

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

May 8, 2019

**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 five (5) 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 five (5) 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, 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. 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 REPORTS
9. APPROVAL OF MINUTES – Regular Meeting Held April 10, 2019
10. NEW BUSINESS:
  - A. Request for Approval – Taft College Class of 2019 Hall of Fame Inductees
  - B. Request for Ratification – Installation of Electronic Card Readers for the Gymnasium Main Doors, \$8,478.73
  - C. Request for Ratification – Replacement of Gymnasium Main Doors, \$10,341.44
  - D. Request for Approval – WESTEC Roofing Phase 1; \$37,055.00
  - E. Second Reading and Request for Approval – Tentative Agreement Between Taft College Faculty Association and West Kern Community College District – Compensation for SLO Coordinator
  - F. First Reading – Tentative Agreement Between Classified School Employees Association, Chapter #543 and West Kern Community College District - Proposed Implementation of Compensation Study, Implementation 7/1/19 (No Action)

- G. Second Reading and Request for Approval – Board Policy #7250 – Educational Administrators
11. CONSENT AGENDA (Items A – T)
- A. Information Item – CCFS-311Q for the 3<sup>rd</sup> Quarter Ending March 31, 2019
  - B. Request for Approval – Adoption of Rules and Regulations Relating to the West Kern Community College District Student Trustee, 6/1/19 – 5/31/20
  - C. Request for Approval – West Kern Adult Education Network Joint Powers Authority Funds Agreement; 7/1/19 – 6/30/20
  - D. Request for Approval – Course Revisions
  - E. Request for Approval – New Certificates of Achievement
  - F. Request for Approval – New Course
  - G. Request for Approval – Program Revision
  - H. Request for Approval – California Virtual Campus – Online Education Initiative (CVC-OEI) Memorandum of Understanding (MOU)
  - I. Request for Approval – Taft College Vision for Success Goals
  - J. Request for Approval – 2018/19 Audit Service Engagement with CWDL, Certified Public Accountants; 6/30/19 – 6/30/21 with Two 1-Year Extensions Through 6/30/23; Total Fees of \$62,690.00
  - K. Request for Approval – Employers Training Resource (ETR) Annual Renewable Contract for 2019-20; 7/1/19 – 6/30/20
  - L. Request for Approval – Equitrac Equipment Support Renewal and On-Site Support with C.A. Reding; 7/1/19 – 6/30/20; \$1,286.60
  - M. Request for Approval – C.A. Reding Copier Proposal; 6/1/19 – 5/31/24; Estimated Total Cost \$187,260.00 Over Life of Agreement
  - N. Request for Approval – CCS Disaster Recovery Services, CCS Quickship Program; 7/1/19 – 6/30/20; \$3,420.00
  - O. Request for Approval – CI Solutions Order Number 0100979, Renewal of ID Badge Software License; 7/1/19 – 6/30/20; \$2,384.00

- P. Request for Approval – Strata Information Group Professional Services Extension; 7/1/19 – 6/30/22; Hourly Cost \$170.00 per Hour with Hourly Rate Adjustments as Necessary Once Every Year Thereafter by No More than \$5.00 per Hour
- Q. Request for Approval – Professional Services Agreement with Trudi Radtke in Association with the Zero Textbook Cost Degree Grant; 5/8/19 – 6/30/19; 80 Hours at \$21.00 per Hour (Not to Exceed \$1,680.00)
- R. Request for Ratification – Convergent Technologies Quote #TT04091901 for Lenel Software Maintenance; 5/2/19 -5/2/22; \$4,027.00 Annually
- S. Request for Approval – Vehicle Maintenance Agreement Renewal with the Taft City School District; 7/1/19 – 6/30/19; \$69.00 per Hour, Minimum ½ Hour Charge
- T. Ratification of the April 2019 Vendor Check & Purchase Order Registers

12. PUBLIC COMMENT ON ITEMS OF GENERAL INTEREST

13. EMPLOYMENT

- A. Academic Employment (Appendix I)
- B. Classified Employment (Appendix II)
- C. Resignation/Retirements (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, April 2019
  - 4. Student Organization and Special Accounts, April 2019
  - 5. Funds Deposited in County Treasury, April 2019
  - 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 March 31, 2019
- B. Trustee Reports
- C. Academic Senate Report
- D. Reports from Staff and Student Organizations

15. REPORT OF THE SUPERINTENDENT

16. NEXT MEETING DATE

The next regular meeting is scheduled for Wednesday, June 5, 2019, at 5:00 p.m.

17. CONTINUATION OF CLOSED SESSION (If Necessary)

18. ADJOURNMENT

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

**REGULAR MEETING**

**April 10, 2019**

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 6:01 p.m. by President Dawn Cole. Secretary Emmanuel Campos and trustees Michael Long, Dr. Kathy Orrin and Billy White were present. Superintendent/President Dr. Debra Daniels and Executive Secretary Sarah Criss were in attendance.

**CLOSED SESSION**

On a motion by Trustee Long, seconded by Trustee Orrin and unanimously carried, Items 2-4 regarding Closed Session followed the recess between New Business Items G and H.

**PLEDGE OF ALLEGIANCE**

President Cole led the pledge of allegiance.

**PUBLIC COMMENT ON OPEN SESSION ITEMS**

No comments were heard.

**GENERAL COMMUNICATIONS**

Brock McMurray, Executive Vice President of Administrative Services, introduced Richard Treece as the Director of Facilities and Planning.

**APPROVAL OF MINUTES**

On a motion by Trustee White, seconded by Secretary Campos and unanimously carried, the minutes of the Regular Meeting held March 6, 2019 and the Special Meeting held March 23, 2019 were approved.

**NEW BUSINESS**

**Request for Approval - Resolution 2018/19-10- Classified Appreciation Week - April 22-26, 2019**

Trustee Orrin read the resolution in honor of Classified Appreciation Week. On a motion by Trustee Long, seconded by Trustee White and unanimously carried, the request was approved (copy attached to official minutes).

**Request for Approval - Resolution 2018/19-09- Faculty Appreciation Week - May 6-10, 2019**

Trustee Long read the resolution in honor of Faculty Appreciation Week. On a motion by Secretary Campos, seconded by Trustee Orrin and unanimously carried, the request was approved (copy attached to official minutes).

**Request for Approval - Resolution 2018/19-14- Emeritus - Brian Jean, Professor of Mathematics**

Trustee White read the resolution in honor of Brian Jean. On a motion by Trustee White, seconded by Secretary Campos and unanimously carried, the request was approved (copy attached to official minutes).

**Request for Approval - Resolution 2018/19-11- 2019 Phi Theta Kappa All-California Community College Academic Team - Brittany Long**

Student Trustee Whisper Lynn Null read the resolution in honor of Brittany Long. On a motion by Trustee Orrin, seconded by Secretary Campos and unanimously carried, the request was approved (copy attached to official minutes).

**Request for Approval - Resolution 2018/19-15- Honoring Dental Hygiene for the Strong Workforce Gold Star Award**

Dr. Daniels read the resolution in honor of the Dental Hygiene program. On a motion by Trustee White, seconded by Secretary Campos and unanimously carried, the request was approved (copy attached to official minutes).

**Request for Approval - Resolution 2018/19-12- 2019 California Community College Athletic Association Scholar Team for 2017-18 - Women's Volleyball**

Secretary Campos read the resolution in honor of the 2017-18 women's volleyball team. On a motion by Trustee Orrin, seconded by Trustee White and unanimously carried, the request was approved (copy attached to official minutes).

**Request for Approval - Resolution 2018/19-13- 2018-19 Junior/Community College Under Armor Athletics Director of the Year - Kanoe Bandy**

President Cole read the resolution in honor of Kanoe Bandy. On a motion by Trustee Long, seconded by Secretary Campos and unanimously carried, the request was approved (copy attached to official minutes).

On a motion by Secretary Campos, seconded by Trustee Orrin and unanimously carried, the meeting went into recess to meet with the honored guests at 6:28 p.m.

On a motion by Secretary Campos, seconded by Trustee White and unanimously carried, the meeting was reconvened from recess at 6:41 p.m.

**PUBLIC COMMENT ON CLOSED SESSION ITEMS**

No comments were heard.

**CLOSED SESSION**

At 6:42 p.m. it was moved by Trustee Long, seconded by Trustee White and unanimously carried, that the Board convene in Closed Session to discuss the District's position regarding the following matters:

- A. Public Employee Appointment/Employment, Government Code Section 54957
- B. Public Employee Performance Evaluations, Government Code Section 54957
- C. Public Employee Discipline/Dismissal/Release/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)

**RECONVENE IN PUBLIC SESSION; ANNOUNCE CLOSED SESSION ACTIONS**

At 6:45 p.m., it was moved by Trustee White, seconded by Trustee Orrin and unanimously carried, to reconvene in Public Session. President Cole reported there was action taken in Closed Session.

On the item STUDENT DISCIPLINE AND OTHER CONFIDENTIAL STUDENT MATTERS, EDUCATION CODE SECTIONS 35146, 48900 et. Seq. and 48912(b), the Board took action by the following vote to approve and accept the expulsion of Student ID No. A00292755. The vote was 5 to 0, with all members voting yea, and no members voting nay.

On the item PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE, the Board took action by the following vote to approve and accept the termination of Dr. Julie Marty-Pearson with an effective date of March 15, 2019. The vote was 5 to 0, with all members voting yea, and no members voting nay.

- Yes: Dawn Cole, Emmanuel Campo, Michael Long, Dr. Kathy Orrin and Billy White
- No: None
- Abstain: None
- Absent: None

**NEW BUSINESS (continued)**

Citizen's Oversight Committee (COC) Chair Roger Miller presented the annual report to the Board. As defined by law, the COC reviews expenditures in connection with bond language as approved by voters. Mr. Miller noted that records and accounting have shown the District to be in good standing.

**First Reading - Tentative Agreement Between Taft College Faculty Association and West Kern Community College District - Compensation for SLO Coordinator (No Action)**

Dr. Daniels reported that review of the job position duties showed a need to decrease release time from 50 hours to 40 hours due to the evolution of the Student Learning Outcomes on campus.

**Request for Approval - Change Order #1 - Interior Lighting Retrofit - Credit of \$2,610.51**

Brock McMurray, Executive Vice President of Administrative Services, reported that a credit was due on the Proposition 39 energy efficiency project to retrofit the interior lighting on campus. On a motion by Trustee White, seconded by Trustee Long and unanimously carried, the request was approved (copy attached to official minutes).

**Request for Approval - Change Order #1 - S-4 Fume Hood - Credit of \$6,384.25**

Mr. McMurray stated the project was finished with a credit due to the District. On a motion by Trustee Orrin, seconded by Trustee Long and unanimously carried, the request was approved (copy attached to official minutes).

**Request for Approval - Notice of Completion - S-4 Fume Hood Project**

Mr. McMurray said the project is now complete and the process requires District approval for the contractor to receive final payment. On a motion by Trustee White, seconded by Trustee Orrin and unanimously approved, the request was approved (copy attached to official minutes).

**Request for Approval - Reserved Parking**

Dr. Daniels discussed that the four reserved parking places were requested by the Board for two Veteran spaces, a space for an employee of the month and a place for the Superintendent/President. On a motion by Trustee White, seconded by Secretary Campos and unanimously carried, the request was approved.

**First Reading - Board Policy #7250 - Educational Administrators (No Action)**

Dr. Daniels stated that the policy was being updated to comply with legislation language in regards to retreat rights for educational administrators.

**PRESENTATION - Human Resources Report**

Heather Meason, Executive Director of Human Resources, presented a PowerPoint reporting an



update on the demographics for the District (copy attached to official minutes). Many employee demographics remained flat. The HR department is broadening the recruitment effort to raise diversity in candidates. Ms. Meason shared information from California Community Colleges as well as legislation that strengthens the District's goal to improve employee diversity. She shared a few examples of steps recently taken to reach a more varied pool of candidates and explained how an applicant tracking system would also give the department the tools they need for reporting and further analysis.

**CONSENT AGENDA:**

- A. Request for Approval – ACCJC Annual Report
- B. Request for Approval – Memorandum of Understanding (MOU) Between West Kern Community College District (WKCCD) and Taft Union High School District (TUHSD) Dual Enrollment Program and Concurrent Enrollment Program
- C. Request for Approval – New Courses
- D. Request for Approval – Distance Learning
- E. Request for Approval – Course Revisions
- F. Request for Approval – 2018/19 Request for Authorization to Transfer Unrestricted General Funds to Futuris Public Entity Investment Trust Program for Post-Employment Benefits; \$543,900
- G. Request for Approval – Four-Day Workweek Policy
- H. Request for Approval – Records Destruction; \$1,575.00
- I. Request for Approval – Satisfaction of Transition to Independent Living (TIL) Interfund Balance
- J. Request for Ratification – Surfacing Proposal from Courts and Greens; \$59,950.00
- K. Request for Approval – 2017-2020 Property and Casualty Claims Administration Services Agreement, Amendment #2; 7/1/19 – 6/30/20
- L. Request for Approval – Contract with Strata Information Group (SIG) for Consulting Services for Banner Student; 152-164 Hours; \$25,840.00 - \$32,980.00
- M. Request for Approval – Purchase of Nine Automated External Defibrillators (AEDs) for the District; \$11,319.39
- N. Request for Approval – C.A. Reding Contract; \$9,169.13
- O. Request for Approval – Continuation of Subscription to Turnitin Feedback Studio; 8/1/19 – 7/31/20; \$9,022.65

- P. Request for Approval – Southern Computer Warehouse (SCW) Contract; \$8,644.19
- Q. Request for Approval – IBM Cognos Framework Reporting Model Creation; 4/11/19 – 6/30/19; \$7,000.00
- R. Request for Approval – SchoolDude.com Contract Renewal; 7/1/19 – 6/30/20; \$5,082.53
- S. Request for Ratification – Newton Applicant Tracking System; Month to Month with a 30 Day Cancellation Notice; \$333.00 per Month with 2 Months Free
- T. Request for Ratification – Contract for Professional Services with Amber Anderson for Assistance with Registration Procedures and Processes; 4/1/19 – 5/24/19 (Not to Exceed 48 Hours); \$100.00 per Hour
- U. Request for Approval – Ray Morgan Company Renewal for Copier Maintenance Agreement #CN921-04; 5/1/19 – 4/30/20; Estimated \$2,200.00
- V. Request for Approval – Advertisement in NACDA Convention Program Honoring Kanoe Bandy as a Recipient of the Under Armor JC Athletic Director of the Year; \$1,800.00
- W. Request for Approval – Facilities Use Agreement with Taft Union High School for the 2018-19 Graduation Practice and Ceremony; 5/24/19; \$50 per Hour Labor Fee
- X. Request for Approval – Facilities Use Agreement with the West Side Recreation and Park District for Taft College’s Summer 2019 Water Aerobics Courses; 6/10/19 – 8/1/19; \$920.00
- Y. Request for Approval – Event Rental Contract with the Fort Preservation Society for the EOPS/Care & CalWORKS End of Year Dinner to Recognize Academic Achievements by our EOPS, CARE and CalWORKS Students; 5/16/19; \$300.00
- Z. Ratification of the March 2019 Vendor Check & Purchase Order Registers

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

**PUBLIC COMMENTS ON ITEMS OF GENERAL INTEREST**

There were no comments made.

**EMPLOYMENT**

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

Yes: Dawn Cole, Emmanuel Campo, Michael Long, Dr. Kathy Orrin and Billy White

No: None

Abstain: None

Absent: None

## **REPORTS**

### **Financial Reports**

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

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, March 2019
4. Student Organization and Special Accounts, March 2019
5. Funds Deposited in County Treasury, March 2019

### **Trustee Reports**

Trustee Orrin mentioned the TC Bookstore program to rent suits for interviews and such. She commended the staff for finding ways to prepare students for opportunities.

President Cole welcomed Richard Treece and noted that the tour prior to the Board meeting showed a lot of effort already made by him and department staff.

### **Academic Senate**

Diane Jones reported on behalf of the Academic Senate. The AS approved the annual report to the ACCJC and supported applying for Online CTE Pathways grant and the Student Services effort to establish processes that will prevent any auto-awarding of certificates/degrees. The AS discussed future events and has a team attending the Spring Plenary.

### **Information Services**

Andrew Prestage, Executive Director of Information Services, stated that efforts to increase technological security are ongoing. Due to budgetary concerns while adapting to a new funding formula, the District will not be completing the entire campus printer project but will be making improvements to campus copy centers in an effort to improve quality and cost of printing.

### **Child Development Center (CDC)**

Meghan Hall-Silviera, Director of the CDC, told the Board that the center is prepared for the rubber surface project, which is to be poured soon. She thanked Mr. Treece and his staff for their support in organizing the ongoing modifications to the CDC facility.

### **Foundation**

Sheri Horn-Bunk, Executive Director of Foundation and Institutional Advancement, reported on the success from the West Kern Petroleum Summit. The event was not only informative but brought new contacts to the Foundation.

### **EOPS/CARE & CalWORKS**

Morgan Sanchez, the department Technician, told the Board the details for the program's End of Year dinner and stated staff are excited to have Secretary Campos as a speaker at the event.

### **CSEA, Chapter #543**

Jeanene Robertson, Vice President of Chapter #543, shared the success of the annual CSEA fundraiser to fund a scholarship. \$1,300 were raised from 27 donated desserts. This was the highest grossing fundraiser in 10 years for the group. Classified week planning is in the works and President Greg Hawkins reported the general details for the week.

### **Career Technical Education**

Jessica Grimes, Interim Dean of Instruction and CTE, provided department work in the area of the Central Valley Consortium - Online Education Initiative as well as networking with Aera Energy to promote safety courses.

### **Instruction**

Dr. Leslie Minor, Vice President of Instruction, told the Board that registration is successfully underway. Instruction is also in the process of recruiting three fulltime faculty members. Dr. Minor recently accompanied PTK honoree Brittany Long to a state award function. She noted that Taft was represented well from a very competitive community college system.

### **Campus Safety & Security**

Kevin Altenhofel, Director of Campus Safety and Security, told the Board that interdepartmental communications are ongoing in an effort to make safety improvements.

### **Student Services**

Severo Balason, Jr., Vice President of Student Services, gave a brief update on the work with Taft Union High School District within the California Academic Partnership Program (CAPP). The program will be administering 197 student success navigator assessments to TUHS sophomores. Mr. Balason also reminded the Board of the upcoming Al Baldock Memorial Golf Tournament.

### **Transition to Independent Living**

Aaron Markovits, Director of TIL, told the Board that he recently attended the KEDC Economic Summit and TIL staff have also attended a variety of conferences. He recently was able to advocate for legislative support in Sacramento and also hosted local representation in a tour of TIL facilities. Alumni events and student activities are ongoing as are efforts to recruit for a full Fall semester class. Aaron Jackson, TIL student intern, told the Board that he is reviving the TIL Times newsletter to communicate with the rest of the College Campus.

### **Dental Hygiene**

Dr. Vickie Kimbrough, DH Director, told the Board that students are still in the process of taking necessary state examinations. She thanked the Board for the demonstrated support of the program.

#### **REPORT OF THE SUPERINTENDENT**

##### ACCJC Visit

Dr. Daniels chaired an accreditation committee on behalf of the Accreditation Commission for Community and Junior Colleges. She reported that the visit and team were both wonderful and she was able to get a better understanding of current processes for ACCJC compliance in preparation of our upcoming accreditation cycle.

##### Joint Board Meeting

The annual spring Joint Board meeting with Taft Union High School District was held. The meeting was informative on the partnership activities to prepare students towards academic and career goals. She commended TUHS foods students for also providing the Boards with a great meal.

##### Recognitions

Dr. Daniels recently attended a state luncheon that recognized the 2017-18 women's volleyball team as the Scholar Team of the Year. She commended students and staff for their efforts on the court and in the classroom.

Dr. Daniels also participated in the TUHSD Honors Night for graduating seniors. This year 78 merit awards were earned and 58 of those were present at Honors Night for Dr. Daniels and President Cole to honor in person.

##### Other

Dr. Daniels hosted a campus tour for local legislative representatives. The tour covered the general campus and the TIL, Dental Hygiene, and Child Development programs. She also noted that April is national community college month. Dr. Daniels thanked the Foundation for the West Kern Petroleum Summit and told the Board that the partnership between the Foundation and West Side Recreation and Park District will benefit the community by providing a much needed event space.

#### **CONTINUATION OF CLOSED SESSION**

On a motion by Trustee White, seconded by Trustee Orrin and unanimously carried, the Board reconvened in Closed Session at 7:40 p.m.

#### **RECONVENE IN PUBLIC SESSION; ANNOUNCE CLOSED SESSION ACTIONS**

At 8:03 p.m., it was moved by Trustee Orrin, seconded by Trustee Long and unanimously carried, to reconvene in Public Session. President Cole reported there was no action taken in Closed Session.

#### **NEXT MEETING**

The next monthly meeting is scheduled for Wednesday, May 8, 2019, at 5:00 p.m.

**ADJOURNMENT**

At 8:04 p.m., on a motion by Trustee Long, seconded by Secretary Campos and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

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Emmanuel Campos, Secretary

# BOARD AGENDA ITEM

**Date:** April 25, 2019  
**Submitted by:** Severo M. Balason, Vice President of Student Services  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Approval

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**Board Meeting Date:** May 8, 2019

**Title of Board Item:**

Taft College Class of 2019 Hall of Fame Inductees

**Background:**

The Hall of Fame Committee met on Tuesday, April 23, 2019, to review the ballot results and select the final Hall of Fame inductees. The nominees receiving a majority of votes have been recommended for induction into the Taft College Hall of Fame. All nominees were very distinguished and well qualified with significant contributions to Taft College.

Thank you for your support of the Taft College Hall of Fame!

**Terms (if applicable):**


The Class of 2019 Hall of Fame inductees will be posted to the Taft College Hall of Fame website in mid-June. Further information and updates will also be provided at this site. The induction ceremony will be held on Sunday, November 17, 2019.

**Expense (if applicable):**

Expenses will be covered from income generated by the Hall of Fame along with much appreciated support from the Taft College Foundation and other sponsors.

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

The Taft College Hall of Fame does not have a significant fiscal impact on the District.

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

**Date:** April 24, 2019  
**Submitted by:** Richard Treece, Director of Facilities and Planning  
**Area Administrator:** Brock McMurray, EVP of Administrative Services  
**Subject:** Request for Ratification



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**Board Meeting Date:** May 8, 2019

**Title of Board Item:**

Installation of Electronic Card Readers for the Gymnasium main doors

**Background:**

The existing Gymnasium does not have an access control system. Card readers will be installed for the new front doors and will be tied into the existing campus access control system. The card readers will allow for programming of the opening and closing of the door, and allow authorized staff to access the facility via their employee access card. Converjint Technologies is the sole source/single point of contact for the campus access control system.

**Terms (if applicable):**

The scope of work is expected to be completed by mid-June 2019

**Expense (if applicable):**

The total cost for the door replacement will be \$8,478.73

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

These funds were included in the 2018/19 maintenance and operations budget

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

  
Dr. Debra Daniels, Superintendent/President





1667 North Batavia, Orange, California 92867  
Phone (661)857-4160 Mobile (661)857-4160  
jarrod.brunsmann@convergent.com

April 17, 2019

Taft College

Quotation: JB06184406P

29 Emmons Park Drive Taft, California 93268

Reference: Gym Card Readers

On behalf of our thousands of global colleagues, I want to personally thank you for considering Convergent Technologies for this project and for providing us with the opportunity to present this proposal addressing your electronic security needs. We are confident that this proven solution is both comprehensive and customized to meet your needs today and in the years ahead.

Convergent has developed a strong reputation for service excellence and is the only company recognized twice as the Systems Integrator of the Year by SDM Magazine. Most recently, Convergent was ranked the 4<sup>th</sup> largest global systems integrator. This recognition is, in part, a reflection of the strong relationships Convergent has developed with the industry's top technology manufacturers. Convergent Technologies has a strong history of success with similar solutions provided to other clients and would be happy to provide these references upon request.

Our guiding principal has always been to be a customer-focused and service-based company, supported by dedicated and certified professionals who strive to make a daily difference. Our vision of becoming our customers' best service provider is what drives everything we do. After achieving a successful on-time and on-budget project installation, Convergent will provide you with the industry's best on-going service. This service includes our 24/7 customer portal (iCare), designed to track service work orders, project progress, and provide you with detailed metric reporting for continuous improvement.

The following security proposal is specifically designed to meet your needs. As your single point of contact, please feel free to contact me with any additional questions you may have. Thank you again for considering Convergent Technologies as your partner for your electronic security needs.

**Scope of Work**

- Provide and Install a new Lenel Access Control Panel at the Gymnasium Building to accommodate the new card readers.
- 110VAC and Network to be provided by others at the new panel location.
- Convergent will provide and Install Card Readers & Door Contacts at the main entry door and a card reader inside the Gym for lockdown purposes.
- Electrified Door Hardware shall be provided and installed by others.
- Program, Test and Commission System

**Materials**

Line	Qty	Part	Description	Unit Price	Extended Price
1			Gymnasium		
2	1.00	LSP-CNV4DRFMER CSTRD	4 Door Standard Mercury	\$ 420.86	\$ 420.86
3	1.00	SL2X2G	2"X2"X6' Gray Panduit	\$ 30.77	\$ 30.77
4	1.00	TC2G2	2"X2"X6' Gray Panduit Cover	\$ 7.69	\$ 7.69
5	2.00	NP712	Back Up Batteries (12VDC; 7AH Gell Cell)	\$ 21.54	\$ 43.08
6	1.00	LNL-2220	Intelligent Dual Reader Controller – 12 or 24 VDC @ 700mA, size (6" (152mm) W x 8" (203mm) L x 1" (25mm)H), (5 year lithium battery or 3 months full run) 6 MB standard cardholder flash memory, 50,000 of Event memory, maximum of 32 devices, On-board Ethernet, on-board two door control, OSDP Secure Channel encryption with OnGuard 7.2 and up,, eight inputs, four outputs, cabinet tamper and power fault input monitors. RoHS, CE, C-Tick and UL 294	\$ 1,684.62	\$ 1,684.62
7	1.00	LNL-1320	Dual Reader Interface Module (Series 2 –Supports OSDP Readers) – 12/24 VDC, 2 Reader interface, W/M, 8 inputs, 6 (5A) form C relays , RoHS, CE, C-Tick and UL294 certified	\$ 590.63	\$ 590.63
8	2.00	RP40	HID RP40 multiCLASS Smart Card Reader. 4.8" x 3.3" x 1.0"	\$ 207.69	\$ 415.38
9	2.00	N1178CG/ST2 CR1KSP	Nascom 3/4" Grey Door Contact 10pk	\$ 21.54	\$ 43.08
10			Cable and Misc		
11	.25	4461030	4 Element Composite Cable Plenum Yellow-Jacket	\$ 949.23	\$ 237.30

<b>Equipment Total</b>	\$	3,473.41
<b>Total Labor/Other Costs</b>	\$	4,545.24
<b>Freight/Warranty</b>	\$	208.26
<b>Tax if Applicable</b>	\$	251.82
<b>Total Project Price</b>	\$	8,478.73

### Clarifications and Exclusion

1. All work proposed herein, shall be performed during normal business hours Monday through Friday 8:00 am - 5:00 pm.
2. Low voltage wiring shall be installed via open air code approved methods.
3. Provision or installation of conduit, wire, boxes, fittings or other electrical installation materials unless specifically listed under Inclusions or Bill of Materials.
4. Permits or associated fees are not included.
5. 110VAC to be provided by Taft College
6. Customer to provide static IP addresses and network connections at panel locations.
7. Customer to provide a secured staging & storage area for project related materials.
8. Pricing assumes that electronic Auto CAD files are available from customer for our use in creating submittal drawings.
9. Twenty-Five percent (25%) of the proposed sell price shall be payable to Convergent Technologies for project mobilization. Mobilization shall be invoiced and due upon customer acceptance of this proposal.
10. Proposal includes sales tax.
11. Anything in the Contract Documents notwithstanding, in no event shall either Contractor or Subcontractor be liable for special, indirect, incidental or consequential damages, including commercial loss, loss of use, or lost profits, even if either party has been advised of the possibility of such damages.
12. Convergent Technologies reserves the right to negotiate mutually acceptable contract terms and conditions with customer by making mutually agreeable changes to the formal contract included in the Bid Documents.

**Performance Items**

Items Included	
Applicable Taxes	Attend General Contractor Project Meetings
Attend Owner Project Meetings	Cable
Freight (prepaid)	Installation of Control Equipment Enclosures
Installation of Low Voltage Wire	Installation of Network Cabling to Card Readers
Installation of Wire and Cable	Installation of Wire Hangars
Material (listed in the BOM)	Mounting/Termination of Proposed Devices
One-Year Warranty on Labor	One-Year Warranty on Parts
Owner to Provide DHCP Lease Reservations for Network Connected Devices	Owner to Provide Static IP Addresses
Project Management	Servers by Others
System Engineering	System Meets Plans/Drawings
System Programming	Testing of all Proposed Devices
Wire	Workstations by Others
Items Excluded	
120 VAC Power and Fused Disconnect Switch	120 VAC Power Receptacles
Additional Lighting Requirements for Cameras	Authority having Jurisdiction permit drawing (requires customer CAD)
Ceiling Tiles and Ceiling Grid Repairs	Connection to Building Fire Alarm Panel
Correction of Wiring Faults Caused by Others	Door wiring typical connections
Electrical Installation Permit	Electrified Door Locking Hardware
Engineering and Drawings	Equipment rack layout drawing
FA Permit and Plan Review Fees	Fire Stopping (Excludes Existing Penetrations)
Fire Watch	Floor Coverings for Lifts
Floor plan with device placement and numbering (requires customer CAD)	Horizontal Core Drilling
Installation of Bridle Rings	Installation of CCTV Cameras
Installation of Conduit, Boxes and Fittings	Installation of Control Panels
Installation of Intercom Systems	Installation of Intrusion Panels
Installation of Network Cabling to IP Cameras	Installation of Network Cabling to IP Intercoms
Installation of Specialty Backboxes	Installation of Terminal Cabinets
Installation of Video Recorders (DVR/NVR)	Lifts
Loading Software on Customer Provided Computer	Low Voltage Permits
On-Site Lockable Storage Facility	Operations & Maintenance Manuals
Owner Training	Panel Wall Elevation drawing (may require customer CAD)
Panel wiring point with to point connections	Patch and Paint
Payment & Performance Bonds	Record Documentation (As-Built)
Riser drawing with home run wiring	Servers by Convergent
Specialty Backboxes	Submittal Drawings
System is Design-Build	Terminal Cabinets
Termination of Control Equipment Enclosures	Vertical Core Drilling
Workstations by Convergent	

**Total Project Investment:**

**\$ 8,478.73**

Thank you for considering Convergent Technologies for your Security needs. If you have any questions or would like additional information, please don't hesitate to contact me immediately. If you would like to proceed with the scope of work as outlined in this proposal, please sign below and return to my attention.

Sincerely,

**Jarrold Brunsmann**

Convergent Technologies  
Jarrod Brunsmann

By signing below, I accept this proposal and agree to the Terms and Conditions contained herein

\_\_\_\_\_  
Customer Name (Printed)

April 17, 2019  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

**Convergent Technologies' Install Terms & Conditions**

Throughout this Installation Proposal, the term, "Convergent" refers to the Convergent Technologies' affiliate operating in the state/province in which the work is being performed, specifically, "Convergent Technologies LLC" or "Convergent Technologies LTD".

