront Power’s commencement of construction at the Premises.

“Premises” means the premises described in Schedule 1 of the Special Conditions. The Premises includes the entirety of any structures and underlying real property located at the address in Schedule 1 of the Special Conditions.

“Purchase Date” means the first Business Day that occurs after the applicable purchase date set forth in Schedule 3 of the Special Conditions.

“Purchaser” has the meaning set forth in the preamble to the Special Conditions.

“Purchaser Default” has the meaning set forth in Section 11.2(a).

“Renewal Term” has the meaning set forth in Section 2.1.

“Representative” has the meaning set forth in Section 15.1.

“Security Interest” has the meaning set forth in Section 8.2.

“Site Plan” has the meaning set forth in Section 3.1.

“Site-Specific Requirements” means the site-specific information and requirements as may be set forth in Schedule 6 of the Special Conditions.

“Special Conditions” means each Energy Services Agreement, excluding these General Conditions.

“Stated Rate” means a per annum rate of ten percent (10%).

“System” has the meaning set forth in Schedule 1 of the Special Conditions.

“System-based Incentives” means any accelerated depreciation, installation or production-based incentives, investment tax credits and subsidies including, but not limited to, the subsidies in Schedule 1 of the Special Conditions and all other related subsidies and incentives.

“System Operations” means ForeFront Power’s operation, maintenance and repair of the System performed in accordance with the requirements herein.

“Term” has the meaning set forth in Section 2 of the Special Conditions.

“Term Year” means a twelve (12) month period beginning on the first day of the Term and each successive twelve (12) month period thereafter.

“Termination Date” means the date on which the Agreement ceases to be effective, including on an Early Termination Date or the Expiration Date.

“Transfer Time” has the meaning set forth in Section 4.3(a).

1.2 Interpretation. The captions or headings in these General Conditions are strictly for convenience and shall not be considered in interpreting the Agreement. Words in the Agreement that impart the singular connotation shall be interpreted as plural, and words that impart the plural connotation shall be interpreted as singular, as the identity of the parties or objects referred to may require. The words “include”, “includes”, and “including” mean include, includes, and including “without limitation” and “without limitation by specification.” The words “hereof”, “herein”, and “hereunder” and words of similar import refer to the Agreement as a whole and not to any particular provision of the Agreement. Except as the context otherwise indicates, all references to “Articles” and “Sections” refer to Articles and Sections of these General Conditions.

## 2. TERM AND TERMINATION.

### 2.1 Term; Early Termination; Milestone Dates.

(a) Term. The term of the Agreement shall commence on the Effective Date and shall continue for the number of years after the Commercial Operation Date that are specified in the Special Conditions (the “Initial Term”), unless and until extended or terminated earlier pursuant to the provisions of the Agreement.

(b) Early Termination. Purchaser may terminate the Agreement prior to any applicable Expiration Date for any reason upon sixty (60) days’ prior written notice. If Purchaser terminates the Agreement prior to the Expiration Date of the Initial Term, Purchaser shall pay, as liquidated damages, the Early Termination Fee set forth on Schedule 3, Column 1 of the Special Conditions, and ForeFront Power shall cause the System to be disconnected and removed from the Premises. Upon Purchaser’s payment to ForeFront Power of the Early Termination Fee, the Agreement shall terminate automatically.

(c) Purchaser may (i) if ForeFront Power fails to commence construction by the Construction Start Date, be entitled (as its sole remedy) to Delay Liquidated Damages not to exceed \$22.5/kW, (ii) terminate this Agreement with no liability whatsoever if ForeFront Power fails to commence construction of the System by the date that is 90 days after the Construction Start Date, or (iii) if ForeFront Power fails to achieve Commercial Operation by the Guaranteed Commercial Operation Date, be entitled (as its sole remedy) to Delay Liquidated Damages not to exceed \$15/kW, plus (if Installation Work had commenced at the Premises as of the date of termination) any costs reasonably incurred by Purchaser to return its Premises to its condition prior to commencement of the Installation Work. Further, Purchaser may terminate this Agreement with no liability whatsoever if ForeFront Power fails to commence Commercial Operation by the date that is 60 days after the Guaranteed Commercial Operation Date. The Construction Start Date and Guaranteed Commercial Operation Date shall be extended on a day-for-day basis if, notwithstanding ForeFront Power’s commercially-reasonable efforts, interconnection approval is not obtained within 60 days after the Effective Date, provided that interconnection applications are submitted within 45 days of the later of (a) the Effective Date and (b) finalization of the System layout.

2.2 Purchase Option. On any Purchase Date, so long as a Purchaser Default shall not have occurred and be continuing, Purchaser has the option to purchase the System for a purchase price (the “Option Price”) equal to the greater of (a) the Fair Market Value of the System as of the Purchase Date, or (b) the Early Termination Fee as of the Purchase Date, as specified in Schedule 3, Column 2 of the Special Conditions. To exercise its purchase option, Purchaser shall, not less than one hundred and eighty (180) days prior to the proposed Purchase Date, provide written notice to ForeFront Power of Purchaser’s intent to exercise its option to purchase the System on such Purchase Date. Within thirty (30) days of receipt of Purchaser’s notice, ForeFront Power shall specify the Option Price, and Purchaser shall then have a period of thirty (30) days after notification to confirm or retract its decision to exercise the purchase option or, if the Option Price is equal to the Fair Market Value of the System, to dispute the determination of the Fair Market Value of the System. In the event Purchaser confirms its exercise of the purchase option in writing to ForeFront Power (whether before or after any determination of the Fair Market Value determined pursuant to Section 2.3), (i) the Parties shall promptly execute all documents necessary to (A) cause title to the System to pass to Purchaser on the Purchase Date, free and clear of any Liens, and (B) assign all vendor warranties for the System to Purchaser, and (ii) Purchaser shall pay the Option Price to ForeFront Power on the Purchase Date, such payment to be made in accordance with any previous written instructions delivered to Purchaser by ForeFront Power or ForeFront Power’s Financing Party, as applicable, for payments under the Agreement. Upon execution of the documents and payment of the Option Price, in each case as described in the preceding sentence, the Agreement shall terminate



automatically. Payment of the Option Price shall be in lieu of and instead of any payments as described in Section 2.2 hereof. In the event Purchaser retracts its exercise of, or does not timely confirm, the purchase option, the provisions of the Agreement shall be applicable as if Purchaser had not exercised any option to purchase the System.

2.3 Determination of Fair Market Value. If the Option Price indicated by ForeFront Power in accordance with Section 2.2 is equal to the Fair Market Value (as determined by ForeFront Power) and Purchaser disputes such stated Fair Market Value within thirty (30) days of receipt of such notice from ForeFront Power, then the Parties shall mutually select an independent appraiser with experience and expertise in the Energy Services industry. Such appraiser shall act reasonably and in good faith to determine Fair Market Value and shall set forth such determination in a written opinion delivered to the Parties. The valuation made by the appraiser shall be binding upon the Parties in the absence of fraud or manifest error. The costs of the appraisal shall be borne by Purchaser if such appraisal results in a value equal or greater than the value provided by ForeFront Power pursuant to Section 2.3; otherwise, the Parties shall equally share such cost.

2.4 Removal of System at Expiration. Subject to Purchaser's exercise of its purchase option under Section 2.2, upon the expiration or earlier termination of the Agreement, ForeFront Power shall, at ForeFront Power's expense, remove all of its tangible property comprising the System from the Premises no later than seventy five (75) days after the Termination Date. The Premises shall be returned to the condition existing as of the Effective Date, except for System mounting pads or other support structures on roof-mounted systems only, and ordinary wear and tear. If the System is to be located on a roof, then in no case shall ForeFront Power's removal of the System affect the integrity of Purchaser's roof, which shall be as leak proof as it was prior to removal of System (other than ordinary wear and tear). For purposes of ForeFront Power's removal of the System, Purchaser's covenants pursuant to Section 7.2 shall remain in effect until the date of actual removal of the System. ForeFront Power shall leave the Premises in neat and clean order. If ForeFront Power fails to timely complete removal of the System, Purchaser shall have the right, at its option, to remove the System to a public warehouse and restore the Premises to its original condition (other than System mounting pads or other support structures and ordinary wear and tear) at ForeFront Power's reasonable sole cost.

2.5 Conditions of the Agreement Prior to the Commercial Operation Date.

(a) In the event that any of the following events or circumstances occur prior to the Commercial Operation Date, ForeFront Power may (at its sole discretion) provide written notice to Purchaser that it is terminating the Agreement, in which case neither Party shall have any liability to the other except for any such liabilities that may have accrued prior to such termination:

(i) ForeFront Power determines that the Premises, as is, is insufficient to accommodate the System or unsuitable for construction or operation of the System.

(ii) There exist site conditions (including environmental conditions) or construction requirements that were not known as of the Effective Date and that could reasonably be expected to materially increase the cost of Installation Work or would adversely affect the electricity production from the System as designed.

(iii) There is a material adverse change in the regulatory environment, incentive program or federal or state tax code (including the expiration of any incentive program or tax incentives in effect as of the Effective Date) that could reasonably be expected to adversely affect the economics of the installation for ForeFront Power and its investors.

(iv) ForeFront Power is unable to obtain financing for the System on terms and conditions satisfactory to it.

(v) ForeFront Power has not received: (1) a fully executed a license in the form of Exhibit A of these General Conditions from the owner of the Premises (if the Purchaser is a tenant), (2) a release or acknowledgement from any mortgagee of the Premise, if required by ForeFront Power's Financing Party, to establish the priority of its security interest in the System, and (3) such other documentation as may be reasonably requested by ForeFront Power

to evidence Purchaser's ability to meet its obligations under Section 7.2(d)(ii) to ensure that ForeFront Power will have access to the Premises throughout the Term.

(vi) There has been a material adverse change in the rights of Purchaser to occupy the Premises or ForeFront Power to construct the System on the Premises.

(viii) Purchaser has determined that there are easements, CCRs or other land use restrictions, liens or encumbrances that would materially impair or prevent the installation, operation, maintenance or removal of the System.

(ix) There has been a material adverse change in Purchaser's credit-worthiness.

(b) If any of the conditions set forth in Section 2.5(a) are partly or wholly unsatisfied, and ForeFront Power wishes to revise the information in the Special Conditions, then ForeFront Power may propose modifications to the Special Conditions for acceptance by Purchaser. If Purchaser does not accept such modified Special Conditions, ForeFront Power may terminate this Agreement as provided in Section 2.5(a). If Purchaser accepts such revised Special Conditions, such revised Special Conditions shall be deemed an amendment of the Agreement, and the Agreement shall remain in force and effect upon execution by both Parties.

### 3. CONSTRUCTION, INSTALLATION AND TESTING OF SYSTEM.

3.1 Installation Work. ForeFront Power will cause the System to be designed, engineered, installed and constructed substantially in accordance with Schedule 1 of the Special Conditions and Applicable Law. ForeFront Power shall provide Purchaser with all construction plans and designs, including engineering evaluations of the impact of the System for Purchaser's review. Purchaser shall review such documents and provide ForeFront with comments, if any, within Fifteen (15) Business Days of receipt. Failure of Purchaser to provide any comments within such Fifteen (15) Business Day period shall be deemed acceptance. Forefront and Purchaser shall use commercially reasonable efforts to arrive at a mutually acceptable construction plan and final design (the "Site Plan"). . . . ForeFront Power shall perform the Installation Work at the Premises between the hours of 7:00 a.m. and 7:00 p.m. in a manner that minimizes inconvenience to and interference with the use of the Premises to the extent commercially practical. In addition to requirements of these General Conditions, Installation work at the Premises shall comply with the Special Conditions.

3.2 Approvals; Permits. Purchaser shall assist ForeFront Power in obtaining all necessary consents, approvals and permits required to perform Purchaser's obligations under this Agreement, including but not limited to those related to the Local Electric Utility or Governmental Approval, and any consents, waivers, approvals or releases required pursuant to any applicable contract or CCR, if applicable. Provider shall reimburse Purchaser for reasonable costs, including administrative/clerical support costs for such assistance.

#### 3.3 System Acceptance Testing.

(a) ForeFront Power shall conduct testing of the System in accordance with all applicable the then current industry and best practices methods, acts, guidelines, standards and/or criteria for solar photovoltaic generating systems similar to the System. ForeFront Power is responsible for implementing all measures and the costs thereof necessary for compliance with such methods, acts, guidelines, standards and/or criteria at completion of Systems installation and during the Term of the Agreement.

(b) After such testing indicates that the System is capable of providing the Energy Services, using such instruments and meters as have been installed for such purposes, and the System has been approved for interconnected operation by interconnection agreement with the Local Electric Utility ("Commercial Operation") then ForeFront Power shall send a written notice to Purchaser to that effect, and the date of such notice shall be the "Commercial Operation Date".

#### 4. SYSTEM OPERATIONS.

4.1 ForeFront Power as Owner and Operator. The System will be owned by ForeFront Power or ForeFront Power's Financing Party and will be operated and maintained and, as necessary, repaired by ForeFront Power at its sole cost and expense; *provided*, any repair or maintenance costs incurred by ForeFront Power as a result of Purchaser's negligence or breach of its obligations hereunder shall be reimbursed by Purchaser.

4.2 Metering. ForeFront Power shall install and maintain a utility grade kilowatt-hour (kWh) meter for the measurement of electrical energy generated by the System and may, upon prior consent of Purchaser (which shall not be unreasonably withheld), and at Provider's sole cost, install a utility grade kilowatt-hour (kWh) meter for the measurement of electrical energy delivered by the Local Electric Utility and consumed at the Premises.

4.3 System Disruptions. In the event that (a) the owner or lessee of the Premises repairs the Premises for any reason not directly related to damage caused by the System, and such repair requires the partial or complete temporary disassembly or movement of the System, or (b) any act or omission of Purchaser or Purchaser's employees, Affiliates, agents or subcontractors (collectively, a "Purchaser Act") results in a disruption or outage in System production, then, in either case, Purchaser shall (i) pay ForeFront Power for all work required by ForeFront Power to disassemble or move the System and (ii) continue to make all payments for the Energy Services during such period of System disruption (the "Disruption Period"), and (iii) reimburse ForeFront Power for any other lost revenue during the Disruption Period, including any lost revenue associated with any reduced sales of Environmental Attributes and any reduced System-based Incentives, if applicable, during the Disruption Period. For the purpose of calculating Energy Services Payments and lost revenue for such Disruption Period, Energy Services for each month of said months shall be deemed to have been produced at the average rate over the same month for which data exists (or, if the disruption occurs within the first twelve (12) months of operation, the average over such period of operation).

#### 5. TITLE TO SYSTEM.

5.1 Throughout the Term of the Agreement, ForeFront Power or ForeFront Power's Financing Party shall be the legal and beneficial owner of the System at all times, and the System shall remain the personal property of ForeFront Power or ForeFront Power's Financing Party and shall not attach to or be deemed a part of, or fixture to, the Premises. The System shall at all times retain the legal status of personal property as defined under Article 9 of the Uniform Commercial Code. Purchaser covenants that it will use reasonable commercial efforts to place all parties having an interest in or lien upon the real property comprising the Premises on notice of the ownership of the System and the legal status or classification of the System as personal property. If there is any mortgage or fixture filing against the Premises which could reasonably be construed as attaching to the System as a fixture of the Premises, Purchaser shall provide, at ForeFront Power's request, a disclaimer or release from such lien holder. If Purchaser is the fee owner of the Premises, Purchaser consents to the filing by ForeFront Power, on behalf of Purchaser, of a disclaimer of the System as a fixture of the Premises in the office where real estate records are customarily filed in the jurisdiction of the Premises. If Purchaser is not the fee owner, Purchaser will, at ForeFront Power's request, use commercially reasonable efforts to obtain such consent from such owner.

5.2 Environmental Attributes And System-Based Incentives. Purchaser's purchase of Energy Services includes Environmental Attributes, but does not include System-based incentives. System-based Incentives shall be owned by ForeFront Power or ForeFront Power's financing party for the duration of the Term of this Agreement. Purchaser disclaims any right to System-based Incentives based upon the installation of the System at the Premises, and shall, at the request and costs of ForeFront Power, execute any document or agreement reasonably necessary to fulfill the intent of this Section 5.2.

#### 6. PRICE AND PAYMENT.

6.1 Consideration. Purchaser shall pay to ForeFront Power a monthly Energy Services Payment for the Energy Services provided during each calendar month of the Term as set forth in the Special Conditions.

6.2 Invoice. ForeFront Power shall invoice Purchaser on or about the first day of each month (each, an "Invoice Date"), commencing on the first Invoice Date to occur after the Commercial Operation Date, for the Energy

Services Payment in respect of the immediately preceding month. The last invoice shall include Energy Services provided only through the Termination Date of this Agreement.

6.3 Time of Payment. Purchaser shall pay all undisputed amounts due hereunder within thirty (30) days after the date of the Purchaser's receipt of an Invoice.

6.4 Method of Payment. Purchaser shall make all payments under the Agreement either (a) by electronic funds transfer in immediately available funds to the account designated by ForeFront Power from time to time or (b) by check timely delivered to the location designated by ForeFront Power from time to time. All payments that are not paid when due shall bear interest accruing from the date becoming past due until paid in full at a rate equal to the Stated Rate.

6.5 Disputed Payments. If a *bona fide* dispute arises with respect to any invoice, Purchaser shall not be deemed in default under the Agreement and the Parties shall not suspend the performance of their respective obligations hereunder, including payment of undisputed amounts owed hereunder. If an amount disputed by Purchaser is subsequently deemed to have been due pursuant to the applicable invoice, interest shall accrue at the Stated Rate on such amount from the date becoming past due under such invoice until the date paid. 7.

#### GENERAL COVENANTS.

7.1 ForeFront Power's Covenants. ForeFront Power covenants and agrees to the following:

(a) Notice of Damage or Emergency. ForeFront Power shall (x) promptly notify Purchaser if it becomes aware of any damage to or loss of the use of the System or that could reasonably be expected to adversely affect the System, (y) immediately notify Purchaser in writing if it becomes aware of any event or circumstance relating to the System or the Premises that poses a significant risk of bodily injury/death, property damage, the environmental damage, or System damage.

(b) Governmental Approvals. While providing the Installation Work, Energy Services, and System Operations, ForeFront Power shall obtain and maintain and secure all Governmental Approvals required to be obtained and maintained and secured by ForeFront Power by Applicable Law. ForeFront Power is solely responsible for all costs, fees, charges or expenses associated with obtaining, maintaining and securing such Governmental Approvals.

(c) Health and Safety. ForeFront Power shall take all necessary safety precautions with respect to providing the Installation Work, Energy Services, and System Operations and ForeFront Power shall comply with all Applicable Laws pertaining to the health and safety of persons and real and personal property. All work shall be performed by licensed professionals, as may be required by Applicable Law, and in accordance with such methods, acts, guidelines, standards and criteria reasonably accepted or followed by a majority of System integrators in the United States.

(d) Liens. Other than a Financing Party's security interest in or ownership of the System, ForeFront Power shall not directly or indirectly cause, create, incur, assume or suffer to exist any mortgage, pledge, lien (including mechanics', labor or materialman's lien), charge, security interest, encumbrance or claim of any nature ("Liens") on or with respect to the Premises or any interest therein, in each case to the extent such Lien arises from or is related to ForeFront Power's performance or non-performance of its obligations hereunder. If ForeFront Power breaches its obligations under this Section, it shall (i) immediately notify Purchaser in writing, (ii) promptly cause such Lien to be discharged and released of record without cost to Purchaser, and (iii) defend and indemnify Purchaser against all costs and expenses (including reasonable attorneys' fees and court costs at trial and on appeal) incurred in discharging and releasing such Lien; *provided*, ForeFront Power shall have the right to contest any such Lien, so long as it provides a statutory bond or other reasonable assurances of payment that either remove such Lien from title to the Premises or that assure that any adverse judgment with respect to such Lien will be paid without affecting title to the Premises.

7.2 Purchaser's Covenants. Purchaser covenants and agrees as follows:

(a) Notice of Damage or Emergency. Purchaser shall (i) promptly notify ForeFront Power if it becomes aware of any damage to or loss of the use of the System or that could reasonably be expected to adversely affect the System, (ii) immediately notify ForeFront Power it becomes aware of any event or circumstance that poses an imminent risk to human health, the environment, the System or the Premises. In the event of damage to Purchaser's premises caused by, or as the result of, the System, ForeFront Power shall, at its sole cost, repair said premises to the condition existing prior to such damage.

(b) Liens. Purchaser shall not directly or indirectly cause, create, incur, assume or suffer to exist any Liens on or with respect to the System or any interest therein. If Purchaser breaches its obligations under this Section, it shall immediately notify ForeFront Power in writing, shall promptly cause such Lien to be discharged and released of record without cost to ForeFront Power, and shall indemnify ForeFront Power against all costs and expenses (including reasonable attorneys' fees and court costs at trial and on appeal) incurred in discharging and releasing such Lien.

(c) Consents and Approvals. To the extent that only Purchaser is authorized to request, obtain or issue any necessary approvals, Governmental Approvals, rebates or other financial incentives which are property of the ForeFront Power under this Agreement, Purchaser shall reasonably cooperate with ForeFront Power to obtain or issue such approvals, Governmental Approvals, rebates or other financial incentives in the name of ForeFront Power. Purchaser shall provide to ForeFront Power copies of all Governmental Approvals and CCRs applicable to the Premises, other than those obtained by ForeFront Power or to which ForeFront Power is a party.

(d) Access to Premises, Grant of License.

(i) Purchaser hereby grants to ForeFront Power a license coterminous with the Term for ForeFront Power to use and occupy portions of the Premises. During construction and installation of the System, Purchaser shall grant ForeFront a license that permits ingress and egress to the Site, as well as a mutually agreeable location for construction staging and laydown. Once construction and commissioning are complete and operation has commenced, the license shall be for ForeFront's use and occupancy of the Premises to operate and maintain the System, as well as for its ultimate removal. The license shall extend to ForeFront's employees, contractors and subcontractors and access to electrical panels and conduits to interconnect or disconnect the System with the Premises' electrical wiring; *provided*, with respect to Provider's access to the Site, such license shall be subject to conditions or limitations for the protection of minor students that are imposed generally on commercial contractors by Purchaser or by Applicable Law. If ForeFront Power's financing structure requires that Purchaser enter into a license agreement directly with Financing Party, ForeFront Power shall enter into such an agreement which shall be in a form set forth by ForeFront Power and which contain substantially the same rights as set forth in this Section 7.2(d).

(ii) Purchaser hereby covenants that (x) ForeFront Power shall have access to the Premises and System during the Term of this Agreement and for seventy five (75) days after termination to remove the System pursuant to the applicable provisions herein, and (y) Purchaser will not interfere or handle any ForeFront Power equipment or the System without written authorization from ForeFront Power; *provided*, Purchaser shall at all times have access to and the right to observe the Installation Work, System Operations or System removal.

(iii) If Purchaser is a lessee of the Premises, Purchaser further covenants that it shall deliver to ForeFront Power, a license from Purchaser's landlord in substantially the form attached hereto as Exhibit A of these General Conditions.

(e) Temporary storage space during installation or removal. Purchaser shall provide reasonable and available space at the Premises for the temporary storage and staging of tools, materials and equipment and for the parking of construction crew vehicles and temporary construction trailers and facilities reasonably necessary during the Installation Work, System Operations or System removal, and access for rigging and material handling. Availability and location(s) of such space is at Purchaser's sole discretion.

(f) On or before the Effective Date of the Special Conditions Purchaser shall identify and set forth in the Special Conditions and unless previously delivered, Purchaser shall, to the extent the same are known and available, deliver to ForeFront Power copies of all reports, agreements, plans, inspections, tests, studies or other materials concerning the presence of Hazardous Materials at, from or on the Premises including, but not limited to,

soil reports, design drawings, environmental reports, sampling results or other documents relating to Hazardous Materials that have been identified or may be present on, in or under the Premises (collectively, the “Environmental Documents”). Thereafter, Purchaser agrees to provide copies of any new Environmental Documents within ten (10) days of receipt of same. Purchaser hereby agrees to furnish such other documents in Purchaser’s possession or control with respect to Governmental Approvals compliance with Environmental Law or Hazardous Materials with respect to the Premises as may be reasonably requested by ForeFront Power from time to time. The foregoing are subject to exceptions and limitations set forth in Schedule 6 of the Special Conditions.

(g) Notwithstanding anything to the contrary in the Agreement, Purchaser shall operate and maintain the Premises to comply with the requirements of all applicable Environmental Laws that limit or govern the conditions or uses of the Premises, without impairing or interfering with ForeFront Power’s construction, operation and ownership of the System or occupancy of the Premises. In no event shall ForeFront Power have any liability or obligation with respect to any Pre-existing Environmental Condition on, in or under the Premises, or operations or maintenance of the Premises required to comply with Environmental Laws with respect to Pre-Existing Environmental Conditions.

(j) Purchaser shall indemnify, hold harmless and defend ForeFront Power from and against all claims, pay costs and expenses, and conduct all actions required under Environmental Laws in connection with (i) the existence at, on, above, below or near the Premises of any Pre-existing Environmental Conditions, and (ii) any Hazardous Materials released, spilled or deposited at, on above or below the Premises by the Purchaser.

## 7. REPRESENTATIONS & WARRANTIES.

8.1 Representations and Warranties of Both Parties. In addition to any other representations and warranties contained in the Agreement, each Party represents and warrants to the other as of the Effective Date that:

(a) it is duly organized and validly existing and in good standing in the jurisdiction of its organization;

(b) it has the full right and authority to enter into, execute, deliver, and perform its obligations under the Agreement;

© it has taken all requisite corporate or other action to approve the execution, delivery, and performance of the Agreement;

(d) the Agreement constitutes its legal, valid and binding obligation enforceable against such Party in accordance with its terms, except as may be limited by applicable bankruptcy and other similar laws now or hereafter in effect, provided that enforcement of this Agreement against Purchaser is subject to action of the Purchaser’s Board of Trustees to approve this Agreement in properly noticed open public meeting;

(e) there is no litigation, action, proceeding or investigation pending or, to the best of its knowledge, threatened before any court or other Governmental Authority by, against, affecting or involving any of its business or assets that could reasonably be expected to adversely affect its ability to carry out the transactions contemplated herein;

(f) its execution and performance of the Agreement and the transactions contemplated hereby do not and will not constitute a breach of any term or provision of, or a default under, (i) any contract, agreement or Governmental Approval to which it or any of its Affiliates is a party or by which it or any of its Affiliates or its or their property is bound, (ii) its organizational documents, or (iii) any Applicable Laws; and

(g) its execution and performance of the Agreement and the transactions contemplated hereby do not and will not require any consent from a third party, including any Governmental Approvals from any Governmental Authority, that are not identified in the Special Conditions.

8.2 Representations of Purchaser. Purchaser represents and warrants to ForeFront Power as of the Effective Date that:

(a) Purchaser acknowledges that it has been advised that part of the collateral securing the financial arrangements for the System may be the granting of a first priority perfected security interest (the "Security Interest") in the System to a Financing Party;

(b) To Purchaser's knowledge, the granting of the Security Interest will not violate any term or condition of any covenant, restriction, lien, financing agreement, or security agreement affecting the Premises;

(c) Purchaser is aware of no existing lease, mortgage, security interest or other interest in or lien upon the Premises that could attach to the System as an interest adverse to ForeFront Power's Financing Party's Security Interest therein;

(d) To Purchaser's knowledge, there exists no event or condition which constitutes a default, or would, with the giving of notice or lapse of time, constitute a default under this Agreement;

(e) To Purchaser's knowledge, Purchaser has identified and disclosed to ForeFront Power the information and materials specifically identified in Section VI, Schedule 6 of the Special Conditions;

(f) To Purchaser's knowledge, the Premises is in compliance with Environmental Laws, and that Purchaser holds and is in compliance with all Governmental Approvals required for the ownership and any current operations or activities conducted at the Premises; and

(g) To Purchaser's knowledge, Purchaser has identified in the Special Conditions and delivered to ForeFront Power all material reports and information concerning the presence or release of Hazardous Materials on, in or under the Premises.

(h) Any Financing Party shall be an intended third-party beneficiary of this Section 8.2.

8.3 EXCLUSION OF WARRANTIES. EXCEPT TO THE EXTENT OTHERWISE EXPRESSLY SET FORTH HEREIN, THE INSTALLATION WORK, SYSTEM OPERATIONS, AND ENERGY SERVICES PROVIDED BY FOREFRONT POWER TO PURCHASER PURSUANT TO THIS AGREEMENT SHALL BE "AS-IS WHERE-IS." NO OTHER WARRANTY TO PURCHASER OR ANY OTHER PERSON, WHETHER EXPRESS, IMPLIED OR STATUTORY, IS MADE AS TO THE INSTALLATION, DESIGN, DESCRIPTION, QUALITY, MERCHANTABILITY, COMPLETENESS, USEFUL LIFE, FUTURE ECONOMIC VIABILITY, OR FITNESS FOR ANY PARTICULAR PURPOSE OF THE SYSTEM, THE ENERGY SERVICES OR ANY OTHER SERVICE PROVIDED HEREUNDER OR DESCRIBED HEREIN, OR AS TO ANY OTHER MATTER, ALL OF WHICH ARE EXPRESSLY DISCLAIMED BY FOREFRONT POWER.

## 8. TAXES AND GOVERNMENTAL FEES.

9.1 Purchaser Obligations. Purchaser shall reimburse and pay for any taxes, fees or charges imposed or authorized by any Governmental Authority and paid by ForeFront Power due to ForeFront Power's sale of the Energy Services to Purchaser (other than income taxes imposed upon ForeFront Power). ForeFront Power shall notify Purchaser in writing with a detailed statement of such amounts, which shall be invoiced by ForeFront Power and payable by Purchaser. Purchaser shall timely report, make filings for, and pay any and all sales, use, income, gross receipts or other taxes, and any and all franchise fees or similar fees assessed against it due to its purchase of the Energy Services. This Section 9.1 excludes taxes specified in Section 9.2.

9.2 ForeFront Power Obligations. Subject to Section 9.1 above, ForeFront Power shall be responsible for all income, gross receipts, ad valorem, personal property or real property or other similar taxes, assessments or similar charges and any and all franchise fees or similar fees assessed against it due to its ownership or operation of the System.

## 9. FORCE MAJEURE.

10.1 Definition. “Force Majeure Event” means any act or event that prevents the affected Party from performing its obligations in accordance with the Agreement, if such act or event is beyond the reasonable control, and not the result of the fault or negligence, of the affected Party and such Party had been unable to overcome such act or event with the exercise of due diligence (including the expenditure of reasonable sums). Subject to the foregoing conditions, “Force Majeure Event” shall include without limitation the following acts or events: (i) natural phenomena, such as storms, hurricanes, floods, lightning, volcanic eruptions and earthquakes; (ii) explosions or fires arising from lightning or other causes unrelated to the acts or omissions of the Party seeking to be excused from performance; (iii) acts of war or public disorders, civil disturbances, riots, insurrection, sabotage, epidemic, terrorist acts, or rebellion; (iv) strikes or labor disputes (except strikes or labor disputes caused solely by employees of ForeFront Power or as a result of such party’s failure to comply with a collective bargaining agreement); (v) action or inaction by a Governmental Authority (unless Purchaser is a Governmental Authority and Purchaser is the Party whose performance is affected by such action nor inaction). A Force Majeure Event shall not be based on the economic hardship of either Party, or upon the expiration of any lease of the Premises by the Purchaser from the owner of the Premises.

10.2 Excused Performance. Except as otherwise specifically provided in the Agreement, neither Party shall be considered in breach of the Agreement or liable for any delay or failure to comply with the Agreement (other than the failure to pay amounts due hereunder), if and to the extent that such delay or failure is attributable to the occurrence of a Force Majeure Event; *provided*, the Party claiming relief under this Article 10 shall as soon as practicable after becoming aware of the circumstances constituting Force Majeure (i) notify the other Party in writing of the existence of the Force Majeure Event, (ii) exercise all reasonable efforts necessary to minimize delay caused by such Force Majeure Event, (iii) notify the other Party in writing of the cessation or termination of said Force Majeure Event and (iv) resume performance of its obligations hereunder as soon as practicable thereafter; *provided*, Purchaser shall not be excused from making any payments and paying any unpaid amounts due in respect of Energy Services delivered to Purchaser prior to the Force Majeure Event performance interruption.

10.3 Termination in Consequence of Force Majeure Event. If a Force Majeure Event shall have occurred that has affected ForeFront Power’s performance of its obligations hereunder and that has continued for a continuous period of one hundred eighty (180) days, then either Party shall be entitled to terminate the Agreement upon ninety (90) days’ prior written notice to the other Party. If at the end of such ninety (90) day period such Force Majeure Event shall still continue, the Agreement shall automatically terminate. Upon such termination for a Force Majeure Event, neither Party shall have any liability to the other (other than any such liabilities that have accrued prior to such termination).

## 10. DEFAULT.

### 11.1 ForeFront Power Defaults and Purchaser Remedies.

(a) ForeFront Power Defaults. The following events shall be defaults with respect to ForeFront Power (each, a “ForeFront Power Default”):

- (i) A Bankruptcy Event shall have occurred with respect to ForeFront Power;
- (ii) ForeFront Power fails to pay Purchaser any undisputed amount owed under the Agreement within thirty (30) days from receipt of notice from Purchaser of such past due amount; and
- (iii) ForeFront Power breaches any material representation, covenant or other term of the Agreement and (A) if such breach can be cured within thirty (30) days after Purchaser’s written notice of such breach and ForeFront Power fails to so cure, or (B) ForeFront Power fails to commence and pursue a cure within such thirty (30) day period if a longer cure period is needed.



(b) Purchaser's Remedies. If a ForeFront Power Default described in Section 11.1(a) has occurred and is continuing, in addition to other remedies expressly provided herein, and subject to Article 12, Purchaser may terminate the Agreement and exercise any other remedy it may have at law or equity or under the Agreement.

#### 11.2 Purchaser Defaults and ForeFront Power's Remedies.

(a) Purchaser Default. The following events shall be defaults with respect to Purchaser (each, a "Purchaser Default"):

(i) A Bankruptcy Event shall have occurred with respect to Purchaser;

(ii) Purchaser breaches any material representation, covenant or other term of the Agreement if (A) such breach can be cured within thirty (30) days after ForeFront Power's notice of such breach and Purchaser fails to so cure, or (B) Purchaser fails to commence and pursue said cure within such thirty (30) day period if a longer cure period is needed; and

(iii) Purchaser fails to pay ForeFront Power any undisputed amount due ForeFront Power under the Agreement within thirty (30) days from receipt of notice from ForeFront Power of such past due amount.

(b) ForeFront Power's Remedies. If a Purchaser Default described in Sections 11.2(a) has occurred and is continuing, in addition to other remedies expressly provided herein, and subject to Article 12, ForeFront Power may terminate this Agreement and upon such termination, (A) ForeFront Power shall be entitled to receive from Purchaser the Early Termination Fee, and (B) ForeFront Power may exercise any other remedy it may have at law or equity or under the Agreement.

#### 11.3 [Reserved]

11.4 Removal of System. Upon any termination of the Agreement pursuant to this Article 11, ForeFront Power will remove the System pursuant to Section 2.4 hereof, absent any purchase of the System by Purchaser pursuant to Section 2.2 hereof.

### 11. LIMITATIONS OF LIABILITY.

12.1 Except as expressly provided herein, neither Party shall be liable to the other Party or its Indemnified Persons for any special, punitive, exemplary, indirect, or consequential damages, losses or damages for lost revenue or lost profits, whether foreseeable or not, arising out of, or in connection with the Agreement.

12.2 A Party's maximum liability to the other Party under the Agreement, shall be limited to the aggregate Estimated Remaining Payments as of the date of the events giving rise to such liability, *provided*, the limits of liability under this Section 12.2 shall not apply with respect to (i) indemnity obligations hereunder in respect of personal injury or environmental claims, (ii) any obligation of Purchaser to pay Energy Service Payments, the Early Termination Fee or the Option Price, and (iii) any obligation of ForeFront Power to pay for Lost Savings in accordance with the Special Conditions, if applicable.

### 12. ASSIGNMENT.

13.1 Assignment by ForeFront Power. ForeFront Power shall not sell, transfer or assign (collectively, an "Assignment") the Agreement or any interest therein, without the prior written consent of Purchaser, which shall not be unreasonably withheld, conditioned or delayed; *provided*, Purchaser agrees that ForeFront Power may assign this Agreement without the consent of the Purchaser to an affiliate of ForeFront Power or any party providing financing for the System. In the event that ForeFront Power identifies a secured Financing Party in the Special Conditions, or in a subsequent notice to Purchaser, then Purchaser shall comply with the provisions set forth in Exhibit B of these General Terms and Conditions and agrees to provide such estoppels and acknowledgments as ForeFront Power may reasonably request from time to time. Any Financing Party shall be an intended third-party beneficiary of this Section 13.1. Any Assignment by ForeFront Power without obtaining the prior written consent and release of

Purchaser, when such consent is required by this Section 13.1, shall not release ForeFront Power of its obligations hereunder.

13.2 Acknowledgment of Collateral Assignment. In the event that ForeFront Power identifies a secured Financing Party in the Special Conditions, or in a subsequent notice to Purchaser, then Purchaser hereby acknowledges:

(a) The collateral assignment by ForeFront Power to the Financing Party, of ForeFront Power's right, title and interest in, to and under the Agreement, as consented to under Section 13.1 of the Agreement.

(b) That the Financing Party as such collateral assignee shall be entitled to exercise any and all rights of lenders generally with respect to ForeFront Power's interests in this Agreement.

(c) That it has been advised that ForeFront Power has granted a first priority perfected security interest in the System to the Financing Party and that the Financing Party has relied upon the characterization of the System as personal property, as agreed in this Agreement in accepting such security interest as collateral for its financing of the System.

Any Financing Party shall be an intended third- party beneficiary of this Section 13.2.

13.3 Assignment by Purchaser. Purchaser shall not assign the Agreement or any interest therein, without ForeFront Power's prior written consent, which consent shall not be unreasonably withheld, conditioned or delayed. Any Assignment by Purchaser without the prior written consent of ForeFront Power shall not release Purchaser of its obligations hereunder.

### 13. NOTICES.

14.1 Notice Addresses. Unless otherwise provided in the Agreement, all notices and communications concerning the Agreement shall be in writing and addressed to the other Party (or Financing Party, as the case may be) at the addresses set forth in the Special Conditions, or at such other address as may be designated in writing to the other Party from time to time.

14.2 Notice. Unless otherwise provided herein, any notice provided for in the Agreement shall be hand delivered, sent by registered or certified U.S. Mail, postage prepaid, or by commercial overnight delivery service, and shall be deemed delivered to the addressee or its office when received at the address for notice specified above when hand delivered, upon confirmation of sending when sent by facsimile (if sent during normal business hours or the next Business Day if sent at any other time), on the Business Day after being sent when sent by overnight delivery service (Saturdays, Sundays and legal holidays excluded), or five (5) Business Days after deposit in the mail when sent by U.S. mail.

14.3 Address for Invoices. All invoices under the Agreement shall be sent to the address provided by Purchaser. Invoices shall be sent by regular first class mail postage prepaid.

### 14. CONFIDENTIALITY.

15.1 Confidentiality Obligation. If either Party provides confidential information, including business plans, strategies, financial information, proprietary, patented, licensed, copyrighted or trademarked information, and/or technical information regarding the financing, design, operation and maintenance of the System or of Purchaser's business ("Confidential Information") to the other or, if in the course of performing under the Agreement or negotiating the Agreement a Party learns Confidential Information regarding the facilities or plans of the other, the receiving Party shall (a) protect the Confidential Information from disclosure to third parties with the same degree of care accorded its own confidential and proprietary information, and (b) refrain from using such Confidential Information, except in the negotiation and performance of the Agreement. Notwithstanding the above, a Party may provide such Confidential Information to its officers, directors, members, managers, employees, agents, contractors, consultants, Affiliates, lenders (existing or potential), investors (existing or potential) and potential third-party

assignees of the Agreement or third-party acquirers of ForeFront Power or its Affiliates (provided and on condition that such potential third-party assignees be bound by a written agreement restricting use and disclosure of Confidential Information) (collectively, "Representatives"), in each case whose access is reasonably necessary. Each such recipient of Confidential Information shall be informed by the Party disclosing Confidential Information of its confidential nature and shall be directed to treat such information confidentially and shall agree to abide by these provisions. In any event, each Party shall be liable (with respect to the other Party) for any breach of this provision by any entity to whom that Party improperly discloses Confidential Information. The terms of the Agreement (but not its execution or existence) shall be considered Confidential Information for purposes of this Article, except as set forth in Section 15.3. All Confidential Information shall remain the property of the disclosing Party and shall be returned to the disclosing Party or destroyed after the receiving Party's need for it has expired or upon the request of the disclosing Party.

15.2 Permitted Disclosures. Notwithstanding any other provision herein, neither Party shall be required to hold confidential any information that:

- (a) Becomes publicly available other than through the receiving Party;
- (b) Is required to be disclosed by a Governmental Authority, under Applicable Law, including without limitation, the Public Records Act or pursuant to a validly issued subpoena or required filing, but a receiving Party subject to any such requirement shall promptly notify the disclosing Party of such requirement;
- (c) Is independently developed by the receiving Party; or
- (d) Becomes available to the receiving Party without restriction from a third party under no obligation of confidentiality.

15.3 Goodwill and Publicity. Neither Party shall use the name, trade name, service mark, or trademark of the other Party in any promotional or advertising material without the prior written consent of such other Party. The Parties shall coordinate and cooperate with each other when making public announcements related to the execution and existence of the Agreement, and each Party shall have the right to promptly review, comment upon, and approve any publicity materials, press releases, or other public statements by the other Party that refer to, or that describe any aspect of, the Agreement; *provided*, no such publicity releases or other public statements (except for filings or other statements or releases as may be required by Applicable Law) shall be made by either Party without the prior written consent of the other Party. At no time will either Party acquire any rights whatsoever to any trademark, trade name, service mark, logo or other intellectual property right belonging to the other Party. Notwithstanding the foregoing, Purchaser agrees that ForeFront Power may, at its sole discretion, take photographs of the installation process of the System and/or the completed System, and ForeFront Power shall be permitted to use such images (regardless of media) in its marketing efforts, including but not limited to use in brochures, advertisements, websites and news outlet or press release articles. The images shall not include any identifying information without Purchaser permission and the installation site shall not be disclosed beyond the type of establishment (such as "Retail Store," "Distribution Center," or such other general terms), the city and state.

15.4 Enforcement of Confidentiality Obligation. Each Party agrees that the disclosing Party would be irreparably injured by a breach of this Article 15 by the receiving Party or its Representatives or other Person to whom the receiving Party discloses Confidential Information of the disclosing Party and that the disclosing Party may be entitled to equitable relief, including injunctive relief and specific performance, in the event of any breach of the provisions of this Article 15. To the fullest extent permitted by Applicable Law, such remedies shall not be deemed to be the exclusive remedies for a breach of this Article 15, but shall be in addition to all other remedies available at law or in equity.

## 15. INDEMNITY.

16.1 Indemnity. Subject to Article 12, each Party agrees that it shall indemnify and hold harmless the other Party, its permitted successors and assigns and their respective directors, officers, members, shareholders and employees (collectively, the "Indemnified Parties") from and against any and all Losses incurred by such Indemnified

Parties to the extent arising from or out of any injury to or death of any Person or loss or damage to property of any Person to the extent arising out of negligent, grossly negligent or willful conduct of an Indemnifying Party or its employees, officers, agents, contractors or representatives; *provided*, neither Party shall be required to reimburse or indemnify any Indemnified Party for any Loss to the extent such Loss is due to the negligence, grossly negligent or willful conduct of any Indemnified Party.

## 16. INSURANCE.

### 17.1 General.

17.1.1. ForeFront Power Insurance. ForeFront Power shall maintain the following insurance coverages in full force and effect throughout the Term either through insurance policies or acceptable self-insured retentions: (a) Workers' Compensation Insurance with coverage limits in accordance with Applicable Law, (b) Commercial General Liability Insurance with coverage limits of not less than \$2,000,000 general aggregate, \$1,000,000 per occurrence, and (c) automobile insurance with combined single limit of not less than \$1,000,000. Additionally, ForeFront Power shall carry special form ("all risk") property insurance, with coverage limits equal to one hundred percent (100%) of the replacement cost of the System. In the event of damage or destruction to the System or any portion thereof, all property insurance proceeds shall be used and applied to restoration of such damage or destruction.

17.1.2. Purchaser Insurance. Purchaser shall maintain the following insurance coverages in full force and effect throughout the Term: (a) Workers Compensation Insurance with coverage limits in accordance with Applicable Law and (b) Commercial General Liability Insurance with coverage limits of not less than \$2,000,000 general aggregate, \$1,000,000 per occurrence. Purchaser may satisfy the Purchaser's insurance obligations by policies of insurance issued by a commercial insurer or through a Joint Powers Authority to which the Purchaser is a member.

17.2 Certificates of Insurance. Each Party, upon request, shall furnish current certificates evidencing that the insurance required under Section 17.1 is being maintained. Each Party's insurance policy provided hereunder shall contain a provision whereby the insured agrees to give the other Party thirty (30) days' written notice before the insurance is cancelled or materially altered.

17.3 Additional Insureds. Each Party's insurance policy shall be written on an occurrence basis and shall include the other Party as an additional insured as its interest may appear.

17.4 Insurer Qualifications. All insurance maintained hereunder shall be maintained with companies either rated no less than A- as to Policy Holder's Rating in the current edition of Best's Insurance Guide (or with an association of companies each of the members of which are so rated) or having a parent company's debt to policyholder surplus ratio of 1:1.

## 17. MISCELLANEOUS.

18.1 Integration; Exhibits. The Agreement, together with the Exhibits and Schedules attached thereto or incorporated by reference, constitute the entire agreement and understanding between ForeFront Power and Purchaser with respect to the subject matter thereof and supersedes all prior agreements relating to the subject matter hereof which are of no further force or effect. The Exhibits and Schedules attached to the Agreement, including these General Conditions as incorporated by reference, are integral parts of the Agreement and are an express part of the Agreement. In the event of a conflict between the provisions of these General Conditions and any applicable Special Conditions, the provisions of the Special Conditions shall prevail.

18.2 Amendments. This Agreement may only be amended, modified or supplemented by an instrument in writing executed by duly authorized representatives of ForeFront Power and Purchaser. The foregoing notwithstanding, no amendment is enforceable against Purchaser unless such amendment has been approved by the Purchaser's Board of Trustees.

18.3 Industry Standards. Except as otherwise set forth herein, for the purpose of the Agreement the normal standards of performance within the Energy Services industry in the relevant market shall be the measure of whether a Party's performance is reasonable and timely. Unless expressly defined herein, words having well-known technical or trade meanings shall be so construed.

18.4 Cumulative Remedies. Except as set forth to the contrary herein, any right or remedy of ForeFront Power or Purchaser shall be cumulative and without prejudice to any other right or remedy, whether contained herein or not.

18.5 Sovereign Immunity. To the extent permitted by Applicable Law, Purchaser hereby waives any defense of sovereign immunity that Purchaser might otherwise have in connection with any action taken by ForeFront Power to enforce its rights against Purchaser under this Agreement.

18.6 Limited Effect of Waiver. The failure of ForeFront Power or Purchaser to enforce any of the provisions of the Agreement, or the waiver thereof, shall not be construed as a general waiver or relinquishment on its part of any such provision, in any other instance or of any other provision in any instance.

18.7 Survival. The obligations under Section 2.4 (Removal of System), Section 7.1 (ForeFront Power Covenants), Sections 7.2(d), (e), (f), (g) and (j) (Purchaser Covenants), Section 8.3 (Exclusion of Warranties), Article 9 (Taxes and Governmental Fees), Article 12 (Limitation of Liability), Article 14 (Notices), Article 15 (Confidentiality), Article 18 (Miscellaneous), all payment or indemnification obligations accrued prior to termination of this Agreement, or pursuant to other provisions of this Agreement that, by their sense and context, are intended to survive termination of this Agreement shall survive the expiration or termination of this Agreement for any reason.

18.8 Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of California without reference to any choice of law principles. Jurisdiction shall be the Kern County Superior Court and venue for any action shall be the Taft Superior Court.

18.9 Severability. If any term, covenant or condition in the Agreement shall, to any extent, be invalid or unenforceable in any respect under Applicable Law, the remainder of the Agreement shall not be affected thereby, and each term, covenant or condition of the Agreement shall be valid and enforceable to the fullest extent permitted by Applicable Law and, if appropriate, such invalid or unenforceable provision shall be modified or replaced to give effect to the underlying intent of the Parties and to the intended economic benefits of the Parties.

18.10 Relation of the Parties. The relationship between ForeFront Power and Purchaser shall not be that of partners, agents, or joint ventures for one another, and nothing contained in the Agreement shall be deemed to constitute a partnership or agency agreement between them for any purposes, including federal income tax purposes. ForeFront Power and Purchaser, in performing any of their obligations hereunder, shall be independent contractors or independent parties and shall discharge their contractual obligations at their own risk.

18.11 Successors and Assigns. This Agreement and the rights and obligations under the Agreement shall be binding upon and shall inure to the benefit of ForeFront Power and Purchaser and their respective successors and permitted assigns.

18.12 Counterparts. This Agreement may be executed in one or more counterparts, all of which taken together shall constitute one and the same instrument.

18.13 Electronic Delivery. This Agreement may be duly executed and delivered by a Party by execution and facsimile or electronic, "pdf" delivery of the signature page of a counterpart to the other Party.

18.14 Liquidated Damages Not Penalty. Purchaser acknowledges that the Early Termination Fee constitutes liquidated damages, and not penalties, in lieu of ForeFront Power's actual damages resulting from the early termination of the Agreement. Purchaser further acknowledges that ForeFront Power's actual damages may be impractical and difficult to accurately ascertain, and in accordance with Purchaser's rights and obligations under the

Agreement, the Early Termination Fee constitutes fair and reasonable damages to be borne by Purchaser in lieu of ForeFront Power's actual damages.

*[Remainder of page intentionally left blank.]*

These General Terms and Conditions are witnessed and acknowledged by ForeFront Power and Purchaser below. Neither ForeFront Power nor Purchaser shall have any obligations or liability resulting from its witnessing and acknowledging these General Terms and Conditions.

“FOREFRONT POWER”: FFP BTM SOLAR, LLC

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

“PURCHASER”: WEST KERN COMMUNITY COLLEGE DISTRICT

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Exhibit A**  
**of General Conditions**

[PURCHASER'S LETTERHEAD]

[Landlord's Address]

Attn: Authorized Representative

Re: Proposed Energy System Installation at [Address of Premises]

Lease dated [ ] between [PURCHASER] and [LANDLORD] (the "Lease")

Dear Authorized Representative:

As has been discussed with you, [PURCHASER] ("Purchaser") and [Forefront Power], LLC and an affiliate of Forefront Power, LLC ("ForeFront Power") have entered into an Energy Services Agreement, pursuant to which ForeFront Power will install, finance, operate, and maintain a [solar photovoltaic] [battery storage] system at the above-referenced premises which [PURCHASER] leases from you pursuant to the Lease. By signing below and returning this letter to us, you confirm that:

1. The [solar photovoltaic] [battery storage] system and the renewable energy (including environmental credits and related attributes) produced by the system are personal property, and shall not be considered the property (personal or otherwise) of [LANDLORD] upon installation of the system at the premises. Landlord consents to the filing by ForeFront Power of a disclaimer of the System as a fixture of the Premises in the office where real estate records are customarily filed in the jurisdiction of the Premises.
2. ForeFront Power or its designee (including finance ForeFront Powers) shall have the right without cost to access the premises in order to install, operate, inspect, maintain, and remove the [solar photovoltaic] [battery storage] system. [LANDLORD] will not charge Purchaser or ForeFront Power any rent for such right to access the premises.
3. [LANDLORD] has been advised that the finance ForeFront Powers for the [solar photovoltaic] [battery storage] system have a first priority perfected security interest in the system. ForeFront Power and the finance ForeFront Powers for the [solar photovoltaic] [battery storage] system (including any system lessor or other lender) are intended beneficiaries of [LANDLORD]'s agreements in this letter.
4. [LANDLORD] will not take any action inconsistent with the foregoing.

We thank you for your consideration of this opportunity and we look forward to working with you in our environmental campaign to increase the utilization of clean, renewal energy resources.

Very truly yours,

[PURCHASER]



By: \_\_\_\_\_

Name:

Title: Authorized Representative

Acknowledged and agreed by:

[LANDLORD]

By: \_\_\_\_\_

Name:

Title: Authorized Representative

**Exhibit B**  
**of General Conditions**

**Certain Agreements for the Benefit of the Financing Parties**

Purchaser acknowledges that ForeFront Power will be receiving financing accommodations from one or more Financing Parties and that ForeFront Power may sell or assign the System or this Agreement and/or may secure ForeFront Power's obligations by, among other collateral, a pledge or collateral assignment of this Agreement and a first security interest in the System. In order to facilitate such necessary sale, conveyance, or financing, and with respect to any such Financing Party, Purchaser agrees as follows:

(a) **Consent to Collateral Assignment.** Purchaser consents to either the assignment, sale or conveyance to a Financing Party or the collateral assignment by ForeFront Power to a Financing Party, of ForeFront Power's right, title and interest in and to this Agreement.

(b) **Notices of Default.** Purchaser will deliver to the Financing Party, concurrently with delivery thereof to ForeFront Power, a copy of each notice of default given by Purchaser under the Agreement, inclusive of a reasonable description of ForeFront Power default. No such notice will be effective absent delivery to the Financing Party. Purchaser will not mutually agree with ForeFront Power to cancel, modify or terminate the Agreement without the written consent of the Financing Party.

(c) **Rights Upon Event of Default.** Notwithstanding any contrary term of this Agreement:

i. The Financing Party, shall be entitled to exercise, in the place and stead of ForeFront Power, any and all rights and remedies of ForeFront Power under this Agreement in accordance with the terms of this Agreement and only in the event of ForeFront Power's or Purchaser's default. The Financing Party shall also be entitled to exercise all rights and remedies of secured parties generally with respect to this Agreement and the System to the extent the Financing Party is a secured creditor.

ii. The Financing Party shall have the right, but not the obligation to pay all sums due under this Agreement and to perform any other act, duty or obligation required of ForeFront Power thereunder or cause to be cured any default of ForeFront Power thereunder in the time and manner provided by the terms of this Agreement. Nothing herein requires the Financing Party to cure any default of ForeFront Power under this Agreement or (unless the Financing Party has succeeded to ForeFront Power's interests under this Agreement) to perform any act, duty or obligation of ForeFront Power under this Agreement, but Purchaser hereby gives it the option to do so.

iii. Upon the exercise of remedies under its security interest in the System, including any sale thereof by the Financing Party, whether by judicial proceeding or under any power of sale contained therein, or any conveyance from ForeFront Power to the Financing Party (or any assignee of the Financing Party) in lieu thereof, the Financing Party shall give notice to Purchaser of the transferee or assignee of this Agreement. Any such exercise of remedies shall not constitute a default under this Agreement.

iv. Upon any default not reasonably susceptible to cure by a Finance Party, including, without limitation, rejection or other termination of this Agreement pursuant to any process undertaken with respect to ForeFront Power under the United States Bankruptcy Code, at the request of the Financing Party made within ninety (90) days of such default, Purchaser shall enter into a new agreement with the Financing Party or its designee having the same terms and conditions as this Agreement.

(d) **Right to Cure.**

i. Purchaser will not exercise any right to terminate or suspend this Agreement unless it shall have given the Financing Party prior written notice by sending notice to the Financing Party (at the address provided by ForeFront Power) of its intent to terminate or suspend this Agreement, specifying the condition giving rise to such right, and the Financing Party shall not have caused to be cured the condition giving rise to the right of termination or suspension within thirty (30) days after such notice or (if longer) the periods provided for in this Agreement. The Parties agree that the cure rights described herein are in addition to and apply and commence following the expiration of any notice and cure period applicable to ForeFront Power. The Parties respective obligations will otherwise remain in effect during any cure period; *provided*, if such ForeFront Power default reasonably cannot be cured by the Financing Party within such period and the Financing Party commences and continuously pursues cure of such default within such period, such period for cure will be extended for a reasonable period of time under the circumstances, such period not to exceed additional ninety (90) days.

ii. If the Financing Party (including any purchaser or transferee), pursuant to an exercise of remedies by the Financing Party, shall acquire title to or control of ForeFront Power's assets and shall, within the time periods described in Sub-section (c)(i). above, cure all defaults under this Agreement existing as of the date of such change in title or control in the manner required by this Agreement and which are capable of cure by a third person or entity, then such person or entity shall no longer be in default under this Agreement, and this Agreement shall continue in full force and effect

**Exhibit C**  
**of General Conditions**

**Requirements Applicable To The Installation Work**

Section B.1 **Prohibition Against Use of Tobacco.** All properties and facilities owned, leased or operated by the Purchaser are tobacco-free work places. No person on, at or in any Purchaser-controlled property or facility, including, without limitation, the Premises, may smoke, chew or otherwise use tobacco products. ForeFront Power shall be responsible for: (i) informing any and all persons present on or at the Premises on account of the Installation Work about the Purchaser's tobacco-free policy; and (ii) strictly enforcing such policy with respect to the Premises. The Purchaser, ForeFront Power, and each Subcontractor shall require that any person present on or at the Premises on account of the Installation Work who violates such policy must permanently leave the Premises, and shall prohibit such person from thereafter being present or performing any of the Installation Work on or at the Premises.

Section B.2 **Prohibition Against Use of Drugs.**

(a) **Purchaser Drug-Free Policy.** All properties and facilities owned, leased or operated by the Purchaser are drug-free work places. No person on, at or in any Purchaser-controlled property or facility, including, without limitation, the Premises, may: (i) engage in the unlawful manufacture, dispensation, possession or use, including being under the influence, of any controlled substance, (ii) possess or use any alcoholic beverage, or (iii) use any substance which may cause significant impairment of normal abilities. ForeFront Power shall be responsible for: (i) informing any and all persons present on or at the Premises on account of the Installation Work about the Purchaser's drug-free policy; and (ii) strictly enforcing such policy with respect to the Premises. The Purchaser, ForeFront Power, and each Subcontractor shall require that any person present on or at the Premises on account of the Installation Work who violates such policy must permanently leave the Premises, and shall prohibit such person from thereafter being present or performing any of the Installation Work on or at the Premises.

(b) **Drug-Free Workplace Certification.** ForeFront Power is hereby made subject to the requirements of Government Code Sections 8350 et seq., the Drug-Free Workplace Act of 1990.

Section B.3 **Compliance with Labor Requirements.** The Installation Work is a "public works" project as defined in Section 1720 of the California Labor Code ("Labor Code") and made applicable pursuant to Section 1720.6 of the Labor Code. Therefore, the Installation Work is subject to applicable provisions of Part 7, Chapter 1, of the Labor Code and Title 8 of the California Code of Regulations, Section 16000 et seq. (collectively, "Labor Law"). ForeFront Power acknowledges that, as provided by Senate Bill 854 (Stats. 2014, Ch. 28), the Project is subject to labor compliance monitoring and enforcement by the California Department of Industrial Relations ("DIR").

Section B.4 **Compliance with Labor Code Requirements.** ForeFront Power must be, and shall be deemed and construed to be, aware of and understand the requirements of the Labor Law that require the payment of prevailing wage rates and the performance of other requirements on public works projects. ForeFront Power, at no additional cost to the Purchaser, must: (i) comply with any and all applicable Labor Law requirements, including, without limitation, requirements for payment of prevailing wage rates, inspection and submittal (electronically, as required) of payroll records, interview(s) of workers, et cetera; (ii) ensure that its Subcontractors are aware of and comply with the Labor Law requirements; (iii) in connection with Labor Law compliance matters, cooperate with the DIR, the Purchaser and other entities with competent jurisdiction; and (iv) post all job-site notices required by law in connection with the Installation Work, including, without limitation, postings required by DIR regulations. A Subcontractor that has been debarred in accordance with the Labor Code, including, without limitation, pursuant to Sections 1777.1 or 1777.7, is not eligible to bid on, perform, or contract to perform any portion of the Installation Work. Wage rates for the Installation Work shall be in accordance with the general prevailing rates of per-diem wages determined by the Director of Industrial Relations pursuant to Labor Code Section 1770. The following Labor Code sections are by this reference incorporated into and are a fully operative part of the Contract, and ForeFront Power shall be responsible for compliance therewith:

- (a) Section 1735: Anti-Discrimination Requirements;
- (b) Section 1775: Penalty for Prevailing Wage Rate Violations;
- (c) Section 1776: Payroll Records;
- (d) Sections 1777.5, 1777.6 and 1777.7: Apprenticeship Requirements;
- (e) Sections 1810 through 1812: Working Hour Restrictions;
- (f) Sections 1813 and 1814: Penalty for Failure to Pay Overtime; and
- (g) Section 1815: Overtime Pay.

Section B.5 Requirements for Payroll Records. ForeFront Power must comply with all applicable provisions of Labor Code Sections 1776 and 1812, which relate to preparing and maintaining accurate payroll records, and making such payroll records available for review and copying by the Purchaser, the DIR Division of Labor Standards Enforcement, and the DIR Division of Apprenticeship Standards. The payroll records must be certified and made available as required by Labor Code Section 1776.

Section B.6 Contractor Registration. On and after March 1, 2015, no contractor may bid on a public works project unless the contractor is, and no subcontractor may be listed in any bid for a public works project unless the subcontractor is, currently registered with the DIR and qualified to perform public work pursuant to Labor Code Section 1725.5. On and after April 1, 2015, no contractor or subcontractor may be awarded a contract for work on a public works project, or may perform any work on a public works project, unless the contractor or subcontractor is currently registered with the DIR and qualified to perform public work pursuant to Labor Code Section 1725.5. It is not a violation of Labor Code Section 1725.5 for an unregistered contractor to submit a bid authorized by Business and Professions Code Section 7029.1 or Public Contract Code Section 20103.5, if the contractor is registered at the time the contract is awarded.

Section B.7 Permits and Licenses. Without limiting anything set forth in Section B.7 of this Exhibit C, ForeFront Power, its Subcontractors, and all of their respective employees and agents: (i) shall secure and maintain in force at all times during the performance of the Installation Work such licenses and permits as are required by law; and (ii) shall comply with all federal and State, and County laws and regulations, and other governmental requirements applicable to the System or the Installation Work. ForeFront Power or its subcontractors shall obtain and pay for all permits and licenses required for the performance of, or necessary in connection with, the Installation Work, and shall give all necessary notices and deliver all necessary certificates to the Purchaser, and shall pay all royalties and license fees arising from the use of any material, machine, method or process used in performing the Installation Work. ForeFront Power shall be solely responsible for all charges, assessments and fees payable in connection with any such licenses, permits, materials, machines, methods, and processes.