**SECTION 1. THE WORK**

This Installation Proposal takes precedence over and supersedes any and all prior proposals, correspondence, and oral agreements or representations relating to the work set forth in the attached scope of work ("Work"). This Installation Proposal commences on the Start Date as specified in the attached scope of work, and represents the entire agreement between Convergent and Customer (the "Agreement") and it may only be amended by a written document signed by both Convergent and Customer. In the event any provision of this Agreement is held to be invalid or unenforceable, the remaining provisions of this Agreement shall remain in full force.

Convergent agrees in accordance with the mutually agreed project schedule:

- To submit shop drawings, product data, samples and similar submittals if required in performing the Work;
- To pay for all labor, materials, equipment, tools, supervision, programming, testing, startup and documentation required to perform the Work in accordance with the Agreement;
- Secure and pay for permits and governmental fees, licenses and inspections necessary for proper execution and completion of the Work; and
- Hire subcontractors and order material to perform part of the Work, if necessary, while remaining responsible for the completion of the Work.

Customer agrees in accordance with the mutually agreed project schedule, and at no cost to Convergent:

- To promptly approve submittals provided by Convergent;
- To provide access to all areas of the facility which are necessary to complete the Work;
- To supply suitable electrical service as required by Convergent; and
- That in the event of any emergency or systems failure, reasonable safety precautions will be taken by Customer to protect life and property during the period of time from when Convergent is first notified of the emergency or failure and until such time that Convergent notifies the Customer that the systems are operational or that the emergency has cleared.

**SECTION 2. PRICING**

Pricing and amounts proposed shall remain valid for 30 days unless otherwise specified. Price includes only the material listed based on Convergent's interpretation of plans and specifications unless noted otherwise. Additional equipment, unless negotiated prior to order placement, will be billed accordingly. Sales taxes, (and in Canada GST/PST) and any other taxes assessed on Customer shall be added to the price upon invoice to Customer.

**SECTION 3. INVOICE REMITTANCE AND PAYMENT**

Customer agrees to pay Convergent twenty-five (25%) percent of the total price as a mobilization fee at the time of executing this Agreement.

If the Work is performed over more than a month, Convergent will invoice Customer each month for the Work performed during the previous month. Customer agrees to pay the amount due to Convergent as invoiced, within thirty (30) days of the date of such invoice. If the Work is completed in less than one month, Customer agrees to pay Convergent in full after the Work has been performed within thirty (30) days of the date of being invoiced. Invoices shall not include or be subject to a project retention percentage. If Customer is overdue in any payment to Convergent, Convergent shall be entitled to suspend the Work until paid, and charge Customer an interest rate 1 and 1/2% percent per month, (or the maximum rate permitted by law), and may avail itself of any other legal or equitable remedy. Customer shall reimburse Convergent costs incurred in collecting any amounts that become overdue, including attorney fees, court costs and any other reasonable expenditure.

**SECTION 4. WARRANTY**

Convergent provides the following warranty to the Customer:

For the period of one (1) year, commencing at the earlier of substantial completion of the Work, or first beneficial use, ("Warranty Period"):

- That Work performed under this Agreement will be of good quality;
- That all equipment will be new unless otherwise required or permitted by this Agreement;
- That the Work will be free from defects not inherent in the quality required or permitted; and
- That the Work will conform to the requirements of this Agreement.

The Customer's sole remedy for any breach of this warranty is that Convergent shall remove, replace and/or repair at its own expense any defective or improper Work, discovered within the Warranty Period, provided Convergent is notified in writing of any defect within the Warranty Period.

Any equipment or products installed by Convergent in the course of performing the Work hereunder shall only carry such warranty as is provided by the manufacturer thereof, which Convergent hereby assigns to Customer without recourse to Convergent. Upon request of Customer, Convergent will use all reasonable efforts to assist Customer in enforcing any such third party warranties. This warranty excludes remedy for damage or defect caused by abuse, modifications not executed by Convergent, improper or insufficient maintenance, improper operation, or normal wear and tear under normal usage. NO FURTHER WARRANTIES OR GUARANTIES, EXPRESS OR IMPLIED, ARE MADE WITH RESPECT TO ANY GOODS OR SERVICES PROVIDED UNDER THIS AGREEMENT, AND ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE ARE EXPRESSLY DISCLAIMED.

**SECTION 5. CHANGES**

Without invalidating this Agreement or any bond given hereunder, Customer or Convergent may request changes in the Work. Any changes to the Work and any adjustment to the Agreement Price or the time for completion of the Work shall be in writing signed by both Customer and Convergent. If Customer orders any additional work or causes any material interference with Convergent's performance of the Work, Convergent shall be entitled to an equitable adjustment in the time for performance and in the Agreement Price, including a reasonable allowance for overhead and profit.

**SECTION 6. FORCE MAJEURE**

Neither Customer nor Convergent shall be responsible or liable for, shall incur expense for, or be deemed to be in breach of this Agreement because of any delay in the performance of their respective obligations pursuant to this Agreement due solely to circumstances beyond their reasonable control ("Force Majeure") and without the fault or negligence of the party experiencing such delay, provided that the party experiencing the delay shall promptly give written notification to the other party within five (5) days after such party has learned of the Force Majeure. A Force Majeure event shall include, Convergent Technologies' Install Terms & Conditions

but not be limited to: accident, fire, storm, water, flooding, negligence, vandalism, power failure, installation of incompatible equipment, improper operating procedures, source current fluctuations or lighting. If performance by either party is delayed due to Force Majeure, the time for that performance shall be extended for a period of time reasonably necessary to overcome the effect of the delay. Any Services required by Convergent due to reasons set forth in this Force Majeure Section shall be charged to Customer in addition to any amounts due under this Agreement.

**SECTION 7. INSURANCE**

Convergent shall have the following insurance coverage during the term of this Agreement, and shall provide certificates of insurance to the Customer prior to beginning work hereunder:

Worker's Compensation	Statutory Limits
Employer's Liability	\$1,000,000 per occurrence /aggregate
Commercial General Liability	\$1,000,000 per occurrence/aggregate \$2,000,000 general aggregate
Automobile Liability	\$1,000,000 per occurrence/aggregate
Excess/Umbrella Liability	\$4,000,000 per occurrence/aggregate

All insurance policies carried by Convergent hereunder shall be primary to and noncontributory with the insurance afforded to Customer, and shall name the Customer as "additional insured", with respect to liability arising out of work performed by Convergent, as applicable, but only to the extent of liabilities falling within the indemnity obligations of Convergent, pursuant to the terms of this Agreement. Convergent shall provide to the Customer no less than thirty (30) days notice prior to the termination or cancellation of any such insurance policy.

**SECTION 8. INDEMNIFICATION**

Convergent shall indemnify and hold Customer harmless from and against claims, damages, losses and expenses, (including, but not limited to, reasonable attorney's fees), attributable to bodily injury, sickness, disease or death, or to destruction of tangible property, but only to the extent caused by: a) the negligent or willful acts or omissions of Convergent or Convergent's employees or subcontractors while on Customer's site, or b) the malfunction of the equipment supplied by Convergent, or c) Convergent's breach of this Agreement.

IN NO EVENT SHALL EITHER CONVERGENT OR CUSTOMER BE LIABLE TO THE OTHER PARTY HERETO FOR SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES, INCLUDING COMMERCIAL LOSS, LOSS OF USE OR LOST PROFITS, EVEN IF THAT PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN NO EVENT WILL CONVERGENT BE LIABLE TO CUSTOMER FOR ANY AMOUNTS IN EXCESS OF THE AMOUNTS PAID BY CUSTOMER TO CONVERGENT.

It is understood and agreed by the parties hereto that Convergent is or may be providing monitoring and or intrusion products which are designed to provide notification of certain events but are not intended to be guarantees or insurers against any acts for which they are supposed to monitor or inform. As required by the monitoring and intrusion industry and the manufacturers thereof, Convergent's indemnification obligation pursuant to Section 8 herein, does not apply to the extent the loss indemnified against is caused by any monitoring or intrusion product or software provided by but not manufactured by Convergent. Convergent shall have no liability to Customer for any losses to the extent such losses are caused by the monitoring or intrusion product or software. Customer shall indemnify, defend, and hold harmless Convergent, from and against all claims, lawsuits, damages, losses and expenses by persons not a party to this Agreement, but only to the extent caused by such monitoring or intrusion product or software provided by but not manufactured by Convergent.

**SECTION 9. COMPLIANCE WITH LAW, EEO & SAFETY**

This Agreement shall be governed and construed in accordance with the laws of the state/province in which the Work is being performed. Convergent agrees to comply with all laws and regulations relating to or governing the Work. Convergent agrees to comply with all reporting requirements imposed by law or this Agreement. Convergent shall comply with all safety related laws and regulations and with the safety program of the Customer, provided such program is supplied to Convergent prior to beginning work.

In the event that Convergent discovers or suspects the presence of hazardous materials, or unsafe working conditions at Customer's facility where the Work is to be performed, Convergent is entitled to stop the Work at that facility if such hazardous materials, or unsafe working conditions were not provided by or caused by Convergent. Convergent in its sole discretion shall determine when it is "safe" to return to perform the Work at Customer's facility. Convergent shall have no responsibility for the discovery, presence, handling, removing or disposal of or exposure of persons to hazardous materials in any form at the Customer's facility. Customer shall indemnify and hold harmless Convergent from and against claims, damages, losses and expenses, including but not limited to, reasonable attorney's fees, arising out of or resulting from undisclosed hazardous materials, or unsafe working conditions at Customer's facility.

**SECTION 10. DISPUTES**

In the event of any dispute between Convergent and Customer, Convergent and Customer shall first attempt to resolve the dispute in the field, but if that is not successful, then in a meeting between authorized officers of each company. If settlement attempts are not successful, then the dispute shall be subject to and decided by mediation or arbitration. Such mediation or arbitration shall be conducted in accordance with the Construction Industry Mediation or Arbitration Rules of the American Arbitration Association currently in effect and shall be a final binding resolution of the issues presented between the parties.

**SECTION 11. MISCELLANEOUS**

Neither party to this Agreement shall assign this Agreement without the prior written consent of the other party hereto. Convergent may assign this Agreement to any of its parents, subsidiary or affiliated companies or any entity majority owned by Convergent.

Notices shall be in writing and addressed to the other party, in accordance with the names and addresses of the parties as shown above. All notices shall be effective upon receipt by the party to whom the notice was sent.

A waiver of the terms hereunder by one party to the other party shall not be effective unless in writing and signed by the person with authority to commit the Customer or Convergent and delivered to the non-waiving party according to the notice provision herein. No waiver by Customer or Convergent shall operate as a continuous waiver, unless the written waiver specifically states that it is a continuous waiver of the terms stated in that waiver.

The Sections regarding invoicing, warranty and indemnity shall survive the termination of this Agreement.

**Date:** April 24, 2019  
**Submitted by:** Richard Treece, Director of Facilities and Planning *BM*  
**Area Administrator:** Brock McMurray, EVP of Administrative Services  
**Subject:** Request for Ratification

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**Board Meeting Date:** May 8, 2019

**Title of Board Item:**

Replacement of Gymnasium Main Doors

**Background:**

The existing Gymnasium doors have exceeded their useful life expectancy and are in need of replacement, primarily due to failing hardware. Two proposals were solicited and Montgomery Hardware Co. was the low bidder.

**Terms (if applicable):**

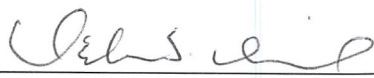
The scope of work is expected to be completed by mid-June 2019

**Expense (if applicable):**

The total cost for the door replacement will be \$10,341.44

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

These funds were included in the 2018/19 maintenance and operations budget

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





**Montgomery Hardware Co.**  
**Established 1917**

*Doors and Frames, Door Hardware, Security Products and Installation*

8777 Lanyard Court  
 Rancho Cucamonga, CA 91730  
 Tel: (909) 204-4000 Fax: (909) 204-4001

# Quote

Quote # : **417227**  
 Quote Date : **Mar 25, 2019**  
 Expiration Date : **Apr 24, 2019**

Customer:  
 Prospective Customer  
 8777 Lanyard Court  
 Rancho Cucamonga, CA 91730

Ship To:  
 Taft College  
 29 Cougar Court  
 Taft, CA 93268

Account Code : 20769  
 Terms : CreditCard  
 Customer Job # :  
 Salesperson : Todd Carroll  
 Order Name :

Purchase Order # :  
 Shipped Via : UPS Ground

## TAFT COLLEGE STOREFRONT DOORS AND HARDWARE REPLACEMENT

<u>Qty</u>	<u>Product Description</u>	<u>Unit Price</u>	<u>Extended Price</u>
1	6070 ALD SPECIAL-LITE SL-15 DARK BRONZE, RHRA, 4-3/4" TOP & SIDE RAILS, 10" BOTTOM RAIL, 12" MID-PANEL, 1/4" CLEAR GLASS, ADJUSTABLE ASTRAGAL **10 YEAR 100% PARTS AND LABOR WARRANTY**	3,600.00	3,600.00
2	Armored Door Loop K-DLB DU	16.95	33.90
2	Continuous Hinge 112HD 83" 313AN	133.00	266.00
1	Exit Device AX QEL RX 9849DT x 990DT US10B, 313	1,750.00	1,750.00
1	Exit Device AX QEL RX 9849NL x 990NL-R&V US10B, 313	1,770.00	1,770.00
1	Rim Cylinder 20-057 ICX 613	64.00	64.00
1	Cylinder Core 23-030 606	34.50	34.50
2	Closer 4040 XP REG/PA TBSRT DKBRZ	255.00	510.00
2	Door Bottom 315 DN 36"	10.80	21.60
1	Threshold 271 D 72" MSES10	56.70	56.70
1	Power Supply PS902 900-2RS	207.00	207.00
<b>Description</b>			<b>Price</b>
Installation - JLM			1,150.00
PREVAILING WAGES			
REGULAR BUSINESS HOURS			
Freight and Delivery			275.00
Pre-Tax Total		:	9,738.70
KERNS - Kern CO		:	602.74
<b>Quote Total</b>		:	<b>10,341.44</b>

**WARRANTY:** Montgomery Hardware Co. warrants all goods to be furnished under an order to be free from defects due to faulty workmanship or material for the period of twelve months from the date of delivery to Buyer. Any applicable manufacturer warranties also apply.

**INDEMNITY:** Buyer agrees to save and hold Montgomery Hardware Co. harmless from any claims, demands, liabilities, costs, expenses or judgements caused by the negligence or lack of care by Buyer or Buyer's customers, agents, employees or invitees involving the use of the goods supplied by Montgomery Hardware Co. This indemnification shall include all costs, attorney's fees and other expenses paid or incurred by or imposed upon Montgomery Hardware Co. in connection with the defense of any such claims.

Montgomery Hardware Co. will save and hold Buyer harmless from any claims, demands, liabilities, cost, expenses or judgements caused by the services, products or other performance provided by Montgomery Hardware Co. or its subcontractor. This indemnification shall include all costs, attorney's fees and other expenses paid or incurred by or imposed upon Buyer in connection with the defense of any such claims.

**SHIPPING DISCREPANCIES AND RETURNS:** Please report all shipping discrepancies and damaged items within 48 hours. A Return Authorization (RA) is required for all returns and must be requested within 60 days of Invoice Date. Made to Order items are not returnable and Special Order items are subject to manufacturer's approval and restock fees. All returns must be in resalable condition and are subject to inspection.

Customer accepts above pricing, payment terms and conditions as noted:

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

**Date:** April 24, 2019  
**Submitted by:** Richard Treece, Director of Facilities and Planning  
**Area Administrator:** Brock McMurray, EVP of Administrative Services *BN*  
**Subject:** Request for Ratification

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**Board Meeting Date:** May 8, 2019

**Title of Board Item:**

WESTEC Roofing

**Background:**

The existing roofs at the WESTEC facility have exceeded their useful life expectancy and are in need of replacement, primarily due to aging. This will be Phase 1 of a Phase 5 project; with the remaining phases being completed over the next several years. Two proposals were solicited and Garcia Roofing was the low bidder.

**Terms (if applicable):**

The scope of work is expected to be completed by mid-June 2019

**Expense (if applicable):**

The total cost for the roof replacement will be \$37,055.

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

These funds were included in the 2018/19 maintenance and operations budget

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



CA License No. 385737 (C39) Roofing Contractor

BID PROPOSAL NO. DG 04-23-19

PO Box 70250  
Bakersfield, CA 93387  
Office... **661.325.5736**  
Fax..... **661.325.1226**  
debbiegarcia41@hotmail.com

Customer's Name <b>PETE MARTINEZ</b>		Address:	
City:	Zip Code:	Phone:	Fax:
Project Name & Address: <b>WESTEC 5801 E. LERDO HWY SHAFTER, CA</b>			Email: <b>rtreece@taftcollege.edu</b>

a. **Scope of Work:** Garcia Roofing, Inc. hereby submits the following specifications and estimates:

**BID #1 IS AS FOLLOWS: SHINGLE ROOFING**

- 1. REMOVE EXISTING ROOF DOWN TO WOOD DECK.**
- 2. INSTALL 15LB FELT.**
- 3. INCLUDES NEW PAINTED DRIP EDGE.**
- 4. INCLUDES NEW PIPE FLASHING.**
- 5. INCLUDES NEW ATTIC VENTS TO COMPLY TO CITY AND COUNTY CODES.**
- 6. INSTALL NEW PAINTED VALLEY METAL.**
- 7. INSTALL MALARKEY ECOASIS COSTA REFLECTIVE 30YR. SHINGLES.**

**PRICE INCLUDES MATERIAL, LABOR, PAYMENT AND PERFORMANCE BONDS.**

**PHASE #1 - \$37,055.00**

**NOTE: PREVAILING WAGE**

**WOOD DECK REPAIR \$2.20 SQ FT IF NEEDED.**

**WOOD FACIA \$5.00 SQ FT IF NEEDED.**

**PAYMENT TERMS**

- 60% WHEN MATERIAL IS LOADED**
- 40% WHEN ROOFING IS COMPLETED**

THIS LIST OF SPECIFICATIONS MAY BE CONTINUED ON SUBSEQUENT PAGES (SEE PAGE NUMBER BELOW)

**b. Not Included:** This proposal does not include SHEET METAL, MECHANICAL HVAC, CARPENTRY, PLUMBING, PAINTING, ELECTRICAL, LEAD FLASHINGS, REGULAR PIPE FLASHINGS, LEAD FOR DRAINS, NAILERS, INSPECTION FEES, ETC.

**c. WE PROPOSE** to furnish material, equipment and labor in accordance with the above specifications for the sum of:

\_\_\_\_\_ dollars  
**NOTE:** This proposal may be withdrawn if not accepted within  
30 days from APRIL 23, 2019  
 \_\_\_\_\_  
 date

Submitted by: LARRY QUINTERO  
 \_\_\_\_\_  
 Company Representative

**d. WE ACCEPT** the prices, specifications, and terms as stated in this bid proposal are approved. We authorize you to draw up all necessary contract documents so work can begin.

\_\_\_\_\_  
 approved and accepted (owner or authorized agent)      date  
 \_\_\_\_\_  
 approved and accepted (second owner - if any)      date

**Date:** April 30, 2019  
**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:** May 8, 2019

**Title of Board Item:**

Taft College Faculty Association (TCFA) Compensation for SLO Coordinator

**Background:**

As part of the continuing dialogue through the TCFCBC, the parties have reached a consensus regarding compensation of 40% release time for the SLO Coordinator. This change will be reflected in the Faculty Salary Schedules located in Appendix B-1, page 2, of the collective bargaining agreement.

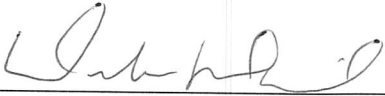
**Terms (if applicable):**

An implementation date of July 1, 2019.

**Expense (if applicable):**

There is no additional expense to the District.

**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**

**COMPENSATION FOR SLO COORDINATOR**

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 compensation of 40% Release Time for the SLO Coordinator, 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. A compensation of 40% Release Time will be applied as outlined above and implemented beginning July 1, 2019. The parties further agree to update the Faculty Salary Schedules, Appendix B-1, page 2, of the collective bargaining agreement ("CBA") as appropriate.
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

Dated: May \_\_\_, 2019

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

Dated: May \_\_\_, 2019

Board Approval:

First Presentation: April 10, 2019  
Second Presentation/Approval: May 8, 2019

Date: April 30, 2019  
Submitted by: Heather Meason, Executive Director of Human Resources  
Area Administrator: Dr. Debra Daniels, Superintendent/President  
Subject: Information Item

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**Board Meeting Date:** May 8, 2019

**Title of Board Item:**

First Presentation: Proposed implementation of the Compensation Study.

**Background:**

As part of the continuing dialogue through the Taft College Classified Collective Bargaining Committee, the parties have reached a consensus on modification of the range of Classified positions, included in attached Exhibit A, from their current range to the referenced range.

**Terms (if applicable):**

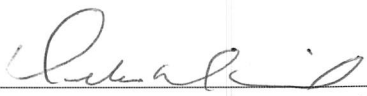
An implementation date of July 1, 2019 is recommended.

**Expense (if applicable):**

See below.

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

The amount will be included in the Adopted Budget for 2019-20.

Approved:   
Dr. Debra Daniels, Superintendent/President

**Tentative Agreement Between**  
**Classified School Employees Association and its**  
**Taft College Chapter #543**  
**And**  
**West Kern Community College District**  
  
**Implementation of Compensation Study**

This tentative agreement ("Agreement") is made by and between the Classified Employees Association and its Chapter #543 ("CSEA") 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 Classified Collective Bargaining Committee, the parties have reached a consensus regarding implementation of the salary study.

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

1. The above recitals are true and correct.
2. The parties agree, effective July 1, 2019, to modify the range of the Classified positions, included in the attached Exhibit A, from their current range to the range referenced in the exhibit.
3. Except as set forth in this Agreement, all other terms and conditions of the CBA shall remain unchanged.
4. This Agreement will become effective after ratification by the CSEA members and the District's Governing Board.

  
\_\_\_\_\_  
Debra Daniels, Superintendent/President  
West Kern Community College District

Dated: 4-3-19

  
\_\_\_\_\_  
Greg Hawkins, President  
California School Employees Association Chapter #543

Dated: 4-4-19

Board Approval:

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

First Presentation: May 8, 2019  
Second Presentation/Approval: June 12, 2019



Compensation Study Implementation

<b>Position</b>	<b>Pre-Study Range</b>	<b>Post-Study Range</b>
Accounting Services Technician	20	23
Admissions & Counseling Center Technician	15	16
Admissions & Records Technician I	15	16
Admissions & Records Technician II	19	20
Accounts Payable Technician	20	23
Athletic Secretary	20	24
Basic Skills Tutor	11	13
Cashier I	15	18
Cashier II	20	23
Children's Center Assistant Teacher	1	2
Children's Center Office Manager	22	24
Counseling Center Technician II	17	20
DBA	37	38
Programmer II	33	38
Welding Aide Bilingual	13	19
DSPS Testing Tech/Instructional Aide	20	25
ECEF Bilingual Instruction Aide	13	19
EOPS/CAL Sr. Secretary	20	21
Equipment Technician	14	15
Financial Aid Office Manager	22	24
Financial Aid Technician I	17	19
Financial Aid Technician II	19	21
General Tutor - TUTOR	11	13
Groundskeeper I	13	14
Instructional Technician - Curriculum	20	24
Instructional Technician - Scheduling	20	24
IS Secretary	15	20
Lead Custodian	15	16
Learning Skills Lab Instructional Aide	13	19
Liberal Arts Tutor	11	13
Library & Learning Resources Tech	13	14
Maintenance Worker Groundskeeper	17	22
Maintenance/Trans Clerk Facilities Clerk	15	20
Math Tutor	11	13
Network Administrator	33	38
Payroll Technician	20	23
Science Lab Technician	20	24
Science Tutor	11	13
Skilled Maintenance Worker	19	25
Sr Secretary, TIL	15	19
Supplemental Instruction Assistant	15	20
Testing Technician I	13	16
Testing Technician II	15	18
Til Security Guard/Maintenance	13	14
Tutor, Math & Science	15	18

# BOARD AGENDA ITEM

**Date:** April 30, 2019  
**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:** April 10, 2019

**Title of Board Item:**

Second Reading - Board Policy Revision - #7250 - Educational Administrators

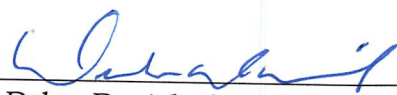
**Background:**

Board Policy #7250 addresses employment matters for employees that are Educational Administrators. It has been revised to reflect current references and local practice.

**Terms (if applicable):**

**Expense (if applicable):**

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

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

# BP 7250 Educational Administrators

## Reference:

*Education Code Sections 72411 et seq., 87002(b), and 87457-87460;  
Government Code Section 3540.1(g) and (m)*

An administrator is a person employed by the Board in a supervisory or management position as defined in Government Code Sections 3540, et seq.

Educational administrators are those who exercise direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services programs of the District.

An educational administrator who has not previously acquired tenure as a faculty member in the District shall have the right to become a first year probationary faculty member once his or her administrative assignment expires or is terminated, if the following criteria are met:

1. The administrator meets the criteria established by the District for minimum qualifications for a faculty position, in accordance with procedures developed jointly by the Superintendent/President and the Academic Senate and approved by the Board. The Board shall rely primarily on the advice and judgment of the Academic Senate to determine that an administrator possesses minimum qualifications for employment as a faculty member.
2. The requirements of Education Code Section 87458(c) and (d), or any successor statute, are met with respect to prior satisfactory service and reason for termination of the administrative assignment.
3. The District has a vacancy for which the administrator meets minimum qualifications.
4. The administrator has completed at least two years of satisfactory District service and not released for cause.

Educational administrators shall be compensated in the manner provided for by the appointment or contract of employment. Compensation shall be set by the Board upon recommendation by the Superintendent/President. Educational Administrators shall further be entitled to health and welfare benefits made available by action of the Board upon recommendation by the Superintendent/President.


Educational administrators shall be entitled to vacation leave, sick leave, and other leaves as provided by law, these policies, and administrative procedures adopted by the Superintendent/President.

Every educational administrator shall be employed by an appointment or contract of up to 4 years in duration.

The Board may, with the consent of the administrator concerned, terminate, effective on the next succeeding first day of July, the terms of employment and any contract of employment with the administrator, and reemploy the administrator on any terms and conditions as may be mutually agreed upon by the Board and the administrator, for a new term to commence on the effective date of the termination of the existing term of employment.

If the Board determines that the administrator is not to be reemployed when his/her appointment or contract expires, notice to an administrator shall be in accordance with the terms of the existing contract, If the contract is silent, notice shall be in accordance with Education Code Section 72411.

*See Administrative Procedure #7250 - Administrator Retreat Rights*

**Date:** April 25, 2019  
**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:** May 8<sup>th</sup>, 2019

**Title of Board Item:** CCFS-311Q for the 3<sup>rd</sup> quarter ending March 31, 2019.

**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 March 31, 2019. This report will be submitted to the Taft College Board of Trustees for their review at the regularly scheduled board meeting on May 8<sup>th</sup>, 2019.

This report represents the third quarter of the 2018-2019 fiscal year. Total General Fund unrestricted revenues received to date were \$20,716,320 or 75.03% of the projected levels for the current fiscal year. General Fund unrestricted expenditures were \$18,039,665 or 65.30% of the budgeted projections. The net effect year to date was \$2,676,655.

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

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

**Quarterly Financial Status Report, CCFS-311Q**

**ENTER OR EDIT CURRENT DATA**

**CHANGE THE PERIOD** ▾

**Fiscal Year: 2018-2019**

**Quarter Ended: (Q3) Mar 31, 2019**

**District: (690) WEST KERN**

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>Closed for edits after May 17, 2019</b>					
<b>A.</b>	<b>Revenues:</b>				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	27,609,494	27,609,494	20,716,320	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	20,716,320	27,609,494
<b>B.</b>	<b>Expenditures:</b>				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	26,678,706	26,695,359	17,426,102	26,695,359
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	930,789	928,486	613,563	928,486
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	27,609,495	27,623,845	18,039,665	27,623,845
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	-1	-14,351	2,676,655	-14,351
<b>D.</b>	<b>Fund Balance, Beginning</b>	8,531,261	8,531,261	8,531,261	8,531,261
D.1	Prior Year Adjustments + (-)	0	179,679	179,679	179,679
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	8,531,261	8,710,940	8,710,940	8,710,940
<b>E.</b>	<b>Fund Balance, Ending (C. + D.2)</b>	8,531,260	8,696,589	11,387,595	8,696,589
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	30.9%	31.5%	63.1%	31.5%

SAVE EDITS »»

**II. Annualized Attendance FTES:**

G.1	Annualized FTES (excluding apprentice and non-resident)	2,909
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**III. Total General Fund Cash Balance (Unrestricted and Restricted)**

H.1	Cash, excluding borrowed funds	7,333,346
H.2	Cash, borrowed funds only	0
H.3	<b>Total Cash (H.1+ H.2)</b>	7,333,346

Amount as of the Specified Quarter Ended

**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) YYYY-YY	Management		Academic				Classified	
	Total Cost Increase	% *	Permanent		Temporary		Total Cost Increase	% *
			Total Cost Increase	% *	Total Cost Increase	% *		
<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

SAVE EDITS »»

**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

«« EXIT WITHOUT SAVING

SAVE EDITS »»

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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 [atalig@cccco.edu](mailto:atalig@cccco.edu) or Tracy Britten (916)324-9794 [tbritten@cccco.edu](mailto:tbritten@cccco.edu)

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## BOARD AGENDA ITEM

**Date:** April 11, 2019  
**Submitted by:** Severo M. Balason, Vice President of Student Services  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Approval

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**Board Meeting Date:** May 8, 2019

**Title of Board Item:**

Adoption of Rules and Regulations Relating to the West Kern Community College District Student Trustee, June 1, 2019 - May 31, 2020

**Background:**

State law (**Education Code 72023.5**) requires the board of trustees of each community college district to have at least one non-voting student member to be chosen by the students in a manner determined by the board.

Annually, Districts are required by law to adopt rules related to the responsibilities and privileges of the student trustee.

**Terms (if applicable):**

June 1, 2019 - May 31, 2020

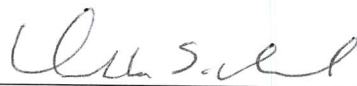
**Expense (if applicable):**

N/A

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

N/A

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

  
Dr. Debra Daniels, Superintendent/President



# **RULES AND REGULATIONS RELATING TO THE WEST KERN COMMUNITY COLLEGE DISTRICT STUDENT TRUSTEE**

**June 1, 2019 – May 31, 2020**

These rules and regulations were revised on September 10, 2015 and are required by Ed Code to be adopted annually by June 1 of each year.

## **1. Qualifications**

The student trustee shall:

- a) Be a resident of California at the time of nomination
- b) Be enrolled in and maintain a minimum of five (5) semester units in the District at the time of nomination and throughout the term of service.
- c) Maintain a cumulative grade point average of 2.5

## **2. Term of Office**

One year commencing on June 1<sup>st</sup> and ending on May 31<sup>st</sup>.

## **3. Scope of Responsibility**

- a) The student member shall be seated with the Board and shall be recognized as a full member of the Board at the meetings.
- b) The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for closed session).
- c) The student member shall be entitled to any mileage allowance necessary to attend board meetings to the same extent as publicly elected trustees.

## **4. Privileges**

On or before May 15<sup>th</sup> of each year, the Board shall consider whether to afford the student member any of the following privileges:

- \* The privilege to make and second motions;
- \* The privilege to attend closed sessions, other than closed sessions on personnel or collective bargaining matters;
- \* The privilege to serve a term commencing on June 1<sup>st</sup>;
- \* The privilege to cast an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the board.

## **5. Compensation**

The student trustee is not entitled to compensation as prescribed by Section 72024.

**Adopted** \_\_\_\_\_

References: Ed Code Section 72023.5

Constitution Associated Students of Taft College

## BOARD AGENDA ITEM

**Date:** April 30, 2019  
**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:** April 10, 2019

**Title of Board Item:**

West Kern Adult Education Network Joint Powers Authority Funds Agreement

**Background:**

The West Kern Adult Education Network (WKAEN) is a participant in the Adult Education Block Grant program. This agreement establishes the responsibilities of WKAEN and the West Kern Community College District (WKCCD) within a Joint Powers Authority (JPA) agreement.


**Terms (if applicable):**

July 1, 2019 - June 30, 2020

**Expense (if applicable):**

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

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

  
Dr. Debra Daniels, Superintendent/President

AGREEMENT

West Kern Adult Education Network Joint Powers Authority Funds Agreement

Between West Kern Community College District

And

West Kern Adult Education Network Joint Powers Authority

July 1, 2019 – June 30, 2020

**Agreement:**

I. BACKGROUND OF AGREEMENT

Fiscal Agent: West Kern Community College District (WKCCD)

Participant/Provider: West Kern Adult Education Network Joint Powers Authority (WKAEN JPA)

Scope of Work: Guidelines for Adult Education Block Grant are attached hereto as Exhibits A-D

EXHIBIT A – Adult Education Block Grant Program Guidance

EXHIBIT B – Adult Education Block Grant Consortium Annual Plan – 2019-20

EXHIBIT C – Chancellor’s Office Memorandum Dated May 19, 2017 Accounting

Advisory: Adult Education Block Grant Funds

EXHIBIT D –2019-20 West Kern Community College District Adopted Budget

II. TERMS OF AGREEMENT

Effective Date: July 1, 2019

Expiration Date of Agreement: June 30, 2020

III. RULES OF FUNDING

WKAEN JPA shall designate the Program Director who will be tasked with the following:

- a. Provide a single-point of contact to account for financial operation that ensures the following:
  - i. Proposed expenditures are allowable under the terms of the agreement, criteria and requirements as stipulated in the Adult Education Block Grant guidelines,
  - ii. Proposed expenditures are properly classified,
  - iii. All budget calculations are correct,
- b. Determining the documentation required to ensure funds are properly accounted and determining where this documentation will be maintained,
- c. Preparing quarterly, semi-annual reports and reporting to Chancellor’s Office as required,

- d. Maintaining communications and the Regional Consortium website for transparent sharing of information,
- e. 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,
- f. 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.
- g. WKCCD will forward each allocation received to WKAEN within 45 days of receipt as required by legislation. (Exhibit C).
- h. WKCCD has no fiscal responsibility other than pass through funding and is not required to oversee any activity or ensure any compliance with legislation for use of funds. (Exhibit C).

#### IV. PARTICIPATION AGREEMENT PAYMENTS AND INVOICING

- a. Allocations from Fiscal Agent to Participant/Provider will be utilized in accordance with the terms and conditions of this agreement and adhering to allocation articulated in Exhibit A. These funds are subject to reduction by the District should the Fiscal Agent experience a reduction in funding from the Chancellor's Office. Fiscal Agent reserves the right to adjust the scope of work and funding according and decisions will be made transparent to the Participant/Provider.
- b. In consideration of the performance by Participant/Provider, shall make payments to the Participant/Provider up to the allocation of Adult Education Block Grant funds established by the Chancellor's Office for the fiscal year 2019-2020. Payments will be paid no more frequently than on a monthly basis. These payments will be made after the submission of a detailed invoice, by no later than the 15<sup>th</sup> of the month for the preceding month. These invoices shall be sent to the Fiscal Agent's Executive Director of Fiscal Services or such people designated by him/her.
- c. District must receive final invoices no later than July 15, 2020.
- d. WKCCD will receive indirect funds for no more than 1% of total allocations.

#### V. RECORDS/AUDITS

- a. Records. Participant/Provider must maintain records regarding the use of allocation, progress made towards objectives/performance, and placement and use of equipment purchased, for a period of three (3) years after the ending date of this agreement and/or with guidelines set by CASBO Record Retention Manual, whichever is stricter.
- b. Audit. Participant/Provider agree that the Fiscal Agent, the Chancellor's Office, the Bureau of State representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Participant/Provider agrees to maintain such records for possible audit for a minimum of three (3) years after final payment or until any audit finding has been resolved, unless a longer period of record retention is stipulated. Participant/Provider agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Participant/Provider agrees to include a similar right of the Fiscal Agent, the Chancellor's

Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to performance of the agreement.

- c. If any audit or other actions involving the records has been started before the expiration of this period, the records must be retained until completion of the action and resolution of all issues which arise from it or until the end of the three (3) year period, whichever is later;
- d. All records must be retained throughout the project. The three (3) year period of retention starts on June 30, 2020.

## VI. NOTICES

Any Party may give notice to the other Party by sending certified mail properly addressed, postage fully prepaid to the other Party's address as specified below. Such notice shall be effective when received, as indicated by post office records, or if deemed undeliverable by the post office, such notice shall be postponed twenty-four (24) hours for each such intervening day.

Fiscal Agent: West Kern Community College District  
Attn: Brock McMurray, Executive VP, Administrative Services  
Address: 29 Cougar Court  
Taft, CA 93268  
Telephone: (661) 763- 7700  
Email: bmcurray@taftcollege.edu

Participant/Provider: West Kern Adult Education Network JPA  
Attn: Kathy Johnson, Program Director  
Address: 915 N. 10<sup>th</sup> Street, #34  
Taft, CA 93268  
Telephone: (661) 745 – 4315

- a. All notices or demands to be given under this agreement should be directed to the address and person listed in this section (Section VI),
- b. Participant/Provider will inform the Fiscal Agent of all personnel changes.

## VII. TERMINATION

- a. Without Cause. A Party may suspend or terminate this agreement upon thirty (30) days advance written notice to the other Party prior to the requested termination date. Termination of this agreement; however, will not invalidate commitments or obligations entered into on a Participation Agreement prior to the date of termination that cannot be cancelled.
- b. With Cause. Each Party may terminate this agreement upon the other Party's material breach of any provisions of this agreement. A Party intending to terminate this agreement pursuant to this subsection shall provide the breaching Party with written notice at least thirty (30) days ("Cure Period") before the effective termination date. Such notice by the non-breaching Party shall specify the provision of this Agreement that was breached by the breaching Party, the acts or omissions of the breaching Party that constitute a material breach of this agreement, and the corrective action and/or remedy requested from the breaching party, and provide the breaching Party with an opportunity to cure the material breach within the Cure Period unless the non-breaching Party shall agree in writing to an

extension of the Cure Period before the expiration of the Cure Period. Upon expiration of the Cure Period, and if the breaching Party has not cured the breach and provided written notice of such cure to the non-of the Cure Period without any further notice by the Parties. Termination of this agreement; however, will no invalidate commitments or obligations entered into on a Participation Agreement prior to the date of the termination that cannot be cancelled.

#### VIII. INDEPENDENT CONTRACTOR

Participant/Provider, in the performance of this agreement, shall be and act as an independent contractor and not an employee of the Fiscal Agent. Participant/Provider, understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the Fiscal Agent, and are not entitled to benefits of any kind or nature normally provided employees of the Fiscal Agent and/or to which Fiscal Agent's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Participant/Provider assumes the full responsibility his/her ads and/or liabilities including those of his/her employees or agents as they relate to the services to be provided under this agreement. Participant/Provider shall assume full responsibility for withholding and payment of all: federal, state, local and applicable income taxes; workers' compensation; contributions, including but not limited to, unemployment insurance and social security with respect to Participant/Provider and Participant/Provider's employees. The Fiscal Agent will not withhold taxes, unemployment insurance or social security for Participant/Provider or Participant/Provider's employees or independent subcontractors. Participant/Provider agrees to indemnify and hold Fiscal Agent harmless from and against any and all liability arising from any failure of Participant/Provider to withhold or pay any applicable tax, unemployment insurance or social security when due.

#### IX. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBLE MATTERS

- a. By executing this contractual instrument, Participant/Provider agrees to comply with applicable federal suspension and debarment regulations, including, but not limited to, regulations implementing Executive Order 12549 (29 C.F.R. Part 98).
- b. By executing this contractual instrument, Participant/Provider certifies to the best of its knowledge and belief that it and its principals:
  - i. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
  - ii. Have not, within a three (3) year period preceding the execution of this contractual instrument, been convicted of, or had a civil judgement rendered against them, for: (a) Commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) or private transaction or contract; (b) Violation of Federal or State antitrust statues; (c) Commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; (d) Commission of tax evasion, receiving stolen property, making false claims, or obstruction of justice; or (e) Commission of any offense indicating a lack of business integrity or business honesty that seriously and directly affects Participant/Provider's present responsibility;

- iii. Are not presently indicated for, or otherwise criminally or civilly charged by any government entity (Federal, State or Local), with commission of any of the offenses enumerated in b(ii) above, of this certification;
- iv. Have not, within a three (3) year period preceding the execution of this contractual instrument, had one or more public transactions (Federal, State or Local) terminated for cause of default.

West Kern Adult Education Network JPA

West Kern Community College District

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Date:** April 25, 2019  
**Submitted by:** Norberto Lopez Jr., Curriculum Technician  
**Area Administrator:** Dr. Leslie Minor, Vice President of Instruction  
**Subject:** Request for Approval

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**Board Meeting Date:** May 8, 2019

**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.

**Math & Science Division**

The Math and Science Division has revised the following courses as part of the five-year review cycle:

1. PHED 1507 Intercollegiate Softball
2. PHED 1509 Women's Intercollegiate Volleyball
3. PHED 1510 Women's Intercollegiate Soccer
4. PHED 1511 Men's Intercollegiate Soccer
5. PHED 1514 Intercollegiate Baseball
6. PHED 1523 Beginning Weight Lifting and Physical Fitness
7. PHED 1524 Softball
8. PHED 1528 Beginning Volleyball
9. PHED 1529 Water Aerobics
10. PHED 1532 Low Impact Aerobics
11. PHED 1533 Walking for fitness
12. PHED 1534 Basketball and Physical Fitness
13. PHED 1535 Baseball and Physical Fitness
14. PHED 1542 Beginning Soccer
15. PHED 1623 Intermediate Weight Lifting and Physical Fitness
16. PHED 1629 Intermediate Water Aerobics
17. PHED 1632 Intermediate Low Impact Aerobics
18. PHED 1644 Introduction to Physical Education
19. PHED 1646 Techniques in Athletic Taping I
20. PHED 1723 Advanced Weight Lifting and Physical Fitness
21. PHED 1724 Offseason Intercollegiate Softball



- 22. PHED 1728 Offseason Intercollegiate Volleyball
- 23. PHED 1729 Advanced Water Aerobics
- 24. PHED 1732 Advanced Low Impact Aerobics
- 25. PHED 1734 Offseason Intercollegiate Basketball and Physical Fitness
- 26. PHED 1735 Offseason Intercollegiate Baseball and Physical Fitness
- 27. PHED 1823 Elite Weight Lifting and Physical Fitness
- 28. PHED 2507 Advanced Intercollegiate Softball
- 29. PHED 2509 Advanced Women's Intercollegiate Volleyball
- 30. PHED 2510 Advanced Women's Intercollegiate Soccer
- 31. PHED 2511 Advanced Men's Intercollegiate Soccer
- 32. PHED 2514 Advanced Intercollegiate Baseball

**Learning Support Division**

The Learning Support Division has revised the following course as part of the five-year review cycle:

- 1. DS 1505 Teaching Individuals with Disabilities and Dealing with Challenging Behaviors

**Applied Technologies Division**

The Applied Technologies Division has revised the following course as part of the five-year review cycle:

- 1. BUSN 2001 College Keyboarding and Document Processing

**English Division**

The English Division has revised the following course as part of the five-year review cycle:

- 1. ENGL 1700 Introduction to Creative Writing
- 2. ENGL 1725 Creative Writing: Poetry
- 3. ENGL 1750 Creative Writing: Fiction
- 4. ENGL 1775 Creative Writing: Nonfiction

**Liberal Arts Division**

The Liberal Arts Division has revised the following course as part of the five-year review cycle:

- 1. JRNL 1510 Mass Communication and the Individual

Fiscal Impact Including Source of Funds (if applicable):

None

Approved:   
Dr. Debra Daniels, Superintendent/President



## BOARD AGENDA ITEM

**Date:** April 25, 2019  
**Submitted by:** Norberto Lopez Jr., Curriculum Technician Area  
**Administrator:** Dr. Leslie Minor, Vice President of Instruction  
**Subject:** Request for Approval

---

**Board Meeting Date:** May 8, 2019

**Title of Board Item:**

New Certificates of Achievement

**Background:**

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

**Learning Support Division**

Students earn a certificate of achievement to demonstrate that they have completed the general education requirements for transfer to either UC or CSU schools. No additional general education courses at the lower division level will be required if students earn these certificates of achievement:

1. CSU GE-Breadth - Certificate of Achievement
2. Intersegmental GE Transfer Curriculum (IGETC) - Certificate of Achievement

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

None

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



## BOARD AGENDA ITEM

**Date:** April 25, 2019  
**Submitted by:** Norberto Lopez Jr., Curriculum Technician Area  
**Administrator:** Dr. Leslie Minor, Vice President of Instruction  
**Subject:** Request for Approval

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**Board Meeting Date:** May 8, 2019

**Title of Board Item:**

New Course

**Background:**

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

**Social Science Division**

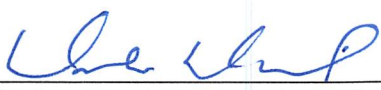
The History area is trying to better align our courses with CSUB. The course may also fulfill critical thinking degree requirements for non-majors to allow for more opportunity and variety for students.

1. HIST 2000 Critical Thinking and the Historian's Craft

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

None

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

  
Dr. Debra Daniels, Superintendent/President

History (HIST) 2000 Critical Thinking and the Historian's Craft (3 Units)

Prerequisite: Successful completion of *English 1500 with a 'C' or better.*

Advisory:

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

1. Read, analyze, and evaluate a variety of primarily non-fiction texts for content, context, and rhetorical merit with consideration of tone, audience, and purpose,
2. Apply a variety of rhetorical strategies in writing unified, well-organized essays with arguable theses and persuasive support,
3. Develop varied and flexible strategies for generating, drafting, and revising essays,
4. Analyze stylistic choices in their own writing and the writing of others,
5. Write timed essays in class exhibiting acceptable college-level control of mechanics, organization, development, and coherence,
6. Integrate the ideas of others through paraphrasing, summarizing, and quoting without plagiarism,
7. Find, evaluate, analyze, and interpret primary and secondary sources, incorporating them into written essays using appropriate documentation format, and
8. Proofread and edit essays for presentation so they exhibit no disruptive errors in English grammar, usage, or punctuation.

Hours and Unit Calculations:

48 hours lecture. (96 Outside-of-class Hours) (144 Total Student Learning Hours) 3 Units

Catalog Description: This course presents an overview of historians' methods of research, critical analysis, and written argumentation and examines historiography, historical theory, critical thinking, inductive and deductive knowledge, fallacies, reasoning, and forms of logic.

Type of Class/Course: Credit

Texts: Wendy Pojmann, et al. *Doing History: An Introduction to the Historian's Craft, with Workbook Activities.* Oxford UP, 2015.

Kate Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations.* U of Chicago P, 2018.

Additional Required Materials: none

Course Objectives:

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

1. Evaluate primary and secondary sources including the author's thesis, argumentation, methodology, and use of sources recognizing the relationship of language to logic.
2. Create an historical argument using primary and secondary sources that distinguishes fact from judgement, and belief from knowledge.

3. Distinguish forms of logical reasoning, including inductive and deductive reasoning, and demonstrate their use in historical research.
4. Identify and address fallacies in historical analysis, as well as more general fallacies of language and thought.
5. Identify and effectively address common problems in the use of evidence, including contradictory and/or incomplete evidence, and identifying the assumptions upon which particular conclusions depend, and
6. Compose an argument that analyzes, critiques, and advocates ideas through well-supported research.

### Course Scope and Content:

#### Unit I      What is the Discipline of History

- A. Why study History?
- B. How to study History?
- C. Different types of History

#### Unit II      The Development of the Discipline

- A. Historical Research in Ancient History
- B. Historical Research through the 18<sup>th</sup> Century
- C. Historical Research from the 18<sup>th</sup> Century

#### Unit III      Historiography

- A. Schools of Historical Thought
- B. Facts, Judgements, Beliefs, and Knowledge
- C. Historical Context, Bias, and Logical Fallacies

#### Unit IV      Primary Sources

- A. Understanding Historical Context
- B. Evaluating Historical Evidence
- C. Understanding Historical Language

#### Unit V      Research

- A. Gathering Evidence
- B. Creating an Argument
- C. Using Inductive and Deductive Thinking in an Argument
- D. Supporting Conclusions

#### Unit VI      Writing

- A. Separating Fact from Judgement
- B. Distinguishing Belief from Knowledge
- C. Supporting Conclusions

### Learning Activities Required Outside of Class:

The students in the class will spend a minimum of 10 hours per week outside of the regular class time doing the following:

1. Reading
2. Writing Discussions
3. Conducting research
4. Writing a 6000-word research paper

### Methods of Instruction



1. Lecture
2. Discussion
3. In-class Activities
4. Writing

**Methods of Evaluation**

1. 6000 word Research Paper
2. Historiographical Analysis
3. Essays

**Supplemental Data:**

<b><u>T.O.P. Code:</u></b>	<b><u>2205.00 History</u></b>
<b><u>Sam Priority Code:</u></b>	<b><u>E: Non Occupational</u></b>
<b><u>Funding Agency:</u></b>	<b><u>Y: Not Applicable</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</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: Not Applicable</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: Course is not part of a cooperative education program</u></b>
<b><u>Eligible for Credit by Exam:</u></b>	<b><u>Yes</u></b>
<b><u>Eligible for Pass/No Pass:</u></b>	<b><u>Yes</u></b>
<b><u>Discipline:</u></b>	<b><u>History</u></b>



## BOARD AGENDA ITEM

**Date:** April 25, 2019  
**Submitted by:** Norberto Lopez Jr., Curriculum Technician Area  
**Administrator:** Dr. Leslie Minor, Vice President of Instruction  
**Subject:** Request for Approval

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**Board Meeting Date:** May 8, 2019

**Title of Board Item:**

Program Revision

**Background:**

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

**Applied Technologies Division**

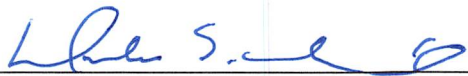
During a thorough review of the IES program, the Applied Technologies would like to make recommend a change in the program name and the prefix to the courses so that the name is what is recognized in the industry. We would recommend the name be changed to Occupational Safety and Health (OSH).

1. Occupational Safety and Health (OSH) - Associate in Science

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

None

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

  
Dr. Debra Daniels, Superintendent/President

# TAFT COLLEGE

## Occupational Safety and Health - Associate in Science (A.S.)

### Item 1. Program Goals and Objectives

#### Goals

- Ensure students complete appropriate curricula and required hours of instruction
- Prepare students with the skills and knowledge in health and safety needed in general industry.
- Support business and industry needs in energy
- Provide education and career pathway options for students in general industry

#### Objectives

- Students to exhibit knowledge of industrial health and safety
- Students to advance and/or improve career options in general industry related to health and safety

#### Program Learning Outcomes:

1. Demonstrate knowledge of federal and state standards Occupational Safety and Health Administration (OSHA) in general industries.
2. Apply integrated technical knowledge resulting in functional application of health and safety processed

#### Target Audience

Primary: Working adults working in general industry interested in health and safety and/or needing additional education/training.

Secondary: Recent high school graduates

### Item 2. Catalog Description

The program is geared towards providing training and education in various aspects in the industries of health and safety (Oil and Gas, Energy, Construction, Manufacturing, etc.) It is ideal for those wishing to learn more about California Occupational Health Safety Health (Cal OSHA) policies, expectations, and requirements. The program will also be ideal for health and safety officers at places of business and industry, safety trainers and teachers, operations managers and supervisors, field staff, etc. Students may earn a Certificate of Achievement and/or an Associate in Science Degree in Industrial Health and Safety upon the successful completion of program requirements.

### Item 3. Program Requirements

#### ASSOCIATE IN SCIENCE DEGREE in Occupational Safety and Health (Revision)

OSH 1500	Occupational Health and Safety Compliance	3	Yr 1, Fall	
OSH 1532	Industrial Hygiene	3	Yr 1, Fall	
OSH 1552	Respiratory Protection for Hazardous Materials Handling and Permit Required Confined Spaces	2	Yr 1, Fall	
OSH 1116	Hazardous Waster Operations and Emergency Response (40	2	Yr 1,	



## TAFT COLLEGE

	hour HAZWOPER)		Spring	
OSH 1102	Passport Safety Training	0.25	Yr 1, Spring	
ENER 1503	Environmental Awareness and Compliance	3	Yr 1, Spring	
OSH 2058	Occupational Safety and Health Standards and OSHA 30 hour Construction Industry Training Program	2	Yr. 2, Fall	
OSH 2061	Occupational Safety and Health Standards and OSHA 30 hour General Industry Training Program	2	Yr. 2, Fall	
OSH 2065	Trainer Course in Occupational Safety and Health Standards	2	YR. 2, Spring	
OSH 2000	Occupational Safety and Health Capstone	3	YR. 2, Spring	

**“Required/Recommended” Electives** (As needed & does not include all courses that may count as electives):

Proposed Sequence:

Year 1, Fall = 15 units

Year 1, Spring = 12 units

Year 1, Summer = 3 units

Year 2, Fall = 14 units

Year 2, Spring = 16 units

TOTAL UNITS: 60 units

If the associate degree program goal selected is **“Career Technical Education (CTE)”** or **“Career Technical Education (CTE) and Transfer,”** then the set of requirements must reflect the thinking of the advisory committee, as indicated in advisory committee minutes that are submitted as part of the proposal. If the CTE program requirements do not reflect the advisory committee’s recommendation, then the college must explain its departure from those recommendations.

The new Curriculum Inventory System, launched in September 2012, has added new requirements to program proposals. Please fill out this form and include it with your degree or certificate submission.

**Program Title:** Occupational Safety and Health

**Program TOP Code:** 0956.70 Industrial and Occupational Safety and Health

The TOP code is assigned according to the content and outcomes of the program, and must conform closely to the TOP code given to similar programs in other colleges around the state. The TOP code reflects the main discipline or subject matter, thus the program TOP code will reflect the majority of required degree courses.

**Annual Completers:** 10

Number of students estimated to receive the degree or certificate each year after the program is fully established.

**Program Goal:** Career Technical Education

Degree and Certificate programs may have the following specified program goals: Career Technical Education (CTE), Transfer, CTE & Transfer, and Other- Designed to meet community needs.

**Net Annual Labor Demand (CTE only):** 125

For CTE programs only, fill in the estimated number of annual job openings, minus the annual number of program completers of other programs within the counties in the college service areas. In most cases, this figure must cover only the counties within the college's service area but for occupations considered to have a larger regional or statewide training and recruitment area, the larger area may be used.

**Faculty Workload:** 0

Provide the number of full-time equivalent faculty that will be dedicated to teaching the courses in this program, in the program's first full year of operation, regardless of whether they are new or existing faculty. This estimate is not the number of FTES (full time equivalent students) expected to be generated by the program. The number must be entered as a decimal—for example, one and a quarter full-time equivalent faculty would be entered as 1.25.

**New Faculty Positions:** 0

Provide the number (not FTEF) of separately identified new positions, both part- and full-time. For example, if three part-time positions will be new, then enter the number 3 (three). If existing faculty are sufficient for offering the program with courses and no plans exist to hire new faculty, enter 0 (zero).

**New Equipment:** 0

If new equipment will be acquired for this program, estimate (in dollars) the total cost from all sources, including district and state funds.

**New/Remodeled Facility:** 0

If new or remodeled facilities will be acquired for this program, estimate (in dollars) the cost from all sources, including district and state funds.

**Library Acquisitions: 0**

Provide the estimated cost (in dollars) of library and learning resources materials

**Program Review Date: Fall 2021**

Enter the month and year of the first scheduled review after it has been approved. For degrees/certificates with a program goal of "Career Technical Education (CTE)" or "Career Technical Education (CTE) and Transfer," pursuant to Education code section 78016 the degree/certificate must be reviewed every two (2) years.

**Gainful Employment: Yes or No**

Indicate if the program meets U.S. Department of Education gainful employment criteria. Not applicable for AA-T or AS-T degrees.

**Apprenticeship: Yes or No**

Select "No" if the program is not an apprenticeship. Select "Yes" if the program is an apprenticeship with approval from the Division of Apprenticeship Standards.

**Distance Education: \_\_\_\_\_**

Indicate the extent to which the courses associated with the certificate are conducted via distance education; four choices are available, 0%, 1-49%, 50-99%, or 100%

**CTE Regional Consortium Approved: Yes or No (Under Review)**

For programs with a selected program goal of CTE or CTE and Transfer, by selecting "Yes" the college certifies that the certificate was approved by the CTE regional consortium. For a program with a selected goal that does not include CTE, this field is not required.



## BOARD AGENDA ITEM

**Date:** April 30, 2019  
**Submitted by:** Jessica Grimes  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Approval

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**Board Meeting Date:** May 8, 2019

**Title of Board Item:**

California Virtual Campus-Online Education Initiative (CVC-OEI) Memorandum of Understanding (MOU)

**Background:**

Upon submitting a letter of interest for the CVC-OEI, the CVC-OEI awarded Taft College a grant of up to \$15,000 to pay faculty for helping to write the grant that is geared toward offering CTE certificates online. In order to pay the faculty from this grant, the CVC-OEI is requesting that we sign its MOU.

**Terms (if applicable):**

CVC-OEI is an acronym for "California Virtual Campus-Online Education Initiative."

**Expense (if applicable):**

N/A

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

N/A

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

 4/30/19  
Dr. Debra Daniels, Superintendent/President



## Foothill-De Anza Community College District

12345 El Monte Road, Los Altos Hills, CA 94022

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### Memorandum of Understanding

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This Memorandum of Understanding (MOU) is made and entered into on **April 2, 2019** by and between Foothill - De Anza Community College District on behalf of the California Virtual Campus – Online Education Initiative, and West Kern Community College District on behalf of Taft College.

Whereas, the California Virtual Campus – Online Education Initiative (hereto forward CVC-OEI), operated by the Foothill-De Anza Community College District (as fiscal agent) is an initiative focused on student success in the California Community Colleges through innovative online learning practices;

Whereas, the CVC-OEI oversees the management, competitive and equitable award of funds through the *Improving Online CTE Pathways RFA* (RFA); and understands the importance of allowing participating institutions to obtain initial funding for Grant Planning and Preparation as stipulated in the RFA's Phase 1;

Whereas, Taft College, through submission of a Letter of Intent to participate in the RFA is a recipient of Planning and Development Reimbursements (up to \$15,000) funding for allowable activities in the RFA's Phase 1: Grant Planning & Preparation;

Whereas, conducting college-wide analysis of the programmatic gaps and opportunities to improve online student success leading to increased employability or gains in wages is an important component of developing a responsive application to the RFA and also serves to strategically support future program growth opportunities at participating college(s);

We, the CVC-OEI and Taft College, through this MOU, hereby agree to the following as it pertains to the RFA's Phase 1: Grant Planning & Preparation:

CVC-OEI, recognizing that colleges and districts throughout the CCC system vary in distance education expertise and staffing, will support all eligible institutions in the initial planning and preparation of Applications and Proposals for the *Improving Online CTE Pathways RFA*, by providing Planning and Development Reimbursements funds. As a requirement, grant proposals must fall within at least one of the three approved tracks.

**TRACK 1:** Improve access to and quality of existing online programs: Key themes emerged during discussions with stakeholders throughout the system. Maximum impact can be achieved not just by creating new online courses or programs, but more importantly by expanding access to existing but locally or regionally-siloed online CTE-oriented programs or certifications – e.g., increase capacity or frequency of sections not available anytime / anywhere; and support colleges to improve the quality, accessibility, and equity of existing offerings.

**TRACK 2:** Increase the number of online programs that meet workforce needs by filling in gaps within programs – missing content, missing courses; leveraging industry partnerships to create or expand access to online programs; and encourage collaboration between colleges to offer joint programs.

**TRACK 3:** Support students, faculty, staff and campus leaders by supporting the student groups that could most benefit from expansion of online, by offering targeted support structures.

Taft College must accomplish the following to be eligible for Planning and Development Reimbursements:

1. Engage in a college and/or district analysis of gaps and opportunities related to the three Improving Online CTE Pathways tracks, leading to submission of an Application;
2. Submission of a responsive Application to the RFA that addresses the Improving Online CTE Pathways track(s);
3. Upon submission of Application, submit and invoice the CVC-OEI for actual and allowable costs associated with activities required for the development of a responsive Application. Reimbursable expenditures may not exceed \$15,000 per college and must be substantiated by receipts and/or documentation supporting the expenditures in accordance with the Reimbursement Invoices & Documentation section of the *Improving Online CTE Pathways Grant Program, Application Next Steps & Reference Documents*.

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**Signature**

**Date**

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**Print Name**

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**Print Title**

**West Kern Community College District**

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**Signature**

**Date**

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**Print Name**

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**Print Title**

**Foothill-De Anza Community College District**

# BOARD AGENDA ITEM

**Date:** May 1, 2019  
**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:** May 8, 2019

**Title of Board Item:**

Taft College Vision for Success Goals

**Background:**

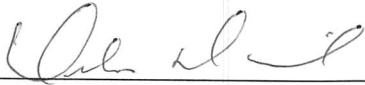
In July 2017 the Chancellor's Office released Vision for Success: Strengthening the California Community Colleges to Meet California's Needs. This document provided goals from a state level. Recent legislation has required community colleges to align their planning to the Vision for Success. The attached goals have been reviewed by necessary College stakeholders and are approved as local aspirations to meet the state Vision for Success.

**Terms (if applicable):**

**Expense (if applicable):**

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

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

  
Dr. Debra Daniels, Superintendent/President

The data in the Local Vision Goals on NOVA is taken from the Student Success Metrics (SSM) on the Launchboard. However, when the SSM metrics are updated, there may be a slight (less than 24 hours) lag before the NOVA numbers are updated.

Local Vision Goals Summary Produced: May 1, 2019, 6:33 PM UTC Brandy Young

## Taft College

### Contacts

#### Lead Contact

**Brandy Young**  
Learning Outcomes Technician  
[byoung@taftcollege.edu](mailto:byoung@taftcollege.edu)  
(661) 763-7944

### Certifying Contacts

#### Academic Senate President

**Geoffrey Dyer**  
President, Academic Senate  
[gdyer@taftcollege.edu](mailto:gdyer@taftcollege.edu)  
(661) 763-7724

#### Chief Executive Officer

**Deb Daniels**  
[ddaniels@taftcollege.edu](mailto:ddaniels@taftcollege.edu)

#### Board of Trustees President

**Dawn Cole**  
[dcole@taftcollege.edu](mailto:dcole@taftcollege.edu)

## Goal 1: Completion



**Systemwide Goal**

Increase by at least 20% the number of CCC students annually who acquire associate degrees, credentials, certificates, or specific job-oriented skill sets.