Section B.8 Protection of Minor-Aged Students. ForeFront Power, in conformance with Education Code Section 45125.1, shall require and be responsible for ensuring compliance by each and every person who will be on or at the Premises in connection with the construction, maintenance, operation or other purposes related to the System with all California Department of Justice guidelines and requirements relating to fingerprinting and criminal-history background checks, regardless of whether Section 45125.1 otherwise by its terms would apply to any such activities. In the event Education Code Section 45125.1 is repealed or superseded, ForeFront Power, following receipt of written notice from the Purchaser, shall comply with such successor or other requirements as determined by the Purchaser in its reasonable discretion. The Purchaser, in its discretion, may exempt in writing any person(s) from the foregoing requirements if ForeFront Power makes alternative arrangements for supervision of such person(s) that are acceptable to the Purchaser in its sole discretion.

**ENERGY SERVICES AGREEMENT – SOLAR**

This Energy Services Agreement (“Agreement”) is made and entered into as of this \_\_\_\_ day of \_\_\_\_\_, 201\_\_ (or, if later, the latest date of a Party’s execution and delivery to the other Party of this Agreement, the “Effective Date”), between *FFP BTM Solar, LLC*, a Delaware limited liability company (“ForeFront Power”), and *West Kern Community College District, a community college district organized and existing under the laws of the state of California* (“Purchaser”; and, together with ForeFront Power, each, a “Party” and together, the “Parties”).

**RECITALS**

- A. Purchaser desires that ForeFront Power install and operate a solar photovoltaic system at the Premises (as hereafter defined) for the purpose of providing a supply of electrical energy output from the System and any associated reductions in Purchaser’s peak demand from its Local Electric Utility (the “Energy Services”). Energy Services (as hereafter defined), and ForeFront Power is willing to do the same;
- B. ForeFront Power and Purchaser acknowledged those certain General Terms and Conditions of Energy Services Agreement between Forefront Power, LLC and Purchaser dated as of \_\_\_\_\_, 201\_\_ (“General Conditions”), which are incorporated by reference as set forth herein; and
- C. The terms and conditions of this Energy Services Agreement, excluding the General Conditions incorporated herein, constitute the “Special Conditions” referred to in the General Conditions.

In consideration of the mutual promises set forth below, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

- 1. Incorporation of General Conditions. The General Conditions are incorporated herein as if set forth in their entirety.
- 2. Initial Term. The initial term of the Agreement shall commence on the Effective Date and shall continue for Twenty (20) years from the Commercial Operation Date (as defined in the General Conditions) (the “Initial Term”), unless and until extended, or terminated earlier, pursuant to the provisions of the Agreement. Provided that Purchaser is not then in default its obligations under this Agreement, Purchaser shall have an option to renew this Agreement for an additional five (5) years (“Renewal Term”) on terms and conditions as set forth in this Agreement for such Renewal Term. Purchaser shall exercise its option for the Renewal Term by providing written notice to ForeFront Power of Purchaser’s of its desire to exercise the option for the Renewal Term not more than six (6) months and not less than three (3) months prior to expiration of the Initial Term. If Purchaser exercises the option for the Renewal Term, the Parties shall mutually agree upon the terms and conditions of this Agreement and the General Conditions shall apply during the Renewal Term. The kWh Rate for such Renewal Term shall not exceed the kWh Rate set forth in Schedule 2. The Initial Term and the subsequent Renewal Term, if any, are referred to collectively as the “Term”.
- 3. Schedules. The following Schedules hereto are hereby incorporated into this Agreement:

Schedule 1	Description of the Premises, System and Scope of Work
Schedule 2	Energy Services Payment
Schedule 3	Early Termination Fee
Schedule 4	Estimated Annual Production
Schedule 5	Notice Information
Schedule 6	Site-Specific Information and Requirements
Schedule 7	Specific Items for Scope of Work
Schedule 8	School Curriculum Component

Schedule 9	System Layout
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4. Privacy. Purchaser acknowledges that the System may collect certain information about Purchaser’s electricity usage from power generated by the System and the System performance. Such information may be stored and processed in the United States only if such information does not specifically disclose or identify the Purchaser.
  
5. Milestone Dates.
  - 5.1 The Construction Start Date is 210 days from Effective Date.
  - 5.2 The Guaranteed Commercial Operation Date is 180 days from Construction Start Date.
  
6. Purchase Requirement; Energy Services Payment. Purchaser agrees to purchase one hundred percent (100%) of the Energy Services generated by the System and made available by ForeFront Power to Purchaser during each relevant month of the Term, up to a maximum of one hundred and ten percent (110%) of Estimated Annual Production, as defined in Schedule 4. While the Energy Services are calculated and billed on a per kWh basis as set forth in Schedule 2 of these Special Conditions, they represent a package of services and benefits.
  
7. Estimated Annual Production. The annual estimate of electricity generated by the system for each year of the initial term is set as forth in Schedule 4 of the Special Conditions (“Estimated Annual Production”). Within 60 days of each annual anniversary of the Commercial Operation Date, ForeFront Power will provide a statement to Purchaser that shows the actual annual kWh production from the System for the Term Year, the Estimated Annual Production, and the Minimum Guaranteed Output (defined below).
  
8. Minimum Guaranteed Output. If the System fails to generate at least ninety-five percent (95%) of the Estimated Annual Production for a full Term Year (such amount, the “Minimum Guaranteed Output”), other than as a result of the acts or omissions of Purchaser or the Local Electric Utility (including a Disruption Period), or an Event of Force Majeure, ForeFront Power shall credit Purchaser an amount equal to Purchaser’s Lost Savings on the next invoice or invoices during the following Term Year. The formula for calculating Lost Savings for the applicable Term Year is as follows:

$$\text{Lost Savings} = (\text{MGO} \times \text{WPR} - \text{AE}) \times \text{RV}$$

MGO = Minimum Guaranteed Output, as measured in total kWh, for the System for the applicable Term Year.

WPR = Weather Performance Ratio, measured as the ratio of the actual insolation over typical (pro-forma) insolation. Such Weather Performance Ratio shall only apply if the ratio is less than 1.00.

AE = Actual Electricity, as measured in total kWh, delivered by the System for the Term Year plus the estimated lost energy production during a Disruption Period.

$$\text{RV} = (\text{ATP} - \text{kWh Rate})$$

ATP = Average tariff price, measured in \$/kWh, for the Term Year paid by Purchaser with respect to the Premises. This price is determined by dividing the total cost for delivered electricity, including all charges associated with such electricity howsoever named, including, without limitation, charges for distribution, transmission, demand, and systems benefits, paid to the Local Electric Utility during the applicable Term Year by the total amount of delivered electricity by the electric utility during such Term Year.

kWh Rate = the kWh Rate in effect for the applicable Term Year(s), measured in \$/kWh.

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If the RV is zero or less, then no Lost Savings payment is due to Purchaser. Any Lost Savings payment shall occur no later than sixty (60) days after the end of the Term Year during which such Lost Savings occurred.

- 9. Allowed Disruption Time. Notwithstanding the provisions in Section 4.3 of the General Conditions to the contrary, during years 4 through 20 (but not years 1 through 3) of the Term, Purchaser shall be afforded a one-time allocation of fifteen (15) days which may be used consecutively or in separate periods of at least twenty-four (24) hours each ("Allowed Disruption Time") during which the System shall be rendered non-operational. Purchaser shall not be obligated to make payments to Provider for electricity not received during the Allowed Disruption Time, nor shall Purchaser be required to reimburse Provider for any other lost revenue during the Allowed Disruption Time, including any lost revenue associated with any reduced sales of Environmental Attributes, and Provider shall be credited for the estimated lost production the System would have produced during such Allowed Disruption Time toward satisfaction of its Minimum Guaranteed Output, as set forth in Section 8 of the Special Conditions, such estimated lost production to be calculated in the same manner as set forth in Section 4.3 of the General Conditions.
- 10. Sunlight Access. Purchaser will take all reasonable actions as necessary to prevent other buildings, structures or flora from overshadowing or otherwise blocking access of sunlight to the System.
- 11. Use of System. Purchaser will not use electrical energy generated by the System for the purposes of heating a swimming pool within the meaning of Section 48 of the Internal Revenue Code.

IN WITNESS WHEREOF and in confirmation of their consent to the terms and conditions contained in this Agreement and intending to be legally bound hereby, ForeFront Power and Purchaser have executed this Agreement as of the Effective Date.

***FFP BTM SOLAR, LLC***

***WEST KERN COMMUNITY COLLEGE DISTRICT***

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



**SCHEDULES**

**I. Schedule 1 – Description of the Premises, System and Subsidy**

<b><u>A. Premises</u></b>	Taft College 29 Cougar Court, Taft, CA 93268
<b>Site diagram attached:</b>	X Yes _No
<b><u>B. Description of Solar System</u></b>	Behind the Meter
<b>Solar System Size:</b>	1056 kW (DC) (this is an estimate (and not a guarantee) of the System size; ForeFront Power may update the System Size prior to the Commercial Operation Date, provided that such update does not materially vary from the foregoing estimate.)
<b><u>C. Anticipated Subsidy or Rebate</u></b>	\$0

The Parties agree that the Site Plan attached in Schedule 9 is not a final site plan, and the Parties will use commercially reasonable efforts to finalize a Site Plan as set forth in Section 3.1 of the General Conditions.

**II. Schedule 2 – Energy Services Payment**

Purchaser shall pay to ForeFront Power a monthly payment (the “Energy Services Payment”) for the Energy Services provided by the System during each calendar month of the Term equal to the product of (x) Actual Monthly Production for the System for the relevant month multiplied by (y) the kWh Rate.

The “Actual Monthly Production” means the amount of energy recorded by ForeFront Power’s metering equipment during each calendar month of the Term.

The kWh Rate with respect to the System under the Agreement shall be in accordance with the following schedule:

<b>Term Year</b>	<b>kWh Rate (\$/kWh)</b>	<b>Term Year</b>	<b>\$/kWh Rate (\$/kWh)</b>
1	\$.1300	11	\$.1300
2	\$.1300	12	\$.1300
3	\$.1300	13	\$.1300
4	\$.1300	14	\$.1300
5	\$.1300	15	\$.1300
6	\$.1300	16	\$.1300
7	\$.1300	17	\$.1300
8	\$.1300	18	\$.1300
9	\$.1300	19	\$.1300
10	\$.1300	20	\$.1300

If distribution upgrades are required by the Local Electric Utility, within 30 days of receipt of notice from the Local Electric Utility of the distribution upgrade costs, Purchaser will provide written notice to Provider of Purchaser’s election of one of the following options:

1. For every \$0.01 per watt DC of such distribution upgrade costs, the kWh rate in Table 1 will increase \$0.00072 per kWh, with a maximum kWh rate increase of \$0.0205 per kWh.
2. Purchaser will pay the entire amount of such distribution upgrade costs, and the kWh rate as stated in Table 1 will remain unchanged. Purchaser shall make payments directly to the Local Electric Utility in accordance with the requirements of the Local Electric Utility.

**III. Schedule 3 – Early Termination Fee**

The Early Termination Fee with respect to the System under the Agreement shall be calculated in accordance with the following:

<b>Early Termination Occurs in Year:</b>	<b>Column 1 Early Termination Fee where Purchaser does <u>not</u> take Title to the System (\$/Wdc including costs of removal)</b>	<b>Purchase Date Occurs on the 91<sup>st</sup> day following: (Each “Anniversary” below shall refer to the anniversary of the Commercial Operation Date)</b>	<b>Column 2 Early Termination Fee where Purchaser takes Title to the System (\$/Wdc, does <u>not</u> include costs of removal)</b>
1*	\$4.72		--
2	\$3.70		--
3	\$3.36		--
4	\$3.06		--
5	\$2.76		--
6	\$2.69	5 <sup>th</sup> Anniversary	\$2.19
7	\$2.66	6 <sup>th</sup> Anniversary	\$2.16
8	\$2.63	7 <sup>th</sup> Anniversary	\$2.13
9	\$2.60	8 <sup>th</sup> Anniversary	\$2.10
10	\$2.57	9 <sup>th</sup> Anniversary	\$2.07
11	\$2.54	10 <sup>th</sup> Anniversary	\$2.04
12	\$2.50	11 <sup>th</sup> Anniversary	\$2.00
13	\$2.46	12 <sup>th</sup> Anniversary	\$1.96
14	\$2.43	13 <sup>th</sup> Anniversary	\$1.93
15	\$2.39	14 <sup>th</sup> Anniversary	\$1.89
16	\$2.35	15 <sup>th</sup> Anniversary	\$1.85
17	\$2.30	16 <sup>th</sup> Anniversary	\$1.80
18	\$2.26	17 <sup>th</sup> Anniversary	\$1.76
19	\$2.21	18 <sup>th</sup> Anniversary	\$1.71
20	\$2.16	19 <sup>th</sup> Anniversary	\$1.66

At Expiration (the end of the Initial Term), the amount in Column 1 shall be deemed to be zero (0).

\*Includes Early Termination prior to the Commercial Operation Date.

**IV. Schedule 4 – Estimated Annual Production**

Estimated Annual Production commencing on the Commercial Operation Date with respect to System under the Agreement shall be as follows:

<b>Term Year</b>	<b>Estimated Production (kWh)</b>	<b>Term Year</b>	<b>Estimated Production (kWh)</b>
1	1,767,744	11	1,681,319
2	1,758,905	12	1,672,913
3	1,750,111	13	1,664,548
4	1,741,360	14	1,656,225
5	1,732,653	15	1,647,944
6	1,723,990	16	1,639,704
7	1,715,370	17	1,631,506
8	1,706,793	18	1,623,348
9	1,698,259	19	1,615,232
10	1,689,768	20	1,607,156

The values set forth in the table above are estimates (and not guarantees), of approximately how many kWhs are expected to be generated annually by the System assuming the System size indicated in Schedule 1. ForeFront Power may deliver to Purchaser an updated table upon the Commercial Operation Date based on the actual System size.

**V. Schedule 5 – Notice Information**

**Purchaser:**

West Kern Community College District

**ForeFront Power:**

FFP BTM Solar, LLC  
 Attn: Director, Energy Services  
 100 Montgomery St., Suite 1400  
 San Francisco, CA 94104

*With a copy to*

FFP BTM Solar, LLC  
 Legal Department  
 100 Montgomery St., Suite 1400  
 San Francisco, CA 94104  
 Email: FPLegal@forefrontpower.com

**Financing Party:**

[To be provided by ForeFront Power when known]

**VI. Schedule 6 – Site Specific Information and Requirements**

In accordance with Section 7.2(f) of the General Conditions, the following information references any known restrictions on the use of the Premises for the construction, ownership, use and operation of the System,

including any land use restrictions, known underground structures or equipment, or limitations arising under permits or applicable law, as well as any additional Environmental Documents, reports or studies in the possession or control of the Purchaser, which shall each have been delivered to ForeFront Power as of the Effective Date. Information provided by the Purchaser is limited to materials in Purchaser’s possession; the Purchaser makes no warranty or representation that materials are complete or accurate; use and reliance on materials provided by Purchaser is at the sole discretion and risk of ForeFront Power.

<b>Type of Information</b>	<b>Information Delivered to ForeFront Power as of the Effective Date</b>
Phase I environmental site assessment	Nothing provided by Purchaser.
Reports on site sampling (soil or groundwater)	Nothing provided by Purchaser.
Land use restrictions imposed by governmental authorities	Nothing provided by Purchaser
Lease restrictions on proposed solar installation	Nothing provided by Purchaser.
Cleanup plan, corrective action plan or permits applicable to Premises	Nothing provided by Purchaser.
Open spill reports or unresolved release reports	Nothing provided by Purchaser.
Known underground storage tanks, foundations, utilities	Nothing provided by Purchaser.
Utility easements or public rights of way	Nothing Provided by Purchaser
Completed closure or “cap” on buried waste or other materials	Nothing provided by Purchaser.
Systems in place for extracting and collecting methane, groundwater or leachate	Nothing provided by Purchaser.
Subject to the control of a trustee, group of entities or entities other than landlord and/or Purchaser	Nothing provided by Purchaser.

**VII. Schedule 7 – Specific Items for Scope of Work**

1. **Provider Responsibilities:**

- 1.1. All System structures shall be permitted through Division of State Architect (DSA) as carports or shade structures, as applicable. Provider shall cause to DSA permits to be issued on behalf of the project(s).
- 1.2. Solar arrays will be standard canopy height of 11' minimum clearance.
- 1.3. Provider shall be responsible for all tree trimming and tree removal in order to facilitate the installation of the Systems. Provider will grind tree stumps and spread chippings, but not remove stumps. Purchaser shall acknowledge and approve removal of trees identified by Provider, in order to install the system and such approval shall not be unreasonably withheld. Irrigation re-routing shall not be the responsibility of the Provider. Provider is not responsible for planting or irrigating new vegetation.

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- 1.4. Canopy structures shall be painted, in accordance with paint specifications provided by the Purchaser. Provider shall provide touch-up paint as necessary every five years as part of System maintenance.
- 1.5. Provider will be responsible for removal of existing light poles in areas shaded by the System, including demolishing light pole bollards 4" below grade including asphalt patch back. Provider will use existing lighting conduits and infrastructure for new title 24 compliant LED lights under canopy; Provider is responsible for the continuity of the existing lighting circuitry necessary to support operation of the under canopy LED lights. Provider will not implement lighting controls. Provider will relocate removed light posts on site at location(s) designated by Purchaser.
- 1.6. Provider intends to interconnect the System to Purchaser-owned 4160 V service conductors at a mutually agreeable location. Provider assumes that existing the 4160 V conductors and service equipment are sufficiently capable of accepting the additional electrical load of the System. Provider shall not bear responsibility for any required upgrades to the pre-existing electrical system.
- 1.7. Purchaser may, in its sole discretion, provide written notice to Provider within 75 days of the Effective Date, that Purchaser elects to have Provider install, concurrently with the installation of the System and at Provider's sole expense, 1-1/4" high-density polyethylene spare conduit. If Purchaser makes such election, the kWh rate in Schedule 2 will increase by \$0.00075 for each linear foot of conduit per kW dc. (Example 500' of conduit for a 200 kW dc system size would result in a \$0.001875 per kWh increase in the PPA rate. Such conduit shall not be part of the System, but shall be the sole property of Purchaser. After installation of such spare conduit, Provider shall have no further rights or duties with respect to the use or maintenance thereof; provided, if at any time during the Term Purchaser need to conduct any repair or replacement of such conduit, it shall coordinate with Provider prior to commencing any such repair or replacement to ensure that the System is not damaged or impacted in any way except as is expressly provided for in this Agreement.
- 1.8. Provider shall be responsible for costs associated with: (i) providing alternative temporary accessible paths of travel as necessary during installation of the System; and (ii) ADA upgrades required including all signage and striping and new path of travel as a result of the Systems being installed. If additional ADA upgrades are required as a result of the premises not being code compliant prior to the start of construction, Purchaser shall be responsible for the costs of such additional upgrades, provided, Provider shall work with Purchaser in good faith to determine a mutually-acceptable solution for Purchaser to pay such additional costs, including potentially an increase in the kWh rate in Schedule 2. The foregoing notwithstanding, unless Provider notifies Purchaser in writing prior to the start of System construction of ADA upgrades that may be required to existing conditions, Provider and not Purchaser shall bear all costs to complete such ADA upgrades
- 1.9. System construction and installation at the Premises are subject to the following:
  - 1.9.1. Access and Use of Premises. Access to the Premises by the Provider and its Contractors shall be subject to reasonable requirements established by the Purchaser and in effect as of the date of this Agreement, including without limitation, advance notice, limits on times/durations of access, limits on the nature or scope of activities and other similar matters. All personnel of the Provider and Contractors shall comply with and be subject to the Purchaser's Board Policies and Administrative Regulations, including prohibitions on possession or use of alcohol, tobacco and weapons.
  - 1.9.2. Labor and Materials. All work, labor and materials shall comply with: (i) DSA requirements provided to Provider by Purchaser; (ii) requirements of this Agreement; and (iii) Labor Code provisions applicable to public works, including payment of prevailing wage rates,

apprenticeship requirements and hours/days of work. Provider shall obtain a Labor and Materials Payment Bond issued by a California admitted surety insurer conforming to requirements of Civil Code §9554.

- 1.9.3. Contractor. The Provider is solely responsible for selection of the Contractor for construction and installation of the System at the Premises and the conduct/actions of the Contractor and its personnel. The Contractor shall be duly qualified and properly licensed to complete System construction and installation. References to the Contractor include subcontractors of all tiers.
- 1.9.4. Insurance. While completing construction or installation of the System at the Premises, the Contractor and all Subcontractors shall obtain and maintain the following policies of insurance with at least the minimum coverage limits set forth below; provided, however, that Professional Liability coverage is only required by Contractor or those Subcontractors performing design and engineering work:

<b>Policy of Insurance</b>	<b>Minimum Coverage Limits</b>
Workers Compensation	In accordance with legal requirements
Employers Liability	\$1,000,000
General Liability, including pollution liability	\$2,000,000 per occurrence \$4,000,000 in the aggregate
Automobile Liability	\$2,000,000 combined single limit
Professional Liability	\$2,000,000 per claim \$2,000,000 in the aggregate

- 1.10. System As-Built Drawings. Upon completing installation of the System, the Provider shall deliver as-built drawings for the System as installed to the Purchaser. The as-built drawings shall be complete and accurate.

2. Purchaser Responsibilities:

- 2.1. Purchaser shall enter into contract with a DSA Inspector and any and all Special Inspectors required in order to fully inspect the project. Purchaser shall coordinate with Provider in order to facilitate and deliver all DSA forms required in order to schedule and complete the DSA permit appointment. Purchaser shall be responsible for all Inspector of Record Fees and Special Test Fees/
- 2.2. Purchaser shall cause the DSA Inspector to issue a DSA Form 6 upon completion of the System in a timely manner in order to allow Provider to facilitate interconnection and financing activities as required for the System.
- 2.3. Purchaser shall, in the event that any pre-existing, open A-Numbers with DSA relating to the Premises need to be closed out in order to proceed with the installation of the Systems, be responsible for engaging architect and engineering resources at its sole expense to close out open A-Numbers. Provider shall provide support for such actions as reasonably required.
- 2.4. Purchaser shall deliver to Provider all as-built drawings of existing improvements in the Premises which are known to and in the possession of Purchaser with DSA A-Numbers listed, in order to fully develop the solar plan sets and designs. Purchaser does not warrant or represent that the as-built drawings provided are complete or accurate. Provider's use or reliance on as-built drawings provided by Purchaser pursuant to the foregoing is at Provider's discretion and risk.

2.5. Any irrigation re-routing shall be the responsibility of the Purchaser.

**VIII. Schedule 8 – School Curriculum Component**

Provider shall provide a solar energy curriculum to Purchaser such as Schools Power or similar. Provider is only required to provide such a curriculum once, which shall be at the commencement of the Term. The cost for providing such curriculum is included in the kWh Rate, and therefore shall be at no additional cost to Purchaser.


IX. Schedule 9 – System Layout



SYSTEM DESCRIPTION	
MODULE TYPE	600W LR6_72PH_360R4
QUANTITY	2834
INVERTERS	150PH 60TL (50PH 36TL)
SYSTEM SIZE (DC)	1056.14 kW
SYSTEM SIZE (AC)	800.00 kW
LAYOUTING	SS 3324-438 4365
AZIMUTH ANGLE	131° 50' 1" 130° 17' 1"
TILT ANGLE	11°
INCH/LOAD	20 PIP
WINDSPEED	110 MPH
SEISMIC CATEGORY	S2
NO. OF TREES/150FT	0/12

NOTE: SENSITOP ANALYSIS OF TOPOGRAPHY AND TREE HEIGHTS WERE ASSUMED FOR THE DESIGN. FINAL SYSTEM SIZE AND LOCATION WILL VARY BASED ON FURTHER DUE DILIGENCE.

Location of POCC  
4.16kV, 600A  
Step Up Transformer  
located outside  
Meter # 1010125464



**FOREFRONT POWER**  
30 FOREFRONT POWER, LLC AND ITS  
AFFILIATES ARE PROPRIETARY  
100 MONTICOMERY STREET #1400  
SAN FRANCISCO, CA 94104  
(415) 304-5853  
www.forefrontpower.com

STAMP:

**NOT FOR CONSTRUCTION**

**Taft College**

29 Cougar St.  
Taft, CA 93268

PROJECT NUMBER:  
CA-17-0279

SHEET TITLE:  
CONCEPTUAL LAYOUT

SHEET SIZE:  
TABLOID 11" X 17"

THIS DRAWING IS THE PROPERTY OF FOREFRONT POWER, LLC. THIS INFORMATION IS CONFIDENTIAL AND IS TO BE USED ONLY IN CONNECTION WITH THE PROJECT DESCRIBED BY FOREFRONT POWER, LLC. PERMISSION IS TO BE OBTAINED TO REPRODUCE OR TRANSMIT THIS INFORMATION TO ANY OTHER PARTY WITHOUT THE WRITTEN PERMISSION OF FOREFRONT POWER, LLC.

NO.	REVISION	DATE	BY	TWT

DATE: 02-22-2018  
DRAWN BY: BP  
ENGINEER: BP  
APPROVED BY: \_\_\_\_\_

PROJECT PHASE:  
PRELIMINARY DESIGN

SCALE: 1" = 125'

SHEET NO.:  
**CL-1**



# Attachment B

Year	Historic Utility Bill (w/o solar)	Total Elec. Cost (PPA + Utility)	Percentage Difference (Utility vs. PPA)	Net Savings
1	403,617	345,565	16.80%	58,052
2	416,850	350,619	18.89%	66,231
3	425,927	351,143	21.30%	74,784
4	439,288	356,750	23.14%	82,537
5	453,102	362,663	24.94%	90,440
6	467,388	368,893	26.70%	98,494
7	482,161	375,455	28.42%	106,706
8	497,442	382,362	30.10%	115,079
9	513,247	389,629	31.73%	123,619
10	529,599	440,381	20.26%	89,218
11	546,516	450,786	21.24%	95,731
12	564,022	461,685	22.17%	102,337
13	582,137	473,098	23.05%	109,039
14	600,886	485,047	23.88%	115,839
15	620,293	497,551	24.67%	122,741
16	640,382	510,635	25.41%	129,748
17	661,182	524,320	26.10%	136,862
18	682,718	538,631	26.75%	144,086
19	705,020	553,595	27.35%	151,425
20	728,117	569,236	27.91%	158,881
<b>Totals</b>	<b>10,959,894</b>	<b>8,788,044</b>		<b>2,171,849</b>

# Attachment C

PUBLIC NOTICE

**NOTICE IS HEREBY GIVEN** that on November 14, 2018, or as soon thereafter as practicable, at a regularly scheduled public meeting of the Board of Trustees of the West Kern Community College District (the "Board"), which will be held at Taft College, Cougar Room, 29 Cougar Court, Taft, CA 93268, the Board will consider entering into an energy service contract with FOREFRONT POWER, LLC or its designated affiliate, for the installation of certain energy savings measures on property owned or controlled by West Kern Community College District.

At said meeting, the Board will hold a public hearing on and consider a resolution to adopt findings required by California Government Code section 4217.12 regarding anticipated energy cost savings and other benefits West Kern Community College District may receive if the Board decides to enter into the energy service contract.

The resolution, agreement and supporting documents will be included with the Board's regular public agenda for the November 14, 2018, meeting.

Signature: 

Name: Debra S. Daniels, Ed.D.

Title: Superintendent/President

Organization: West Kern Community College District

**Date:** November 6, 2018  
**Submitted by:** Heather Meason, Executive Director of Human Resources  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Approval

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**Board Meeting Date:** November 14, 2018

**Title of Board Item:**

Taft College Faculty Association (TCFA) English 1000 and 1500 Class Size Limits

**Background:**

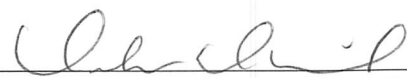
As part of the continuing dialogue through the TCFCBC, the parties have reached a consensus to limit enrollment for English 1000 and 1500 to 25 students.

**Terms (if applicable):**

An implementation date of January 1, 2019.

**Expense (if applicable):**

**Fiscal Impact Including Source of Funds (if applicable):**

**Approved:**   
Dr. Debra Daniels, Superintendent/President

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

**ENGLISH 1000 AND 1500 CLASS SIZE LIMITS**

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:

As part of continuing dialogue through the Taft College Faculty Collective Bargaining Committee, the parties have reached a consensus regarding English 1000 and 1500 class size limits

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

1. The above recitals are true and correct.
2. The parties agree, effective January 1, 2019, that Section 6.1.1.3.2, Enrollment Limits of the collective bargaining agreement (“CBA”) shall be modified as follows:

6.1.1.3.2 The enrollment limit for English classes (except for English 1000 and English 1500) (distance learning and on-campus) is thirty (30) students. The enrollment limit for English 1000 and English 1500 classes (distance learning and on-campus) is twenty-five (25) students.

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.

\_\_\_\_\_  
Dawn Cole, President  
Board of Trustees  
West Kern Community College District

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

Dated: December \_\_, 2018

Dated: December \_\_, 2018

Board Approval:

First Presentation: November 14, 2018  
Second Presentation/Approval: December 12, 2018

**Date:** November 6, 2018  
**Submitted by:** Heather Meason, Executive Director of Human Resources  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Approval

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**Board Meeting Date:** November 14, 2018

**Title of Board Item:**

Taft College Faculty Association (TCFA) Dental Hygiene Remediation Course Stipends

**Background:**

As part of the continuing dialogue through the TCFCBC, the parties have reached a consensus regarding updating the Dental Hygiene Remediation Course Stipends in the Faculty Collective Bargaining Agreement Salary Schedule, Appendix B-1, Page 2.

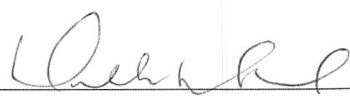
**Terms (if applicable):**

An implementation date of January 1, 2019.

**Expense (if applicable):**

50 hour remediation course for the Dental Hygiene Board of California \$1200 per semester or an 80 hour remediation course for the Western Regional Exam board for a stipend of \$1500 per semester.

**Fiscal Impact Including Source of Funds (if applicable):**

**Approved:**   
\_\_\_\_\_  
Dr. Debra Daniels, Superintendent/President

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

**DENTAL HYGIENE REMEDIATION COURSE STIPENDS**

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:

As part of continuing dialogue through the Taft College Faculty Collective Bargaining Committee, the parties have reached a consensus regarding updating Dental Hygiene Remediation Course Stipends in the Faculty Collective Bargaining Agreement Salary Schedule, Appendix B-1, Page 2.

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

1. The above recitals are true and correct.
2. The parties agree, effective January 1, 2019, the Human Resources Department will post an internal announcement whenever requested by the Director of Dental Hygiene for a qualified faculty or adjunct faculty member to conduct a 50 hour remediation course for The Dental Hygiene Board of California (DHBC) for a stipend of \$1200 per semester or an 80 hour remediation course for the Western Regional Exam Board (WREB) for a stipend of \$1500 per semester.
3. The parties further agree to update the Faculty Salary Schedule, Appendix B-1, Page 2 of the CBA as appropriate.
4. Except as set forth in this Agreement, all other terms and conditions of the CBA shall remain unchanged.
5. This Agreement will become effective after ratification by the TCFA/CTA/NEA members and the District’s Governing Board.

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Dawn Cole, President  
Board of Trustees  
West Kern Community College District

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

Dated: December \_\_\_\_\_, 2018

Dated: December \_\_\_\_\_, 2018

Board Approval:  
First Presentation: November 14, 2018  
Second Presentation/Approval: December 12, 2018



## BOARD AGENDA ITEM

Date: October 26, 2018  
Submitted by: Amanda Bauer, Director of Fiscal Services  
Area Administrator: Brock McMurray, EVP of Administrative Services  
Subject: Information Item



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**Board Meeting Date:** November 14, 2018

**Title of Board Item:**

Annual Financial and Budget Report (CCFS-311A) for the Fiscal Year Ended June 30, 2018.

**Background:**

Attached is the *Annual Financial and Budget Report (CCFS-311A) for the Year Ended June 30, 2018* as submitted to the Chancellor's Office. This is to certify the Annual Financial Report for 2017/2018 has been prepared and the budget for the 2018/2019 has been adopted in accordance with *Title 5 of the California Code of Regulations, beginning with section 58300*. The Annual Financial and Budget Report contains, as specified by the Chancellor's Office, a statement of the actual revenues and expenditures for the year just ended, plus the budgeted revenues and proposed expenditures for the succeeding fiscal year.

**Terms (if applicable):**

Not applicable.

**Expense (if applicable):**

Not applicable.

**Fiscal Impact Including Source of Funds (if applicable):**

None.

Approved: \_\_\_\_\_



Dr. Debra Daniels, Superintendent/President

CALIFORNIA COMMUNITY COLLEGES

Analysis of compliance with the 50 Percent Law (ECS 84362)

Annual Financial and Budget Report

The Current Expense of Education

SUPPLEMENTAL DATA

S11 GENERAL FUND - UNRESTRICTED SUBFUND

For Actual Year: 2017-2018

Budget Year: 2018-2019

District ID: 690

Name: WEST KERN

		Activity (ECSA)	Activity (ECSB)	Activity (ECSX)	
		ECS 84362 A	ECS 84362 B	Excluded	
	Object	Instructional Salary Cost	Total CEE	Activities	
Academic Salaries	Code	AC 0100-5900 & AC 6110	AC 0100 - 6799	AC 6800 - 7390	Total
<b>Instructional Salaries</b>					
Contract or Regular	1100	3,756,527	3,756,527		3,756,527
Other	1300	2,475,852	2,564,418	118,388	2,682,806
<b>Total Instructional Salaries</b>		6,232,379	6,320,945	118,388	6,439,333
<b>Non-Instructional Salaries</b>					
Contract or Regular	1200		1,570,073	193,938	1,764,011
Other	1400		370,581	44,108	414,689
<b>Total Non-Instructional Salaries</b>		0	1,940,654	238,046	2,178,700
<b>Total Academic Salaries</b>		6,232,379	8,261,599	356,434	8,618,033
<b>Classified Salaries</b>					
<b>Non-Instructional Salaries</b>					
Regular Status	2100		3,128,741	439,324	3,568,065
Other	2300		401,185	47,734	448,919
<b>Total Non-Instructional Salaries</b>		0	3,529,926	487,058	4,016,984
<b>Instructional Aides</b>					
Regular Status	2200	278,673	181,606		181,606
Other	2400	64,888	72,228		72,228
<b>Total Instructional Aides</b>		343,561	253,834	0	253,834
<b>Total Classified Salaries</b>		343,561	3,783,760	487,058	4,270,818
<b>Employee Benefits</b>	3000	2,747,438	6,048,691	269,763	6,318,454
<b>Supplies and Materials</b>	4000		347,238	18,315	365,553
<b>Other Operating Expenses</b>	5000	1,413,300	3,536,126	995,569	4,531,695
<b>Equipment Replacement</b>	6420		268		268
<b>Total Expenditures Prior to Exclusions</b>		10,736,678	21,977,682	2,127,139	24,104,821

**CALIFORNIA COMMUNITY COLLEGES**

**Analysis of compliance with the 50 Percent Law (ECS 84362)**

**Annual Financial and Budget Report**

**The Current Expense of Education**

**SUPPLEMENTAL DATA**

**S11 GENERAL FUND - UNRESTRICTED SUBFUND**

For Actual Year: 2017-2018

Budget Year: 2018-2019

District ID: 690

Name: WEST KERN

		<b>Activity (ECSA)</b>	<b>Activity (ECSB)</b>	<b>Activity (ECSX)</b>	
		<b>ECS 84362 A</b>	<b>ECS 84362 B</b>	<b>Excluded</b>	
		<b>Instructional Salary Cost</b>	<b>Total CEE</b>	<b>Activities</b>	
<b>Exclusions</b>		<b>AC 0100-5900 &amp; AC 6110</b>	<b>AC 0100 - 6799</b>	<b>AC 6800 - 7390</b>	<b>Total</b>
<b>Activities to Exclude</b>	<b>TOP Code</b>				
Instructional Staff-Retirees' Benefits and Retirement Incentives	5900	284,603	1,135,450		1,135,450
Student Health Services Above Amount Collected	6441				0
Student Transportation	6491				0
Noninstructional Staff-Retirees' Benefits and Retirement Incentives	6740		83,529		83,529
<b>Objects to Exclude</b>	<b>Object Code</b>				
Rents and Leases	5060		7,160	1,500	8,660
Lottery Expenditures					
Academic Salaries	1000		600,204		600,204
Classified Salaries	2000				0
Employee Benefits	3000				0
Supplies and Materials	4000				
Software	4100				0
Books, Magazines, & Periodicals	4200				0
Instructional Supplies & Materials	4300				0
Noninstructional, Supplies & Materials	4400				0
Total Supplies and Materials		0	0	0	0
Other Operating Expenses and Services	5000				0

For Actual Year: 2017-2018

Budget Year: 2018-2019

District ID: 690

Name: WEST KERN

		Activity (ECSA)	Activity (ECSB)	Activity (ECSX)	
		ECS 84362 A	ECS 84362 B	Excluded	
	Object	Instructional Salary Cost	Total CEE	Activities	
	Code	AC 0100-5900 & AC 6110	AC 0100 - 6799	AC 6800 - 7390	Total
Capital Outlay	6000				
Library Books	6300				0
Equipment	6400				
Equipment - Additional	6410				0
Equipment - Replacement	6420				0
Total Equipment		0	0	0	0
Total Capital Outlay		0	0	0	0
Other Outgo	7000				0
<b>Total Exclusions</b>		284,603	1,826,343	1,500	1,827,843
<b>Total for ECS 84362, 50% Law</b>		10,452,075	20,151,339	2,125,639	22,276,978
<b>Percent of CEE (Instructional Salary Cost / Total CEE)</b>		51.87%	100.00%		
<b>50% of Current Expense of Education</b>			10,075,670		
<b>Nonexempted (Remaining) Deficiency from second preceeding Fiscal Year</b>					
<b>Amount Required to be Expended for Salaries of Classroom Instructors</b>		10,452,075	20,151,339	2,125,639	22,276,978
<b>Reconciliation to Unrestricted General Fund Expenditures</b>					
<b>Total Expenditures Prior to Exclusions</b>		10,736,678	21,977,682	2,127,139	24,104,821
Capital Expenditures	6000	5,321	82,751	8,923	91,674
Equipment Replacement (Back out)	6420		0	0	0
<b>Total Unrestricted General Fund Expenditures</b>		10,741,999	22,060,433	2,136,062	24,196,495

CALIFORNIA COMMUNITY COLLEGES

Governmental Funds Group

COMBINED BALANCE SHEET

10 General Fund — Combined

(Total Unrestricted and Restricted)

For Year Ended June 30, 2018

District ID: 690

Name: WEST KERN

Description	CA (Object)	11	12	10
		General Fund Unrestricted	General Fund Restricted	General Fund COMBINED
<b>ASSETS</b>				
Cash, Investments, and Receivables	9100			
Cash:				
Awaiting Deposit and in Banks	9111	1,630,850		1,630,850
In County Treasury	9112	4,156,848	4,158,390	8,315,238
Cash With Fiscal Agents	9113			0
Revolving Cash Accounts	9114	15,470		15,470
Investments (at cost)	9120			0
Accounts Receivable	9130	421,959	1,575,836	1,997,795
Due from Other Funds	9140	2,926,493		2,926,493
Inventories, Stores, and Prepaid Items	9200			
Inventories and Stores	9210			0
Prepaid Items	9220	39,651	76,144	115,795
<b>TOTAL ASSETS</b>		9,191,271	5,810,370	15,001,641
<b>LIABILITIES</b>				
Current Liabilities and Deferred Revenue	9500			
Accounts Payable	9510	158,811	40,480	199,291
Accrued Salaries and Wages Payable	9520			0
Compensated Absences Payable Current	9530	299,670	24,427	324,097
Due to Other Funds	9540	184,489	2,987,206	3,171,695
Temporary Loans	9550			0
Current Portion of Long-Term Debt	9560			0
Deferred Revenues	9570	17,040	1,548,678	1,565,718
<b>TOTAL LIABILITIES</b>		660,010	4,600,791	5,260,801

**CALIFORNIA COMMUNITY COLLEGES**  
**COMBINED BALANCE SHEET**

**Governmental Funds Group**  
**10 General Fund — Combined**  
**(Total Unrestricted and Restricted)**

For Year Ended June 30, 2018

District ID: 690

Name: WEST KERN

Description	CA (Object)	11	12	10
		General Fund Unrestricted	General Fund Restricted	General Fund COMBINED
<b>FUND BALANCE (NON-GASB 54)</b>				
Fund Balance Reserved	9710			0
NonCash Assets	9711			0
Amounts Restricted by Law for Specific Purposes	9712			0
Reserve for Encumbrances Credit	9713			0
Reserve for Encumbrances Debit	9714			0
Reserve for Debt Services	9715			0
Assigned/Committed	9754			0
Unassigned	9790			0
<b>Total Fund Balance</b>		0	0	0
<b>Fund Balance (GASB 54)</b>	9750			
Nonspendable Fund Balance	9751			0
Restricted Fund Balance	9752			0
Committed Fund Balance	9753			0
Assigned Fund Balance	9754			0
Total Designated Fund Balance		0	0	0
Uncommitted Fund Balance	9790	8,531,261	1,209,579	9,740,840
<b>TOTAL FUND EQUITY</b>		8,531,261	1,209,579	9,740,840
<b>TOTAL LIABILITIES AND FUND EQUITY</b>		9,191,271	5,810,370	15,001,641

**CALIFORNIA COMMUNITY COLLEGES**

**Annual Financial and Budget Report**

**Governmental Funds Group**

- 20 Debt Service Funds:**
- 21 Bond Interest and Redemption Fund**
- 22 Revenue Bond Interest and Redemption Fund**
- 29 Other Debt Service Fund**

**COMBINED BALANCE SHEET**

For Year Ended June 30, 2018

District ID: 690

Name: WEST KERN

Description	CA (Object)	21 Bond Interest and Redemption Fund	22 Revenue Bond Interest and Redemption Fund	29 Other Debt Service Fund
<b>ASSETS</b>				
Cash, Investments, and Receivables	9100			
Cash:				
Awaiting Deposit and in Banks	9111			
In County Treasury	9112	4,158,121		1,005,184
Cash With Fiscal Agents	9113			
Investments (at cost)	9120			9,908,133
Accounts Receivable	9130			661,064
Due from Other Funds	9140			1,470,000
<b>TOTAL ASSETS</b>		4,158,121	0	13,044,381
<b>LIABILITIES</b>				
Current Liabilities and Deferred Revenue	9500			
Accounts Payable	9510			
Accrued Salaries and Wages Payable	9520			
Compensated Absences Payable Current	9530			
Due to Other Funds	9540			
Temporary Loans	9550			
Current Portion of Long-Term Debt	9560			
Deferred Revenues	9570			
<b>TOTAL LIABILITIES</b>		0	0	0

**CALIFORNIA COMMUNITY COLLEGES**

**Annual Financial and Budget Report**

**Governmental Funds Group**

- 20 Debt Service Funds:**
- 21 Bond Interest and Redemption Fund**
- 22 Revenue Bond Interest and Redemption Fund**
- 29 Other Debt Service Fund**

**COMBINED BALANCE SHEET**

For Year Ended June 30, 2018

District ID: 690

Name: WEST KERN

Description	CA (Object)	21 Bond Interest and Redemption Fund	22 Revenue Bond Interest and Redemption Fund	29 Other Debt Service Fund
<b>FUND BALANCE (NON-GASB 54)</b>				
Fund Balance Reserved	9710			
NonCash Assets	9711			
Amounts Restricted by Law for Specific Purposes	9712			
Reserve for Encumbrances Credit	9713			
Reserve for Encumbrances Debit	9714			
Reserve for Debt Services	9715			
Assigned/Committed	9754			
Unassigned	9790			
<b>Total Fund Balance</b>		0	0	0
<b>Fund Balance (GASB 54)</b>	9750			
Nonspendable Fund Balance	9751			
Restricted Fund Balance	9752			
Committed Fund Balance	9753			
Assigned Fund Balance	9754			
Total Designated Fund Balance		0	0	0
Uncommitted Fund Balance	9790	4,158,121		13,044,381
<b>TOTAL FUND EQUITY</b>		4,158,121	0	13,044,381
<b>TOTAL LIABILITIES AND FUND EQUITY</b>		4,158,121	0	13,044,381



CALIFORNIA COMMUNITY COLLEGES

Governmental Funds Group

Annual Financial and Budget Report

30 Special Revenue Funds:

- 31 Bookstore Fund
- 32 Cafeteria Fund
- 33 Child Development Fund
- 34 Farm Operation Fund
- 35 Revenue Bond Project Fund
- 39 Other Special Revenue Fund

COMBINED BALANCE SHEET

For Year Ended June 30, 2018

District ID: 690

Name: WEST KERN

Description	CA (Object)	31 Bookstore Fund	32 Cafeteria Fund	33 Child Development Fund	34 Farm Operation Fund	35 Revenue Bond Project Fund	39 Other Special Revenue Fund
<b>ASSETS</b>							
Cash, Investments, and Receivables	9100						
Cash:							
Awaiting Deposit and in Banks	9111	165,695					
In County Treasury	9112	1,133,311	1,992	53,474		482,677	11,172
Cash With Fiscal Agents	9113						
Revolving Cash Accounts	9114						
Investments (at cost)	9120						
Accounts Receivable	9130	54,881	27,348	25,184		8,926	329,848
Due from Other Funds	9140	239,245	131,143			155,056	184,489
Inventories, Stores, and Prepaid Items	9200						
Inventories and Stores	9210	235,474	19,498				
Prepaid Items	9220	2,357					
<b>TOTAL ASSETS</b>		<b>1,830,963</b>	<b>179,981</b>	<b>78,658</b>	<b>0</b>	<b>646,659</b>	<b>525,509</b>
<b>LIABILITIES</b>							
Current Liabilities and Deferred Revenue	9500						
Accounts Payable	9510	7,794	5,380	6,172		993	213,099
Accrued Salaries and Wages Payable	9520						
Compensated Absences Payable Current	9530	3,717	20,067	27,641			49,490
Due to Other Funds	9540						2,571,951
Temporary Loans	9550						
Current Portion of Long-Term Debt	9560						
Deferred Revenues	9570			44,845			
<b>TOTAL LIABILITIES</b>		<b>11,511</b>	<b>25,447</b>	<b>78,658</b>	<b>0</b>	<b>993</b>	<b>2,834,540</b>

CALIFORNIA COMMUNITY COLLEGES

Governmental Funds Group

Annual Financial and Budget Report

30 Special Revenue Funds:

- 31 Bookstore Fund
- 32 Cafeteria Fund
- 33 Child Development Fund
- 34 Farm Operation Fund
- 35 Revenue Bond Project Fund
- 39 Other Special Revenue Fund

COMBINED BALANCE SHEET

For Year Ended June 30, 2018

District ID: 690

Name: WEST KERN

Description	CA	31	32	33	34	35	39
	(Object)	Bookstore Fund	Cafeteria Fund	Child Development Fund	Farm Operation Fund	Revenue Bond Project Fund	Other Special Revenue Fund
<b>FUND BALANCE (NON-GASB 54)</b>							
Fund Balance Reserved	9710	0	0	0	0	0	0
NonCash Assets	9711	0	0	0	0	0	0
Amounts Restricted by Law for Specific Purposes	9712	0	0	0	0	0	0
Reserve for Encumbrances Credit	9713	0	0	0	0	0	0
Reserve for Encumbrances Debit	9714	0	0	0	0	0	0
Reserve for Debt Services	9715	0	0	0	0	0	0
Assigned/Committed	9754	0	0	0	0	0	0
Unassigned	9790	0	154,534	0	0	0	0
<b>Total Fund Balance</b>		0	154,534	0	0	0	0
<b>Fund Balance (GASB 54)</b>	9750						
Nonspendable Fund Balance	9751	0	0	0	0	0	0
Restricted Fund Balance	9752	0	0	0	0	0	0
Committed Fund Balance	9753	0	0	0	0	0	0
Assigned Fund Balance	9754	0	0	0	0	0	0
Total Designated Fund Balance		0	0	0	0	0	0
Uncommitted Fund Balance	9790	1,819,452	0	0	0	645,666	(2,309,031)
<b>TOTAL FUND EQUITY</b>		1,819,452	154,534	0	0	645,666	(2,309,031)
<b>TOTAL LIABILITIES AND FUND EQUITY</b>		1,830,963	179,981	78,658	0	646,659	525,509

**CALIFORNIA COMMUNITY COLLEGES**  
**Annual Financial and Budget Report**

**Governmental Funds Group**

- 40 Capital Projects Funds:**
  - 41 Capital Outlay Projects Fund**
  - 42 Revenue Bond Construction Fund**

**COMBINED BALANCE SHEET**

For Year Ended June 30, 2018

District ID: 690

Name: WEST KERN

Description	CA (Object)	41	42	43
		Capital Outlay Projects Fund	Revenue Bond Construction Fund	General Obligation Bond Fund
<b>ASSETS</b>				
Cash, Investments, and Receivables	9100			
Cash:				
Awaiting Deposit and in Banks	9111			
In County Treasury	9112	609,793	1,153,120	
Cash With Fiscal Agents	9113			
Revolving Cash Accounts	9114			
Investments (at cost)	9120		3,973,500	
Accounts Receivable	9130	2,772	6,188	
Due from Other Funds	9140	(170,636)	(189,164)	
Inventories, Stores, and Prepaid Items	9200			
Inventories and Stores	9210			
Prepaid Items	9220	4,058		
<b>TOTAL ASSETS</b>		445,987	4,943,644	0
<b>LIABILITIES</b>				
Current Liabilities and Deferred Revenue	9500			
Accounts Payable	9510	5,549	119,326	
Accrued Salaries and Wages Payable	9520			
Compensated Absences Payable Current	9530			
Due to Other Funds	9540			
Temporary Loans	9550			
Current Portion of Long-Term Debt	9560			
Deferred Revenues	9570			
<b>TOTAL LIABILITIES</b>		5,549	119,326	0

**CALIFORNIA COMMUNITY COLLEGES**

**Governmental Funds Group**

**Annual Financial and Budget Report**

**40 Capital Projects Funds:**

**41 Capital Outlay Projects Fund**

**42 Revenue Bond Construction Fund**

**COMBINED BALANCE SHEET**

For Year Ended June 30, 2018

District ID: 690

Name: WEST KERN

Description	CA (Object)	41	42	43
		Capital Outlay Projects Fund	Revenue Bond Construction Fund	General Obligation Bond Fund
<b>FUND BALANCE (NON-GASB 54)</b>				
Fund Balance Reserved	9710			
NonCash Assets	9711			
Amounts Restricted by Law for Specific Purposes	9712			
Reserve for Encumbrances Credit	9713			
Reserve for Encumbrances Debit	9714			
Reserve for Debt Services	9715			
Assigned/Committed	9754			
Unassigned	9790			
<b>Total Fund Balance</b>		0	0	0
<b>Fund Balance (GASB 54)</b>	9750			
Nonspendable Fund Balance	9751			
Restricted Fund Balance	9752			
Committed Fund Balance	9753			
Assigned Fund Balance	9754			
Total Designated Fund Balance		0	0	0
Uncommitted Fund Balance	9790	440,438	4,824,318	
<b>TOTAL FUND EQUITY</b>		440,438	4,824,318	0
<b>TOTAL LIABILITIES AND FUND EQUITY</b>		445,987	4,943,644	0

CALIFORNIA COMMUNITY COLLEGES

Proprietary Funds Group

Annual Financial and Budget Report

50 Enterprise Funds:

COMBINED BALANCE SHEET

51 Bookstore Fund

53 Farm Operations Fund

52 Cafeteria Fund

59 Other Enterprise Fund

For Year Ended June 30, 2018

District ID: 690

Name: WEST KERN

Description	CA (Object)	51	52	53	59
		Bookstore Fund	Cafeteria Fund	Farm Operations Fund	Other Enterprise Fund
<b>ASSETS</b>					
Cash, Investments, and Receivables	9100				
Cash:					
Awaiting Deposit and in Banks	9111				
In County Treasury	9112				
Cash With Fiscal Agents	9113				
Revolving Cash Accounts	9114				
Investments (at cost)	9120				
Accounts Receivable	9130				
Due from Other Funds	9140				
Inventories, Stores, and Prepaid Items	9200				
Inventories and Stores	9210				
Prepaid Items	9220				
<b>Fixed Assets</b>	9300				
Sites	9310				
Site Improvements	9320				
Accumulated Depreciation Site Improvements	9321				
Buildings	9330				
Accumulated Depreciation Buildings	9331				
Library Books	9340				
Equipment	9350				
Accumulated Depreciation Equipment	9351				
Work in Progress	9360				
<b>Total Fixed Assets</b>		0	0	0	0
<b>TOTAL ASSETS</b>		0	0	0	0

**CALIFORNIA COMMUNITY COLLEGES**

**Proprietary Funds Group**

**Annual Financial and Budget Report**

**50 Enterprise Funds:**

**51 Bookstore Fund**

**53 Farm Operations Fund**

**COMBINED BALANCE SHEET**

**52 Cafeteria Fund**

**59 Other Enterprise Fund**

For Year Ended June 30, 2018

District ID: 690

Name: WEST KERN

Description	CA (Object)	51	52	53	59
		Bookstore Fund	Cafeteria Fund	Farm Operations Fund	Other Enterprise Fund
<b>LIABILITIES</b>					
Current Liabilities and Deferred Revenue	9500				
Accounts Payable	9510				
Accrued Salaries and Wages Payable	9520				
Compensated Absences Payable Current	9530				
Due to Other Funds	9540				
Temporary Loans	9550				
Current Portion of Long-Term Debt	9560				
Deferred Revenues	9570				
<b>Total Current Liabilities and Deferred Revenue</b>		0	0	0	0
Long-Term Liabilities	9600				
Bonds Payable	9610				
Revenue Bonds Payable	9620				
Certificates of Participation	9630				
Lease Purchase of Capital Lease	9640				
Compensated Absences Long Term	9650				
Post-Employment Benefits Long Term	9660				
Other Long-Term Liabilities	9670				
<b>Total Long-Term Liabilities</b>		0	0	0	0
<b>TOTAL LIABILITIES</b>	968	0	0	0	0

CALIFORNIA COMMUNITY COLLEGES

Proprietary Funds Group

Annual Financial and Budget Report

50 Enterprise Funds:

51 Bookstore Fund

53 Farm Operations Fund

COMBINED BALANCE SHEET

52 Cafeteria Fund

59 Other Enterprise Fund

For Year Ended June 30, 2018

District ID: 690

Name: WEST KERN

Description	CA (Object)	51 Bookstore Fund	52 Cafeteria Fund	53 Farm Operations Fund	59 Other Enterprise Fund
<b>FUND EQUITY</b>					
Fund Balance Reserved	9710				
NonCash Assets	9711				
Amounts Restricted by Law for Specific Purposes	9712				
Reserve for Encumbrances Credit	9713				
Reserve for Encumbrances Debit	9714				
Reserve for Debt Services	9715				
Assigned/Committed	9754				
Unassigned	9790				
<b>Total Reserved Fund Balance</b>		0	0	0	0
<b>Fund Balance (GASB 54)</b>	9750				
Nonspendable Fund Balance	9751				
Restricted Fund Balance	9752				
Committed Fund Balance	9753				
Assigned Fund Balance	9754				
<b>Total Designated Fund Balance</b>		0	0	0	0
Uncommitted(Unrestricted) Fund Balance	9790				
<b>Other Equity</b>	9800				
Contributed Capital	9810				
Retained Earnings	9850				
Investment in General Fixed Assets	9890				
<b>TOTAL FUND EQUITY</b>		0	0	0	0
<b>TOTAL LIABILITIES AND FUND EQUITY</b>		0	0	0	0

**CALIFORNIA COMMUNITY COLLEGES**

**Proprietary Funds Group**

**Annual Financial and Budget Report**

**60 Internal Service Funds:**

**61 Self-Insurance Fund**

**69 Other Internal Service Fund**

**COMBINED BALANCE SHEET**

For Year Ended June 30, 2018

District ID: 690

Name: WEST KERN

Description	CA	61	69
	(Object)	Self-Insurance Fund	Other Internal Service Fund
<b>ASSETS</b>			
Cash, Investments, and Receivables	9100		
Cash:			
Awaiting Deposit and in Banks	9111		
In County Treasury	9112		
Cash With Fiscal Agents	9113		
Revolving Cash Accounts	9114		
Investments (at cost)	9120		
Accounts Receivable	9130		
Due from Other Funds	9140		
Student Loans Receivable	9150		
Inventories, Stores, and Prepaid Items	9200		
Inventories and Stores	9210		
Prepaid Items	9220		
<b>Fixed Assets</b>	9300		
Sites	9310		
Site Improvements	9320		
Accumulated Depreciation Site Improvements	9321		
Buildings	9330		
Accumulated Depreciation Buildings	9331		
Library Books	9340		
Equipment	9350		
Accumulated Depreciation Equipment	9351		
Work in Progress	9360		
<b>Total Fixed Assets</b>		0	0
<b>TOTAL ASSETS</b>		0	0



**CALIFORNIA COMMUNITY COLLEGES**

**Proprietary Funds Group**

**Annual Financial and Budget Report**

**60 Internal Service Funds:**

**61 Self-Insurance Fund**

**69 Other Internal Service Fund**

**COMBINED BALANCE SHEET**

For Year Ended June 30, 2018

District ID: 690

Name: WEST KERN

Description	CA	61	69
	(Object)	Self-Insurance Fund	Other Internal Service Fund
<b>LIABILITIES</b>			
Current Liabilities and Deferred Revenue	9500		
Accounts Payable	9510		
Accrued Salaries and Wages Payable	9520		
Compensated Absences Payable Current	9530		
Due to Other Funds	9540		
Temporary Loans	9550		
Current Portion of Long-Term Debt	9560		
Deferred Revenues	9570		
Total Current Liabilities and Deferred Revenue		0	0
Long-Term Liabilities	9600		
Bonds Payable	9610		
Revenue Bonds Payable	9620		
Certificates of Participation	9630		
Lease Purchase of Capital Lease	9640		
Compensated Absences Long Term	9650		
Post-Employment Benefits Long Term	9660		
Other Long-Term Liabilities	9670		
Total Long-Term Liabilities		0	0
<b>TOTAL LIABILITIES</b>	<b>968</b>	<b>0</b>	<b>0</b>

**CALIFORNIA COMMUNITY COLLEGES**

**Proprietary Funds Group**

**Annual Financial and Budget Report**

**60 Internal Service Funds:**

**61 Self-Insurance Fund**

**69 Other Internal Service Fund**

**COMBINED BALANCE SHEET**

For Year Ended June 30, 2018

District ID: 690

Name: WEST KERN

Description	CA	61	69
	(Object)	Self-Insurance Fund	Other Internal Service Fund
<b>FUND EQUITY</b>			
Fund Balance Reserved	9710		
NonCash Assets	9711		
Amounts Restricted by Law for Specific Purposes	9712		
Reserve for Encumbrances Credit	9713		
Reserve for Encumbrances Debit	9714		
Reserve for Debt Services	9715		
Assigned/Committed	9754		
Unassigned	9790		
<b>Total Reserved Fund Balance</b>		0	0
<b>Fund Balance (GASB 54)</b>	9750		
Nonspendable Fund Balance	9751		
Restricted Fund Balance	9752		
Committed Fund Balance	9753		
Assigned Fund Balance	9754		
<b>Total Designated Fund Balance</b>		0	0
Uncommitted(Unrestricted) Fund Balance	9790		
<b>Other Equity</b>	9800		
Contributed Capital	9810		
Retained Earnings	9850		
Investment in General Fixed Assets	9890		
<b>TOTAL FUND EQUITY</b>		0	0
<b>TOTAL LIABILITIES AND FUND EQUITY</b>		0	0

**CALIFORNIA COMMUNITY COLLEGES**  
**Annual Financial and Budget Report**

**Fiduciary Funds Group**  
**70 Trust Funds**

**COMBINED BALANCE SHEET**

For Year Ended June 30, 2018

District ID: 690

Name: WEST KERN

Description	CA (Object)	71	72	73	74	75	76	77	79
		Associated Students Trust Fund	Student Representation Fee Trust Fund	Student Body Center Fee Trust Fund	Student Financial Aid Trust Fund	Scholarship and Loan Trust Fund	Investment Trust Fund	Deferred Compensation Trust Fund	Other Trust Fund
<b>ASSETS</b>									
Cash, Investments, and Receivables	9100								
Cash:									
Awaiting Deposit and in Banks	9111	161,995							
In County Treasury	9112								2,927,206
Cash With Fiscal Agents	9113								
Revolving Cash Accounts	9114								
Investments (at cost)	9120								
Accounts Receivable	9130								
Due from Other Funds	9140								
Student Loans Receivable	9150								
Inventories, Stores, and Prepaid Items	9200								
Inventories and Stores	9210								
Prepaid Items	9220								
<b>Fixed Assets</b>	9300								
Sites	9310								
Site Improvements	9320								
Accumulated Depreciation Site Improvements	9321								
Buildings	9330								
Accumulated Depreciation Buildings	9331								
Library Books	9340								
Equipment	9350								
Accumulated Depreciation Equipment	9351								
Work in Progress	9360								
<b>Total Fixed Assets</b>		0	0	0	0	0	0	0	0
<b>TOTAL ASSETS</b>		161,995	0	0	0	0	0	0	2,927,206

**CALIFORNIA COMMUNITY COLLEGES**  
**Annual Financial and Budget Report**

**Fiduciary Funds Group**  
**70 Trust Funds**

**COMBINED BALANCE SHEET**

For Year Ended June 30, 2018

District ID: 690

Name: WEST KERN

Description	CA (Object)	71	72	73	74	75	76	77	79
		Associated Students Trust Fund	Student Representation Fee Trust Fund	Student Body Center Fee Trust Fund	Student Financial Aid Trust Fund	Scholarship and Loan Trust Fund	Investment Trust Fund	Deferred Compensation Trust Fund	Other Trust Fund
<b>LIABILITIES</b>									
Current Liabilities and Deferred Revenue	9500								
Accounts Payable	9510								
Accrued Salaries and Wages Payable	9520								
Compensated Absences Payable Current	9530								
Due to Other Funds	9540								
Temporary Loans	9550								
Current Portion of Long-Term Debt	9560								
Deferred Revenues	9570								
Total Current Liabilities and Deferred Revenue		0	0	0	0	0	0	0	0
Long-Term Liabilities	9600								
Bonds Payable	9610								
Revenue Bonds Payable	9620								
Certificates of Participation	9630								
Lease Purchase of Capital Lease	9640								
Compensated Absences Long Term	9650								
Post-Employment Benefits Long Term	9660								
Other Long-Term Liabilities	9670								
Total Long-Term Liabilities		0	0	0	0	0	0	0	0
<b>TOTAL LIABILITIES</b>	968	0	0	0	0	0	0	0	0

**CALIFORNIA COMMUNITY COLLEGES**  
**Annual Financial and Budget Report**

**Fiduciary Funds Group**  
**70 Trust Funds**

**COMBINED BALANCE SHEET**

For Year Ended June 30, 2018

District ID: 690

Name: WEST KERN

Description	CA (Object)	71	72	73	74	75	76	77	79
		Associated Students Trust Fund	Student Representation Fee Trust Fund	Student Body Center Fee Trust Fund	Student Financial Aid Trust Fund	Scholarship and Loan Trust Fund	Investment Trust Fund	Deferred Compensation Trust Fund	Other Trust Fund
<b>FUND EQUITY</b>									
Fund Balance Reserved	9710								
NonCash Assets	9711								
Amounts Restricted by Law for Specific Purposes	9712								
Reserve for Encumbrances Credit	9713								
Reserve for Encumbrances Debit	9714								
Reserve for Debt Services	9715								
Assigned/Committed	9754								
Unassigned	9790	161,995							2,927,206
<b>Total Reserved Fund Balance</b>		161,995	0	0	0	0	0	0	2,927,206
<b>Fund Balance (GASB 54)</b>	9750								
Nonspendable Fund Balance	9751								
Restricted Fund Balance	9752								
Committed Fund Balance	9753								
Assigned Fund Balance	9754								
<b>Total Designated Fund Balance</b>		0	0	0	0	0	0	0	0
Uncommitted(Unrestricted) Fund Balance	9790								
<b>Other Equity</b>	9800								
Contributed Capital	9810								
Retained Earnings	9850								
Investment in General Fixed Assets	9890								
<b>TOTAL FUND EQUITY</b>		161,995	0	0	0	0	0	0	2,927,206
<b>TOTAL LIABILITIES AND FUND EQUITY</b>		161,995	0	0	0	0	0	0	2,927,206

Annual Financial and Budget Report

SUPPLEMENTAL DATA

For Actual Year: 2017-2018

District ID: 690

Name: WEST KERN

Description	Object Code	Fund S11	Fund S12	Fund S10 Total
		Unrestricted Actual	Restricted Actual	General Fund Actual
<b>Federal Revenues</b>	8100			
Forest Revenues	8110			0
Higher Education Act	8120			0
Workforce Investment Act	8130			0
Temporary Assistance for Needy Families (TANF)	8140			0
Student Financial Aid	8150		5,719,199	5,719,199
Veterans Education	8160			0
Vocational and Technical Education Act (VATEA)	8170		101,765	101,765
Other Federal Revenues	8190		1,874,971	1,874,971
<b>Total Federal Revenues</b>	8100	0	7,695,935	7,695,935
<b>State Revenues</b>	8600			
General Apportionments	8610			0
Apprenticeship Apportionment	8611			0
State General Apportionment	8612	11,233,283		11,233,283
Other General Apportionment	8613			0
General Categorical Programs	8620			
Child Development	8621			0
Extended Opportunity Programs and Services(EOPS)	8622		372,890	372,890
Disabled Students Programs and Services(DSPS)	8623		288,230	288,230
Temporary Assistance for Needy Families (TANF)	8624		32,586	32,586
California Work Opportunity and Responsibility to Kids (CalWORKs)	8625		155,615	155,615
Telecommunications and Technology Infrastructure Program (TTIP)	8626			0
Other General Categorical Programs	8627		4,504,579	4,504,579

Annual Financial and Budget Report

SUPPLEMENTAL DATA

For Actual Year: 2017-2018

District ID: 690

Name: WEST KERN

Description	Object Code	Fund S11 Unrestricted Actual	Fund S12 Restricted Actual	Fund S10 Total General Fund Actual
<b>EPA Proceeds</b>	8630	3,506,270		3,506,270
<b>Reimbursable Categorical Programs</b>	8650			
Instructional Improvement Grant	8651			0
Other Reimbursable Categorical Programs	8652		1,417,303	1,417,303
<b>State Tax Subventions</b>	8670			
Homeowners' Property Tax Relief	8671	51,149		51,149
Timber Yield Tax	8672			0
Other State Tax Subventions	8673	10,889		10,889
<b>State Non-Tax Revenues</b>	8680			
State Lottery Proceeds	8681	600,204	172,378	772,582
State Mandated Costs	8685	148,817		148,817
Other State Non-Tax Revenues	8686			0
Other State Revenues	8690	1,145,020	107,780	1,252,800
<b>Total State Revenues</b>	8600	16,695,632	7,051,361	23,746,993

**CALIFORNIA COMMUNITY COLLEGES**  
**Annual Financial and Budget Report**  
**SUPPLEMENTAL DATA**

**Details of General Fund Revenue**

For Actual Year: 2017-2018

District ID: 690

Name: WEST KERN

Description	Object Code	Fund S11	Fund S12	Fund S10 Total
		Unrestricted Actual	Restricted Actual	General Fund Actual
<b>Local Revenues</b>	8800			
Property Taxes	8810			
Tax Allocation, Secured Roll	8811	8,707,969		8,707,969
Tax Allocation, Supplemental Roll	8812	108,437		108,437
Tax Allocation, Unsecured Roll	8813	558,413		558,413
Prior Years Taxes	8816	(18,600)		(18,600)
Education Revenues Augmentation Fund (ERAF)	8817	(589,920)		(589,920)
Redevelopment Agency Funds - Pass Through	8818			0
Redevelopment Agency Funds - Residual	8819			0
Redevelopment Agency Funds - Asset Liquidation	8819.1			0
Contributions, Gifts, Grants, and Endowments	8820		113,376	113,376
Contract Services	8830			
Contract Instructional Services	8831			0
Other Contract Services	8832		15,628	15,628
Sales and Commissions	8840			0
Rentals and Leases	8850			0
Interest and Investment Income	8860	106,029	15,411	121,440
Student Fees and Charges	8870			
Community Services Classes	8872			0
Dormitory	8873			0
Enrollment	8874	796,670		796,670
Contra Revenue Account	8874.1			0
Field Trips and Use of Nondistrict Facilities	8875			0
Health Services	8876			0
Instructional Materials Fees and Sales of Materials	8877		36,685	36,685
Insurance	8878			0
Student Records	8879	8,588		8,588
Nonresident Tuition	8880	309,214		309,214
Parking Services and Public Transportation	8881			0
Other Student Fees and Charges	8885	86,146		86,146
Other Local Revenues	8890	(524,512)	42,787	(481,725)
<b>Total Local Revenues</b>	8800	9,548,434	223,887	9,772,321
<b>Total Revenues</b>		26,244,066	14,971,183	41,215,249



Annual Financial and Budget Report

SUPPLEMENTAL DATA

For Actual Year: 2017-2018

District ID: 690

Name: WEST KERN

Description	Object Code	Fund S11	Fund S12	Fund S10 Total
		Unrestricted Actual	Restricted Actual	General Fund Actual
<b>Other Financing Sources</b>	8900			
Proceeds of General Fixed Assets	8910			0
Proceeds of Long-Term Debt	8940			0
Incoming Transfers -- (8970/8981/8982/8983)	898#			0
<b>Total Other Financing Sources</b>	8900	0	0	0
<b>Total Revenues and Other Financing Sources</b>		26,244,066	14,971,183	41,215,249

CALIFORNIA COMMUNITY COLLEGES

Expend by Instructional Activity

Annual Financial and Budget Report

S10 General Fund - Combined

SUPPLEMENTAL DATA

(Total Unrestricted and Restricted)

For Actual Year 2017-2018

Budget Year: 2018-2019

District ID: 690

Name: WEST KERN

Activity Classification	Activity Code	Salaries and Benefits		Operating Expenses (4000 - 5000)	Capital Outlay (6000)	Other Outgo (7000)	Total
		Instructional	Non Instructional				
Agriculture and Natual Resources	0100						0
Architecture and Environmental Design	0200						0
Environmental Sciences and Technologies	0300						0
Biological Sciences	0400	881,125	53,851	8,275	506		943,757
Business and Management	0500	379,375	5,090	121			384,586
Communications	0600						0
Computer and Information Science	0700	127,743	119,071				246,814
Education	0800	636,806	540,347	5,217			1,182,370
Engineering and Related Industrial Technology	0900	194,082	2,402	1,498,188			1,694,672
Fine and Applied Arts	1000	262,634	1,623	4,686			268,943
Foreign language	1100	242,127	7,015	643	54		249,839
Health	1200	636,620	509,921	668,662	1,497		1,816,700
Consumer Education And Home Economics	1300	393,960	21,966	9,860			425,786
Law	1400						0
Humanities(Letters)	1500	1,223,652	49,589	7,314			1,280,555
Library Science	1600	78,346	92,077				170,423
Mathematics	1700	1,406,270	116,293	12,934	328,347		1,863,844
Military Studies	1800						0
Physical Sciences	1900	498,888	30,039	276,338	234,722		1,039,987
Psychology	2000	436,626	30,114	1,289			468,029
Public Affairs and Services	2100	194,983		1,281	108		196,372
Social Sciences	2200	472,988	80,320	559	3,272		557,139
Commercial Services	3000						0
Interdisciplinary Studies	4900	1,106,878	367,869	185,685			1,660,432
Instruc Staff-Retirees' Bnfts & Retire Incents	5900	1,135,450					1,135,450
<b>Sub-Total Instructional Activites</b>		<b>10,308,553</b>	<b>2,027,587</b>	<b>2,681,052</b>	<b>568,506</b>		<b>15,585,698</b>
<b>Total Expenditures for GF Activities*</b>		<b>10,722,586</b>	<b>12,611,126</b>	<b>5,995,758</b>	<b>958,851</b>	<b>10,927,564</b>	<b>41,215,885</b>

\*Total Expenditures for GF Activities above is the grand total of Instructional and Non-Instructional activities.