**Goal 1A: Increase All Students Who Earned an Associate Degree (including ADTs)**

Taft College will increase among all students, the number who earned an associate degree or associate degree for transfer in the selected or subsequent year from:

# in 2016-17	Expected # in 2021-22	% Increase
406	470	16%

**Goal 1B: Increase All Students Who Earned a Chancellor's Office Approved Certificate**

Taft College will increase among all students, the number who earned a Chancellor's Office approved certificate in the selected or subsequent year from:

# in 2016-17	Expected # in 2021-22	% Increase
55	64	16%

**Goal 1C: Increase All Students Who Attained the Vision Goal Completion Definition**

Taft College will increase among all students, the unduplicated count of students who earned one or more of the following: Chancellor's Office approved certificate, associate degree, and/or CCC baccalaureate degree, and had an enrollment in the selected or previous year from:

# in 2016-17	Expected # in 2021-22	% Increase
401		0%

**Goal 2: Transfer**

**Systemwide Goal**

Increase by at least 35% the number of CCC students system-wide transferring annually to a UC or CSU

**Goal 2A: Increase All Students Who Earned an Associate Degree for Transfer**

Taft College will increase among all students, the number who earned an associate degree for transfer in the selected or subsequent year from:

# in 2016-17	Expected # in 2021-22	% Increase
97	113	16%

**Goal 2B: Increase All Students Who Transferred to a CSU or UC Institution**

Taft College will increase among all students, the number who transferred to a four-year institution from:

# in 2016-17 (students last enrolled in 2015-16)	Expected # in 2021-22	% Increase
230	266	16%

**Goal 3: Unit Accumulation**

**Systemwide Goal**

Decrease the average number of units accumulated by CCC students earning associate degrees, from approximately 87 total units to 79 total units, a decrease of 9%.

**Goal 3A: Decrease Average Number of Units Accumulated by All Associate Degree Earners**

Taft College will decrease among all students who earned an associate degree in the selected year and who were enrolled in the previous or selected year, the average number of units earned in the California community college system among students who had completed at least 60 units at any community college from:

# in 2016-17	Expected # in 2021-22	% Decrease
80	73	9%

**Goal 4: Workforce**

**Systemwide Goal**

Increase the percent of exiting students who report being employed in their field of study, from the most recent statewide average of 69% to 76%, an increase of 9%.

**Goal 4A: Increase Median Annual Earnings of All Students**

Taft College will increase among all students who did not transfer to a four-year institution, sum of median earnings for the four quarters immediately following academic year of exit from:

\$ per year in 2016-17 (students last enrolled in 2015-16)	Expected \$ per year in 2021-22	% Increase
\$28,134		0%

**Goal 4B: Increase All Students Who Attained the Living Wage**

Taft College will increase among all students who exited college and did not transfer to four-year institution, the proportion who attained the regional living wage for a single adult measured immediately following academic year of exit from:

% in 2016-17 (students last enrolled in 2015-16)	Expected % in 2021-22	% Increase
65%		0%

**Goal 4C: Increase All Students with a Job Closely Related to Their Field of Study**

Taft College will increase among all students who responded to the CTE Outcomes Survey and did not transfer, the proportion who reported that they are working in a job very closely or closely related to their field of study from:

% in 2016-17 (students last enrolled in 2014-15)	Expected % in 2021-22	% Increase
80%	82%	3%

## Goal 5: Equity

### Systemwide Goal

Reduce equity gaps across all of the above measures through faster improvements among traditionally underrepresented student groups, with the goal of cutting achievement gaps by 40% within 5 years and fully closing those achievement gaps for good within 10 years.

### Disproportionately Impacted (DI) Student Groups

Which groups of students at your college have been identified as disproportionately impacted? (Check all that apply)

#### Age Group

- 19 or less
- 20 to 24
- 25 to 29
- 30 to 34
- 35 to 39
- 40 to 54
- 55 and older

#### Ethnicity

- American Indian/Alaska Native
- Asian
- Black or African American
- Filipino
- Hispanic
- Native Hawaiian or Other Pacific Islander
- Two or More Races
- White

**Gender**

- Male  
 Female

**Pell Grant**

- Pell Grant Recipient  
 Not Pell Grant Recipient

**College Promise Grant**

- Promise Grant (BOG Waiver) Recipient  
 Not Promise Grant (BOG Waiver) Recipient

**Economically Disadvantaged**

- Economically Disadvantaged  
 Not Economically Disadvantaged

**LGBT**

- LGBT  
 Not LGBT

**First Generation**

- First Generation  
 Not First Generation

**Foster Youth**

- Foster Youth  
 Not Foster Youth

**Disabled**

- Disabled  
 Not Disabled

**Veteran**

- Veteran  
 Not Veteran

**Goal 5.1A: Increase All Students Who Earned an Associate Degree (including ADTs)**

Taft College will increase the All Students Who Earned an Associate Degree (including ADTs) from 406 in 2016-17 to 470 in 2021-22.

DI Student Group	# in 2016-17	Expected # in 2021-22	% Increase
<b>Ethnicity: Hispanic</b>	197	228	16%
<b>Gender: Male</b>	31	36	16%
<b>Gender: Female</b>	265	307	16%
<b>Foster Youth: Foster Youth</b>	13	15	15%
<b>Disabled: Disabled</b>	19	22	16%
<b>Ethnicity: Black or African American</b>			0%
<b>Ethnicity: Black or African American</b>			0%

### Goal 5.1B: Increase All Students Who Earned a Chancellor's Office Approved Certificate

Taft College will increase the All Students Who Earned a Chancellor's Office Approved Certificate from 55 in 2016-17 to 64 in 2021-22.

DI Student Group	# in 2016-17	Expected # in 2021-22	% Increase
<b>Ethnicity: Hispanic</b>	22	25	14%
<b>Gender: Male</b>	20	23	15%
<b>Gender: Female</b>	35	40	14%
<b>Ethnicity: Black or African American</b>			0%
<b>Foster Youth: Foster Youth</b>			0%
<b>Disabled: Disabled</b>			0%
<b>Ethnicity: Black or African American</b>			0%
<b>Foster Youth: Foster Youth</b>			0%
<b>Disabled: Disabled</b>			0%

### Goal 5.2A: Increase All Students Who Earned an Associate Degree for Transfer

Taft College will increase the All Students Who Earned an Associate Degree for Transfer from 97 in 2016-17 to 113 in 2021-22.

DI Student Group	# in 2016-17	Expected # in 2021-22	% Increase
<b>Ethnicity: Hispanic</b>	58	67	16%
<b>Gender: Male</b>	31	36	16%
<b>Gender: Female</b>	66	76	15%
<b>Ethnicity: Black or African American</b>			0%
<b>Foster Youth: Foster Youth</b>			0%
<b>Disabled: Disabled</b>			0%
<b>Ethnicity: Black or African American</b>			0%
<b>Foster Youth: Foster Youth</b>			0%
<b>Disabled: Disabled</b>			0%

### Goal 5.2B: Increase All Students Who Transferred to a CSU or UC Institution

Taft College will increase the All Students Who Transferred to a CSU or UC Institution from 230 in 2016-17 (students last enrolled in 2015-16) to 266 in 2021-22.



DI Student Group	# in 2016-17	Expected # in 2021-22	% Increase
<b>Ethnicity: Hispanic</b>	118	137	16%
<b>Gender: Female</b>	130	151	16%
<b>Foster Youth: Foster Youth</b>	12	14	17%
<b>Ethnicity: Black or African American</b>			0%
<b>Gender: Male</b>			0%
<b>Disabled: Disabled</b>			0%
<b>Ethnicity: Black or African American</b>			0%
<b>Gender: Male</b>			0%
<b>Disabled: Disabled</b>			0%

### Goal 5.3A: Decrease Average Number of Units Accumulated by All Associate Degree Earners

Taft College will decrease the Average Number of Units Accumulated by All Associate Degree Earners from 79.87 in 2016-17 to 73 in 2021-22.

DI Student Group	# in 2016-17	Expected # in 2021-22	% Decrease
<b>Ethnicity: Hispanic</b>	81		0%
<b>Gender: Female</b>	80		0%
<b>Disabled: Disabled</b>	91		0%
<b>Ethnicity: Black or African American</b>			0%
<b>Gender: Male</b>			0%
<b>Foster Youth: Foster Youth</b>	83		0%
<b>Ethnicity: Black or African American</b>			0%
<b>Gender: Male</b>			0%
<b>Foster Youth: Foster Youth</b>	83		0%

**Goal 5.4C: Increase All Students with a Job Closely Related to Their Field of Study**

Taft College will increase the All Students with a Job Closely Related to Their Field of Study from 80% in 2016-17 (students last enrolled in 2014-15) to 82% in 2021-22.

DI Student Group	% in 2016-17	Expected % in 2021-22	% Increase
Ethnicity: Hispanic	83%		0%
Gender: Female	86%		0%
Gender: Male			0%
Ethnicity: Black or African American			0%
Foster Youth: Foster Youth			0%
Disabled: Disabled			0%
Ethnicity: Black or African American			0%
Foster Youth: Foster Youth			0%
Disabled: Disabled			0%

## Additional Metrics

No additional metrics have been added.



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**Date:** April 18, 2019  
**Submitted by:** Brock McMurray, EVP of Administrative Services  
**Area Administrator:** Brock McMurray, EVP of Administrative Services  
**Subject:** Request for Approval

3h

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**Board Meeting Date:** May 8, 2019

**Title of Board Item:**

2018/2019 Audit Service Engagement with CWDL, Certified Public Accountants

**Background:**

This is a recommendation to accept the attached engagement letter and professional services agreement from CWDL, Certified Public Accountants for audit services regarding District compliance requirements.

**Terms (if applicable):**

Fiscal Year ending 6/30/19 – 6/30/2021, with two (2), one-year extensions through 6/30/2023.

**Expense (if applicable):**

The fees for audit services are \$55,380 for the District Annual Financial Report, up to \$6,310 for the Proposition 39 audit and \$1,000 for the annual preparation of return of organization exempt income tax & California Exempt Organization Annual Information Return, totaling \$62,690.

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

The expense will be included in the 2019/2020 District budget and general revenue funds will be utilized.

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

  
Dr. Debra Daniels, Superintendent/President

# PROFESSIONAL SERVICES AGREEMENT

## WEST KERN COMMUNITY COLLEGE DISTRICT

### INDEPENDENT AUDIT SERVICES

#### CWDL, Certified Public Accountants

July 1, 2018 – June 30, 2021

This Professional Services Agreement ("Agreement") is made this **May 09, 2019**, by and between the West Kern Community College District, a California community college district and political subdivision of the State of California, ("District") and **CWDL, Certified Public Accountants** ("Contractor"). District and Contractor are also referred to collectively as the "Parties" and individually as "Party."

WHEREAS, District is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of specialized services and advice, if such persons are specially trained and experienced and competent to perform the special services required; and

WHEREAS, District is in need of such special services and advice; and

WHEREAS, Contractor is specially trained and experienced and competent to perform the special services required by the District, and such services are needed on a limited basis;

NOW, THEREFORE, in consideration of these mutual promises, the Parties agree as follows:

1. Scope. Contractor shall provide within the contract time for the contract pricing, subject to adjustments thereto pursuant to the Request for Proposal ("RFP") Documents, including but not limited to Scope of Work, all terms and conditions, all Proposal Forms, Proposer Questionnaire and Fee Schedule. Contractor shall perform and provide, at Contractor's expense, all necessary labor, product, materials, supplies, tools, equipment, utilities, services and transportation necessary to complete in a professional manner all of the work required in connection with the product, equipment and/or services (referred to herein as either "Work" or "Service" or "Services") commonly referred to as:

#### RFP #WKCCD 1819-101: INDEPENDENT AUDIT SERVICES

Contractor shall provide the Work per the Scope of Work, Specifications and all Terms and Conditions covered by RFP Documents (which include all documents submitted by Contractor to the District in response to the RFP ["RFP Response"] included by reference hereto and are binding upon the Parties to this Agreement) and as enumerated in paragraphs below along with modifications and addenda thereto, as applicable. To the extent any of the terms or conditions set forth in Contractor's RFP Response conflict with or contradict the terms in this Agreement and/or the RFP Documents, the Agreement and the RFP Documents shall control.

Contractor's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of his/her profession. Contractor agrees and understands that District does not and will not take any responsibility for the storage, archiving or distribution of Contractor's instructional materials, textbooks, etc., and/or other supplies related to this program and Contractor shall be solely responsible for any damages or losses incurred thereto.

If the District concludes that Contractor is not meeting the standards or scope of Agreement as set forth herein, the District may issue written notice to Contractor setting forth the deficiencies and the required remedy. Upon receiving notification from the District, Contractor shall immediately take all steps necessary to remedy the deficiency. If Contractor does not take steps to rectify the problem to the District's satisfaction, the District may terminate the Agreement for cause in accordance with Section 13.

2. Awarded Contractor/Assignment. The District specifically recognizes the Contractor and consents to the provision of Work by Contractor. Contractor shall not assign, transfer, convey, sublet or otherwise dispose of this Agreement or any part thereof, or any right, title or interest therein, funds to be received, or any power to execute the same without the consent in writing of the District. The District may grant or withhold such approval at its sole discretion.

3. Term. The Term of the Agreement shall commence on **July 1, 2018, and shall continue in full force and effect until and including June 30, 2021**, for a period of three (3) years ("Term"), subject to satisfactory performance, with automatic renewals at District's discretion for additional one (1) year periods, for a maximum of five (5) year, unless this Agreement is terminated during the Term pursuant to this Agreement.

#### 4. Payment.

- A. Amount of Compensation. District agrees to pay Contractor, as full consideration and compensation for Contractor's performance of the Work under this Agreement, the pursuant to Contractor's Fee Schedule, attached hereto as Exhibit A.
- B. For Reimbursement of Expenses. Unless otherwise agreed upon by District in writing or specifically provided in this Agreement, Contractor shall assume and pay, at Contractor's sole expense, all costs and expenses incurred by Contractor in performing the Work under this Agreement ("Expenses").
- C. Method and Schedule of Payment. District shall pay to Contractor the Contract Amount pursuant to invoice from Contractor in accordance with this Agreement.
- 1) Invoice. Contractor shall submit to District detailed billing information regarding the Work provided for the billing period, not more than once per month, and, **if applicable, District-authorized Expenses** incurred during the billing period. All **District-authorized Expenses** shall be documented **with original itemized receipts** and shall be **pre-approved in writing by District**, unless such expenses are specifically authorized by this Agreement. Invoices must be sent to the attention of Fiscal Services and shall include the invoice date, date(s) of service(s), District's Purchase Order number, and Contractor's Taxpayer Identification Number. Invoices shall be paid on a "net 30-day basis" for Work satisfactorily rendered (as determined by the District) pursuant to this Agreement. An invoice cannot be paid unless this Agreement has been signed by Contractor and has been properly executed by District, and Contractor has submitted a completed Vendor Form/Substitute Form W-9 to District's Contract and Procurement Services Department.

5. California State Tax Withholding for Nonresidents of California. It is mutually understood that if Contractor is a Nonresident of California, which may include California Nonresidents, corporations, limited liability companies, non-profits, and partnerships that do not have a permanent place of business in the State of California, the District is obligated to abide by California Franchise Tax Board (FTB) withholding requirements. The District is required to withhold from all payments or distributions of California source income made to a Nonresident when payments or distributions are greater than One Thousand Five Hundred Dollars (\$1,500) for the calendar year unless the District receives authorization for a waiver or a reduced withholding rate from the Franchise Tax Board. As of January 1, 2008, the standard withholding amount for all payments to Nonresident California Contractors is Seven Percent (7%). District will deduct the amount ordered by the State of California from the payment hereunder and will pay such amount directly to the Contractor's California State Income Tax Account, settlement of which must be made by Contractor directly with the State of California through Withholding Coordinator, Franchise Tax Board, PO Box 651, Sacramento, California, 95812-0651; telephone (916) 845-6262. Completion and submission of the appropriate form shall be the obligation of the Nonresident Contractor and Contractor shall defend, indemnify and hold harmless the District against any loss, expense, or liability arising out of Contractor's acts or omissions with respect to this nonresident requirement. Contractor shall provide all necessary documentation and information to help District comply with all tax requirements related to California nonresidents.

6. Trademark/Logo Use. Contractor must obtain written approval from District's Public Information Office ("PIO") to use the District's name and/or logos in any advertisements, promotions, press releases or other media. In the event such permission is extended, PIO will furnish Contractor with camera-ready artwork for such use. District, at its sole discretion, may limit or otherwise place conditions on Contractor's use of District's name, and/or logos in which case such limitations shall be incorporated into this Agreement. Contractor shall not revise, change, or otherwise alter any material related to District's name and/or logo without written consent from District.

7. Independent Contractor. Contractor, in the performance of this Agreement, shall be and act as an independent contractor and not an employee of District. Contractor, understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the District, and are not entitled to benefits of any kind or nature normally provided employees of the District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Contractor assumes the full responsibility his/her acts and/or liabilities including those of his/her employees or agents as they relate to the Work to be provided under this Agreement. Contractor shall assume full responsibility for withholding and payment of all: federal, state, local and applicable income taxes; workers' compensation; contributions, including but not limited to, unemployment insurance and social security with respect to Contractor and Contractor's employees. Contractor should be aware the IRS regulations require District to report total income exceeding six hundred dollars (\$600) under this and any additional Agreements in any given year. The District will not withhold taxes, unemployment insurance or social security for Contractor or Contractor's employees or independent subcontractors. Contractor agrees to indemnify and hold District harmless from and against any and all liability arising from any failure or alleged failure of Contractor to withhold or pay any applicable tax, unemployment insurance or social security when due or any failure or alleged failure to comply with any applicable regulation applicable to Contractor's employees.

8. Use of Subcontractors. Contractor must obtain District's prior written approval to use any subcontractors while performing any portion of this Agreement and such approval may be conditioned on approval of the subcontract between Contractor and subcontractor. Such approval must include approval of the proposed subcontractor and the terms of compensation. District retains the right to obtain copies of subcontractor insurance coverage at any time. Nothing in this Section shall be interpreted as creating a contractual relationship between District and any approved subcontractor. Notwithstanding District's approval of any

subcontractor's contract, Contractor shall remain solely responsible for any harm, damage, or claim arising from any subcontractor's acts or omissions as set forth in Section 14.

9. Materials and Expenses. Contractor shall furnish, at his/her own expense, all labor, materials, equipment, supplies and other items necessary to complete the Work to be provided pursuant to this Agreement. District shall not be liable to Contractor for any costs or expenses paid or incurred by Contractor in performing Work for District.

10. Policies & Procedures and Rules & Regulations. Contractor will comply with Districts policies, procedures, rules and regulations and applicable laws.

11. Originality of Services.

A. Matters Produced Under this Agreement. Contractor understands and agrees that all matters produced under this Agreement shall become the property of District and cannot be used without District's express written permission. District shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the District. Contractor consents to use of Contractor's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.

B. Contractor Use of Other Copyright/Trademark/Patent Materials. Contractor is responsible for arranging and paying for all rights and copyrights necessary and for all costs arising from the use of any material covered by copyright, patent, trademark or franchise. Contractor agrees to indemnify, defend and hold harmless the District from any claims or costs, including legal fees, which might arise from questionable use of any such material. The District reserves the right to require verification.

12. Funding. This Agreement is subject to the procurement of adequate funding, which may be subject to reductions, limitations or conditions that may affect the provisions, terms, or funding of this Agreement in any manner. The District reserves the right to adjust the Scope of Work, Contract Amount, and/or cancel this Agreement if funds become unavailable for which Services are provided. The termination notice period shall be reduced to thirty (30) days if the grant is not renewed and funding is no longer available.

13. Termination. This Agreement shall terminate upon expiration of the Term. Any termination of this Agreement during the Term shall be in accordance with the following:

A. Termination for Cause. Each Party may terminate this Agreement upon the other Party's material breach of any provisions of this Agreement. A Party intending to terminate this Agreement pursuant to this Section 13.A shall provide the breaching Party with written notice at least thirty (30) days ("Cure Period") before the effective termination date. Such notice by the non-breaching Party shall specify the provision of this Agreement that was breached by the breaching Party, the acts or omissions of the breaching Party that constitute a material breach of this Agreement, and the corrective action and/or remedy requested from the breaching Party, and provide the breaching Party with an opportunity to cure the material breach within the Cure Period unless the non-breaching Party shall agree in writing to an extension of the Cure Period before the expiration of the Cure Period. If the material breach stated in the non-breaching Party's written notice cannot be corrected within the Cure Period, the non-breaching Party will not unreasonably withhold the non-breaching Party's consent to an extension of the Cure Period if the breaching Party has instituted corrective action within the Cure Period and has diligently pursued such corrective action. Upon expiration of the Cure Period and any mutually agreed upon time extension, and if the breaching Party has not corrected the material breach and provided written notice of such corrective action to the non-breaching Party, this Agreement shall terminate effective the day immediately following the expiration of the Cure Period without any further notice by the non-breaching Party. The District, at its sole discretion, may terminate this Agreement pursuant to this Section immediately and without any Cure Period if the District determines that Contractor's actions are creating, or may create, a dangerous or hazardous condition for District staff, employees, or students. In the event of any termination pursuant to this Section, the breaching Party will be responsible for any and all costs incurred by the non-breaching Party to address and remedy the breach.

B. Termination for Convenience. This Agreement may be terminated without cause by District upon ten (10) days written notice to Contractor. In the event of a termination without cause, District shall pay Contractor for all Work performed and all District-authorized expenses incurred under this Agreement supported by documentary evidence, up until the date of notice of termination.

C. Other Grounds. This Agreement shall also terminate pursuant to any of the following:

- 1) Notwithstanding any provisions to the contrary in this Agreement, District, at District's sole discretion and upon written notice to Contractor, shall have the right to terminate this Agreement effective immediately in the event Contractor's safety rating falls below "Satisfactory."
- 2) Notwithstanding any provisions to the contrary in this Agreement, District, at District's sole discretion and upon written notice to Contractor, shall have the right to terminate this Agreement effective on the date stated in District's written notice in the event District determines, at its sole discretion, that Contractor (i) is unable or unwilling to perform the Work or meet any obligation or duty as described or made necessary by the Agreement or (ii) changes the nature of its business so that it is not compatible with the mission or needs of the District or Contractor and/or any of its

- employees are involved in any incident or activity which embarrasses, creates unwelcome scrutiny or attention, or otherwise causes or threatens harm to the reputation of District.
- 3) License, Certification, or Permit. Notwithstanding any provisions to the contrary in this Agreement, District, at District's sole discretion and upon written notice to Contractor, may terminate this Agreement effective on the date stated in District's written notice if Contractor, as a requirement for performing the Work, must be licensed, certified, or hold any certain permit, and such license, certification, or permit has been revoked, repealed, suspended, or placed on probation by any governmental or accrediting agency. Contractor shall notify District no later than ten (10) days of Contractor's receipt of any notice of revocation, suspension, probation, or repeal of any license, certification, or permit that Contractor is required to have in order to perform the Work.
  - 4) Contractor's Noncompliance with Applicable Laws. Notwithstanding any provisions to the contrary in this Agreement, District, at District's sole discretion and upon written notice to Contractor, may terminate this Agreement effective on the date stated in District's written notice if Contractor fails to comply with federal, state, and/or local laws applicable to Contractor's performance of the Work under this Agreement.
  - 5) Non-Allocation of or Insufficient Allocated Funds. Notwithstanding any provision in this Agreement to the contrary, if for any fiscal year of this Agreement, District's governing board, or other government agencies from whom District is to receive funds to pay for this Agreement, fails, after exercising reasonable efforts, to appropriate or allocate funds, or the amount of the funds allocated are insufficient, for future periodic payments under this Agreement, District may, upon thirty (30) days written notice to Contractor, order Contractor to cease the Work and terminate this Agreement. District will remain obligated to pay Contractor for any Work Contractor performed before the effective termination date but shall not be obligated to pay Contractor the balance unpaid on this Agreement after the effective termination date.
  - 6) Receivership or Bankruptcy of, or Inability to Pay Debts by, Contractor. If Contractor shall (1) apply for or consent to the appointment of a receiver, trustee, custodian or liquidator of Contractor, or of all or a substantial part of the assets of Contractor, (2) be unable, fail, or admit in writing Contractor's inability generally to pay Contractor's debts as they become due, (3) make a general assignment for the benefit of creditors, (4) have an order for relief entered against Contractor under applicable federal bankruptcy law, or (5) file a voluntary petition in bankruptcy or a petition or an answer seeking reorganization or an arrangement with creditors or taking advantage of any insolvency law or any answer admitting the material allegations of a petition filed against Contractor in any bankruptcy, reorganization, or insolvency proceeding, District, at District's election and upon providing written notice to Contractor, may terminate this Agreement effective on the date specified in District's notice of termination.
  - 7) Order, Judgment, or Decree. If an order, judgment, or decree shall be entered by any court of competent jurisdiction, approving a petition or appointing a receiver, trustee, custodian or liquidator of Contractor or of all or a substantial part of the assets of Contractor, in each case without Contractor's application, approval or consent, and such order, judgment or decree shall continue unstayed and in effect for thirty (30) consecutive days, District, at District's election and upon providing written notice to Contractor, may terminate this Agreement effective on the date specified in District's notice of termination.
  - 8) Contractor's Failure to Procure and Maintain Required Insurance. If Contractor fails to provide any of the insurance required in Section 15, District, upon providing Contractor with written notice, may terminate this Agreement effective on the date stated in District's written notice.

D. Rights and Obligations Upon Termination. Upon termination of this Agreement, the following shall apply and provisions of this Section 13.D shall survive termination of this Agreement:

- 1) Payment. Contractor shall be entitled to payment only for Work that Contractor satisfactorily performed (as determined by District) before the effective date of termination and for which Contractor has provided District with written documentation as required by District. District shall not be obligated to pay Contractor the balance unpaid on this Agreement after the effective termination date. If, as a result of a deposit paid by the District, the amount due to Contractor is less than the deposit amount, Contractor shall repay District the difference between amount due Contractor and deposit amount paid by District within thirty (30) days.
- 2) Contractor Personal Property. The Parties shall coordinate and cooperate to allow Contractor to remove Contractor's personal property that Contractor has placed on District's facilities or property relating to this Agreement. If Contractor does not remove any such personal property from District's facilities or property within thirty (30) days of District's written notice to Contractor, Contractor shall be deemed to have abandoned the property. Upon expiration of the 30 days, District may, without any compensation to or liability from Contractor, keep or remove and/or dispose of the property as District deems proper. If District incurs any cost to remove and/or dispose of the property, District will invoice Contractor and Contractor shall pay District within 30 days of the date of the invoice.

14. Indemnification. Contractor agrees to defend, hold harmless and indemnify District, its parent, affiliates, subsidiaries, authorized representatives, directors, officers, agents and employees against any and all liability for any judgments, awards, expenses, fines, penalties, attorneys' fees, costs, or other claims for damages in connection with any suit, complaint, charge, proceeding or action of any kind alleging a violation of any statutory or regulatory provision or otherwise arising out of the negligent act or willful misconduct by Contractor, of its duties and responsibilities under this Agreement, unless such performance or nonperformance occurred at the direction of or was caused by District. This hold harmless and indemnification includes but is not limited to compensatory damages, punitive damages, regulatory fines and penalties, and extra-contractual liability and shall survive the termination of this Agreement.

15. Insurance. Contractor agrees to maintain, in full force and effect, at Contractor's expense, the following insurance coverages from an admitted carrier in the State of California with a Best Rating of A-VII or higher: (i) Commercial General Liability insurance,



with limits of not less than One Million Dollars (\$1,000,000) per occurrence including bodily injury, broad form property damage and blanket contractual liability, written on an "occurrence" form; (ii) Professional Liability Insurance with limits of not less than One Million Dollars (\$1,000,000); (iii) Employer's Liability with limits of not less than One Million Dollars (\$1,000,000) per occurrence; (iv) Workers' Compensation insurance as required by statutory insurance requirement of the State of California; (v) Automobile Liability covering all owned, non-owned and hired vehicles with combined single limit for bodily injury and/or property damage of not less than One Million Dollars (\$1,000,000); and (vi) Cyber Liability insurance with limits of not less than Five Hundred Thousand Dollars (\$500,000) for each occurrence and an annual aggregate of One Million Dollars (\$1,000,000) covering claims involving privacy violations, damage to or destruction of electronic information, information theft, any release of private information, alteration of electronic information, extortion and network security, and coverage needs to include remediation costs for expenses incurred relating to notification expenses, call centers, Information Technology forensics, and Public Relations support following an incident or breach.

Contractor agrees to name District, Taft College Foundation, District's Board of Trustees, its officers, agents, and employees as Additional Insured under its policy(ies). Contractor shall deliver Certificate(s) of Insurance and Additional Insured Endorsement(s) evidencing the required coverages to the District, which shall be subject to the District's approval for adequacy of protection. The Certificate(s) of Insurance shall provide thirty (30) days prior written notice of cancellation. All certificates must be faxed or emailed, followed by a hard-copy in the mail to District, Attn: Contract, Procurement and Risk Management Services, 26455 Rockwell Canyon Road, Santa Clarita, CA 91355, before Work is to commence.

16. Assignment. The obligations of the Contractor pursuant to this Agreement shall not be assigned by the Contractor without the express, written approval of the District.

17. Compliance With Applicable Laws. The Work completed herein must meet the approval of the District and shall be subject to the District's general right of inspection to secure the satisfactory completion thereof. Contractor agrees to comply with all federal, state and local laws, rules, regulations and ordinances that are now or may in the future become applicable to Contractor, Contractor's business, equipment and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations ("Rules"). If District disapproves of any service provided by Contractor, or if Contractor fails to comply with any applicable Rule, Contractor shall address the issue immediately at no additional cost to District.

18. Permits/Licenses. Contractor and all Contractor's employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this Agreement.

19. Professional Practices. All Work provided pursuant to this Agreement shall be provide in a manner consistent with the standards of care, diligence and skill ordinarily exercised by professionals in similar fields and circumstances in accordance with sound professional practices.

20. Confidentiality. Subject to any state or federal laws requiring disclosure (e.g., the California Public Records Act), the Parties agree, during the term of this Agreement and for five (5) years after termination or expiration of Agreement, to hold each other's proprietary or confidential information in strict confidence, except for any information protected under confidentiality laws which shall be held in such confidence in perpetuity. Parties agree not to provide each other's proprietary or confidential information in any form to any third party or to use each other's proprietary or confidential information for any purpose other than the implementation of, and as specified in, this Agreement. Each Party agrees to take all reasonable steps to ensure that proprietary or confidential information of either Party is not disclosed or distributed by its employees, agents or consultants in violation of the provisions of this Agreement.

21. Employment With Public Agency. Contractor, if an employee of another public agency, agrees that Contractor will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which Work is actually being performed pursuant to this Agreement.

22. Agreement and RFP Documents. This Agreement, including but not limited to the following RFP Documents, all of which are component parts herein, states the entire Agreement between Contractor and District. Any and all obligations of the District and the Contractor are fully set forth and described therein or are reasonably inferable that any Work called for in one and not mentioned in the other, or vice versa, is to be executed the same as if mentioned in said document.

Scope of Work
Proposal Instructions
General Terms and Conditions
Proposal Response Cover Sheet
Proposal
Vendor Questionnaire
Fee Schedule
Vendor Information and Signatory Page
Contract Terms and Conditions
Additions, Deletions, and/or Exceptions
Background, Experience, and References
Certifications and Affidavits

The Parties acknowledge that they have not been induced to enter into this Agreement by any oral or written representations or statements not expressly contained in the Agreement or in written documents incorporated herein. This Agreement may be modified, or any provisions waived, only in writing and signed by Parties.

23. Written Modification of Agreement. Nothing herein shall limit Parties from modifying this Agreement. Any such change in terms shall be effectuated through a written modification, signed by both Parties and duly approved by District's Board of Trustees.