CALIFORNIA COMMUNITY COLLEGES

Annual Financial and Budget Report

SUPPLEMENTAL DATA

Expend by Non-Instructional Activity

S10 General Fund - Combined

(Total Unrestricted and Restricted)

For Actual Year: 2017-2018

Budget Year: 2018-2019

District ID: 690

Name: WEST KERN

Activity Classification	Activity Code	Salaries and Benefits		Operating Expenses (4000 - 5000)	Capital Outlay (6000)	Other Outgo (7000)	Total
		Instructional	Non Instructional				
Instructional Administration and Governance	6000						
Academic Administration	6010	211,596	766,642	155,953	6,972		1,141,163
Course and Curriculum Development	6020	35,732	76,380	19,233	5,055		136,400
Academic / Faculty Senate	6030			7,118			7,118
Other Instructional Administration & Governance	6090						0
<b>Total Instructional Admin. &amp; Governance</b>		<b>247,328</b>	<b>843,022</b>	<b>182,304</b>	<b>12,027</b>	<b>0</b>	<b>1,284,681</b>
Instructional Support Services	6100						
Learning Center	6110	32,735					32,735
Library	6120		240,352	111,921	20,851		373,124
Media	6130						0
Museums and Galleries	6140						0
Academic Information Systems and Technology	6150						0
Other Instructional Support Services	6190		171,347	15,104	7,329		193,780
<b>Total Instructional Support Services</b>		<b>32,735</b>	<b>411,699</b>	<b>127,025</b>	<b>28,180</b>	<b>0</b>	<b>599,639</b>
Admissions and Records	6200		294,328	57,754	1,571		353,653
Student Counseling and Guidance	6300						
Counseling and Guidance	6310		532,961	15,550			548,511
Matriculation and Student Assessment	6320		1,029,618	16,486			1,046,104
Transfer Programs	6330		77,503	3,496			80,999
Career Guidance	6340						0
Other Student Counseling and Guidance	6390						0
<b>Total Student Counseling and Guidance</b>		<b>0</b>	<b>1,640,082</b>	<b>35,532</b>	<b>0</b>	<b>0</b>	<b>1,675,614</b>

**CALIFORNIA COMMUNITY COLLEGES**

**Annual Financial and Budget Report**

**SUPPLEMENTAL DATA**

**Expend by Non-Instructional Activity**

**S10 General Fund - Combined**

(Total Unrestricted and Restricted)

For Actual Year: 2017-2018

Budget Year: 2018-2019

District ID: 690

Name: WEST KERN

Activity Classification	Activity Code	Salaries and Benefits		Operating Expenses (4000 - 5000)	Capital Outlay (6000)	Other Outgo (7000)	Total
		Instructional	Non Instructional				
Other Student Services	6400						
Cal Work Opportunity and Responsibility to Kids *	6410						0
Disabled Student Programs and Services (DSPS)	6420		366,660	29,953			396,613
Extended Opportunity Programs and Services (EOPS)	6430		331,739	33,598	141,947		507,284
Health Services	6440						0
Student Personnel Administration	6450		170,372	31,313	1,143		202,828
Financial Aid Administration	6460	64,994	366,735	156,618	10,894		599,241
Job Placement Services	6470		161,334	351			161,685
Veterans Services	6480						0
Miscellaneous Student Services	6490		859,118	86,573	26,582	18,918	991,191
<b>Total Other Student Services</b>		<b>64,994</b>	<b>2,255,958</b>	<b>338,406</b>	<b>180,566</b>	<b>18,918</b>	<b>2,858,842</b>
Operation and maintenance of Plant	6500						
Building Maintenance and Repairs	6510		492,638	113,579	483		606,700
Custodial Services	6530		288,161	28,023	268		316,452
Grounds Maintenance and Repairs	6550		66,737	21,112	5,660		93,509
Utilities	6570			543,990			543,990
Other Operations and Maintenance of Plant	6590			60			60
<b>Total Operation and Maintenance of Plant</b>	<b>6500</b>	<b>0</b>	<b>847,536</b>	<b>706,764</b>	<b>6,411</b>	<b>0</b>	<b>1,560,711</b>
<b>Planning, Policymaking and Coordinations</b>	<b>6600</b>		<b>652,242</b>	<b>353,278</b>	<b>8,697</b>		<b>1,014,217</b>

\* California Work Opportunity and Responsibility to Kids (CalWORKs).

**CALIFORNIA COMMUNITY COLLEGES**  
**Annual Financial and Budget Report**  
**SUPPLEMENTAL DATA**

**Expend by Non-Instructional Activity**  
**S10 General Fund - Combined**  
(Total Unrestricted and Restricted)

For Actual Year: 2017-2018

Budget Year: 2018-2019

District ID: 690

Name: WEST KERN

Activity Classification	Activity Code	Salaries and Benefits		Operating Expenses (4000 - 5000)	Capital Outlay (6000)	Other Outgo (7000)	Total
		Instructional	Non Instructional				
General Institutional Support Services	6700						
Community Relations	6710						0
Fiscal Operations	6720		785,005	242,014	164		1,027,183
Human Resources Management	6730		345,062	234,117	3,390		582,569
Noninstruct Staff Retirees' Benefits & Retirement *	6740		48,622				48,622
Staff Development	6750						0
Staff Diversity	6760			18,722			18,722
Logistical Services	6770			257,955			257,955
Management Information Systems	6780		1,046,725	212,008	122,083		1,380,816
Other General Institutional Support Services	6790			190			190
<b>Total General Institutional Support Services</b>	6700	0	2,225,414	965,006	125,637	0	3,316,057
Community Services & Economic Development	6800						
Community Recreation	6810			9,170	1,155		10,325
Community Service Classes	6820						0
Community Use of Facilities	6830						0
Economic Development	6840		28,246				28,246
Other Community Services & Economic Development	6890	68,976	295,345	91,846	18,333		474,500
<b>Total Community Services</b>	6800	68,976	323,591	101,016	19,488	0	513,071

\* Noninstructional Staff Retirees' Benefits & Retirement Incentives.

CALIFORNIA COMMUNITY COLLEGES

Expend by Non-Instructional Activity

Annual Financial and Budget Report

S10 General Fund - Combined

SUPPLEMENTAL DATA

(Total Unrestricted and Restricted)

For Actual Year: 2017-2018

Budget Year: 2018-2019

District ID: 690

Name: WEST KERN

Activity Classification	Activity Code	Salaries and Benefits		Operating Expenses (4000 - 5000)	Capital Outlay (6000)	Other Outgo (7000)	Total
		Instructional	Non Instructional				
Ancillary Services	6900						
Bookstore	6910		23,863				23,863
Child Development Centers	6920		3,675				3,675
Farm Operations	6930						0
Food Services	6940		19,659	107			19,766
Parking	6950		15,091				15,091
Student and Co-Curricular Activities	6960		345,007	182,426	7,768		535,201
Student Housing	6970		249,989	4,094			254,083
Other Ancillary Services	6990		3,673	6			3,679
<b>Total Ancillary Services</b>	<b>6900</b>	<b>0</b>	<b>660,957</b>	<b>186,633</b>	<b>7,768</b>	<b>0</b>	<b>855,358</b>
Auxiliary Operations	7000						
Contract Education	7010						0
Other Auxiliary Operations	7090		210,449	88,680		79,095	378,224
<b>Total Auxiliary Operations</b>	<b>7000</b>	<b>0</b>	<b>210,449</b>	<b>88,680</b>	<b>0</b>	<b>79,095</b>	<b>378,224</b>

**CALIFORNIA COMMUNITY COLLEGES**  
**Annual Financial and Budget Report**  
**SUPPLEMENTAL DATA**

**Expend by Non-Instructional Activity**  
**S10 General Fund - Combined**  
(Total Unrestricted and Restricted)

For Actual Year: 2017-2018

Budget Year: 2018-2019

District ID: 690

Name: WEST KERN

Activity Classification	Activity Code	Salaries and Benefits		Operating Expenses (4000 - 5000)	Capital Outlay (6000)	Other Outgo (7000)	Total
		Instructional	Non Instructional				
<b>Physical Property and Related Acquisitions</b>	7100		218,261	172,308			390,569
Long-Term Debt and Other Financing	7200						
Long_Term Debt	7210						0
Tax revenue Anticipation Notes	7220						0
Other Financing	7290						0
<b>Total Long-Term Debt and Other Financing</b>	7200	0	0	0	0	0	0
Transfers, Student Aid and Other Outgo	7300						
Transfers	7310					3,386,078	3,386,078
Student Aid	7320					6,833,995	6,833,995
Other Outgo	7390					609,478	609,478
<b>Total Transfers, Student Aid and Other Outgo</b>	7300	0	0	0	0	10,829,551	10,829,551
<b>Sub-Total Non-Instructional Activities</b>		414,033	10,583,539	3,314,706	390,345	10,927,564	25,630,187
<b>Total Expenditures General Fund: activities *</b>		10,722,586	12,611,126	5,995,758	958,851	10,927,564	41,215,885

\* Total Expenditures for the General Fund: Instructional Activities and Non-Instructional Activities.

Gann Appropriations Limit

GANN Report

DISTRICT NAME: WEST KERN

I.	2018-2019 Appropriations Limit:			
A.	2017-2018 Appropriations Limit:			\$45,054,566
B.	2018-2019 Price Factor:	1.0367		
C.	Population factor:			
1.	2016-2017 Second Period Actual FTES	2,640.92		
2.	2017-2018 Second Period Actual FTES	2,830.11		
3.	2017-2018 Population change factor (C2/C1)	1.0716		
D.	2017-2018 Limit adjusted by inflation and population factors (A * B * C.3)			\$50,052,366
E.	Adjustments to increase limit:			
1.	Transfers in of financial responsibility		\$0	
2.	Temporary voter approved increases		0	
3.	Total adjustments - increase			0
	Sub-Total (D + E.3)			\$50,052,366
F.	Adjustments to decrease limit:			
1.	Transfers out of financial responsibility		\$0	
2.	Lapses of voter approved increases		0	
3.	Total adjustments - decrease			0
G.	2018-2019 Appropriations Limit (D + E.3 - F.3)			\$50,052,366
II.	2018-2019 Appropriations Subject to Limit:			
A.	State Aid (General Apportionment, Apprenticeship Allowance, Basic Skills, and Partnership for Excellence)			14,903,331
B.	State Subventions (Home Owners Property Tax Relief, Timber Yield tax, etc.)			61,339
C.	Local Property taxes			8,766,299
D.	Estimated excess Debt Service taxes			699
E.	Estimated Parcel taxes, Square Foot taxes, etc.			0
F.	Interest on proceeds of taxes			104,103
G.	Local appropriations from taxes for unreimbursed State, court, and federal mandates			0
H.	2018-2019 Appropriations Subject to Limit			\$23,835,771



For Actual Year: 2017-2018

Budget Year: 2018-2019

**General Fund**

Description	Object Code	Fund: 11		Fund: 12		Fund: 10	
		UNRESTRICTED SUBFUND		RESTRICTED SUBFUND		TOTAL	
		Actual	Budget	Actual	Budget	Actual	Budget
<b>REVENUES:</b>							
Federal Revenues	8100			7,695,935	391,672	7,695,935	391,672
State Revenues	8600	16,695,632	17,053,137	7,051,361	5,815,536	23,746,993	22,868,673
Local Revenues	8800	9,548,434	10,556,357	223,887	103,118	9,772,321	10,659,475
<b>Total Revenues</b>		<b>26,244,066</b>	<b>27,609,494</b>	<b>14,971,183</b>	<b>6,310,326</b>	<b>41,215,249</b>	<b>33,919,820</b>
<b>EXPENDITURES:</b>							
Academic Salaries	1000	8,597,159	9,122,990	1,677,208	1,489,457	10,274,367	10,612,447
Classified Salaries	2000	4,412,375	4,979,580	1,146,842	1,114,025	5,559,217	6,093,605
Employee Benefits	3000	6,380,145	6,831,238	1,119,983	947,368	7,500,128	7,778,606
Supplies and Materials	4000	366,581	464,396	445,954	154,036	812,535	618,432
Other Operating Expenses and Services	5000	3,936,365	4,697,221	1,246,858	1,820,616	5,183,223	6,517,837
Capital Outlay	6000	91,674	583,279	867,177	70,491	958,851	653,770
<b>Total Expenditures</b>		<b>23,784,299</b>	<b>26,678,704</b>	<b>6,504,022</b>	<b>5,595,993</b>	<b>30,288,321</b>	<b>32,274,697</b>
<b>Excess /(Deficiency) of Revenues over Expenditures</b>		<b>2,459,767</b>	<b>930,790</b>	<b>8,467,161</b>	<b>714,333</b>	<b>10,926,928</b>	<b>1,645,123</b>
<b>Other Financing Sources</b>	8900				689,051	0	689,051
<b>Other Outgo</b>	7000	3,321,348	930,790	7,606,216	1,403,384	10,927,564	2,334,174
<b>Net Increase/(Decrease) in Fund Balance</b>		<b>(861,581)</b>	<b>0</b>	<b>860,945</b>	<b>0</b>	<b>(636)</b>	<b>0</b>
<b>BEGINNING FUND BALANCE:</b>							
Net Beginning Balance, July 1	9010	5,901,525	8,531,261	4,269,774	1,209,579	10,171,299	9,740,840
Prior Years Adjustments	9020	3,491,317		(3,921,140)		(429,823)	
Adjusted Beginning Balance	9030	9,392,842		348,634		9,741,476	
<b>Ending Fund Balance, June 30</b>		<b>8,531,261</b>	<b>8,531,261</b>	<b>1,209,579</b>	<b>1,209,579</b>	<b>9,740,840</b>	<b>9,740,840</b>

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

690 WEST KERN

For Actual Year: 2017-2018

Budget Year: 2018-2019

DEBT SERVICE FUNDS

Description	Object Code	Fund: 21 BOND INTEREST AND REDEMPTION FUND		Fund: 22 REVENUE BOND INTEREST AND REDEMPTION FUND		Fund: 29 OTHER DEBT SERVICE FUND	
		Actual	Budget	Actual	Budget	Actual	Budget
		<b>REVENUES:</b>					
Federal Revenues	8100						
State Revenues	8600						
Local Revenues	8800					7,534	1,000
<b>Total Revenues</b>		0	0	0	0	7,534	1,000
Other Financing Sources	8900						
Interfund Transfers In	8981					210,000	210,000
Other Incoming Transfers	8983						
<b>Total Other Financing Sources</b>		0	0	0	0	210,000	210,000
Other Outgo	7000						
Debt Retirement (Long Term Debt)	7100						
Debt Reduction	7110	2,349,069	1				
Debt Interest and Other Service Charges	7120					1,885,772	1,885,772
Transfers Outgoing	7300 & 7400						
Reserve for Contingencies	7900						
<b>Total Other Outgo</b>	7000	2,349,069	1	0	0	1,885,772	1,885,772
<b>Net Other Financing Sources / (Other Outgo)</b>	8900 & 7000	(2,349,069)	(1)	0	0	(1,675,772)	(1,675,772)
<b>Net Increase/Decrease in Fund Balance</b>		(2,349,069)	(1)	0	0	(1,668,238)	(1,674,772)
<b>BEGINNING FUND BALANCE:</b>							
Net Beginning Balance, July 1	9010	6,704,456	4,158,121		0	14,712,619	13,044,381
Prior Years Adjustments	9020	(197,266)					
Adjusted Beginning Balance	9030	6,507,190			0	14,712,619	
<b>Ending Fund Balance, June 30</b>		4,158,121	4,158,120	0	0	13,044,381	11,369,609

For Actual Year 2017-2018

Budget Year: 2018-2019

Special Revenue Funds

Description	Object	FUND: 31		FUND 32		FUND 33	
	Code	BOOKSTORE FUND		CAFETERIA FUND		CHILD DEVELOPMENT FUND	
		Actual	Budget	Actual	Budget	Actual	Budget
<b>REVENUES:</b>							
Federal Revenues	8100						177,656
State Revenues	8600	789		789		1,910,321	1,748,540
Local Revenues	8800	1,126,956	1,255,892	608,871	675,967		
<b>Total Income</b>		1,127,745	1,255,892	609,660	675,967	1,910,321	1,926,196
<b>Expenditures</b>							
Academic Salaries	1000	9,461	9,698	9,461	9,698	59,916	95,270
Classified Salaries	2000	197,702	191,365	356,154	373,126	1,174,819	1,109,833
Employee Benefits	3000	81,121	93,570	166,316	189,468	540,726	519,598
Supplies and Materials	4000	713,403	758,575	417,035	481,200	153,787	183,739
Other Operating Expenses and Services	5000	82,202	148,184	6,447	16,475	73,365	62,610
Capital Outlay	6000	345	804,500	1,887	5,000	349	
<b>Total Expenditures</b>		1,084,234	2,005,892	957,300	1,074,967	2,002,962	1,971,050
<b>Excess /(Deficiency) of Revenues over Expenditures</b>		43,511	(750,000)	(347,640)	(399,000)	(92,641)	(44,854)
<b>Other Financing Sources</b>	8900		800,000	347,638	399,000	1,864,958	
<b>Other Outgo</b>	7000	55,488	50,000			124,194	
<b>Net Increase/(Decrease) in Fund Balance</b>		(11,977)	0	(2)	0	1,648,123	(44,854)
<b>Beginning Fund Balance:</b>							
Net Beginning Balance, July 1	9010	1,750,664	1,819,452	156,398	154,532	(1,597,457)	0
Prior Years Adjustments	9020	80,765		(1,864)		(50,666)	
Adjusted Beginning Balance	9030	1,831,429		154,534		(1,648,123)	
<b>Ending Fund Balance, June 30</b>		1,819,452	1,819,452	154,532	154,532	0	(44,854)

For Actual Year 2017-2018

Budget Year: 2018-2019

Special Revenue Funds

Description	Object Code	FUND: 34		FUND 35		FUND 39	
		FARM OPERATION FUND		REVENUE BOND PROJECT FUND		OTHER SPECIAL REVENUE FUND	
		Actual	Budget	Actual	Budget	Actual	Budget
<b>REVENUES:</b>							
Federal Revenues	8100						
State Revenues	8600					1,865,794	1,781,148
Local Revenues	8800			242,232	386,178	148,129	400,000
<b>Total Income</b>		0	0	242,232	386,178	2,013,923	2,181,148
<b>Expenditures</b>							
Academic Salaries	1000					19,314	
Classified Salaries	2000			20,728	84,725	1,240,838	1,176,956
Employee Benefits	3000			8,376	45,917	510,616	521,562
Supplies and Materials	4000			9,168	28,515	30,826	31,200
Other Operating Expenses and Services	5000			123,568	127,021	186,055	239,930
Capital Outlay	6000			13,638	850,000	763	1,500
<b>Total Expenditures</b>		0	0	175,478	1,136,178	1,988,412	1,971,148
<b>Excess /(Deficiency) of Revenues over Expenditures</b>		0	0	66,754	(750,000)	25,511	210,000
<b>Other Financing Sources</b>	8900				815,000	184,489	
<b>Other Outgo</b>	7000				65,000	210,000	210,000
<b>Net Increase/(Decrease) in Fund Balance</b>		0	0	66,754	0	0	0
<b>Beginning Fund Balance:</b>							
Net Beginning Balance, July 1	9010		0	618,161	645,666	(2,323,589)	(2,309,031)
Prior Years Adjustments	9020			(39,249)		14,558	
Adjusted Beginning Balance	9030	0		578,912		(2,309,031)	
<b>Ending Fund Balance, June 30</b>		0	0	645,666	645,666	(2,309,031)	(2,309,031)

For Actual Year 2017-2018

Budget Year: 2018-2019

Capital Projects Funds

Description	Object	FUND: 41		FUND 42		FUND 43	
	Code	CAPITAL QUTLAY PROJECTS FUND		REVENUE BOND CONSTRUCTION FUND		GENERAL OBLIGATION BOND FUND	
		Actual	Budget	Actual	Budget	Actual	Budget
<b>REVENUES:</b>							
Federal Revenues	8100						
State Revenues	8600	184,115	1				
Local Revenues	8800	248,948	1	62,869	1		
<b>Total Income</b>		433,063	2	62,869	1	0	0
<b>Expenditures</b>							
Academic Salaries	1000						
Classified Salaries	2000			21,600			
Employee Benefits	3000			1,900			
Supplies and Materials	4000						
Other Operating Expenses and Services	5000	85,296	1	883,730			
Capital Outlay	6000			3,030,332			
<b>Total Expenditures</b>		85,296	1	3,937,562	0	0	0
<b>Excess /(Deficiency) of Revenues over Expenditures</b>		347,767	1	(3,874,693)	1	0	0
<b>Other Financing Sources</b>	8900						
<b>Other Outgo</b>	7000						
<b>Net Increase/(Decrease) in Fund Balance</b>		347,767	1	(3,874,693)	1	0	0
<b>Begining Fund Balance:</b>							
Net Beginning Balance, July 1	9010	(77,964)	440,438	9,083,064	4,824,318		0
Prior Years Adustments	9020	170,635		(384,053)			
Adjusted Beginning Balance	9030	92,671		8,699,011		0	
<b>Ending Fund Balance, June 30</b>		440,438	440,439	4,824,318	4,824,319	0	0

CALIFORNIA COMMUNITY COLLEGES

Proprietary Funds Group

Annual Financial and Budget Report

50 Enterprise Funds Group -- Part 1

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

690 WEST KERN

For Actual Year: 2017-2018

Budget Year: 2018-2019

Enterprise Funds

Description	Object	FUND: 51		FUND 52		FUND 53	
	Code	BOOKSTORE FUND		CAFETERIA FUND		FARM OPERATIONS	
		Actual	Budget	Actual	Budget	Actual	Budget
<b>REVENUES:</b>							
Local Revenues	8800						
Other Financing Sources	8900						
<b>Total Income</b>		0	0	0	0	0	0
<b>Cost of Sales</b>	5890						
<b>Gross Profit or Loss</b>		0	0	0	0	0	0
<b>Expenditures</b>							
Academic Salaries	1000						
Classified Salaries	2000						
Employee Benefits	3000						
Supplies and Materials	4000						
Other Operating Expenses and Services	5000						
Capital Outlay	6000						
<b>Total Expenditures</b>		0	0	0	0	0	0
<b>Net Profit or Loss</b>		0	0	0	0	0	0
<b>Other Outgo</b>	7000						
<b>Net Increase/(Decrease) in Fund Balance</b>		0	0	0	0	0	0
<b>Beginning Fund Balance:</b>							
Net Beginning Balance, July 1	9010		0		0		0
Prior Years Adjustments	9020						
Adjusted Beginning Balance	9030	0		0		0	
<b>Ending Fund Balance, June 30</b>		0	0	0	0	0	0

CALIFORNIA COMMUNITY COLLEGES

Proprietary Funds Group

Annual Financial and Budget Report

50 Enterprise Funds Group -- Part 2

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

690 WEST KERN

For Actual Year: 2017-2018

Budget Year: 2018-2019

Enterprise Funds

Description	Object	FUND: 59					
	Code	OTHER ENTERPRISE FUND					
		Actual	Budget				
<b>REVENUES:</b>							
Local Revenues	8800						
Other Financing Sources	8900						
<b>Total Income</b>		0	0				
<b>Cost of Sales</b>	5890						
<b>Gross Profit or Loss</b>		0	0				
<b>Expenditures</b>							
Academic Salaries	1000						
Classified Salaries	2000						
Employee Benefits	3000						
Supplies and Materials	4000						
Other Operating Expenses and Services	5000						
Capital Outlay	6000						
<b>Total Expenditures</b>		0	0				
<b>Net Profit or Loss</b>		0	0				
<b>Other Outgo</b>	7000						
<b>Net Increase/(Decrease) in Fund Balance</b>		0	0				
<b>Beginning Fund Balance:</b>							
Net Beginning Balance, July 1	9010		0				
Prior Years Adjustments	9020						
Adjusted Beginning Balance	9030	0					
<b>Ending Fund Balance, June 30</b>		0	0				

For Actual Year: 2017-2018

Budget Year: 2018-2019

Internal Service Funds

Description	Object	FUND: 61		FUND 69			
	Code	SELF-INSURANCE FUND		OTHER INTERNAL SERVICES FUND			
		Actual	Budget	Actual	Budget		
<b>REVENUES:</b>							
Local Revenues	8800						
Other Financing Sources	8900						
<b>Total Income</b>		0	0	0	0		
<b>Expenditures</b>							
Academic Salaries	1000						
Classified Salaries	2000						
Employee Benefits	3000						
Supplies and Materials	4000						
Other Operating Expenses and Services	5000						
Capital Outlay	6000						
<b>Total Expenditures</b>		0	0	0	0		
<b>Net Profit or Loss</b>		0	0	0	0		
<b>Other Outgo</b>	7000						
<b>Net Increase/(Decrease) in Fund Balance</b>		0	0	0	0		
<b>Beginning Fund Balance:</b>							
Net Beginning Balance, July 1	9010		0		0		
Prior Years Adjustments	9020						
Adjusted Beginning Balance	9030	0		0			
<b>Ending Fund Balance, June 30</b>		0	0	0	0		



CALIFORNIA COMMUNITY COLLEGES

Fiduciary Funds Group

Annual Financial and Budget Report

70 Fiduciary Funds Group -- Part 1

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

690 WEST KERN

For Actual Year 2017-2018

Budget Year: 2018-2019

Fiduciary Funds Group

Description	Object	FUND: 71		FUND 72		FUND 73	
	Code	ASSOCIATED STUDENTS TRUST FUND		REPRESENTATION FEE TRUST FUND		BODY CENTER FEE TRUST FUND	
		Actual	Budget	Actual	Budget	Actual	Budget
<b>REVENUES:</b>							
Federal Revenues	8100						
State Revenues	8600						
Local Revenues	8800	395,872	395,872				
<b>Total Income</b>		395,872	395,872	0	0	0	0
<b>Expenditures</b>							
Academic Salaries	1000						
Classified Salaries	2000						
Employee Benefits	3000						
Supplies and Materials	4000						
Other Operating Expenses and Services	5000						
Capital Outlay	6000						
<b>Total Expenditures</b>		0	0	0	0	0	0
<b>Excess /(Deficiency) of Revenues over Expenditures</b>		395,872	395,872	0	0	0	0
<b>Other Financing Sources</b>	8900						
<b>Other Outgo</b>	7000	309,262	309,262				
<b>Net Increase/(Decrease) in Fund Balance</b>		86,610	86,610	0	0	0	0
<b>Beginning Fund Balance:</b>							
Net Beginning Balance, July 1	9010	75,591	161,995		0		0
Prior Years Adjustments	9020	(206)					
Adjusted Beginning Balance	9030	75,385		0		0	
<b>Ending Fund Balance, June 30</b>		161,995	248,605	0	0	0	0

CALIFORNIA COMMUNITY COLLEGES

Fiduciary Funds Group

Annual Financial and Budget Report

70 Fiduciary Funds Group -- Part 2

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

690 WEST KERN

For Actual Year: 2017-2018

Budget Year: 2018-2019

Fiduciary Funds Group

Description	Object	FUND: 74		FUND 75		FUND 76	
	Code	FINANCIAL AID TRUST FUND		SCHOLARSHIP & LOAN TRUST FUND		INVESTMENT TRUST FUND	
		Actual	Budget	Actual	Budget	Actual	Budget
<b>REVENUES:</b>							
Federal Revenues	8100						
State Revenues	8600						
Local Revenues	8800						
<b>Total Income</b>		0	0	0	0	0	0
<b>Expenditures</b>							
Academic Salaries	1000						
Classified Salaries	2000						
Employee Benefits	3000						
Supplies and Materials	4000						
Other Operating Expenses and Services	5000						
Capital Outlay	6000						
<b>Total Expenditures</b>		0	0	0	0	0	0
<b>Excess /(Deficiency) of Revenues over Expenditures</b>		0	0	0	0	0	0
<b>Other Financing Sources</b>	8900						
<b>Other Outgo</b>	7000						
<b>Net Increase/(Decrease) in Fund Balance</b>		0	0	0	0	0	0
<b>Beginning Fund Balance:</b>							
Net Beginning Balance, July 1	9010		0		0		0
Prior Years Adjustments	9020						
Adjusted Beginning Balance	9030	0		0		0	
<b>Ending Fund Balance, June 30</b>		0	0	0	0	0	0

CALIFORNIA COMMUNITY COLLEGES

Annual Financial and Budget Report

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

For Actual Year 2017-2018

Budget Year: 2018-2019

Fiduciary Funds Group

70 Fiduciary Funds Group -- Part 3

690 WEST KERN

Fiduciary Funds Group

Description	Object	FUND: 77		FUND 79	
	Code	DEFERRED COMPENSATION TRUST FUND		OTHER TRUST FUNDS	
		Actual	Budget	Actual	Budget
<b>REVENUES:</b>					
Federal Revenues	8100				
State Revenues	8600				
Local Revenues	8800				
<b>Total Income</b>		0	0	0	0
<b>Expenditures</b>					
Academic Salaries	1000				
Classified Salaries	2000				
Employee Benefits	3000				
Supplies and Materials	4000				
Other Operating Expenses and Services	5000				
Capital Outlay	6000				
<b>Total Expenditures</b>		0	0	0	0
<b>Excess /(Deficiency) of Revenues over Expenditures</b>		0	0	0	0
<b>Other Financing Sources</b>	8900				
<b>Other Outgo</b>	7000			2,716,275	1
<b>Net Increase/(Decrease) in Fund Balance</b>		0	0	(2,716,275)	(1)
<b>Beginning Fund Balance:</b>					
Net Beginning Balance, July 1	9010		0	5,643,481	2,927,206
Prior Years Adjustments	9020				
Adjusted Beginning Balance	9030	0		5,643,481	
<b>Ending Fund Balance, June 30</b>		0	0	2,927,206	2,927,205

Annual Financial and Budget Report

SUPPLEMENTAL DATA

For Actual Year: 2017-2018

District ID: 690

Name: WEST KERN

Fund Number In	Fund Name	Fund Number Out	Fund Name	Amount Transferred
32	CAFETERIA FUND	11	UNRESTRICTED SUBFUND	347,638
33	CHILD DEVELOPMENT FUND	11	UNRESTRICTED SUBFUND	1,864,123
39	OTHER SPECIAL REVENUE FUND	11	UNRESTRICTED SUBFUND	184,489
29	OTHER DEBT SERVICE FUND	39	OTHER SPECIAL REVENUE FUND	210,000
11	UNRESTRICTED SUBFUND	79	OTHER TRUST FUNDS	2,716,275

**CALIFORNIA COMMUNITY COLLEGES**  
**Annual Financial and Budget Report**  
**SUPPLEMENTAL DATA**

**Receipt and Expenditures of Lottery Proceeds**  
**Lottery Actual Report**  
**L10 GENERAL FUND**

For Actual Year: 2017-2018

Budget Year: 2018-2019

District ID: 690

Name: WEST KERN

Activity Classification	Activity Code	Unrestricted			Restricted Prop 20		Total
		Instructional & Institutional Unrestricted	Support Activities (AC 6000-6700)	Support Activities (AC 6800-7390)	Total Unrestricted	Instructional Materials Proposition 20 (AC 0100-4900)	
<b>Lottery Adjustments and Proceeds:</b>							
Net Beginning Balance, July 1	9010						
Adjustments	9020						
Adjusted Beginning Balance	9030		0			0	
<b>Actual Fiscal Year Data</b>							
State Lottery Proceeds:	8681		600,204			172,378	
<b>Expenditures</b>							
Academic Salaries	1000		600,204		600,204		600,204
Classified Salaries	2000				0		0
Employee Benefits	3000				0		0
<b>Supplies &amp; Materials</b>							
Software	4100				0	91,329	91,329
Books, Magazines, & Periodicals	4200				0	21,518	21,518
Instructional Supplies & Materials	4300				0	42,896	42,896
Noninstructional Supplies & Mtrls	4400				0		0
<b>Total Supplies and Materials</b>		0	0	0	0	155,743	155,743
Other Operating Expenses and Services	5000				0		0
Capital Outlay	6000						
Library Books	6300				0	16,635	16,635
Equipment	6400						
Equipment - Additional	6410				0		0
Equipment - Replacement	6420				0		0
<b>Total Capital Outlay</b>		0	0	0	0	16,635	16,635
Other Outgo	7000				0		0
<b>Total Expenditures</b>		0	600,204	0	600,204	172,378	772,582
<b>Ending Balance</b>					0	0	0

**CALIFORNIA COMMUNITY COLLEGES**  
**Annual Financial and Budget Report**  
**SUPPLEMENTAL DATA**

**Receipt and Expenditures of Lottery Proceeds**  
**Lottery Budget Report**  
**L10 GENERAL FUND**

For Actual Year: 2017-2018

Budget Year: 2018-2019

District ID: 690

Name: WEST KERN

Activity Classification	Activity Code	Unrestricted			Restricted Prop 20		Total
		Instructional & Institutional Unrestricted	Support Activities	Support Activities	Total Unrestricted	Instructional Materials Proposition 20	
		Instructional Activities (AC 0100-5900)	Support Activities (AC 6000-6700)	Support Activities (AC 6800-7390)	Total Unrestricted	Instructional (AC 0100-4900)	
<b>Lottery Adjustments and Proceeds:</b>							
Net Beginning Balance, July 1	9010						
Adjustments	9020						
Adjusted Beginning Balance	9030			0		0	
<b>Budget Fiscal Year Data</b>							
State Lottery Proceeds:	8681			325,000		87,769	
<b>Expenditures</b>							
Academic Salaries	1000	325,000			325,000		325,000
Classified Salaries	2000				0		0
Employee Benefits	3000				0		0
<b>Supplies &amp; Materials</b>							
Software	4100				0	65,000	65,000
Books, Magazines, & Periodicals	4200				0	4,000	4,000
Instructional Supplies & Materials	4300				0	1,769	1,769
Noninstructional Supplies & Mtrls	4400				0		0
<b>Total Supplies and Materials</b>		0	0	0	0	70,769	70,769
Other Operating Expenses and Services	5000				0		0
Capital Outlay	6000						
Library Books	6300				0	17,000	17,000
Equipment	6400						
Equipment - Additional	6410				0		0
Equipment - Replacement	6420				0		0
<b>Total Capital Outlay</b>		0	0	0	0	17,000	17,000
Other Outgo	7000				0		0
<b>Total Expenditures</b>		325,000	0	0	325,000	87,769	412,769
<b>Ending Balance</b>					0	0	

Annual Financial and Budget Report

For Actual Year: 2017-2018

District ID: 690

Name: WEST KERN

<b>EPA Revenue</b>	<b>3,506,270</b>
--------------------	------------------

<b>Activity Classification</b>	<b>Activity Code</b>	<b>Salaries and Benefits (Obj 1000-3000)</b>	<b>Operating Expenses (Obj 4000-5000)</b>	<b>Capital Outlay (Obj 6000)</b>	<b>Total</b>
Instructional Activities	0100-5900	3,506,270	0	0	3,506,270
<b>TOTAL</b>		<b>3,506,270</b>	<b>0</b>	<b>0</b>	<b>3,506,270</b>

Annual Financial and Budget Report

For Actual Year: 2017-2018

Budget Year: 2018-2019

District ID: 690

Name: WEST KERN

Fiscal Year	STRS	PERS	Total	Increase	
	Amount	Amount		Amount	Rate
2015-16	922,149	917,547	1,839,696	N/A	N/A
2016-17	1,176,351	1,103,732	2,280,083	440,387	23.94%
2017-18	1,324,117	1,174,527	2,498,644	218,561	9.59%
2018-19	1,648,805	1,274,926	2,923,731	425,087	17.01%
2019-20	1,927,978	1,541,601	3,469,579	545,848	18.67%
2020-21	2,132,686	1,828,798	3,961,484	491,905	14.18%

Does the district have a plan to fund these expenses through 2020-21?

Yes

Explain Yes or No

The District continues to weigh options regarding changes to current benefits in order to make available additional funds which may be necessary to pay the operating expenses of STRS & PERS.





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- Select a link from an amount column in the Query Results list to retrieve detail information for the specific item chosen. Select one of the Download options to download Budget Query data to a Microsoft Excel spreadsheet. Calculate user defined columns for the query by making selections from the Compute Additional Columns pull down lists.
- Use the View Pending Documents button to display unposted documents in process that are excluded from the Budget Status Report. Also select the View Pending Documents button to view a summary of the available balances used for non-sufficient funds (NSF) checking.
- Select a link from the Account column in the Query Results list to retrieve payroll expense detail information for a specific account, or use the View Payroll Expense Detail button to retrieve information for all accounts in the query.

**Report Parameters**

<b>Organization Budget Status Report</b>			
<b>By Account</b>			
<b>Period Ending Jun 30, 2019</b>			
<b>As of Oct 26, 2018</b>			
Chart of Accounts	T Taft College	Commitment Type	All
Fund	11%	Program	All
Organization	%	Activity	All
Account	8%	Location	All

✔ No pending documents exist

**Query Results**

Fund	Organization	Organization Title	Account	Account Title	FY19/PD14 Accounted Budget
11000	000	Unassigned Organization Code	8154	Federal Grant-PELL	0.00
11000	000	Unassigned Organization Code	8612	State General Apportionment	14,006,649.00
11000	000	Unassigned Organization Code	86129	State Apportionment -Prior Year Adj	0.00
11000	000	Unassigned Organization Code	86169	EPA Apportionment - Prior Year Adj	0.00
11000	000	Unassigned Organization Code	8618	Full Time Faculty Allocation	153,262.00
11000	000	Unassigned Organization Code	8691	State Mandated Costs	0.00
11000	000	Unassigned Organization Code	8811	Tax Allocation Secured	9,304,655.00
11000	000	Unassigned Organization Code	8861	Interest & Investment Income	45,000.00
11000	000	Unassigned Organization Code	8874	Enrollment Fees	796,670.00
11000	000	Unassigned Organization Code	88741	Bog Fee Waiver	0.00
11000	000	Unassigned Organization Code	8876	Health Services	0.00
11000	000			Instruct Materials, Fees & Sales	

		Unassigned Organization Code	8877		14,050.00
11000	000	Unassigned Organization Code	8879	Student Records	20,808.00
11000	000	Unassigned Organization Code	8880	Non-Resident Tuition	225,000.00
11000	000	Unassigned Organization Code	8889	Other Student Fees & Charges	2,000.00
11000	000	Unassigned Organization Code	8892	Other Misc Local Revenues	45,000.00
11000	205	Dental Hygiene	8889	Other Student Fees & Charges	0.00
11000	301	VP of Student Services	8879	Student Records	0.00
11000	306	GED (Basic Skills)	8889	Other Student Fees & Charges	16,443.00
11000	306	GED (Basic Skills)	8892	Other Misc Local Revenues	0.00
11000	412	Retiree Benefits	8876	Health Services	11,731.00
11000	412	Retiree Benefits	8892	Other Misc Local Revenues	0.00
11000	421	Business Services	8889	Other Student Fees & Charges	0.00
11000	421	Business Services	8892	Other Misc Local Revenues	0.00
11000	421	Business Services	8893	Collections on NSF, Bad debt	0.00
11000	601	Associated Student Body	8887	ASB Revenue	75,000.00
11005	000	Unassigned Organization Code	8616	EPA Apportionment	2,385,681.00
11006	201	VP of Instruction	8633	Part-time Faculty Allocation	107,463.00
11450	204	Westec	8874	Enrollment Fees	0.00
11477	000	Unassigned Organization Code	8681	State Lottery Proceeds	325,000.00
11495	216	Basic Skills	8613	Basic Skills	0.00
11508	301	VP of Student Services	8879	Student Records	0.00
11971	000	Unassigned Organization Code	8691	State Mandated Costs	75,082.00
Report Total (of all records)					27,609,494.00

Save Query as:

Shared

**Compute Additional Columns for the query**

Column 1	Operator	Column 2	Display After Column	New Column Description
FY19/PD14 Adopted Budget	percent of	FY19/PD14 Adopted Budget	FY19/PD14 Adopted Budget	<input type="text"/>

Perform Computation

Another Query

**RELEASE: 8.6**

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- Select a link from an amount column in the Query Results list to retrieve detail information for the specific item chosen. Select one of the Download options to download Budget Query data to a Microsoft Excel spreadsheet. Calculate user defined columns for the query by making selections from the Compute Additional Columns pull down lists.
- Use the View Pending Documents button to display unposted documents in process that are excluded from the Budget Status Report. Also select the View Pending Documents button to view a summary of the available balances used for non-sufficient funds (NSF) checking.
- Select a link from the Account column in the Query Results list to retrieve payroll expense detail information for a specific account, or use the View Payroll Expense Detail button to retrieve information for all accounts in the query.

**Report Parameters**

<b>Organization Budget Status Report</b>			
<b>By Account</b>			
<b>Period Ending Jun 30, 2019</b>			
<b>As of Oct 26, 2018</b>			
Chart of Accounts	T Taft College	Commitment Type	All
Fund	11%	Program	All
Organization	%	Activity	All
Account	7%	Location	All

Pending documents exist

**Query Results**

Fund	Organization	Organization Title	Account	Account Title	FY19/PD14 Accounted Budget
11000	000	Unassigned Organization Code	7360	Discretionary Transfers	0.00
11000	353	Financial Aid	7130	Other Payments	15,000.00
11000	401	VP of Administrative Services	7120	Debt Interest & Other Svc Charges	6,000.00
11000	421	Business Services	7130	Other Payments	0.00
11000	599	Transfers and Reserves	7360	Discretionary Transfers	399,000.00
11000	599	Transfers and Reserves	7910	Contingency Reserve	387,189.40
11000	601	Associated Student Body	7130	Other Payments	75,000.00
11001	000	Unassigned Organization Code	7510	Student Aid (Excludes Salaries)	0.00
11007	431	Maintenance and Operations	7910	Contingency Reserve	46,000.00
Report Total (of all records)					928,189.40

Save Query as:

**Shared**

**Compute Additional Columns for the query**

Column 1	Operator	Column 2	Display After Column	New Column Description
FY19/PD14 Adopted Budget	percent of	FY19/PD14 Adopted Budget	FY19/PD14 Adopted Budget	
<input type="button" value="Perform Computation"/>				
<input type="button" value="Another Query"/>				

**RELEASE: 8.6**

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**Date:** October 26, 2018  
**Submitted by:** Amanda Bauer, Director of Fiscal Services  
**Area Administrator:** Brock McMurray, EVP of Administrative Services  
**Subject:** Information Item



---

**Board Meeting Date:** November 14, 2018

**Title of Board Item:** CCFS-311Q for the 1<sup>st</sup> quarter ending September 30, 2018.

**Background:**

Title 5 of the California Code of Regulation, Section 58310 requires the chief executive officer or another designee of the governing board to regularly report in detail to the governing board of the district the district's financial condition and shall submit reports showing the financial and budgetary conditions of the district, including outstanding obligations, to the governing board at least once every three months. The certified report shall be reviewed by the district governing board at a regularly scheduled meeting and entered into the minutes of the meeting.

**Terms (if applicable):** Not applicable.

**Expense (if applicable):** Not applicable.

**Fiscal Impact Including Source of Funds (if applicable):**

Attached is a copy of the West Kern Community College District's California Community Colleges Chancellor's Office Financial Status Report (CCFS-311Q) for the quarter ended September 30, 2018. This report will be submitted to the Taft College Board of Trustees for their review at the regularly scheduled board meeting on November 14, 2018.

This report represents the first quarter of the 2018-2019 fiscal year. Total General Fund unrestricted revenues received to date were \$5,544,311 or 20.08% of the projected levels for the current fiscal year. General Fund unrestricted expenditures were \$5,541,101 or 20.07% of the budgeted projections. The net effect year to date was \$3,210.

**Approved:** \_\_\_\_\_

  
Dr. Debra Daniels, Superintendent/President

**Quarterly Financial Status Report, CCFS-311Q**  
**ENTER OR EDIT CURRENT DATA**

**2018-2019 Q1 Closed For Edits.**

CHANGE THE PERIOD ▼

Fiscal Year: 2018-2019

Quarter Ended: (Q1) Sep 30, 2018

District: (690) WEST KERN

Closed for edits after Nov 16, 2018

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Projected Actuals as of June 30 (Col. 4)
<b>I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:</b>					
<b>A. Revenues:</b>					
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	27,609,494	27,609,494	5,544,311	27,609,494
A.2	Other Financing Sources (Object 8900)	0	0	0	0
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	27,609,494	27,609,494	5,544,311	27,609,494
<b>B. Expenditures:</b>					
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	27,111,894	27,111,894	5,134,994	27,111,894
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	497,600	497,600	406,107	497,600
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	27,609,494	27,609,494	5,541,101	27,609,494
C.	<b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>	0	0	3,210	0
<b>D. Fund Balance, Beginning</b>					
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	8,531,261	8,531,261	8,531,261	8,531,261
E.	<b>Fund Balance, Ending (C. + D.2)</b>	8,531,261	8,531,261	8,534,471	8,531,261
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	30.9%	30.9%	154%	30.9%

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**II. Annualized Attendance FTES:**

G.1	Annualized FTES (excluding apprentice and non-resident)				2,858
-----	---	--	--	--	-------

Amount as of the Specified Quarter Ended

**III. Total General Fund Cash Balance (Unrestricted and Restricted)**

H.1	Cash, excluding borrowed funds	7,871,295
H.2	Cash, borrowed funds only	0
H.3	<b>Total Cash (H.1+ H.2)</b>	7,871,295

**IV. Has the district settled any employee contracts during this quarter?**  Yes  No

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify)	Management		Academic		Temporary		Classified	
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
YYYY-YY								
<b>a. SALARIES:</b>								
Year 1:								
Year 2:								
Year 3:								
<b>b. BENEFITS:</b>								
Year 1:								
Year 2:								
Year 3:								

\* As specified in Collective Bargaining Agreement or other Employment Contract

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**c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.**

2000 Characters Remaining

**V. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?**

Yes  No

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

2000 Characters Remaining

VI. Does the district have significant fiscal problems that must be addressed?

This year?

Yes

No

Next year?

Yes

No

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

2000 Characters Remaining

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California Community Colleges, Chancellor's Office  
Fiscal Services Unit  
1102 Q Street, Suite 4550  
Sacramento, California 95811

Send questions to:

Christine Atalig (916)327-5772 [catalig@cccco.edu](mailto:catalig@cccco.edu) or Tracy Britten (916)324-9794 [tbritten@cccco.edu](mailto:tbritten@cccco.edu)

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**Date:** October 26, 2018  
**Submitted by:** Amanda Bauer, Director of Fiscal Services  
**Area Administrator:** Brock McMurray, EVP of Administrative Services   
**Subject:** Request for Approval

---

**Board Meeting Date:** November 14, 2018

**Title of Board Item:**

Adjustments to 2018-19 Adopted Budget

**Background:**

Since adoption of the 2018-19 Adopted Budget, the following adjustments have been made to take into account new state-wide initiatives and district-wide year end close adjustments:

- Decrease of \$61,990.22 for TRIO Grant Carryover
- Increase of \$11,140.00 for Dental Hygiene Clinic Revenue Carryover
- Increase of \$465.44 for Library Resource Fees Carryover
- Decrease of \$109,839.17 for CTE Strong Workforce - Local Carryover
- Decrease of \$292,800 for CTE Strong Workforce - Regional Carryover
- Increase of \$20,000.00 for Full Time Student Success Grant - Carryover
- Increase of \$122,881.31 for Adult Education Block Grant - Carryover
- Increase of \$16,575.06 for EEO/Faculty & Staff Diversity - Carryover
- Increase of \$103,736.36 for Zero Textbook Costs Grant - Implementation - Carryover
- Increase of \$4,290.75 for CDTC - Carryover
- Decrease of \$375,682 for Guided Pathways
- Increase of \$8,150.00 for Applied Tech Student Fee - Carryover
- Increase of \$6,606.28 for Calculator Rental Program - Carryover
- Increase of \$87,876.80 for CalWORKs Work Study Program - Carryover

**Terms (if applicable):**

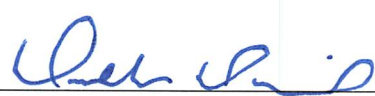
July 1, 2018 - June 30, 2019

**Expense (if applicable):**

N/A

**Fiscal Impact Including Source of Funds (if applicable):**

N/A

**Approved:** 

Dr. Debra Daniels, Superintendent/President

# BOARD AGENDA ITEM

**Date:** October 29, 2018  
**Submitted by:** Dr. Debra Daniels, Superintendent/President  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Approval

---

**Board Meeting Date:** November 14, 2018

**Title of Board Item:**

Revised 2019-20 Academic Calendar

**Background:**

Attached is the revised 2019-20 academic calendar that has been approved by the Taft College Faculty Collective Bargaining Committee and reviewed by the Taft College Classified Collective Bargaining Committee and is ready for Board review and approval.

**Terms (if applicable):**

n/a


**Expense (if applicable):**

n/a

**Fiscal Impact Including Source of Funds (if applicable):**

n/a

**Approved:** \_\_\_\_\_

  
Dr. Debra Daniels, Superintendent/President

**JUNE  
2019**

							1
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30							

**JANUARY  
2020**

				1	2	3	4
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

**JULY  
2019**

		1	2	3	4	5	6
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

**FEBRUARY  
2020**

						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	

**AUGUST  
2019**

				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
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**MARCH  
2020**

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**SEPTEMBER  
2019**

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**APRIL  
2020**

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**OCTOBER  
2019**

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27	28	29	30	31			

**MAY  
2020**

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**NOVEMBER  
2019**

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**JUNE  
2020**

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**DECEMBER  
2019**

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29	30	31					

TEACHING DAYS	FALL (80 DAYS)	
	SPRING (80 DAYS)	
FACULTY INSERVICE	(14 DAYS)	
FAC INSERVICE (GRADUATION DAY)	(1 DAY)	
LEGAL HOLIDAYS	(10 DAYS)	
LOCAL HOLIDAYS	(6 DAYS)	
SUMMER SESSION	(39 DAYS)	

**Date:** October 29, 2018  
**Submitted by:** Dr. Debra Daniels, Superintendent/President  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Approval

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**Board Meeting Date:** November 14, 2018

**Title of Board Item:**

2020-2021 Academic Calendar

**Background:**

The 2020-2021 academic calendar has been approved by the Taft College Faculty Collective Bargaining Committee and reviewed by the Taft College Classified Collective Bargaining Committee and is ready for Board review and approval.

**Terms (if applicable):**

n/a

**Expense (if applicable):**

n/a

**Fiscal Impact Including Source of Funds (if applicable):**

n/a

**Approved:**   
Dr. Debra Daniels, Superintendent/President



# ACADEMIC CALENDAR 2020-2021

**JUNE  
2020**

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**JULY  
2020**

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**AUGUST  
2020**

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**SEPTEMBER  
2020**

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**OCTOBER  
2020**

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**NOVEMBER  
2020**

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**DECEMBER  
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**JANUARY  
2021**

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**FEBRUARY  
2021**

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28								

**MARCH  
2021**

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**APRIL  
2021**

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**MAY  
2021**

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30	31					

**JUNE  
2021**

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20	21	22	23	24	25	26	
27	28	29	30				

- TEACHING DAYS      FALL (80 DAYS)
- SPRING (80 DAYS)
- FACULTY INSERVICE      (14 DAYS)
- FAC INSERVICE (GRADUATION DAY)      (1 DAY)
- LEGAL HOLIDAYS      (10 DAYS)
- LOCAL HOLIDAYS      (4 DAYS)
- SUMMER SESSION      (40 DAYS)

**Date:** October 29, 2018  
**Submitted by:** Norberto Lopez, Curriculum Technician  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Approval

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**Board Meeting Date:** November 14, 2018

**Title of Board Item:**

Course Inactivations

**Background:**

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

**Applied Technologies Division**

The Applied Technologies Division has moved to inactivate the following courses. A summary of the Business courses are contained in the transfer level course BUSN 2001. The Welding course numbers are no longer valid. This request was reviewed and approved by the Curriculum and General Education Committee.

1. BUSN 1601 Beginning Keyboarding
2. BUSN 1602 Beginning Keyboarding
3. BUSN 1603 Beginning Keyboarding
4. WELD 1010 Gas Metal Arc Welding (GMAW) and Flux Core Arc Welding (FCAW)
5. WELD 1020 Gas Tungsten Arc Welding (GTAW)
6. WELD 1030 Pipe Welding
7. WELD 1040 Shielded Metal Arc Welding

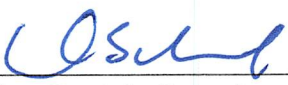
**Math and Science Division**

The Math and Science Division has moved to inactivate the following courses. These courses have been re-numbered and updated along with the degree. This request was reviewed and approved by the Curriculum and General Education Committee.

1. ENGR 1520 Statics
2. ENGR 1530 Materials Science and Engineering with Lab

**Fiscal Impact Including Source of Funds (if applicable):**

None

Approved:  \_\_\_\_\_  
Dr. Debra Daniels, Superintendent/President

To: Dr. Jacobi, Curriculum Co-Chair  
Dr. Debra Daniels, Officer of Instruction

From: Kanoe Bandy, Division Chair

Division: Applied Technology

Date: 10/8/2018

Re: College Keyboarding

**Type of Curriculum Change:**

- New Course\*  Substantial Course Change\*  
 Nonsubstantial Course Change\*  Course Inactivation

**For Course Changes, why is this course being updated?**

- For C-ID
- As part of the 5 year review cycle
- Other (please explain): Program Updates

**For New Courses, please enter a justification for the request:**

After a lengthy discussion, the Applied Technologies division would like to inactivate BUSN 1601, 1602, 1603. A summary of these courses is contained in the transfer level course BUSN 2001. It is the recommendation of the Applied Technologies division that these courses be made available through the Adult Education component. They are valid courses that do not need to be transfer level courses, but there are still students who could benefit from them.

**Programs Affected/Stand Alone:**

Administrative Services: Associate in Science, Administrative Services I: Certificate, Criminal Justice Administration, General Business: Associate in Science, Liberal Arts Area of Emphasis: Business and Technology: Associate in Arts, and Management: Associate in Science.

 **Addition to Taft College General Education:**

- Natural Science  Social & Behavioral Science  English Composition
- Humanities  Communication & Critical Thinking

**Justification for Addition to Taft College General Education: n/a**



**Date:** October 29, 2018  
**Submitted by:** Norberto Lopez, Curriculum Technician  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Approval

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**Board Meeting Date:** November 14, 2018

**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.

**Social Science Division**

Social Science has revised the following courses as part of the five-year review cycle:

1. ECEF 1571 Child Study and Assessment

**Liberal Arts Division**

The Liberal Arts Division has revised the following Music course as part of the five-year review cycle. The Speech acronyms and titles were revised to ease articulation for transfer students:

1. MUSC 1510 Music Appreciation
2. SPCH 1507 Group Discussion
3. SPCH 1511 Fundamentals of Speech

**Fiscal Impact Including Source of Funds (if applicable):**

None

**Approved:** \_\_\_\_\_

  
Dr. Debra Daniels, Superintendent/President

~~Updated by: M. Beasley~~

~~Updated by: R. Roth~~

~~Reviewed by: S. Eveland~~

~~Reviewed by: M. Oja~~

~~Date Updated: Spring 2013~~

~~Date Updated: Fall 2018~~

~~CG&E Approved: January 18, 2013~~

~~Board Approved: February 13, 2013~~

Early Care, Education, and Family Studies (ECE) 1571 Child Study and Assessment (3 Units) (DS5)  
CSU

[formerly Early Childhood Education 1571; Early Childhood Education 20]

Advisory: Eligibility for English 1500 strongly recommended; completion of nine (9) units in Early Care, Education and Family Studies, including Psychology 2003 and Early Care, Education and Family Studies 1521, recommended

Total Hours: 32 hours lecture; 48 hours lab. 64 Outside of class hours. (144 Total Student Learning Hours)

Catalog Description: This course will provide students with information on appropriate assessment techniques used to assess children, guide learning and curriculum development, and create appropriate and respectful environments. Content includes hands-on experience working with families in observing, assessing, and developing portfolios for young children. Anecdotal records, rating systems and multiple assessment techniques will be explored. C-ID: ECE 200

Type of Class/Course: Degree Credit

Text: Nilsen, Barbara Ann. *Week by Week: Plans for Documenting Children's Development*. 7<sup>th</sup> ed. New York: Cengage, 2017. ~~Print.~~

~~Wortham, Sue and Belinda Hardin. *Assessment in Early Childhood Education*. 7<sup>th</sup> ed. New York: Pearson, 2015. Print.~~

Course Objectives:

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

1. Provide appropriate and effective methods, theories and practices for observing and documenting young children's development,
2. Examine and recognize the special needs of children in a group environment,
3. Evaluate what he/she is seeing and experiencing,
4. Demonstrate sensitivity to and awareness of diversity and special needs issues in using observation tools to identify patterns, trends and anomalies individuals and groups of children,
5. Establish and maintain a confidential relationship with the children, families and caregivers in a group environment,
6. Recognize individual families and their role in the assessment process,
7. Consider the effect of social context, child's state of health and well-being, primary language, ability and environment on assessment processes,
8. Compare and analyze historic and currently recognized current state and widely-used assessment tools and processes,

9. Understand the preschool learning foundations and how they correlate with Early Childhood Education theories,
10. Use observation tools to identify quality in play-based environment, curriculum, and care routines (e.g., ECERS-R, CLASSELCO),
11. Demonstrate and apply knowledge of developmental domains to interpretations of observations,
12. Illustrate the use of observation and assessment to implement curriculum and environmental changes in support of both group and individual needs,
13. Demonstrate competency in writing,
14. Apply critical thinking skills, and
15. Explain the importance of having a knowledge of child study and assessment in the field of early care and education,
16. Identify the purpose, value, and use of formal and informal observation and assessment strategies,
17. Describe the major characteristics, strengths, and limitations of selected assessment tools, and
18. Complete systematic observations using a variety of methods of data collection to assess the impact of the environment, interactions, and curriculum on children's development and behavior.

Course Scope and Content:

- Unit I            The Role of Observation and Assessment in Early Childhood Education
  - A.        The Role in Meeting Individual and Group Needs
  - B.        The Role in Guiding Behavior
  - C.        The Role in Creating Environments
  - D.        The Role in Developing Appropriate Curriculum
  
- Unit II            Methods for Recording Observations of Young Children's Behavior and Development
  - A.        Anecdotal
  - B.        Rating Systems
  - C.        Desired Result Developmental Profile (DRDP)
  - D.        California Preschool Learning Foundations
  - E.        Portfolios
  - F.        Differentiation between Subjective and Objective Data Collection and Recording
  
- Unit III           Observing and Caring for Children at Each Stage of Development
  - A.        Infants
  - B.        Toddlers
  - C.        Preschool Age Children
  - D.        Kindergarten
  
- Unit IV           Including Families in the Assessment Process
  - A.        Inclusion of Families in the Assessment Process
  
- Unit V            Using Assessment Tools and Portfolios in Determining the Need for Intervention
  - A.        Using Assessment Tools and Portfolios in Determining the Need for Intervention
  
- Unit VI           Diversity in the Assessment and Portfolio Process
  - A.        Diversity in the Assessment and Portfolio Process

- Unit VII      Legal and Ethical Responsibilities Including Confidentiality
  - A.      Legal Responsibilities
  - B.      Ethical Responsibilities
  - C.      Confidentiality
  
- Unit VIII     Impact of Situational Factors on Assessing Data
  - A.      Situational Factors
  - B.      Impact on Assessment
  
- Unit IX       The Linkage Between Child Development Theory and Research to Observation and Assessment
  - A.      The Link Between Child Development Theory and Research to Observation and Assessment
  
- Unit X        Utilize Observation and Assessment Strategies for Dual-language Learners, Children at Risk for Failure, and Children with Special Needs
  - A.      Observation and Assessment Strategies for Dual-language Learners
  - B.      Observation and Assessment Strategies for Children at Risk for Failure
  - C.      Observation and Assessment Strategies for Children with Special Needs
  
- Unit XI       Identification of Personal Biases and Expectations
  - A.      Influence of Personal Bias and Expectations
  - B.      Awareness of Personal Bias and Expectations

Course Scope and Content: Laboratory Content

- Unit I        The Role of Observation and Assessment in Early Childhood Education
  - A.      The Role in Meeting Individual and Group Needs
  - B.      The Role in Guiding Behavior
  - C.      The Role in Creating Environments
  - D.      The Role in Developing Appropriate Curriculum
  
- Unit II       Methods for Recording Observations of Young Children's Behavior and Development
  - A.      Anecdotal
  - B.      Rating Systems
  - C.      Desired Result Developmental Profile (DRDP)
  - D.      California Preschool Learning Foundations
  - E.      Portfolios
  - F.      Differentiation between Subjective and Objective Data Collection and Recording
  
- Unit III      Observing and Caring for Children at Each Stage of Development
  - A.      Infants
  - B.      Toddlers
  - C.      Preschool Age Children
  - D.      Kindergarten

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. Studying,
2. Answering questions,
3. Completing required reading,
4. Completing written work, and
5. Observing children in an educational setting.

Methods of Instruction:

1. Film
2. Workshops,
3. Visiting specialists,
4. Class presentations,
5. Reading and evaluations, and
6. Peer interactions.

Methods of Evaluation:

1. Written assignments, including:
  - a. Journal entries,
  - b. Self-assessment inventory, and
  - c. Design a portfolio.
2. Skill demonstrations, including:
  - a. Presentations,
  - b. Computation or non-computational problem solving and conflict resolution,
  - c. Observations, and
  - d. Field work.
3. Reading Assignments, including:
  - a. Clinical studies,
  - b. Developmental profiles, and
  - c. Issues, rationales, challenges and strategies.
4. Other Examinations, including:
  - a. Multiple choice,
  - b. Matching,
  - c. True/false, and
  - d. Essay.

Supplemental Data:

TOP Code:	130500: Child Development/Early Care a
SAM Priority Code:	C: Clearly Occupational
Distance Education:	Online; Offline

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

Reviewed by: ~~K. Burnham~~ ~~L. Smith~~  
Reviewed by: ~~S. Swenson~~ ~~J. Martinez~~  
Text update: Summer 2014  
Date Reviewed: ~~April 2013~~  
C & GE Approved: ~~May 20, 2013~~  
Board Approved: ~~June 12, 2013~~  
State Approved: ~~July 17, 2013~~

Music (MUSC) 1510 Music Appreciation (3 Units) CSU:UC  
[formerly Music 10]

Advisory: Eligibility for English 1500 strongly recommended

Total Hours: 48 hours lecture + 96 Outside of class hours (144 Total Student Learning Hours)

Catalog Description: This course is designed to cover the concepts and vocabulary for the appreciation and history of music. Attendance of at least one off campus concert is required. C-ID: MUS 100

Type of Class/Course: Degree Credit

Text: Kamien, Roger. *Music: An Appreciation*. 11<sup>th</sup> ed. New York: McGraw, 2014. Print.  
A Spotify account to access the course playlists Plus 5-set CD's

Additional Required Instructional Materials: None

Course Objectives:

By the end of the course, a successful student will:

1. have an increased understanding for and love of music,
2. be conversant with the general scope of music literature from medieval to modern times,
3. understand music materials and basic terminology, and
4. have a newly-developed sense of listening, concentration, and retention.

Course Scope and Content:

- Unit I      The Materials of Music
- A. The art of listening
  - B. Music and life
  - C. Melody, harmony, rhythm, tempo, timbre
  - D. The orchestra and its make-up
  - E. Dynamics, form, style and notation
- Unit II      Medieval Gothic & Renaissance
- A. Motet & Madrigal
  - B. Gregorian Chant
- Unit III     The Baroque Period
- A. Bach and Handel
  - B. Oratoria & Opera

- C. Harpsichord & Organ
- D. Compositional Styles (concerto grosso, ritornello)

- Unit IV Classical and Viennese Periods
- A. Haydn, Mozart and Beethoven
  - B. The Classical Symphony

- Unit V Nineteenth-Century Romanticism
- A. Romanticism and music
  - B. Short lyric forms (song and piano piece)
  - C. Program music
  - D. Nationalism
  - E. Absolute music, the symphony, concerto
  - F. Opera

- Unit VI More Materials of Music
- A. Key and scale
  - B. Major-Minor system
  - C. Development of themes
  - D. Sonata form

- Unit VII Eighteenth-Century Classicism
- A. Classicism in music
  - B. Chamber music
  - C. From Classic to Romantic

- Unit VIII The Older Music
- A. Harmony and counterpoint: Musical texture
  - B. The remote past
  - C. The Baroque

- Unit IX The Twentieth Century
- A. The Post Romantics
  - B. Impressionism
  - C. The New Music

- Unit X The American Scene
- A. The past
  - B. The present
  - C. The senior group
  - D. The second generation
  - E. The third generation

**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. Study
2. Answer questions
3. Listening Skill practice
4. Completing required reading
5. Written work
6. Attend at least one live concert related to course content

**Methods of Instruction:**

1. Class discussion will be encouraged; lectures will be kept at a minimum.
2. Considerable class time will be reserved for listening to ~~CD or~~ digital recordings, with appropriate teacher explanations.
3. Students will complete written study guide exercises to enhance their musical knowledge and understanding.
4. Students will write three or four short essays on pre-assigned topics, i.e., musical classicism, romanticism, etc.
45. Objective quizzes, including listening, will be given periodically to incite interest.
56. ~~CD or~~ digital recordings of prominent musical selections will be prepared and made available to students.

**Methods of Evaluation:**

1. Substantial writing assignments, including:
  - a. essay exams
  - b. reading reports
  - c. term or other papers
  - d. written homework
2. Other examinations, including:
  - a. multiple choice
  - b. matching items
  - c. true/false items
  - d. listening exams

**Supplemental Data:**

TOP Code:	100400: Music
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:	E: Credit By Exam
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



Reviewed by: H. Silvis

Reviewed by: J. Martínez

Date reviewed: September 27, 2018

Text update: September 9, 2013

C&GE approved: November 13, 2013

Board approved: December 11, 2013

Speech (SPCH) Communication (COMM) 1507 Small Group Communication Discussion (3 Units) CSU: UC

[formerly Speech (SPCH) 1507 Group Discussion (3 Units) CSU:UC]  
[formerly Speech 7, 1507]

Advisory: Eligibility for English 1500 strongly recommended

Total Hours: 48 hours lecture + 96 Outside-of-class hours (144 Total Student Learning Hours)

Catalog Description: This course covers the structure and function of informal/formal group processes, the role of the individual participant and leadership functions, and provides study and practice in various group activities.

Type of Class/Course: Degree Credit

Text: Lumsden, Gay, Donald Lumsden, & Carolyn Weithoff. *Communicating in Groups and Teams*. 5<sup>th</sup> ed. Boston: Wadsworth, 2010. Print.

Engleberg, Isa L., and Diana R. Wynn. *Working in Groups: Communication Principles and Strategies*. Pearson, 2016.

Additional Instructional Materials: None

Course Objectives:

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

1. lead small group discussions and talk before others,
2. communicate within a group setting,
3. present short oral reports,
4. identify personal strengths and weaknesses and set short and long term goals with regard to their personal and professional lives,
5. understand the concept of personal responsibility in the area of attitudes and leading to a more constructive life,
6. develop skills in active listening, and
7. identify ways of acquiring positive mental attitudes toward self and others; have a greater respect for individual differences.

Course Scope, Content, and Student Learning Outcomes:

Unit I            Orientation to Small Group Systems

A.            Small groups as the heart of society

- B. Groups as structured open systems

Unit II Foundations of Small Group Communicating

- A. Communication principles for group members
- B. Using Verbal and nonverbal messages in small group communication
- C. Creative and critical thinking in the small group
- D. Group problem-solving procedures

Unit III Understanding and Improving Group Throughput Processes

- A. Becoming a group
- B. Celebrating diversity in the small group
- C. Managing conflicts productively
- D. Applying leadership principles

Unit IV Small Group Public Presentations

- A. Planning and organizing small group oral presentations
- B. Presenting small group oral presentations

Learning Activities Required Outside of Class:

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

1. Studying
2. Answering questions
3. Skill practice
4. Completing required reading
5. Written work
6. Observation of or participation in an activity related to course content

Methods of Instruction:

1. Lecture/demonstration
2. Practice in group discussion techniques
3. Practice in summarization skills and short reports
4. Practice in oral reading
5. Completion of individual inventories, questionnaires, and analysis
6. Use of audiovisual materials

Methods of Evaluation:

1. Substantial writing assignments, including:
  - a. **essay exam for midterm and final**
  - b. written homework
2. Computational or non-computational problem-solving demonstrations, including:

- a. homework problems
- b. quizzes
- 3. Skill demonstrations, including:
  - a. class performance
  - b. performance exam
- 4. Other examinations, including:
  - a. multiple choice
  - b. matching items
  - c. true/false
  - d. definitions
  - e. completion

Supplemental Data:

<u>TOP Code:</u>	<u>150600: Speech Communication</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>1: Program Applicable</u>
<u>Noncredit Category:</u>	<u>Y: Not Applicable, Credit Course</u>
<u>Special Class Status:</u>	<u>N: Course is not a special class</u>
<u>Basic Skills Status:</u>	<u>N: Course is not a basic skills course</u>
<u>Prior to College Level:</u>	<u>Y: Not applicable</u>
<u>Cooperative Work Experience:</u>	<u>N: Is not part of a cooperative work experience education program</u>
<u>Eligible for Credit by Exam:</u>	<u>NO</u>
<u>Eligible for Pass/No Pass:</u>	<u>C: Pass/No Pass</u>

<u>Taft College General Education:</u>	<u>CSA1: CSU Area A1</u> <u>IG1C: IGETC Area 1C</u> <u>LCAT: Local GE Communication</u>
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**Reviewed by: H. Silvis**  
Reviewed by: J. Martinez  
Text update: September 27, 2018  
Date reviewed: September 9, 2013  
C&GE approved: November 13, 2013  
Board approved: December 11, 2013  
Textbook update: February 6, 2015

Speech (SPCH)-Communication (COMM) 1511 Public Speaking Fundamentals of Speech-(3 Units)  
CSU:UC  
[formerly Speech 11, 1511]

Advisory: Eligibility for English 1500 strongly recommended

Total Hours: 48 hours lecture, 96 Outside-of-class hours. (144 Total Student Learning Hours)

Catalog Description: This course develops the ability to organize, develop, and deliver a speech effectively. Emphasis is on research, organization, presentation, and evaluation. C-ID: COMM 110

Type of Class/Course: Degree Credit

Text: Lucas, Stephen E. *The Art of Public Speaking*. 12<sup>th</sup> ed. New York: McGraw, 2015. Print.

Additional Instructional Materials: None

Course Objectives:

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

1. distinguish between the similarities and differences of public speaking and everyday conversation,
2. identify the elements of the speech communication process,
3. identify the causes of poor listening,
4. provide examples of effective listening skills,
5. explain the proper steps for selecting a speech topic,
6. analyze the intended audience,
7. demonstrate skills in gathering materials for a speech,
8. provide examples, statistics, and testimony to support ideas,
9. evaluate library and outside resources,
10. organize the body of a speech,
11. construct an effective speech introduction and conclusion,
12. construct a preparation and speech outline,
13. demonstrate skill in utilizing appropriate language in a speech,
14. compare and contrast the various methods of speech delivery,
15. assemble materials to use as visual aids,
16. identify the types and guidelines for informative and persuasive speeches,
17. apply the principles of small group discussion, and
18. evaluate strengths and weaknesses in student speakers.

Course Scope, Content, and Student Learning Outcomes

- Unit I            Speaking and Listening
  - A.     Speaking in Public
  - B.     Ethics and Public Speaking
  - C.     Listening
  
- Unit II            Speech Preparation: Getting Started
  - A.     Selecting a Topic and Purpose
  - B.     Analyzing the Audience
  - C.     Gathering Materials
  - D.     Supporting Ideas
  
- Unit III            Speech Preparation: Organizing and Outlining
  - A.     Organizing the Body of the Speech
  - B.     Beginning and Ending the Speech
  - C.     Outlining the Speech
  
- Unit IV            Presenting the Speech
  - A.     Using Language
  - B.     Delivery
  - C.     Using Visual Aids
  
- Unit V            Varieties of Public Speaking
  - A.     Speaking to Inform
  - B.     Speaking to Persuade
  - C.     Methods of Persuasion
  - D.     Speaking on Special Occasions
  - E.     Speaking in Small Groups

**Learning Activities Required Outside of Class:**

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

1.     Studying
2.     Answering questions
3.     Skill practice
4.     Completing required reading
5.     Written work
6.     Observation of or participation in an activity related to course content

**Methods of Instruction:**

1.     Lectures
2.     Class discussion and projects



3. Audiovisual presentations
4. Speeches varying in type and length
  - a. introductory speech
  - b. two informative speeches
  - c. two persuasive speeches
  - d. two impromptu speeches
  - e. special occasion speech

Methods of Evaluation:

1. Substantial writing assignments, including:
  - a. essay midterm and final
  - b. written homework
2. Skill demonstrations, including:
  - a. class performance exams
3. Other examinations, including:
  - a. multiple choice
  - b. true/false items

Supplemental Data:

TOP Code:	150600: Speech Communication
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:	CSA1: CSU Area A1 IG1C: IGETC Area 1C LCAT: Local GE Communication

Date: October 29, 2018  
Submitted by: Norberto Lopez Jr., Curriculum Technician  
Area Administrator: Dr. Debra Daniels, Superintendent/President  
Subject: Request for Approval

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**Board Meeting Date:** November 14, 2018

**Title of Board Item:**

New Courses

**Background:**

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

**Applied Tech Division**

The Business Advisory Committee has requested these courses as critical courses needed in the workplace. This request was reviewed and approved by the Curriculum and General Education Committee.

1. MGMT 1565 Professionalism and Etiquette
2. MGMT 1570 Diversity at Work

**Fiscal Impact Including Source of Funds (if applicable):**

None

Approved:   
Dr. Debra Daniels, Superintendent/President

Prepared by: D. Layne  
Reviewed by: K. Bandy  
Reviewed by: A. Bledsoe  
Date reviewed: October 11, 2018  
C & GE approved:  
Board approved:  
Semester effective:

Management (MGMT) 1565 Professionalism and Etiquette (.5 Unit) CSU

Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended

Total Hours: 8 hours lecture. 16 Outside of class hours. (24 Total Student Learning Hours)

Catalog Description: This course is designed to introduce to students strategies for establishing and maintaining a professional image in the workplace. ~~Students will learn about~~ The course presents typical workplace etiquette protocols, communication standards, and cultural awareness strategies to successfully navigate through these common challenges. The focus is on integrating internal attitudes with external behaviors so that these become personal attributes found in the professional.

Type of Class/Course: Degree Credit

Text: Kay duPont, M. Business Etiquette and Professionalism: Your Guide to Career and Success, 3rd ed., Logical Operations, 2014.

Course Objectives:

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

1. summarize the elements of professionalism in the workplace,
2. list the characteristics of a professional in any career,
3. summarize the principles of proper courtesy as they are practiced in the workplace,
4. describe ways to apply proper courtesy in different professional situations,
5. identify and describe the qualities of a desirable employee from an employer's perspective,
6. describe common forms of workplace communication used in a variety of situations,
7. show how improper communication and poor listening impact the work environment,
8. evaluate types of communication technology in the workplace,
9. explain the importance of cultural diversity in the workplace, and
10. apply concepts of professionalism to successfully resolve a case study.

1. Course Scope and Content:, and Student Learning Outcomes:

Unit I Introduction to Professionalism

A. Examine Professionalism

1. Use general concepts to define professionalism

2. Apply concepts in various workplace situations

**Unit II Professionalism****A. Build a working definition of professionalism in today's workplace**

- 1. Identify the characteristics found in professionalism**
- 2. List the traits typically found in successful professionals**

**B. Exhibiting Professionalism**

- 1. Explore attitudes found in successful professionals**
- 2. Identify important qualities about successful professionals**
- 3. List professional behaviors in many sectors of the workplace**

**C. Blue-collar Professionalism**

- 1. Identify the attributes of blue-collar professionals**
- 2. Explore the typical characteristics found in blue-collar professionals**
- 3. Identify the common behaviors of successful blue-collar professionals**
- 4. Explore the 7 myths about blue-collar workers**

**D. Meeting Etiquette**

- 1. Learn to plan meetings**
- 2. Develop a meeting that incorporates meal etiquette**
- 3. Create invitations and responses to formal meetings**

**E. Multicultural Etiquette**

- 1. Develop a working definition of diversity**
- 2. Identify specific behaviors that should be addressed in the multicultural workplace**

**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. Studying module notes**
- 2. Answering questions**
- 3. Completing required readings**
- 4. Performing problem solving activities or exercises**
- 5. Doing written work**
- 6. Participating in group projects**
- 7. Research**

**Methods of Instruction:**

- 1. Modularized content and examples**
- 2. Demonstrations of sample problems**
- 3. Assigned problems from the text**
- 4. Multimedia presentations**
- 5. Group discussions and explorations**
- 6. Case studies and scenarios**
- 7. Surveys**

**Methods of Evaluation:**

**1. Writing assignments:, including:**

- a. written homework from chapters**
- b. group reports**
- c. topic paper written under American Psychological Association (APA) style guide**
- d. chapter critical analysis reflections**
- e. case studies**
- f. scenarios**
- g. simulations**
- h. surveys**

**2. Problem-solving demonstrations:, including:**

- a. exams**
- b. homework problems**
- c. case study recommendations and solutions**
- d. critical reflections from scenarios and case studies**

**3. Other summative examinations using combinations: of:**

- a. multiple choice questions**
- b. matching items**
- c. true/false questions**
- d. short answer questions**
- e. fill-in-the-blank responses**

**4. Participation: including:**

- a. role-playing and group activities**
- b. oral presentations and demonstrations**
- c. discussion responses**
- d. scenario reflections**

**5. Projects: including:**

- a. multimedia presentations**
- b. business scenario responses**
- c. action plans**
- d. formal written reports**
- e. portfolios**
- f. community service projects**
- g. building new case studies**

**Supplemental Data:**

<b><u>TOP Code:</u></b>	<b><u>050500: Business Administration</u></b>
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<b><u>SAM Priority Code:</u></b> —	<b><u>C: Clearly Occupational</u></b>
<b><u>Distance Education:</u></b>	<b><u>Online; Offline</u></b>
<b><u>Funding Agency:</u></b> —	<b><u>Y: Not Applicable(funds not used)</u></b>
<b><u>Program Status:</u></b> —	<b><u>1: Program Applicable</u></b>
<b><u>Noncredit Category:</u></b> —	<b><u>Y: Not Applicable, Credit Course</u></b>
<b><u>Special Class Status:</u></b> —	<b><u>N: Course is not a special class</u></b>
<b><u>Basic Skills Status:</u></b> —	<b><u>N: Course is not a basic skills course</u></b>
<b><u>Prior to College Level:</u></b> —	<b><u>Y: Not applicable</u></b>
<b><u>Cooperative Work Experience:</u></b> —	<b><u>N: Is not part of a cooperative work experience education program</u></b>
<b><u>Eligible for Credit by Exam:</u></b> —	<b><u>E: Credit By Exam</u></b>
<b><u>Eligible for Pass/No Pass:</u></b> —	<b><u>C: Pass/No Pass</u></b>
<b><u>Taft College General Education:</u></b> —	<b><u>NONE</u></b>

Prepared by: D. Layne  
Reviewed by: K. Bandy  
Reviewed by: A. Bledsoe  
Date reviewed: October 4, 2018  
C & GE approved:  
Board approved:  
Semester effective:

Management (MGMT) 1570 Diversity at Work (.5 Unit) CSU

Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended

Total Hours: 8 hours lecture. 16 Outside of class Hours. (24 Total Student Learning Hours)

Catalog Description: This course is designed to introduce students to issues arising from relationships involving individual values, cultures, attitudes, and differing philosophies found in various organizations. The course Students will examines the positive impacts of diversity in the workplace and explore strategies for achieving and implementing cultural awareness programs in organizations.

Type of Class/Course: Degree Credit

Text: Lieberman, S., Simons, G. & Berardo, K. *Putting diversity to work*. Rev. ed. Rochester, NY:

Logical Operations, 2014. Print.

Course Objectives:

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

1. summarize the contributions of diversity to profits, people, and the society,
2. analyze diversity challenges in organizations,
3. use assessment, analysis, and action to create diversity strategies,
4. describe organizational traits that support diversity,
5. create benchmarks to improve diversity practices,
6. self-evaluate personal biases and assumptions,
7. outline diversity competencies for management,
8. develop guidelines for managing multicultural employees, and
9. apply concepts of diversity to successfully resolve a case study.

Course Scope, Content:, and Student Learning Outcomes:

Unit I Organizational Diversity

A. Examine Diversity

1. Examine principles of diversity
2. Develop diversity through lenses of profit, people, and society

B. Explore and Apply Diversity Concepts

1. Develop concepts for supply chain enhancement
3. Use "Access, Analyze, Act" plans in various scenarios



3. Examine 5 organizational traits that support diversity
4. Develop diversity benchmarks
5. Use strategies to apply diversity benchmarks

**Unit II Personal Understanding of Diversity**

- A. Examine common ideas about diversity
  1. Explore various notions concerning diversity
  2. Examine how differences affect work
- B. Explore Aspects of Personal Diversity
  3. Identify personal values
  4. Rethink biases and assumptions

**Unit III Diversity for Leaders**

- A. Leadership and Diversity
  1. Use the "CHOICE" model to create diversity
  2. Use interest, introspection, and innovation to find core differences
  3. Create a change plan
- B. Managers and Diversity
  1. Outline diversity competencies for managers
  2. Create guidelines for managing multicultural employees
  3. Manage diversity online

**Unit IV Diversifying the Organization**

- A. Strategies for Implementing Diversity in the Organization
  1. Recruiting for diversity
  2. Sharing organizational culture
  3. Retaining and promoting employees
  4. Supporting diverse leadership styles
  5. Understanding conflict and resolutions

**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 any of the following:**

1. Studying module notes
2. Answering questions
3. Completing required readings
4. Performing problem solving activities or exercises
5. Doing written work
6. Participating in group projects
7. Research

**Methods of Instruction:**

1. Modularized content and examples
2. Demonstrations of sample problems
3. Assigned problems from the text
4. Multimedia presentations
5. Group discussions and explorations
6. Case studies and scenarios

7. Surveys
Methods of Evaluation:
1. Writing assignments:

- a. written homework from chapters
- b. group reports
- c. topic paper written under American Psychological Association (APA) style guide
- d. chapter critical analysis reflections
- e. case studies
- f. scenarios
- g. simulations
- h. surveys

2. Problem-solving demonstrations:

- a. exams
- b. homework problems
- c. case study recommendations and solutions
- d. critical reflections from scenarios and case studies

3. Other summative examinations using combinations:

- a. multiple choice questions
- b. matching items
- c. true/false questions
- d. short answer questions
- e. fill-in-the-blank responses

4. Participation:

- a. role-playing and group activities
- b. oral presentations and demonstrations
- c. discussion responses
- d. scenario reflections

5. Projects:

- a. multimedia presentations
- b. business scenario responses
- c. action plans
- d. formal written reports
- e. portfolios
- f. community service projects
- g. building new case studies

Supplemental Data:

<u>TOP Code:</u>	<u>0506.30: Business Management</u>
<u>SAM Priority Code:</u> —	<u>C: Clearly Occupational</u>

<b><u>Distance Education:</u></b> —	<b><u>Online; Offline</u></b>
<b><u>Funding Agency:</u></b> —	<b><u>Y: Not Applicable(funds not used)</u></b>
<b><u>Program Status:</u></b> —	<b><u>1: Program Applicable</u></b>
<b><u>Noncredit Category:</u></b> —	<b><u>Y: Not Applicable, Credit Course</u></b>
<b><u>Special Class Status:</u></b> —	<b><u>N: Course is not a special class</u></b>
<b><u>Basic Skills Status:</u></b> —	<b><u>N: Course is not a basic skills course</u></b>
<b><u>Prior to College Level:</u></b> —	<b><u>Y: Not applicable</u></b>
<b><u>Cooperative Work Experience:</u></b> —	<b><u>N: Is not part of a cooperative work experience education program</u></b>
<b><u>Eligible for Credit by Exam:</u></b> —	<b><u>E: Credit By Exam</u></b>
<b><u>Eligible for Pass/No Pass:</u></b> —	<b><u>C: NO</u></b>
<b><u>Taft College General Education:</u></b> —	<b><u>NONE</u></b>

**Date:** October 29, 2018  
**Submitted by:** Norberto Lopez, Curriculum Technician  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Approval

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**Board Meeting Date:** November 14, 2018

**Title of Board Item:**

Distance Learning Request

**Background:**

The Applied Technology Division has submitted the following distance learning proposals. MGMT courses will help meet student enrollment demands and minimize impact on scheduling. MATH 1510 is proposed to meet the demands of AB 705 and give non-STEM students more flexibility to satisfy their degree requirements. Both Distance Learning Committee, along with the Curriculum and General Education Committee approved the request.

**Applied Technologies Division**

1. MGMT 1570 Diversity at Work
2. MGMT 2900 Management Capstone

**Math and Science Division**

1. MATH 1510 College Math for Liberal Arts

**Fiscal Impact Including Source of Funds (if applicable):**

None

**Approved:**   
Dr. Debra Daniels, Superintendent/President

## Taft College Distance Learning Approval Form

**Course:** MGMT 1570- Diversity at Work  
**Submitted by:** David Layne  
**Date:** 4-Oct-18  
**(Please submit this form electronically as a Word file to the DE Coordinator)**

This course is to be taught: Online \_\_XX\_\_, Hybrid \_\_XX\_\_, Offline \_\_XX\_\_

Answer the following questions for each modality requested:

**1. What is the justification for this course to be taught in a distance learning format?**

- Some of the potential responses here could be based on trying to increase enrollment, or trying to meet student demand for the course without impacting scheduling issues.
- 
- This course is the last of 12 courses for the management degree program. The management program is taught using these multiple delivery methods. This course is one of several specifically requested by the Business Advisory Committee for Taft College.

**2. In what ways might this course present unique challenges in the distance education environment, and how will they be overcome?**

- As an example, if your course requires student presentations, how will that be accomplished in the distance education environment?
- 
- This course is grounded in a textbook, but is developed around the Canvas delivery method. All the required tasks and discussions are easily administered through Canvas and are accessible, too.

**3. How will this course be developed to promote regular effective instructor/student contact?**

- Be specific. Simply stating "Email and/or LMS Message Posts" is not specific. Detail how the methods that will be used to maintain effective contact will be put into place. (REC Procedure as part of [AP 4105](#)) (For example: weekly announcements; reminder emails; Instructor-led Cranium Café study sessions and office hours; participating in class discussion forums; replying to student emails, phone calls, mail, as specified in the syllabus)
- 
- The instructor is present in the course at least weekly to evaluate and contribute to weekly discussions as well as grade student progress through assigned tasks and quizzes on a weekly basis. Offline students are given course packages which contain the same content found in the Canvas shell. The instructor is in contact with

students several times over the two-period of the course. This aspect is important since this is a mini management course that only lasts for two weeks. Students are encouraged to send e-mails, write notes, make telephone calls, or set-up appointments with the instructor as needed. This course has specific contact hours with the instructor each week, too.

**4. Describe ways the content of the course will be delivered or presented.**

- For example, instructor-created videos, PDFs, web links, Canvas Content Pages, student collaboration projects, and the course textbook could be used to deliver content.
- 
- The hybrid and online course sections all use Canvas shells to organize and deliver the course. The offline groups at the facilities receive paper course organizers, tasks, and discussion prompts.

**5. How will you ensure the students can successfully navigate your course?**

- For example, ways to help guide your students through your course might include creating a video with you recording your desktop (screen-casting) as you demonstrate stepping through your class and the modules in your class; or, it might include a Content Page within Canvas that explains how the students will proceed through the class.
- 
- The Canvas shell has a general guide included in it for student use. It is built for Canvas using modules, lessons, tasks, discussions, quizzes, and an applied case study. These elements are organized daily to span across the two-week time frame of the course. Those who are offline receive a more comprehensive syllabus made available for them to follow and meet due dates for their required work.

**6. How will you assess student learning within Canvas?**

- For example, tests and quizzes within Canvas, essays/papers, discussion forum responses, and projects could be different ways to assess student learning.
- 
- As is true for all the mini management courses, this course uses discussions, tasks, quizzes over content, and an applied case study for assessment.

**7. Will this course use a textbook other than what is currently approved for the face-to-face class?**

- If this class is not taught face-to-face, or a different textbook will be used, has the textbook gone through the appropriate approval process?
-



- The textbook is "Putting Diversity to Work" by Lieberman, Simons, and Berardo. It is a revised edition published in 2014 and is in the approval process.

**8. List all types of materials, supplemental online platforms and how accessibility issues will be addressed?**

- Consider AP 5145 in your response. Will PDFs, instructional videos, MyMathLab, Word files, audio files, PowerPoint presentations be used? If so, each resource needs to be accessible.
- 
- The Canvas shell is designed to be fully accessible as outlined by the OEI group. There are no videos or pdf files in the course, and the Word files are converted to Canvas pages. The only other resource required is the text book.

**9. Does this course contain a lab requirement? If so, how will the lab requirement be met?**

- There is not lab requirement for this course.

**10. If this course is approved to be offered in a Distance Learning format, will this action push the percentage of Distance Learning courses offered in the program over 50%? If so, this will trigger the need for a Substantive Change to be submitted to ACCJC. If you are not sure about how to respond to this question, you can leave this response blank and have the division chair and/or the DE Coordinator determine whether this change of delivery methods will push the percentage over 50%.**

- This course is part of the management series that is already over 50% distance learning.



**DE Committee Comments:**

The DE Committee approves this course being taught in the online, hybrid, and offline formats.

**Date forwarded to the Curriculum Committee: 10/19/18**

**Curriculum Committee Comments:**

**Course Approved or Disapproved**





## Taft College Distance Learning Approval Form

**Course:** MGMT 2900- Capstone

**Submitted by:** David Layne

**Date:** 4-Oct-18

**(Please submit this form electronically as a Word file to the DE Coordinator)**

This course is to be taught: Online \_\_XX\_\_, Hybrid \_\_XX\_\_, Offline \_\_XX\_\_

Answer the following questions for each modality requested:

**1. What is the justification for this course to be taught in a distance learning format?**

- Some of the potential responses here could be based on trying to increase enrollment, or trying to meet student demand for the course without impacting scheduling issues.
- 
- This course is the SAME as MGMT 1560. Only the number is changing to reflect the fact that it is a capstone course for the management program. It has always been taught using distance learning modalities. The management program is taught using these multiple delivery methods and should conclude this way.

**2. In what ways might this course present unique challenges in the distance education environment, and how will they be overcome?**

- As an example, if your course requires student presentations, how will that be accomplished in the distance education environment?
- 
- This course requires the development of a special project. It does require a presentation, but this is usually accomplished by PowerPoint which runs well in distance learning. The Canvas shell gives the course flexibility, too.

**3. How will this course be developed to promote regular effective instructor/student contact?**

- Be specific. Simply stating "Email and/or LMS Message Posts" is not specific. Detail how the methods that will be used to maintain effective contact will be put into place. (REC Procedure as part of [AP 4105](#)) (For example: weekly announcements; reminder emails; Instructor-led Cranium Café study sessions and office hours; participating in class discussion forums; replying to student emails, phone calls, mail, as specified in the syllabus)
- 
- The instructor is present in the course at least weekly to evaluate and contribute to weekly discussions as well as grade student progress through assigned tasks and quizzes on a weekly basis. The hybrid form has formal class meetings regularly scheduled as major milestones in the capstone are approached. Online and offline

students are given progressive assignments that are instructor prompted and graded to help students assemble their unique projects. Students are encouraged to send as many e-mails needed for help in designing and developing their projects when not in a classroom setting. Announcements are used in this course to remind students of upcoming due dates, and the Canvas shell provides automatic reminders of all work required on a weekly basis. Students are welcome to contact the instructor by telephone and to make appointments as needed.

**4. Describe ways the content of the course will be delivered or presented.**

- For example, instructor-created videos, PDFs, web links, Canvas Content Pages, student collaboration projects, and the course textbook could be used to deliver content.
- 
- The hybrid and online course sections all use Canvas shells to organize and deliver the course. The offline groups at the facilities receive paper course organizers, tasks, and discussion prompts.

**5. How will you ensure the students can successfully navigate your course?**

- For example, ways to help guide your students through your course might include creating a video with you recording your desktop (screen-casting) as you demonstrate stepping through your class and the modules in your class; or, it might include a Content Page within Canvas that explains how the students will proceed through the class.
- 
- The Canvas shell has a general guide included in it for student use. Since this is the capstone, all students are very familiar with the online delivery method and those who are offline also expect to have a more comprehensive syllabus made available for them to follow and meet due dates for their projects.

**6. How will you assess student learning within Canvas?**

- For example, tests and quizzes within Canvas, essays/papers, discussion forum responses, and projects could be different ways to assess student learning.
- 
- The major assessment element is the capstone project itself. It has two parts: a narrative and a presentation. The project is built in sections along the 16-week course, and these sections are introduced, explained, and developed by way of explicit instruction, focused discussion prompts, specific readings in the text followed by reflective quizzes, and step-by-step tasks that build upon each other to eventually end with a completed capstone project. The entire process is also evaluated by every student in every section which provides updates and changes to best meet students' needs.

7. **Will this course use a textbook other than what is currently approved for the face-to-face class?**
- If this class is not taught face-to-face, or a different textbook will be used, has the textbook gone through the appropriate approval process?
  - 
  - The textbook is the same and has been approved. It is “Essentials of Organizational Behavior” by Robbins and Judge, specialists in this field.
8. **List all types of materials, supplemental online platforms and how accessibility issues will be addressed?**
- Consider AP 5145 in your response. Will PDFs, instructional videos, MyMathLab, Word files, audio files, PowerPoint presentations be used? If so, each resource needs to be accessible.
  - 
  - The Canvas shell is designed to be fully accessible as outlined by the OEI group. There are no videos or pdf files in the course, and the Word files are converted to Canvas pages.
9. **Does this course contain a lab requirement? If so, how will the lab requirement be met?**
- There is not lab requirement for this course.
10. **If this course is approved to be offered in a Distance Learning format, will this action push the percentage of Distance Learning courses offered in the program over 50%? If so, this will trigger the need for a Substantive Change to be submitted to ACCJC. If you are not sure about how to respond to this question, you can leave this response blank and have the division chair and/or the DE Coordinator determine whether this change of delivery methods will push the percentage over 50%.**
- This course is part of the management series that is already over 50% distance learning.



DE Committee Comments:

The DE Committee approves this course being taught in the online, hybrid, and offline formats.

Date forwarded to the Curriculum Committee: 10/19/18

Curriculum Committee Comments:

Course Approved or Disapproved

## Taft College Distance Learning Approval Form

**Course:** Math 1510 College Algebra for Liberal Arts

**Submitted by:** Diane Jones

**Date:** 9/5/18

**(Please submit this form electronically as a Word file to the DE Coordinator)**

This course is to be taught: Online , Hybrid , Offline

Answer the following questions for each modality requested:

**1. What is the justification for this course to be taught in a distance learning format?**

This course is being offered in the distance learning format to meet student enrollment demands and minimize impact on scheduling. Also, this course is needed to meet the demands of AB 705.

**2. In what ways might this course present unique challenges in the distance education environment, and how will they be overcome?**

The math department does not believe this course will present any unique challenges in the distance learning format.

**3. How will this course be developed to promote regular effective instructor/student contact?**

Regular effective instructor/student contact will be promoted and maintained through some or all of the following: weekly announcements; reminder emails; Instructor-led Cranium Café study sessions and office hours; participating in class discussion forums; replying to student emails, phone calls, mail, as specified in the syllabus.

**4. Describe ways the content of the course will be delivered or presented.**

The course content will be delivered through some or all of the following: MyMathLab, instructor-created videos, web links, Canvas Content Pages and the course textbook.

**5. How will you ensure the students can successfully navigate your course?**

A Content Page within Canvas will explain how students can successfully navigate through the course. Videos may also be developed explaining how to successfully navigate through the course.

**6. How will you assess student learning within Canvas?**

Student learning will be assessed in MyMathLab through homework, quizzes and tests.

**7. Will this course use a textbook other than what is currently approved for the face-to-face class?**

No, the textbook for this course will be same as the text used for the face-to-face course.

- 8. List all types of materials, supplemental online platforms and how accessibility issues will be addressed?**  
MyMathLab, developed by Pearson works continuously to endure their products are as accessible as possible to all students. For complete details visit:  
<https://www.pearsonmylabandmastering.com/northamerica/mymathlab/accessibility/>
- 9. Does this course contain a lab requirement? If so, how will the lab requirement be met?**  
No
- 10. If this course is approved to be offered in a Distance Learning format, will this action push the percentage of Distance Learning courses offered in the program over 50%?**  
We do not believe so, but would like the division chair and/or DE Coordinator to determine whether this change of delivery methods will push the percentage over 50%.



**TAFTCOLLEGE**

DE Committee Comments:

The DE Committee approves this course being taught in the online format.

Date forwarded to the Curriculum Committee: 10/19/18

Curriculum Committee Comments:

Course Approved or Disapproved

Date: October 29, 2018  
Submitted by: Norberto Lopez, Curriculum Technician  
Area Administrator: Dr. Debra Daniels, Superintendent/President  
Subject: Request for Approval

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**Board Meeting Date:** November 14, 2018

**Board Item:**

Program Inactivation - Information Management and Technology

**Background:**

Applied Technology Division


The Applied Technology Division officially recommends Information Management and Technology program be discontinued. This request was reviewed and approved by the Curriculum and General Education Committee.

1. Information Management and Technology: Associate in Science
2. Information Management and Technology: Certificate of Achievement
3. Information Technology and Management: Certificate (Local)

**Fiscal Impact Including Source of Funds (if applicable):**

None

Approved: \_\_\_\_\_

  
Dr. Debra Daniels, Superintendent/President



To: Dr. Debra Daniels, Acting Chief Instructional Officer  
Dr. Vicki Jacobi, Curriculum Co-Chair  
Geoffrey Dyer, President Academic Senate

From: Kanoe Bandy, Chair

Division: Applied Technologies

Date: 10/12/2018

Re: Discontinue Information Technology and Management Program

---

**Type of Curriculum Change:**

- |  |   |
|--|---|
| <input type="checkbox"/> New Course*                   | <input type="checkbox"/> Substantial Course Change*             |
| <input type="checkbox"/> Nonsubstantial Course Change* | <input type="checkbox"/> Course Inactivation                    |
|  | <input checked="" type="checkbox"/> <b>PROGRAM Inactivation</b> |

**For Course Changes, why is this course being updated? N/A**

- For C-ID
- As part of the 5 year review cycle
- Other (please explain): \_\_\_\_\_

**For New Courses, please enter a justification for the request: N/A****Programs Affected/Stand Alone:**

1. Information Management and Technology: Associate in Science
2. Information Management and Technology: Certificate of Achievement
3. Information Technology and Management: Certificate (Local)

 **Addition to Taft College General Education:**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Natural Science | <input type="checkbox"/> Social & Behavioral Science       | <input type="checkbox"/> English Composition |
| <input type="checkbox"/> Humanities      | <input type="checkbox"/> Communication & Critical Thinking |  |

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## Program Discontinuance

### Reference:

Education Code 78016; Title 5, 51022, 55130

### Educational Program Evaluation and Discontinuance Procedure

Because Taft College is committed to support programs that fulfill the goals of the Mission Statement and the Institutional Learning Outcomes for students as stated in the Educational Master Plan, when programs with low or declining enrollment, decreasing demand for service, or clear obsolescence are identified, they will be considered for discontinuance. This is the subject of this memo.

I. A declining trend has been identified by the division/area chair and faculty of the Associate in Science Accounting program during several program review cycles. According to the Taft College discontinuation process, this trend can be identified using any of the following four indicators:

- a. Statistically significant decline in class enrollment throughout the program over four consecutive semesters.
- b. A consistently low enrollment of 50% below maximum seat load capacity over four consecutive semesters.
- c. Retention of less than 50% from the beginning term class roster for four terms (need not be consecutive semesters).
- d. Student success of less than 50% of students obtaining a grade of C or better and /or credit for the final course grade in all courses of the program over four terms (need not be consecutive semesters) in that program.

A current review shows a decline in student enrollments and a much larger one in declared majors (15, 9, 5, and 5 over the last four years). The mission statement of this program states in part, "The program will prepare students to identify, design, or create systems to support technology and information needs of an organization." Certainly noble enough, but the courses in this degree need to be examined to see if they do indeed meet the mission. The core elements of the degree are accounting and two computer courses; the first covers operating systems, the second is the Introduction to Computer Information Systems. Specific electives include basic course in internet skills, and a personal computer repair course that has not been offered for a decade at least.

What keeps this part of the Applied Tech division actively engaged and serving students are the Microsoft applications courses. Enrollments in these are steady and often fill the sections offered. There are three certificates attached to this program which use the Microsoft applications courses as core content, and these reflect student interest as shown by the last years' awards of 8, 12, and 17 respectively. Since there is no program champion, only 1 SLO in one course (Web Design, an elective)

was evaluated during the review cycle in 2017-2018 with 78% at mastery and 22% not meeting proficiency.

An honest reflection of this program reveals that it is simply a segment of the General Business Degree. The revised General Business Degree has a technology management level of emphasis being written into it along with four or five other areas of special interests. This revised degree is ready to come before the Curriculum Committee now that the challenge in keyboarding courses has been resolved. Students receiving this degree will be prepared to use information technology to support the information needs of business.

Additionally, the Business Office Worker Certificate (also offered by Taft College!) uses many of the same courses found in this degree, and this certificate is widely promoted in California by the community colleges and private enterprises to meet the needs for technology workers in today's industries.

The Information Technology and Management degree does not offer the courses that would be expected in it as expressed in its mission statement. Students are not able to complete it since courses are not updated or offered, and counselors struggle to advise students how to progress through the degree when it is not known when and if courses are going to be offered.

**Date:** October 9, 2018

**Submitted by:** Severo Balason, Vice President of Student Services

**Area Administrator:** Dr. Debra Daniels, Superintendent/President

**Subject:** Request for Approval

**Board Meeting Date:** November 14, 2018

**Title of Board Item:** Residence Hall/Dormitory and Meal Plan Fees

**Background:**

Each year, residence hall and meal plan fees are reviewed, and student-housing comparisons are completed. The interest of Taft College is to remain an affordable college option for all students, and to adjust costs for dorms and meals each year as necessary. Compared to other California Community Colleges offering dorms and a meal plan, Taft College remains the cheapest; this helps to recruit TIL students, student athletes, and other traditional students to attend Taft College.

After reviewing the residence hall and meal plan costs, it is recommended to adjust fees for the 2019-2020 academic year as outlined below. Upon approval, adjustments will be reflected on the 2019-2020 fee schedule.

There are recommended dorm fee increases of \$12 per month and \$108 per year for the Ash Street Dorms and \$17 per month and \$190 per year increase for the TIL Dorms for 2018-2019. There is no dorm fee increase in the Wildcat Dorms at this time. There is a recommended meal fee increase of \$57 per month, equaling a \$484 per year increase for Ash Street and Cougar Dorm students, and \$598 increase for TIL Dorm students.

**ASH STREET DORM:**

<b><u>2018-2019 (current)</u></b>	<b><u>Monthly Rate</u></b>	<b><u>Yearly Rate</u></b>
Dorm: (9 months)	\$242	\$2,178
Meals: (34 weeks/646 meals)	\$399	\$3,392

<b><u>2019-2020 (projected)</u></b>	<b><u>Monthly Rate</u></b>	<b><u>Yearly Rate</u></b>
Dorm: (9 months)	\$254	\$2,286
Meals: (34 weeks/646 meals)	\$456	\$3,876

**TIL DORMS:**

<b><u>2018-2019 (current)</u></b>	<b><u>Monthly Rate</u></b>	<b><u>Yearly Rate</u></b>
Dorm: (11 months)	\$345	\$3,795
Meals: (42 weeks/798 meals)	\$399	\$4,190

<b><u>2019-2020 (projected)</u></b>	<b><u>Monthly Rate</u></b>	<b><u>Yearly Rate</u></b>
Dorm: (11 months)	\$362	\$3,982
Meals: (42 weeks/798 meals)	\$456	\$4,788

**Terms (if applicable):**


The fees will be effective for the 2018-2019 academic year.

**Expense (if applicable):**

The fees will help cover maintenance and other related costs.

**Fiscal Impact Including Source of Funds (if applicable):**

Increased costs will result in slightly more income for the College from residence hall/ meal plan fees.

Approved:  \_\_\_\_\_  
Dr. Debra Daniels, Superintendent/President

**Date:** October 23, 2018  
**Submitted by:** Brock McMurray, EVP of Administrative Services  
**Area Administrator:** Brock McMurray, EVP of Administrative Services  
**Subject:** Information Item



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**Board Meeting Date:** November 14, 2018

**Title of Board Item:**

WKCCD Budget Development Calendar for Fiscal Year 2018-19

**Background:**

Please find attached a draft of the Budget Development Calendar for FY 2018-19. This calendar creates a realistic timeline for budget development and provides opportunity for campus constituencies to participate in the process.

**Terms (if applicable):**

Fiscal Year July 1, 2019 – June 31, 2020.

**Expense (if applicable):**

Not applicable.

**Fiscal Impact Including Source of Funds (if applicable):**

Not applicable.

**Approved:**   
\_\_\_\_\_  
Dr. Debra Daniels, Superintendent/President

**WEST KERN COMMUNITY COLLEGE DISTRICT  
BUDGET DEVELOPMENT CALENDAR  
FISCAL YEAR 2019-2020**

<u>Month</u>	<u>Date</u>	<u>Description</u>
November		Governance Council reviews proposed annual budget calendar.
November	11/14/18	Budget calendar is submitted to Board of Trustees as an information item.
January		Superintendent/President evaluates Faculty position request based on recommendations.
January		Governor of California releases proposed Budget for FY 2019-20.
January	1/15/19	Fall semester Apportionment Attendance Report submitted with census information. Use results for enrollment planning.
February		Governance Council, Academic Senate and Classified unit rank resource requests from program reviews.
February		Preliminary revenue assumptions established and shared with Governance Council.
February		Preliminary budget allocations submitted to Vice Presidents. All labor assumptions are finalized for next fiscal year.
February		Budget manager's work with faculty and staff to identify budget needs and priorities based on program review and resource allocation ranking process.
February		Budget Committee identifies possible funding sources for resource allocation.
February	2/22/19	HR distributes step and column for all employees to budget managers.
March	3/11/19	Budget augmentation requests, reductions and adjustments are due to Vice Presidents from budget managers.
March	3/29/19	Vice Presidents submit budget augmentation requests, reductions and adjustments to President and Business Office.
April	4/19/19	Spring semester Apportionment Attendance Report (Second period Apportionment Attendance Report CCCFS-320) submitted with census information.
May	5/1/19	HR provides Statutory costs and Health costs to budget managers.
May	5/15/19	Governor releases May revise. Budget assumptions and preliminary revenue allocations revised as necessary and communicated to Governance Council.
May	5/22/19	Budget assumptions and preliminary revenue allocations revised as necessary, per the May 15 Revised State Budget, and communicated to Governance Council.
May		Superintendent/President reviews resource requests and includes funded requests for tentative budget.
June	6/12/19	Tentative Budget presented to WKCCD Board of Trustees.
June	6/28/19	Chancellor's Office releases Second Principal Apportionment. Budget assumptions and preliminary revenue allocations revised as necessary.
September		Communicate resource requests funded from prior year
September	9/11/19	Public Hearing/Adoption of Final Budget.
September		Budget Committee and Governance Council reviews Final Budget.



## BOARD AGENDA ITEM

**Date:** October 17, 2018  
**Submitted by:** Kathleen Johnson  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Ratification

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**Board Meeting Date:** November 14, 2018

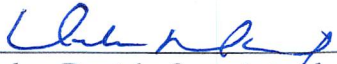
**Title of Board Item:** Ratification of Agreement with West Kern Adult Education Network Joint Powers Agreement (JPA).

**Background:** Through June 30, 2019, the District was designated as the Fiscal Agent for the West Kern Adult Education Network Joint Powers Agreement to allow the District to deposit funds allocated to West Kern Adult Education from the Adult Education block Grant (AEBG) to an account designated by the JPA. This amended JPA will extend the agreement until June 30, 2019 and outline the changes to duty of each party

**Terms (if applicable):** July 1, 2018 through June 30, 2019

**Expense (if applicable):** N/A

**Fiscal Impact Including Source of Funds (if applicable):** No Fiscal Impact

**Approved:**   
Dr. Debra Daniels, Superintendent/President



**AGREEMENT  
Amendment No. 1**

**West Kern Adult Education Network Joint Powers Authority Funds Agreement between West Kern Community College District (WKCCD) and West Kern Adult Education Network Joint Powers Authority (WKAEN) for the period of July 1, 2018 -June 30, 2019.**

**This amended Agreement will outline the changes to the previous Agreement dated July 1, 2017.**

- I. No Changes**
- II. TERM OF AGREEMENT is amended as follows: Expiration Date of Agreement: June 30, 2019**
- III. RULES OF FUNDING: No changes.**
  - A. No changes.**
  - B. No changes.**
  - C. No changes.**
  - D. No changes**
  - E. Add new item and language:**
    - Add language: WKAEN will use AEBG allocated funds to plan and implement adult education non-credit courses in only the seven following areas: Elementary and secondary basic skills, including classes required for a high school diploma;**
    - Programs for immigrants eligible for educational services in citizenship, English as a second language, and workforce preparation;**
    - Programs for adults, including older adults, for entry or reentry into the workforce;**

- Programs for adults, including older adults, to develop knowledge and skills to assist elementary and secondary school children to succeed academically;
- Programs for adults with disabilities;
- Short term career technical educational programs with high employment potential;
- Programs offering pre-apprenticeship training, in coordination with apprenticeship program(s), as specified.

WKAEN will provide the services of qualified instructors to teach courses offered by WKAEN, administrative supervision for that instruction, record keeping and other administrative services pertaining to the students enrolled in these classes.

WKAEN will provide administrative and academic supervision for instruction carried out by WKAEN employees and record keeping and other administrative services pertaining to the pathways of the students enrolled in the classes.

#### **IV. PARTICIPATION AGREEMENT: PAYMENTS AND INVOICING.**

**A. No changes.**

**B. Amended as follows: In consideration of the performance by Contractor, shall make payments to Contractor of up to \$806,350, which reflects the 2018-2019 AEBG funds allocated to WKCCD, \$773,016 which totals the 2017-2018 Adult Education Block Grant allocated to WKCCD, and any carry-over funds from prior year funding (2016-2017), to be paid no more frequently than monthly. These payments will be made after the submission of a detailed invoice, by no later than the 15th of the month for the preceding month. These invoices shall be sent to the District's Director of Fiscal Services or such people designated by him/her.**

**C. Amended as follows: District must receive final invoices no later than July 15, 2019.**

**D. Added item and language, as follows:**

WKCCD will receive indirect funds for no more than 5 percent of funds allocated in a given fiscal year for the total amount of expenses paid for WKAEN through the accounting system.

WKCCD agrees that WKAEN will reimburse the total cost of salary and applicable benefits for Director's position quarterly through an established invoicing system agreed upon by WKCCD and WKAEN.

WKCCD agrees that WKAEN will reimburse the total cost of salary and applicable benefits for one Supplemental Instructional Aide (Olga Silva) quarterly through an established invoicing system agreed upon by WKCCD and WKAEN.

WKCCD agrees that WKAEN will reimburse the total cost of any WKAEN approved invoices paid on behalf of WKAEN quarterly through an established invoicing system agreed upon by WKCCD and WKAEN.

V. RECORDS/AUDITS.

A. No changes.

B. No changes.

C. No changes.

D. Changed as follows: Language added "and will be June 30, 2019 for year 2018-2019".

VI. NOTICES. No changes.

VII. TERMINATION

A. No Changes.

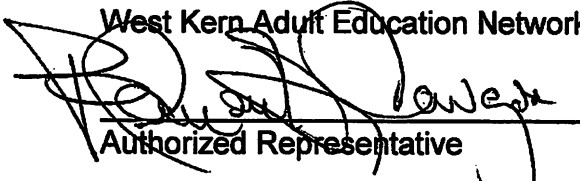
B. No Changes.

VIII. INDEPENDENT CONTRACTOR. Changed as follows:

"With an exception of the following positions, WKAEN Director, Kathleen Johnson and Supplemental Instructional Aide, Olga Silva ..."

IX. DEPARTMENT. SUSPENSION. AND OTHER RESPONSIBLE MATTERS:  
No changes.

West Kern Adult Education Network JPA

  
Authorized Representative

SUPERINTENDENT, TAFT UNION HIGH SCHOOL DISTRICT  
Title

\_\_\_\_\_  
Date

West Kern Community College District

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Date:** October 19, 2018  
**Submitted by:** Dr. Debra Daniels, Superintendent/President  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Ratification

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**Board Meeting Date:** November 14, 2018

**Title of Board Item:**

MOU between West Kern Community College District (WKCCD) and West Kern Adult Education Network (WKAEN) for Career Technology Education (CTE) training Under Adult Education Block Grant (AEBG) Workforce Training Partnership

**Background:**

Certification instruction will be provided by WKAEN in CTE areas as follows:

- Welders Helpers Certificate
- Guard Card/Gun Safety Certificate
- Fork Lift Certificate
- Basic Computer Skills Certificate
- Personal Care Aide Certificate
- Food Handler's Certificate
- Work-Readiness Certificate

The instruction and related expenses will be funded by WKCCD Strong Workforce Project funds.

**Terms (if applicable):**

7/1/16 - 12/31/18


**Expense (if applicable):**

Allowable Expenses Up to \$145,350.00

**Fiscal Impact Including Source of Funds (if applicable):**

Strong Workforce Project Funds

**Approved:** \_\_\_\_\_

  
Dr. Debra Daniels, Superintendent/President

**AEBG WORKFORCE TRAINING PARTNERSHIP MOU**

**MEMORANDUM OF UNDERSTANDING  
BETWEEN West Kern Community College District  
AND West Kern Adult Education Network JPA**

1. **Parties.** This Memorandum of Understanding (hereinafter referred to as "MOU") is made and entered into by and between the WEST KERN COMMUNITY COLLEGE DISTRICT ("WKCCD"), located at 29 Cougar Court, Taft, California 93268, and the West Kern Adult Education Network JPA ("WKAEN"), located at 915 N. 10<sup>th</sup> Street #34, Taft California 93268.

2. **Purpose.** The purpose of this MOU is to establish the terms and conditions under which the WKCCD and WKAEN will meet and operate this process. WKAEN will facilitate the Career Technology Education (CTE) training and WKCCD Strong Workforce Project will fund these training per invoice for the Adult Education Block Grant (AEBG) Workforce Training Partnership.

**3. Workforce Readiness Skills Programs and Classes will be provided by WKAEN.**

WKAEN will provide certificated instruction and related services for each of the following programs and training:

- a. Welders Helpers Certificate
- b. Guard Card/ Gun Safety Certificate
- d. Fork Lift Certificate
- e. Basic Computer Skills Certificate
- f. Personal Care Aide Certificate
- g. Food Handler's Certificate
- h. Work-Readiness Certificate

**3. Services and Service Locations**

For each of these programs and agreed upon:

A. WKAEN will request all students participating in training to complete the free online Taft College Application.

B. WKAEN will provide the services of qualified instructors to teach specified courses offered by WKAEN, administrative supervision for that instruction, record keeping and other administrative services pertaining to the granting of college pathways to students enrolled in these training.

C. WKAEN will provide instructional processes, such as, curriculum development activities, departmental meetings, program reviews, and student assessments. WKAEN will ensure all processes and procedures are followed and all data will be provided (employment success, career advancements, and academic outcomes for students who further their education).

D. WKAEN will provide administrative and academic supervision for instruction carried out by WKAEN employees and record keeping and other administrative services pertaining to the pathways of the students enrolled in the training.

**4. Term of MOU.**

This MOU is effective July 1, 2016 through December 31, 2018 upon the day and date last signed and executed by the duly authorized representatives of the parties to this MOU and the governing bodies of the parties' respective counties or municipalities and shall remain in full force and effect for not longer than 7/1/2016. This MOU may be terminated, without cause, by either party upon 12/31/2018 written notice, which notice shall be delivered by hand or by certified mail to the address listed above.

**5. Responsibilities.** All obligations of the parties listed above. Include the agency's responsibilities for costs and expenses related to the AEBG Workforce Training Partnership, including the cost of wages, salaries, benefits, and the use of equipment belonging to West Kern Adult Education (WKAEN) while acting pursuant to this MOU. Under the agreement WKCCD will reimburse up to 145,350.00 for allowable project expenditures using Strong Workforce Project funds.