24. Entire Agreement/Amendment. The Agreement documents consist of this Agreement, any exhibits attached to or referenced herein, and all amendments and/or modifications issued in writing and executed by the Parties after the release of this Agreement. Conflicting provisions hereof, if any, shall prevail in the following descending order of precedence: (a). provisions set forth in this Agreement, (b). provisions set forth in any referenced attachments or exhibits to this Agreement attached or incorporated herein by reference.

25. Non-Discrimination. Contractor agrees not to engage in unlawful discrimination in the employment of persons, or in the acceptance, assignment, treatment, evaluation or compensation of students who participate in programs sponsored or arranged by District, on the basis of race, color, religion, nationality, national origin, ancestry, sex, gender, gender identity, gender expression, ethnicity, age, medical condition, mental or physical disability, marital status, sexual orientation or Vietnam-era veteran status.

26. Non-Waiver. The failure of District or Contractor to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this Agreement, shall not be deemed a waiver by that Party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.

27. Notice. All notices or demands to be given under this Agreement by either Party to the other Party shall be in writing and given either by: (a) personal service, (b) electronic mail, or (c) by U.S. Mail, mailed either by certified or registered mail, return receipt requested, with postage prepaid. Service shall be considered given when received, if personally served, or, if mailed, on the third day after deposit in any U.S. Post Office. The address to which notices or demands may be given by either Party may be changed by written notice given in accordance with the notice provisions of this Section. At the date of this Agreement:

District: West Kern Community College District  
Attn: Executive VP Administrative Services  
29 Cougar Drive  
Taft, CA 93268  
Phone: (661) 763-7727  
Fax: (661) 763-7828

Contractor: **CWDL, Certified Public Accountants**  
**Attn: John Dominguez**  
**5151 Murphy Canyon Road, Ste. 135**  
**San Diego, CA 92123**  
**Phone: (619) 729-7069**  
**Email: jdominguez@cwdlcpa.com**

A Party may change its/his/her designated representative and/or address for the purpose of receiving notices and communications under this Agreement by notifying the other Party of the change in writing and in the manner described in this Section.

28. Cancellation for Insufficient or Non-Appropriated Funds. Contractor hereby agrees and acknowledges that monies utilized by the District to purchase the products or services specified in the RFP is public money appropriated by the State of California or acquired by the District from similar public sources and is subject to variation. The District fully reserves the right to cancel this Agreement at any time and/or to limit quantities of products or services due to non-availability or non-appropriation of sufficient funds.

29. Severability. If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

30. Exhibits. All exhibits referenced herein and attached hereto shall be deemed incorporated into and made a part of this Agreement by each reference as though fully set forth in each instance in the text hereof.

31. Interpretation. In interpreting this Agreement, it shall be deemed to have been prepared by the Parties jointly, and no ambiguity shall be resolved against District on the premise that it or its attorneys were responsible for drafting this Agreement or any provision hereof. The captions or heading set forth in this Agreement are for convenience only and in no way define, limit, or describe the scope or intent of any Sections or other provisions of this Agreement. Any reference in this Agreement to a Section, unless specified otherwise, shall be a reference to a Section of this Agreement.

32. Conflict of Interest. Contractor hereby represents, warrants and covenants that (i) at the time of execution of this Agreement, Contractor has no interest and shall not acquire any interest in the future, whether direct or indirect, which would conflict in any manner or degree with the performance of Work under this Agreement; (ii) Contractor has no business or financial interests which are in conflict with Contractor's obligations to District under this Agreement; and (iii) Contractor shall not employ in the performance of Work under this Agreement any person or entity having any such interests.

33. Approval by District's Board of Trustees. Pursuant to Education Code Section 81655, this Agreement is not valid and does not constitute an enforceable obligation against District unless and until District's Board of Trustees has approved or ratified this Agreement as evidenced by a motion duly passed and adopted by the Board of Trustees.

34. Governing Law. The terms and conditions of this Agreement shall be governed by the laws of the State of California with venue in Los Angeles, California.

35. Authority to Execute. The individual(s) executing this Agreement on behalf of the Contractor is/are duly and fully authorized to execute this Agreement on behalf of Contractor and to bind the Contractor to each and every term, condition and covenant of this Agreement.

36. Time is of the Essence. Time is of the essence with respect to all provisions of this Agreement.

37. Accessibility of Information Technology. Contractor hereby warrants that the Work to be provided under this Agreement complies with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C §794d), and its implementing regulations set forth at Title 36, Code of Federal Regulations, Part 1194. Contractor agrees to promptly respond to and resolve any complaint regarding accessibility of its products brought to its attention. Contractor further agrees to indemnify and hold harmless the Santa Clarita Community College District, the Chancellor's Office of the California Community Colleges and any California community college using the Contractor's products from any claim arising out of its failure to comply with the aforesaid requirements. Failure to comply with these requirements shall constitute a breach and be grounds for termination of this Agreement.

38. Certification Regarding Debarment, Suspension or Other Ineligibility (applicable to all agreements funded in part or whole with federal funds).

A. By executing this contractual instrument, Contractor agrees to comply with applicable federal suspension and debarment regulations, including, but not limited to, regulations implementing Executive Order 12549 (29 C.F.R. Part 98).

B. By executing this contractual instrument, Contractor certifies to the best of its knowledge and belief that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
2. Have not, within a three-year period preceding the execution of this contractual instrument, been convicted of, or had a civil judgment rendered against them, for: (a) Commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) or private transaction or contract; (b) Violation of Federal or State antitrust statutes; (c) Commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or (d) Commission of any other offense indicating a lack of business integrity or business honesty that seriously and directly affects Contractor's present responsibility;
3. Are not presently indicted for, or otherwise criminally or civilly charged by any government entity (Federal, State or Local), with commission of any of the offenses enumerated in B.2. above, of this certification;
4. Have not, within a three-year period preceding the execution of this contractual instrument, had one or more public transaction (Federal, State or Local) terminated for cause or default;
5. Shall not, except as otherwise provided under applicable federal regulations, knowingly enter into any lower tier covered transaction with a person who is proposed for debarment, debarred, suspended, declared ineligible, or voluntarily excluded by any federal department or agency from participation in such transaction; and
6. Include in all lower tier covered transactions, and all solicitations for covered transactions, provisions substantially similar to those set forth herein.

39. Certification for Contracts, Grants, Loans and Cooperative Agreements

The undersigned certifies, to the best of his/her knowledge and belief, that:

- A. No Federal appropriated funds have been paid, or will be paid, by or on behalf of the undersigned, to any person for

influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative Agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative Agreement.

- B. If any funds other than Federal appropriated funds have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of congress in connection with this Federal contract, grant, loan or cooperative Agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities", in accordance with this instruction.
- C. The undersigned shall require that the language of this Certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrant and contracts under grants, loans and cooperative Agreements) and that all subrecipients shall certify and disclose accordingly.

This Certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this Certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required Certification shall be subject to a civil penalty of not less than Eleven Thousand Dollars (\$11,000) and not more than One Hundred Ten Thousand Dollars (\$110,000) for each such failure.


Please INITIAL appropriate box:

X	No non-Federal funds have been used, or are planned to be used for lobbying in connection with this application/award/contract.
	Attached is a Standard Form LLL, "Disclosure of Lobbying Activities", which describes the use (past or planned) of non-Federal funds for lobbying in connection this is application/award/contract.

IN WITNESS WHEREOF, Parties hereby agree.

CONTRACTOR

WEST KERN COMMUNITY COLLEGE DISTRICT

BY:   
 Signature of Authorized Representative  
 Print Name John Dominguez  
 Print Title Partner  
 Date 4/18/2019

BY: \_\_\_\_\_  
 Signature of Authorized Representative  
 Print Name Dr. Debra Daniels  
 Print Title President / Superintendent  
 Date \_\_\_\_\_  
 District's Board of Trustee's Approval/Ratification Date May 08, 2019

District Initiating Department  
 District Contact Name  
 District Contact Extension  
 Funding Source (G/L Account)

Fiscal Services  
 Amanda Bauer  
 7853  
 11000-421-5641-67200

**EXHIBIT A**

**FEE SCHEDULE**

The prices submitted herein shall be in accordance with all terms, conditions, specifications, and requirements stated within the RFP documents herein. District will award the RFP to one (1) qualified Vendor that meets the specifications and criteria stipulated in this RFP.

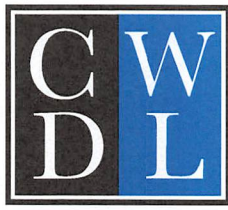
**Please submit pricing in the spaces provided below.**

<b><u>Description</u></b>	<b><u>Contract Period</u></b>		
Annual District and Foundation Financial Audit	2018-2019	Maximum Cost	\$ <u>55,380</u>
	2019-2020	Maximum Cost	\$ <u>55,380</u>
	2020-2021	Maximum Cost	\$ <u>55,380</u>
Annual General Obligation Bond (Measure A) Financial Audit	2018-2019	Maximum Cost	\$ <u>3,310</u>
	2019-2020	Maximum Cost	\$ <u>3,310</u>
	2020-2021	Maximum Cost	\$ <u>3,310</u>
Annual General Obligation Bond (Measure A) Performance Audit	2018-2019	Maximum Cost	\$ <u>3,000</u>
	2019-2020	Maximum Cost	\$ <u>3,000</u>
	2020-2021	Maximum Cost	\$ <u>3,000</u>
Annual preparation of Return of Organization Exempt Income Tax (Form 990) & California Exempt Organization Annual Information Return (Form 199)	2018-2019	Maximum Cost	\$ <u>1,000</u>
	2019-2020	Maximum Cost	\$ <u>1,000</u>
	2020-2021	Maximum Cost	\$ <u>1,000</u>

Hourly rates for additional services that are not included in the original scope of work:

Partner	\$ <u>165</u>
Manager	\$ <u>115</u>
Senior Staff	\$ <u>90</u>
Junior Staff	\$ <u>75</u>
Other Staff	\$ <u>30 - Clerical</u>
Other Staff	\$ _____

**END OF FEE SCHEDULE**



COSSOLIAS | WILSON  
DOMINGUEZ | LEAVITT  
CERTIFIED PUBLIC ACCOUNTANTS

April 15, 2019

Dr. Debra Daniels, President/Superintendent  
West Kern Community College District  
29 Cougar Drive  
Taft, CA 93268

We are pleased to confirm our understanding of the services we are to provide West Kern Community College District (the "District") for the fiscal year ending June 30, 2019 through 2021, with two (2), one-year extensions through 2023. We will audit the financial statements of the business-type activities, including the related notes to the financial statements, which collectively comprise the basic financial statements of the West Kern Community College District for the fiscal years ending June 30, 2019 through 2021, with two (2), one-year extensions through 2023. In addition, we will conduct financial and performance audits of the Measure A General Obligation Bond and audit the Taft College Foundation, including preparation of the tax return, for the fiscal years ending June 30, 2019 through 2021, with two (2), one-year extensions through 2023.

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement West Kern Community College District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to West Kern Community College District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Schedule of Changes in the Net OPEB Liability and Related Ratios
- 3) Schedule of the District's Proportionate Share of the Net Pension Liability
- 4) Schedule of the District's Contributions – Pensions

We have also been engaged to report of supplementary information other than RSI that accompanies West Kern Community College District's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

- Schedule of expenditures of federal awards
- Other schedules and/or information as required by the State Chancellor's Office.

### **Audit Objectives**

The objective of our audits is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the third paragraph when considered in relation to the basic financial statements taken as a whole. The objective also includes reporting on-

- Internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with Government Auditing Standards.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

The reports on internal control and compliance will each include a paragraph that states that the purpose of the report is solely to describe (1) the scope of testing of internal control over financial reporting and compliance and the result of that testing and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance, (2) the scope of testing internal control over compliance for major programs and major program compliance and the result of that testing and to provide an opinion on compliance but not to provide an opinion on the effectiveness of internal control over compliance, and (3) that the report is an integral part of an audit performed in accordance with Government Auditing Standards in considering internal control over financial reporting and compliance and Uniform Guidance in considering internal control over compliance and major program compliance. The paragraph will also state that the report is not suitable for any other purpose.

Our audits will be conducted, where applicable, in accordance with generally accepted auditing standards established by the Auditing Standards Board (United States); the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; the provisions of Uniform Guidance and other procedures we consider necessary to enable us to express such opinions and to render the required reports. If our opinions on the financial statements or the Single Audit compliance opinions are other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

## Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. As part of the audit, we will assist with preparation of your financial statements and related notes. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud, or illegal acts affecting the District involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the District complies with applicable laws, regulations, contracts, agreements, and grants. Additionally, as required by the Uniform Guidance, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan.



Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants. Additionally, as required by the Uniform Guidance, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review.

You are responsible for preparation of the schedule of expenditures of federal awards in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with Uniform Guidance; (2) that you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with Uniform Guidance; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of the controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under professional standards, *Government Auditing Standards*, and the Uniform Guidance.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of West Kern Community College District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the Uniform Guidance Compliance Supplement for the types of compliance requirements that could have a direct and material effect on each of West Kern Community College District's major programs. The purpose of those procedures will be to express an opinion on West Kern Community College District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

## Engagement Administration, Fees, and Other

At the conclusion of the engagement, we will complete the appropriate section of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

The audit documentation for this engagement is the property of CWDL, Certified Public Accountants and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to the State Chancellors Office or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of CWDL, Certified Public Accountants personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release or for any additional period requested by the District or other authorized agencies. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the parties contesting the audit finding for guidance prior destruction of documentation.

We expect to begin our audit as soon as possible and to issue our reports no later than December 31st of each year. The maximum annual fee for auditing services under the terms of this agreement shall not exceed the following agreed upon amounts:

Maximum Fee	2018-19	2019-20	2020-21	Optional 2021-22	Optional 2022-23
Annual District and Foundation Financial Audit	\$ 55,380.00	\$ 55,380.00	\$ 55,380.00	\$ 55,380.00	\$ 55,380.00
Annual General Obligation Bond (Measure A) Financial Audit	\$ 3,310.00	\$ 3,310.00	\$ 3,310.00	\$ 3,310.00	\$ 3,310.00
Annual General Obligation Bond (Measure A) Performance Audit	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
Annual Preparation of Return of Organization Exempt Income Tax (Form 990) & California Exempt Organization Annual Informational Return (Form 199)	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
<b>Total</b>	<b>\$ 62,690.00</b>	<b>\$ 62,690.00</b>	<b>\$ 62,690.00</b>	<b>\$ 62,690.00</b>	<b>\$ 62,690.00</b>

The maximum annual fee for auditing services shall not exceed the above amounts, with the exception that any auditing services provided for (1) significant changes in District audit requirements as stated in Government Auditing Standards or the Audit Guide issued by the State Chancellor's Office, or (2) any significant changes in the number of funds or accounts maintained by the District during the period under this agreement, shall be in addition to the above maximum fee.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our reports. You will be obligated to compensate us for all time expended through the date of termination.

The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

The period to be audited shall be for the fiscal years ending June 30, 2019 through 2021, with two (2), one-year extensions through 2023.

We appreciate the opportunity to be of service to the District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



John Dominguez, CPA, CFE, CGMA  
Partner and Authorized Representative  
CWDL, Certified Public Accountants

RESPONSE:

This letter correctly sets forth the understanding of West Kern Community College District.

Management signature: \_\_\_\_\_

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

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

**Date:** April 30, 2019  
**Submitted by:** Dr. Leslie Minor, Vice President of Instruction  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Approval

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**Board Meeting Date:** May 8, 2019

**Title of Board Item:**

Employers Training Resource (ETR) Annual Renewable Contract for 2018-19

**Background:**

Taft College will be reimbursed in the event they provide Career Technical Education for the County per the terms in the contract. The contract will allow potential students to receive training and education who may otherwise not be able to do so.


**Terms (if applicable):**

July 1, 2019 – June 30, 2020

**Expense (if applicable):**

No Direct Cost to the District

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

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

**KERN COUNTY  
PERSONAL/PROFESSIONAL AND CONTRACTUAL SERVICES AGREEMENT**

**SCHEDULE TO MASTER TERMS AND CONDITIONS: PPCSA-19**

**THIS SCHEDULE** is made and entered into on **July 1, 2019**, and shall terminate no later than **June 30, 2020**.

Kern County Department: **Employers' Training Resource ("County")**.

Located at: **1600 E. Belle Terrace, Bakersfield, California 93307**

Service Provider: **West Kern Community College District / Taft College ("Provider")**

Located at: **29 Cougar Court, Taft, California 93268**

Provider is (select one):  Sole Proprietorship  
 Incorporated in the State of **California**  
 Other (specify) Government Entity

Provider shall provide those services described in Exhibit "A" which is attached hereto and incorporated herein by this reference.

County shall compensate Provider for training services to be provided under this Agreement, in an aggregate sum not to exceed **\$20,000.00**, in accordance with the fee schedule appearing within Exhibit A, which is attached hereto and made a part hereof. Costs must not exceed the published catalog price.

County shall **not** reimburse Provider for any costs or travel expenses incurred by Provider hereunder.

Provider shall be required to have the following insurance coverages which are marked, on the terms provided in the Master Terms and Conditions. The insurance coverages shall be in the amounts specified, unless a lesser amount is shown (select all that apply):

Workers' Compensation: As required by California Labor Code Section 3700

Commercial General Liability (\$1,000,000/Occurrence; \$2,000,000/Aggregate)

Automobile Liability insurance (\$1,000,000/Occurrence) will be required and recorded at Employers' Training Resource prior to students operating, and/or riding in any vehicle owned and/or operated by, or for, the provider.

**Note:** If a lesser amount is shown, County must obtain the prior written approval of the County Risk Manager.

Should any conflicts arise between this Schedule and the Master Terms and Conditions attached hereto and incorporated herein by this reference, the Master Terms and Conditions shall control.

**IN WITNESS WHEREOF**, the Parties have executed this Schedule, including the Master Terms and Conditions, which constitute the Agreement, on the Effective Date.

COUNTY OF KERN

By \_\_\_\_\_  
Chairman, Board of Supervisors  
"County"

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

APPROVED AS TO CONTENT:  
County

By \_\_\_\_\_  
Teresa Hitchcock,  
Assistant County Administrative Officer

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

SERVICE PROVIDER

By Debra Daniels  
Dr. Debra Daniels, Superintendent/President  
"Provider"

Date: 4/30/19

APPROVED AS TO FORM:  
Office of the County Counsel

By \_\_\_\_\_  
Deputy

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

**EXHIBIT A  
SERVICES**

Provider shall provide the Services indicated below for County. Provider shall invoice as follows:

Provider shall invoice the County for tuition, expenses, and fees (“Cost”) that Provider charges to provide Services. The County will reimburse Provider for Costs; however, the total Cost paid by County shall not exceed \$10,000 per client. Client shall be responsible for Cost that exceed \$10,000.

If the length of training is six (6) weeks or less, Provider shall submit an invoice for the total cost of the program once the client has completed the first day of training. If the length of the training program is longer than six (6) weeks, Provider shall submit an invoice for one-half of total program cost once the client completes the first day of training. Provider shall then submit an invoice for the remaining one-half of program cost once the client has completed over one-half of the training. For public California Colleges and Universities, invoices for reimbursement shall be based on accrued costs incurred and may be submitted for payment based on a semester or quarterly school year.

Upon written notice from County, an exception to the tuition limit of \$10,000 and schedule of payment may be made in writing. This can include special grants targeted to specific populations or occupations.

Programs in this Agreement include:

<u>Program</u>	<u>Cost</u>	<u>Course Length</u>
Accounting Certificate	2,019.00	344
Administrative Services Certificate	1,973.00	328
Administrative Services Certificate I	944.00	144
Administrative Services Certificate II	1,766.00	256
AS in Accounting	2,680.00	960
AS in Administrative Services	1,858.00	960
AS in Business Administration	2,088.00	960
AS in Court Reporting	2,500.00	4,608
AS in Criminal Justice Administration	1,858.00	960
AS in Criminal Justice Corrections	1,858.00	960
AS in Dental Hygiene	5,244.00	960
AS in Direct Support Education	1,858.00	960
AS in Early Care, Education, and Family Studies	2,134.00	960
AS in Energy Technology	2,956.00	960
AS in General Business	1,858.00	960
AS in Industrial Health and Safety	2,680.00	960
AS in Information Technology and Management	2,841.00	960
AS in Management	2,088.00	960
AS in Welding Technology	1,996.00	960
Certificate in Advanced Information Technology and Management	1,743.00	248
Certificate in information Technology and Management	921.00	136
Certificate in Microsoft Office Applications	806.00	96
Child Development Assistant Teacher Certificate	806.00	96
Child Development Associate Teacher Certificate	1,082.00	192
Child Development Master Teacher Certificate	3,048.00	528
Child Development Teacher Certificate	2,134.00	384
Criminal Justice Administration – Corrections Concentration Cert	1,858.00	288
Direct Support Education Certificate	1,858.00	288
Early Care, Education, and Family Studies Certificate	2,910.00	480
Early Intervention Assistant I Certificate	2,772.00	432
Early Intervention Assistant II Certificate	3,870.00	640
Energy Technology Entry Level Certificate	1,674.00	224



Energy Technology Field Technician Certificate	1,858.00	288
Energy Technology Foundation Certificate	1,036.00	176
Energy Technology Industrial Health and Safety Certificate	1,858.00	288
Energy Technology Instrumentation Certificate	944.00	144
Energy Technology Petroleum Engineering/Geological Tech Certificate	2,273.00	304
Gas Metal Arc and Flux Core Arc Welding Certificate	944.00	144
Gas Tungsten Arc Welding Certificate	944.00	144
Industrial Health and Safety Entry Level Hazardous Material Certificate	679.50	52
Industrial Health and Safety Foundation Certificate	1,858.00	288
Industrial Health and Safety Midlevel Certificate	2,680.00	400
Information Management and Technology Certificate Management Certificate	2,318.00	448
Management: Customer Service	1,950.00	320
Management: Customer Service	972.00	80
Master Teacher Specialization Infant Development Certificate	806.00	96
Master Teacher Specialization School Age Care and Development Certificate	806.00	96
Master Teacher Specialization Special Needs Certificate	806.00	96
Pipe Code Welding Certificate	1,082.00	192
Structural Code Welding Certificate	1,082.00	192
Welding Assistant/Helper Certificate	806.00	96
40-Hour HAZWOPER Safety Training - WESTEC	105.00	40
Basic Drilling & Workover Sub Sea - WESTEC	500.00	40
Basic Drilling & Workover Surface - WESTEC	450.00	32
Basic Drilling Surface Stack - WESTEC	350.00	28
Basic Employee Safety for General Industry - WESTEC	35.00	8
Calif. Commercial Driver License Permit Preparation - WESTEC	35.00	40
California Oilfield Producers Confined Space Entry Training - WESTEC	35.00	8
Court Reporting - WESTEC	4,848.00	4,848
Emergency Response Technician Training - WESTEC	35.00	24
Forklift Operator Safety Training - WESTEC	35.00	8
Introductory Well Control - WESTEC	200.00	8
Medic First Aid Training/CPR - WESTEC	35.00	8
Mine Safety & Health Refresher - WESTEC	35.00	8
Passport & Medic First Aid Refresher - WESTEC	35.00	8

- During this program year, Provider may add or amend CalJOBS approved programs to this Agreement with the written permission of County.
- Providers with six or more total participants within a two year period shall be held accountable for a Training Related Entered Employment Rate of  $\geq 70\%$ .
- Costs cannot exceed the lesser of the published catalog price or price posted on CalJOBS.
- The amount to be paid by County for services provided to any single client shall not exceed the approved tuition limit per client. Any amount in excess of the approved tuition shall be the responsibility of the client.
- If the client ends the training program prior to completion, Provider shall submit a refund based on the cost of program that has been paid to County based on Provider's published refund policy listed in their catalog.
- Provider will not charge County if a client has to repeat classes due to Provider's error(s), negligent act(s), or omission(s).
- Responsible County Department will only reimburse Provider for approved course work required for programs as listed in Provider's catalog.
- Financial grants (Pell Grant, etc.) awarded to the clients shall offset the above-listed costs of the

programs prior to the use of Responsible County Department funding. The total amounts received by Provider shall never exceed the program amounts listed on this contract.

1. Full description of Services:
  - A. Provider shall be listed as approved with the State of California's Bureau for Private Postsecondary Education, California Department of Education, Chancellor's office of the California Community Colleges, or recognized by an accreditation institution determined to be acceptable. If Provider loses their approval, then Provider shall notify County immediately, and this Agreement shall be deemed terminated.
  - B. Subsequent eligibility for Provider to receive funding will be determined annually, based on CalJOBS requirements.
  - C. Training programs must be included in the State of California's CalJOBS Eligible Training Provider List before an individual can be referred by County to such training.
  - D. Class material shall conform to the State of California's established curriculum requirements.
  - E. Provider shall maintain program, applicant, participant, personnel, and financial records as required by the Workforce Innovation and Opportunity Act (WIOA), the State of California, and the Secretary of Labor to assure a proper accounting of all WIOA funds to protect the confidentiality of parties involved. Provider shall retain all records pertinent to this Agreement for a period of three (3) years from the date of final payment of this Agreement. If at the end of three (3) years, there is litigation or an audit involving those records, Provider shall retain the records until the resolution of such litigation or audit.
  - F. For truck driving schools, all ETR participants shall have training that includes the option of three-axle tractors, 46' trailers, and a minimum of a 10-speed transmission. All participants shall also receive, as part of the cost of the program, a HAZMAT Endorsement, Doubles/Triples Endorsement, and Tank Endorsement if requested by the participant.
  - G. Referrals are at the sole discretion of County.
2. The location of training is 29 Cougar Court, Taft, California 93268 and 5801 East Lerdo Highway, Shafter, CA 93263. Additional training sites may be utilized with the written permission of the Employers' Training Resource Director after inclusion on CalJOBS.
3. Materials, equipment, facilities, manuals, study guides, etc., will be provided as indicated to assist the Provider in provision of Services:

By County: none

By Provider: All materials, equipment, facilities, etc., will be provided under the total purchase price of the training program.

[The remainder of this page has intentionally been left blank]

**KERN COUNTY**  
**PERSONAL/PROFESSIONAL AND CONTRACTUAL SERVICES AGREEMENT**  
**MASTER TERMS AND CONDITIONS**  
**PPCSA-19**

**THIS AGREEMENT** is made and entered into effective with the date entered on the Schedule which is attached hereto and incorporated herein by this reference, by and between the COUNTY OF KERN, a political subdivision of the State of California, as represented by Employers' Training Resource ("County"), with its principal location at 1600 E. Belle Terrace Street, Bakersfield, CA 93307, and Provider identified on the Schedule hereto;

**WHEREAS:**

- (a) Government Code Sections 3100 and 53060 permit the County Board of Supervisors to contract for the furnishing of special services with individuals specially trained and experienced and competent to perform those services; and
- (b) The County's Department identified on the Schedule as County requires those services which are specified in Exhibit A; and
- (c) County desires to engage Provider to provide said services and Provider, by reason of his/hers/its qualifications, experience, and facilities for doing the type of work herein contemplated, has offered to provide the required services on the terms set forth herein;

**IT IS AGREED** between the parties hereto as follows:

- 1) **Services to be Rendered.** Provider shall provide the services described in Exhibit "A" which is attached to the Schedule and incorporated therein. This Agreement does not guarantee that there will be any minimum amount purchased.
- 2) **Compensation to Provider.** County shall compensate Provider in accordance with the compensation selection(s) annotated on the Schedule. No additional compensation will be paid for secretarial, clerical support staff, overhead or any other cost incurred by Provider pursuant to providing services to County.

**Invoicing.** Invoice shall be submitted to County. If the length of training is six (6) weeks or less, Provider shall submit an invoice for the total cost of the program once the client has completed the first day of training. If the length of the training program is longer than six (6) weeks, Provider shall submit an invoice for one-half of total program cost (**not to exceed \$5,000**) once the client completes the first day of training. Provider shall then submit an invoice for the remaining one-half of program cost (**not to exceed \$5,000**) once the client has completed over one-half of the training. For public California Colleges and Universities, invoices for reimbursement shall be based on actual costs incurred and shall be submitted for payment based on a semester or quarterly school year.

Upon written notice from County, an exception to the tuition limit of \$10,000 and schedule of payment may be made in writing. This can include special grants targeted to specific populations or occupations.

- 3) **Leveraged Resources.** Provider shall document and report any funding or expenditures used by and/or for clients no matter the source of such funding in order that these funds can be evaluated and considered as leveraged resources to training expenditures. Provider shall provide County with all such financial information concerning grants, scholarships, loans, etc. This documentation will list the amount of the funds, their source and any special provisions or stipulations that may be tied to these funds. Provider shall also supply supporting documentation for such funding used for the participant's training. This information shall accompany all submitted invoices if required. Per EDD Directive WSD-14-1 (July 8, 2014), beginning Program Year (PY) 2016-17 and each PY thereafter, County is required to spend at least 30 percent of the combined total of its adult and dislocated worker WIOA formula fund allocations on workforce training services. A portion of the minimum training expenditure requirement (an amount of up to 10 percent of the combined total of

the adult and dislocated worker formula fund allocation) may be met by applying designated leveraged resources used for training services.

Provider must keep sufficient records of the leveraged resources which can be independently verified by County and the EDD. Provider shall also ensure that any leveraged resources tied directly to individual participants (such as Pell Grants) are also reported to Employers' Training Resource MIS department for inclusion in each corresponding participant's file.

- 4) **Term.** This Agreement shall be deemed in force as of the effective date specified on the Schedule and shall terminate on the date therein specified unless sooner terminated as provided for herein.
- 5) **Assignment.** Provider shall not assign or transfer this Agreement, or any part hereof. Provider shall not assign any monies due or which become due to Provider under this Agreement without the prior express and written approval of County.
- 6) **Audit, Inspection and Retention of Records.** Provider agrees to maintain and make available to County accurate books and records relative to all its activities under this Agreement. Provider shall permit County to audit, examine and make excerpts and transcripts from such records, and to conduct audits of all invoices, materials, and records of personnel or other data related to all other matters covered by this Agreement. Provider shall maintain such data and records in an accessible location and condition for a period of not less than three (3) years from the date of final payment under this Agreement, or if at the end of the three years, there is litigation or an audit involving those records, Provider shall retain the records until the resolution of such litigation or audit. The State of California and/or any federal agency having an interest in the subject of this Agreement shall have the same rights conferred upon County herein.
- 7) **Authority to Bind County.** It is understood that Provider, in Provider's performance of any and all duties under this Agreement, except as otherwise provided in this Agreement, has no authority to bind County to any agreements or undertaking.
- 8) **Captions and Interpretation.** Section headings in this Agreement are used solely for convenience, and shall be wholly disregarded in the construction of this Agreement. No provision of this Agreement shall be interpreted for or against a party because that party or its legal representative drafted such provision. This Agreement is the product of negotiation and both parties are equally responsible for its authorship. Section 1654 of the California Civil Code shall not apply to the interpretation of this Agreement.
- 9) **Choice of Law/Venue.** The parties hereto agree that the provisions of this Agreement will be construed pursuant to the laws of the State of California. This Agreement has been entered into and is to be performed in the County of Kern. Accordingly, the parties agree that the venue of any action relating to this Agreement shall be in the County of Kern.
- 10) **Clean Air Act, Federal Water Pollution Control Act, Clean Water Act.** Provider shall comply with all applicable standards, orders or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15).
- 11) **Compliance with Law.** Provider shall observe and comply with all applicable County, state and federal laws, ordinances, rules and regulations now in effect or hereafter enacted, including all laws prohibiting sexual harassment. Vendor shall also abide by the County's Sexual Harassment and Hostile Work Environment Policies and be required to have any and all employees performing services under this Agreement to sign acknowledgment of having received and read such policies, each of which are hereby made a part hereof and incorporated herein by reference. To view our policies regarding the above mentioned, please go to <http://www.etronline.com/PolicyBulletins.asp>.