6. **General Provisions**

- A. **Amendments.** Either party may request changes to this MOU. Any changes, modifications, revisions or amendments to this MOU which are mutually agreed upon by and between the parties to this MOU shall be incorporated by written instrument, and effective when executed and signed by all parties to this MOU.

**INTENTIONALLY LEFT BLANK**

**TO BOTTOM OF PAGE**



7. **Signatures.** In witness whereof, the parties to this MOU through their duly authorized representatives have executed this MOU on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU as set forth herein.

The effective date of this MOU is the date of the signature last affixed to this page.

**West Kern Adult Education Network JPA**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name and Title Date

**West Kern Community College District**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name and Title Date

**Date:** October 16, 2018  
**Submitted by:** Dr. Debra Daniels, Superintendent/President  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Approval

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**Board Meeting Date:** November 14, 2018

**Title of Board Item:**

Amendment 01 to the Resolution Authorizing Agreement with the California Department of Education Preschool Program

**Background:**

The attached amendment to contract number CSPP-8132 with the State of California General Preschool program increases the Maximum Reimbursable Amount (MRA) from \$767,929 to \$806,433 for an increase of \$38,504. In addition, the Maximum Rate per child day of enrollment payable increases from \$45.44 to \$48.28 for an increase of \$2.84, and the minimum Child Days of Enrollment (CDE) requirement changed from 16,793 to 16,703.

**Terms (if applicable):**

July 1, 2018 - June 30, 2019


**Expense (if applicable):**

N/A

**Fiscal Impact Including Source of Funds (if applicable):**

The new MRA is \$806,433.

**Approved:** \_\_\_\_\_

  
Dr. Debra Daniels, Superintendent/President



CALIFORNIA DEPARTMENT OF EDUCATION

1430 N Street

Sacramento, CA 95814-5901

F.Y. 18 - 19

Amendment 01

LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES

Budget Act

DATE: July 01, 2018

CONTRACT NUMBER: CSPP-8132

PROGRAM TYPE: CALIFORNIA STATE PRESCHOOL PROGRAM

PROJECT NUMBER: 15-6386-00-8

CONTRACTOR'S NAME: WEST KERN COMMUNITY COLLEGE DISTRICT

This agreement with the State of California dated July 01, 2018 designated as number CSPP-8132 shall be amended in the following particulars but no others:

The Maximum Reimbursable Amount (MRA) payable pursuant to the provisions of this agreement shall be amended by deleting reference to \$767,929.00 and inserting \$806,433.00 in place thereof.

The Maximum Rate per child day of enrollment payable pursuant to the provisions of the agreement shall be amended by deleting reference to \$45.73 and inserting \$48.28 in place thereof.

SERVICE REQUIREMENTS

The minimum Child Days of Enrollment (CDE) Requirement shall be amended by deleting reference to 16,793.0 and inserting 16,703.0 in place thereof.

Minimum Days of Operation (MDO) Requirement shall be 246. (No Change)

EXCEPT AS AMENDED HEREIN all terms and conditions of the original agreement shall remain unchanged and in full force and effect.

Form with sections for STATE OF CALIFORNIA and CONTRACTOR, including signature lines, printed names, titles, and financial details like AMOUNT ENCUMBERED BY THIS DOCUMENT and PROGRAM/CATEGORY.

**Date:** October 16, 2018  
**Submitted by:** Dr. Debra Daniels, Superintendent/President  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Approval

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**Board Meeting Date:** November 14, 2018

**Title of Board Item:**

Amendment 01 to the Resolution Authorizing Agreement with the California Department of Education General Child Care & Development Programs

**Background:**

The attached amendment to contract number CCTR-8055 with the State of California General Child Care & Development program increases the Maximum Reimbursable Amount (MRA) from \$576,634 to \$709,075 for an increase of \$132,441. In addition, the Maximum Rate per child day of enrollment payable increases from \$45.44 to \$47.98 for an increase of \$2.54, and the minimum Child Days of Enrollment (CDE) requirement changed from 12,690 to 14,780.

**Terms (if applicable):**

July 1, 2018 - June 30, 2019

**Expense (if applicable):**

N/A

**Fiscal Impact Including Source of Funds (if applicable):**

The new MRA is \$709,075.

**Approved:** \_\_\_\_\_



Dr. Debra Daniels, Superintendent/President



**CALIFORNIA DEPARTMENT OF EDUCATION**

1430 N Street

Sacramento, CA 95814-5901

**F.Y. 18 - 19**

**Amendment 01**

**LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES**

Budget Act

DATE: July 01, 2018

CONTRACT NUMBER: CCTR-8055

PROGRAM TYPE: GENERAL CHILD CARE & DEV PROGRAMS

PROJECT NUMBER: 15-6386-00-8

CONTRACTOR'S NAME: WEST KERN COMMUNITY COLLEGE DISTRICT

This agreement with the State of California dated July 01, 2018 designated as number CCTR-8055 shall be amended in the following particulars but no others:

The Maximum Reimbursable Amount (MRA) payable pursuant to the provisions of this agreement shall be amended by deleting reference to \$576,634.00 and inserting \$709,075.00 in place thereof.

The Maximum Rate per child day of enrollment payable pursuant to the provisions of the agreement shall be amended by deleting reference to \$45.44 and inserting \$47.98 in place thereof.

**SERVICE REQUIREMENTS**

The minimum Child Days of Enrollment (CDE) Requirement shall be amended by deleting reference to 12,690.0 and inserting 14,780.0 in place thereof.

Minimum Days of Operation (MDO) Requirement shall be 246. (No Change)

EXCEPT AS AMENDED HEREIN all terms and conditions of the original agreement shall remain unchanged and in full force and effect.

STATE OF CALIFORNIA		CONTRACTOR			
BY (AUTHORIZED SIGNATURE)		BY (AUTHORIZED SIGNATURE)			
PRINTED NAME OF PERSON SIGNING Jaymi Brown,		PRINTED NAME AND TITLE OF PERSON SIGNING Dr. Debra Daniels Superintendent/President			
TITLE Contract Manager		ADDRESS 29 Cougar Ct. Taft, CA 93268			
AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 132,441	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE Department of General Services use only			
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT \$ 576,634	(OPTIONAL USE) See Attached				
TOTAL AMOUNT ENCUMBERED TO DATE \$ 709,075	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-8055

*Amendment 01*

AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 0	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE Federal		
PRIOR AMOUNT ENCUMBERED \$ 148,570	(OPTIONAL USE)0656 13609-6386	FC# 93.596	PC# 000321	
TOTAL AMOUNT ENCUMBERED TO DATE \$ 148,570	ITEM 30.10.020.001 6100-194-0890	CHAPTER B/A	STATUTE 2018	FISCAL YEAR 2018-2019
OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-5025 Rev-8290				

AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 0	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE Federal		
PRIOR AMOUNT ENCUMBERED \$ 68,296	(OPTIONAL USE)0656 15136-6386	FC# 93.575	PC# 000324	
TOTAL AMOUNT ENCUMBERED TO DATE \$ 68,296	ITEM 30.10.020.001 6100-194-0890	CHAPTER B/A	STATUTE 2018	FISCAL YEAR 2018-2019
OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-5025 Rev-8290				

AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 132,441	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE General		
PRIOR AMOUNT ENCUMBERED \$ 359,768	(OPTIONAL USE)0656 23254-6386			
TOTAL AMOUNT ENCUMBERED TO DATE \$ 492,209	ITEM 30.10.020.001 6100-194-0001	CHAPTER B/A	STATUTE 2018	FISCAL YEAR 2018-2019
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.  SIGNATURE OF ACCOUNTING OFFICER	T.B.A. NO.	B.R. NO.
	DATE	

**Date:** November 2, 2018  
**Submitted by:** Andrew Prestage  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Approval

---

**Board Meeting Date:** November 14, 2018

**Title of Board Item:**

Agreement with Serban Sound & Communications for the purchase and installation of upgrade audiovisual equipment and one television to replace end-of-life equipment in 4 classrooms.

**Background:**

The audiovisual control equipment in Science classrooms S2, S3, S6 and S7 is obsolete and at end-of-life. The replacement Crestron equipment will support up to 3 HDMI outputs and 4 HDMI inputs and will deliver HDMI output to all TV's and projectors in a mirroring fashion. Also for purchase of the failed television in S2.

**Terms (if applicable):**

**Expense (if applicable):**

The total cost, including equipment and installation services for four (4) classrooms is \$39,379.54 (\$9,502.54 x 4) plus \$1,369.38 for replacement of failed TV in S2.

**Fiscal Impact Including Source of Funds (if applicable):**

The funding source for \$35,679.85 of this classroom upgrade is the Instructional Equipment Grant. The balance of \$3,699.69 will come from General Fund one-time funding.

**Approved:**   
\_\_\_\_\_  
Dr. Debra Daniels, Superintendent/President

October 1, 2018

MB#518034

Taft College  
29 Cougar Ct  
Taft, CA 93268

## **Crestron AV Change Out for Science Room**

### **Scope of Work**

Serban Sound and Communications would like to present this engineered system solution for your review.

Serban sound and Communications will change out the existing (EOL) Standard Definition Extron Polevault control system and replace it with a new HD Crestron control system. The room currently has existing equipment rack, TV(s), Projector + Screen and in-celling speakers that Serban will utilize with the new Crestron System. This system will support up to (3) HDMI outputs and (4) HDMI inputs. The Crestron system will deliver HDMI output to all TV's and projectors in a mirroring fashion. Control will be done through a Crestron Media Presentation Controller at the teachers presentation desk.

### **Major Equipment list:**

- (1) 3-Series® Media Presentation Controller 302, Black
- (1) Tabletop Kit for MPC3-302, MP-B10, & MP-B20 Series; Black Textured
- (1) 4x4 Signal Processor
- (1) Rack Mount Kit for up to two BLU-BIB / BLU-BOB devices (1U)
- (1) 8-port Unmanaged Gigabit Switch
- (1) HDMI 1x4 Splitter
- (1) 4x1 4K HDMI® Switcher
- (1) Sony Blu Ray Player
- (1) 1 SPACE (1 3/4) RACKSHELF
- (1) 2 SPACE (3 1/2") UTILITY DRAWER, BLACK POWDER COAT FINISH
- (1) Single-Channel Modular Power Amplifier, 50W, 70V
- (3) DM Lite – HDMI® over CATx Transmitter, Surface Mount
- (3) DM Lite – HDMI® over CATx Receiver, Surface Mount
- (1) Furman 15Amp Power Sequencer







Serban Sound and Communication's bid price total including sales tax and labor:

**Total Combined Price for new Crestron System: \$9,502.54**

Serban Sound and Communications submits the following proposal for your approval.  
The following bid price includes:

Serban's price is contingent upon:

1. Any changes not contained in the scope of work will be documented in writing and agreed by both the customer and Serban Sound and Communications.
2. All areas affected by the scope of work are accessible during normal working hours 8:00am to 5:00pm.
3. Pricing Valid for 30 days from October 1, 2018.

Bid Exclusions:

- Any Lead and Asbestos testing or abatement.
- Any structural engineering requirements.
- Pollution Liability Insurance, Builders Risk Insurance.
- Submittals, Permits and fees.
- Payment and Performance Bonds.
- Removal of existing or abandoned cable.

Signature\_\_\_\_\_

Date:\_\_\_\_\_

Purchase Order Number\_\_\_\_\_

If you have any questions please don't hesitate to contact me.

Sincerely,

Jerry Page

Phone 661-371-3300 ext136

Fax 661-371-2626



Serban Sound and Communication's bid price total including sales tax and labor:

**Total Combined Price for new Crestron System: \$10,871.92**

Serban Sound and Communications submits the following proposal for your approval. The following bid price includes:

Serban's price is contingent upon:

1. Any changes not contained in the scope of work will be documented in writing and agreed by both the customer and Serban Sound and Communications.
2. All areas affected by the scope of work are accessible during normal working hours 8:00am to 5:00pm.
3. Pricing Valid for 30 days from November 5, 2018.

Bid Exclusions:

- Any Lead and Asbestos testing or abatement.
- Any structural engineering requirements.
- Pollution Liability Insurance, Builders Risk Insurance.
- Submittals, Permits and fees.
- Payment and Performance Bonds.
- Removal of existing or abandoned cable.

Signature\_\_\_\_\_

Date:\_\_\_\_\_

Purchase Order Number\_\_\_\_\_

If you have any questions please don't hesitate to contact me.

Sincerely,

Jerry Page

Phone 661-371-3300 ext136

Fax 661-371-2626

November 5, 2018

MB#

Taft College  
29 Cougar Ct  
Taft, CA 93268

## **Crestron AV Change Out for Science Room S-2**

### **Scope of Work**

Serban Sound and Communications would like to present this engineered system solution for your review.

Serban sound and Communications will change out the existing (EOL) Standard Definition Extron Polevault control system and replace it with a new HD Crestron control system. The room currently has existing equipment rack, TV(s), Projector + Screen and in-celling speakers that Serban will utilize with the new Crestron System. This system will support up to (3) HDMI outputs and (4) HDMI inputs. The Crestron system will deliver HDMI output to all TV's and projectors in a mirroring fashion. Control will be done through a Crestron Media Presentation Controller at the teachers presentation desk.

### **Major Equipment list:**

- (1) 55" Commercial grade TV
- (1) 3-Series® Media Presentation Controller 302, Black
- (1) Tabletop Kit for MPC3-302, MP-B10, & MP-B20 Series; Black Textured
- (1) 4x4 Signal Processor
- (1) Rack Mount Kit for up to two BLU-BIB / BLU-BOB devices (1U)
- (1) 8-port Unmanaged Gigabit Switch
- (1) HDMI 1x4 Splitter
- (1) 4x1 4K HDMI® Switcher
- (1) Sony Blu Ray Player
- (1) 1 SPACE (1 3/4) RACKSHELF
- (1) 2 SPACE (3 1/2") UTILITY DRAWER, BLACK POWDER COAT FINISH
- (1) Single-Channel Modular Power Amplifier, 50W, 70V
- (3) DM Lite – HDMI® over CATx Transmitter, Surface Mount
- (3) DM Lite – HDMI® over CATx Receiver, Surface Mount
- (1) Furman 15Amp Power Sequencer

Date: October 4, 2018  
Submitted by: Brandy Young, Learning Outcomes Technician  
Area Administrator: Dr. Debra Daniels, Superintendent/President  
Subject: Request for Approval

---

**Board Meeting Date:** November 14, 2018

**Title of Board Item:**

eLumen Annual License Renewal

**Background:**

The renewal of this license will allow the institution to continue to maintain a repository for all Student Learning Outcome (SLO) assessment activity.

**Terms (if applicable):**

January 1, 2019 – December 31, 2019

**Expense (if applicable):**

Assessment and Program Review Module for 6,260 Students @ \$2/student = \$12,520

**Fiscal Impact Including Source of Funds (if applicable):**

Budgeted in the 2018/19 WKCCD Budget

Approved:   
Dr. Debra Daniels, Superintendent/President

**eLumen, Inc.**

514 N 3rd Street - Suite 203  
Minneapolis, MN 55401  
(612)8889698x101  
peter@elumenconnect.com  
www.elumenconnect.com



Connecting What's Possible

**INVOICE**

**BILL TO**

Debra S. Daniels, PhD  
Taft College  
29 Emmons Park Drive  
Taft, California 93268

**INVOICE #** 600

**DATE** 01/01/2019

**DUE DATE** 01/01/2019

**TERMS** Due at Renewal

ACTIVITY	QTY	RATE	AMOUNT
<b>SAAS Products:Core - Annual Renewal</b> Annual License Renewal of eLumen's Core Module From 01/01/19 to 12/31/19	1	12,520.00	12,520.00
Assessment and Program Review Module for 6,260 students @ \$2/student = \$12,520			

BALANCE DUE

**\$12,520.00**



**Taft College**

29 Cougar Court, Taft, California 93268

General information: (661) 763-7700  
 Website: [www.taftcollege.edu](http://www.taftcollege.edu)  
 Type: 2-year, Public  
 Awards offered: Less than one year certificate  
 One but less than two years certificate  
 Associate's degree  
 Campus setting: Town: Distant  
 Campus housing: Yes  
 Student population: 6,260 (all undergraduate)  
 Student-to-faculty ratio: 36 to 1

Google

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# BOARD AGENDA ITEM

**Date:** October 17, 2018

**Submitted by:** Barbara Amerio, Director of Financial Aid & Scholarships

**Area Administrator:** Severo Balason, VP of Student Services

**Subject:** Request for Approval



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**Board Meeting Date:** November 14, 2018

**Title of Board Item:**

Contract with School Datebooks to produce Student Planners for the 2019-2020 Academic Year

**Background:**

Each year, as funds are available, the Financial Aid & Scholarships department purchases customized student planners with valuable information for students on all areas of the college. These planners are provided to all students on a first come first serve basis.

**Terms (if applicable):**

This is a one-year contract for the 2019-2020 Academic Year only

**Expense (if applicable):**

**Fiscal Impact Including Source of Funds (if applicable):**

Student planners will be purchased with 2018-2019 Board Financial Assistance Program-Student Financial Aid Administration (BFAP-SFAA) categorical outreach funds.

**Approved:**   
\_\_\_\_\_  
Dr. Debra Daniels, Superintendent/President





# 2019 Custom Book 8.5x11 Contract

2880 U.S. Hwy. 231 S.  
Lafayette, IN 47909-2874  
Phone: (800) 705-7526  
Fax: (765) 471-8874

**School**  
Taft College-Financial Aid  
29 Cougar Court  
Taft, CA 93268

**Contact**  
Ms. Barbara Amerio, Director of  
Financial Aid  
Phone: (661) 763-7881  
Cell/Summer Number: (661) 204-1103  
Email: bamerio@taftcollege.edu

Date: 10/17/2018  
Sales Rep: Erik Ball  
erik@schooldatebooks.com  
CSR: Amanda Garner  
amanda.garner@schooldatebooks.com

**Billing and Shipping**

**Bill To** PO #:  
Taft College-Financial Aid  
Ms. Barbara Amerio  
29 Cougar Court  
Taft, CA 93268  
United States  
Email: bamerio@taftcollege.edu

**Ship To** Taft College-Financial Aid  
Ms. Barbara Amerio  
515 Finley Drive  
Taft, CA 93268  
United States

Desired Delivery Date: 6/26/2019

Product	#Books	#Pages	Add'l Monthlies	52-Week	Cost/Book	Base Cost
Custom Book 8.5x11	2,000	160	Two Page Monthlies Staggered	<input checked="" type="checkbox"/>	\$4.40	\$8,800.00

**Discounts** \*Discounts do not apply to three-year contracts

4% Discount per year with a three-year contract	\$8,800.00	x	0.00	\$0.00
4% Discount for contracts received by 10/19/18*	\$8,800.00	x	0.04	\$352.00
3% Discount for contracts received by 12/14/18*	\$8,800.00	x	0.00	\$0.00
2% Discount for contracts received by 4/5/19*	\$8,800.00	x	0.00	\$0.00
2% Multiple Orders Discount	\$8,800.00	x	0.02	\$176.00

**Standard Options**

Events listed each day on any calendar design and posted online	FREE
Handbook formatted by School Datebooks and posted online	FREE
Custom cover in your colors and proof of entire datebook for your approval, posted online	FREE

**Cover Options**

▶ Custom PolyFusion™ 100% custom, full-color front and back covers – highest durability	\$0.00	x	0	\$0.00
Printing on inside covers (inside front and inside back)	\$0.35	x	2,000	\$700.00

**Enhancements**

Text ink color - Black (FREE)	\$0.10	x	0	\$0.00
Vinyl pocket page	\$0.30	x	0	\$0.00
Stickers (per sheet)	\$0.30	x	0	\$0.00
Card-stock hall pass	\$0.20	x	0	\$0.00
Events placed twice	\$250.00	x	1	\$250.00
Typing events	\$250.00	x	1	\$250.00

**Accessories**

This Week Marker	\$0.20	x	0	\$0.00
Teacher Lesson Plan and Grade Book	\$3.95	x	0	\$0.00
Contract Adjustment: Rep Discount				-\$1,500.00

**Sub-Total\* \$7,972.00**

License Fee: 0.00% \$0.00

Will this datebook contain licensed trademarks, service marks, trade names, designs, logos, etc. for which School Datebooks needs official approval from an independent licensing agency or from your campus Licensing Officer?

- Yes + Fees: We need licensing approval and should be charged licensing fees.  
 Yes - Fees: We need licensing approval but will be exempt from fees.  
 **No - We will not include anything that needs licensing approval.**

Shipping and Handling: 10% , Minimum \$25, Rate applies to contiguous US/Canada only. Int'l rates may vary. \$797.20

Sales Tax: 0.07250000 Exempt#: \$635.77

\* Net 30 (Net due within 30 days from invoice date)

\* Sales tax will be added if applicable

**Total (USD) \$9,404.97**

Buyer understands that handbook material and cover artwork are to be provided to School Datebooks, Inc. ("SDI") in the formats specified and within the deadlines provided in order to guarantee delivery by the desired delivery date. Failure to follow these guidelines may result in delivery delays and/or additional costs to the Buyer. Buyer understands that datebook and cover change requests after submission may result in additional costs and that quantity changes may result in a different per unit cost. Redelivery fees may apply if buyer is unable to accept delivery during the agreed upon delivery window. Cancelled contracts will be subject to a charge of 15% of the contract total or the total of all costs incurred as of the date of cancellation, whichever is greater. Buyer understands that when purchase orders are required, the buyer will be responsible for delivering the purchase order to SDI. In the event that invoices are not paid when due, Buyer will be responsible for any expenses, including reasonable legal fees, incurred by SDI in attempt to collect the balance due. Buyer represents and warrants to SDI that it owns or has the right to use and reproduce any and all trademarks, logos, images or other materials reproduced in this product. Buyer will be responsible for securing any required licenses and/or paying any and all licensing fees that may be due. Buyer agrees to indemnify and hold SDI harmless from and against any and all liability related to the use and reproduction of such items. As a representative of the Buyer, I understand and agree that I have authority to sign this contract and that this contract will remain in effect in the event that I leave my position prior to the completion of the contract.

In the event that an item on this contract is impacted by tariffs, SDI may impose a surcharge in the amount of the tariff. SDI will notify you if your order will be impacted.

**One-Year Contract**  
We agree to purchase datebooks from School Datebooks for the year of 2019-2020.


**Three-Year Contract**  
We agree to purchase datebooks from School Datebooks for the years of 2019-2020, 2020-2021, 2021-2022 at a 4% discount per year. The three year contract also "locks" into our current price grid for the length of the contract.\* (\*Shipping rate subject to change after initial year.)

10/17/18  
Date

Signed (School Administrator)

Title

**Date:** October 24, 2018  
**Submitted by:** Severo M. Balason, Jr., Vice President of Student Services  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Approval



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**Board Meeting Date:** November 14, 2018

**Title of Board Item:**

Dentrix Patient Management Software & Service Agreement with Henry Schein, Inc. for the Taft College Dental Hygiene Program

**Background:**

The Dentrix software will provide students education and training for patient management and recordkeeping tasks used in dental offices. The Dentrix Software provides instruction and training on entering patient data, treatment plans and services rendered. Software applications will be taught and used by students as part of clinic courses in preparation for workplace/employer requirements. Dental hygienists have been using patient management software for over 10 years in the workplace and TC students have not received necessary training.

**Terms (if applicable):**

The term of the agreement is for one year and is effective the date of implementation of the software.

**Expense (if applicable):**

The total cost for services is \$9,221.69. \$7,472.69 will be funded by the 18-19 Rural Technology Technical Assistance (RTTA) grant and the \$1,749.00 (annual support fee) will be funded by the 18-19 Dental Hygiene Program budget.

**Fiscal Impact Including Source of Funds (if applicable):**

The cost for services is \$9,221.69 which has been budgeted in the 18-19 Rural Technology Technical Assistance (RTTA) Grant budget and the 18-19 Dental Hygiene Program budget.

**Approved:**   
Dr. Debra Daniels, Superintendent/President



Dept. CH 14200 Palatine, IL 60055-4200

# Invoice

<b>Invoice Number</b>	1-62AYIR
<b>Invoice Date</b>	10/19/2018
<b>Customer No.</b>	103476
<b>Salesperson</b>	INS SPARKER
<b>Master No.</b>	D3208841



Shipped	B/O	Ordered	Item Number	Description	Unit Price	Discount	Net Amount
1	0	1	109-0571	Dentrix Shipping and Handling	\$25.00	\$0.00	\$25.00
1	0	1	100-0017	Dentrix Bottom Line Discount	(\$2,500.00)	\$0.00	(\$2,500.00)
1	0	1	100-0465N	Dentrix G7 Full Multi New Download	\$6,995.00	\$0.00	\$6,995.00
20.00	0.00	20.00	103-0030	DTX Initial Training (1 Hour)	\$125.0000	\$0.0000	\$2,500.00
1	0	1	109-0131	DTX 7 Getting Started Training Manual 3 Pack	\$59.95	\$59.95	\$0.00
1	0	1	700-0012A	DTX CSP Essent Bund_Ann (HS1)	\$1,749.00	\$0.00	\$1,749.00

**Terms:** Check

**P.O.#**

**Ship Method:** UPS 2ND DAY

If you are participating in a rebate program, with this purchase you may have earned a credit toward a rebate receivable in accordance with program terms. Upon rebate receipt, you will receive notice of the rebate value. From time to time, Medicare, Medicaid, Tricare or other payer may request information regarding such value and upon any such request, such value must be disclosed as a discount against the purchases that earned such value. Accordingly, you should retain these records. Participating in a promotional discount program (e.g., points, gifts or other special awards) is only acceptable if your practice does not bill any federal health care program (e.g., Medicare, Medicaid or Tricare) for dental or pharmaceutical services and by participation in such program, you agree that to your knowledge, neither your practice nor your patients are reimbursed by such programs for such services.

<b>Discount</b>	\$0.00
<b>Subtotal</b>	\$8,769.00
<b>Shipping/Handling</b>	\$0.00
<b>Tax</b>	\$452.69
<b>Total</b>	\$9,221.69
<b>Paid - Credit Card</b>	\$0.00
<b>Balance</b>	\$9,221.69

**Comments:** Dentrix G7 Full Multi New Download  
 #103476 Taft College  
 Thank you  
 Annette

**Bill To:**

Taft College  
 29 Cougar Ct  
 Eric Randall Hershkowitz  
 Taft CA 93268-2329

**Ship To:**

Taft College  
 29 Cougar Ct  
 Eric Randall Hershkowitz  
 Taft CA 93268-2329



Because **Patient Care** Matters.

THE POWER OF **ONE.**

HENRY SCHEIN **ONE**

**DENTRIX**

## Proposal for Taft College

**PREPARED FOR:**  
Vickie Kimbrough  
Director

**PREPARED BY:**  
Adam Willson  
HSPS Core Product Specialist

### Registration Form

Customer Name:	Vickie Kimbrough	Office Name:	Taft College
Address:	29 Cougar Court Taft, CA 93268	JDE: TBA CID: TBA Install Date: TBD	Date: Oct 08, 2018
Phone:	6617637700	Email:	aomega@taftcollege.edu
Core Product Specialist:	Adam Willson	Digital Technology Specialist:	NA
Field Sales Consultant:	TBA	Equipment Specialist:	NA

			Discounted		
QTY	SKU	Description	Amount	Amount	Extension
<b>Practice Management Solution</b>					
1	100-0456N	Dentrix Core	\$6,995.00	\$6,995.00	\$6,995.00
1	100-0017	Dentrix Bottom Line Discount		-\$2,500.00	-\$2,500.00
					\$4,495.00
<b>Training</b>					
20	103-0030	DTX Initial Training (1 Hour)	\$125.00	\$125.00	\$2,500.00
					\$2,500.00
<b>Additional Items</b>					
0	103-0102	All Other Conversions to Dentrix <i>Not Needed</i>	\$750.00	\$750.00	\$0.00
1	109-0131	DTX 6 Getting Started Training Manual 3 Pack	\$0.00	\$0.00	\$0.00
<b>Support Bundle</b>					
1	700-0024M	Dentrix Essentials Monthly^^*		\$159.00	\$159.00
					\$159.00
				Subtotal	<b>\$7,154.00</b>
Sales Tax* (0%)					<b>\$0.00</b>
				<b>Grand Total*</b>	<b>\$7,154.00</b>

\*Orders are subject to all applicable local, state, and federal taxes and an additional shipping charges. When your order is processed, the requisite tax rate and shipping charges will be calculated and added to the order total. If needed, please ask your HSPS sales representative for a sales tax and shipping charge estimate before signing this order.

**THIS ORDER IS SUBJECT TO THE TERMS AND CONDITIONS AT [DENTRIX TERMS](#) AND PURCHASER AGREES TO BE BOUND THEREBY**

**ADDITIONAL NOTES:**

**Upfront costs can be paid in 3 installments if selected by signer**

10/28/18 \_\_\_\_\_  
Prices are in effect until

## Dentrix and Dentrix eServices Terms and Conditions

I hereby select the Services and Payment Option(s) marked above and agree to the Terms and Conditions [\(click to view the terms and conditions\)](#) stated on this form for the service(s) I choose to purchase. Interest charges of 1.5% per month and 18% APR (or the highest rate permitted by law if lower than 1.5% per month) will accrue on any unpaid balance which is more than thirty (30) days overdue. Past due balances on monthly support or eServices usage could result in the termination of eServices accounts and/or Dentrix support being withheld until payment obligation is met. Cancellation of the Dentrix Support Contract will not result in the cancellation of all eServices products. With the exception of Dentrix Mobile and Standard eCentral all other eServices products will revert to the standard pricing model. Dentrix Mobile and eCentral Standard Website are only available with a support plan. These services will be terminated upon the plan cancellation. Support Plans renew automatically after the end of the term, unless cancelled in writing 30 days prior to renewal date. If you have previously subscribed to a Dentrix Customer Service Plan, but have not kept the plan active, you are subject to a \$250 (subject to change) reinstatement fee. If you are not using the current version of Dentrix, this software will be shipped to you as soon as this reinstatement fee and maintenance fees are received in full. Shipping charges apply and will be added to your order. Please contact HSPS at 1-800-Dentrix for additional pricing information and any conversion fees that may apply. If you are currently using a Dentrix version released prior to the currently supported version, you will be charged a \$500 (subject to change) update fee to assist in updating to the current version of Dentrix. You should make arrangements with Dentrix by calling 1-800-Dentrix to ensure all subsequent upgrades are received. Prices do not include applicable sales tax and are subject to change without notice. I have read this Agreement in its entirety and I understand and accept all of the provisions stated herein. By signing this agreement, I hereby authorize and approve the transmission by HSPS and Henry Schein, Inc. (and all affiliates, divisions, representatives and agents thereof) of all advertising and other faxes to the fax number(s) identified in this agreement for news and information regarding products, services and specials. This consent shall be valid until revoked in writing by an authorized representative of the licensee.

[Click here to review the Dentrix - Terms and Conditions](#)

[Click here to review the Dentrix eServices - Terms and Conditions](#)

I have been authorized by the practice owner to register for these products and agree to terms and conditions relating to Dentrix and eServices products.

## Business Associate Agreement (BAA) - HIPAA Information

[Click here to review the Henry Schein One Business Associate Agreement](#)

I have read and agree to the terms of the Dentrix Business Associate Agreement (BAA).

## Reinstatement and Upgrade Fees

I understand that if I have previously subscribed to a Dentrrix Customer Service Plan, but have not kept the plan active, I am subject to a \$250 reinstatement fee. I also understand that if I am not using the current version of Dentrrix, this software will be shipped to me as soon as this reinstatement fee and maintenance/update fees are received in full. If I am currently using a Dentrrix version released prior to the currently supported versions, I will be charged a \$500 update fee to assist in updating to the current version of Dentrrix. I understand that reinstatement fees and maintenance fees will not be noted on the order summary totals for this registration.

- I understand the reinstatement and maintenance fees and have discussed these fees with my Account Executive prior to completing this form.



## System Requirements

[Click here to review the Dentrix G7 System Requirements](#)

## Dentrix Service Bundle Agreement

Henry Schein Practice Solutions (HSPS) strongly believes that its products are used to their greatest potential when: (a) the doctor's software system is kept up-to-date with the latest version of the Dentrix core software and add-on modules; (b) the doctor's office has the continuing ability to seek assistance from Dentrix Technical Support Representatives for any Dentrix software-related questions; and (c) the practice utilizes Dentrix service bundles that are tightly integrated with the Dentrix software.

HSPS offers three service bundle options: Essentials, Momentum, and Optimum.

### Essentials Includes:

- Technical assistance
- Dentrix upgrades
- Dentrix Mobile
- Electronic credit card payments
- Standard website and hosting
- eBackup (5GB)\*
- On-demand online training
- Online knowledgebase
- Webinars
- Dentrix Magazine

PLAN OPTIONS	HSPS SKU	PRICE
1 Year Monthly	700-0012M	\$159.00/mo.
1 Year Annual	700-0012A	\$1749.00/yr.

### Momentum Includes Includes:

- Technical assistance
- Dentrix upgrades
- Dentrix Mobile
- Electronic credit card payments
- eClaims discounted 10% off the regular price\*
- Billing statements discounted 10% off the regular price (postage not included)\*
- Standard website and hosting
- eBackup (5GB)\*
- On-demand online training
- Online knowledgebase
- Electronic insurance eligibility verification\*
- Online claim tracking\*
- Webinars
- Dentrix Magazine
- Unlimited digital claim attachments\*
- Change of address notification\*

PLAN OPTIONS	HSPS SKU	PRICE
1 Year Monthly	700-0013M	\$203.00/mo.
1 Year Annual	700-0013A	\$2,469.00/yr.

### Optimum Includes Momentum features plus:

- eClaims discounted 20% off the regular price\*
- In-office patient kiosk software
- Billing statements discounted 20% off the regular price (postage not included)\*
- Patient Portal (online bill pay, forms, etc.)
- Automated Email, Text and Voice Reminders and Confirmations
- Appointment & Re-Care Campaigns
- Two-Way Text Messaging
- Satisfaction Surveys
- Online Business Directory
- Quick Text Reviews
- Targeted Marketing Campaigns
- Patient Reviews

PLAN OPTIONS	HSPS SKU	PRICE
1 Year Monthly	700-0062M	\$399.00/mo.
1 Year Annual	700-0062A	\$4629.00/yr.

\*Requires separate registration and a credit card payment option on file.

## Upfront & Service Bundle Payment Information

Your monthly Dentrrix Service Bundle fee will be automatically deducted from your preferred credit card. Participating offices will be electronically charged on or about the fifteenth day of every month and can view their statements online at [www.Dentrrix.com/ePay](http://www.Dentrrix.com/ePay).

**Credit Card Payment** The undersigned hereby agrees and authorizes HSPS to keep my signature on file and to charge the bankcard account identified below for all amounts due to HSPS for services rendered as part of the Dentrrix Service Bundle indicated below to which I am subscribed. This authorization is to remain in force until HSPS has received written notification of its termination at least thirty (30) days prior to any scheduled payments.

### Credit Card Payment

\_\_\_\_\_

Credit Card Type

\_\_\_\_\_

Account Number

(Last 4 digits of credit  
card number only)

\_\_\_\_\_

Expiration Month

\_\_\_\_\_

Expiration Year

Credit Card Billing Address:

### Automatic Payment Acceptance

I hereby select the option as indicated above and accept all conditions attached thereto in accordance with normal policy. I understand that funds from my account, as identified above, will be withdrawn for payment of a Dentrrix Service Bundle, and that the amount of withdrawal and the timing of the withdrawal from this account will be in accordance to my Dentrrix Service Bundle.

**\*\*\* IF NEEDED, ADD "FINANCING" CONTENT HERE \*\*\***  
*(AND REMOVE THIS TEXT BOX)*

## Acceptance

**By signing below, Customer acknowledges that it has reviewed and understands the terms of the Registration Form, the Dentrix Terms and Conditions, the Dentrix Service Bundles Terms and Conditions, and the Business Associate Agreement, and knowingly and voluntarily agrees to the terms stated therein.**

EXECUTED Oct 08, 2018

**PROVIDER/PURCHASER:**

Purchaser Signature: \_\_\_\_\_

Name: Vickie Kimbrough

Title: Director

HSPS Customer ID: TBA

**HSPS SALES REPRESENTATIVE:**

By: Adam Willson

Name: Adam Willson

## One Connected Practice Management System

Henry Schein One combines leading practice management, marketing and patient engagement solutions into **one** connected management system to help you improve every aspect of your business. When your technology works as **one**, your team can work smarter and faster while improving each step of the patient experience. [Our story...](#)



We believe technology should remove complexity, not create it.

That's why we became Henry Schein One.

### FREE COMPUTER & NETWORK ASSESSMENT

Ask your sales representative for a [free technology assessment](#) for your practice. This assessment evaluates our computers, server, and network infrastructure to ensure they meet our new practice management solution needs ([system requirements found here](#)).

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October 9, 2018

Funding Request

Dentrix Patient Management Software

The Dental Hygiene program is requesting \$7,154.00 in order to purchase the Dentrix Patient Management software program for 10 dental hygiene clinic computers.

The software is designed to interface with Dexis Radiology Software already installed and used by students when taking patient x-rays during clinic and lab courses. However, there has been no opportunity to teach students patient management/recordkeeping tasks used for in dental offices for approximately 10 to 15 years. The Dentrix software is necessary to provide students education and training on tasks required by employers. The lack of software has required training by the dentists/employers yet it is an expectation that graduates have these particular skills.

The current quote will provide licensing for the computers currently in place, and will allow for economic expansion when computers are added to the clinic in the future.

There is an annual support fee, however the dental hygiene budget will cover that expense.

Sincerely,



Vickie Kimbrough, RDH, MBA, PhD  
Director

# BOARD AGENDA ITEM

**Date:** October 29, 2018  
**Submitted by:** Severo M. Balason, Jr., Vice President of Student Services  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Approval

---

**Board Meeting Date:** November 14, 2018

**Title of Board Item:**

Cranium Café Online Tutoring Annual Subscription License (Dec. 1, 2018-Nov. 30, 2019)

**Background:**

Taft College staff and tutors are trained in and have been using Cranium Café for online tutoring among other academic uses. This platform allows for students to connect with staff in a variety of remote ways to assist them with course work. The attached agreement is a one-year extension of the current agreement.

**Terms (if applicable):**

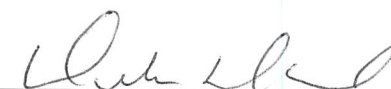
December 1, 2018-November 30, 2019

**Expense (if applicable):**

\$6336 total annual payment

**Fiscal Impact Including Source of Funds (if applicable):**

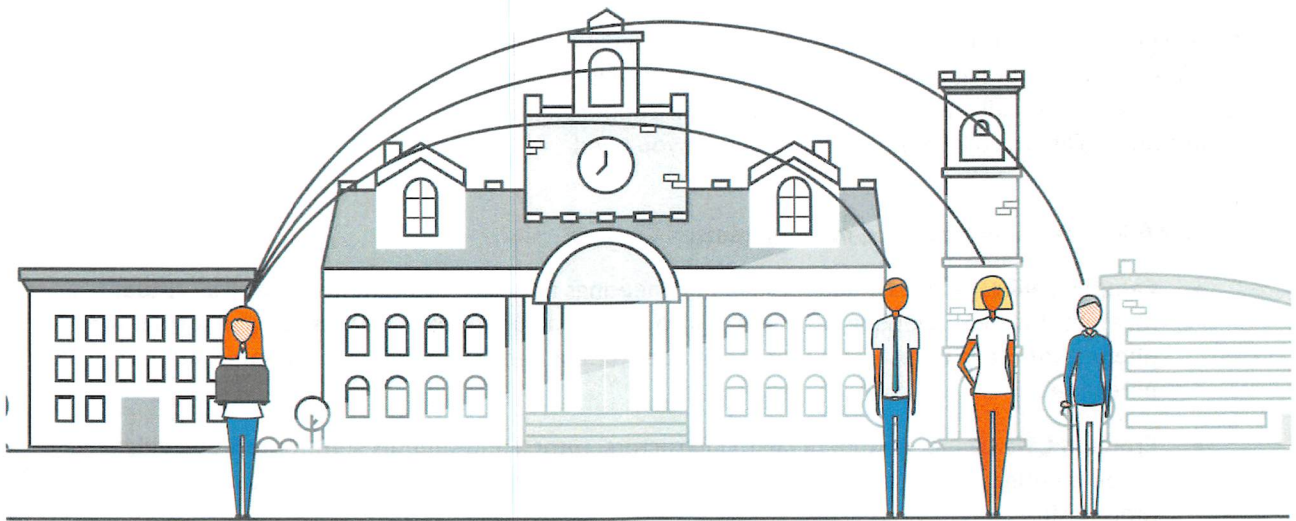
The expense will be paid for using Rural Technology Technical Assistance (RTTA) funds.

**Approved:**   
\_\_\_\_\_  
Dr. Debra Daniels, Superintendent/President



# ConexED

Dynamic scheduling, meeting, and reporting software — simplified.



STUDENT

ACADEMIC SUPPORT TEAM

ConexED Proposal  
Presented to Taft College  
October 2018

Heather Lund  
Director of Academic Success  
ConexED  
801-403-5687  
[heather@conexed.com](mailto:heather@conexed.com)

---

## Welcome to ConexED

We've spent thousands of hours with college and university faculty and staff to create a product that is truly in tune with your higher education needs. Our goal is to improve students' every day, face-to-face communication with all members of their academic support teams, while revolutionizing your institution's ability to collect and analyze the data you need.

### Our full suite integrates three main systems:

- **Campus Calibrate** helps students schedule meetings anywhere on campus, as well as virtual meetings for those working remotely. It also creates a queue that students can check from their phones, for those times when more than one student needs to meet with the same support personnel.
- **Cranium Cafe** connects students with instructors, tutors, and support staff for remote, video-based meetings, easily allowing for screen-sharing and other features that replicate an in-person office visit.
- **Classrooms** provides a virtual meeting space for up to 100 participants, allowing students to attend classes, workshops or classrooms remotely while retaining a quality classroom experience.

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## CAMPUS CALIBRATE

Inspired by our customers' need for a streamline appointment management system, Campus Calibrate enables students to self-schedule for **all** on-campus and Cranium Cafe video meetings for **all student services offered by your college** as well as register for orientation and workshops using the Classroom meeting space. Educators/ Counselors/ Advisors/Tutors can create customized intake forms, schedule available drop-in office hours, manage their departments, and sync their appointments in one calendar.

### Features:

- Informed Consent Forms
- Accessible for all students
- Group Management
- Schedule meetings on campus or online
- Calendar/Scheduler syncing to Outlook, Google, Office 365
- Reason codes specific to each group for intake and reporting
- Alert System
- SIS & Student ID integration
- Student look-up
- Customized forms for in-take, student survey, and post meeting

## Reporting within Campus Calibrate:

Data collected from Campus Calibrate can be pulled for analysis. These in-depth reports can be used for grants, funding and accreditation.

Reports include:

- **Master Appointment Report:** Customizable query for all appointment
- **Appointment Intake Report:** Report based on student intake forms and reason codes (Ideal for SSSP reporting)
- **Student End of Meeting Report:** Report on end of Meeting Survey forms
- **Staff Review Report:** Report on Staff Review Form
- **Statistics Report:** Usage Statistics for The Group
- **Online Status Report:** When and how long users were online for the group
- **Searchable chat history and archived transcripts**
- **Instant meeting playback with real-time data and analytics**

---

# Cranium Cafe

because human connection matters

**Cranium Cafe** is the first Academic Communication System (ACS) built to connect students to their academic support team (instructor, counselor, tutor, advisor) regardless of ability or location.

## How it Works:

Using secure authentication, students easily connect instantly with their academic support team via video conferencing that's fast, simple, and convenient. ConexED's ACS services are appropriate for a variety of institutional models and support online or on-campus students.

Students can connect in several ways:

- On demand, via the 'knock-on-door' button
- Schedule an appointment in advance through the cafe card
- Join a group session in the classroom
- Chat that instantly converts to a meeting with reason codes included

Once inside the cafe, both students and the support team can utilize a variety of assets to enhance their collaboration including:

- Document upload/share
- Whiteboard
- Screenshare
- Google Docs collaboration
- Document edit pad
- Recording and Archiving
- Speech to Text
- Closed Captioning
- Virtual Lobby



**Classrooms** extend the cafe experience to larger audiences and are appropriate for workshops, small groups beyond 11 participants, large classes, and webinars.

Specific Classroom features:

- Up to 50 participant video meeting platform
- Customizable in-take and pre-registration forms
- Real-time polling and questioning
- Hand raising notifications
- Canvas LMS course roster integration
- Embed Classroom archive video to webpages and LMS

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## **FERPA • HIPAA • Accessibility:**

### **FERPA and HIPAA**

All communication between the application, database, and authentication servers is conducted using secure connections. We ensure that no one will have access to a students' educational records, and no information will be disclosed from those records, without the written consent of the student. In keeping with FERPA, the only exceptions are school officials who may release particular information for audit and evaluation of federal- and state-supported programs.

<<http://www2.ed.gov/policy/gen/reg/ferpa/index.html>>

We follow or exceed all industry standards for security and encryption:

- Software encrypts and secures all files
- All files hosted on Amazon Web Services' (AWS) S3 Service
- Server certificates signed by a recognized Certificate authority (DigiCert)
- Server certificates use 256-bit SSL encryption

### **Accessibility**

Accessibility is one of ConexED's core values and highest priorities. Universal design is tightly integrated into our research and development, testing, and updates.

Some of our accessibility features include:

- Real-time closed captioning
- Compatible with screen readers such as JAWS or VoiceOver
- Does not interfere with operating system or browser accessibility features like sticky keys, magnifiers, screen readers, cursor sizes, or virtual keyboards
- Whiteboard is compatible with assistive technologies via the MSAA interface

- Cues assistive technology using semantic HTML5 elements such as <nav>, <aside> and <footer>, as well as ARIA landmark roles such as “navigation,” “complementary,” “main,” and “contentinfo”
- Conforms to WCAG 2.0 Level AA
- Conforms to 21<sup>st</sup> Century Communications Accessibility Act of 2010 (CVAA)
- Registered with FCC as a Provider of Electronic Messaging Services and a Provider of Interoperable Video Conferencing Service

We make resolution of accessibility issues our highest development priority: We will respond to issues discovered or reported by users within one business day with a written action plan and timeframe to resolve the issues.

**Complete VPAT (Voluntary Product Accessibility Template):** <http://blog.conexed.com/accessibility/>

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## Training and Support:

ConexED provides virtual and/or on-campus training as part of the on-boarding process.

The ConexED onboarding and training team specializes in designing a customized implementation plan for each group during multi-session, two day on-campus training. Individual and group consultations provide a prescriptive approach to an effortless transition, ensuring a successful implementation. On-Campus training would consist of a two-day workshop environment and online training would be over multiple days but cover the same topics.

Example of topics covered for each group within your campus:

- Student experience
- Create ConexED account, locate staff and schedule appointment/knock on door
- Browser requirements, audio and video setup
- Cafe Card setup and personalization
- Walk-in function
- Campus Calibrate, our appointment management system
- Cranium Cafe in-office appointment vs. Classroom meetings
- My Documents vs. Meeting Documents (Document upload, sign, share)
- Share Screen
- Virtual Lobby functions and features
- Archive (sharing and accessing)
- Group reports
- Front desk application - scheduling, cancelling, student check-in

**On-boarding steps:**

<b>Step 1: Admin high overview meeting to go over the structure of the ConexED instance</b>	<ul style="list-style-type: none"><li>• High overview of creating Department shells and active Groups within the shell</li><li>• Appointment Management System and Group customization of Informed Consent legal statement, Intake Forms, Reason Codes, End of Meeting Surveys, Staff Review Forms</li><li>• Overview of the Admin Access and other account role types</li><li>• Front Desk application for group scheduling</li><li>• ConexED - Canvas LTI functions and features</li><li>• Beset practices and examples of the Cafe Card webpage integration</li></ul>
<b>Step 2: Admin training and active customization of the school's ConexED instance</b>	<ul style="list-style-type: none"><li>• Create Departments &amp; Groups within ConexED (replicate how your school is structured)</li><li>• Create / Add the Informed Consent, Intake forms, End of Meeting Surveys, and Staff Review Forms</li><li>• Reason Code setup</li><li>• Assign Group Manager roles</li><li>• Add staff and front desk agents to the created Groups</li></ul>
<b>Step 3: Staff and Front Desk training</b>	<ul style="list-style-type: none"><li>• Setting and personalizing the online status</li><li>• Walk-in function</li><li>• Scheduling function and connection to Outlook</li><li>• Document upload / sign / share</li><li>• Share Screen</li><li>• Virtually Lobby functions and features</li><li>• Classroom meetings (how to set up a workshop and run a Classroom meeting verses a Cranium Cafe in-office appointment)</li><li>• Archive (sharing and accessing)</li><li>• Group reports; how to access and update Intake Forms, End of Meeting Surveys, and Staff Review forms</li><li>• Scheduling, canceling, checking in a student through the Front Desk application</li></ul>
<b>Step 4: Go live</b>	<ul style="list-style-type: none"><li>• Enable the ConexED - Canvas LTI</li><li>• Integrating the Group Cafe Cards within the student services webpages</li></ul>

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## Pricing Proposal for Taft College

### Data and Assumptions

Based on early case studies, the average ConexED customers have measured up to an 8.5% increase in retention and a 6.5% increase in enrollment.

Full-Time Equivalent Students (FTES)\*: ~2,640

\*per <https://scorecard.cccco.edu/scorecardrates.aspx?CollegeID=691>

### Offer for 1-year unlimited use subscription, term Dec. 1, 2018 to Nov. 30, 2019

#### ConexED component pricing: *(Consortium membership will include a partial coverage)*

Cranium Cafe + Classrooms one-year license: \$2.40\* per FTE  
 $2,640 \times 2.40 = \$6,336.00$

**Total: \$6,336.00**

\* Includes discounted rate for OEI equity cohort membership

#### ConexED Pays for Itself:

Average Tuition (resident): \$1,134

Full-Time Enrollment: ~2,640

If Taft College's **retention rate increases by 8.5%** (~224 students) the college could recoup tuition dollars that ordinarily would have been lost equal to:  $224 \times \$1,134 = \$254,016$

If Taft College's **retention rate increases by only .38%** (~10 students), the college could recoup tuition dollars that ordinarily would have been lost equal to:  $10 \times \$1,134 = \$11,340$

This will more than offset the cost of ConexED.

**Conservatively, the retention of 6 students (less than 1% of the total FTES) could result in Taft College recouping the costs for a full site license of ConexED at \$6,336.00.**

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## Closing

Thank you for allowing me the opportunity to discuss your academic communication platform and scheduling needs at Taft College. I look forward to discussing this in more detail and becoming a partner with Taft College in your goal to improve access by ensuring that your Student Support Services are accessible to all students, anywhere, anytime.

Warm Regards,

A handwritten signature in blue ink that reads "Heather".

Heather Lund

Director of Academic Outreach

ConexED

### **Confidentiality Statement:**

This Proposal is proprietary, and its contents remain the property of ConexED. All information and materials submitted with this proposal shall be kept confidential, and may not be used in any manner other than for the purposes of evaluating whether to award ConexED a contract pursuant to the proposal. No information or materials submitted hereunder may be shared or disclosed with any other third party without the prior written consent of ConexED. This proposal will remain in effect for 30 days from the date of the proposal. Thereafter, pricing and other terms are subject to change without notice.



Date: November 2, 2018  
Submitted by: Andrew Prestage  
Area Administrator: Dr. Debra Daniels, Superintendent/President  
Subject: Request for Approval

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Board Meeting Date: November 14, 2018

**Title of Board Item:**

Agreement with ITsavvy for the purchase of professional services to upgrade our Commvault backup solution from version 10 to version 11.

**Background:**

Commvault is the college's backup solution, providing secure backup and disaster recovery capabilities. The latest release of Commvault software is version 11. Upgrading to this version will update our backup solution to the most current service pack and updates, and ensure maximum protection of the college's data assets.

**Terms (if applicable):**

**Expense (if applicable):**

The total cost for professional services to perform this software upgrade is \$5,625.

**Fiscal Impact Including Source of Funds (if applicable):**

The funding source for this expense comes from General Fund one-time funding.

Approved:   
Dr. Debra Daniels, Superintendent/President

## Statement of Work



### Commvault BackUp Solution - By ITsavvy

**Presented to:**

Taft College  
Andy Prestiage  
IT Director  
aprestage@taftcollege.edu  
661-763-7737

**Presented by:**

ITsavvy  
Manuel Pardo-Sanchez  
Client Executive  
mpardo@ITsavvy.com  
312.676.5356

**Date Submitted:**

September 24, 2018

**Proposal #**

55597



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## Confidentiality Statement

The information contained in this document is for the exclusive use of the client specified above and may contain confidential, privileged and non-disclosable information. If the recipient of this report is not the client or addressee, such recipient is strictly prohibited from reading, photocopying, distributing or otherwise using this report or its contents in any way.



**savvy**

Commvault BackUp Solution - By ITsavvy  
BackUp

## **1. Executive Summary**

Taft College has identified the need to upgrade their current backup environment and has provided environmental information along with their desired scope of future functionality and/or agents they would like to have configured and installed within this project.

ITsavvy has selected Commvault as a trusted to partner and is committed to meeting all client expectations.

ITsavvy and their trusted partner have used the information provided by Taft College's IT professionals to determine the project scope and the estimated time/effort required to complete the project.



**ITsavvy**

Commvault BackUp Solution - By ITsavvy  
BackUp

## **ITsavvy, A Trusted IT Advisor and Single-Source IT Products Reseller**

### **We understand the importance in selecting the right IT solutions provider.**

It's our experience that IT operations today are looking for technology that not only solves problems but can also transform the organization. This means looking to experts with an integrated approach that is highly efficient and value-driven. This is the ITsavvy approach to IT. In effect, our solutions are designed to take care of the heartbeat of your organization.

### **We want you to be as confident as we are.**

No matter if your IT operation is functional or strategic, you need an integrated solutions partner who can guide you through the process. This will require a great deal of mutual trust. One of our recognized strengths is our ability to build and sustain confident, trusted relationships. We succeed at this by spending time early on to fully understand what is most critical to your organization. Yes, we may be unique in our extraordinary due diligence, but this enables us to propose solutions that are tuned in to specific desired outcomes. You will find evidence of our findings in the pages that follow.

### **We are recognized as an industry leader.**

Our vendor-certified solutions architects and engineers will guide your project from architecture to post-deployment training and support. We take great pride in our holistic knowledge of IT operations. This will bring continuity to your infrastructure, and our vendor neutral approach enables us to deliver further value. Our extensive number of premier-level vendor certifications helped us earn a highly prestigious place on CRN's Tech Elite 250 list. CRN also placed ITsavvy on its Managed Service Providers Elite 150 list.

### **We offer integrated IT solutions and products.**

At any time we can leverage the expertise of our Security Solutions, Engineered Solutions, Managed Services, Cloud Solutions, or Unified Communications teams. It is one of the reasons ITsavvy is becoming the industry model for integrated IT products and solutions. We believe a holistic IT operation is more strategic and more cost-effective. Our clients also find tremendous value in our IT Products Portal, one of the largest of its kind. As an ITsavvy client, you have access to our inventory of well over 1,000,000 IT products and 1,000 brands. Our 46 nationwide product distribution centers deliver products faster and with lower shipping costs.

### **We listen. Then deliver results. You're the hero.**

That's our mission. Taken in total, our integrated approach and decades of expertise lead us toward a solution that delivers impact, performance and value. We are confident of that. In summary, we are excited about the opportunity to work with you on this solution. We will ensure your satisfaction because our goal is to become your trusted IT advisor and single-source IT products partner.



**savvy**<sup>®</sup>

Commvault BackUp Solution - By ITsavvy  
BackUp

## **2. Current Technology Situation**

### **Overview**

Client is running V9 Commserve.



### 3. Proposed Solution

#### Solution Overview

##### Customer Environment Validation –

- Preparatory step to ensure minimum requirements have been met within the CommVault System environment following deployment.
- Check results of Pre-Upgrade Readiness to flag and address any potential upgrade issues such as deprecated agents no longer supported in v11.
- If your CommServe computer is registered with the Cloud Services website, or if you plan to register it, we highly recommend that you generate the Pre-upgrade Readiness Report to fix any issues before you send the upgrade request. The report helps you determine whether your CommCell environment is ready to be upgraded to V11. When you generate the report, pre-upgrade checks run on your CommServe database and indicate whether you must perform any corrective action. The report is available at the
- Cloud Services website.
  - Review current environment to determine infrastructure gaps to support v11 (hardware, storage, etc). Review new features that may benefit Customer and provide design information to support future roll out.
  - Criteria for a successful upgrade between V9 and V11 include the following:
    - Minimum of Service Pack 10 is installed on V9 CommServe.
    - If DLO Clients installed, then must be at Service Pack 10 (or higher) on V9 CommServe.
    - All clients in the CommCell are installed with a minimum of V9 Service Pack 3 or V8 Service Pack 6.
    - The CommCell contains no clients that are installed with both immediate upgrade packages and deprecated/delayed upgrade packages.
  - The CommServe computer must be registered with the Cloud Services website. If you have a Cloud Services account, the CommServe is already registered. If not registered, see Registering a Version 9 CommServe
  - Computer: Registering a Version 9 CommServe Computer.
  - Request an Upgrade through the Cloud Services Website:
  - <https://cloud.commvault.com/upgraderequest/>
  - Test the upgrade using a copy (database dump) of the CommServe database to CommVault Cloud
  - Simpana version 11 requires a 64-bit computer for the CommServe
    - If current CommServe hardware is 32-bit, it must be upgraded prior to the v11 upgrade. A CommServe Hardware Refresh required when upgrading moving the CommServe from a 32-bit to a 64-bit computer.

**Upgrade Assistance –**

- Once all prerequisites have been met, Commvault will assist the customer in the upgrading the Commcell from v9 to v11.
- Perform a Disaster Recovery Backup from the CommCell Console before upgrading the CommServe.
- Download the software, disable CommCell activities, and perform other preparation tasks to get started with the upgrade
- Upgrade the CommServe software by using the installation package that was created from the Download Manager.
  - Common Technology Engine CTE Upgrade – Validated updates to the CommServe to most current Service Pack and Updates
  - Use the Health Check Report and Upgrade Check Report to verify how CommServe is performing after the upgrade.
- Upgrade the MediaAgent by using either the CommCell Console or the installation package that was created from the Download Manager
  - MediaAgent Module Upgrade – Updates, as applicable, the MediaAgent modules.
    - Identify the MediaAgents and its associated clients and upgrade them together. New features available in this release will not be available until both the MediaAgents and clients are upgraded.
    - iDataAgent Module(s) Upgrade – Updates to as many of the platform and application specific software modules as possible during the defined timeframe. Includes assistance on Windows filesystems and Desktop/Laptop upgrades.

**Knowledge Transfer**

- Review updates with Customer
- Answer Customer questions
- Discuss Customer technical support interaction procedures
- Walk through transition checklist

**Value Add Engagement Services**

To ensure engagement provides maximum value to client Commvault will be creating storage targets and building a backup policy. Those deliverables will be functional and Commvault is committed to use the opportunity as a training opportunity for the customer. This will ensure a thorough knowledge transfer has been accomplished.

**ITsavvy Project Management Services**

- Kick off meeting
- Status updates
- Project Closure

**NOTE: Option of Remote Professional Services or Onsite Professional Service for an additional fee.**





Commvault BackUp Solution - By ITsavvy  
BackUp

## Notes



## 4. Project Management Plan

In addition to the proposed technical solutions, ITsavvy provides detailed project management services with all client engagement activities. Project management activities will include a pro-active communications plan, a dedicated Project Manager to manage and monitor the schedule and resources, and a single point of contact for all project related activities.

### Project Initiation and Planning

Prior to the project execution, the Project Manager will work with the client to determine and document the following:

- Requirements and activities related to project execution. These will be documented and reviewed with the client to validate the scope and assign tasks to the client and vendor resources.
- Risks related to the project and resources. A risk action plan will be developed which will include probability, potential impact to project activities, and a mitigation strategy to address all risks that come to fruition during project execution.
- Project Work Breakdown Schedule of activities based on the client's requirements and resource availability.

### Project Execution

- Project execution will commence according to the project schedule and when all prerequisite activities and/or resources are identified and in place.
- System testing will occur as part of the project execution activities and will serve as a baseline for determining additional project activities and/or project closure.

### Project Monitoring and Control

Project monitoring will occur throughout the duration of the project, and the Project Manager will take the required action on the following items when/if they occur:

- Project delays – will be addressed with the client and assigned resources to determine the best course of action (i.e., schedule re-evaluation, resource additions, and critical path evaluation)
- Project scope control – project scope creep will be addressed with the project sponsor and a resolution will be determined to avoid schedule delays and cost overages.

### Project Closure

- Project closure will occur when all tasks and activities have been completed to the satisfaction of the client.
- Documented client acceptance of the project will be required in the form of a signed Project Acceptance and Closure document to be delivered to the client by the Project Manager upon completion.



## 5. Investment

### 1) CommVault Pro Services, an ITsavvy Partner (standard services remote)

\$5,625

.....

### 2) Optional Onsite Professional Service

Professional Services Provided onsite for additional fee

\$1,250

### 2) Optional ITsavvy Project Management

Professional Services Provided remote for additional fee

\$480

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**Total with all available options .....\$7,355**

(Plus Applicable Tax & Shipping)



**Proposal Acceptance**

This proposal and all of its content has been agreed to by the following representatives:

*The agreement is subject to and subordinate to a Business Relationship Confidentiality Agreement between the partners dated September 20, 2017.*

**Taft College**

**ITsavvy**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## **6. Appendices**

The following pages contain additional information.