- 12) Confidentiality.** Provider shall not, without the written consent of County, communicate confidential information, designated in writing or identified in this Agreement as such, to any third party and shall protect such information from inadvertent disclosure to any third party in the same manner that they protect their own confidential information, unless such disclosure is required in response to a validly issued subpoena or other process of law. Upon completion of this Agreement, the provisions of this section shall continue to survive. Under 2 CFR 200.303, the provider is responsible for taking reasonable measures to adequately safeguard each participant's personally identifiable information (PII) and information designated as sensitive.
- 13) Conflict of Interest.** Provider has read and is aware of the provisions of Section 1090 et seq. and Section 87100 et seq. of the Government Code relating to conflict of interest of public officers and employees. Provider agrees that they are unaware of any financial or economic interest of any public officer or employee of the County relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement, the County may immediately terminated this Agreement by giving written notice thereof. Provider shall comply with the requirements of Government Code Section 1090 et seq. and 87100 et seq. during the term of this Agreement.
- 14) Counterparts.** This Agreement may be executed simultaneously in any number of counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.
- 15) Debarment and Suspension.** Provider is required to comply with the government-wide requirements, including Executive Orders 12459 and 12689, for debarment and suspension. Provider will certify under penalty of perjury under the laws of the State of California that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency and had not within a three-year period preceding this contract been convicted of or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction.
- 16) Drug Free Workplace.** Provider is required to provide County with a certificate of Drug-Free Workplace which acknowledges notification of employees that action will be taken against them for violations under Government Code Sections 8350(a) and 8355(b) and 29 CFR 94, 48, 23.5; that a Drug-Free Awareness Program has been implemented; and that personnel will receive a copy of Provider's policy.
- 17) Energy Policy and Conservation Act.** Provider shall maintain mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).
- 18) Enforcement of Remedies.** No right or remedy herein conferred on or reserved to County is exclusive or any other right or remedy herein or by law or equity provided or permitted, but each shall be cumulative of every other right or remedy given hereunder or now or hereafter existing by laws or in equity or by statute or otherwise, and may be enforced concurrently or from time to time.
- 19) Equal Employment Opportunity.** Provider shall comply with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60).
- 20) Exhibits.** All exhibits attached to this Agreement are incorporated into this Agreement by reference.

**21) Immigration Reform and Control Act.** Provider acknowledges that Provider, and all subcontractors hired by Provider to perform services under this Agreement, are aware of and understand the Immigration Reform and Control Act ("IRCA"). Provider is and shall remain in compliance with the IRCA and shall ensure that any subcontractors hired by Provider to perform services under this Agreement are in compliance with the IRCA. In addition, Provider agrees to indemnify, defend and hold harmless the County, its agents, officers and employees, from any liability, damages or causes of action arising out of or relating to any claims that Provider's employees, or the employees of any subcontractor hired by Provider, are not authorized to work in the United States for Provider or its subcontractors and/or any other claims based upon alleged IRCA violations committed by Provider or Provider's subcontractor(s).

**22) Indemnification.**

- A) Provider agrees to indemnify, defend and hold harmless County and County's agents, board members, elected and appointed officials and officers, employees, volunteers and authorized representatives from any and all losses, liabilities, charges, damages, claims, liens, causes of action, awards, judgments, cost, and expenses (including, but not limited to, reasonable attorneys' fees of County Counsel and Counsel retained by County, expert fees, costs of staff time, and investigation costs) of whatever kind or nature, which arise out of or are in any way connected with any act or omission of Provider or Provider's officers, agents, employees, independent contractors, sub-contractors of any tier, or authorized representatives. Without limiting the generality of the foregoing, the same shall include bodily and personal injury or death to any person or persons; damage to any property, regardless of where located, including the property of County; and any workers' compensation claim or suit arising from or connected with any services performed pursuant to this Agreement on behalf of Provider by any person or entity.
- B) If any claim is asserted or action or proceeding brought against County which alleges that all or any part of the services or products in the form supplied by Provider or County's use thereof, infringes or misappropriates any United States or foreign patent or copyright, or any trade secret or other proprietary right, County shall give Provider prompt written notice thereof. Provider shall defend any such claim or action with counsel of Provider's choice and at Provider's expense and shall indemnify County for any costs, including reasonable attorney's fees and damages actually incurred by County in connection therewith, including steps County may take to avoid entry of any default judgment or other waiver of County's rights. County shall cooperate fully with and may monitor Provider in the defense of any claim, action or proceeding and will make employees available as Provider may reasonably request with regard to such defense, subject to reimbursement by Provider of all costs and expenses occasioned by County's cooperation in such defense. This indemnity does not extend to modifications or additions to the services or products made by County or any third party without written consent of Provider, or to any unauthorized use of the services or products by County.
- C) If the services or products are, in Provider's opinion, likely to become or do become the subject of a claim of infringement or misappropriation of a United States or foreign patent, copyright, trade secret or other proprietary right, or is a temporary restraining order or other injunctive relief is entered against the use of part or all of the services or products, Provider shall within ninety (90) days:
- i) Promptly replace the services or products with compatible, functionally equivalent and non-infringing services or products;
  - ii) Promptly modify the services or products to make them non-infringing without materially impairing County's ability to use the services or products as intended;
  - iii) Promptly procure the right of County to continue using the services or products; or

iv) As a last resort, if none of the foregoing alternatives are reasonably available to Provider and County is enjoined or otherwise precluded legally from using the services or products, Provider will within 120 days of the judgment or other court action promptly refund to County all fees and cost paid for the services or products under this Agreement and amendments thereto whereupon this Agreement shall terminate. All licensed products will be disposed of as ordered by the governing court at the expense of Provider or as determined by County if the court does not so direct.

D) Upon completion of this Agreement, the provisions of this sub-section 22.B shall continue to survive.

**23) Insurance.** Provider, in order to protect County and its board members, officials, agents, officers, and employees against all claims and liability for death, injury, loss and damage as a result of Provider's actions in connection with the performance of Provider's obligations, as required in this Agreement, shall secure and maintain insurance as described below. Provider shall not perform any work under this Agreement until Provider has obtained all insurance required under this section and the required certificates of insurance and all required endorsements have been filed with the County's authorized insurance representative. Receipt of evidence of insurance that does not comply with all applicable insurance requirements shall not constitute a waiver of the insurance requirements set forth herein. The required documents must be signed by the authorized representative of the insurance company shown on the certificate. Upon request, Provider shall supply proof that such person is an authorized representative thereof, and is authorized to bind the named underwriter(s) and their company to the coverage, limits and termination provisions shown thereon. The Provider shall promptly deliver a certificate of insurance, and all required endorsements, with respect to each renewal policy, as necessary to demonstrate the maintenance of the required insurance coverage for the term specified herein. Such certificates and endorsements shall be delivered to the County's authorized insurance representative prior to the expiration date of any policy and bear a notation evidencing payment of the premium thereof if so requested. Provider shall immediately pay any deductibles and self-insured retentions under all required insurance policies upon the submission of any claim by Provider or County as an additional insured.

A) Workers' Compensation and Employer's Liability Insurance Requirement:

- i) In the event Provider has employees who may perform any services pursuant to this Agreement, Provider shall submit written proof that Provider is insured against liability for workers' compensation in accordance with the provisions of section 3700 of the California Labor Code.
- ii) Provider shall require any subcontractors to provide workers' compensation for all of the subcontractors' employees, unless the subcontractors' employees are covered by the insurance afforded by Provider. If any class of employees engaged in work or services performed under this Agreement is not covered by California Labor Code section 3700, Provider shall provide and/or require each subcontractor to provide adequate insurance for the coverage of employees not otherwise covered.
- iii) Provider shall also maintain Employer's Liability Insurance with limits of one million dollars (\$1,000,000) for bodily injury or disease.

B) Liability Insurance Requirements:

- i) Provider shall maintain in full force and effect, at all times during the term of this Agreement, the following insurance:

- (1) Commercial General Liability Insurance including, but not limited to, Contractual Liability Insurance (specifically concerning the indemnity provisions of this Agreement with the County), Products-Completed Operations Hazard, Personal Injury (including bodily injury and death), and Property Damage for liability arising out of Provider's performance of work under this Agreement. The Commercial General Liability Insurance shall contain no exclusions or limitation for independent contractors working on the behalf of the named insured. Provider shall maintain the Products-Completed Operations Hazard coverage for the longest period allowed by law following termination of this Agreement. The amount of said insurance coverage required by this Agreement shall be the policy limits, which shall be at least one million dollars (\$1,000,000) each occurrence and two million dollars (\$2,000,000) aggregate.
- (2) If required on the Agreement, Automobile Liability Insurance against claims of Personal Injury (including bodily injury and death) and Property Damage covering any vehicle and/or all owned, leased, hired and non-owned vehicles used in the performance of services pursuant to this Agreement with coverage equal to policy limits, which shall be at least one million dollars (\$1,000,000) each occurrence.
  - i. The Commercial General Liability and Automobile Liability Insurance required shall include an endorsement naming County and County Indemnified Parties as additional insureds for liability arising out of this Agreement and any related operations. The endorsement shall be provided using one of the following three options: (i) on ISO form CG 20 10 11 85; or (ii) on ISO form CG 20 37 10 01 plus either ISO form CG 20 10 10 01 or CG 20 33 10 01; or (iii) on other forms which provide coverage at least equal to or better than form CG 20 10 11 85.
  - ii. If Provider is, or becomes during the Term, self-insured or a member of a self-insurance pool, Consultant shall provide coverage equivalent to the required insurance coverages and endorsements. County will not accept the coverages unless the County Risk Manager determines, in its sole discretion and by written acceptance, that the coverages proposed to be provided by Consultant are equivalent to the required coverages. Any self-insured retentions in excess of \$100,000 must be declared on the Certificate of Insurance or other documentation provided to County and must be approved in writing by the County Risk Manager.
  - iii. If any of the insurance coverages required under this Agreement is written on a claims-made basis, Provider, at Provider's option, shall either (i) maintain said coverage for at least three (3) years following the termination of this Agreement with coverage extending back to the effective date of this Agreement; (ii) purchase an extended reporting period of not less than three (3) years following the termination of this Agreement; or (iii) acquire a full prior acts provision on any renewal or replacement policy.
  - iv. Cancellation of Insurance - The above stated insurance coverages required to be maintained by Provider shall be maintained until the completion of all of Provider's obligations under this Agreement except as otherwise indicated herein. Each insurance policy supplied by the Provider shall not be suspended, voided, cancelled or reduced in coverage or in limits except after ten (10) days written notice by Provider in the case of non-payment of premiums, or thirty (30) days written notice in all other cases. Such notice shall be by certified mail, return receipt requested. This notice requirement does not waive the insurance requirements stated herein. Provider shall immediately obtain replacement coverage for any insurance policy that is terminated, canceled, non-renewed, or



whose policy limits have been exhausted or upon insolvency of the insurer that issued the policy.

- v. All insurance shall be issued by a company or companies admitted to do business in California and listed in the current "Best's Key Rating Guide" publication with a minimum rating of A-; VII. Any exception to these requirements must be approved by the County Risk Manager.
- vi. If Provider is, or becomes during the term of this Agreement, self-insured or a member of a self-insurance pool, Provider shall provide coverage equivalent to the insurance coverages and endorsements required above. The County will not accept such coverage unless the County determines, in its sole discretion and by written acceptance, that the coverage proposed to be provided by Provider is equivalent to the above-required coverages.
- vii. All insurance afforded by Provider pursuant to this Agreement shall be primary to and not contributing to all insurance or self-insurance maintained by the County. An endorsement shall be provided on all policies which shall waive any right of recovery (waiver of subrogation) against the County.
- viii. Insurance coverages in the minimum amounts set forth herein shall not be construed to relieve Provider for any liability, whether within, outside, or in excess of such coverage, and regardless of solvency or insolvency of the insurer that issues the coverage; nor shall it preclude the County from taking such other actions as are available to it under any other provision of this Agreement or otherwise in law.
- ix. Failure by Provider to maintain all such insurance in effect at all times required by this Agreement shall be a material breach of this Agreement by Provider. County, at its sole option, may terminate this Agreement and obtain damages from Provider resulting from said breach. Alternatively, County may purchase such required insurance coverage, and without further notice to Provider, County shall deduct from sums due to Provider any premiums and associated costs advanced or paid by County for such insurance. If the balance of monies obligated to Provider pursuant to this Agreement is insufficient to reimburse County for the premiums and any associated costs, Provider agrees to reimburse County for the premiums and pay for all costs associated with the purchase of said insurance. Any failure by County to take this alternative action shall not relieve Provider of its obligation to obtain and maintain the insurance coverages required by this Agreement.

#### **24) Lobbying Certification and Disclosure.**

- A) PROVIDER certifies that no Federal appropriated funds have been paid or will be paid, by Provider's officers or employees, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- B) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, AGENCY's signatory official shall complete and submit Standard Form-LLL, "Disclosure Form

to Report Lobbying,” in accordance with its instructions.

- C) Provider must submit to County a “Certification Regarding Lobbying” signed by Provider’s signatory official, if the agreement amount is in excess of \$100,000.

**25) Modifications of Agreement.**

- A) This Agreement may be amended by a unilateral modification by County should it be determined that any provisions have been left off that are administratively required. The Director of Employers’ Training Resource or his/her designee shall be the signor of the Modification.
- B) Non-administrative modifications or extensions to this Agreement must be in writing, and signed by the parties in interest at the time of the modification. Revised cost cannot exceed the published catalog price.
- C) During this program year, Provider may add CalJOBS approved programs to this Agreement with the written permission of the Employers’ Training Resource Director.

**26) Negation of Partnership.** In the performance of all services under this Agreement, Provider shall be, and acknowledges that Provider is, in fact and law, an independent contractor and not an agent or employee of County. Provider has and retains the right to exercise full supervision and control of the manner and methods of providing services to County under this Agreement. Provider retains full supervision and control over the employment, direction, compensation and discharge of all persons assisting Provider in the provision of services under this Agreement. With respect to Provider’s employees, if any, Provider shall be solely responsible for payment of wages, benefits and other compensations, compliance with all occupational safety, welfare and civil rights laws, tax withholding and payment of employee taxes, whether federal, State or local, and compliance with any and all other law regulating employment.

**27) No Third Party Beneficiaries.** It is expressly understood and agreed that the enforcement of these terms and conditions and all rights of action relating to such enforcement, shall be strictly reserved to County and Provider. Nothing contained in this Agreements shall give or allow any claim or right of action whatsoever by any other third person. It is the express intention of County and Provider that any such person or entity, other than County or Provider, receiving services or benefits under this Agreement shall be deemed an incidental beneficiary only.

**28) Noncollusion Covenant.** Provider represents and agrees that it has in no way entered into any contingent fee arrangement with any firm or person concerning the obtaining of this Agreement with County. Provider has received from County no incentive or special payments, nor considerations not related to the provision of services under this Agreement.

**29) Nondiscrimination.**

- A) As a condition to the award of financial assistance from the Department of Labor under Title 1 of the Workforce Innovation and Opportunity Act (WIOA), the grant applicant assures that it has the ability to comply with the nondiscrimination and equal opportunity provisions of the following assistance:
  - i) Section 188 of WIOA, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or against beneficiaries on the basis of either citizenship status or participation in any WIOA Title 1 financially assisted program or activity;

- ii) Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin;
- iii) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- iv) The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
- v) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination of the basis of sex in education programs.

B) The grant applicant also assures that, as a recipient of WIOA Title I-financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

C) The assurance is considered incorporated by operation of law in the grant, cooperative agreement, contract or other arrangement whereby Federal financial assistance under Title I of WIOA is made available, whether it is explicitly incorporated in such document and whether there is a written agreement between the Department and the recipient, between the Department and the Governor, between the Governor and the recipient, or between recipients. The assurance also may be incorporated in such grants, cooperative agreements, contracts or other arrangements by reference.

**30) Nonwaiver.** No term, covenant or condition of this Agreement can be waived except by the written consent of County. Forbearance or indulgence by County in any regard whatsoever shall not constitute a waiver of the covenant or condition to be performed by Provider. County shall be entitled to invoke any remedy available to County under this Agreement or by law or in equity despite said forbearance or indulgence.

**31) Notices.**

A) Notices to the County from the Provider that concern termination, suspension, breach, default, or other formal notices regarding this Agreement shall be sent to:

Employers' Training Resource  
 Attn: Bill Stevenson, Deputy Director of Administration  
 With copy to: Monica Jeffries, Business Manager  
 1600 E. Belle Terrace  
 Bakersfield, California 93307  
 Email: [bills@kerncounty.com](mailto:bills@kerncounty.com)  
 Email: [jeffriesm@kerncounty.com](mailto:jeffriesm@kerncounty.com)

B) Notices to the Provider from County concerning any and all matters regarding this Agreement will be sent to:

Taft College  
 Attn: Dr. Debra Daniels  
 29 Cougar Court  
 Taft, Ca 93268

C) All notices, requests, demands, and other communications required under this Agreement shall be in writing, in English, and shall be deemed to have been duly given if delivered (i) personally, (ii) by facsimile transmission with written confirmation of receipt, (iii) on the day of transmission if sent by electronic mail (email) to the email address given above, and written

confirmation of receipt is obtained promptly after completion of transmission, (iv) by overnight delivery with a reputable national overnight delivery service, or (v) by mail or by certified mail, return receipt requested, and postage prepaid. If any notice is mailed, it shall be deemed given three (3) business days after the date such notice is deposited in the United States mail. If notice is given to a party, it shall be given at the address for such party set forth above. It shall be the responsibility of the Parties to notify the other Party in writing of any name or address changes. In the case of communications delivered to the Parties, such communications shall be deemed to have been given on the date received.

Nothing in this Agreement shall be construed to prevent or render ineffective delivery of notices required or permitted under this Agreement by leaving such notice with the receptionist or other person of like capacity employed in Provider's office, or the receptionist for Employers' Training Resource.

**32) Ownership of Documents.** All reports, documents and other items generated or gathered in the course of providing services to the County under this Agreement are and shall remain the property of the County, and shall be returned to County upon full completion of all services by Provider or termination of this Agreement, whichever first occurs.

**33) Representations.** Provider makes the following representations which are agreed to be material to, and form a part of the inducement for this Agreement:

- A) Provider has the expertise, support staff and facilities necessary to provide the services described in this Agreement; and
- B) Provider does not have any actual or potential interests adverse to County nor does Provider represent a person or firm with an interest adverse to County with reference to the subject of this Agreement; and
- C) Provider shall diligently provide all required services in a timely and professional manner in accordance with the terms and conditions stated in this Agreement.

**34) Rights to Contracted Products.**

- A) For no additional fee or charge, products developed, prepared, generated or gathered by Provider or Provider's employees or subcontractors pursuant to this Agreement, but not including Provider's original licensed software or administrative communications and records which shall remain the exclusive property of Provider, shall be considered creative works for hire and shall be delivered to and become the exclusive property of the County and may be used by the County in any way it may deem appropriate. Provider shall thereafter have no rights whatsoever in such products, except the right to use such products for the exclusive purpose of providing services to County under this Agreement, and Provider shall not copy or disclose to any third party any such product or any portion thereof, except as in expressly set forth in this Agreement or by separated written agreement between the parties.
- B) The ideas, concepts, know-how, or techniques developed during the course of this Agreement may be used by County in any way it may deem appropriate, so long as that use does not violate any term in this Agreement or any state or federal law or regulation.
- C) Provider or Provider's assigned employees or subcontractors shall not publish or disseminate information gained through participation in this Agreement without specific prior review and written consent by the County.
- D) Upon termination or expiration of this Agreement, Provider shall immediately deliver to County all County owned programs and documentation developed pursuant to this Agreement. In addition, Provider grants to County a perpetual, royalty-free, non-exclusive, irrevocable, and

non-transferable license to use, solely for County purposes, any Provider owned program, including system software, utilized by Provider in performance of this Agreement.

E) Upon completion of this Agreement, the provisions of this Section shall continue to survive.

- 35) Severability.** Should any part, term, portion or provision of this Agreement be decided to be in conflict with any law of the United States or the State of California, or otherwise be unenforceable or ineffectual, the validity of the remaining parts, terms, portions, or provisions shall be deemed severable and shall not be affected thereby, provided such remaining portions or provisions can be construed in substance to constitute the agreement which the parties intended to enter into in the first instance.
- 36) Signature Authority.** Each party has full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each party has been properly authorized and empowered to enter into this Agreement. This Agreement is not an authorization to provide services until signed by the Kern County Board of Supervisors.
- 37) Sole Agreement.** This document, including the attachments hereto, contains the entire agreement of the parties relating to the services, rights, obligations and covenants contained herein and assumed by the parties respectively. No inducements, representations or promises have been made, other than those recited in this Agreement. No oral promise, modification, change or inducement shall be effective or given any force or effect.
- 38) Solid Waste Disposal Act.** Provider shall comply with Section 6002 of the Solid Waste Disposal Act of January 24, 1994. This section includes procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recycled materials as practicable.
- 39) Termination.** Employers' Training Resource may, without cause, terminate this Agreement by written notice. A Notice of Termination will be deemed effective fifteen (15) days after personal delivery, or twenty (20) days after mailing by regular U.S. Mail, postage prepaid. In addition, either party may immediately terminate this Agreement should the other party fail to substantially perform in accordance with the terms and conditions of this Agreement through no fault of the party initiating the termination. In the event this Agreement is terminated by either County or Provider, Provider shall submit to County all files, memoranda, documents, correspondence, and other items generated in the course of performing this Agreement, within fifteen (15) days after the effective date of any written Notice of Termination. Should either party terminate this Agreement as provided herein, County shall pay Provider for all satisfactory services rendered by Provider prior to the effective date of termination in an amount not to exceed the maximum dollar amount indicated in the Schedule.
- 40) Time of Essence.** Time is hereby expressly declared to be of the essence of this Agreement and of each and every provision hereof, and each such provision is hereby made and declared to be a material, necessary and essential part of this Agreement.



# BOARD AGENDA ITEM

**Date:** April 12, 2019  
**Submitted by:** Terri Smith  
**Area Administrator:** Dr. Leslie Minor, VP of Instruction *lm*  
**Subject:** Request for Approval

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**Board Meeting Date:** May 8, 2019

**Title of Board Item:**

Equitrac Equipment Support Renewal and On-Site Support - C.A. Reding

**Background:**

This is a continuing service contract with C.A. Reding. Equitrac is the print management product used by the library to allow students to print from library desktop computers. The proceeds from printing provides a revenue source for the library to cover the costs of supplies and support for this product.

**Terms (if applicable):**

July 1, 2019 to June 30, 2020. The dates of this renewal have been adjusted to coincide with the academic fiscal year.

**Expense (if applicable):**

\$1286.60 annually

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

This item is included in the library's 2019/2020 District Budget.

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



office technologies • document solutions

P0051051  
12201 203 5641 61200  
4-8-19  
\$1286.60  
Scanned by M.T. 4-11-19

### CONTRACT INVOICE

Invoice Number: 1811032  
Date: 04/04/2019

**Bill To:** Taft College  
29 Emmons Dr  
Taft, CA 93268

**Customer:** Taft College  
29 Emmons Dr  
Taft, CA 93268

Account No	Payment Terms	Due Date	Preview Total	Balance Due	
17634282	Net 30	04/04/2019	\$1,286.60	<b>\$1,286.60</b>	
<b>Invoice Remarks</b>					
Contract Number	Contact	Contract Amount	P.O. Number	Start Date	Exp. Date
15879-01		\$1,286.60	Terri Smith/Library	11/01/2013	
<b>Contract Remarks</b>					

**Summary:**

Contract base rate charge for the 7/01/2019 to 6/30/2020 billing period	\$920.00*
On-Site IT Support	\$366.60
*Sum of equipment base charges	<b>\$1,286.60</b>

**Detail:**

**Equipment included under this contract**

**Ricoh/E05/EE5 Workstation**

Number	Serial Number	Base Charge	Location
EQU3702		\$390.00	Taft College 29 Emmons Dr Taft, CA 93268

**Ricoh/Equitrac Express**

Number	Serial Number	Base Charge	Location
EQU3701		\$210.00	Taft College 29 Emmons Dr Taft, CA 93268

**Ricoh/PC1CFZ00-PS1**

Number	Serial Number	Base Charge	Location
EQU3517	PC389319	\$80.00	Taft College 29 Emmons Dr Taft, CA 93268
EQU3518	PC389324	\$80.00	Taft College 29 Emmons Dr Taft, CA 93268
EQU3519	PC389353	\$80.00	Taft College 29 Emmons Dr Taft, CA 93268
EQU3520	PC389654	\$80.00	Taft College 29 Emmons Dr Taft, CA 93268

Remit to:  
C.A. Reding Co., Inc.  
4352 N. Brawley Ave. Suite 101  
Fresno, CA 93722

Preview SubTotal	\$1,286.60
Tax:	\$0.00
Preview Total	\$1,286.60
<b>Balance Due:</b>	<b>\$1,286.60</b>

**Date:** May 2, 2019

**Submitted by:** Andrew Prestage, Executive Director Information Services

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

**Subject:** Request for Approval

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**Board Meeting Date:** May 8, 2019

**Title of Board Item:**  
CA Reding Copier Proposal

**Background:**

Taft College has 14 copiers from Ray Morgan and 2 copiers from American Business Machines (ABM) on campus for faculty and staff use. All 14 Ray Morgan copiers are owned while the 2 ABM copiers are under lease. This proposal replaces these 16 copiers and 3 other printers (1 in the Testing Center and 2 in the Library) with new multifunction (print/scan/copy) devices from CA Reding. Contract terms cover the cost of toner, repair and service calls (as needed) of the CA Reding technician to maintain all 19 units. The district is provided a web portal through which we can submit work orders for repair and receives delivered toner from CA Reding, resulting from alerts for replacement toner cartridges that are triggered when less than 15% of the cartridge remains.

**Terms (if applicable):**

Warranty dates are from 6/1/19 through 5/31/24.


**Expense (if applicable):**

Estimated cost of the lease for all units over the life of the agreement (\$3,121 times 60 months) is \$187,260.

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

Funded by all departments on campus and managed by the ITS department.

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

  
Dr. Debra Daniels, Superintendent/President



### Key Benefits with C.A. Reding

- Easy Learning Curve with Lanier/Ricoh - Easy to Operate
- C.A. Reding is a **known & proven** service provider in **Kern County for 35 years.**
- Hassle Free Early Upgrade – No surprise costs related w/removal for C.A. Reding’s copiers
- Independent 3<sup>rd</sup> party evaluations found over a 90% customer satisfaction with C.A. Reding.
- **2013 to 2019: Only RFG dealer to win Service Excellence Award in the SJ Valley**



### Ricoh/Lanier Advantages:

- EquiTrac Embedded Included
- Cost Accounting & Tracking
  1. Card readers & cards for staff
- Professional services – up to 15 hours
  1. EquiTrac Setup
- **\$16,500 CASH BACK** Pay off for Canon leases



5055 & c3000

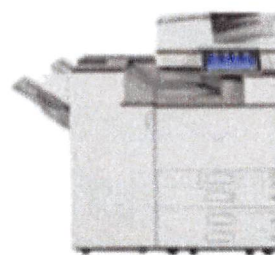
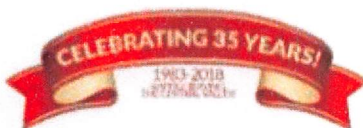
### West Kern Community College District

Model	Speed	Paper	Print/Scan	Punch	Staple	Fax	Lease 60
(3) C6503	65 ppm	3,300	Inc	Inc	Inc	3 Inc	\$3,121 / mo
(3) C4500	45 ppm	2,200	Inc	Inc	Inc	3 Inc	Inc
(8) C3000	30 ppm	1,200	Inc	Opt	Opt	4 Inc	Inc
C307	31 ppm	750	Inc	N/A	N/A	Inc	Inc.
(2) 5055sp	50 ppm	2,200	Inc	Opt.	Opt.	Opt	Inc.
7503sp	75 ppm	4,300	Inc	Inc	Inc	Opt.	Inc
Pro 8200s	96 ppm	3,300	Inc	Inc	Inc	N/A	Inc

### Service & Toner:

Includes: Toner, Parts & Labor

- \$.0074 (based on current 197k/mo.)
- **\$.045** (based on current 23k/mo)
- Excludes: Paper and Staples



C4500



c6503 & 7503



APPLICATION NO.  
2471796

AGREEMENT NO.



Dealer Value Lease Agreement

Send Account Inquiries to: 1310 Madrid Street, Suite 101 • Marshall, MN 56258 • Phone: (800) 328-5371 • Fax: (800) 328-9092  
Send Payments to: P.O. Box 790448 • St. Louis, MO 63179-0448

The words "Lessee," "you" and "your" refer to Customer. The words "Lessor," "we," "us" and "our" refer to U.S. Bank Equipment Finance, a division of U.S. Bank National Association ("U.S. Bank Equipment Finance").

CUSTOMER INFORMATION

FULL LEGAL NAME: West Kern Community College District  
STREET ADDRESS: 29 Cougar St.  
CITY: Taft STATE: CA ZIP: 93268 PHONE: 661.763.7779 FAX:  
BILLING NAME (IF DIFFERENT FROM ABOVE): BILLING STREET ADDRESS:  
CITY: STATE: ZIP: E-MAIL:  
EQUIPMENT LOCATION (IF DIFFERENT FROM ABOVE):

SUPPLIER INFORMATION

FULL LEGAL NAME: C.A. Reding Company  
STREET ADDRESS: 4352 North Brawley #101  
CITY: Fresno STATE: CA ZIP: 93722 PHONE: 559.275.4977 FAX:

EQUIPMENT DESCRIPTION

MAKE/MODEL/ACCESSORIES	SERIAL NO.	STARTING METER	NOT FINANCED UNDER THIS AGREEMENT
15 Color MFP			<input type="checkbox"/>
3 BW MFP			<input type="checkbox"/>
1 BW Production MFP			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

together with all replacements, parts, repairs, additions, and accessions incorporated therein or attached thereto and any and all proceeds of the foregoing, including, without limitation, insurance recoveries.  
 See attached Schedule A  See attached Billing Schedule

TERM AND PAYMENT INFORMATION

60 Payments\* of \$ 3,121 If you are exempt from sales tax, attach your certificate. \*plus applicable taxes  
The payment ("Payment") period is monthly unless otherwise indicated.  
Payment includes B&W pages per month Overage billed monthly at \$ .0074 per B&W page\*  
Payment includes Color pages per month Overage billed monthly at \$ .0045 per Color page\*

END OF TERM OPTIONS

You may choose one of the following options, which you may exercise at the end of the term, provided that no event of default under this Agreement has occurred and is continuing. If no box is checked and initialed, Fair Market Value will be your end of term option. Fair Market Value means the value of the Equipment in continued use.  
 Purchase all of the Equipment for its Fair Market Value, renew this Agreement, or return the Equipment. \_\_\_\_\_ Customer's Initials  
 Purchase all of the Equipment for \$1.00. At the end of the term, title to the Equipment will automatically transfer to you, AS IS, WHERE IS, with no warranties of any kind. \_\_\_\_\_ Customer's Initials

Upon acceptance of the Equipment, THIS AGREEMENT IS NONCANCELABLE, IRREVOCABLE AND CANNOT BE TERMINATED.

LESSOR ACCEPTANCE

U.S. Bank Equipment Finance  
LESSOR SIGNATURE TITLE DATED

CUSTOMER ACCEPTANCE

BY SIGNING BELOW OR AUTHENTICATING AN ELECTRONIC RECORD HEREOF, YOU CERTIFY THAT YOU HAVE REVIEWED AND DO AGREE TO ALL TERMS AND CONDITIONS OF THIS AGREEMENT ON THIS PAGE AND ON PAGE 2 ATTACHED HERETO.

X  
CUSTOMER (as referenced above) SIGNATURE TITLE DATED

FEDERAL TAX I.D. # PRINT NAME

DELIVERY & ACCEPTANCE CERTIFICATE

You certify and acknowledge that all of the Equipment listed above: 1) has been received, installed and inspected; and 2) is fully operational and unconditionally accepted. Upon you signing below, your promises in this Agreement will be irrevocable and unconditional in all respects. You understand and agree that we have paid for the purchase of the Equipment from Supplier and you may contact Supplier for any warranty rights, which we transfer to you for the term of this Agreement (or until you default).

X  
CUSTOMER (as referenced above) SIGNATURE TITLE ACCEPTANCE DATE



**Date:** April 25, 2019  
**Submitted by:** Andrew Prestage, Executive Director of Information Services  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Approval

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**Board Meeting Date:** May 8, 2019

**Title of Board Item:**

CCS Disaster Recovery Services, CCS Quickship Program.

**Background:**

CCS is a disaster recovery services company used by many colleges and universities to access same equipment used by the college but damaged due to a disaster. This service is needed by the district as part of the development of a disaster recovery plan and will be needed if the college is hit by a disaster. CCS would record existing equipment and versions of software and would be responsible to locate replacement equipment and broker the cost of receiving the equipment to return the district to an operational status.

**Terms (if applicable):**

The effective term is from July 1, 2019 to June 30, 2020 and with payment for 1 year 5% price reduction.

**Expense (if applicable):**

Total cost of the annual renewal is \$3,420.00

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

This cost is included in the ITS 2019-2020 proposed budget.

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

**CCS**  
Disaster Recovery Services, LLC.

3002 Dow Avenue, Suite 402,  
Tustin, CA. 92780  
(800) 274-0042

4/24/2019

Mr. Andrew Prestage  
Executive Director ITS  
Taft College  
29 Cougar Court  
Taft, CA 93268

Dear Andrew,

CCS, an IBM Premier Business Partner, offers an auditor approved disaster recovery program. The program guarantees with penalty (\$250,000) to deliver replacement hardware to the site of your choice within a 1-5 business day period. All hardware is covered. Additions and deletions may be made to your hardware configuration on file and your monthly subscription will not change.

Pricing is as follows: (Same as last year)

\$3420.00 – Annual subscription with 5% discount 7/1/2019 – 6/30/2020

All hardware is certified for manufacturer's maintenance and all pricing is guaranteed to be at Fair Market Value (FMV). Subscriber may rent, lease, or purchase replacement hardware for any amount of time that is needed. Subscription fees, up to one year prior to a disaster (\$3420), may be applied to the cost of replacement hardware.



Michael Nemiroff  
Disaster Recovery Manager  
MNemiroff@ccs4it.com

*The ultimate protection in proactive contingency planning*

**Date:** April 25, 2019  
**Submitted by:** Andrew Prestage, Executive Director of Information Services  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Approval

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**Board Meeting Date:** May 8, 2019

**Title of Board Item:**

CI Solutions Order Number 0100979, Renewal of ID Badge Software License

**Background:**

This software is used to create the student badges used to identify students using food services and for use in the college library. These badges are mandatory for students carry with them as they may need to purchase meals and access pay-to-print services.

**Terms (if applicable):**


Software license terms dates are July 1, 2019 - June 30, 2020.

**Expense (if applicable):**

Total cost of the annual renewal is \$2,384.00

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

This cost is included in the ITS 2019-2020 proposed budget.

Approved:   
Dr. Debra Daniels, Superintendent/President



SALES ORDER

Card Integrators Corporation
3625 Serpentine Drive
Los Alamitos, CA 90720
(562) 431-2594
Orders@cardintegrators.com

ORDER NUMBER: 0100979
ORDER DATE: 4/22/2019

SALES PERSON: 0408
ORDER ENTRY: EA

CUSTOMER NO: TAF715

SOLD TO:

TAFT COLLEGE - WEST KERN CCD
ATTN: ACCOUNTS PAYABLE
29 COUGAR COURT
TAFT, CA 93268

SHIP TO:

TAFT COLLEGE - WEST KERN CCD
FOR: ANNUAL SERVICE AGREEMENT
RENEWAL.

CONFIRM TO: DANA HICKS

Table with 7 columns: CUSTOMER P.O., SHIP VIA, F.O.B., TERMS, ITEM NUMBER, UNIT, ORDERED, SHIPPED, BACK ORDER, PRICE, AMOUNT. Includes terms: NET 30, PO REQUIRED.

EMAIL INV TO DANA: dhicks@taftcollege.edu

\*\*\*\*\*MULTIPLE ID SYSTEM DISCOUNT\*\*\*\*\*

Main item table with 7 columns: ITEM NUMBER, UNIT, ORDERED, SHIPPED, BACK ORDER, PRICE, AMOUNT. Includes items 0SW11 and 0CIT-01 with descriptions and renewal dates.

Continued



SALES ORDER

Card Integrators Corporation  
 3625 Serpentine Drive  
 Los Alamitos, CA 90720  
 (562) 431-2594  
 Orders@cardintegrators.com

ORDER NUMBER: 0100979  
 ORDER DATE: 4/22/2019

SALES PERSON: 0408  
 ORDER ENTRY: EA

**CUSTOMER NO:** TAF715

**SOLD TO:**

TAFT COLLEGE - WEST KERN CCD  
 ATTN: ACCOUNTS PAYABLE  
 29 COUGAR COURT  
 TAFT, CA 93268

**SHIP TO:**

TAFT COLLEGE - WEST KERN CCD  
 FOR: ANNUAL SERVICE AGREEMENT  
 RENEWAL.

CONFIRM TO: DANA HICKS

CUSTOMER P.O.	SHIP VIA	F.O.B.	TERMS			
			NET 30, PO REQUIRED			
ITEM NUMBER	UNIT	ORDERED	SHIPPED	BACK ORDER	PRICE	AMOUNT

TECHNICAL SUPPORT OUTSIDE OF LICENSE/SERVICE AGREEMENT IS  
 BILLED @ \$175.00 PER HOUR.

Net Order: 2,384.00  
 Less Discount: 0.00  
 Freight: 0.00  
 Sales Tax: 0.00  
**Order Total:** 2,384.00



**LICENSE AND SERVICE  
AGREEMENT DETAILS PROVIDED BY CI SOLUTIONS**

Please sign and submit the completed form to [ericaa@cardintegrators.com](mailto:ericaa@cardintegrators.com) or by fax to (562) 493-2714.

This agreement provides technical support of your CI Solutions software or ID card system hardware for one year or as indicated on your sales order. Support is provided by CI Solutions (Card Integrators) Monday – Friday 8:30 AM – 5:00 PM, P.S.T.

**Terms of Software Service Agreement: CI Badge, CI Badge 8.21, CI Track, Campus Safety Suite and CI Verify**

- 1) Be prepared to communicate your customer number and software type.
- 2) CI Solutions (*Card Integrators*) provides telephone support during its normal hours of operation, 8:30 a.m. to 5:00 p.m. P.S.T.
- 3) Technical support conforms to operating specifications of all software systems as originally provided.
- 4) CI Badge 8.21 is a licensed product and requires an annual subscription fee. Subscription fees are billed in advance of the applicable subscription period.
- 5) License/Service agreement contract holds for term indicated on sales order.
- 6) Additional card layouts for CI Badge are subject to a custom design and installation fee.
- 7) Parts, labor and loaner printer is covered under a separate printer service agreement available through CI Solutions (*Card Integrators*).
- 8) CI Solutions software reinstallation: CI Solutions includes the reinstallation of CI Badge, CI Badge 8.21, CI Track, Campus Safety Suite and CI Verify only if the software has been corrupted. We do not support the reinstallation when the host computer stops functioning or needs to be moved to a new location/computer. You will be charged our standard technical service fees to move systems.
- 9) Installation Files: If you lose the custom CD and need a new copy, we will provide you with a CD, USB or File Transfer Service for a nominal fee of \$75. Please keep in mind this will only include the configuration from the time the system was set up. If you have made additional customizations they will not be included.
- 10) All minor patch software releases are provided at no charge with a current license or service agreement. CI Solutions version upgrades are not included.

**Conditions of Software Service Agreement:**

1. Register a system administrator for the annual term. This person serves as the point of contact for all support requirements between CI Solutions (*Card Integrators*) and the customer.
2. Provide direct access to phone support at the physical placement of the ID System and be at your ID system when you place the support call.
3. Provide internet remote access for system.
4. Before installing any additional software or hardware to your system, notify CI Solutions (*Card Integrators*). Any damage, misuse or corruption of software or hardware due to the addition of software or hardware without prior notification to CI Solutions (*Card Integrators*) will void maintenance protection.
5. Ensure that operating environment is clean and do not attempt to operate the system in any extreme environmental conditions.

**Terms of Limited Service Agreement: ID Card Printer**

- 1) Be prepared to communicate your customer number and printer serial number.
- 2) Includes unlimited telephone and/or internet remote access support, printer parts and labor only.
- 3) Limited service agreement excludes loaner printer, contact sales for price on a loaner unit.



3625 Serpentine Drive, Los Alamitos, CA 90720  
www.cardintegrators.com

**Terms of Full Service Agreement: ID Card Printer**

- 1) Includes unlimited telephone and/or internet remote access support, parts and labor. A loaner printer will be provided to the customer if problem cannot be resolved over the phone and with initial remote support.
- 2) Loaner printer will be same or like model and shipped within 24 hours via UPS ground. Other shipment methods are available at additional cost to customer.
- 3) The unit must be packaged and shipped to the destination provided by the technician with the RMA number labeled clearly on the outside of the box.
- 4) Printer must be shipped in its original printer box or the customer is held liable for any damages during shipping. Replacement box costs will depend on your printer model.
- 5) Loss or damage to Loaner/Rental equipment: By accepting the loaner/rental equipment, customer agrees to return the loaner/rental equipment in the original condition as upon delivery/pick-up and assumes full responsibility for loss, damage resulting from the improper usage of the equipment up to the full replacement value thereof.
- 6) There may be minor color variation as all printers print slightly differently.
- 7) Customer will pay the cost of shipping to repair destination; CI Solutions will pay shipping to customer.
- 8) Customer will pay the cost of shipping loaner printer back to CI Solutions within 5 working days after receipt of customers repaired unit or a \$50 per day charge will apply.
- 9) Onsite service is available within a 30 miles radius of CI Solutions headquarters, 3625 Serpentine Drive, Los Alamitos, CA 90720.
- 10) One Preventative maintenance visit is available by request for customers within a 30-mile radius of headquarters.
- 11) Custom service agreements are available, please call for details.

**Conditions of ID Card Printer Service Agreement:**

- 1) For your service agreement to be valid, you must maintain your printer by performing recommended cleaning procedure using approved cleaning materials.
- 2) Maintenance service is contingent upon proper use and care and does not cover printers that have been modified, subjected to unusual physical or electrical stress, abuse, damage or have been operated in extreme environmental conditions.
- 3) CI Solutions (Card integrators) shall be under no obligation to furnish any service agreement service if repair or replacement parts are required because of the customer's use of unapproved card stock or consumable ribbon.
- 4) CI Solutions (Card Integrators) shall be under no obligation to furnish a loaner printer if the customer does not maintain the printer by performing recommended cleaning procedures.

Proper maintenance and cleaning of printers will preserve print quality and expected life of the printer. Refer to the product user's manual for complete maintenance and cleaning information or call CI Solutions (*Card Integrators*) for information.

Our service agreements are intended to provide a high level of service to our customers. All support provided outside of purchase service agreement is billed at a service rate of \$175 per hour with a one-hour minimum.

Please sign here to indicate that you have read and agree to the terms of the service and license agreement provided by CI Solutions.

Customer Signature \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

**Erica Andrade**

Office: (562) 431-2594  
Direct: (562) 449-2495

[EricaA@cardintegrators.com](mailto:EricaA@cardintegrators.com)

## BOARD AGENDA ITEM

**Date:** April 25, 2019  
**Submitted by:** Andrew Prestage, Executive Director of Information Services  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Approval

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**Board Meeting Date:** May 8, 2019

**Title of Board Item:**

Strata Information Group Professional Services extension from July 1, 2019 – June 30, 2022.

**Background:**

Taft College uses Strata Information Group for consulting and training of the College's Banner ERP system. SIG has knowledge of all modules purchased by Taft College and has trained staff to assist IT in development and training.

**Terms (if applicable):**

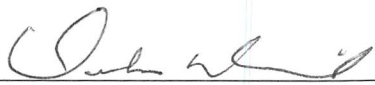
Extension of current agreement for professional services, which originated in 2009, to 2022.

**Expense (if applicable):**

Hourly cost remains at \$170 per hour through June 30, 2022. However, SIG has the opportunity to adjust their hourly rates once every year thereafter by no more than \$5.00 per hour.

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

Anticipate utilizing SIG services for the amount of \$10,000 (estimate). This item is budgeted annually in the IT budget using General Revenue funds.

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

**Professional Services Agreement**

**Taft College  
And  
Strata Information Group**

**Amendment No. 5**

The Agreement made on January 5, 2009, between Taft College and Strata Information Group (SIG), is hereby further amended to be effective July 1, 2019. The following changes are made to the Agreement:

**2. Compensation**

Taft College will pay SIG at the rate of \$170.00 per hour for services provided under this Agreement. This rate will remain in effect through June 30, 2022. Rates for services may increase by \$5.00 per hour for each year thereafter.

SIG will invoice for meals and incidental expenses on a per diem basis. Receipts will not be provided. Per diem rates are generally based on GSA guidelines.

Per diem rates are:

- \$61.00 per full on-site day
- \$45.75 per partial day

No other increase in the amount or scope of services is authorized without formal amendment to the Agreement.


**4. Term**

The term of the Agreement is extended to June 30, 2022.

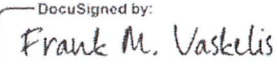
**THERE ARE NO OTHER CHANGES**

The signatures below indicate approval of this Amendment.

For Taft College:

  
\_\_\_\_\_  
Dr. Debra S. Daniels                      Date  
Superintendent/President

For Strata Information Group:

DocuSigned by:  
  
\_\_\_\_\_  
60815929487D4AB                      Apr-16-2019  
Frank M. Vaskelis                      Date  
Vice President and Chief Financial Officer

# BOARD AGENDA ITEM

**Date:** April 23, 2019  
**Submitted by:** Tabitha Raber, ZTC Coordinator  
**Area Administrator:** Dr. Leslie Minor, VP of Instruction  
**Subject:** Request for Approval



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**Board Meeting Date:** May 8, 2019

**Title of Board Item:**

Professional Services Agreement with Trudi Radtke in Association with the Zero Textbook Cost Degree Grant

**Background:**

Taft College is a participant in the Zero Textbook Cost Degree grant program. As part of the part of the program, the College recommends entering into an agreement with Trudi Radtke to develop Open Educational Resources (OER) curriculum development for the ADMJ 1507 Community and the Justice System course textbook and materials.

**Terms (if applicable):**

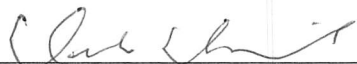
May 8, 2019 to June 30, 2019

**Expense (if applicable):**

80 Hours at \$21.00 per Hour (Total Not to Exceed \$1,680.00)

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

Expense is Included in the Zero Textbook Cost Grant

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

# WEST KERN COMMUNITY COLLEGE DISTRICT CONTRACT FOR PROFESSIONAL SERVICES

## PROFESSIONAL SERVICES AGREEMENT DEVELOPMENT OF OPEN EDUCATIONAL RESOURCES ("OER") "INTRODUCTION TO CORRECTIONS"

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May 8, 2019 to June 30, 2019

This Professional Services Agreement ("Agreement") is between West Kern Community College District ("District"), a California community college district and political subdivision of the State of California, and **Trudi Radtke** ("Contractor"), an **individual residing in the State of California**. District and Contractor are also referred to collectively as the "Parties" and individually as "Party."

WHEREAS, District is authorized by Section 53060 (see Appendix 14) of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if such persons are specially trained and experienced and competent to perform the special services required; and

WHEREAS, District is in need of such special services and advice; and

WHEREAS, Contractor is specially trained and experienced and competent to perform the special services required by the District, and such services are needed on a limited basis;

NOW, THEREFORE, in consideration of these mutual promises, the Parties agree as follows:

1. Scope of Service. Contractor's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of his/her profession. Services to be provided by Contractor ("Work"):

- **Contractor will provide OER curriculum development services for District** in association with the "Zero Textbook Cost Degree" grant provided by the California Community Colleges Chancellor's Office.
- **Contractor will prepare course materials for a Policing and the Community textbook (ADMJ 1507)**
- **Contractor shall complete a draft of the course and submit them to District's Grant Director, and Chair of the Administration of Justice Program ("District Approvers"), in Word format via electronic mail by June 15, 2019 for review. Contractor shall work with District Approvers for any edits that are needed.**
- **Contractor shall submit the finalized course material to District Approvers in Word format via electronic mail no later than June 30, 2019.**

Contractor agrees and understands that District does not and will not take any responsibility for the storage, archiving or distribution of Contractor's instructional materials, textbooks, etc., and/or other supplies related to this program.

2. Term. This Agreement shall commence on May 8, 2018 and shall continue in full force and effect **thereafter until and including June 30, 2019**. ("Term") unless this Agreement is terminated during the Term pursuant to this Agreement.

3. Payment.

A. Amount of Compensation. District agrees to pay Contractor, as full consideration and compensation for Contractor's performance of the Work under this Agreement, **80 hours at \$21.00** for a total amount not to exceed **One Thousand, Six Hundred, Eighty Dollars (\$1680)** ("Contract Amount")

B. For Reimbursement of Expenses. Unless otherwise agreed upon by District in writing or specifically provided in this Agreement, Contractor shall assume and pay, at Contractor's sole expense, all costs and expenses incurred by Contractor in performing the Work under this Agreement ("Expenses").

C. Method and Schedule of Payment. District shall pay to Contractor the Contract Amount pursuant to invoice from Contractor in accordance with this Agreement.

**Invoice.** Contractor shall submit to District detailed billing information regarding the Work provided for the billing period, not more than once per month, and, **if applicable, District-authorized Expenses** incurred during the billing period. All **District-authorized Expenses** shall be documented **with original itemized receipts** and shall be **pre-approved in writing by District** unless such expenses are specifically authorized by this Agreement. Invoices must be sent to the attention of Fiscal Services and shall include the invoice date, date(s) of service(s), District's Purchase Order number, and Contractor's Taxpayer Identification Number. Invoices shall be paid on a "net 30-day basis" for Work satisfactorily rendered (as determined by the District) pursuant to this Agreement. An invoice cannot be paid unless this Agreement has been signed by Contractor and has been properly executed by District, and Contractor has submitted a completed Vendor Form/Substitute Form W-9 to District's Contract and Procurement Services Department. **FINAL INVOICE MUST BE RECEIVED BY DISTRICT NO LATER THAN June 30, 2019 IN ORDER TO RECEIVE PAYMENT.**

4. California State Tax Withholding for Nonresidents of California. It is mutually understood that if Contractor is a Nonresident of California, which may include California Nonresidents, corporations, limited liability companies, non-profits, and partnerships that do not have a permanent place of business in the State of California, the District is obligated to abide by California Franchise Tax Board (FTB) withholding requirements. The District is required to withhold from all payments or distributions of California source income made to a Nonresident when payments or distributions are greater than One Thousand Five Hundred Dollars (\$1,500) for the calendar year unless the District receives authorization for a waiver or a reduced withholding rate from the Franchise Tax Board. As of January 1, 2008, the standard withholding amount for all payments to Nonresident California Contractors is Seven Percent (7%). District will deduct the amount ordered by the State of California from the payment hereunder and will pay such amount directly to the Contractor's California State Income Tax Account, settlement of which must be made by Contractor directly with the State of California through Withholding Coordinator, Franchise Tax Board, PO Box 651, Sacramento, California, 95812-0651; telephone (916) 845-6262. Completion and submission of the appropriate form shall be the obligation of the Nonresident Contractor and Contractor shall defend, indemnify and hold harmless the District against any loss, expense, or liability arising out of Contractor's acts or omissions with respect to this nonresident requirement. Contractor shall provide all necessary documentation and information to help District comply with all tax requirements related to California nonresidents.

5. Trademark/Log Use. Contractor must obtain written approval from District's Public Information Office ("PIO") to use the District's name and/or logos in any advertisements, promotions, press releases or other media. In the event such permission is extended, PIO will furnish Contractor with camera-ready artwork for such use. District, at its sole discretion, may limit or otherwise place conditions on Contractor's use of District's name, and/or logos in which case such limitations shall be incorporated into this Agreement. Contractor shall not revise, change, or otherwise alter any material related to District's name and/or logo without written consent from District.

6. Independent Contractor. Contractor, in the performance of this Agreement, shall be and act as an independent contractor and not an employee of District. Contractor, understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the District, and are not entitled to benefits of any kind or nature normally provided employees of the District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Contractor assumes the full responsibility his/her acts and/or liabilities including those of his/her employees or agents as they relate to the Work to be provided under this Agreement. Contractor shall assume full responsibility for withholding and payment of all: federal, state, local and applicable income taxes; workers' compensation; contributions, including but not limited to, unemployment insurance and social security with respect to Contractor and Contractor's employees. Contractor should be aware the IRS regulations require District to report total income exceeding six hundred dollars (\$600) under this and any additional Agreements in any given year. The District will not withhold taxes, unemployment insurance or social security for Contractor or Contractor's employees or independent subcontractors. Contractor agrees to indemnify and hold District harmless from and against any and all liability arising from any failure or alleged failure of Contractor to withhold or pay any applicable tax, unemployment insurance or social security when due or any failure or alleged failure to comply with any applicable regulation applicable to Contractor's employees.

7. Use of Subcontractors. Contractor must obtain District's prior written approval to use any subcontractors while performing any portion of this Agreement and such approval may be conditioned on approval of the subcontract between Contractor and subcontractor. Such approval must include approval of the proposed subcontractor and the terms of compensation. District retains the right to obtain copies of subcontractor insurance coverage at any time. Nothing in this Section shall be interpreted as creating a contractual relationship between District and any approved subcontractor. Notwithstanding District's approval of any subcontractor's contract, Contractor shall remain solely responsible for any harm, damage, or claim arising from any subcontractor's acts or omissions as set forth in Section 14.

8. Public Retirement System Retirees. Contractor must disclose to District if Contractor has retired from the California State Teachers' Retirement System ("CalSTRS") or the California Public Employees' Retirement System ("CalPERS"). Pursuant to California Education Code Section 24214 and 24214.5, there are postretirement limitations on earnings if Contractor has retired from CalSTRS and hours worked limitations if Contractor has retired from CalPERS. If Contractor has retired from either CalSTRS or CalPERS, Contractor should be aware that the District is required to report all payments under this and any additional Agreements in any given year (July 1 - June 30).  
CalSTRS or CalPERS: Agency Retired From: Retirement Date:

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9. Materials and Expenses. Contractor shall furnish, at his/her own expense, all labor, materials, equipment, supplies and other items necessary to complete the Work to be provided pursuant to this Agreement. District shall not be liable to Contractor for any costs or expenses paid or incurred by Contractor in performing Work for District.

10. Policies & Procedures and Rules & Regulations. Contractor will comply with District's policies, procedures, rules and regulations and applicable laws.

11. Originality of Services.

1. Matters Produced Under this Agreement. Contractor understands and agrees that all matters produced under this Agreement shall become the property of District and cannot be used without District's express written permission. District shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the District. Contractor consents to use of Contractor's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.
2. Contractor Use of Other Copyright/Trademark/Patent Materials. Contractor is responsible for arranging and paying for all rights and copyrights necessary and for all costs arising from the use of any material covered by copyright, patent, trademark or franchise. Contractor agrees to indemnify, defend and hold harmless the District from any claims or costs, including legal fees, which might arise from questionable use of any such material. The District reserves the right to require verification.
3. Creative Commons Attribution License. Contractor agrees that any works created under this Agreement funded by the California Community Colleges Chancellor's Office carries the Creative Commons Attribution License that gives permission to the public to reproduce, distribute, perform, display, or adapt the licensed materials for any purpose so long as the user gives attribution to the author.

12. Funding. This Agreement is subject to the procurement of adequate funding, which may be subject to reductions, limitations or conditions that may affect the provisions, terms, or funding of this Agreement in any manner. The District reserves the right to adjust the Scope of Work, Contract Amount, and/or cancel this Agreement if funds become unavailable for which Work is provided. The termination notice period shall be reduced to thirty (30) days if the grant is not renewed and funding is no longer available.

13. Termination. This Agreement shall terminate upon expiration of the Term. Any termination of this Agreement during the Term shall be in accordance with the following:

1. Termination for Convenience. During the Term of this Agreement, District may terminate this Agreement at any time at its convenience and without cause, upon providing Contractor at least ten (10) days written notice before the effective date of termination. Upon such termination by District, Contractor shall only be entitled to payment for all Work provided, rendered, and received by District prior to the date of termination and in no event shall Contractor be entitled to any payment or reimbursement as the result of District's termination.



2. Other Grounds. Notwithstanding any provisions in this Agreement, District, at District's sole discretion and upon written notice to Contractor, shall have the right to terminate this Agreement effective on the date stated in District's written notice in the event District determines, at its sole discretion, that Contractor (i) is unable or unwilling to perform the Work or meet any obligation or duty as described or made necessary by the Agreement, (ii) changes the nature of its business so that it is not compatible with the mission or needs of the District or is involved in any incident or activity which embarrasses, creates unwelcome scrutiny or attention, or otherwise causes or threatens harm to the reputation of the District, or (iii) fails to comply with federal, state, and/or local laws applicable to Contractor's performance of the Work under this Agreement.

14. Indemnification. Contractor agrees to defend, hold harmless and indemnify District, its parent, affiliates, subsidiaries, authorized representatives, directors, officers, agents and employees against any and all liability for any judgments, awards, expenses, fines, penalties, attorneys' fees, costs, or other claims for damages in connection with any suit, complaint, charge, proceeding or action of any kind alleging a violation of any statutory or regulatory provision or otherwise arising out of the negligent act or willful misconduct by Contractor, of its duties and responsibilities under this Agreement, unless such performance or nonperformance occurred at the direction of or was caused by District. This hold harmless and indemnification includes but is not limited to compensatory damages, punitive damages, regulatory fines and penalties, and extra-contractual liability and shall survive the termination of this Agreement.

15. Insurance. Contractor agrees to maintain, in full force and effect, at Contractor's expense, the following insurance coverages from an admitted carrier in the State of California with a Best Rating of A-VII or higher: (i) Commercial General Liability insurance, with limits of not less than One Million Dollars (\$1,000,000) per occurrence including bodily injury, broad form property damage and blanket contractual liability, written on an "occurrence" form; (ii) Professional Liability Insurance with limits of not less than One Million Dollars (\$1,000,000); (iii) Employer's Liability with limits of not less than One Million Dollars (\$1,000,000) per occurrence; (iv) Workers' Compensation insurance as required by statutory insurance requirement of the State of California; and (v) Automobile Liability covering all owned, non-owned and hired vehicles with combined single limit for bodily injury and/or property damage of not less than One Million Dollars (\$1,000,000).

Contractor agrees to name District, Taft College, District's Board of Trustees, its officers, agents, and employees as Additional Insured under its policy(ies). Contractor shall deliver Certificate(s) of Insurance and Additional Insured Endorsement(s) evidencing the required coverages to the District, which shall be subject to the District's approval for adequacy of protection. The Certificate(s) of Insurance shall provide thirty (30) days prior written notice of cancellation. All certificates must be faxed or emailed, followed by a hard-copy in the mail to District,

16. Transportation. Contractor hereby acknowledges and understands that it is his/her responsibility to arrange for transportation to provide all Work necessary and/or required by this Agreement and is solely responsible for all associated costs. The District is in no way responsible for, nor does District assume any liability for, any injury or loss which may result from Contractor's transportation for which the Contractor shall indemnify the District in accordance with Section 14 above.

17. Assignment. The obligations of the Contractor pursuant to this Agreement shall not be assigned by the Contractor without the express, written approval of the District.

18. Compliance with Applicable Laws. The Work completed herein must meet the approval of the District and shall be subject to the District's general right of inspection to secure the satisfactory completion thereof. Contractor agrees to comply with all federal, state and local laws, rules, regulations and ordinances that are now or may in the future become applicable to Contractor, Contractor's business, equipment and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations ("Rules"). If District disapproves of any service provided by Contractor, or if Contractor fails to comply with any applicable Rule, Contractor shall address the issue immediately at no additional cost to District.

19. Permits/Licenses. Contractor and all Contractor's employees or agents shall secure and maintain in force such permits, and licenses as are required by law in connection with the furnishing of Work pursuant to this Agreement.

20. Professional Practices. All Work provided pursuant to this Agreement shall be provide in a manner consistent with the standards of care, diligence and skill ordinarily exercised by professionals in similar fields and circumstances in accordance with sound professional practices.

21. Confidentiality. Subject to any state or federal laws requiring disclosure (e.g., the California Public Records Act), the Parties agree, during the term of this Agreement and for five (5) years after termination or expiration of Agreement, to hold each other's proprietary or confidential information in strict confidence, except for any information protected under confidentiality laws which shall be held in such confidence in perpetuity. Parties agree not to provide each other's proprietary or confidential information in any form to any third party or to use each other's proprietary or confidential information for any purpose other than the implementation of, and as specified in, this Agreement. Each Party agrees to take all reasonable steps to ensure that proprietary or confidential information of either Party is not disclosed or distributed by its employees, agents or consultants in violation of the provisions of this Agreement.

22. Employment with Public Agency. Contractor, if an employee of another public agency, agrees that Contractor will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which Work is actually being performed pursuant to this Agreement.

23. Entire Agreement/Amendment. The Agreement documents consist of this Agreement, any exhibits attached to or referenced herein, and all amendments and/or modifications issued in writing, duly approved by District's Board of Trustees, and executed by the Parties after the release of this Agreement. Conflicting provisions hereof, if any, shall prevail in the following descending order of precedence: {a) provisions set forth in this Agreement, {b) provisions set forth in any referenced attachments or exhibits to this Agreement attached or incorporated herein by reference.

24. Non-Discrimination. Contractor agrees not to engage in unlawful discrimination in the employment of persons, or in the acceptance, assignment, treatment, evaluation or compensation of students who participate in programs sponsored or arranged by District, on the basis of race, color, religion, nationality, national origin, ancestry, sex, gender, gender identity, gender expression, ethnicity, age, medical condition, mental or physical disability, marital status, sexual orientation or Vietnam-era veteran status.

25. Non-Waiver. The failure of District or Contractor to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this Agreement, shall not be deemed a waiver by that Party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.