## Awards

- 2016-2017 Tech Elite 250 – *CRN*
- 2014-2017 Elite 150 Managed Service Provider 500 – *CRN*
- 2007-2017 Solution Provider 500 – *CRN*
- 2016, 2017 MSP Mentor 501 – Top Managed Services Provider in the World – *MSPmentor*  
#7 in 2017 | #15 in 2016
- 2017 Ten Most Admired Companies in Cloud Computing – *Insights Success Magazine*
- 2017 #1 in North America for Innovation in Specialist IT Solutions – *CorporateLiveWire*
- 2017 Best IT Infrastructure Management Solution: savvyGuard® - *CV Magazine Technology Innovator Awards*
- 2017 Best Technology Solutions Integration Services - USA - *CV Magazine Technology Innovator Awards*
- 2017 Best Unified Communications & Managed Services Provider – USA – *Softech Intl Awards*
- 2017 Best IT Engineering & Managed Services Provider – Midwest USA – *TMT News*
- 2009-2016 Largest Privately-held Companies in Metro Chicago – *Crain’s Business*
- 2016 50 Best Workplaces of the Year – *The Silicon Review*
- 2016 #14 Managed Services Provider in North America – *MSPmentor 501*
- 2016 Top 25 Most Recommended Data Backup & Disaster Recovery Solution Providers – *Enterprise Services Outlook Magazine*
- 2016 Top 20 Storage Providers – *Insights Success Magazine*
- 2016 20 Most Promising Virtualization Solution Providers – *CIO Review*
- 2016 20 Most Promising Networking Solution Providers – *CIO Review*
- 2015 20 Most Promising UC Solution Providers – *CIO Review*
- 2015 Circle of Excellence Award in the U.S. Cloud – *ShoreTel*
- 2014, 2015 A+ Rating for Zero Complaints – *Better Business Bureau*
- 2009-2014 Inc. 5000 Fastest Growing Private Companies in America – *Inc. Magazine*
- 2013 Fast Growth 150 – *CRN*
- 2011-2013 Fastest Growing Companies in Metro Chicago – *Crain’s Business*
- 2010 Tech 500 Fastest Growing Technology Companies in the U.S. – *Lead 411*
- 2010 CEO Mike Theriault Receives Entrepreneurial Excellence Award in Growth Category – *Daily Herald Business Ledger*
- 2008, 2009 Fast Growth 100 – *Computer Reseller News*

## Certifications





## BOARD AGENDA ITEM

**Date:** November 2, 2018  
**Submitted by:** Andrew Prestage, Executive Director Information Technology  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Approval

---

**Board Meeting Date:** November 14, 2018

**Title of Board Item:**

Synapse Laserfiche Software Support Renewal LSAP 2018-2019

**Background:**

Laserfiche support renewal is for the college's document management system. The document system retains information of student transcripts, district financial records, and board of trustee minutes and agendas. This system is accessible via web browser and stores the data for several departments who are using it for their document archiving.

**Terms (if applicable):**

Renewal Terms are from 11/29/2018 - 11-28/2019

**Expense (if applicable):**

The total cost of the renewal is \$3,183.70.

**Fiscal Impact Including Source of Funds (if applicable):**

Funding is included in the 2018 - 2019 ITS Budget.

**Approved:** \_\_\_\_\_

Dr. Debra Daniels, Superintendent/President



Synapse Technologies Inc  
11000 Brimhall Rd. Suite E-50  
Bakersfield CA 93312



Taft College  
Andrew Prestage  
29 Cougar Court  
Taft CA 93268

Invoice # 1191  
Invoice Date October 17, 2018  
**Balance Due (USD) \$3,183.70**

Item	Description	Unit Cost	Quantity	Line Total
LSAP	MS SQL Server	775.00	1	775.00
LSAP	Named Full User	93.00	12	1,116.00
LSAP	Web Distribution Portal	1,240.00	1	1,240.00
LSAP	Scan Connect	26.35	2	52.70
<b>Total</b>				<b>3,183.70</b>
Amount Paid				0.00
<b>Balance Due (USD)</b>				<b>\$3,183.70</b>

**Terms**

Thank you for your business. Please send payment within 30 days of receiving this invoice.

This invoice was sent using FRESHBOOKS

---

## PAYMENT STUB

Synapse Technologies Inc  
11000 Brimhall Rd. Suite E-50  
Bakersfield CA 93312

Client Taft College  
Invoice # 1191  
Invoice Date October 17, 2018  
**Balance Due (USD) \$3,183.70**  
Amount Enclosed

# BOARD AGENDA ITEM

**Date:** October 25, 2018

**Submitted by:** Severo M. Balason, Jr., Vice President of Student Services

**Area Administrator:** Dr. Debra Daniels, Superintendent/President

**Subject:** Request for Approval



---

**Board Meeting Date:** November 14, 2018

**Title of Board Item:**

Contract for Professional Services with Amber Anderson for Assistance with Registration Procedures and Processes

**Background:**

Due to the timing of the A&R Director vacating the position, I am requesting the approval of the professional services with Amber Anderson be provided to assist Student Services with the setting up admissions and registration processes and updating procedures.

**Terms (if applicable):**

The effective dates are October 26, 2018 through November 30, 2018 not to exceed a total of 24 hours.

**Expense (if applicable):**

The independent contractor shall receive \$100 per hour not to exceed \$2,400 per the agreement.

**Fiscal Impact Including Source of Funds (if applicable):**

This will be paid out of the Admissions & Records 2018-2019 budget.

**Approved:**   
Dr. Debra Daniels, 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 Amber Anderson ("Independent Contractor"). The agreement is effective 10/26/18

**Recitals**

1. District desires to obtain the services of an education consultant especially trained and experienced in rendering the following services:

Set up admissions and registration processes vacated by former Director of Admissions and Registration for November 5, 2018.

(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 Amber Anderson (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 October 26, 2018, through November 30, 2018. All work shall be performed at the following location:

Taft College Admissions Office

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:

Setting up Admissions and Registration processes and updating Admissions and Registration Procedures Manual

4. **Service Hours.** Independent Contractor shall render services on hours which the District's Offices are open for business. Services shall be rendered for up to 24 hours.

5. **Compensation.** Independent Contractor shall be paid the sum of \$100 per hour not to exceed \$ 2,400.

Independent Contractor Agreement  
Page 2

6. **Hold Harmless Agreement.** Any amounts paid under this Agreement constitute the total compensation for all services rendered by Independent Contractor. The Independent Contractor agrees to pay all Social Security and other income taxes which may accrue by reason of this Agreement, and to indemnify, defend, and hold the District, its officers, agents, and employees harmless from all claims, penalties, damages, liabilities, costs, and expenses including attorney fees, related to Independent Contractor's failure to pay these and similar obligations. Further, since Independent Contractor is acting solely in an Independent Contractor capacity, the Independent Contractor and its staff will not be entitled to and shall not by reason of this Independent Contractor arrangement receive any employee benefits from the District.
7. **Monthly Service Report.** Upon request, Independent Contractor shall submit a monthly service report in writing to the District which shall include a diary showing days and service rendered.
8. **Travel Expenses/Mileage Reimbursement.** The District shall reimburse Independent Contractor for travel expenses/mileage to a maximum of \$0.00 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 5 days' prior written notice of such termination.

Executed at Taft College California, on the dates shown below.

Date of WKCCD Board Approval:

Budget Code: 11000-358-5641-62100

West Kern Community College District:

Independent Contractor:

By: Debra Daniels  
(Signature)

Amber Anderson  
(Signature)

Debra Daniels  
(Printed Name)

203 Solecita Way  
(Address)

Superintendent/President  
(Title)

Bakersfield CA 93314

571-71-3175  
(Social Security # or TIN #)



## BOARD AGENDA ITEM

**Date:** October 23, 2018  
**Submitted by:** Brock McMurray, EVP of Administrative Services  
**Area Administrator:** Brock McMurray, EVP of Administrative Services  
**Subject:** Request for Approval

B-✓

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**Board Meeting Date:** November 14, 2018

**Title of Board Item:**

Extension of lease agreement with Taft Plaza for the rental space located at 515 S. Finley Drive, Taft, CA 93268, in Taft Plaza.

**Background:**

Taft College began leasing the space at 515 S. Finley Drive in Taft Plaza in June of 2006 for \$2,118.75 per month. We have continuously leased this space for our TC Bookstore and other related educational uses during various phases of construction projects for Taft College. The TC Bookstore will relocate to the new student center once that project is completed.

The current lease agreement expires on December 14, 2018. Accordingly, it is my recommendation that we accept the one-year lease extension offered by Taft Plaza for our current monthly rate of \$1,907.00.

**Terms (if applicable):**

\$1,907.00 per month. Lease extension for one year from December 15, 2018 to December 14, 2019, with cancellation at any time with a 60 day notice.


**Expense (if applicable):**

\$1,907.00 per month.

**Fiscal Impact Including Source of Funds (if applicable):**

The District will be billed monthly. This cost is included in the Bookstore budget and auxiliary funds will be utilized.

**Approved:** \_\_\_\_\_

  
Dr. Debra Daniels, Superintendent/President

**TAFT PLAZA, LLC**  
P.O. BOX 491099  
Los Angeles, CA 90049  
(310) 454-8777 Office • (310) 459-3616 Fax

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**FIFTH AMENDMENT TO LEASE AGREEMENT**

This Agreement made this **November 15, 2018** between **Taft Plaza, LLC** (Hereinafter referred to as “Landlord”) and **Taft College** (hereinafter referred to as “Tenant”).

This is an amendment to the lease and agreement dated June 15, 2006 made between Taft, Plaza, LLC, as Landlord and Taft College as Tenant, covering the property known as 515 S. Finley Dr., Taft, CA 93268 along with documents dated March 20, 2018, March 31<sup>st</sup>, 2017, June 15, 2007, June 15, 2008, June 15, 2009, June 15, 2010 and Amendment dated April 13, 2011.

NOW, THEREFORE, in consideration of the promises and the mutual terms and conditions set forth herein, the parties hereto agree as follows:

1. Hereby the current Lease shall be extended for 1 Year, starting December 15, 2018 and ending on December 14, 2019.
2. Base Rent shall remain the same at \$1,907.00 per month.
3. This lease can be canceled at any time with a 60 day notice to the Landlord.
4. **Authority to Sign.** Each party represents that the individual signing this Agreement on its behalf has the authority to do so and to so legally bind the party. The Company represents that the execution, delivery and performance of this Agreement by the Company has been fully and validly authorized by all necessary corporate action.
5. This is only effective upon mutual execution by both parties.
6. All other terms and conditions to remain the same.

**Dated this November 15, 2018**


**LANDLORD**  
Tony Bral Managing Member  
Taft Plaza, LLC

\_\_\_\_\_  
Signature

**LESSEE**  
Dr. Debra Daniels  
Superintendent/President

  
\_\_\_\_\_  
Signature

**Date:** October 25, 2018  
**Submitted by:** Severo M. Balason, Jr., Vice President of Student Services  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Approval



---

**Board Meeting Date:** November 14, 2018

**Title of Board Item:**

Event Rental Contract with The Fort Preservation Society for the 6th Annual Triple Play Dinner & Auction on January 11, 2019

**Background:**

The TC Athletic Department is requesting the use of The Fort and its facilities for the 6<sup>th</sup> Annual Triple Play Dinner & Auction to raise funds for the Taft College Athletic Department.

**Terms (if applicable):**

The effective date is January 11, 2019.

**Expense (if applicable):**

The total cost for the rental is not to exceed \$1,200.

**Fiscal Impact Including Source of Funds (if applicable):**

This will be paid out of the ASB Baseball Club fund account (non-District funds).

**Approved:**   
\_\_\_\_\_  
Dr. Debra Daniels, Superintendent/President

**APPLICATION AND PERMIT FOR USE OF FACILITIES**

1. Name of Applicant: Taft College Athletics  
(Organization, Group, Individual)
2. Address of Applicant: 29 Cougar Court, Taft, CA 93268
3. Representative: Vince Maiocco/Kanoe Bandy
4. Facilities Requested: Location/Address: The Historic Fort, 915 N. 10<sup>th</sup> Street, Taft, CA 93268  
Building/Room/Grounds/Special Facilities: Main Auditorium
5. Dates of Intended Use: January 11, 2019

Dates of Use	Days of Use	Hours of Use	Persons in Charge	Description of Activity	Estimated Attendance
1)					
2)					
3)					
4)					
5)					
6)					
7)					
8)					
9)					
10)					

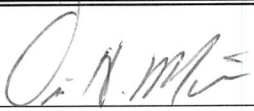
**DECLARATION OF APPLICANT**

1. Nature or type of intended use: Triple Play Dinner & Auction
2. Applicant has received or will receive for the activities herein listed contributions, cash collections, registration fees, admission fees, tuition, donations, or other receipts estimated in amount of \$ 10,000 If no receipts anticipated for these activities check here. ( )
3. Receipts set forth in item 2 above will be used for: Athletics
4. I, the undersigned, hereby certify that I will be personally responsible on behalf of the applicant for any damages sustained by the school building, furniture, equipment, or grounds occurring through the occupancy or use of said building and or grounds by the applicant, normal wear and tear excepted.
5. I hereby certify that I have received and read the rules, regulations, conditions, terms and that I and the applicant which I represent, will abide by them and will conform to all applicable provisions of the Constitution and laws of California and to all other rules and regulations of the Board of Education and its authorized agents which may be communicated to the applicant and to the best of my knowledge the school property for use of which this application is hereby made will not be used for the commission of any crime or any act which is prohibited by law.
6. It is agreed that in the event this permit is canceled by the applicant no refund will be made and that changes in date or extension of time shall be made only as specified by the rules governing use of school facilities.
7. In executing this declaration I certify that I have been duly authorized by the herein set forth applicant to act in its behalf in making application for use of said facilities.



**HOLD HARMLESS & INDEMNIFICATION AGREEMENT**

THE UNDERSIGNED AGREES TO DEFEND, INDEMNIFY AND HOLD HARMLESS THE WEST KERN COMMUNITY COLLEGE DISTRICT, ITS BOARD OF TRUSTEES, AGENTS AND EMPLOYEES, INDIVIDUALLY AND COLLECTIVELY, FROM AND AGAINST ALL COSTS, LOSSES, CLAIMS, ACTIONS, AND JUDGMENTS ARISING FROM PERSONAL INJURIES, PROPERTY DAMAGE OR OTHERWISE, REGARDLESS OF CAUSE, THAT MAY ARISE IN ANYWAY FROM OR BE ALLEGED TO BE CAUSED BY THE UNDERSIGNED'S USE OR OCCUPANCY OF DISTRICT FACILITIES, FURNITURE OR EQUIPMENT. THE UNDERSIGNED FURTHER AGREES TO PROVIDE A CERTIFICATE OF INSURANCE FOR LIABILITY COVERAGES SATISFACTORY TO THE DISTRICT **(1,000,000)**.

Signature of Representative  Date 10/08/2018

Address 29 Cougar Court, Taft, CA 93268 Telephone (661) 763-7822

Do Not Write Below This Line

OVER

RECOMMENDATIONS/APPROVALS

<p>1. Insurance Required: \$ _____ P.L. \$ _____ P.D.</p> <p>Additional Insured Endorsement Required- Yes _____ No _____</p> <p>Insurance Certificate Received _____</p> <p>2. Fee: \$ _____ Deposit \$ _____ Balance Due \$ _____</p> <p>3. Permit for use granted on _____, 2 _____</p> <p>By: Bruce Ferguson (Gym) _____ (initial)</p> <p><u>Severo Balason</u> By: <del>Brock Mc Murray</del>, V. P. of Student Services _____ (initial)</p> <p>4. Comments/Exceptions:</p>	<p>1. Office Authorization for Custodial Services: Yes _____ No _____</p> <p>2. Other Services: Yes _____ No _____</p> <p>Describe: _____ _____ _____</p> <p>3. Other Information: _____ _____ _____</p>
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# Activities Request

## Associated Student Organization Event Request

### Contact Information

NAME

Vince Maiocco

EMAIL

vmaiocco@taftcollege.edu

CELL PHONE / OFFICE NUMBER

(661) 763-7822

### Club Organization or Program Request Details

DEPARTMENTS

Athletics

### Event Date and Time

SINGLE DAY OR MULTI-DAY EVENT.

Single Day

START TIME

06:00 pm

END TIME

09:00 pm

### Event Details

EVENT TYPE

Fundraiser

FUNDRAISER

Off-Campus Fundraiser

DETAILS OF EVENT

The 6th annual Taft College Triple Play Dinner & Auction will be held on January 11, 2019 at the Historic Fort at 915 North 10th Street in Taft, Ca. The proceeds from this event will help support the Taft College baseball and softball programs.

### Food & Refreshments

WILL FOOD BE SERVED

Yes - Outside Vendors

LIST VENDORS

TBD

WILL BEVERAGES BE SERVED

Yes

SELECT BEVERAGES

• Water

• Soda

• Juice • Other

**OTHER BEVERAGE**

Beer

**Equipment Request**

**NUMBER OF CIRCULAR TABLES**

0

**NUMBER OF RECTANGULAR TABLES**

0

**CHAIRS**

0

**NUMBER OF 10 X 10**

0

**NUMBER OF 10 X 20**

0

**SECURITY**

No



## BOARD AGENDA ITEM

**Date:** October 18, 2018  
**Submitted by:** Andrew Prestage, Executive Director Information Services  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Approval

---

**Board Meeting Date:** November 14, 2018

**Title of Board Item:**

MTS Maintenance Contract Renewal Quote #20181011i-C

**Background:**

MTS is a call accounting software system that provides information of calls received and made on the college phone system. This software system also provides detailed call duration information allowing the business office to verify incoming phone bills from Verizon for bill auditing purposes.

**Terms (if applicable):**

Maintenance support coverage is from 11/28/18 - 11/27/19

**Expense (if applicable):**

Total cost of the renewal is \$1,044.75

**Fiscal Impact Including Source of Funds (if applicable):**

This cost is included in the 2018-2019 IT budget

Approved:   
\_\_\_\_\_  
Dr. Debra Daniels, Superintendent/President

Company Name: Taft College

Quote: #20181011i-C



## Maintenance Renewal Quote

The maintenance options below provide coverage for the MTS Application Suite Enterprise Call Accounting system.

Maintenance Options (#MTS-200012)	Cost	Renewal Term:	Initial:
One-year Maintenance	\$1,044.75	(11/28/18 TO 11/27/19**)	_____

**\*\*Business Day Coverage:** 8 am to 5 pm Eastern Time

1: Remote Help Desk Service

2: Bring Rate tables current with maintenance renewal annually,

3: Tech Support calls during Regular Hours consist of:

(a) 8-hours Remote Response Time for Major Corrective Maintenance;

(b) 48-hours Remote Response Time for Minor Corrective Maintenance;

(c) Customer designated coverage hours based upon MTS approval

### Payment Schedule

Customer shall pay each properly submitted invoice **within thirty days of receipt**. If payment is not received prior to the commencement of this maintenance contract period, MTS reserves the right to discontinue support and maintenance activity until payment is current.

Agreed to by: \_\_\_\_\_

Print Name & Title: \_\_\_\_\_

Date: \_\_\_\_\_

Purchase Order Number: \_\_\_\_\_

Invoice will be sent to: dhicks@taftcollege.edu

Confirmed

For end-user:

Taft College, 29 Cougar Court, Taft, CA 93268

Mark Gibson, [mgibson@taftcollege.edu](mailto:mgibson@taftcollege.edu)

Please return signed quote or PO to:

Chermaine Cribb, MTS-IntegraTRAK

Phone: (770) 421-8484 Ext. 117 Fax: (770) 421-8039

Email: [Chermaine.cribb@mtsint.com](mailto:Chermaine.cribb@mtsint.com)

## BOARD AGENDA ITEM

**Date:** October 18, 2018  
**Submitted by:** Andrew Prestage, Executive Director of Information Technology  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Ratification

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**Board Meeting Date:** November 14, 2018

**Title of Board Item:**

Ellucian On Demand Subscription Library

**Background:**

The On Demand Subscription Library (ODSL) would allow access to Ellucian's proprietary self-paced, web-based training programs that Ellucian makes available during the annual subscription period.

**Terms (if applicable):**

The subscription period will be from November 1, 2018 - October 31, 2019.

**Expense (if applicable):**

The total cost of the annual subscription fee is \$949.00

**Fiscal Impact Including Source of Funds (if applicable):**

Total cost is included in the 2018-2019 IT Budget

**Approved:**   
Dr. Debra Daniels, Superintendent/President



## ON DEMAND SUBSCRIPTION LIBRARY ORDER FORM

### ELLUCIAN COMPANY L.P.

#### Client Information

Client Name: **TAFT COLLEGE**

Underlying Agreement This On Demand Subscription Library Order Form ("Order Form") amends the latest Software License & Services Agreement or General Terms and Conditions Agreement (as applicable) between the parties, as previously amended ("Agreement").

Client is granted a right to access and use the Ellucian-proprietary self-paced, web-based training programs ("Web-Based Training Programs") that Ellucian makes available during the applicable Subscription Period. By no later than thirty (30) days after the Execution Date and upon receipt of user account information from Client, Ellucian will make available to Client the most current version of the Web-Based Training Programs for the Baseline version of Ellucian Component Systems. Further, provided that Client pays Ellucian the applicable subscription fees specified in this Order Form ("Subscription Fees"), Ellucian will make available to Client each new version of the Web-Based Training Programs that Ellucian makes available during the applicable Subscription Period. Each such new version of the Web-Based Training Programs will be made available via the website as soon as reasonably practicable after the same become generally available to Ellucian licensees in each instance.

Client will only have the right to use the Web-Based Training Programs in connection with its license to use the corresponding Component System, and Client's right to use the Web-Based Training Programs will be subject to and limited by the licensing terms of the License Agreement. All Web-Based Training Programs are owned by and constitute copyrighted and Confidential Information of Ellucian. Client is expressly prohibited from placing on or otherwise making any Web-Based Training Programs, in whole or in part, available from any website, including any website maintained, operated or authorized by Client.

#### ON DEMAND SUBSCRIPTION LIBRARY (ODSL):

Service Description <sup>1</sup>	Annual Subscription Fee
ODSL Knowledge Pro – Individual One (1) named user Subscription Period: Commencement Date (November 1, 2018) – Expiration Date (October 31, 2019)	\$949
<b>ANNUAL SUBSCRIPTION FEE</b>	<b>\$949</b>

#### Notes to ODSL Table:

<sup>1</sup> The pricing contained in this Order Form is valid only if the Execution Date occurs on or before October 31, 2018.

**Payment Terms for ODSL Subscription:** The Annual Subscription Fee stated above covers the ODSL fees payable for each full twelve (12) month period during the Subscription Period. Subscription Fees are due and payable annually, with payment of the first Annual Subscription Fee (covering the twelve (12) month period commencing on the Commencement Date stated above) due on the Execution Date and each subsequent Annual Subscription Fee due on the anniversary date of the Commencement Date, in advance of the applicable twelve (12) month period for which such Annual Subscription Fee is payable.

**Ellucian**

**Client**

**By:** \_\_\_\_\_  
*Authorized Signature*

**By:** \_\_\_\_\_  
*Authorized Signature*

**Name:** \_\_\_\_\_  
*Printed*

**Name:** \_\_\_\_\_  
*Printed*

**Title:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**The last date of signature is the "Execution Date" of this Order Form.  
Client's Billing Contact Information appears below.**

**Client**  
Billing Contact Information

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_



**Taft College Check Register Report**

**01-October-18 through 31-October-18**

**FY 18-19**

78038767	10/02/2018	A00293918A&B Athletics	I0055411	3707	31000	423	4310	69100	2,907.00
					31000	423	5940	69100	42.70
78038768	10/02/2018	A00243588AARP Health Care Options	I0055385	OCT 18	11000	412	3350	59100	18,681.53
78038769	10/02/2018	A00200023Abate-A-Weed	I0055417	809839	11000	431	4312	65500	460.10
78038770	10/02/2018	A00292936Albertson's LLC	I0055400	17769009	33429	310	4410	69200	456.38
78038771	10/02/2018	A00201773American Association of Comm	I0055452	10001689	11000	111	5210	66002	6,387.00
78038772	10/02/2018	A00200063Austin's Pest Control, Inc.	I0055421	AUG. 18	39000	314	5860	64991	100.00
78038773	10/02/2018	A00292250Banks pest Control	I0055434	688881	11000	431	5860	65100	165.00
78038774	10/02/2018	A00200106Bright House Ad Sales	I0055396	091218	31000	423	5840	69100	119.97
				081318	31000	423	5840	69100	121.32
78038775	10/02/2018	A00200109Brown & Reich Petroleum, Inc	I0055422	48040	39000	314	4316	64991	649.86
				48436	39000	314	4316	64991	440.90
78038776	10/02/2018	A00303443CampusLogic, Inc.	I0055450	2018-119	12569	353	5641	64600	30,500.00
78038777	10/02/2018	A00200134Canon Financial Services, In	I0055427	19214387	11000	401	5641	67701	1,288.80
78038778	10/02/2018	A00200146Carolina Biological Supply C	I0055430	50390173	11000	209	4311	04012	228.79
				50398464	11000	209	4311	04013	1,478.76
				50396464	11000	210	4311	49999	442.24
78038779	10/02/2018	A00200149Carquest Auto Parts	I0055420	7305-243	11000	432	4310	67703	113.22
				7305-244	11000	432	4310	67703	10.70
78038780	10/02/2018	A00201685Cengage Learning	I0055412	62193306	31000	423	4110	69100	157.50
					31000	423	5940	69100	15.41
78038781	10/02/2018	A00201051Central Sanitary Supply	I0055404	912662	33428	310	4310	69200	32.94
78038782	10/02/2018	A00200181City of Taft	I0055390	10/01/18	31000	423	5850	69100	96.81
78038783	10/02/2018	A00200181City of Taft	I0055469	08 01 18	39000	314	5850	64991	486.01
78038784	10/02/2018	A00280761County of Kern Public Works	I0055464	090818	11000	431	5850	65500	89.40
78038785	10/02/2018	A00200222Daily Midway Driller	I0055408	081018	11000	401	5970	67200	246.00
78038786	10/02/2018	A00244039DB & Company	I0055440	70187	11000	111	4318	66002	193.05
78038787	10/02/2018	A00200238Department of Justice	I0055394	317087	33528	310	5990	69200	1,998.00
					11000	411	5990	67300	32.00
					11000	411	5990	62100	32.00
78038788	10/02/2018	A00200254Don's Tree Service	I0055418	2010	11000	431	5631	65100	1,780.00
78038789	10/02/2018	A00237331Dumbrigue, Joanne Lucille V.	I0055381	091918	12551	353	5710	64600	11.34
78038790	10/02/2018	A00200279Educational Testing Service	I0055437	SP200617	11000	306	4310	49306	520.00
78038791	10/02/2018	A00202335Fastenal Industrial & Constr	I0055433	CATAF407	11000	431	4310	65100	132.11
78038792	10/02/2018	A00200308Federal Express Corporation	I0055395	6-300-75	11000	353	5940	64600	28.57
				6-315-07	11000	110	5940	66003	49.26
				6-293-70	11000	358	5950	62100	34.59
					11000	401	5940	67705	61.15
78038793	10/02/2018	A00280401Flowers Baking Co of Henders	I0055442	10711470	32000	422	4410	69400	31.28
78038794	10/02/2018	A00285849Garcia, Alanah M.	I0055472	091018	12000	303	7606	64300	85.00
78038795	10/02/2018	A00200620Geary Pacific Supply	I0055419	3782855	11000	431	4312	65100	231.22
					11000	431	5940	65100	34.69
78038796	10/02/2018	A00201160Hall Silveira, Margaret M.	I0055377	091918	33528	310	5710	69200	39.24
				092018	33528	310	5710	69200	163.16
78038797	10/02/2018	A00200645Hardy Diagnostics	I0055431	1999962	11000	209	4311	04012	1,150.18
				2003370	11000	209	4311	04012	314.64
78038798	10/02/2018	A00200889Harland Technology Services	I0055432	14338483	11000	202	5641	60100	766.00
78038799	10/02/2018	A00200655Henry Schein, Inc.	I0055436	56640950	11000	205	4311	12042	92.01
				56869554	11000	352	4310	69619	65.20
78038800	10/02/2018	A00244581Independent Fire and Safety,	I0055403	3588	33428	310	5632	69200	337.00
78038801	10/02/2018	A00303022International Literacy Assoc	I0055459	2099265	11000	210	4211	13053	44.00

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					11000	210	4211	13053	0.00	
					11000	210	5210	13053	90.00	
78038802	10/02/2018	A00108728	Issue Trak, Inc	I0055448	TAFT1018	11000	113	5643	67801	1,725.00
78038803	10/02/2018	A00200680	J & L Locksmithing	I0055392	015454	39000	314	4310	64991	78.83
78038804	10/02/2018	A00200806	Kern Gardening Service	I0055393	28810	12560	223	5633	09565	200.00
78038805	10/02/2018	A00280536	Kern Trophies	I0055439	62759	11000	101	4310	66004	12.87
78038806	10/02/2018	A00200721	Kiwanis Club of Taft	I0055413	17602	31000	423	5210	69100	656.50
78038807	10/02/2018	A00096146	Lemus, Everardo I.	I0055378	091918	33528	310	5710	69200	19.62
78038808	10/02/2018	A00262851	Lytle, Steve	I0055386	091818	11000	209	5740	04011	62.89
				I0055461	091218	11000	209	4311	04011	40.62
78038809	10/02/2018	A00294618	McNeil and Associates, LLC	I0055425	8	11000	111	5510	66002	3,150.00
78038810	10/02/2018	A00271247	Mendenhall, Janis L.	I0055382	091318	12000	311	5710	64200	37.60
78038811	10/02/2018	A00200498	Office Depot	I0055454	19382835	11000	205	4310	12042	6.00
78038812	10/02/2018	A00200502	Orange Belt Stages	I0055447	119850	11000	352	5750	69610	3,300.00
				I0055471	119848	11000	352	5750	69610	2,560.00
						11000	352	5750	69610	3,220.00
78038813	10/02/2018	A00200508	P. G. & E.	I0055389	09/13/18	31000	423	5820	69100	1,072.39
						31000	423	5830	69100	8.12
78038814	10/02/2018	A00200522	Pepsi-Cola Company	I0055441	02943359	32000	422	4410	69400	1,085.56
78038815	10/02/2018	A00270674	Public Agency Law Group	I0055468	091618	42350	000	5430	71003	13,469.14
78038816	10/02/2018	A00231833	Ray A. Morgan Company Inc.	I0055443	2213641	12558	223	4318	09565	121.38
78038817	10/02/2018	A00202968	San Joaquin Chemicals, Inc.	I0055415	124691	11000	431	5641	65100	1,175.00
				I0055445	124882	11000	431	5641	65100	1,175.00
78038818	10/02/2018	A00234793	Southwest Signs	I0055414	18671	31000	423	4310	69100	1,374.50
78038819	10/02/2018	A00200393	Sparkletts	I0055435	08.23.18	11000	205	4311	12042	40.88
78038820	10/02/2018	A00237176	SSD Systems	I0055426	1348944-	11000	205	5641	12042	117.75
						11000	113	5641	67801	605.10
				I0055444	1353665-	31000	423	5880	69100	59.34
78038821	10/02/2018	A00200400	Stinson's	I0055428	812839-0	11000	306	4318	49306	75.37
				I0055429	813558-0	11000	114	4318	70999	731.98
				I0055458	814752-0	11000	114	4310	70999	52.70
						11000	111	4310	66002	28.62
						11000	202	4318	60100	124.17
						11000	202	4318	60100	542.37
						11000	210	4310	20015	46.10
78038822	10/02/2018	A00211077	Strata Information Group	I0055380	30215	11000	358	5510	62100	4,870.95
				I0055470	29525	11000	358	5510	62100	4,891.75
78038823	10/02/2018	A00277399	Sundgren, Lori A.	I0055383	092018	11495	216	5710	61900	190.75
78038824	10/02/2018	A00200417	Sysco Food Service of Ventur	I0055402	17960380	33429	310	4410	69200	763.14
78038825	10/02/2018	A00200419	T.C. Clearing Account	I0055463	0718	11000	421	5990	67200	1,301.84
78038826	10/02/2018	A00200425	Taft College	I0055453	082718	31000	423	7130	69100	17,550.00
78038827	10/02/2018	A00200425	Taft College	I0055455	090318	31000	423	7130	69100	2,700.00
78038828	10/02/2018	A00200425	Taft College	I0055456	091018	31000	423	7130	69100	930.00
78038829	10/02/2018	A00200425	Taft College	I0055457	091718	31000	423	7130	69100	330.00
78038830	10/02/2018	A00200862	Taft College Bookstore	I0055409	072518	11000	000	9161	00000	76.13
78038831	10/02/2018	A00200862	Taft College Bookstore	I0055410	07/25/18	11000	000	9161	00000	16.08
78038832	10/02/2018	A00256341	Terminix	I0055405	37871515	33528	310	5860	69200	418.00
78038833	10/02/2018	A00200282	True Value Home Center	I0055401	394232	33428	310	4310	69200	148.12
				I0055407	395079	39000	314	4310	64991	116.97
				I0055424	393548	39000	314	4310	64991	386.20
78038834	10/02/2018	A00200284	U.S. Foods	I0055399	5406950	33429	310	4410	69200	3,145.53

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78038835	10/02/2018	A00000456Uribe, Jose	I0055406	083118	39000	314	5633	64991	90.00
78038836	10/02/2018	A00266450USBank	I0055398	1238284	43000	000	7120	72100	1,455,665.63
78038837	10/02/2018	A00201172Waugh, Victoria A.	I0055467	090418	39000	314	5710	64991	124.93
78038838	10/02/2018	A00200355West Kern Water District	I0055387	092018	11000	431	5810	65700	143.17
					39000	314	5810	64991	36.25
78038839	10/02/2018	A00200355West Kern Water District	I0055388	09/12/18	33428	310	5810	69200	254.76
78038840	10/02/2018	A00200355West Kern Water District	I0055391	09/20/18	33428	310	5810	69200	89.72
78038841	10/02/2018	A00200355West Kern Water District	I0055466	091318	12560	223	5810	09565	100.40
78038842	10/02/2018	A00201081Westside Waste Management Co	I0055416	89B00029	11000	431	5850	65100	850.72
78038843	10/02/2018	A00073955White, Brian L.	I0055465	OCT 18	39000	314	5610	64991	1,400.00
78038844	10/09/2018	A00200017A.P.I. Plumbing	I0055477	11870	39000	314	5631	64991	106.08
78038845	10/09/2018	A00025485Alfaro, Antonio G.	I0055542	101718	12000	311	5710	64200	286.40
78038846	10/09/2018	A00200771Altenhofel, Jennifer L.	I0055524	092018	12653	301	5710	63900	437.94
78038847	10/09/2018	A00200054Applied Technology Group, In	I0055486	207410	11000	301	5990	64500	47.50
78038848	10/09/2018	A00269058Aramark Uniform Services	I0055551	60189327	11000	431	5870	65100	237.42
					11000	205	5870	12042	12.00
					39000	314	5870	64991	18.00
78038849	10/09/2018	A00202445AT&T Mobility	I0055523	091818	39000	314	5840	64991	268.82
78038850	10/09/2018	A00200063Austin's Pest Control, Inc.	I0055484	SEP 18	39000	314	5860	64991	100.00
			I0055556	SEP. 18	11000	431	5860	65100	455.00
78038851	10/09/2018	A00294583Brown, Malissa M.	I0055562	092418	12000	303	7606	64300	85.00
78038852	10/09/2018	A00200109Brown & Reich Petroleum, Inc	I0055553	1489	11000	432	4316	67703	538.67
78038853	10/09/2018	A00200119C.A. Reding Company, Inc.	I0055557	479955	12201	203	5641	61200	1,286.60
78038854	10/09/2018	A00200125California Community College	I0055529	S.	12563	317	5710	64900	50.00
78038855	10/09/2018	A00200161CDW-G	I0055537	PDZ7009	11000	209	4310	04013	0.01
					11000	209	4310	04013	43.08
					11000	209	4310	04013	40.19
78038856	10/09/2018	A00201051Central Sanitary Supply	I0055568	914597	33428	310	4310	69200	44.87
78038857	10/09/2018	A00202280Chaidez, Joell C.	I0055384	091318	12653	301	5710	63900	357.57
78038858	10/09/2018	A00200174Chevron U.S.A., Inc.	I0055555	54253976	11000	432	4316	67703	1,290.62
78038859	10/09/2018	A00200181City of Taft	I0055487	10-01-18	12560	223	5850	09565	48.85
78038860	10/09/2018	A00200181City of Taft	I0055522	10.01.18	39000	314	5850	64991	487.23
78038861	10/09/2018	A00255627Compansol	I0055536	00087443	12000	340	6412	64951	1,590.00
78038862	10/09/2018	A00200200Computerland of Silicon Vall	I0055493	258033	11000	208	5642	15017	81.00
78038862	10/09/2018	A00200200Computerland of Silicon Vall	I0055502	258011	11000	113	5642	67801	33,590.00
78038863	10/09/2018	A00264649Convergint Technologies, LLC	I0055491	W632167	35000	357	4312	69700	1,176.00
78038864	10/09/2018	A00277845Double D Cleaning Service	I0055571	041	12560	223	5890	09565	240.00
78038865	10/09/2018	A00237331Dumbrigue, Joanne Lucille V.	I0055531	092018	12551	353	5710	64600	12.10
			I0055532	092618	12551	353	5710	64600	12.10
			I0055560	09/20/18	12551	353	4410	64600	49.89
78038866	10/09/2018	A00283101Dumont Printing, Inc.	I0055488	104561	11000	302	4310	63100	36.61
					12000	303	4310	64300	96.94
78038867	10/09/2018	A00201737Duran, Diana	I0055527	SEP 18	11000	421	5710	67200	107.91
78038868	10/09/2018	A00260752Embassy Suites San Francisco	I0055528	111518	12563	317	5710	64900	393.00
78038869	10/09/2018	A00200307Farmer Bros. Company	I0055498	68387354	32000	422	4410	69400	655.85
78038870	10/09/2018	A00200308Federal Express Corporation	I0055501	6-321-94	11000	401	5940	67705	29.39
78038871	10/09/2018	A00280401Flowers Baking Co of Henders	I0055572	10711471	32000	422	4410	69400	31.28
78038872	10/09/2018	A00200627Gonzalez, Lourdes	I0055530	091618	12599	309	5710	64992	769.43
78038873	10/09/2018	A00210378Grey House Publishing	I0055558	163485	12477	203	6310	61200	1,953.00
78038874	10/09/2018	A00200645Hardy Diagnostics	I0055495	2006348	11000	209	4311	04012	529.20
78038875	10/09/2018	A00200655Henry Schein, Inc.	I0055475	57301349	11000	205	4311	12042	829.96

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			I0055544	57024245	11000	352	4310	69619	26.35
			I0055546	57089209	11000	205	4311	12042	1,263.89
			I0055547	57255544	11000	205	4311	12042	69.20
78038876	10/09/2018	A00201122Home Depot Credit Services	I0055539	091318	11000	431	4317	65100	192.47
78038877	10/09/2018	A00210285Innovative Educators	I0055482	25685	11495	216	5710	61900	295.00
78038878	10/09/2018	A00273104Jaguar Wrought Iron Inc.	I0055554	1188	11000	431	5632	65100	1,900.00
78038879	10/09/2018	A00200712Kern County Supt. of Schools	I0055496	900579	11000	421	5990	67200	665.25
78038880	10/09/2018	A00200715Kern Electric Distributors	I0055566	565511	33428	310	4310	69200	78.28
78038881	10/09/2018	A00300405Markovits, Aaron	I0055480	090818	39000	314	5940	64991	25.90
78038882	10/09/2018	A00200764Martinez, Julian	I0055535	092517	11000	208	4311	10021	11.25
78038883	10/09/2018	A00303163Matchware Inc.	I0055485	C0000874	12582	301	5642	67800	20,000.00
78038884	10/09/2018	A00271247Mendenhall, Janis L.	I0055525	092818	12000	311	5710	64200	153.43
78038885	10/09/2018	A00266215Monoprice Inc.	I0055538	18028001	11000	113	4311	67801	9.15
78038885	10/09/2018	A00266215Monoprice Inc.	I0055538	18028001	11000	113	4311	67801	0.01
					11000	113	5940	67801	6.43
78038886	10/09/2018	Voided Check							
78038887	10/09/2018	A00200498Office Depot	I0055506	20700599	11000	209	4310	20014	57.72
			I0055507	20606093	11000	209	4311	17017	187.41
			I0055508	20148905	11000	209	4310	17013	69.51
			I0055509	19833441	11000	210	4310	21056	50.31
			I0055510	20580561	11000	208	4310	15017	213.01
			I0055511	20365009	11000	421	4310	67200	147.14
			I0055512	20636800	12401	353	4310	64600	218.46
			I0055513	20263673	11000	306	4310	49306	58.66
			I0055514	21045795	11000	306	4310	49306	59.04
			I0055515	20378240	11000	306	4310	49306	70.95
			I0055516	20361288	11000	207	4311	49999	73.25
			I0055517	16643727	39000	314	4311	64991	231.04
			I0055518	16644005	39000	314	4310	64991	655.36
			I0055519	19704413	33428	310	4310	69200	130.95
			I0055520	20210403	11000	205	4311	12042	31.02
			I0055521	19623904	11000	209	4311	19051	33.99
78038888	10/09/2018	A00200502Orange Belt Stages	I0055476	119565	11000	352	5750	69610	1,755.00
			I0055503	119968	11000	352	5750	69610	1,230.00
			I0055549	119564	11000	352	5750	69610	1,570.00
78038889	10/09/2018	A00288637Otis Elevator Company	I0055534	SJB05744	11000	431	5641	65100	611.85
78038890	10/09/2018	A00200522Pepsi-Cola Company	I0055499	01793652	32000	422	4410	69400	1,433.40
78038891	10/09/2018	A00200536Praxair Distribution, Inc.	I0055540	84976958	11000	431	4312	65500	38.50
78038892	10/09/2018	A00231833Ray A. Morgan Company Inc.	I0055548	2224941	11000	207	5641	49999	83.32
			I0055559	2206183	11000	202	5641	60100	135.04
78038893	10/09/2018	A00280086Rothgeb, Julie J.	I0055526	SEP 18	11000	202	5710	60103	49.05
78038894	10/09/2018	A00292796Safe 1 Credit Union	I0055362	47240808	31000	423	4321	69100	73.26
					31000	423	4321	69100	35.93
					31000	423	5840	69100	119.97
					31000	423	5840	69100	121.32
					31000	423	5940	69100	3.99
					31000	423	5910	69100	1.49
78038895	10/09/2018	A00285838Sammy's Detail	I0055541	725	11000	432	5632	67703	230.00
78038896	10/09/2018	A00303642San Francisco Airport Marrio	I0055543	87352202	12000	311	5710	64200	639.54
78038897	10/09/2018	A00200479Sears	I0055552	44000912	11000	431	4310	65100	107.24
78038898	10/09/2018	A00300361Smith, Jamie R.	I0055195	091018	11000	110	5990	66003	12,523.74

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78038899	10/09/2018	A00200393Sparkletts	I0055481	092018	11000	113	4310	67801	113.04
78038900	10/09/2018	A00237176SSD Systems	I0055567	1353695-	33428	310	5880	69200	151.38
78038901	10/09/2018	A00200400Stinson's	I0055483	816730-0	11000	202	4318	60200	91.75
					11000	202	4318	60200	122.85
			I0055489	814228-0	39000	314	4318	64991	86.80
					11000	113	4310	67801	27.58
					11000	113	4310	67801	20.82
			I0055490	815885-0	11000	113	4318	67801	393.35
					11000	113	4318	67801	244.00
					11000	113	4310	67801	20.69
			I0055492	816495-0	11000	210	4318	20014	78.36
78038902	10/09/2018	A00299324Strobel, Jennifer	I0055569	091418	11000	358	5210	62100	300.00
78038903	10/09/2018	A00200417Sysco Food Service of Ventur	I0055497	17961694	32000	422	4411	69400	2,166.13
					32000	422	4411	69400	217.66
					32000	422	4410	69400	8,281.08
			I0055565	17961694	33429	310	4410	69200	2,944.12
78038904	10/09/2018	A00200423Taft City School District	I0055570	19-033	11000	432	4312	67703	155.45
					11000	432	4316	67703	30.00
					11000	432	5632	67703	450.50
			I0055573	19-040	11000	432	4312	67703	128.86
					11000	432	5632	67703	234.50
78038905	10/09/2018	A00200442Thompson, Tony M.	I0055533	092118	11000	352	5710	69618	30.00
78038906	10/09/2018	A00200282True Value Home Center	I0055479	396618	39000	314	4310	64991	47.17
			I0055494	396998	12558	223	4310	09565	16.08
			I0055504	396944	11000	352	4310	69610	21.33
			I0055505	395578	11000	431	4310	65100	905.23
					11000	431	4310	65500	33.09
					11000	431	4310	65300	65.37
					11000	601	4310	69600	271.27
					35819	357	4310	69700	42.86
					35827	357	4310	69700	370.86
78038907	10/09/2018	A00200284U.S. Foods	I0055500	5543703	32000	422	4411	69400	64.24
					32000	422	4410	69400	6,929.25
			I0055564	5543707	33429	310	4410	69200	1,781.79
78038908	10/09/2018	A00200327US Air Conditioning	I0055478	3167874	35000	357	4312	69700	1,122.84
78038909	10/09/2018	A00200433Vibul Tangpraphaphorn, M.D.	I0055474	091418	39000	314	5980	64991	285.00
78038910	10/09/2018	A00202272VWR International	I0055545	80837107	11000	209	4311	04011	181.46
78038911	10/09/2018	A00200360Westec	I0055550	25573	11450	204	5641	09543	89,643.75
78038912	10/09/2018	A00200378WKCCD Custodian Revolving Ca	I0055561	3175	11000	101	5970	66004	500.00
78038913	10/11/2018	A00227562Aldis, Brittany A.	S0045643		11000		9526		150.00
78038914	10/11/2018	A00294583Brown, Malissa M.	S0045644		11000		9526		150.00
78038915	10/11/2018	A00037839Callaway, Delyn	S0045645		11000		9526		150.00
78038916	10/11/2018	A00286514Cordova, Mykaela L.	S0045646		11000		9526		728.00
78038917	10/11/2018	A00293913De Los Garzas, Adrianna C.	S0045647		11000		9526		150.00
78038918	10/11/2018	A00100238Festervan, Charity	S0045648		11000		9526		150.00
78038919	10/11/2018	A00012159Gonzales, Carmen	S0045649		11000		9526		138.00
78038920	10/11/2018	A00292334Gonzalez, Estelle	S0045650		11000		9526		1.00
78038921	10/11/2018	A00283256Hicks, Bailey E.	S0045651		11000		9526		138.00
78038922	10/11/2018	A00281945Hutchins, Rileigh E.	S0045652		11000		9526		25.00
78038923	10/11/2018	A00261482Lara, Carina	S0045653		11000		9526		150.00
78038924	10/11/2018	A00265405Leon, Fabiola V.	S0045654		11000		9526		184.00

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78038925	10/11/2018	A00288643	Lewis, Chiloe R.	S0045655		11000		9526			254.00		
78038926	10/11/2018	A00099331	Manuz, Sonia	S0045656		11000		9526			92.00		
78038927	10/11/2018	A00284153	Martin, Danielle C.	S0045657		11000		9526			150.00		
78038928	10/11/2018	A00201620	Navarro, Kristine I.	S0045658		11000		9526			150.00		
78038929	10/11/2018	A00270895	Oliver, Kinsey N.	S0045659		11000		9526			230.00		
78038930	10/11/2018	A00297372	Orozco, Breanna N.	S0045660		11000		9526			150.00		
78038931	10/11/2018	A00237256	Padron, Celina M.	S0045661		11000		9526			150.00		
78038932	10/11/2018	A00242661	Penas, Katelynn G.	S0045662		11000		9526			150.00		
78038933	10/11/2018	A00285580	Sanchez, Anaruth M.	S0045663		11000		9526			150.00		
78038934	10/11/2018	A00277833	Stephens, Terance E.	S0045664		11000		9526			322.00		
78038935	10/11/2018	A00252647	Stewart, Tracy L.	S0045665		11000		9526			150.00		
78038936	10/11/2018	A00286362	Torres, Enrique	S0045666		11000		9526			300.00		
78038937	10/11/2018	A00270414	Vasquez, Ciera J.	S0045667		11000		9526			150.00		
78038938	10/11/2018	A00268782	Wade, Megan E.	S0045668		11000		9526			150.00		
78038939	10/11/2018	A00203737	Waldon, Tona S.	S0045669		11000		9526			150.00		
78038940	10/11/2018	A00285802	Wilkerson, Amanda N.	S0045670		11000		9526			150.00		
78038941	10/17/2018	A002000164	Imprint	I0055606	6669338	31000	423	4310	69100		843.18		
						31000	423	5940	69100		42.86		
78038942	10/17/2018	A00303470	AACRAO	I0055615	860943	11000	358	4120	62100		92.40		
78038943	10/17/2018	A00200023	Abate-A-Weed	I0055584	816236	11000	431	4312	65500		66.49		
78038944	10/17/2018	A00288646	Amazon Web Services, Inc.	I0055591	15111779	11000	113	5644	67801		625.55		
78038945	10/17/2018	A00201055	American Dental Education As	I0055621	1156492	11000	205	5210	12042		945.00		
78038946	10/17/2018	A00200052	AP Architects	I0055672	11456	11007	401	5510	71004		7,925.00		
							42350	000	5510	71003	7,073.75		
							41150	000	5510	71004	1,752.00		
78038947	10/17/2018	A00200054	Applied Technology Group, In	I0055581	INV00000	11000	431	6412	65100		997.41		
							11000	431	5631	65100	500.00		
78038948	10/17/2018	A00303021	Attainment Company Inc.	I0055662	293358A	39000	314	4311	64991		1,324.44		
78038949	10/17/2018	A00200063	Austin's Pest Control, Inc.	I0055612	SEP '18	12560	223	5860	09565		55.00		
78038950	10/17/2018	A00290343	Bauer, Amanda M.	I0055616	092818	11000	421	4310	67200		29.98		
78038951	10/17/2018	A00075823	Binkley, Everett L.	I0055666	NOV 18	39000	314	5610	64991		1,746.00		
78038952	10/17/2018	A00250001	Blake, Paul A.	I0055622	091818	11000	209	4311	09011		90.60		
							10055623	091718	11000	209	4311	09011	268.97
78038953	10/17/2018	A00200105	Brandco	I0055627	21192	11000	431	4320	65100		9.38		
78038954	10/17/2018	A00200107	Bright House Networks	I0055609	06378770	12560	223	5645	09565		289.93		
78038955	10/17/2018	A00200107	Bright House Networks	I0055669	100118	35819	357	5890	69700		800.00		
							35814	357	5890	69700	888.82		
78038956	10/17/2018	A00200107	Bright House Networks	I0055670	10/01/18	35827	357	5890	69700		1,035.09		
78038957	10/17/2018	A00201143	Brown, Elizabeth J.	I0055574	092818	12000	340	5740	64951		280.34		
78038958	10/17/2018	A00014447	Cadena, Amy M.	S0045636		11000		9526			14,700.00		
78038959	10/17/2018	A00210927	CareerAmerica, LLC	I0055587	2081130	12000	353	5970	64600		3,350.00		
78038960	10/17/2018	A00200149	Carquest Auto Parts	I0055644	7305-245	11000	432	4310	67703		103.78		
78038961	10/17/2018	A00283035	CCLC	I0055643	10049	12477	203	5642	61200		26,562.00		
78038962	10/17/2018	A00200161	CDW-G	I0055593	PJX5780	11000	421	6415	67200		1,687.40		
78038963	10/17/2018	A00284437	Council for Opportunity in E	I0055595	14871002	12000	340	5210	64951		3,250.00		
78038964	10/17/2018	A00200213	Council of Chief Librarians	I0055642	18/19	11000	203	5210	61200		150.00		
78038965	10/17/2018	A00200222	Daily Midway Driller	I0055588	090618	12477	203	4211	61200		67.60		
78038966	10/17/2018	A00200243	Dick Blick	I0055641	9916752	11000	208	4311	10021		1,650.90		
78038967	10/17/2018	A00265229	DK&M Property	I0055665	NOV 18	39000	314	5610	64991		3,388.00		
78038968	10/17/2018	A00237331	Dumbrigue, Joanne Lucille V.	I0055655	100118	12551	353	5710	64600		8.86		
78038969	10/17/2018	A00300363	EMD Millipore Corp.	I0055647	8671322	11000	205	5990	12042		181.75		

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78038970	10/17/2018	A00202335	Fastenal Industrial & Constr	I0055585	CATAF410	11000	431	4312	65100	0.01
						11000	431	5940	65100	0.01
						11000	431	4310	65300	132.09
78038971	10/17/2018	A00280401	Flowers Baking Co of Henders	I0055600	10711472	32000	422	4410	69400	31.28
				I0055646	10711473	32000	422	4410	69400	46.92
78038972	10/17/2018	A00201350	Four Seasons Carpet Cleaning	I0055663	2292	39000	314	5631	64991	360.00
78038973	10/17/2018	A00283264	Frontier California Inc.	I0055654	13580922	31000	423	5840	69100	50.71
78038974	10/17/2018	A00283264	Frontier California Inc.	I0055658	79000928	11000	431	5840	65700	786.48
78038975	10/17/2018	A00283264	Frontier California Inc.	I0055659	77000928	11000	431	5840	65700	1,005.66
78038976	10/17/2018	A00200629	Grainger	I0055610	99063132	12558	223	4310	09565	153.95
78038977	10/17/2018	A00201160	Hall Silveira, Margaret M.	I0055575	100418	33528	310	5710	69200	28.00
78038978	10/17/2018	A00200655	Henry Schein, Inc.	I0055579	57324089	11000	205	4311	12042	814.70
				I0055590	57301350	11000	205	4311	12042	105.30
				I0055648	57704608	11000	205	4311	12042	140.39
78038979	10/17/2018	A00224086	inContact, Inc.	I0055577	6156967	11000	431	5840	65100	185.35
						11000	431	5840	65700	1,499.66
78038980	10/17/2018	A00280910	Independent Living Center of	I0055601	4159	11000	202	5990	60100	299.45
78038981	10/17/2018	A00292925	indiCo, LLC	I0055605	L973305	31000	423	4115	69100	3,963.20
						31000	423	5940	69100	2,058.34
				I0055636	L991684	31000	423	4115	69100	1,746.75
						31000	423	4310	69100	183.96
78038982	10/17/2018	A00210963	J. America	I0055652	458586	31000	423	4310	69100	720.00
						31000	423	5940	69100	33.54
78038983	10/17/2018	A00200806	Kern Gardening Service	I0055613	28917	12560	223	5633	09565	200.00
78038984	10/17/2018	A00200729	Landauer, Inc.	I0055589	10061088	11000	205	4311	12042	111.99
78038985	10/17/2018	A00096146	Lemus, Everardo I.	I0055576	100418	33528	310	5710	69200	28.00
78038986	10/17/2018	A00302532	Martinez, Windy	I0055656	092118	12000	304	5710	63200	305.20
78038987	10/17/2018	A00258702	Martinson, Larry	I0055653	9182018	31000	423	4310	69100	77.00
78038988	10/17/2018	A00200595	NCS Pearson	I0055618	V1809000	11000	306	4310	49306	1,544.37
78038989	10/17/2018	A00249989	Norris, William L.	I0055635	092918	31000	423	4310	69100	72.87
78038990	10/17/2018	A00200498	Office Depot	I0055629	21016360	11000	302	4310	63100	271.86
78038991	10/17/2018	A00251929	Oja, Michelle E.	I0055639	100318	11000	210	4410	49999	13.99
78038992	10/17/2018	A00200508	P. G. & E.	I0055608	10/18/18	12560	223	5830	09565	496.00
78038993	10/17/2018	A00200508	P. G. & E.	I0055671	100118	11000	431	5830	65700	29,349.84
						39000	314	5830	64991	0.01
						33428	310	5830	69200	0.01
						33588	310	5830	69200	0.01
78038994	10/17/2018	A00200536	Praxair Distribution, Inc.	I0055578	85199252	11000	205	4311	12042	498.99
78038995	10/17/2018	A00231833	Ray A. Morgan Company Inc.	I0055630	2241014	11000	203	5641	61200	195.95
						11000	431	5641	65100	149.76
						11000	113	5641	67801	149.76
				I0055637	2241013	11000	202	5641	60100	258.98
78038996	10/17/2018	A00281062	Rittenhouse Book Distributer	I0055603	5417961	31000	423	4110	69100	351.30
78038997	10/17/2018	A00202968	San Joaquin Chemicals, Inc.	I0055626	125123	11000	431	5641	65100	1,175.00
78038998	10/17/2018	A00200393	Sparkletts	I0055580	09/20/18	11000	205	5641	12042	135.29
78038999	10/17/2018	A00200393	Sparkletts	I0055596	09-20-18	11000	301	5810	64500	227.95
78039000	10/17/2018	A00200393	Sparkletts	I0055611	091418	12560	223	4310	09565	55.60
78039001	10/17/2018	A00200396	Spurr	I0055673	93769	11000	431	5820	65700	321.43
						35827	357	5820	69700	133.02
						33428	310	5820	69200	139.83
78039002	10/17/2018	A00287260	Stinson Stationers Inc.	I0055625	817322-0	11000	421	4318	67704	4,588.27

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78039003	10/17/2018	A00200400Stinson's	I0055592	PJX5780	11000	202	4318	60100	47.19
					11000	202	4318	60100	108.33
					11000	210	4318	21056	155.89
			I0055631	817985-0	11000	210	4318	20014	75.37
					11000	210	4318	20014	156.71
			I0055650	817701-1	11000	209	4318	04011	80.37
					11000	353	4318	64600	124.16
					11000	353	4318	64600	180.78
			I0055651	818155-0	11000	209	4318	04011	57.60
					11000	113	4318	67801	91.76
78039004	10/17/2018	A00299324Strobel, Jennifer	I0055657	092118	11000	358	5710	62100	202.53
78039005	10/17/2018	A00200417Sysco Food Service of Ventur	I0055660	17963258	33429	310	4410	69200	1,808.67
78039006	10/17/2018	A00200421Tacony Corporation	I0055620	575227	11000	431	4312	65300	250.36
78039007	10/17/2018	A00200425Taft College	I0055599	092418	31000	423	7130	69100	390.00
78039008	10/17/2018	A00200862Taft College Bookstore	I0055583	8011	12551	353	4310	64600	74.54
78039009	10/17/2018	A00200862Taft College Bookstore	I0055586	9722	12551	353	4310	64600	247.95
78039010	10/17/2018	A00200862Taft College Bookstore	I0055598	9735	11000	207	4110	08351	19.81
78039011	10/17/2018	A00200862Taft College Bookstore	I0055602	6401	11000	207	4110	05062	99.56
					11000	208	4110	10023	89.41
					11000	208	4110	49308	33.71
					11000	207	5940	49999	13.43
					11000	207	4110	49999	66.42
					11000	209	5940	49999	13.43
					11000	210	4110	49999	184.09
					11000	208	4110	10023	166.56
78039012	10/17/2018	A00200862Taft College Bookstore	I0055624	7149	11000	431	4310	65100	22.49
78039013	10/17/2018	A00200862Taft College Bookstore	I0055634	1041	12551	353	4310	64600	26.80
78039014	10/17/2018	A00200862Taft College Bookstore	I0055645	9986	39000	314	4310	64991	321.75
78039015	10/17/2018	A00200426Taft College Cafeteria	I0055594	100419	32000	422	4410	69400	49.95
78039016	10/17/2018	A00200832Taft College Foundation	I0055617	100118	11000	000	9161	00000	600.00
78039017	10/17/2018	A00200284U.S. Foods	I0055661	5672566	33429	310	4410	69200	1,558.43
78039018	10/17/2018	A00200327US Air Conditioning	I0055582	3220622	11000	431	4312	65100	111.80
					11000	431	5940	65100	10.00
78039019	10/17/2018	A00303165Van Dermyden Maddox Law Corp	I0055649	9790	11000	110	5430	66003	21,598.76
78039020	10/17/2018	A00200338Verizon Wireless	I0055628	98153660	11000	431	5840	65100	397.07
78039021	10/17/2018	A00200338Verizon Wireless	I0055632	98135029	11000	113	5840	67801	38.01
					12551	353	6415	64600	38.01
78039022	10/17/2018	A00200338Verizon Wireless	I0055633	98135029	12603	125	4310	68900	114.03
78039023	10/17/2018	A00202272VWR International	I0055597	80838083	11000	209	4311	04011	161.15
78039024	10/17/2018	A00200348Ware, Thomas B.	I0055638	100518	11000	202	4310	60100	45.02
			I0055640	091218	11000	202	5940	60100	72.32
78039025	10/17/2018	A00271491Watkins, Sherrie D.	I0055667	NOV 18	39000	314	5610	64991	1,310.00
78039026	10/17/2018	A00200352Waxie Sanitary Supply	I0055619	77750634	11000	431	4310	65300	282.11
78039027	10/17/2018	A00275443WestAir Gases & Equipment In	I0055607	80216957	12560	223	4311	09565	421.40
78039028	10/17/2018	A00073955White, Brian L.	I0055664	NOV 18	39000	314	5610	64991	1,400.00
78039029	10/17/2018	A00286901WinCraft, Incorporated	I0055604	16974800	31000	423	4310	69100	396.90
					31000	423	5940	69100	24.06
78039030	10/17/2018	A00200388Zee Medical Service Co.	I0055668	34-20562	12477	203	4310	61200	83.82
78039031	10/18/2018	A00251592Acosta, Glenda A.	S0046092		11000		9526		125.00
78039032	10/18/2018	A00297661Aguinaldo, Jacob C.	S0046093		11000		9526		125.00
78039033	10/18/2018	A00295983Ahmad, Asia	S0046094		11000		9526		627.00



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78039034	10/18/2018	A00276378Aldaco, Celina	S0046095	11000	9526	1,485.00
78039035	10/18/2018	A00281564Alderete, Savannah R.	S0046096	11000	9526	836.00
78039036	10/18/2018	A00288119Alfaro, Susana L.	S0046097	11000	9526	1,610.00
78039037	10/18/2018	A00294530Alldredge, Rachel N.	S0046098	11000	9526	836.00
78039038	10/18/2018	A00287357Allen, Kaleb L.	S0046099	11000	9526	125.00
78039039	10/18/2018	A00265338Almaguer, Ivette	S0046100	11000	9526	418.00
78039040	10/18/2018	A00298130Almora, Leslie J.	S0046101	11000	9526	1,485.00
78039041	10/18/2018	A00287126Alonzo, Nicole A.	S0046102	11000	9526	1,321.00
78039042	10/18/2018	A00298449Alvarez, Adriana G.	S0046103	11000	9526	1,485.00
78039043	10/18/2018	A00242720Alvarez, Joanna	S0046104	11000	9526	418.00
78039044	10/18/2018	A00279208Alvarez, Veronica	S0046105	11000	9526	2,961.00
78039045	10/18/2018	A00286760Andersen, Cade C.	S0046106	11000	9526	125.00
78039046	10/18/2018	A00291898Anderson, Breanna A.	S0046107	11000	9526	1,485.00
78039047	10/18/2018	A00297592Andrade, Jose M.	S0046108	11000	9526	1,485.00
78039048	10/18/2018	A00260486Aquino, Courtney R.	S0046109	11000	9526	2,836.00
78039049	10/18/2018	A00203735Aragon, Rocio	S0046110	11000	9526	418.00
78039050	10/18/2018	A00297445Aragon, Teresa	S0046111	11000	9526	1,485.00
78039051	10/18/2018	A00300658Arinaga, Gisselle	S0046112	11000	9526	627.00
78039052	10/18/2018	A00291610Bahder, Laura L.	S0046113	11000	9526	1,485.00
78039053	10/18/2018	A00287369Balbuena, Kimberly E.	S0046114	11000	9526	1,485.00
78039054	10/18/2018	A00282936Barboza, Fernando	S0046115	11000	9526	1,485.00
78039055	10/18/2018	A00279367Barretto, Paul X.	S0046116	11000	9526	125.00
78039056	10/18/2018	A00290451Barton, Hunter G.	S0046117	11000	9526	627.00
78039057	10/18/2018	A00297585Bermejo Ambriz, Michel	S0046118	11000	9526	627.00
78039058	10/18/2018	A00283158Bermudez, Israel M.	S0046119	11000	9526	1,485.00
78039059	10/18/2018	A00294429Berry, Megan A.	S0046120	11000	9526	2,836.00
78039060	10/18/2018	A00302439Bhakta, Rutic S.	S0046121	11000	9526	1,485.00
78039061	10/18/2018	A00279988Bidwell, Jennifer L.	S0046122	11000	9526	125.00
78039062	10/18/2018	A00289702Biggs, Alexandria D.	S0046123	11000	9526	723.00
78039063	10/18/2018	A00289750Blanton, Debrah C.	S0045998	11000	9526	2,836.00
78039064	10/18/2018	A00202116Blass, Andres	S0045999	11000	9526	1,485.00
78039065	10/18/2018	A00241485Boesen, Kristie L.	S0046000	11000	9526	2,672.00
78039066	10/18/2018	A00287618Boggan-Knutsen, Charlotte L.	S0046001	11000	9526	1,610.00
78039067	10/18/2018	A00289554Bojorquez, Victoria D.	S0046002	11000	9526	2,836.00
78039068	10/18/2018	A00294928Bonilla Linares, Aiden A.	S0046003	11000	9526	2,836.00
78039069	10/18/2018	A00297028Borja, Martha D.	S0046004	11000	9526	1,485.00
78039070	10/18/2018	A00289270Borquez, Krystal M.	S0046005	11000	9526	627.00
78039071	10/18/2018	A00281792Borrecco, Madison R.	S0046006	11000	9526	1,485.00
78039072	10/18/2018	A00301095Bourelle, Brock P.	S0046007	11000	9526	125.00
78039073	10/18/2018	A00282208Bradley, Alexis N.	S0046008	11000	9526	627.00
78039074	10/18/2018	A00254748Bradley, Regina G.	S0046009	11000	9526	1,485.00
78039075	10/18/2018	A00297679Bravo, Kort E.	S0046010	11000	9526	252.00
78039076	10/18/2018	A00274730Bravo, Thayra M.	S0046011	11000	9526	418.00
78039077	10/18/2018	A00301260Broome, Aymee O.	S0046012	11000	9526	2,836.00
78039078	10/18/2018	A00269706Brown, Chase R.	S0046013	11000	9526	1,485.00
78039079	10/18/2018	A00279359Brush, Pantera L.	S0046014	11000	9526	2,836.00
78039080	10/18/2018	A00280868Brush, Zachary J.	S0046015	11000	9526	1,485.00
78039081	10/18/2018	A00287959Buenrostro, Michele R.	S0046016	11000	9526	1,485.00
78039082	10/18/2018	A00085578Burkhart, Annemarie	S0046017	11000	9526	1,485.00
78039083	10/18/2018	A00243315Bustamante, Laura	S0046018	11000	9526	418.00
78039084	10/18/2018	A00297069Caballero, Eric	S0046019	11000	9526	1,485.00

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78039085	10/18/2018	A00287620	Caballero, Jasmine J.	S0046020	11000	9526	2,961.00
78039086	10/18/2018	A00037839	Callaway, Delyn	S0046021	11000	9526	627.00
78039087	10/18/2018	A00281356	Camarillo, Gabriela A.	S0046022	11000	9526	125.00
78039088	10/18/2018	A00283190	Campeau, Anthony J.	S0046023	11000	9526	1,485.00
78039089	10/18/2018	A00297584	Campos, Eberardo	S0046024	11000	9526	1,032.31
78039090	10/18/2018	A00287219	Campos, Estrella D.	S0046025	11000	9526	1,485.00
78039091	10/18/2018	A00292932	Carcha, Ashley K.	S0046026	11000	9526	1,610.00
78039092	10/18/2018	A00292725	Caro, Jonathan	S0046027	11000	9526	1,485.00
78039093	10/18/2018	A00291400	Carrillo, Cassandra	S0046028	11000	9526	627.00
78039094	10/18/2018	A00296474	Cartagena, Josue	S0046029	11000	9526	125.00
78039095	10/18/2018	A00282301	Cash, Kaytynn L.	S0046030	11000	9526	125.00
78039096	10/18/2018	A00289326	Castaneda, Anthony J.	S0046031	11000	9526	1,485.00
78039097	10/18/2018	A00280827	Castaneda, Jose C.	S0046032	11000	9526	627.00
78039098	10/18/2018	A00298454	Castillo, Ashlie Marie	S0046033	11000	9526	627.00
78039099	10/18/2018	A00291278	Castillo, Miguel	S0046034	11000	9526	2,836.00
78039100	10/18/2018	A00283352	Castillo, Veronica	S0046035	11000	9526	418.00
78039101	10/18/2018	A00297072	Castillo Martinez, Irais	S0046036	11000	9526	1,485.00
78039102	10/18/2018	A00275771	Casumpang, Vincent D.	S0046037	11000	9526	125.00
78039103	10/18/2018	A00286757	Cathey, Ian Z.	S0046038	11000	9526	418.00
78039104	10/18/2018	A00281175	Cazares, Estevan	S0046039	11000	9526	2,836.00
78039105	10/18/2018	A00276952	Cazares, Jordy	S0046040	11000	9526	4.78
78039106	10/18/2018	A00297193	Cazas Flores, Jose J.	S0046041	11000	9526	1,485.00
78039107	10/18/2018	A00294913	Cerda, Silverio	S0046042	11000	9526	1,485.00
78039108	10/18/2018	A00231062	Cervantes, Brenda M.	S0046043	11000	9526	627.00
78039109	10/18/2018	A00289392	Cervantes, Gilbert	S0046044	11000	9526	1,575.00
78039110	10/18/2018	A00286766	Chavez, Garrison C.	S0046045	11000	9526	125.00
78039111	10/18/2018	A00287179	Chavez Alvarez, Careli	S0046046	11000	9526	125.00
78039112	10/18/2018	A00266401	Chirinos, Dolores J.	S0046047	11000	9526	125.00
78039113	10/18/2018	A00282280	Cisneros, Alondra	S0046048	11000	9526	2,836.00
78039114	10/18/2018	A00295936	Clinton, Taylor N.	S0046049	11000	9526	1,485.00
78039115	10/18/2018	A00205787	Colston, Betty J.	S0046050	11000	9526	1,610.00
78039116	10/18/2018	A00299087	Contreras, Jestine	S0046051	11000	9526	1,485.00
78039117	10/18/2018	A00288422	Contreras, Miranda D.	S0046052	11000	9526	125.00
78039118	10/18/2018	A00279220	Cordero Obeso, Iris C.	S0046053	11000	9526	2,836.00
78039119	10/18/2018	A00280490	Cordier, Haylee M.	S0046054	11000	9526	418.00
78039120	10/18/2018	A00291984	Cornejo, Damian J.	S0046055	11000	9526	1,485.00
78039121	10/18/2018	A00302458	Cosby, Chloe N.	S0046056	11000	9526	418.00
78039122	10/18/2018	A00297960	Cruz, Aileen G.	S0046057	11000	9526	1,705.00
78039123	10/18/2018	A00287395	Cruz, Hazel Y.	S0046058	11000	9526	1,686.82
78039124	10/18/2018	A00272614	Cruz, Heather I.	S0046059	11000	9526	1,610.00
78039125	10/18/2018	A00286363	Cuatianquiz Tlachi, Mirelly	S0046060	11000	9526	1,485.00
78039126	10/18/2018	A00242674	Culbertson, Chelsey D.	S0046061	11000	9526	2,672.00
78039127	10/18/2018	A00281169	Cummings, Kaylee R.	S0045934	11000	9526	1,610.00
78039128	10/18/2018	A00296543	Dalby, Leland T.	S0045935	11000	9526	138.00
78039129	10/18/2018	A00283258	Day, Kaleigh M.	S0045936	11000	9526	125.00
78039130	10/18/2018	A00099536	De Revere, Brooke L.	S0045937	11000	9526	418.00
78039131	10/18/2018	A00274186	DeCambra, Monique K.	S0045938	11000	9526	627.00
78039132	10/18/2018	A00286979	DeNike, Avery E.	S0045939	11000	9526	418.00
78039133	10/18/2018	A00281025	Devine, Delya J.	S0045940	11000	9526	1,485.00
78039134	10/18/2018	A00281110	Diaz, Adrian	S0045941	11000	9526	1,485.00
78039135	10/18/2018	A00292989	Diaz, Ayla B.	S0045942	11000	9526	125.00

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78039136	10/18/2018	A00302399Diaz, Ednize	S0045943	11000	9526	418.00
78039137	10/18/2018	A00225732Diaz, Maria L.	S0045944	11000	9526	1,485.00
78039138	10/18/2018	A00274885Diaz, Sandy V.	S0045945	11000	9526	627.00
78039139	10/18/2018	A00288045Diaz Hernandez, Victor D.	S0045946	11000	9526	125.00
78039140	10/18/2018	A00287572Diaz Orozco, Esmeralda	S0045947	11000	9526	1,485.00
78039141	10/18/2018	A00292848Doepel, Alexis D.	S0045948	11000	9526	125.00
78039142	10/18/2018	A00295000Dominguez, Ana L.	S0045949	11000	9526	125.00
78039143	10/18/2018	A00287667Dominguez, Ariadna G.	S0045950	11000	9526	1,485.00
78039144	10/18/2018	A00297480Dominguez Romo, Anthony A.	S0045951	11000	9526	1,485.00
78039145	10/18/2018	A00288706Duenas, Alma J.	S0045952	11000	9526	627.00
78039146	10/18/2018	A00290331Dunham, Emily S.	S0045953	11000	9526	1,485.00
78039147	10/18/2018	A00291392Dunlap, Kaileigh L.	S0045954	11000	9526	1,485.00
78039148	10/18/2018	A00294540Dupree, Chantelle D.	S0045955	11000	9526	1,610.00
78039149	10/18/2018	A00279225Elizalde, Gustavo	S0045956	11000	9526	1,485.00
78039150	10/18/2018	A00301020Enos, Camrynn J.	S0045957	11000	9526	184.00
78039151	10/18/2018	A00043781Escobedo, Brittny L.	S0045958	11000	9526	418.00
78039152	10/18/2018	A00288046Espinoza Vargas, Ashley	S0045959	11000	9526	1,485.00
78039153	10/18/2018	A00286578Estrada, Idalia A.	S0045960	11000	9526	2,961.00
78039154	10/18/2018	A00286579Estrada, Itzel A.	S0045961	11000	9526	2,836.00
78039155	10/18/2018	A00292153Evangelista, Helen Y.	S0045962	11000	9526	125.00
78039156	10/18/2018	A00257977Evertse, Angela D.	S0045963	11000	9526	1,610.00
78039157	10/18/2018	A00289120Evertse, Erin J.	S0045964	11000	9526	1,610.00
78039158	10/18/2018	A00281155Fain, Jennifer R.	S0045965	11000	9526	125.00
78039159	10/18/2018	A00232374Farias, Aundrann P.	S0045966	11000	9526	1,321.00
78039160	10/18/2018	A00284601Faulkner, Kanisha A.	S0045967	11000	9526	125.00
78039161	10/18/2018	A00289347Figueroa, Kassandra	S0045968	11000	9526	627.00
78039162	10/18/2018	A00297163Findley, Savannah D.	S0045969	11000	9526	125.00
78039163	10/18/2018	A00230427Flores, Daniel R.	S0045970	11000	9526	1,485.00
78039164	10/18/2018	A00279271Flores, Ilse N.	S0045971	11000	9526	1,485.00
78039165	10/18/2018	A00227652Flores, Rigoberto	S0045972	11000	9526	418.00
78039166	10/18/2018	A00286862Floyd, Ryanna F.	S0045973	11000	9526	2,961.00
78039167	10/18/2018	A00265983Flud, Suezett R.	S0045974	11000	9526	1,196.00
78039168	10/18/2018	A00293034Foster, Brittany A.	S0045975	11000	9526	125.00
78039169	10/18/2018	A00210981Franco, Ariel L.	S0045976	11000	9526	2,836.00
78039170	10/18/2018	A00266899Freeland, Kyleigh R.	S0045977	11000	9526	2,836.00
78039171	10/18/2018	A00289315Frias Garcia, Jennifer F.	S0045978	11000	9526	2,836.00
78039172	10/18/2018	A00265394Frick, Melissa M.	S0045979	11000	9526	418.00
78039173	10/18/2018	A00287737Fuentes, Juan	S0045980	11000	9526	1,485.00
78039174	10/18/2018	A00296587Funes, Kayla S.	S0045981	11000	9526	2,836.00
78039175	10/18/2018	A00050916Gable, James C.	S0045982	11000	9526	125.00
78039176	10/18/2018	A00297078Galindo, India	S0045983	11000	9526	30.00
78039177	10/18/2018	A00292890Galvan, Jonathon M.	S0045984	11000	9526	627.00
78039178	10/18/2018	A00276567Gamino, Alicia	S0045985	11000	9526	125.00
78039179	10/18/2018	A00293627Gamino, Yolanda	S0045986	11000	9526	125.00
78039180	10/18/2018	A00296806Gandara, Uriel	S0045987	11000	9526	1,571.28
78039181	10/18/2018	A00285849Garcia, Alanah M.	S0045988	11000	9526	1,610.00
78039182	10/18/2018	A00289622Garcia, Carlos F.	S0045989	11000	9526	2,836.00
78039183	10/18/2018	A00287695Garcia, Cristian	S0045990	11000	9526	125.00
78039184	10/18/2018	A00287197Garcia, Devanee M.	S0045991	11000	9526	1,610.00
78039185	10/18/2018	A00291534Garcia, Elsy M.	S0045992	11000	9526	410.00
78039186	10/18/2018	A00288705Garcia, Esmeralda R.	S0045993	11000	9526	1,485.00

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78039187	10/18/2018	A00287187Garcia, Felix M.	S0045994	11000	9526	1,485.00
78039188	10/18/2018	A00247434Garcia, Ilyne	S0045995	11000	9526	1,610.00
78039189	10/18/2018	A00291973Garcia, Janae A.	S0045996	11000	9526	1,196.00
78039190	10/18/2018	A00267297Garcia, Karina	S0045997	11000	9526	2,672.00
78039191	10/18/2018	A00260196Garcia, Reyna	S0045870	11000	9526	418.00
78039192	10/18/2018	A00279284Garcia, Saul E.	S0045871	11000	9526	125.00
78039193	10/18/2018	A00281065Garcia Ambriz, Isabel	S0045872	11000	9526	418.00
78039194	10/18/2018	A00289516Garcia Cervantes, Guadalupe	S0045873	11000	9526	627.00
78039195	10/18/2018	A00287886Garcia Cervantes, Maria I.	S0045874	11000	9526	627.00
78039196	10/18/2018	A00286380Gary, Leeanna G.	S0045875	11000	9526	1,485.00
78039197	10/18/2018	A00078087Garza, Jose T.	S0045876	11000	9526	125.00
78039198	10/18/2018	A00261831Garza, Nancy K.	S0045877	11000	9526	125.00
78039199	10/18/2018	A00287216Garza, Sabrina A.	S0045878	11000	9526	2,836.00
78039200	10/18/2018	A00290748Gasga, Diana P.	S0045879	11000	9526	1,610.00
78039201	10/18/2018	A00288924Gavino, Cecilia	S0045880	11000	9526	125.00
78039202	10/18/2018	A00282207Gee, Nicole L.	S0045881	11000	9526	1,485.00
78039203	10/18/2018	A00108969Gentry, Lourdes A.	S0045882	11000	9526	1,485.00
78039204	10/18/2018	A00295963Gill, Harjot S.	S0045883	11000	9526	1,610.00
78039205	10/18/2018	A00296461Godinez, Leticia B.	S0045884	11000	9526	125.00
78039206	10/18/2018	A00259631Gomez, Noemi E.	S0045885	11000	9526	627.00
78039207	10/18/2018	A00297083Gomez Salcedo, Isidoro	S0045886	11000	9526	2,836.00
78039208	10/18/2018	A00297841Gonzales, Janae M.	S0045887	11000	9526	125.00
78039209	10/18/2018	A00251565Gonzales, Jessica P.	S0045888	11000	9526	2,836.00
78039210	10/18/2018	A00295560Gonzales, Laura A.	S0045889	11000	9526	125.00
78039211	10/18/2018	A00288904Gonzalez, James E.	S0045890	11000	9526	368.00
78039212	10/18/2018	A00261897Gonzalez, Miguel A.	S0045891	11000	9526	1,610.00
78039213	10/18/2018	A00284063Gonzalez, Natalie R.	S0045892	11000	9526	627.00
78039214	10/18/2018	A00267102Gonzalez, Oladis I.	S0045893	11000	9526	1,485.00
78039215	10/18/2018	A00086751Gonzalez, Rebecca	S0045894	11000	9526	1,610.00
78039216	10/18/2018	A00281172Gonzalez, Rosa E.	S0045895	11000	9526	1,485.00
78039217	10/18/2018	A00279338Gonzalez Gonzalez, Griseyda	S0045896	11000	9526	1,485.00
78039218	10/18/2018	A00297344Gonzalez Mercado, Saul	S0045897	11000	9526	1,485.00
78039219	10/18/2018	A00279309Gordon, Kaitlyn B.	S0045898	11000	9526	2,836.00
78039220	10/18/2018	A00297414Gregory, Katelynn A.	S0045899	11000	9526	1,485.00
78039221	10/18/2018	A00288679Guandique, Aime M.	S0045900	11000	9526	1,610.00
78039222	10/18/2018	A00289496Guendulain, Christopher	S0045901	11000	9526	1,485.00
78039223	10/18/2018	A00287868Gueta, Lesly X.	S0045902	11000	9526	1,485.00
78039224	10/18/2018	A00295200Guillen, Kaylee B.	S0045903	11000	9526	125.00
78039225	10/18/2018	A00276208Guillen, Teresa	S0045904	11000	9526	627.00
78039226	10/18/2018	A00294581Guitron, Daniel	S0045905	11000	9526	1,485.00
78039227	10/18/2018	A00279277Guitron, Flavia N.	S0045906	11000	9526	125.00
78039228	10/18/2018	A00281602Gunter, Holly D.	S0045907	11000	9526	125.00
78039229	10/18/2018	A00267785Gutierrez, Jonathon A.	S0045908	11000	9526	125.00
78039230	10/18/2018	A00287235Gutierrez, Miguel A.	S0045909	11000	9526	125.00
78039231	10/18/2018	A00289498Gutierrez, Rosalinda	S0045910	11000	9526	2,836.00
78039232	10/18/2018	A00281840Guzman, Jennifer	S0045911	11000	9526	125.00
78039233	10/18/2018	A00287699Guzman, Lucia D.	S0045912	11000	9526	1,610.00
78039234	10/18/2018	A00279363Hamilton, Reece N.	S0045913	11000	9526	125.00
78039235	10/18/2018	A00208345Hargreaves, Raymond	S0045914	11000	9526	274.00
78039236	10/18/2018	A00302055Harris, Shelby R.	S0045915	11000	9526	627.00
78039237	10/18/2018	A00279326Heath, Chyanne M.	S0045916	11000	9526	627.00

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78039238	10/18/2018	A00287890	Heraldez Lopez, Guadalupe Z.	S0045917	11000	9526	2,961.00
78039239	10/18/2018	A00282389	Heredia Tavira, Dariana S.	S0045918	11000	9526	125.00
78039240	10/18/2018	A00291551	Hernandez, Christine A.	S0045919	11000	9526	1,196.00
78039241	10/18/2018	A00296586	Hernandez, Elvis O.	S0045920	11000	9526	627.00
78039242	10/18/2018	A00271120	Hernandez, Eunice	S0045921	11000	9526	418.00
78039243	10/18/2018	A00296916	Hernandez, Gladys	S0045922	11000	9526	418.00
78039244	10/18/2018	A00286551	Hernandez, Janet	S0045923	11000	9526	1,485.00
78039245	10/18/2018	A00300463	Hernandez, Katia A.	S0045924	11000	9526	1,485.00
78039246	10/18/2018	A00267401	Hernandez, Stephanie	S0045925	11000	9526	1,610.00
78039247	10/18/2018	A00300220	Herrera, Dorah S.	S0045926	11000	9526	125.00
78039248	10/18/2018	A00058399	Herstad, Michele R.	S0045927	11000	9526	1,196.00
78039249	10/18/2018	A00278973	Hopkins, Sheena M.	S0045928	11000	9526	274.00
78039250	10/18/2018	A00290727	Huizar, Elizabeth	S0045929	11000	9526	1,485.00
78039251	10/18/2018	A00289321	Iniguez, Tiana M.	S0045930	11000	9526	1,485.00
78039252	10/18/2018	A00251826	Iotamo, Deleila S.	S0045931	11000	9526	418.00
78039253	10/18/2018	A00288875	Irey, Kaleigh E.	S0045932	11000	9526	125.00
78039254	10/18/2018	A00246655	Jackson, Niesha N.	S0045933	11000	9526	1,485.00
78039255	10/18/2018	A00289167	Jacobs, Adam C.	S0045806	11000	9526	1,485.00
78039256	10/18/2018	A00276242	Jacobson, Shelby C.	S0045807	11000	9526	125.00
78039257	10/18/2018	A00281132	Jarrar, Ferris I.	S0045808	11000	9526	125.00
78039258	10/18/2018	A00292369	Jarrar, Ryan I.	S0045809	11000	9526	2,961.00
78039259	10/18/2018	A00289488	Jasso, David	S0045810	11000	9526	418.00
78039260	10/18/2018	A00288993	Jimenez, Leslie	S0045811	11000	9526	1,545.00
78039261	10/18/2018	A00279376	Johnston, Austin C.	S0045812	11000	9526	1,485.00
78039262	10/18/2018	A00297740	Johnston, Megan L.	S0045813	11000	9526	125.00
78039263	10/18/2018	A00297093	Jones, Nathan H.	S0045814	11000	9526	125.00
78039264	10/18/2018	A00284659	Kahey, Tashara D.	S0045815	11000	9526	125.00
78039265	10/18/2018	A00290092	Kirby, Makayla L.	S0045816	11000	9526	2,836.00
78039266	10/18/2018	A00288770	Knudsen, Annika I.	S0045817	11000	9526	125.00
78039267	10/18/2018	A00295935	Lahargoue, Baylee N.	S0045818	11000	9526	125.00
78039268	10/18/2018	A00281904	Landeros, Anthony M.	S0045819	11000	9526	1,485.00
78039269	10/18/2018	A00261482	Lara, Carina	S0045820	11000	9526	1,485.00
78039270	10/18/2018	A00287810	Larsen, Jasmine L.	S0045821	11000	9526	1,485.00
78039271	10/18/2018	A00289339	Lazo, Marcos A.	S0045822	11000	9526	418.00
78039272	10/18/2018	A00289331	Lemus, Yailene A.	S0045823	11000	9526	1,700.00
78039273	10/18/2018	A00283140	Leon Garcia, Limairie J.	S0045824	11000	9526	125.00
78039274	10/18/2018	A00295223	Levin, Daniel W.	S0045825	11000	9526	125.00
78039275	10/18/2018	A00288643	Lewis, Chiloe R.	S0045826	11000	9526	2,836.00
78039276	10/18/2018	A00274205	Lewis, Ethan L.	S0045827	11000	9526	125.00
78039277	10/18/2018	A00280627	Llamas, Alyssa C.	S0045828	11000	9526	1,196.00
78039278	10/18/2018	A00289625	Loera, Noemi J.	S0045829	11000	9526	1,485.00
78039279	10/18/2018	A00292978	Long, Brittany K.	S0045830	11000	9526	125.00
78039280	10/18/2018	A00288989	Lopez, Cristian A.	S0045831	11000	9526	1,485.00
78039281	10/18/2018	A00297614	Lopez, Gabriel A.	S0045832	11000	9526	2,836.00
78039282	10/18/2018	A00289517	Lopez, Gabriela M.	S0045833	11000	9526	1,485.00
78039283	10/18/2018	A00288114	Lopez, Luis A.	S0045834	11000	9526	1,485.00
78039284	10/18/2018	A00287160	Lopez, Vanesa	S0045835	11000	9526	1,196.00
78039285	10/18/2018	A00297697	Lopez Agundez, Abigail R.	S0045836	11000	9526	1,485.00
78039286	10/18/2018	A00228623	Love, Emily D.	S0045837	11000	9526	125.00
78039287	10/18/2018	A00231843	Lowe, Breanna K.	S0045838	11000	9526	627.00
78039288	10/18/2018	A00289168	Lozano, German	S0045839	11000	9526	1,485.00

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78039289	10/18/2018	A00286904Luevano Flores, Edwin A.	S0045840	11000	9526	1,485.00
78039290	10/18/2018	A00297233Lugo, Brianna M.	S0045841	11000	9526	1,485.00
78039291	10/18/2018	A00287196Luna, Jenzarit	S0045842	11000	9526	1,485.00
78039292	10/18/2018	A00278517Luttrell, Patrick D.	S0045843	11000	9526	1,485.00
78039293	10/18/2018	A00021311Lyon, Tabetha R.	S0045844	11000	9526	627.00
78039294	10/18/2018	A00299626Magana, Haide	S0045845	11000	9526	1,325.88
78039295	10/18/2018	A00288823Magana, Hugo C.	S0045846	11000	9526	125.00
78039296	10/18/2018	A00288522Mansfield, Taylor	S0045847	11000	9526	125.00
78039297	10/18/2018	A00288707Marroquin Castro, Aide	S0045848	11000	9526	1,485.00
78039298	10/18/2018	A00291213Martel, Trevor J.	S0045849	11000	9526	125.00
78039299	10/18/2018	A00284153Martin, Danielle C.	S0045850	11000	9526	1,610.00
78039300	10/18/2018	A00302481Martin Gonzalez, Sara	S0045851	11000	9526	1,380.63
78039301	10/18/2018	A00288894Martinez, Blake M.	S0045852	11000	9526	1,485.00
78039302	10/18/2018	A00279416Martinez, Dulceli I.	S0045853	11000	9526	627.00
78039303	10/18/2018	A00255498Martinez, Isabelle	S0045854	11000	9526	125.00
78039304	10/18/2018	A00262190Martinez, Kathryn E.	S0045855	11000	9526	627.00
78039305	10/18/2018	A00228308Martinez, Miriam	S0045856	11000	9526	410.00
78039306	10/18/2018	A00292907Martinez, Nicholas A.	S0045857	11000	9526	125.00
78039307	10/18/2018	A00287708Martinez, Nicole R.	S0045858	11000	9526	418.00
78039308	10/18/2018	A00296618Matias, Andrew A.	S0045859	11000	9526	1,485.00
78039309	10/18/2018	A00292859McCauley, Andrew K.	S0045860	11000	9526	2,836.00
78039310	10/18/2018	A00282302McDonald, Jessica V.	S0045861	11000	9526	2,836.00
78039311	10/18/2018	A00266801McWilliams, Stephenie D.	S0045862	11000	9526	1,196.00
78039312	10/18/2018	A00296640Medina, Alyssa M.	S0045863	11000	9526	1,485.00
78039313	10/18/2018	A00280974Medina, Damian X.	S0045864	11000	9526	418.00
78039314	10/18/2018	A00295205Medrano, Marisol	S0045865	11000	9526	1,485.00
78039315	10/18/2018	A00280838Mendez, Fatima M.	S0045866	11000	9526	1,485.00
78039316	10/18/2018	A00276475Mendoza, Attenas	S0045867	11000	9526	627.00
78039317	10/18/2018	A00294374Mendoza, Jose L.	S0045868	11000	9526	627.00
78039318	10/18/2018	A00292171Mercado, Dania	S0045869	11000	9526	418.00
78039319	10/18/2018	A00279315Messenger, Karrigan A.	S0045742	11000	9526	1,610.00
78039320	10/18/2018	A00292997Meyers, Amanda T.	S0045743	11000	9526	125.00
78039321	10/18/2018	A00288523Meza, Maria G.	S0045744	11000	9526	1,310.00
78039322	10/18/2018	A00296649Meza, Mario A.	S0045745	11000	9526	2,460.00
78039323	10/18/2018	A00244644Miranda, Cristo	S0045746	11000	9526	1,485.00
78039324	10/18/2018	A00297637Miranda, Edgar I.	S0045747	11000	9526	2,836.00
78039325	10/18/2018	A00279327Mizener, Allison N.	S0045748	11000	9526	125.00
78039326	10/18/2018	A00291522Monterrey, Samuel	S0045749	11000	9526	125.00
78039327	10/18/2018	A00298278Montgomery, Hayley	S0045750	11000	9526	1,485.00
78039328	10/18/2018	A00283198Montoya, Irving A.	S0045751	11000	9526	1,719.00
78039329	10/18/2018	A00211551Montoya, Juana B.	S0045752	11000	9526	125.00
78039330	10/18/2018	A00286370Moon, Alison L.	S0045753	11000	9526	46.00
78039331	10/18/2018	A00284852Moon, Liliana A.	S0045754	11000	9526	125.00
78039332	10/18/2018	A00289840Mora, Andrea	S0045755	11000	9526	1,610.00
78039333	10/18/2018	A00261311Mora, Angelica	S0045756	11000	9526	2,547.00
78039334	10/18/2018	A00061853Mora, Robert	S0045757	11000	9526	125.00
78039335	10/18/2018	A00274523Morales, Jocelyn	S0045758	11000	9526	2,836.00
78039336	10/18/2018	A00289875Moran, Gabriela E.	S0045759	11000	9526	1,610.00
78039337	10/18/2018	A00303161Moraza Perez, Stephanie	S0045760	11000	9526	418.00
78039338	10/18/2018	A00285841Moreno, Crystal R.	S0045761	11000	9526	627.00
78039339	10/18/2018	A00247373Moreno, Patricia G.	S0045762	11000	9526	418.00

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78039340	10/18/2018	A00279249	Moron, Ernesto	S0045763	11000	9526	2,836.00
78039341	10/18/2018	A00295074	Morris, Breana J.	S0045764	11000	9526	139.08
78039342	10/18/2018	A00201236	Morris, Ethan	S0045765	11000	9526	1,485.00
78039343	10/18/2018	A00290824	Moseley, Jessica D.	S0045766	11000	9526	2,836.00
78039344	10/18/2018	A00254789	Mullins, Jessica L.	S0045767	11000	9526	2,672.00
78039345	10/18/2018	A00287144	Muro, Leilani M.	S0045768	11000	9526	2,961.00
78039346	10/18/2018	A00298642	Murphy, Joseph	S0045769	11000	9526	1,485.00
78039347	10/18/2018	A00288920	Navarro, Karla S.	S0045770	11000	9526	2,836.00
78039348	10/18/2018	A00201620	Navarro, Kristine I.	S0045771	11000	9526	1,485.00
78039349	10/18/2018	A00290333	Navarro, Valerie	S0045772	11000	9526	1,610.00
78039350	10/18/2018	A00294879	Newland, Brandi M.	S0045773	11000	9526	2,836.00
78039351	10/18/2018	A00280902	Newsome, Aasia E.	S0045774	11000	9526	418.00
78039352	10/18/2018	A00266933	Nguyen, Kellynhi K.	S0045775	11000	9526	2,836.00
78039353	10/18/2018	A00296578	Noble, Christopher D.	S0045776	11000	9526	927.00
78039354	10/18/2018	A00294524	Noordeen, Raziya	S0045777	11000	9526	125.00
78039355	10/18/2018	A00267149	Null, Whisper-Lynn D.	S0045778	11000	9526	1,485.00
78039356	10/18/2018	A00259525	Ocampo, Ricci L.	S0045779	11000	9526	1,610.00
78039357	10/18/2018	A00283054	Ochoa, Mayra	S0045780	11000	9526	1,196.00
78039358	10/18/2018	A00281812	Odle, James F.	S0045781	11000	9526	125.00
78039359	10/18/2018	A00282303	Ojeda Yesca, Delfina	S0045782	11000	9526	1,485.00
78039360	10/18/2018	A00289070	Olayo, Marisol	S0045783	11000	9526	1,485.00
78039361	10/18/2018	A00297854	Olivas, Emilio	S0045784	11000	9526	1,485.00
78039362	10/18/2018	A00286289	Olivas, Madison R.	S0045785	11000	9526	125.00
78039363	10/18/2018	A00287821	Olivas, Yensy A.	S0045786	11000	9526	1,485.00
78039364	10/18/2018	A00282284	Oliver, Emily R.	S0045787	11000	9526	125.00
78039365	10/18/2018	A00298479	Orellana, Andres	S0045788	11000	9526	1,482.03
78039366	10/18/2018	A00289816	Orellana, Leonardo	S0045789	11000	9526	1,700.00
78039367	10/18/2018	A00297477	Oropeza, Samantha	S0045790	11000	9526	1,485.00
78039368	10/18/2018	A00276179	Orsburn, Dakota S.	S0045791	11000	9526	2,836.00
78039369	10/18/2018	A00287465	Ortega-Rivera, Jasmin	S0045792	11000	9526	125.00
78039370	10/18/2018	A00289668	Ortiz, John D.	S0045793	11000	9526	125.00
78039371	10/18/2018	A00291238	Osorio, Alexis	S0045794	11000	9526	1,607.83
78039372	10/18/2018	A00269517	Ou, Julie	S0045795	11000	9526	1,321.00
78039373	10/18/2018	A00281164	P.-Navarrete, Zeltzin N.	S0045796	11000	9526	627.00
78039374	10/18/2018	A00297357	Pablo, Vanessa	S0045797	11000	9526	1,610.00
78039375	10/18/2018	A00282386	Pacheco, Caitlin D.	S0045798	11000	9526	627.00
78039376	10/18/2018	A00237256	Padron, Celina M.	S0045799	11000	9526	627.00
78039377	10/18/2018	A00289895	Pagoria, Luciano Aaron W.	S0045800	11000	9526	1,944.00
78039378	10/18/2018	A00297878	Pantoja-Andrade, Viviana	S0045801	11000	9526	1,357.51
78039379	10/18/2018	A00291717	Pappas, Cassandra J.	S0045802	11000	9526	1,610.00
78039380	10/18/2018	A00296940	Pardon, Tylia D.	S0045803	11000	9526	1,485.00
78039381	10/18/2018	A00273058	Patrick, Julia N.	S0045804	11000	9526	2,547.00
78039382	10/18/2018	A00288913	Pelayo, Alondra D.	S0045805	11000	9526	418.00
78039383	10/18/2018	A00288072	Pelayo Pena, Esmeralda	S0045678	11000	9526	1,485.00
78039384	10/18/2018	A00294470	Peltier, Aaron C.	S0045679	11000	9526	535.00
78039385	10/18/2018	A00295975	Pena, Maryann G.	S0045680	11000	9526	1,610.00
78039386	10/18/2018	A00286546	Perez, Alan	S0045681	11000	9526	1,453.07
78039387	10/18/2018	A00284892	Perez, Alondra G.	S0045682	11000	9526	2,836.00
78039388	10/18/2018	A00277209	Perez, Miguel F.	S0045683	11000	9526	1,485.00
78039389	10/18/2018	A00300395	Perez, Pamela S.	S0045684	11000	9526	1,485.00
78039390	10/18/2018	A00280930	Perez, Sonia	S0045685	11000	9526	418.00

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78039391	10/18/2018	A00286915Perez Martinez, Isaac	S0045686	11000	9526	125.00
78039392	10/18/2018	A00291271Phillips, Taylor A.	S0045687	11000	9526	125.00
78039393	10/18/2018	A00293155Piearcy, Mariah N.	S0045688	11000	9526	1,610.00
78039394	10/18/2018	A00282216Plascencia, Anahi	S0045689	11000	9526	418.00
78039395	10/18/2018	A00279218Ponce Mezta, Lacey F.	S0045690	11000	9526	1,485.00
78039396	10/18/2018	A00280786Porter, Debrajia L.	S0045691	11000	9526	700.00
78039397	10/18/2018	A00296872Portillo, Sonya R.	S0045692	11000	9526	2,547.00
78039398	10/18/2018	A00287823Powell, Robin L.	S0045693	11000	9526	1,485.00
78039399	10/18/2018	A00278267Powers, Bailey M.	S0045694	11000	9526	1,485.00
78039400	10/18/2018	A00292403Prado, Alina R.	S0045695	11000	9526	627.00
78039401	10/18/2018	A00285821Prado, Anastasia R.	S0045696	11000	9526	1,485.00
78039402	10/18/2018	A00283331Pratt, Keyon D.	S0045697	11000	9526	1,485.00
78039403	10/18/2018	A00295380Preciado, Ximena	S0045698	11000	9526	1,485.00
78039404	10/18/2018	A00300485Prieto Vilcapoma, Jazmina P.	S0045699	11000	9526	125.00
78039405	10/18/2018	A00281884Putnam, Gena M.	S0045700	11000	9526	1,485.00
78039406	10/18/2018	A00287827Quick, Kennedy A.	S0045701	11000	9526	2,836.00
78039407	10/18/2018	A00297466Quiroz, Adrian M.	S0045702	11000	9526	1,485.00
78039408	10/18/2018	A00295952Raines, April N.	S0045703	11000	9526	2,836.00
78039409	10/18/2018	A00287643Ramirez, Dagoberto	S0045704	11000	9526	1,610.00
78039410	10/18/2018	A00212373Ramirez, Daisy	S0045705	11000	9526	125.00
78039411	10/18/2018	A00300195Ramirez, Jesus A.	S0045706	11000	9526	1,485.00
78039412	10/18/2018	A00294960Ramirez, Montzerrat	S0045707	11000	9526	418.00
78039413	10/18/2018	A00295054Ramirez Araunjo, Briana	S0045708	11000	9526	1,485.00
78039414	10/18/2018	A00301305Ranghi, Ramanpreet K.	S0045709	11000	9526	125.00
78039415	10/18/2018	A00282988Reveles, Steven J.	S0045710	11000	9526	125.00
78039416	10/18/2018	A00297116Reyes, Susana	S0045711	11000	9526	1,485.00
78039417	10/18/2018	A00288911Reyes Bravo, Diana P.	S0045712	11000	9526	1,610.00
78039418	10/18/2018	A00281453Richards, Brianna D.	S0045713	11000	9526	627.00
78039419	10/18/2018	A00038677Rivera, Elin	S0045714	11000	9526	125.00
78039420	10/18/2018	A00288767Rivera, Estefania	S0045715	11000	9526	1,485.00
78039421	10/18/2018	A00297654Rivera Villanueva, Christian	S0045716	11000	9526	1,485.00
78039422	10/18/2018	A00288074Robles, Jacqueline	S0045717	11000	9526	1,610.00
78039423	10/18/2018	A00301913Robles, Jazmine I.	S0045718	11000	9526	2,836.00
78039424	10/18/2018	A00253229Rodgers, Jessica M.	S0045719	11000	9526	125.00
78039425	10/18/2018	A00289542Rodriguez, Caleb R.	S0045720	11000	9526	627.00
78039426	10/18/2018	A00275425Rodriguez, Genevieve M.	S0045721	11000	9526	125.00
78039427	10/18/2018	A00281000Rodriguez, Jose	S0045722	11000	9526	2,836.00
78039428	10/18/2018	A00292299Rodriguez, Sylvia F.	S0045723	11000	9526	1,196.00
78039429	10/18/2018	A00289379Rodriguez, Tiffany L.	S0045724	11000	9526	125.00
78039430	10/18/2018	A00289493Romo, Cindy	S0045725	11000	9526	1,575.00
78039431	10/18/2018	A00286374Romo Rosales, Vania M.	S0045726	11000	9526	1,485.00
78039432	10/18/2018	A00287850Roper, Brooke P.	S0045727	11000	9526	418.00
78039433	10/18/2018	A00287828Rosales, Gloria E.	S0045728	11000	9526	1,610.00
78039434	10/18/2018	A00297888Rosales, Lorena	S0045729	11000	9526	1,485.00
78039435	10/18/2018	A00297808Rosario, Marriah K.	S0045730	11000	9526	2,836.00
78039436	10/18/2018	A00281579Ross, Madelyn P.	S0045731	11000	9526	1,485.00
78039437	10/18/2018	A00292226Rubano, Ramon R.	S0045732	11000	9526	125.00
78039438	10/18/2018	A00298557Ruddell, Taneesha J.	S0045733	11000	9526	627.00
78039439	10/18/2018	A00283341Ruiz, Maria L.	S0045734	11000	9526	418.00
78039440	10/18/2018	A00294892Ruiz Lopez, Moises E.	S0045735	11000	9526	1,485.00
78039441	10/18/2018	A00276329Rundle, Zachary C.	S0045736	11000	9526	184.00



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78039442	10/18/2018	A00270919Ruvalcaba, Jose	S0045737	11000	9526	125.00
78039443	10/18/2018	A00282783Ryan, William J.	S0045738	11000	9526	125.00
78039444	10/18/2018	A00280061Sahagun, Nicole Y.	S0045739	11000	9526	1,485.00
78039445	10/18/2018	A00288937Salvatierra, Elena M.	S0045740	11000	9526	627.00
78039446	10/18/2018	A00280665Sanabria Torres, Maria A.	S0045741	11000	9526	2,836.00
78039447	10/18/2018	A00285580Sanchez, Anaruth M.	S0045671	11000	9526	125.00
78039448	10/18/2018	A00291707Sanchez, Brianna C.	S0045672	11000	9526	1,321.00
78039449	10/18/2018	A00232942Sanchez, Jesus	S0045673	11000	9526	627.00
78039450	10/18/2018	A00201203Sanchez, Ruth	S0045674	11000	9526	627.00
78039451	10/18/2018	A00295392Sanchez Vidal, Eleazer	S0045675	11000	9526	2,836.00
78039452	10/18/2018	A00294013Sandoval, Ruby C.	S0045676	11000	9526	627.00
78039453	10/18/2018	A00279368Santiago, Brenda B.	S0045677	11000	9526	2,961.00
78039454	10/18/2018	A00297364Santiago, Miguel A.	S0046124	11000	9526	853.50
78039455	10/18/2018	A00286543Santos, Jocelyne	S0046125	11000	9526	125.00
78039456	10/18/2018	A00293894Santos, Stephanie M.	S0046126	11000	9526	125.00
78039457	10/18/2018	A00265948Satouf, Alaa D.	S0046127	11000	9526	627.00
78039458	10/18/2018	A00299072Segura, Dominique	S0046128	11000	9526	627.00
78039459	10/18/2018	A00288079Segura, Julieta	S0046129	11000	9526	627.00
78039460	10/18/2018	A00279312Self, Isaac J.	S0046130	11000	9526	30.00
78039461	10/18/2018	A00294604Selleck, Michael S.	S0046131	11000	9526	125.00
78039462	10/18/2018	A00287497Serrato, Britney A.	S0046132	11000	9526	1,610.00
78039463	10/18/2018	A00287498Sheffield, Allison D.	S0046133	11000	9526	1,485.00
78039464	10/18/2018	A00281908Shepard, Leslie E.	S0046134	11000	9526	1,610.00
78039465	10/18/2018	A00298442Shores, Leonard M.	S0046135	11000	9526	1,485.00
78039466	10/18/2018	A00295208Silva, Noemi G.	S0046136	11000	9526	1,485.00
78039467	10/18/2018	A00275694Sims, Chasadee A.	S0046137	11000	9526	1,485.00
78039468	10/18/2018	A00280444Skeels, Sarah F.	S0046138	11000	9526	1,485.00
78039469	10/18/2018	A00263720Smith, Kristin L.	S0046139	11000	9526	125.00
78039470	10/18/2018	A00280673Snyder, Ashlan M.	S0046140	11000	9526	418.00
78039471	10/18/2018	A00297951Solorio, Angel	S0046141	11000	9526	125.00
78039472	10/18/2018	A00295198Sotelo, Rogelio A.	S0046142	11000	9526	627.00
78039473	10/18/2018	A00295955Soto, Paul J.	S0046143	11000	9526	1,196.00
78039474	10/18/2018	A00289796Sparling, Alexis A.	S0046144	11000	9526	125.00
78039475	10/18/2018	A00288420Stacy, Jordan D.	S0046145	11000	9526	627.00
78039476	10/18/2018	A00290447Stancliff, Macey N.	S0046146	11000	9526	1,196.00
78039477	10/18/2018	A00291289Stevens, Sarah D.	S0046147	11000	9526	961.00
78039478	10/18/2018	A00298982Stoner, Zane E.	S0046148	11000	9526	125.00
78039479	10/18/2018	A00295407Summers, Aurora R.	S0046149	11000	9526	125.00
78039480	10/18/2018	A00273062Tabares, Trisha A.	S0046150	11000	9526	1,485.00
78039481	10/18/2018	A00280588Tarango, Rosa E.	S0046151	11000	9526	1,610.00
78039482	10/18/2018	A00291416Taylor, Brienna R.	S0046152	11000	9526	125.00
78039483	10/18/2018	A00297750Taylor, Gerald D.	S0046153	11000	9526	1,485.00
78039484	10/18/2018	A00296966Taylor, Kelsie J.	S0046154	11000	9526	1,485.00
78039485	10/18/2018	A00294914Taylor, Kylie N.	S0046155	11000	9526	1,485.00
78039486	10/18/2018	A00296840Teniente, Jeanette B.	S0046156	11000	9526	1,485.00
78039487	10/18/2018	A00289791Tiger, Victoria M.	S0046157	11000	9526	125.00
78039488	10/18/2018	A00291466Tishma, Megan F.	S0046158	11000	9526	125.00
78039489	10/18/2018	A00242924Torres, Anabel	S0046159	11000	9526	410.00
78039490	10/18/2018	A00286362Torres, Enrique	S0046160	11000	9526	2,836.00
78039491	10/18/2018	A00268000Toten, Candice J.	S0046161	11000	9526	1,485.00
78039492	10/18/2018	A00256376Trujillo, Erica M.	S0046162	11000	9526	1,485.00

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78039493	10/18/2018	A00286346Tucker, Bethaney A.	S0046163	11000		9526		1,610.00	
78039494	10/18/2018	A00272407Turner, Jasmine B.	S0046164	11000		9526		125.00	
78039495	10/18/2018	A00289342Upshaw, Ashleigh P.	S0046165	11000		9526		627.00	
78039496	10/18/2018	A00283070Uribe, Brenda J.	S0046166	11000		9526		418.00	
78039497	10/18/2018	A00279219Uribe, Vanessa L.	S0046167	11000		9526		1,610.00	
78039498	10/18/2018	A00281413Valdez Herrera, Indira	S0046168	11000		9526		1,485.00	
78039499	10/18/2018	A00288860Valencia, Ericka	S0046169	11000		9526		125.00	
78039500	10/18/2018	A00284373Vallecillo, Alejandro	S0046170	11000		9526		125.00	
78039501	10/18/2018	A00301037Vargas, Daniel	S0046171	11000		9526		627.00	
78039502	10/18/2018	A00297324Vargas, Issac E.	S0046062	11000		9526		2,836.00	
78039503	10/18/2018	A00293046Vargas, Selene M.	S0046063	11000		9526		1,196.00	
78039504	10/18/2018	A00288983Vazquez, Miguel R.	S0046064	11000		9526		1,485.00	
78039505	10/18/2018	A00289504Vazquez, Selena	S0046065	11000		9526		125.00	
78039506	10/18/2018	A00292993Velasquez, Daisey P.	S0046066	11000		9526		627.00	
78039507	10/18/2018	A00287220Verdugo, Samantha V.	S0046067	11000		9526		1,515.00	
78039508	10/18/2018	A00280631Verduzco, Romalia	S0046068	11000		9526		627.00	
78039509	10/18/2018	A00286600Villa, Mallorie G.	S0046069	11000		9526		2,836.00	
78039510	10/18/2018	A00270937Villanueva, Ashley T.	S0046070	11000		9526		1,485.00	
78039511	10/18/2018	A00280556Villasenor, Cassandra G.	S0046071	11000		9526		1,485.00	
78039512	10/18/2018	A00268782Wade, Megan E.	S0046072	11000		9526		1,610.00	
78039513	10/18/2018	A00271415Wakeling, Robert S.	S0046073	11000		9526		418.00	
78039514	10/18/2018	A00266178Waller, Morgan M.	S0046074	11000		9526		2,961.00	
78039515	10/18/2018	A00297223Wehunt, Shayna M.	S0046075	11000		9526		1,485.00	
78039516	10/18/2018	A00293960West, Morgan J.	S0046076	11000		9526		125.00	
78039517	10/18/2018	A00291286Westbrook, Denette M.	S0046077	11000		9526		125.00	
78039518	10/18/2018	A00282198Wheeler, Mariah L.	S0046078	11000		9526		627.00	
78039519	10/18/2018	A00030119Whitaker, Stacy E.	S0046079	11000		9526		69.00	
78039520	10/18/2018	A00280616Wilber, Erica J.	S0046080	11000		9526		125.00	
78039521	10/18/2018	A00285802Wilkerson, Amanda N.	S0046081	11000		9526		125.00	
78039522	10/18/2018	A00203401Williams, Sarah E.	S0046082	11000		9526		627.00	
78039523	10/18/2018	A00209015Wise, Jacob	S0046083	11000		9526		1,610.00	
78039524	10/18/2018	A00281021Wise, Jason D.	S0046084	11000		9526		1,485.00	
78039525	10/18/2018	A00292882Wood, Kandice D.	S0046085	11000		9526		2,961.00	
78039526	10/18/2018	A00302070Yancey, Kerrigan L.	S0046086	11000		9526		125.00	
78039527	10/18/2018	A00282413Yarbrough, Jenna L.	S0046087	11000		9526		1,485.00	
78039528	10/18/2018	A00275795Yochum, Taryn R.	S0046088	11000		9526		125.00	
78039529	10/18/2018	A00288880Yorba, Baileigh L.	S0046089	11000		9526		627.00	
78039530	10/18/2018	A00264904Zachary, Brian A.	S0046090	11000		9526		2,961.00	
78039531	10/18/2018	A00294933Zavala, David J.	S0046091	11000		9526		125.00	
78039532	10/24/2018	A00200017A.P.I. Plumbing	I0055771	11343	11000	431	4310	65100	85.80
					11000	431	5632	65100	200.00
					11000	431	4312	65500	51.91
					39000	314	4310	64991	26.81
					39000	314	5632	64991	180.00
78039533	10/24/2018	A00292936Albertson's LLC	I0055692	17768910	39000	314	4311	64991	996.10
			I0055749	17769110	32000	422	4410	69400	43.88
78039534	10/24/2018	A00200771Altenhofel, Jennifer L.	I0055757	100318	11000	210	4410	49999	59.99
78039535	10/24/2018	A00200376Amerio, Barbara J.	I0055705	101418	12000	353	5710	64600	338.52
			I0055740	101118	12551	353	4410	64600	36.36
78039536	10/24/2018	A00200053Apple Computer Inc.	I0055765	67614722	11000	208	6415	15012	996.35
					11000	208	6415	15012	5.00

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						11000	208	6415	15012	84.73
						11000	208	6415	15012	95.45
78039537	10/24/2018	A00269058Aramark Uniform Services	I0055770	60190738	11000	431	5870	65100	237.42	
					11000	205	5870	12042	12.00	
					39000	314	5870	64991	18.00	
78039538	10/24/2018	A00286446Balason, Severo	I0055699	092618	11000	301	5710	64500	19.83	
78039539	10/24/2018	A00292250Banks pest Control	I0055747	692146	11000	431	5860	65100	165.00	
78039540	10/24/2018	A00247399Barry's Backflow Service	I0055753	10818	11000	431	5633	65500	4,400.00	
78039541	10/24/2018	A00290343Bauer, Amanda M.	I0055696	101118	11000	421	5710	67200	15.00	
78039542	10/24/2018	A00272600Beard Family Trust	I0055691	OCT 18	12560	223	5610	09565	3,500.00	
78039543	10/24/2018	A00300511Botts, Travis	I0055704	102518	12000	303	4410	64300	393.12	
					12000	305	4410	64301	115.63	
78039544	10/24/2018	A00200109Brown & Reich Petroleum, Inc	I0055752	2329	11000	432	4316	67703	509.96	
78039544	10/24/2018	A00200109Brown & Reich Petroleum, Inc	I0055760	1490	39000	314	4316	64991	375.22	
78039545	10/24/2018	A00200119C.A. Reding Company, Inc.	I0055717	484621	11000	207	5641	08351	122.64	
78039546	10/24/2018	A00200143Carlson, Kamala A.	I0055713	081618	11000	208	4410	15010	19.66	
					I0055714	100318	11000	208	4311	49.95
					I0055715	082818	11000	208	4311	37.00
78039547	10/24/2018	A00200149Carquest Auto Parts	I0055769	7305-245	11000	432	4310	67703	93.24	
78039548	10/24/2018	A00200161CDW-G	I0055676	PNG8520	11000	202	6415	60100	1,362.57	
					11000	202	6415	60100	19.99	
					I0055680	PMF3585	11000	209	4310	35.42
					I0055681	PMG4957	11000	112	6412	513.68
					I0055682	PMQ5393	12060	113	6415	76.07
					I0055766	PKR5479	11000	113	4312	93.82
						11000	113	4312	67801	0.01
78039549	10/24/2018	A00201051Central Sanitary Supply	I0055745	919901	11000	431	4310	65300	8,987.45	
78039550	10/24/2018	A00296558Clubessential LLC	I0055739	SI-21848	12582	301	5642	67800	3,350.00	
78039551	10/24/2018	A00200200Computerland of Silicon Vall	I0055743	258315	12641	223	6415	60103	360.00	
78039552	10/24/2018	A00280761County of Kern Public Works	I0055687	100818	11000	431	5850	65500	292.23	
78039553	10/24/2018	A00265309Daikin Applied	I0055762	3197920	11000	431	5641	65100	1,906.00	
78039554	10/24/2018	A00200236Demco	I0055748		12477	203	4310	61200	25.17	
78039555	10/24/2018	A00201119Design Science, Inc.	I0055723	IVC18987	11000	209	5642	17012	389.00	
78039556	10/24/2018	A00200243Dick Blick	I0055724	279959	11000	208	4311	10021	11.55	
					I0055725	248985	11000	208	4311	65.73
					I0055726	255872	11000	208	4311	42.35
78039557	10/24/2018	A00237331Dumbrigue, Joanne Lucille V.	I0055698	100918	12551	353	5710	64600	27.80	
					I0055730	101218	12551	353	4410	152.06
78039558	10/24/2018	A00203460Ernest Packaging Solutions	I0055746	236654	11000	431	4310	65300	4,485.77	
78039559	10/24/2018	A00200307Farmer Bros. Company	I0055736	68431263	32000	422	4410	69400	960.51	
78039560	10/24/2018	A00288035Freeny, Clorisa	I0055688	101518	12000	303	7606	64300	85.00	
78039561	10/24/2018	A00283264Frontier California Inc.	I0055700	57031007	11000	431	5840	65700	134.43	
78039562	10/24/2018	A00283264Frontier California Inc.	I0055706	57341010	11000	431	5840	65700	41.80	
78039563	10/24/2018	A00200618Gardener's Supply	I0055741	092818	11000	352	4312	69611	1,991.61	
					11000	352	4312	69614	554.48	
78039564	10/24/2018	A00288679Guandique, Aime M.	I0055689	101518	12000	303	7606	64300	85.00	
78039565	10/24/2018	A00200655Henry Schein, Inc.	I0055685	57965725	11000	352	4310	69619	152.58	
78039566	10/24/2018	A00244581Independent Fire and Safety,	I0055721	3586	39000	314	5880	64991	1,350.00	
78039567	10/24/2018	A00210963J. America	I0055686	459091	31000	423	4310	69100	90.00	
					31000	423	5940	69100	33.54	
78039568	10/24/2018	A00200656Jacobi, Victoria J.	I0055697	100518	11510	313	5710	63300	130.80	

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			I0055702	101518	12653	301	5710	63900	135.16
78039569	10/24/2018	A00200704Karwoski, John	I0055678	OCT 18	42350	000	5510	71002	10,920.00
78039570	10/24/2018	A00200715Kern Electric Distributors	I0055754	566050	11000	431	4310	65100	41.32
78039571	10/24/2018	A00200717Kern Regional Center	I0055772	110818	39000	312	5710	64991	120.00
78039572	10/24/2018	A00294618McNeil and Associates, LLC	I0055675	9	11000	111	5510	66002	3,150.00
78039573	10/24/2018	A00252523Oak Hall Cap and Gown	I0055767	1517289	31000	423	4310	69100	187.75
					31000	423	5940	69100	66.09
78039574	10/24/2018	A00200498Office Depot	I0055690	11876332	11000	421	4311	67200	15.78
78039575	10/24/2018	A00200502Orange Belt Stages	I0055719	119989	11000	352	5750	69610	1,545.00
			I0055742	119566	11000	352	5750	69610	1,545.00
					11000	352	5750	69610	1,765.00
78039576	10/24/2018	A00201272Owens, Patricia A.	I0055720	100618	39000	308	4310	69990	47.75
78039577	10/24/2018	A00200522Pepsi-Cola Company	I0055735	02239252	32000	422	4410	69400	1,781.19
			I0055761	15752510	32000	422	4410	69400	1,201.33
78039578	10/24/2018	A00200991Rowden, Tiffany L.	I0055674	101118	11000	411	5710	67300	67.24
78039579	10/24/2018	A00285838Sammy's Detail	I0055768	740	11000	432	5632	67703	195.00
78039580	10/24/2018	A00200486Shell	I0055679	100518	11000	432	4316	67703	159.68
78039581	10/24/2018	A00200393Sparkletts	I0055677	101118	11000	209	4310	49999	121.87
78039582	10/24/2018	A00200393Sparkletts	I0055708	09.20.18	11000	411	5641	67300	203.97
78039583	10/24/2018	A00200393Sparkletts	I0055710	101818	11000	411	5641	67300	131.05
78039584	10/24/2018	A00200393Sparkletts	I0055731	100418	11000	306	4310	49306	45.63
78039585	10/24/2018	A00200400Stinson's	I0055729	817347-0	11000	358	4318	62100	140.07
					11000	358	4318	62100	393.35
					11000	202	4318	60200	245.67
			I0055744	818891-0	11000	210	4318	13053	86.80
					11000	113	4310	67801	11.23
78039586	10/24/2018	A00277399Sundgren, Lori A.	I0055701	101518	11495	216	5710	61900	291.38
			I0055703	100918	11495	216	5710	61900	544.35
78039587	10/24/2018	A00275935Supplyworks	I0055756	45688996	11000	431	4310	65300	20.54
78039588	10/24/2018	A00200417Sysco Food Service of Ventur	I0055738	17963930	32000	422	4410	69400	9,792.75
					32000	422	4411	69400	970.75
					32000	422	4411	69400	2,063.43
					32000	422	5940	69400	19.50
78039589	10/24/2018	A00200421Tacony Corporation	I0055755	581053	11000	431	4312	65300	191.25
78039590	10/24/2018	A00200425Taft College	I0055684	101018	12000	303	7608	64300	8,640.00
78039591	10/24/2018	A00200425Taft College	I0055751	100818	31000	423	7130	69100	180.00
78039592	10/24/2018	A00200862Taft College Bookstore	I0055716	1098	11000	352	5940	69610	9.50
78039593	10/24/2018	A00200862Taft College Bookstore	I0055732	9875	12551	353	4310	64600	73.93
78039594	10/24/2018	A00200832Taft College Foundation	I0055683	100518	12000	303	7606	64300	85.00
78039595	10/24/2018	A00200430Taft Plaza, LLC	I0055693	NOV 18	31000	423	5611	69100	1,907.00
78039596	10/24/2018	A00200282True Value Home Center	I0055718	397580	11000	352	4310	69610	7.71
					11000	352	4310	69610	6.40
			I0055759	397470	39000	314	4310	64991	46.84
			I0055763	396062	11000	431	4310	65100	482.80
					11000	431	4310	65500	36.77
					35827	357	4310	69700	5.14
					11000	113	4310	67801	6.96
78039597	10/24/2018	A00200284U.S. Foods	I0055737	5803373	32000	422	4410	69400	8,394.02
					32000	422	4411	69400	404.77
78039598	10/24/2018	A00243587United Healthcare Insurance	I0055709	OCT 18	11000	412	3350	59100	22,694.58
			I0055711	NOV 18	11000	412	3350	59100	23,254.94

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78039599	10/24/2018	A00200293United Parcel Service	I0055712	96972640	31000	423	5940	67705	679.88
78039600	10/24/2018	A00205963Valencia, Leovi M.	I0055695	101118	11000	421	5710	67200	55.00
78039601	10/24/2018	A00200338Verizon Wireless	I0055707	98156124	11000	357	5840	69700	199.96
78039602	10/24/2018	A00200338Verizon Wireless	I0055764	98153630	11000	113	5840	67801	3.09
						12551	6415	64600	3.09
78039603	10/24/2018	A00202272VWR International	I0055727	80838776	11000	209	4311	04011	19.79
78039604	10/24/2018	A00294733West Kern Adult Education Ne	I0055722	1718-004	12642	223	5641	68900	117,998.10
78039605	10/24/2018	A00200355West Kern Water District	I0055694	100918	11000	431	5810	65700	3,030.17
						39000	314	5810	64991
									620.64
78039606	10/24/2018	A00200356West Side Recreation & Park	I0055758	119387	39000	314	5740	64991	3,000.00
78039607	10/24/2018	A00275443WestAir Gases & Equipment In	I0055750	10760826	12558	223	4311	09565	293.62
78039608	10/24/2018	A00201081Westside Waste Management Co	I0055733	8A102024	39000	314	5850	64991	94.47
78039609	10/24/2018	A00200388Zee Medical Service Co.	I0055734	34-20596	32000	422	4411	69400	109.23
78039610	10/25/2018	A00296572Devine, Matthew B.	S0046184		11000		9526		300.00
78039611	10/25/2018	A00273393Fernandez, Pedro	S0046183		11000		9526		276.00
78039612	10/25/2018	A00289902Garcia, Stefanie A.	S0046182		11000		9526		230.00
78039613	10/25/2018	A00286518Guitron, Anita	S0046185		11000		9526		552.00
78039614	10/25/2018	A00279276Gutierrez Cuevas, Alexa V.	S0046181		11000		9526		552.00
78039615	10/25/2018	A00278633Johnson, Taylor E.	S0046180		11000		9526		414.00
78039616	10/25/2018	A00052522Kempis, Laura	S0046179		11000		9526		506.00
78039617	10/25/2018	A00301288Kendricks, Amazine R.	S0046178		11000		9526		230.00
78039618	10/25/2018	A00105553Lynch, Dana	S0046177		11000		9526		138.00
78039619	10/25/2018	A00298642Murphy, Joseph	S0046172		11000		9526		500.00
78039620	10/25/2018	A00281084Napoleon, Allison K.	S0046173		11000		9526		1,342.92
78039621	10/25/2018	A00255763Phair, Derrick M.	S0046174		11000		9526		184.00
78039622	10/25/2018	A00272617Rasmussen, Mosiah C.	S0046175		11000		9526		276.00
78039623	10/25/2018	A00296419Solomon, Felicia M.	S0046176		11000		9526		1,034.09
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								BANK TOTAL	2,847,600.58

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		NUMBER	NAME	NUMBER	DATE					AMOUNT
AOMEGA	10/01/2018	A00200655	Henry Schein, Inc.	P0049353	09/28/2018	09/28/2018			\$110.60	
		A00300363	EMD Millipore Corp.	P0049351	09/28/2018	09/28/2018			\$182.30	
	10/10/2018	A00200536	Praxair Distribution, Inc.	0049342	10/01/2018	10/01/2018			\$535.17	
				P0049342	09/27/2018	09/27/2018			\$489.99	
		A00201055	American Dental Education As	0048405	08/07/2018	08/07/2018			\$945.00	
		A00200393	Sparkletts	P0049365	10/01/2018	10/01/2018			\$135.29	
		A00200498	Office Depot	P0049410	10/04/2018	10/04/2018			\$593.42	
		A00200655	Henry Schein, Inc.	P0049369	10/01/2018	10/01/2018			\$812.29	
				P0049370	10/01/2018	10/01/2018			\$105.30	
				P0049388	10/02/2018	10/02/2018			\$140.39	
				P0049445	10/08/2018	10/08/2018			\$562.06	
			A00200729	Landauer, Inc.	P0049371	10/01/2018	10/01/2018			\$114.67
	10/12/2018	A00200655	Henry Schein, Inc.	P0049450	10/09/2018	10/09/2018			\$152.68	
	10/22/2018	A00200655	Henry Schein, Inc.	P0049510	10/15/2018	10/15/2018			\$213.59	
	10/24/2018	A00200498	Office Depot	P0049572	10/24/2018	10/24/2018			\$237.63	
	10/29/2018	A00200393	Sparkletts	P0049601	10/29/2018	10/29/2018			\$181.77	
		A00200536	Praxair Distribution, Inc.	P0049594	10/29/2018	10/29/2018			\$517.01	
							-----			
							TOTAL USER		\$6,029.16	
ARAMIREZ	10/05/2018	A00200338	Verizon Wireless	P0049338	09/26/2018	09/26/2018			\$114.03	
							TOTAL USER		\$114.03	
ASALAZAR	10/11/2018	A00200498	Office Depot	P0049429	10/05/2018	10/05/2018			\$486.35	
							TOTAL USER		\$486.35	
DDURAN	10/04/2018	A00290343	Bauer, Amanda M.	P0049399	10/03/2018	10/03/2018			\$29.98	
	10/08/2018	A00200832	Taft College Foundation	P0049416	10/04/2018	10/04/2018			\$600.00	
	10/17/2018	A00200498	Office Depot	P0049523	10/16/2018	10/16/2018			\$15.78	
	10/19/2018	A00202280	Chaidez, Joell C.	P0049542	10/18/2018	10/18/2018			\$250.00	
	10/23/2018	A00082776	Carty, Ramona M.	P0049565	10/22/2018	10/22/2018			\$280.00	
	10/24/2018	A00294733	West Kern Adult Education Ne	P0049525	10/16/2018	10/16/2018			\$71,573.42	
				P0049526	10/16/2018	10/16/2018			\$201,588.00	
	10/30/2018	A00292784	Parzyck, Michael D.	P0049598	10/29/2018	10/29/2018			\$66.00	
		A00302190	Rodriguez-Cook, Allie M.	P0049604	10/30/2018	10/30/2018			\$66.00	
	10/31/2018	A00200979	Cornejo, Maria	P0049624	10/31/2018	10/31/2018			\$12.12	
							-----			
							TOTAL USER		\$274,481.30	
DHICKS	10/01/2018	A00200400	Stinson's	P0049355	09/28/2018	09/28/2018			\$214.60	
	10/03/2018	A00200400	Stinson's	P0049372	10/01/2018	10/01/2018			\$311.40	
	10/05/2018	A00200053	Apple Computer Inc.	P0049374	10/01/2018	10/01/2018			\$1,182.53	
		A00200161	CDW-G	P0049404	10/03/2018	10/03/2018			\$291.04	

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				P0049405	10/03/2018	10/03/2018	\$513.67			
		A00200400	Stinson's	P0049423	10/04/2018	10/04/2018	\$232.09			
				P0049407	10/03/2018	10/03/2018	\$389.84			
	10/08/2018	A00200161	CDW-G	P0049435	10/08/2018	10/08/2018	\$62.75			
		A00200400	Stinson's	P0049432	10/05/2018	10/05/2018	\$149.35			
	10/09/2018	A00200161	CDW-G	P0049447	10/08/2018	10/08/2018	\$1,215.37			
		A00200200	Computerland of Silicon Vall	P0049446	10/08/2018	10/08/2018	\$360.00			
	10/10/2018	A00220442	Serban Sound & Communication	P0049476	10/10/2018	10/10/2018	\$9,502.54			
		A00200161	CDW-G	P0049462	10/09/2018	10/09/2018	\$1,382.56			
		A00200400	Stinson's	P0049461	10/09/2018	10/09/2018	\$98.03			
	10/11/2018	A00220442	Serban Sound & Communication	P0049484	10/11/2018	10/11/2018	\$9,502.54			
				P0049485	10/11/2018	10/11/2018	\$9,502.54			
				P0049486	10/11/2018	10/11/2018	\$9,502.54			
		A00200400	Stinson's	P0049391	10/02/2018	10/02/2018	\$779.10			
	10/12/2018	A00278562	DAI Source	P0049506	10/12/2018	10/12/2018	\$8,288.82			
		A00200161	CDW-G	P0049483	10/11/2018	10/11/2018	\$513.67			
	10/17/2018	A00200053	Apple Computer Inc.	P0049528	10/16/2018	10/16/2018	\$85.75			
	10/22/2018	A00200400	Stinson's	P0049557	10/19/2018	10/19/2018	\$90.26			
	10/25/2018	A00200400	Stinson's	P0049574	10/24/2018	10/24/2018	\$605.71			
	10/27/2018	A00200400	Stinson's	P0049536	10/17/2018	10/17/2018	\$332.33			
	10/29/2018	A00200161	CDW-G	P0049505	10/12/2018	10/12/2018	\$1,215.37			
				P0049543	10/18/2018	10/18/2018	\$303.85			
				P0049558	10/19/2018	10/19/2018	\$265.22			
		A00200862	Taft College Bookstore	P0049563	10/22/2018	10/22/2018	\$19.96			
		A00209760	MTS IntegraTRAK, INC	P0049549	10/18/2018	10/18/2018	\$1,044.75			
		A00253023	Ellucian Company L.P.	P0049548	10/18/2018	10/18/2018	\$949.00			
		A00200161	CDW-G	P0049575	10/25/2018	10/25/2018	\$411.71			
				P0049576	10/25/2018	10/25/2018	\$1,072.60			
		A00200399	Stewart Electric Supply, Inc	P0049577	10/25/2018	10/25/2018	\$1,391.55			
	10/30/2018	A00200400	Stinson's	P0049615	10/30/2018	10/30/2018	\$612.50			
							-----			
							TOTAL USER			\$62,395.54
DRIOS	10/05/2018	A00200356	West Side Recreation & Park	P0048896	08/17/2018	08/17/2018	\$3,000.00			
		A00200862	Taft College Bookstore	P0049413	10/04/2018	10/04/2018	\$321.75			
		A00201350	Four Seasons Carpet Cleaning	P0049378	10/02/2018	10/02/2018	\$360.00			
	10/10/2018	A00201081	Westside Waste Management Co	P0049451	10/09/2018	10/09/2018	\$94.47			
		A00201272	Owens, Patricia A.	P0049449	10/09/2018	10/09/2018	\$47.75			
		A00201586	Dodson, John	P0049426	10/05/2018	10/05/2018	\$800.00			
		A00244581	Independent Fire and Safety,	P0049379	10/02/2018	10/02/2018	\$1,627.81			
		A00300405	Markovits, Aaron	P0049427	10/05/2018	10/05/2018	\$800.00			
	10/16/2018	A00200717	Kern Regional Center	P0049487	10/11/2018	10/11/2018	\$120.00			
	10/30/2018	A00200282	True Value Home Center	P0049613	10/30/2018	10/30/2018	\$1,000.00			

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							TOTAL USER			\$8,171.78
DVOHNOUT	10/01/2018	A00283101	Dumont Printing, Inc.	P0049358	10/01/2018	10/01/2018	10/01/2018			\$235.95
	10/03/2018	A00200458	Roth, Rebecca E.	P0049373	10/01/2018	10/01/2018	10/01/2018			\$25.00
		A00200498	Office Depot	P0049366	10/01/2018	10/01/2018	10/01/2018			\$62.28
		A00200862	Taft College Bookstore	P0049389	10/02/2018	10/02/2018	10/02/2018			\$666.62
		A00250001	Blake, Paul Anderson.	P0049394	10/03/2018	10/03/2018	10/03/2018			\$200.44
		A00280910	Independent Living Center of	P0049385	10/02/2018	10/02/2018	10/02/2018			\$299.45
	10/05/2018	A00251929	Oja, Michelle Elizabeth.	P0049419	10/04/2018	10/04/2018	10/04/2018			\$13.99
	10/08/2018	A00015850	Berry, Wendy Jade.	P0049437	10/08/2018	10/08/2018	10/08/2018			\$300.00
		A00200348	Ware, Thomas B.	P0049428	10/05/2018	10/05/2018	10/05/2018			\$45.02
		A00231833	Ray A. Morgan Company Inc.	P0049433	10/05/2018	10/05/2018	10/05/2018			\$258.98
	10/09/2018	A00200771	Altenhofel, Jennifer L.	P0049442	10/08/2018	10/08/2018	10/08/2018			\$59.99
	10/10/2018	A00200498	Office Depot	P0049463	10/10/2018	10/10/2018	10/10/2018			\$68.28
		A00201119	Design Science, Inc.	P0049472	10/10/2018	10/10/2018	10/10/2018			\$389.00
	10/16/2018	A00200243	Dick Blick	P0049509	10/15/2018	10/15/2018	10/15/2018			\$55.82
	10/18/2018	A00251929	Oja, Michelle Elizabeth.	P0049535	10/17/2018	10/17/2018	10/17/2018			\$264.94
	10/22/2018	A00200498	Office Depot	P0049544	10/18/2018	10/18/2018	10/18/2018			\$21.47
				P0049545	10/18/2018	10/18/2018	10/18/2018			\$77.03
		A00200764	Martinez, Julian	P0049541	10/18/2018	10/18/2018	10/18/2018			\$68.73
		A00201045	Golling, Greg P.	P0049556	10/19/2018	10/19/2018	10/19/2018			\$35.00
		A00277399	Sundgren, Lori Anne.	P0049547	10/18/2018	10/18/2018	10/18/2018			\$419.38
		A00286934	GeoGebra GmbH	P0049550	10/18/2018	10/18/2018	10/18/2018			\$418.00
	10/24/2018	A00018310	Reynolds, David S.	P0049570	10/24/2018	10/24/2018	10/24/2018			\$35.00
		A00201045	Golling, Greg P.	P0049573	10/24/2018	10/24/2018	10/24/2018			\$1,000.00
	10/29/2018	A00201045	Golling, Greg P.	P0049593	10/26/2018	10/26/2018	10/26/2018			\$91.16
		A00262851	Lytle, Steve	P0049592	10/26/2018	10/26/2018	10/26/2018			\$14.94
							TOTAL USER			\$5,126.47
GDUNHAM	10/04/2018	A00200426	Taft College Cafeteria	P0049408	10/04/2018	10/04/2018	10/04/2018			\$49.95
		A00280401	Flowers Baking Co of Henders	P0049403	10/03/2018	10/03/2018	10/03/2018			\$31.28
	10/10/2018	A00200522	Pepsi-Cola Company	P0049466	10/10/2018	10/10/2018	10/10/2018			\$1,201.33
		A00280401	Flowers Baking Co of Henders	P0049452	10/09/2018	10/09/2018	10/09/2018			\$46.92
	10/11/2018	A00292936	Albertson's LLC	P0049482	10/11/2018	10/11/2018	10/11/2018			\$43.88
	10/15/2018	A00200307	Farmer Bros. Company	P0049500	10/12/2018	10/12/2018	10/12/2018			\$960.51
		A00200388	Zee Medical Service Co.	P0049498	10/12/2018	10/12/2018	10/12/2018			\$109.23
		A00200522	Pepsi-Cola Company	P0049499	10/12/2018	10/12/2018	10/12/2018			\$1,781.19
		A00200284	U.S. Foods	P0049501	10/12/2018	10/12/2018	10/12/2018			\$9,251.29
		A00200417	Sysco Food Service of Ventur	P0049502	10/12/2018	10/12/2018	10/12/2018			\$12,846.42
	10/26/2018	A00200284	U.S. Foods	P0049579	10/25/2018	10/25/2018	10/25/2018			\$7,614.04
		A00200307	Farmer Bros. Company	P0049581	10/25/2018	10/25/2018	10/25/2018			\$494.32
		A00200417	Sysco Food Service of Ventur	P0049580	10/25/2018	10/25/2018	10/25/2018			\$13,555.19



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		A00200522	Pepsi-Cola Company	P0049583	10/25/2018	10/25/2018				\$2,777.30
		A00280401	Flowers Baking Co of Henders	P0049582	10/25/2018	10/25/2018				\$46.92
	10/30/2018	A00280401	Flowers Baking Co of Henders	P0049590	10/26/2018	10/26/2018				\$31.28
				P0049608	10/30/2018	10/30/2018				\$95.60
										-----
							TOTAL USER			\$50,936.65
HCASH	10/29/2018	A00259111	SurveyMonkey.com, LLC	P0049584	10/25/2018	10/29/2018				\$360.00
										-----
							TOTAL USER			\$360.00
JEDMAISTON	10/02/2018	A00200282	True Value Home Center	P0049330	09/26/2018	09/26/2018				\$21.33
	10/03/2018	A00200502	Orange Belt Stages	P0049331	09/26/2018	09/26/2018				\$1,230.00
				P0049383	10/02/2018	10/02/2018				\$1,755.00
		A00200862	Taft College Bookstore	P0049393	10/03/2018	10/03/2018				\$19.81
	10/11/2018	A00200655	Henry Schein, Inc.	P0049402	10/03/2018	10/03/2018				\$327.99
	10/12/2018	A00200119	C.A. Reding Company, Inc.	P0049496	10/11/2018	10/11/2018				\$122.64
	10/16/2018	A00200502	Orange Belt Stages	P0049511	10/16/2018	10/16/2018				\$4,650.00
				P0049468	10/10/2018	10/10/2018				\$3,310.00
	10/17/2018	A00200498	Office Depot	P0049531	10/17/2018	10/17/2018				\$101.49
	10/18/2018	A00200502	Orange Belt Stages	P0049546	10/18/2018	10/18/2018				\$2,005.00
		A00200282	True Value Home Center	P0049492	10/11/2018	10/11/2018				\$14.11
		A00200862	Taft College Bookstore	P0049494	10/11/2018	10/11/2018				\$9.50
		A00200502	Orange Belt Stages	P0049495	10/11/2018	10/11/2018				\$1,545.00
	10/30/2018	A00200502	Orange Belt Stages	P0049607	10/30/2018	10/30/2018				\$1,740.00
										-----
							TOTAL USER			\$16,851.87
JGARRETT	10/11/2018	A00200595	NCS Pearson	P0049415	10/04/2018	10/04/2018				\$1,544.37
	10/16/2018	A00200393	Sparkletts	P0049489	10/11/2018	10/11/2018				\$45.63
	10/22/2018	A00200279	Educational Testing Service	P0049559	10/22/2018	10/22/2018				\$710.00
	10/26/2018	A00201465	Lopez Avina, Melissa	P0049585	10/26/2018	10/26/2018				\$64.67
				P0049589	10/26/2018	10/26/2018				\$700.00
										-----
							TOTAL USER			\$3,064.67
JMADDING	10/01/2018	A00200308	Federal Express Corporation	P0049250	09/17/2018	09/17/2018				\$95.74
	10/04/2018	A00200052	AP Architects	P0049409	10/04/2018	10/04/2018				\$16,750.75
	10/15/2018	A00200360	Westec	P0049507	10/15/2018	10/15/2018				\$3,700.00
	10/22/2018	A00200308	Federal Express Corporation	P0049551	10/19/2018	10/19/2018				\$34.34
	10/26/2018	A00200078	The Bank of New York	P0049571	10/24/2018	10/24/2018				\$795.00
		A00270674	Public Agency Law Group	P0049578	10/25/2018	10/25/2018				\$4,922.90
	10/30/2018	A00200308	Federal Express Corporation	P0049603	10/30/2018	10/30/2018				\$96.56
		A00200112	BSK & Associates, Inc.	P0049602	10/30/2018	10/30/2018				\$8,639.00
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							TOTAL USER			\$35,034.29

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		NUMBER	NAME	NUMBER	DATE				
JROBERTSON	10/08/2018	A00230628	Apogee Components, Inc.	P0049430	10/05/2018	10/05/2018			\$698.19
	10/10/2018	A00200243	Dick Blick	P0049473	10/10/2018	10/10/2018			\$42.35
					P0049474	10/10/2018	10/10/2018		\$11.56
					P0049475	10/10/2018	10/10/2018		\$65.73
			A00200394	Sport & Cycle	P0049470	10/10/2018	10/10/2018		\$695.77
			A00200498	Office Depot	P0049453	10/09/2018	10/09/2018		\$54.93
					P0049454	10/09/2018	10/09/2018		\$19.08
					P0049455	10/09/2018	10/09/2018		\$57.18
					P0049456	10/09/2018	10/09/2018		\$207.03
					P0049457	10/09/2018	10/09/2018		\$9.00
					P0049479	10/10/2018	10/10/2018		\$20.04
					P0049480	10/10/2018	10/10/2018		\$12.85
						TOTAL USER			\$1,893.71
JROTHGEB	10/01/2018	A00200181	City of Taft	P0049356	10/01/2018	10/01/2018			\$48.85
		A00280086	Rothgeb, Julie J.	P0049352	09/28/2018	09/28/2018			\$441.45
	10/03/2018	A00275443	WestAir Gases & Equipment In	P0049375	10/02/2018	10/02/2018			\$421.40
	10/05/2018	A00200107	Bright House Networks	P0049412	10/04/2018	10/04/2018			\$289.93
		A00200393	Sparkletts	P0049421	10/04/2018	10/04/2018			\$55.60
		A00200508	P. G. & E.	P0049411	10/04/2018	10/04/2018			\$496.00
		A00200629	Grainger	P0049422	10/04/2018	10/04/2018			\$153.95
		A00275443	WestAir Gases & Equipment In	P0049420	10/04/2018	10/04/2018			\$293.62
	10/08/2018	A00203431	Grimes, Jessica R.	P0049414	10/04/2018	10/04/2018			\$1,366.81
	10/16/2018	A00294733	West Kern Adult Education Ne	P0049508	10/15/2018	10/15/2018			\$117,998.10
	10/18/2018	A00200064	B & B Surplus	P0049532	10/17/2018	10/17/2018			\$440.80
	10/22/2018	A00200355	West Kern Water District	P0049552	10/19/2018	10/19/2018			\$103.10
		A00231833	Ray A. Morgan Company Inc.	P0049539	10/18/2018	10/18/2018			\$22.41
10/24/2018	A00001751	Balestino, Theodore J.	P0049567	10/23/2018	10/23/2018			\$12.84	
									-----
						TOTAL USER			\$122,144.86
KEHELMS	10/02/2018	A00200016	4Imprint	P0049376	10/02/2018	10/02/2018			\$886.04
		A00200243	Dick Blick	P0049382	10/02/2018	10/02/2018			\$52.05
		A00281062	Rittenhouse Book Distributer	P0049197	10/02/2018	10/02/2018			\$351.30
		A00286901	WinCraft, Incorporated	P0049381	10/02/2018	10/02/2018			\$420.96
		A00292925	indiCo, LLC	P0049377	10/02/2018	10/02/2018			\$6,021.54
	10/10/2018	A00210963	J. America	P0049440	10/08/2018	10/08/2018			\$753.54
		A00249989	Norris, William Leo.	P0049443	10/08/2018	10/08/2018			\$72.87
		A00252523	Oak Hall Cap and Gown	P0049460	10/09/2018	10/09/2018			\$253.84
		A00258702	Martinson, Larry	P0049444	10/08/2018	10/08/2018			\$77.00
		A00292925	indiCo, LLC	P0049441	10/08/2018	10/08/2018			\$1,930.71
	10/16/2018	A00210963	J. America	P0049517	10/16/2018	10/16/2018			\$123.54
10/26/2018	A00210209	ULINE	P0049562	10/22/2018	10/22/2018			\$131.28	

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		A00258703	College House	P0049560	10/22/2018	10/22/2018				\$717.98
	10/31/2018	A00242940	ICM Distributing Company, In	P0049622	10/31/2018	10/31/2018				\$121.42
		A00258703	College House	P0049621	10/31/2018	10/31/2018				\$693.60
										-----
							TOTAL USER			\$12,607.67
KHELMS	10/03/2018	A00200498	Office Depot	P0049395	10/03/2018	10/03/2018				\$76.00
		A00201051	Central Sanitary Supply	P0049396	10/03/2018	10/03/2018				\$98.33
		A00201160	Hall Silveira, Margaret M.	P0049397	10/03/2018	10/03/2018				\$28.00
	10/05/2018	A00096146	Lemus, Everardo I.	P0049398	10/03/2018	10/03/2018				\$28.00
	10/17/2018	A00200282	True Value Home Center	P0049514	10/16/2018	10/16/2018				\$52.29
		A00200498	Office Depot	P0049515	10/16/2018	10/16/2018				\$93.56
		A00256341	Terminix	P0049516	10/16/2018	10/16/2018				\$418.00
										-----
							TOTAL USER			\$794.18
MBLANCO	10/01/2018	A00200125	California Community College	P0049359	10/01/2018	10/01/2018				\$50.00
		A00260752	Embassy Suites San Francisco	P0049360	10/01/2018	10/01/2018				\$393.00
		A00286446	Balason, Severo	P0049357	10/01/2018	10/01/2018				\$217.33
		A00299324	Strobel, Jennifer	P0049297	09/21/2018	09/21/2018				\$300.00
				P0049298	09/21/2018	09/21/2018				\$202.53
		A00211077	Strata Information Group	P0049333	09/26/2018	09/26/2018				\$4,891.75
		A00283101	Dumont Printing, Inc.	P0049311	09/24/2018	09/24/2018				\$133.55
		A00200054	Applied Technology Group, In	P0049364	10/01/2018	10/01/2018				\$47.50
		A00285849	Garcia, Alanah Marie.	P0049225	09/13/2018	09/13/2018				\$85.00
		A00286446	Balason, Severo	P0049363	10/01/2018	10/01/2018				\$362.52
		A00294583	Brown, Malissa Marie.	P0049313	09/25/2018	09/25/2018				\$85.00
	10/03/2018	A00303642	San Francisco Airport Marrio	P0049362	10/01/2018	10/01/2018				\$639.54
	10/11/2018	A00200498	Office Depot	P0049406	10/03/2018	10/03/2018				\$57.66
		A00200985	Rangel-Escobedo, Juana R.	P0049434	10/05/2018	10/05/2018				\$248.16
		A00303470	AACRAO	P0049318	09/25/2018	09/25/2018				\$98.49
	10/16/2018	A00200076	Bandy, Ingrun K.	P0049491	10/11/2018	10/11/2018				\$80.00
		A00200111	Bogle, Darcy S.	P0049493	10/11/2018	10/11/2018				\$248.16
		A00237331	Dumbrigue, Joanne Lucille Va	P0049504	10/12/2018	10/12/2018				\$152.06
		A00200655	Henry Schein, Inc.	P0049459	10/09/2018	10/09/2018				\$7,154.00
		A00296558	Clubessential LLC	P0049490	10/11/2018	10/11/2018				\$3,350.00
	10/18/2018	A00288035	Freeny, Clorisa	P0049512	10/16/2018	10/16/2018				\$85.00
		A00288679	Guandique, Aime M.	P0049513	10/16/2018	10/16/2018				\$85.00
	10/24/2018	A00302532	Martinez, Windy	P0049561	10/22/2018	10/22/2018				\$462.00
	10/30/2018	A00202280	Chaidez, Joell C.	P0049616	10/30/2018	10/30/2018				\$218.00
										-----
							TOTAL USER			\$19,646.25
MHASKELL	10/16/2018	A00200832	Taft College Foundation	P0049436	10/08/2018	10/08/2018				\$85.00
		A00200425	Taft College	P0049488	10/11/2018	10/11/2018				\$8,640.00

# Taft College Purchase Order Activity Report

1-October-2018 through 31-October-2018

FY 18-19

USER ID	ACTIVITY DATE	VENDOR NUMBER	VENDOR NAME	PURCHASE ORDER NUMBER	PURCHASE ORDER DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL	C	A
							TOTAL USER			\$8,725.00
MSANCHEZ	10/18/2018	A00200498	Office Depot	P0049520	10/16/2018	10/31/2018				\$392.53
				P0049529	10/17/2018	10/31/2018				\$252.78
		A00300511	Botts, Travis	P0049524	10/16/2018	10/25/2018				\$508.76
	10/22/2018	A00200425	Taft College	P0049537	10/18/2018	11/11/2018				\$500.00
							TOTAL USER			\$1,654.07
MTOFTE	10/01/2018	A00200213	Council of Chief Librarians	P0049354	09/28/2018	09/28/2018				\$150.00
	10/05/2018	A00283035	CCLC	P0049424	10/04/2018	10/04/2018				\$26,562.00
	10/08/2018	A00200236	Demco	P0049425	10/05/2018	10/05/2018				\$25.17
							TOTAL USER			\$26,737.17
MWHITE	10/02/2018	A00200054	Applied Technology Group, In	P0049368	10/01/2018	10/01/2018				\$1,497.41
		A00200327	US Air Conditioning	P0049367	10/01/2018	10/01/2018				\$121.80
		A00287260	Stinson Stationers Inc.	P0049380	10/02/2018	10/02/2018				\$20,000.00
	10/03/2018	A00200862	Taft College Bookstore	P0049392	10/03/2018	10/03/2018				\$22.49
	10/08/2018	A00247399	Barry's Backflow Service	P0049439	10/08/2018	10/08/2018				\$4,400.00
	10/09/2018	A00200017	A.P.I. Plumbing	P0049417	10/04/2018	10/04/2018				\$544.52
	10/10/2018	A00201051	Central Sanitary Supply	P0049464	10/10/2018	10/10/2018				\$8,987.45
		A00203460	Ernest Packaging Solutions	P0049465	10/10/2018	10/10/2018				\$4,485.77
		A00281108	BlueTarp Financial, Inc.	P0049467	10/10/2018	10/10/2018				\$169.97
	10/16/2018	A00200282	True Value Home Center	P0049481	10/11/2018	10/11/2018				\$531.67
		A00200423	Taft City School District	P0049518	10/16/2018	10/16/2018				\$111.13
							TOTAL USER			\$40,872.21
MZERMENO	10/03/2018	A00284437	Council for Opportunity in E	P0049384	10/02/2018	10/02/2018				\$3,250.00
	10/22/2018	A00200425	Taft College	P0049538	10/18/2018	10/18/2018				\$536.25
							TOTAL USER			\$3,786.25
RWELBORN	10/03/2018	A00200862	Taft College Bookstore	P0049387	10/02/2018	10/02/2018				\$247.95
				P0049390	10/02/2018	10/02/2018				\$74.54
	10/04/2018	A00210927	CareerAmerica, LLC	P0049386	10/02/2018	10/02/2018				\$3,350.00
	10/11/2018	A00200498	Office Depot	P0049401	10/03/2018	10/03/2018				\$82.56
		A00200862	Taft College Bookstore	P0049418	10/04/2018	10/04/2018				\$26.80
	10/16/2018	A00200376	Amerio, Barbara J.	P0049497	10/12/2018	10/12/2018				\$36.35
		A00200862	Taft College Bookstore	P0049503	10/12/2018	10/12/2018				\$73.93
	10/18/2018	A00200832	Taft College Foundation	P0049534	10/17/2018	10/17/2018				\$293.87
	10/29/2018	A00261201	Proforma Progressive Marketi	P0049568	10/23/2018	10/23/2018				\$168.12
							TOTAL USER			\$4,354.12
SCRISS	10/09/2018	A00200762	Johnson, Craig H.	P0049448	10/08/2018	10/08/2018				\$2,866.45

# Taft College Purchase Order Activity Report

1-October-2018 through 31-October-2018

FY 18-19

USER ID	ACTIVITY DATE	VENDOR NUMBER	VENDOR NAME	PURCHASE ORDER NUMBER	PURCHASE ORDER DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL	C	A
	10/22/2018	A00102126	Criss, Sarah Victoria.	P0049540	10/18/2018	10/18/2018				\$64.31
							TOTAL USER			\$2,930.76
TROMANDIA	10/29/2018	A00200498	Office Depot	P0049591	10/26/2018	10/26/2018				\$176.55
							TOTAL USER			\$176.55
TROWDEN	10/16/2018	A00200991	Rowden, Tiffany L.	P0049458	10/09/2018	10/09/2018				\$54.24
	10/24/2018	A00200991	Rowden, Tiffany L.	P0049519	10/16/2018	10/16/2018				\$39.68
		A00302516	Haver, Bryan A.	P0049522	10/16/2018	10/16/2018				\$15.00
		A00200735	Liebert Cassidy Whitmore	P0049553	10/19/2018	10/19/2018				\$70.00
				P0049554	10/19/2018	10/19/2018				\$550.00
		A00294029	California Mobile X-Ray	P0049530	10/17/2018	10/17/2018				\$1,125.00
		A00300396	Meason, Heather Renee.	P0049555	10/19/2018	10/19/2018				\$877.60
		A00304018	Thompson, Kimberly	P0049564	10/22/2018	10/22/2018				\$559.09
							TOTAL USER			\$3,290.61

**West Kern Community College District  
Board of Trustees Meeting  
November 14, 2018**

**Agenda Item 13.**

**A. Academic Employment**

**1. 2018 Extra Duty Assignment**

Item	Name	Assignment	Step	Hourly Rate	Effective Date
a.	Altenhofel, Jennifer	Zero Textbook Grant Pathway Development	3	\$70.63	10/1/18 - 12/31/18
↓.	Bledsoe, Adam	Zero Textbook Grant Pathway Development	3	\$70.63	10/1/18 - 12/31/18
↓	Kulzer-Reyes, Kelly	Zero Textbook Grant Pathway Development	3	\$70.63	10/1/18 - 12/31/18
b.	Furman, Tori	CTE Coordinator	3	\$70.63*	7/1/18 - 12/31/18

\*Up to 10 hour per week

**2. 2018 Fall Adjunct Assignments**

Item	Name	Assignment	Step	Hourly Rate	Effective Date
a.	Alfaro, Antonio	LRSK 0910	3	\$70.63	8/24/18 - 9/21/18
b.	Colaw, Rebecca	Zero Textbook Grant Pathway Development	3	\$70.63	10/1/18 - 12/31/18
c.	White, Marisol	Zero Textbook Grant Pathway Development	3	\$70.63	7/1/18 - 12/31/18
d.	Uribe, Kaylee	Substitute for PHED 1524 & 1724	1	\$60.11	10/24/18 - 12/14/18

**3. 2018-19 Club Advisor Stipends**

Item	Name	Assignment	Step	Stipend	Effective Date
a.	Eveland, Sharyn	PHI THETA KAPPA	--	\$2,338.18	8/20/18 - 5/24/19

**4. 2018 Athletic Assignments**

Item	Name	Assignment	Step	Stipend	Effective Date
a.	Putnam, Gena	Assistant Women's Basketball Coach	n/a	\$2,439.16	1/1/19 - 5/31/19

**West Kern Community College District  
Board of Trustees Meeting  
November 14, 2018**

**Agenda Item 13.**

**B. Classified Supervisory Employment**

Item	Name	Assignment	Grade/Step	Salary	Effective Date
1.	Bledsoe, Adam	Director of Distance Education	19/7	\$122,805.00	1/2/19 - 6/30/19
2.	Marty-Pearson, Julie	Executive Director of Institutional Research & Planning	19/5 Doctoral Stipend	\$113,540.00 \$3,779.00	10/29/18 - 6/30/19
3.	Marty-Pearson, Julie	Cell Phone Stipend	n/a	\$50.00	10/29/18 - 6/30/19

**C. Confidential Management Employment**

Item	Name	Position	Grade/Step	Salary	Effective Date
<b>1. Superintendent/President</b>					
a.	Duran, Diana	Administrative Specialist	4/6	\$56,799.00	11/15/18 - 6/30/19

**D. Classified Employment**

Item	Name	Position	% Assignment	Range/Step	Salary	Term	Effective Date
<b>1. Administrative Services</b>							
a.	Buchanan, Joseph Lee	Driver	Temporary	10F	\$20.04	A/N	7/1/18 - 6/30/19
↓	Putnam, Gena	Driver	Temporary	10F	\$20.04	A/N	7/1/18 - 6/30/19
↓	Uribe, Kaylee	Driver	Temporary	10F	\$20.04	A/N	7/1/18 - 6/30/19
b.	Valencia, Leovi	Payroll Technician	100%	20A	\$20.10	12 mo.	11/1/18 - 6/30/19
<b>2. Instruction</b>							
a.	Estrada, Gloria	Children’s Center Associate Teacher	47.5%	1A	\$12.57	12 mo.	12/1/18 - 6/30/19
↓	Zendejas, Alma	Children’s Center Associate Teacher	47.5%	1A	\$12.57	12 mo.	12/1/18 - 6/30/19
b.	McKnown, Starlee	Children’s Center Food Service Coordinator	Temporary	14C	\$19.11	A/N	11/12/18 -11/30/18
c.	McKnown, Starlee	Children’s Center Food Service Coordinator	100%	14C	\$19.11	12mo.	12/1/18 - 6/30/19

## D. Classified Employment continued

Item	Name	Position	% Assignment	Range/ Step	Salary	Term	Effective Date
<b>2. Instruction continued</b>							
d.	Rios, Debra	TIL Sr. Secretary	Temporary	15A	\$17.76	A/N	10/23/18 - 11/30/18
e.	Rios, Debra	TIL Sr. Secretary	100%	15A	\$17.76	12 mo.	12/1/18 - 6/30/19
<b>2. Student Service</b>							
a.	Reyes, Sylvia	DSPS Technician	Temporary	15C	\$19.59	A/N	11/12/18 - 11/30/18
b.	Reyes, Sylvia	DSPS Technician	47.5%	15C	\$19.59	A/N	12/1/18 - 6/30/19



**WEST KERN COMMUNITY COLLEGE DISTRICT GENERAL FUND UNRESTRICTED  
 BUDGETED SOURCES OF FUNDS AT ACCOUNT LEVEL 1  
 REVENUE ACCOUNTS FISCAL YEAR 2018-2019  
 FOR THE MONTH ENDING October 31, 2018**

Account Level	Account Level Description	Adopted Budget	Adjusted Budget	YTD Activity	Encumbrances	Balance
8600	State Revenues	17,053,137	17,053,137	5,502,760	0	11,550,377
8800	Local Revenues	10,556,357	10,556,357	1,144,384	0	9,411,973
<b>Summary</b>		<b>27,609,494</b>	<b>27,609,494</b>	<b>6,647,144</b>	<b>0</b>	<b>20,962,350</b>

**West Kern Community College District General Fund Unrestricted  
 Budgeted Sources of Funds at Account Level 1  
 Expenditure Accounts Fiscal Year 2018-19  
 For the Month Ending October 31, 2018**

Account Level	Account Level Description	Adopted Budget	Adjusted Budget	YTD Activity	Encumbrances	Balance
1000	Academic Salaries	9,122,991	9,122,991	2,328,711	0	6,794,281
2000	Classified & Other Nonacademic Sala	4,979,580	4,988,702	1,412,697	0	3,576,005
3000	Employee Benefits	6,831,240	6,831,240	2,024,900	344,332	4,462,008
4000	Supplies and Materials	464,396	467,165	127,963	86,366	252,836
5000	Other Operating Expenses & Services	4,697,220	4,572,095	1,440,382	1,099,407	2,032,305
6000	Capital Outlay	583,279	713,435	22,088	5,222	686,125
7000	Other Outgo	531,789	529,189	83,889	0	445,300
7200	Transfers	399,000	399,000	325,000	0	74,000
<b>Summary</b>		<b>27,609,495</b>	<b>27,623,817</b>	<b>7,765,630</b>	<b>1,535,327</b>	<b>18,322,860</b>

**Disbursement Register of Expenditures Greater than \$10,000  
For the Month of October 2018**

Check Number	Check Date	Vendor Name	Description	Net Amount
78038768	10/02/2018	AARP Health Care Options	2018-19 AARP Retiree Medicare Supplemental Ins.	18,681.53
78038776	10/02/2018	CampusLogic, Inc.	Campus Logic - implementations/verification servic	30,500.00
78038815	10/02/2018	Public Agency Law Group	S. Wong - student center legal fees - August	13,469.14
78038826	10/02/2018	Taft College	ASO Stickers	17,550.00
78038836	10/02/2018	USBank	U.S. Bank - WKCCD 2015 Refunding COP - 10/2018	1,455,665.63
78038862	10/09/2018	Computerland of Silicon Valley	2018-2019 Microsoft Campus Agreement Renewal	33,590.00
78038883	10/09/2018	Matchware Inc.	Subscrption for Mindview 7	20,000.00
78038898	10/09/2018	Jamie Rebecca Smith	Consultant for Childcare Ctr	12,523.74
78038903	10/09/2018	Sysco Food Service of Ventura	paper 179623599, 179616946	10,664.87
78038911	10/09/2018	Westec	WESTEC - 18-19 Open PO for 300 FTES	89,643.75
78038946	10/17/2018	AP Architects	AP Architects - September - master planning	16,750.75
78038958	10/17/2018	Amy Marie Cadena	REFUND - Standard	14,700.00
78038961	10/17/2018	CCLC	CCLC Database Renewal	26,562.00
78038993	10/17/2018	P. G. & E.	PG&E - Open PO 18-19 - District	29,349.87
78039019	10/17/2018	Van Dermyden Maddox Law Corporation	Inv. 9790	21,598.76
78039569	10/24/2018	John Karwoski	John Karwoski - Open PO 18-19	10,920.00
78039588	10/24/2018	Sysco Food Service of Ventura	food 179639301, 179632578, 179638880	12,846.43
78039598	10/24/2018	United Healthcare Insurance Company	2018-19 Retiree Supplemental RX plan	22,694.58
78039598	10/24/2018	United Healthcare Insurance Company	2018-19 Retiree Supplemental RX plan	23,254.94
78039604	10/24/2018	West Kern Adult Education Network JPA	WKAEN: 2016-17 funds fromo SWF	117,998.10
				<b>1,998,964.09</b>

**ASB 2018/19**  
**Balance Sheet**  
As of October 31, 2018

October 31, 2018

**ASSETS**

Current Assets

Checking/Savings

ASB Chevron 178,975.16

ASB Chevron - Savings 143.42

Total Checking/Savings 179,118.58

Total Current Assets 179,118.58

**TOTAL ASSETS 179,118.58**

**LIABILITIES & EQUITY**

Equity

Restricted Funds

Anime and Above 101.00

Art Club 834.00

ASB Athletics 33,472.37

ASB General - Operating 60,777.17

ASSE 385.43

Baseball Club 5,930.48

Best Buddies 3,573.45

Cougar Echo 773.50

CRU 730.32

**D.H. GENERAL**

D.H. CLASS OF 2019 825.00

D.H. SADHA 2,054.32

D.H. GENERAL - Other 0.00

Total D.H. GENERAL 2,879.32

ECE 679.79

Golf Club - Mens 1,391.80

Golf Club - Womens 2,391.67

Literary Club 1,101.53

NSLS Club 2,308.80

On Our Own 1,339.35

Performing Arts 3,191.62

Phi Theta Kappa 653.68

Roleplaying Game Club 175.56

Soccer Club - Mens 10,563.87

Soccer Club - Womens 7,397.92

Social Science/ Research 864.27

Softball Fund 5,457.10

Spectrum 1,781.29

STEM 2,053.59

TC Cares 609.00

**ASB 2018/19**  
**Balance Sheet**  
As of October 31, 2018

	<u>October 31, 2018</u>
TIL Reunion	1,461.73
Uniform Replacement	20,027.39
Veterans Club	834.00
Women's Athletic Club	4,897.11
Women's Basketball Club	480.47
<b>Total Restricted Funds</b>	<u>179,118.58</u>
<b>Total Equity</b>	<u>179,118.58</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>179,118.58</u></u>

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
 SEC.26900-26902 GOV.CODE

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Oct 04, 2018 01:37:23PM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 DEPT NO. 0886  
 EROD NO. 481336

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 **\$5,532.22**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE	84698	0886	5490	\$5,532.22	\$5,532.22

TOTAL DEPOSIT: **\$5,532.22**

**GENERAL DEPOSIT NOTES:**

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$5,532.22 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00 NOTES: DEPOSIT #190051
--

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: 10/04/2018 To 10/04/2018  
Transaction Number from: 190051 To 190051  
Date entered from: 00/00/0000 To 99/99/9999

J24649 DC0100 L.00.01 10/04/18 PAG

APPROVED AND UNAPPROVED TRANSACTIONS  
NUMBER DATE ENTERED DESCRIPTION -FUND-ORG-ACCT-PROGR- AMOUNT  
LN. DI DETAIL DESCR

190051 10/04/2018 10/04/2018 WKCCD DEPOSIT ENTERED BY: MDJB UNAPPROVED 5,532.22  
1. 78 BOOKSTORE SALES 31000-423-8841-69100 TOTAL AMOUNT 5,532.22  
DISTRICT TOTAL 5,532.22  
GRAND TOTAL 5,532.22

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
 SEC.26900-26902 GOV.CODE

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Oct 04, 2018 01:40:22PM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 EROD NO.  
 481337

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 **\$10,022.48**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
STUDENT RECEIPTS	84096	0886	5490	\$10,022.48	\$10,022.48

TOTAL DEPOSIT: **\$10,022.48**

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$10,022.48 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT  
 CARD: \$0.00  
 NOTES: DEPOSIT #190052**

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: 10/04/2018 To 10/04/2018  
 Transaction Number from: 190052 To 190052  
 Date entered from: 00/00/0000 To 99/99/9999

J24650 DC0100 L.00.01 10/04/18 PAG

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
190052	10/04/2018	10/04/2018	WKCCD DEPOSIT		10,022.48
1.	78	STUDENT RECEIPTS		11000-000-9161-00000	10,022.48
				ENTERED BY: MDJB UNAPPROVED	
				TOTAL AMOUNT	10,022.48
				DISTRICT TOTAL	10,022.48
				GRAND TOTAL	10,022.48

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
 SEC.26900-26902 GOV.CODE

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Oct 04, 2018 01:42:20PM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 EROD NO.  
 481338

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 **\$214,116.39**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$6,666.72	\$6,666.72
RESTRICTED FUND	84097	0886	5490	\$33,796.93	\$33,796.93
CHILD DEVELOPMENT	84496	0886	5490	\$171,762.50	\$171,762.50
CAFETERIA	84699	0886	5490	\$1,890.24	\$1,890.24

TOTAL DEPOSIT: **\$214,116.39**

**GENERAL DEPOSIT NOTES:**

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$214,116.39 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT  
 CARD: \$0.00  
 NOTES: DEPOSIT #190053

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

WEST KERN COMM. COLLEGE  
 WKCCD DEPOSIT

DEPOSIT TRANSACTIONS  
 Date last used from: 10/04/2018 To 10/04/2018  
 Transaction Number from: 190053 To 190053  
 Date entered from: 00/00/0000 To 99/99/9999

J24651 DC0100 L.00.01 10/04/18 PAGE

APPROVED AND UNAPPROVED TRANSACTIONS										
NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-						AMOUNT
LN.	DI	DETAIL	DESCR							
190053	10/04/2018	10/04/2018	WKCCD DEPOSIT	ENTERED BY: MDJB UNAPPROVED						
1.	78	TESTING		11000-306-8892-49306					15.00	
2.	78	INSURANCE REIMBURSEMENTS		11000-412-8892-67300					1,103.64	
3.	78	REIMBURSEMENT		11000-202-1110-12042					4,846.66	
4.	78	METLIFE DIVIDEND		11000-000-8861-00000					83.16	
5.	78	COTOP OFFSET ADJUSTMENT		11000-000-9161-00000					0.52	
6.	78	TRANSCRIPT FEES		11000-301-8879-64900					617.74	
7.	78	DHS ADMIN ALLOWANCE		12602-309-8839-64992					7,179.19	
8.	78	REIMBURSEMENT		12461-206-5611-12042					3,548.00	
9.	78	REIMBURSEMENT		12460-223-8647-60103					23,069.74	
10.	78	CAFETERIA SALES		32000-422-8841-69400					1,890.24	
11.	78	CC CHILD CARE FOOD		33429-310-8621-69200					811.50	
12.	78	CC GENERAL		33428-310-8621-69200					48,579.00	
13.	78	CC STATE PRESCHOOL		33528-310-8621-69200					64,300.00	
14.	78	CC MIGRANT BILINGUAL		33591-310-8621-69200					7,511.00	
15.	78	CC MIGRANT ED GRANT		33588-310-8621-69200					50,561.00	
								TOTAL AMOUNT	214,116.39	
								DISTRICT TOTAL	214,116.39	
								GRAND TOTAL	214,116.39	

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
SEC.26900-26902 GOV.CODE

USER NAME  
Mindy Jewell  
SUBMIT DATE  
Oct 11, 2018 10:47:18AM  
PROCESS DATE  
NOT PROCESSED AT  
THIS TIME  
EROD NO.  
481814

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 **\$885.53**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE	84698	0886	5490	\$885.53	\$885.53

TOTAL DEPOSIT: **\$885.53**

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$885.53 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT  
CARD: \$0.00  
NOTES: DEPOSIT #190054**

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: 10/11/2018 To 10/11/2018  
Transaction Number from: 190054 To 190054  
Date entered from: 00/00/0000 To 99/99/9999

J28656 DC0100 L.00.01 10/11/18 PAG.

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
190054	10/11/2018	10/11/2018	WKCCD DEPOSIT		885.53
1.	78	BOOSTORE SALES		31000-423-8841-69100	885.53
ENTERED BY: MDJB UNAPPROVED					
TOTAL AMOUNT					885.53
DISTRICT TOTAL					885.53
GRAND TOTAL					885.53

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
SEC.26900-26902 GOV.CODE

USER NAME  
Mindy Jewell  
SUBMIT DATE  
Oct 11, 2018 10:48:26AM  
PROCESS DATE  
NOT PROCESSED AT  
THIS TIME  
EROD NO.  
481816

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 **\$36,002.00**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
STUDENT RECEIPTS	84096	0886	5490	\$36,002.00	\$36,002.00

TOTAL DEPOSIT: **\$36,002.00**

**GENERAL DEPOSIT NOTES:**

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$36,002.00 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT  
CARD: \$0.00  
NOTES: DEPOSIT #190055

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: 10/11/2018 To 10/11/2018  
Transaction Number from: 190055 To 190055  
Date entered from: 00/00/0000 To 99/99/9999

J28658 DC0100 L.00.01 10/11/18 PAG

APPROVED AND UNAPPROVED TRANSACTIONS  
-----  
NUMBER DATE ENTERED DESCRIPTION -FUND-ORG-ACCT-PROGR- AMOUNT  
LN. DI DETAIL DESCR

190055 10/11/2018 10/11/2018 WKCCD DEPOSIT ENTERED BY: MDJB UNAPPROVED 36,002.00  
1. 78 STUDENT RECEIPTS 11000-000-9161-00000 TOTAL AMOUNT 36,002.00  
DISTRICT TOTAL 36,002.00  
GRAND TOTAL 36,002.00

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
 SEC.26900-26902 GOV.CODE

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Oct 11, 2018 10:49:46AM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 EROD NO.  
 481817

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 **\$9,938.96**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$2,075.00	\$2,075.00
RESTRICTED FUND	84097	0886	5490	\$6,285.00	\$6,285.00
CAFETERIA	84699	0886	5490	\$1,578.96	\$1,578.96

TOTAL DEPOSIT: **\$9,938.96**

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$9,938.96 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00 NOTES: DEPOSIT #190056**

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: 10/11/2018 To 10/11/2018  
 Transaction Number from: 190056 To 190056  
 Date entered from: 00/00/0000 To 99/99/9999

J28659 DC0100 L.00.01 10/11/18 PAGE

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
190056	10/11/2018	10/11/2018	WKCCD DEPOSIT		
				ENTERED BY: MDJB	UNAPPROVED
1.	78	GED/HISET TESTING		11000-306-8892-49306	2,075.00
2.	78	FSEOG		12000-353-8155-64600	3,809.00
3.	78	FSEOG ADMIN ALLOWANCE		12000-353-8156-64600	1,967.00
4.	78	LIBRARY PROGRAMS		12201-203-8892-61200	509.00
5.	78	CAFETERIA SALES		32000-422-8841-69400	1,578.96
				TOTAL AMOUNT	9,938.96
				DISTRICT TOTAL	9,938.96
				GRAND TOTAL	9,938.96

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
SEC.26900-26902 GOV.CODE

USER NAME  
Mindy Jewell  
SUBMIT DATE  
Oct 18, 2018 02:18:19PM

PROCESS DATE  
NOT PROCESSED AT  
THIS TIME

DEPT NO.  
0886

EROD NO.  
482438

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 \$93,599.42

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE	84698	0886	5490	\$93,599.42	
					\$93,599.42

TOTAL DEPOSIT: \$93,599.42

**GENERAL DEPOSIT NOTES:**

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$93,599.42 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT  
CARD: \$0.00  
NOTES: DEPOSIT #190057

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

J33168 DC0100 L.00.01 10/18/18 PAG

Date last used from: 10/18/2018 To 10/18/2018  
Transaction Number from: 190057 To 190057  
Date entered from: 00/00/0000 To 99/99/9999

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
190057	10/18/2018	10/18/2018	WKCCD DEPOSIT		
1.	78	BOOKSTORE SALES		31000-423-8841-69100	
				ENTERED BY: MDJB UNAPPROVED	93,599.42
				TOTAL AMOUNT	93,599.42
				DISTRICT TOTAL	93,599.42
				GRAND TOTAL	93,599.42

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
SEC.26900-26902 GOV.CODE

USER NAME  
Mindy Jewell  
SUBMIT DATE  
Oct 18, 2018 02:25:51PM  
PROCESS DATE  
NOT PROCESSED AT  
THIS TIME  
EROD NO.  
482439

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 \$25,884.41

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
STUDENT RECEIPTS	84096	0886	5490	\$25,884.41	\$25,884.41

TOTAL DEPOSIT: \$25,884.41

**GENERAL DEPOSIT NOTES:**

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$25,884.41 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT  
CARD: \$0.00  
NOTES: DEPOSIT #190058

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

J33169 DC0100 L.00.01 10/18/18 PAG

Date last used from: 10/18/2018 To 10/18/2018  
Transaction Number from: 190058 To 190058  
Date entered from: 00/00/0000 To 99/99/9999

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER DATE ENTERED DESCRIPTION AMOUNT  
LN. DI DETAIL DESCR -FUND-ORG-ACCT-PROGR-

---

190058	10/18/2018	10/18/2018	WKCCD DEPOSIT		ENTERED BY: MDJB UNAPPROVED	25,884.41
1.	78	STUDENT RECEIPTS		11000-000-9161-00000		25,884.41
					TOTAL AMOUNT	25,884.41
					DISTRICT TOTAL	25,884.41
					GRAND TOTAL	25,884.41

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
 SEC.26900-26902 GOV.CODE

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Oct 18, 2018 02:31:36PM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 EROD NO.  
 482440

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 **\$61,619.95**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$37,822.90	\$37,822.90
RESTRICTED FUND	84097	0886	5490	\$7,451.00	\$7,451.00
CHILD DEVELOPMENT	84496	0886	5490	\$10,941.64	\$10,941.64
RESTRICTED FUND 41	84597	0886	5490	\$400.00	\$400.00
TIL	84697	0886	5490	\$3,048.84	\$3,048.84
CAFETERIA	84699	0886	5490	\$1,955.57	\$1,955.57

TOTAL DEPOSIT: **\$61,619.95**

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$61,619.95 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00**  
 NOTES: DEPOSIT #190059

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: 10/18/2018 To 10/18/2018  
 Transaction Number from: 190059 To 190059  
 Date entered from: 00/00/0000 To 99/99/9999

J33170 DC0100 L.00.01 10/18/18 PAG

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
190059	10/18/2018	10/18/2018	WKCCD DEPOSIT		
				ENTERED BY: MDJB	UNAPPROVED
1.	78	GED/HISET TESTING		11000-306-8892-49306	3,848.00
2.	78	INSURANCE REIMBURSEMENTS		11000-412-8892-67300	236.90
3.	78	REIMBURSEMENT		11000-000-9225-00000	6,738.00
4.	78	WESTEC ENROLLMENT		11450-204-8874-70990	27,000.00
5.	78	DENTAL HYGIENE CLINIC REVENUE		12650-205-8892-12042	1,945.00
6.	78	FEDERAL WORK STUDY		12401-353-8153-64600	5,244.25
7.	78	FWS ADMIN ALLOWANCE		12401-353-8151-64600	261.75
8.	78	CAFETERIA SALES		32000-422-8841-69400	1,955.57
9.	78	CC CHILD CARE FOOD		33429-310-8621-69200	9,656.64
10.	78	CC GENERAL		33428-310-8621-69200	583.00
11.	78	CC STATE PRESCHOOL		33528-310-8621-69200	536.00
12.	78	CC MIGRANT ED GRANT		33588-310-8621-69200	166.00
13.	78	TIL		39000-314-8699-64991	3,048.84
14.	78	REIMBURSEMENT		41000-000-8841-00000	400.00
				TOTAL AMOUNT	61,619.95
				DISTRICT TOTAL	61,619.95
				GRAND TOTAL	61,619.95

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
 SEC.26900-26902 GOV.CODE

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Oct 24, 2018 01:53:18PM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 EROD NO.  
 482880

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 **\$6,707.39**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
STUDENT RECEIPTS	84096	0886	5490	\$6,707.39	\$6,707.39

TOTAL DEPOSIT: **\$6,707.39**

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$6,707.39 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT  
 CARD: \$0.00  
 NOTES: DEPOSIT #190060**

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



WEST KERN COMM. COLLEGE  
WKCCD DEPOSIT

DEPOSIT TRANSACTIONS  
Date last used from: 10/24/2018 To 10/24/2018  
Transaction Number from: 190060 To 190060  
Date entered from: 00/00/0000 To 99/99/9999

J35842 DC0100 L.00.01 10/24/18 PAG

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
190060	10/24/2018	10/24/2018	WKCCD DEPOSIT		
1.	78	STUDENT RECEIPTS		11000-000-9161-00000	
				ENTERED BY: MDJB UNAPPROVED	6,707.39
				TOTAL AMOUNT	6,707.39
				DISTRICT TOTAL	6,707.39
				GRAND TOTAL	6,707.39

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
 SEC.26900-26902 GOV.CODE

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Oct 24, 2018 01:56:07PM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 EROD NO.  
 482881

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 **\$58,065.61**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$2,386.98	\$2,386.98
RESTRICTED FUND	84097	0886	5490	\$50,377.50	\$50,377.50
TIL	84697	0886	5490	\$4,019.14	\$4,019.14
CAFETERIA	84699	0886	5490	\$1,281.99	\$1,281.99

TOTAL DEPOSIT: **\$58,065.61**

**GENERAL DEPOSIT NOTES:**

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$58,065.61 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00 NOTES: DEPOSIT #190061
---

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: 10/24/2018 To 10/24/2018  
 Transaction Number from: 190061 To 190061  
 Date entered from: 00/00/0000 To 99/99/9999

J35843 DC0100 L.00.01 10/24/18 PAG1

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
190061	10/24/2018	10/24/2018	WKCCD DEPOSIT		
				ENTERED BY: MDJB	UNAPPROVED
1.	78	INSURANCE REIMBURSEMENTS		11000-412-8892-67300	604.60
2.	78	REIMBURSEMENT		11000-000-8892-00000	1,670.00
3.	78	REIMBURSEMENT		11000-401-5990-67200	79.88
4.	78	PROCTORING		11000-306-8889-49306	20.00
5.	78	SCANTRON SALES		11000-421-8892-00000	12.50
6.	78	LIBRARY PROGRAMS		12201-203-8892-61200	377.50
7.	78	REIMBURSEMENT		12070-112-8890-96780	50,000.00
8.	78	CAFETERIA SALES		32000-422-8841-69400	1,281.99
9.	78	REIMBURSEMENT		39000-314-5631-64991	4,019.14
				TOTAL AMOUNT	58,065.61
				DISTRICT TOTAL	58,065.61
				GRAND TOTAL	58,065.61

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
 SEC.26900-26902 GOV.CODE

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Oct 30, 2018 10:51:32AM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 EROD NO.  
 483293

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 QF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$1,886,771.00**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
OCTOBER SCHOOL APPORTIONMENT	84096	0886	5490	\$1,454,510.00	\$1,454,510.00

OCTOBER SCHOOL APPORTIONMENT	84097	0886	5490	\$432,261.00	\$432,261.00
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TOTAL DEPOSIT: **\$1,886,771.00**

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT: TTC ACCOUNT DEPOSITED: General CASH: \$0.00 CHECKS: \$0.00 DIRECT DEPOSIT: \$1,886,771.00 CREDIT CARD: \$0.00**  
 NOTES: DEPOSIT #190062

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

WEST KERN COMM. COLLEGE  
 WKCCD DEPOSIT

DEPOSIT TRANSACTIONS  
 Date last used from: 10/30/2018 To 10/30/2018  
 Transaction Number from: 190062 To 190062  
 Date entered from: 00/00/0000 To 99/99/9999

J38652 DC0100 L.00.01 10/30/18 PAC

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
190062	10/30/2018	10/30/2018	WKCCD DEPOSIT		
				ENTERED BY: MDJB	UNAPPROVED
1.	78	OCTOBER SCHOOL	APPORTIONMENT	12599-309-8632-64992	7,821.00
2.	78	OCTOBER SCHOOL	APPORTIONMENT	12560-223-8657-60103	17,065.00
3.	78	OCTOBER SCHOOL	APPORTIONMENT	12559-223-8892-09565	3,144.00
4.	78	OCTOBER SCHOOL	APPORTIONMENT	12551-353-8615-64600	4,790.00
5.	78	OCTOBER SCHOOL	APPORTIONMENT	12551-353-8625-64600	16,731.00
6.	78	OCTOBER SCHOOL	APPORTIONMENT	12569-353-8691-64600	4,699.00
7.	78	OCTOBER SCHOOL	APPORTIONMENT	12000-311-8623-64200	25,834.00
8.	78	OCTOBER SCHOOL	APPORTIONMENT	12600-309-8627-64992	15,589.00
9.	78	OCTOBER SCHOOL	APPORTIONMENT	12000-319-8644-00000	163,961.00
10.	78	OCTOBER SCHOOL	APPORTIONMENT	12641-223-8647-60103	54,304.00
11.	78	OCTOBER SCHOOL	APPORTIONMENT	12603-125-8643-68900	67,195.00
12.	78	OCTOBER SCHOOL	APPORTIONMENT	12000-303-8622-64300	35,424.00
13.	78	OCTOBER SCHOOL	APPORTIONMENT	12000-305-8624-64301	3,883.00
14.	78	OCTOBER SCHOOL	APPORTIONMENT	12050-431-8654-00000	5,910.00
15.	78	OCTOBER SCHOOL	APPORTIONMENT	12060-113-8634-67801	5,911.00
16.	78	OCTOBER SCHOOL	APPORTIONMENT	11000-000-8612-00000	1,395,887.00
17.	78	OCTOBER SCHOOL	APPORTIONMENT	11006-201-8633-00000	10,746.00
18.	78	OCTOBER SCHOOL	APPORTIONMENT	11000-000-8618-00000	47,877.00
				TOTAL AMOUNT	1,886,771.00
				DISTRICT TOTAL	1,886,771.00
				GRAND TOTAL	1,886,771.00

Date: October 26, 2018  
Submitted by: Amanda Bauer, Director of Fiscal Services  
Area Administrator: Brock McMurray, EVP of Administrative Services  
Subject: Information Item



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**Board Meeting Date:** November 14, 2018

**Title of Board Item:**

Report of Investments as of the quarter ended September 30, 2018 held at: U.S. Bank Global Corporate Trust Services & The Bank of New York Mellon Trust Company, N.A.

**Background:**

These investments are not included in the District's Investment Portfolio, which is managed by Wells Fargo Investments and Morgan Stanley Smith Barney. Attached is a summary of the investments held at **U.S. Bank Global Corporate Trust Services and The Bank of New York Mellon**. This represents a summary of activity for the quarter ended September 30, 2018. Investments were held at these two institutions as part of the District's General Obligation Bonds and/or Certificate of Participation (COP) Notes Program. This provided an investment vehicle for WKCCD to be used in conjunction with its construction programs and building on campus. This information is being submitted for informational purposes only.

**Terms (if applicable):** Not applicable.

**Expense (if applicable):** Not applicable.

**Fiscal Impact Including Source of Funds (if applicable):**

The **U.S. Bank Global Corporate Trust Services** accounts had a beginning balance of \$1,896,687.00 at July 1, 2018, and an ending balance of \$1,896,687.02 for its Certificates of Participation accounts as of September 30, 2018. This balance represents the 2015 COP reserve portion that is designated for the District's debt obligation repayment.

The **Bank of New York Mellon** had a beginning and ending balance of \$0.02 in the account is tied to the District's general obligation bonds for the period that ended in 2016-17. The remaining balance represents excess interest accrued during the transition for final payoff for the escrow account being housed at BNY.

Approved:   
Dr. Debra Daniels, Superintendent/President

**WEST KERN COMMUNITY COLLEGE DISTRICT  
INVESTMENT SUMMARY: Other Investments**

**U.S. Bank Global Corporate Trust Services**

July 1, 2018 through September 30, 2018

Investment Account	Type of Activity	Portfolio as of July 1, 2018	Deposits / Int / Dividends Transfers In	Withdrawals / Fees Transfers Out	Balance as of Sept 30, 2018
West Kern CCD 2015 Refunding COP Lease Payment Fund	Treasury Portfolio	84.36	0.02	-	84.38
West Kern CCD 2015 Refunding COP Reserve Fund	Investment Agreement, Balance / Assured Guaranty Municipal Corp.	1,896,602.64	-	-	1,896,602.64
<b>Grand Total</b>		1,896,687.00			1,896,687.02

**The Bank of New York Mellon**

July 1, 2018 through September 30, 2018

Investment Account	Type of Activity	Portfolio as of July 1, 2018	Deposits Transfers In	Withdrawals Transfers Out	Balance as of Sept 30, 2018
West Kern CCD KC CA 15 GOB Ref Bonds Escrow	US Treasury Notes	0.02	0	0	0.02
<b>Grand Total</b>		0			\$ 0.02

GRAND TOTAL OF INVESTMENTS HELD @ INVESTMENT COMPANIES

1,896,687.04