26. Notice. All notices or demands to be given under this Agreement by either Party to the other Party shall be in writing and given either by: {a) personal service or {b) by U.S. Mail, mailed either by certified or registered mail, return receipt requested, with postage prepaid. Service shall be considered given when received, if personally served, or, if mailed, on the third day after deposit in any U.S. Post Office. The address to which notices or demands may be given by either Party may be changed by written notice given in accordance with the notice provisions of this Section. At the date of this Agreement:

District:

West Kern Community College District  
Attn: Mike Jiles/Tabitha Raber  
29 Cougar Ct., Taft CA CA 93268  
Phone: (661) 301-0826  
Email: [traber@taftcollege.edu](mailto:traber@taftcollege.edu)

Contractor:

**Trudi Radtke**

**Email: [trudi.radtke@canyons.edu](mailto:trudi.radtke@canyons.edu)**

A Party may change its/his/her designated representative and/or address for the purpose of receiving notices and communications under this Agreement by notifying the other Party of the change in writing and in the manner described in this Section.

27. Severability. If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

28. Exhibits. All exhibits referenced herein and attached hereto shall be deemed incorporated into and made a part of this Agreement by each reference as though fully set forth in each instance in the text hereof.

29. Interpretation. In interpreting this Agreement, it shall be deemed to have been prepared by the Parties jointly, and no ambiguity shall be resolved against District on the premise that it or its attorneys were responsible for drafting this Agreement or any provision hereof. The captions or heading set forth in this Agreement are for convenience only and in no way define, limit, or describe the scope or intent of any Sections or other provisions of this Agreement. Any reference in this Agreement to a Section, unless specified otherwise, shall be a reference to a Section of this Agreement.

30. Conflict of Interest. Contractor hereby represents, warrants and covenants that (i) at the time of execution of this Agreement, Contractor has no interest and shall not acquire any interest in the future, whether direct or indirect, which would conflict in any manner or degree with the performance of Work under this Agreement; (ii) Contractor has no business or financial interests which are in conflict with Contractor's obligations to District under this Agreement; and (iii) Contractor shall not employ in the performance of Work under this Agreement any person or entity having any such interests.

31. Governing Law. The terms and conditions of this Agreement shall be governed by the laws of the State of California with venue in Los Angeles, California.

32. Authority to Execute. The individual(s) executing this Agreement on behalf of the Contractor is/are duly and fully authorized to execute this Agreement on behalf of Contractor and to bind the Contractor to each and every term, condition and covenant of this Agreement.

33. Approval by District's Board of Trustees. Pursuant to Education Code Section 81655, this Agreement is not valid and does not constitute an enforceable obligation against District unless and until District's Board of Trustees has approved or ratified this Agreement as evidenced by a motion duly passed and adopted by the Board of Trustees.

34. Time is of the Essence. Time is of the essence with respect to all provisions of this Agreement.

35. Accessibility of Information Technology. Contractor hereby warrants that the Work to be provided under this Agreement complies with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C §794d), and its implementing regulations set forth at Title 36, Code of Federal Regulations, Part 1194. Contractor agrees to promptly respond to and resolve any complaint regarding accessibility of its products brought to its attention. Contractor further agrees to indemnify and hold harmless the Santa Clarita Community College District, the Chancellor's Office of the California Community Colleges and any California community college using the Contractor's products from any claim arising out of its failure to comply with the aforesaid requirements. Failure to comply with these requirements shall constitute a breach and be grounds for termination of this Agreement.

36. Certification Regarding Debarment, Suspension or Other Ineligibility. (applicable to all agreements funded in part or whole with federal funds).

1. By executing this contractual instrument, Contractor agrees to comply with applicable federal suspension and debarment regulations, including, but not limited to, regulations implementing Executive Order 12549 (29 C.F.R. Part 98) (see Appendix 15).
2. By executing this contractual instrument, Contractor certifies to the best of its knowledge and belief that it and its principals:
  1. 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
  2. 2) Have not, within a three-year period preceding the execution of this contractual instrument, been convicted of, or had a civil judgment rendered against them, for: (a) Commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) or private transaction or contract; (b) Violation of Federal or State antitrust statutes; (c) Commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or (d) Commission of any other offense indicating a lack of business integrity or business honesty that seriously and directly affects Contractor's present responsibility;

3. 3) Are not presently indicted for, or otherwise criminally or civilly charged by any government entity (Federal, State or Local), with commission of any of the offenses enumerated in b.2) above, of this certification;
4. 4) Have not, within a three-year period preceding the execution of this contractual instrument, had one or more public transaction (Federal, State or Local) terminated for cause or default;
5. 5) Shall not, except as otherwise provided under applicable federal regulations, knowingly enter into any lower tier covered transaction with a person who is proposed for debarment, debarred, suspended, declared ineligible, or voluntarily excluded by any federal department or agency from participation in such transaction; and
6. 6) Include in all lower tier covered transactions, and all solicitations for covered transactions, provisions substantially similar to those set forth herein.

**SIGNATURES**

Executed at Taft, California, on the dates below:

Date of WKCCD Board Approval: \_\_\_\_\_

**West Kern Community College District**

**Independent Contractor**

Printed Name: **Dr. Debra Daniels**

Printed Name: **Trudi Radtke**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
*Superintendent/President*  
(Title)

\_\_\_\_\_  
(Address)

\_\_\_\_\_

\_\_\_\_\_  
(Social Security Number)

## BOARD AGENDA ITEM

**Date:** April 9, 2019

**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:** May 8, 2019

**Title of Board Item:**

Convergent Technologies Quote #TT04091901 for Lenel Software Maintenance

**Background:**

The Lenel software program is used to control the electronic door locks and security cameras on campus. The software renewal provides Taft College with updates to the software program. This software and equipment was originally funded by Measure A and has been successful in keeping the campus secure.

**Terms (if applicable):**

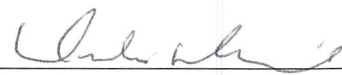
Renewal terms are from 5/2/2019 - 5/2/2022

**Expense (if applicable):**

Cost of renewal per year is \$4,027.00 and will be invoiced annually at the renewal date.

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

Funding is included in the 2019-2020 ITS Budget

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

# Service Quotation

Quote #: TT04091901



[www.convergent.com](http://www.convergent.com)  
 2211 E. Howell Ave  
 Anaheim, CA 92806  
 ph: 714-546-2780  
 fax: 714-546-2457

Prepared by: Tasia Twing  
[tasia.twing@convergent.com](mailto:tasia.twing@convergent.com)

**Prepared For:**  
 Taft College  
 29 Cougar Court  
 Taft College  
 Dana Hicks  
 (661) 763-7939  
[dhicks@taftcollege.edu](mailto:dhicks@taftcollege.edu)

**Date: 2/10/2015**  
 Price Valid for 60 days

**Project: Lenel Software Support Renewal**

**Scope**

Convergent Technologies will renew Software Subscription and Support services for dongle 128258 for a period of three (3) years. Coverage dates 05/02/2019-05/02/2022. This quote specifically excludes Convergent labor costs. Costs will be reviewed on an annual basis and amended if necessary to account for any added software. Current unit pricing will be honored for any added equipment for the duration of the three (3) year period. Costs will be invoiced annually at the renewal date.

**Labor**

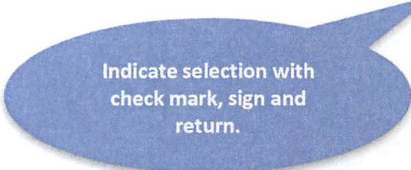
Qty	Description	Rate	Extended
<b>Labor Total:</b>			

**Software Upgrade and Support Coverage for:**

Qty	Part #	Description	Unit	Extended
1	SUSP-ADV-TR-3	ADV SUSP Plan - Tier 3; 193-253 Readers	\$2,475.00	\$2,475.00
97	SUSP-DV	DV Channel Licnese per single channel video	\$16.00	\$1,552.00
<b>Support Subtotal:</b>			<b>\$4,027.00</b>	

**Renewal Options**

Qty	Description	Billed Annually	✓
5	Year 5 Software Renewal - expires		
4	Year 4 Software Renewal - expires		
3	Year 3 Software Renewal - expires		✓
2	Year 2 Software Renewal - expires		✓
1	Year 1 Software Renewal - expires		✓



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

**Date:** April 23, 2019  
**Submitted by:** Richard Treece, Director of Facilities and Planning  
**Area Administrator:** Brock McMurray, EVP of Administrative Services  
**Subject:** Request for Approval



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**Board Meeting Date:** May 8, 2019

**Title of Board Item:**

Vehicle Maintenance Agreement renewal with the Taft City School District

**Background:**

Taft City School District provides vehicle maintenance services to West Kern Community College District

**Terms (if applicable):**

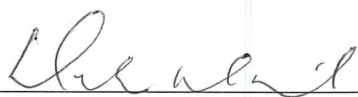
July 1, 2019 – June 30, 2019

**Expense (if applicable):**

The cost for 2019/2020 will be \$69.00 per hour, with a minimum ½ hour charge for work performed on any vehicle.

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

These funds were included in the 2019/20 transportation budget.

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

**VEHICLE MAINTENANCE AGREEMENT  
2019-20**

This Agreement is entered into between **West Kern Community College District** (Taft College) and the Taft City School District (“TCSD”), both of Kern County California.

**RECITALS**

- A. The parties are both public school agencies.
- B. Pursuant to Government Code sections 6500 and following, the parties intend to jointly exercise their common authority to inspect, service and repair vehicles owned or leased by the parties for performance of their respective official functions.
- C. TCSD has the capacity, and is willing to provide services as specified below to Taft College on the terms and conditions outlined in the Agreement.
- D. TCSD will serve at the agency by whose powers this joint exercise of powers is exercised.

**TERMS**

- 1. TCSD will, to the extent feasible after having first met its own needs for the services described below:
  - A. Inspect, service and repair vehicles owned or leased by Taft College, including cars, trucks, vans and school buses, to the same standards as apply to TCSD’s own vehicles, including all standards required by law for school buses.
  - B. Invoice Taft College on a monthly basis.
  
- 1. Taft College will:
  - A. At its discretion, deliver to TCSD’s designated service facility those vehicles that Taft College wishes to be inspected, serviced or repaired.
  - B. Pay promptly, after receipt of monthly invoices as follows:
    - 1. TCSD’s certified costs for parts and supplies (such as lubricants).
    - 2. Labor charges at **\$69.00** per hour, with a minimum ½ hour charge for work performed on any vehicle.
    - 3. Services will be provided at TCSD’s facilities. However, TCSD agrees that, to the extent its employees are required to enter Taft College’s school sites to perform services (including vehicle pick up and delivery) under this Agreement, TCSD’s employees will be under the direct supervision of Taft College’s employees at all times and will comply with Taft College’s directions reasonably designated to insure the TCSD’s employees will have limited contact with Taft College’s students while they are on Taft College’s sites. This provision is not intended to insure the safety of Taft College’s pupils while they are transported by Taft College’s employees in Taft College’s vehicles.



4. The terms of this Agreement is **July 1, 2019** through **June 30, 2020**.  
Either party may terminate this Agreement on 30 days' written notice to  
the other, delivered to their respective district offices.

**TAFT CITY SCHOOL DISTRICT**

**WEST KERN COMMUNITY  
COLLEGE DISTRICT (TAFT  
COLLEGE)**

**BY:** \_\_\_\_\_  
**Authorized Agent**

**BY:** \_\_\_\_\_  
**Authorized Agent**

**DATE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## Michaela White

---

**From:** Janet Cooper <jcooper@taftcity.org>  
**Sent:** Tuesday, April 23, 2019 1:36 PM  
**To:** Michaela White  
**Subject:** Vehicle Maintenance  
**Attachments:** Vehicle Maint-TC.pdf

Attached please find the Vehicle Maintenance Agreement for the 2019-2020 fiscal year. Please return a signed copy to my attention. Upon receipt, a counter-signed copy will be sent to you.

If you have any questions or concerns, do not hesitate to contact me.

Sincerely,

--

*Janet Cooper*  
Accounting Technician II  
Taft City School District  
820 6th St, Taft CA 93268  
Ph (661)763-1521 ext 101010  
fax(661)763-1495  
email: [jcooper@taftcity.org](mailto:jcooper@taftcity.org)

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**Taft College Check Register Report**

**01-April-19 through 30-April-19**

**FY 18-19**

78041815	04/02/2019	A00200017A.P.I. Plumbing	I0057385	13018	11000	431	4310	65100	251.61
78041816	04/02/2019	A00248932Abtech	I0057340	1902040-	11000	113	5642	67801	7,620.21
78041817	04/02/2019	A00203579Alcorn Aire, Inc.	I0057352	54073	11000	431	4312	65100	836.55
					11000	431	5632	65100	1,955.00
78041818	04/02/2019	A00200040American Business Machines	I0057374	431798	11000	401	4310	67704	202.70
78041819	04/02/2019	Cancelled Check							
78041820	04/02/2019	A00269058Aramark Uniform Services	I0057386	60206677	11000	431	5870	65100	237.42
					11000	205	5870	12042	12.00
					39000	314	5870	64991	18.00
78041821	04/02/2019	A00307350Atlassian Pty Ltd.	I0057375	AT-70400	11000	113	5642	67801	100.00
78041822	04/02/2019	A00292250Banks pest Control	I0057387	706693	11000	431	5860	65100	165.00
78041823	04/02/2019	A00200105Brandco	I0057388	21574	11000	431	4320	65100	11.15
78041824	04/02/2019	A00294394Brown, Mirynda K.	S0045597		11000		9526		300.00
78041825	04/02/2019	A00200109Brown & Reich Petroleum, Inc	I0057390	5476	11000	432	4316	67703	127.95
78041826	04/02/2019	A00200120CACCRAO	I0057330	042819	11000	358	5710	62100	295.00
78041827	04/02/2019	A00200146Carolina Biological Supply C	I0057377	50581051	11000	209	4311	04012	60.01
78041828	04/02/2019	A00283035CCLC	I0057402	10123	12477	203	5642	61200	20,289.40
78041829	04/02/2019	A00200160CDT, Inc.	I0057378	46330	11000	411	5990	67300	150.00
78041830	04/02/2019	A00200161CDW-G	I0057361	TKC0170	11007	113	4311	67801	159.75
			I0057363	RGH0111	11000	120	4310	66002	270.81
			I0057364	RFN0654	12582	301	6415	67800	83.72
			I0057365	RGC2220	11000	203	6412	61200	456.39
					11000	203	6412	61200	2,500.44
			I0057366	RKC8431	11000	202	5642	60100	221.62
			I0057367	RDT4163	11000	113	4311	67801	57.89
			I0057368	RGJ4957	11000	113	6412	67801	1,281.72
			I0057369	RGR9920	12582	301	6415	67800	1,677.76
			I0057372	RFZ0470	11000	113	4310	67801	30.59
			I0057379	RKH8195	12582	301	6415	67800	349.41
			I0057380	RJQ0629	11000	112	6412	67800	250.36
78041831	04/02/2019	A00200181City of Taft	I0057315	04/01/19	39000	314	5850	64991	485.09
78041832	04/02/2019	A00292869Colorado Nut Company, Inc.	I0057405	20580	31000	423	4310	69100	139.85
					31000	423	5940	69100	20.93
78041833	04/02/2019	A00200200Computerland of Silicon Vall	I0057373	261211	11000	113	5642	67801	31.50
78041834	04/02/2019	A00200307Farmer Bros. Company	I0057344	68871237	32000	422	4410	69400	825.62
78041835	04/02/2019	A00202335Fastenal Industrial & Constr	I0057403	CATAF427	11000	431	4310	65300	230.59
78041836	04/02/2019	A00200308Federal Express Corporation	I0057322	6-475-77	33428	310	5940	69200	67.00
					11000	401	5940	67705	78.75
			I0057339	6-490-87	33428	310	5940	69200	25.08
78041837	04/02/2019	A00200315Ferguson, Bruce E.	I0057332	062419	11000	352	5710	69619	310.00
78041838	04/02/2019	A00280401Flowers Baking Co of Henders	I0057396	10711496	32000	422	4410	69400	95.60
78041839	04/02/2019	A00212896Foundation for California Co	I0057331	05/09/19	11000	313	5710	63300	115.00
78041840	04/02/2019	A00283264Frontier California Inc.	I0057406	13580222	31000	423	5840	69100	50.83
78041841	04/02/2019	A00201045Golling, Greg P.	I0057319	SPRING	31000	423	4110	69100	428.40

**Taft College Check Register Report**

**01-April-19 through 30-April-19**

**FY 18-19**

78041842	04/02/2019	A00200629Grainger	I0057351	90967584	11000	431	4310	65100	30.33
78041843	04/02/2019	A00210378Grey House Publishing	I0057384	167183	12477	203	6310	61200	1,152.00
78041844	04/02/2019	A00200645Hardy Diagnostics	I0057342	2084479	11000	209	4311	04012	726.11
78041845	04/02/2019	A00200655Henry Schein, Inc.	I0057356	62447087	11000	205	4311	12042	55.32
78041846	04/02/2019	A00201122Home Depot Credit Services	I0057350	34060213	11007	431	6211	70990	176.13
78041847	04/02/2019	A00226684HPS Mechanical, Inc.	I0057349	69227	11000	431	5632	65100	105.00
78041848	04/02/2019	A00200656Jacobi, Victoria J.	I0057328	031519	11510	313	5710	63300	143.84
78041849	04/02/2019	A00200712Kern County Supt. of Schools	I0057347	902589	11000	421	5990	67200	796.50
78041850	04/02/2019	A00200715Kern Electric Distributors	I0057353	569159	11000	431	4310	65100	33.63
78041851	04/02/2019	A00201690Kulzer-Reyes, Kelly R.	I0057318	031719	12642	223	5710	68900	458.80
78041852	04/02/2019	A00277823MailFinance Inc.	I0057316	N7622106	11000	411	5950	67300	1,063.62
78041853	04/02/2019	A00253920Mancomm, Inc.	I0057408	434775	31000	423	4110	69100	927.87
					31000	423	5940	69100	82.11
78041854	04/02/2019	A00255619Maricopa Unified School Dist	I0057407	02-8-09	31000	423	5970	69100	65.00
78041855	04/02/2019	A00283088Mitchell, David T.	I0057335	031119	11000	209	4310	17018	99.00
78041856	04/02/2019	A00271462OCLC, Inc.	I0057400	00006459	12477	203	5643	61200	4,285.99
			I0057401	00006508	11000	203	5642	61200	550.00
78041857	04/02/2019	A00200498Office Depot	I0057334	27208740	11000	302	4310	63100	168.02
78041858	04/02/2019	A00200508P. G. & E.	I0057391	032119	12560	223	5830	09565	367.14
78041859	04/02/2019	A00200522Pepsi-Cola Company	I0057397	05125160	32000	422	4410	69400	1,444.68
78041860	04/02/2019	A00200536Praxair Distribution, Inc.	I0057354	87788828	11000	205	5641	12042	517.65
			I0057355	87626836	11000	205	5641	12042	304.50
78041861	04/02/2019	A00261201Proforma Progressive Marketi	I0057370	BB710063	12551	353	4310	64600	1,037.04
					12551	353	4310	64600	0.00
					12551	353	4310	64600	0.00
78041862	04/02/2019	A00270674Public Agency Law Group	I0057357	030319	42350	000	5430	71003	2,954.53
					11000	401	5430	67200	193.90
78041863	04/02/2019	A00231833Ray A. Morgan Company Inc.	I0057359	2435860	11000	202	5641	60100	263.22
78041864	04/02/2019	A00201782Rodenhauser, Debora A.	I0057395	031219	11000	208	4311	10021	67.28
78041865	04/02/2019	A00016830Ruiz, Alba Y.	I0057358	030819	11000	421	7130	67200	44.30
78041866	04/02/2019	A00292796Safe 1 Credit Union	I0056821	43770113	31000	423	4321	69100	291.42
					31000	423	4321	69100	264.98
					31000	423	5910	69100	1.00
78041867	04/02/2019	A00285838Sammy's Detail	I0057371	885	11000	432	5632	67703	265.00
78041868	04/02/2019	A00202968San Joaquin Chemicals, Inc.	I0057389	126687	11000	431	5641	65100	1,175.00
78041869	04/02/2019	A00200472Scantron Corporation	I0057337	6400562	31000	423	4310	69100	1,301.00
					31000	423	5940	69100	60.85
78041870	04/02/2019	A00200393Sparkletts	I0057324	030719	11000	301	5810	64500	175.57
78041871	04/02/2019	A00200393Sparkletts	I0057348	03/07/19	11000	411	5641	67300	225.02
78041872	04/02/2019	A00200393Sparkletts	I0057360	030119	12560	223	4310	09565	70.42
78041873	04/02/2019	Cancelled Check							
78041874	04/02/2019	A00237176SSD Systems	I0057320	S-010002	11000	113	5632	67801	169.00
					11000	113	4312	67801	53.43

**Taft College Check Register Report**

**01-April-19 through 30-April-19**

**FY 18-19**

78041875	04/02/2019	A00201787Standard Insurance Company	I0057317	MAR 19	11000	411	3410	67300	460.04
78041876	04/02/2019	A00211077Strata Information Group	I0057362	31981	11000	113	5510	67300	1,262.63
78041877	04/02/2019	A00200425Taft College	I0057381	031119	31000	423	7130	67801	8,160.00
78041878	04/02/2019	A00200425Taft College	I0057399	030419	31000	423	7130	69100	180.00
78041879	04/02/2019	A00200862Taft College Bookstore	I0057346	020619	12000	303	7604	69100	90.00
78041880	04/02/2019	A00200862Taft College Bookstore	I0057383	02/06/19	12551	353	4310	64300	24,062.63
78041881	04/02/2019	A00200862Taft College Bookstore	I0057392	4258	11000	202	4110	64600	2,144.57
78041882	04/02/2019	A00200862Taft College Bookstore	I0057393	3055	11000	202	4110	60200	244.44
78041883	04/02/2019	A00200862Taft College Bookstore	I0057394	3850	11000	202	4110	60200	453.67
78041884	04/02/2019	A00200426Taft College Cafeteria	I0057338	031519	32000	422	4410	60200	51.67
78041885	04/02/2019	A00200430Taft Plaza, LLC	I0057404	APR 19	31000	423	5611	69400	43.96
78041886	04/02/2019	A00302722Time Warner Cable	I0057325	030519	35827	357	5890	69100	1,907.00
			I0057326	03/05/19	35819	357	5890	69700	1,035.09
					35814	357	5890	69700	800.00
									888.82
78041887	04/02/2019	A00200282True Value Home Center	I0057376	404102	11000	352	4312	69700	125.52
78041888	04/02/2019	A00200284U.S. Foods	I0057343	5575824	32000	422	4410	69611	125.52
78041889	04/02/2019	A00210209ULINE	I0057336	10624181	31000	423	4321	69400	5,891.89
					31000	423	5940	69100	397.90
					31000	423	4321	69100	56.92
					31000	423	4321	69100	150.15
					31000	423	5940	69100	17.30
78041890	04/02/2019	A00200338Verizon Wireless	I0057327	98252200	11000	357	5840	69100	199.49
78041891	04/02/2019	A00200338Verizon Wireless	I0057341	98249579	11000	431	5840	65100	71.59
78041892	04/02/2019	A00201172Waugh, Victoria A.	I0057329	030719	39000	312	5710	64991	25.00
78041893	04/02/2019	A00294733West Kern Adult Education Ne	I0057398	08012018	12603	125	7410	73100	201,588.00
78041894	04/02/2019	A00200355West Kern Water District	I0057321	12319-0	11000	431	5810	65700	143.17
					39000	314	5810	64991	36.25
78041895	04/02/2019	A00200360Westec	I0057333	26225	11450	204	5641	09543	89,643.75
			I0057345	26155	11450	204	5641	09543	89,643.75
78041896	04/05/2019	A00293918A&B Athletics	I0057454	4024	11008	352	4310	69610	8,694.49
78041897	04/05/2019	A00292936Albertson's LLC	I0057413	17768903	39000	314	4311	64991	542.61
78041898	04/05/2019	A00200040American Business Machines	I0057451	442599	11000	401	4310	67704	202.70
78041899	04/05/2019	A00200063Austin's Pest Control, Inc.	I0057442	MAR 19	12560	223	5860	09565	55.00
78041900	04/05/2019	A00306416Belcher, William C.	I0057420	032019	11000	421	5710	67200	632.65
78041901	04/05/2019	A00259229Blackboard Inc.	I0057472	1315406	11000	301	5641	64500	4,650.00
78041902	04/05/2019	A00200112BSK & Associates, Inc.	I0057438	0087160	11008	431	6120	69609	1,673.08
78041903	04/05/2019	A00200120CACCRAO	I0057433	91811526	11000	358	5710	62100	295.00
78041904	04/05/2019	A00200143Carlson, Kamala A.	I0057448	031919	11000	208	4311	15011	16.04
78041905	04/05/2019	A00200153CCCCIO	I0057449	L.MINOR	11000	202	5710	60100	625.00
			I0057474	1920	11000	202	5210	60100	300.00
					11000	202	5210	60100	300.00
					11000	202	5210	60100	300.00
78041906	04/05/2019	A00200243Dick Blick	I0057473	1177092	11000	208	4311	10021	1,271.54
78041907	04/05/2019	A00237331Dumbrigue, Joanne Lucille V.	I0057421	032219	12551	353	5710	64600	14.85

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			I0057422	032119	12551	353	5710	64600	9.63
			I0057423	032019	12551	353	5710	64600	14.67
			I0057424	031919	12551	353	5710	64600	17.81
			I0057425	031819	12551	353	5710	64600	8.24
			I0057426	031619	12551	353	5710	64600	8.24
			I0057427	031419	12551	353	5710	64600	26.56
			I0057428	031319	12551	353	5710	64600	7.66
			I0057429	031219	12551	353	5710	64600	9.16
			I0057430	031119	12551	353	5710	64600	11.83
			I0057431	030819	12551	353	5710	64600	10.21
			I0057432	030419	12551	353	5710	64600	39.44
78041908	04/05/2019	A00200302Eveland, Sharyn L.	I0057437	032119	11000	202	5710	60300	218.54
78041909	04/05/2019	A00007634Falgout, Stacey L.	I0057470	022719	11000	202	4410	60103	80.98
78041910	04/05/2019	A00200307Farmer Bros. Company	I0057461	68912241	32000	422	4410	69400	580.15
78041911	04/05/2019	A00280401Flowers Baking Co of Henders	I0057468	10711497	32000	422	4410	69400	31.28
78041912	04/05/2019	A00200645Hardy Diagnostics	I0057471	2089446	11000	209	4311	04012	528.79
78041913	04/05/2019	A00302516Haver, Bryan A.	I0057443	022119	11000	411	5710	67300	22.40
78041914	04/05/2019	A00200655Henry Schein, Inc.	I0057457	53032113	12651	205	4311	12042	467.30
78041915	04/05/2019	A00231183Iron Nikkel Steel Builders	I0057409	1124581	11008	431	6120	69609	37,900.00
78041916	04/05/2019	A00292767Johnson, Patric	I0057434	33363778	11000	000	7211	00000	165.00
78041917	04/05/2019	A00200806Kern Gardening Service	I0057441	29445	12560	223	5633	09565	200.00
78041918	04/05/2019	A00259082Lozano Smith, LLP	I0057450	031919	11000	110	5430	66003	10,000.00
78041919	04/05/2019	A00262851Lytle, Steve	I0057458	031819	11000	209	4311	04011	11.34
78041920	04/05/2019	A00300405Markovits, Aaron	I0057417	031819	11000	202	5710	60103	45.25
			I0057418	031519	39000	314	5710	64991	197.86
			I0057419	031719	11000	202	5710	60103	232.37
78041921	04/05/2019	A00293117Michael Flooring Inc.	I0057412	I-2993	11008	431	6120	69609	6,606.93
			I0057447	I-2992	11008	431	6120	69609	2,476.99
					11008	431	5632	69609	4,296.25
78041922	04/05/2019	A00292863Moreno, Zane M.	S0046573		11000		9526		2,500.00
78041923	04/05/2019	A00200595NCS Pearson	I0057444	V1902000	11000	306	4310	49306	1,332.50
78041924	04/05/2019	A00200508P. G. & E.	I0057445	031519	11000	431	5830	65700	7,041.89
					39000	314	5830	64991	3,133.34
					33428	310	5830	69200	3,884.56
					33588	310	5830	69200	79.28
78041925	04/05/2019	A00210809Pasadena Hilton	I0057439	35391431	11000	210	5710	20015	500.50
78041926	04/05/2019	A00200522Pepsi-Cola Company	I0057456	20341156	32000	422	4410	69400	837.27
78041927	04/05/2019	A00231833Ray A. Morgan Company Inc.	I0057463	2396656	39000	314	5641	64991	2,169.42
					12551	353	5641	64600	453.86
					11000	301	5641	64500	453.86
					11000	302	5641	63100	453.86
					11000	358	5641	62100	453.87
					11000	205	5641	12042	81.89
					11000	110	5641	66003	35.09

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					11000	202	5641	60100	35.09	
					11000	114	5641	66005	35.10	
					33428	310	5641	69200	209.32	
					11000	401	5641	67200	371.47	
					11000	113	5641	67801	1,269.89	
					11000	431	5641	65100	484.71	
					11000	202	5641	60100	142.52	
					31000	423	5641	69100	777.07	
			I0057469	2442553	12643	223	4318	09565	91.55	
78041928	04/05/2019	A00280086	Rothgeb, Julie J.	I0057414	MAR 19	11000	202	5710	60103	59.16
78041929	04/05/2019	A00201036	Russell, Harold	I0057446	032019	11000	358	5210	62100	300.00
78041930	04/05/2019	A00200727	Sandoval, Carla J.	I0057435	030519	12551	353	5710	64600	63.00
78041931	04/05/2019	A00308084	Siteimprove, Inc.	I0057464	60967	12582	301	5643	67800	8,340.00
78041932	04/05/2019	A00261588	Smith, Terri L.	I0057436	032119	11000	203	5710	61200	414.48
78041933	04/05/2019	A00237176	SSD Systems	I0057475	R-001159	11000	205	5641	12042	117.75
						11000	113	5641	67801	605.10
78041934	04/05/2019	A00200400	Stinson's	I0057466	844498-0	33428	310	4318	69200	116.22
78041935	04/05/2019	A00200417	Sysco Food Service of Ventur	I0057460	17978554	32000	422	4410	69400	8,889.13
						32000	422	4411	69400	690.03
						32000	422	4411	69400	1,454.79
78041936	04/05/2019	A00200423	Taft City School District	I0057452	19-105	39000	314	4310	64991	9.86
						39000	314	5632	64991	50.25
						11000	432	4310	67703	6.00
						11000	432	5632	67703	344.45
				I0057453	19-113	11000	301	4310	64500	215.51
						11000	301	5632	64500	33.50
						11000	301	5850	64500	20.00
78041937	04/05/2019	A00200282	True Value Home Center	I0057455	404442	11000	431	4310	65100	372.60
						35827	357	4310	69700	101.78
						39000	314	4310	64991	61.65
78041938	04/05/2019	A00200284	U.S. Foods	I0057459	5843647	32000	422	4410	69400	6,883.69
78041939	04/05/2019	A00200343	Vistar Corporation	I0057462	54442826	32000	422	4410	69400	832.28
78041940	04/05/2019	A00201172	Waugh, Victoria A.	I0057416	032119	39000	312	5710	64991	131.00
78041941	04/05/2019	A00294733	West Kern Adult Education Ne	I0057411	01012019	12603	125	7410	73100	201,587.00
						12603	125	7410	73100	209,651.00
78041942	04/05/2019	A00275443	WestAir Gases & Equipment In	I0057465	10841055	12643	223	4311	09565	375.38
78041943	04/05/2019	A00200362	Western Psychological Assn.	I0057440	2094	11000	210	5710	20015	150.00
78041944	04/05/2019	A00200378	WKCCD Custodian Revolving Ca	I0057410	3182	11000	101	5720	66004	779.08
78041945	04/05/2019	A00200378	WKCCD Custodian Revolving Ca	I0057467	3178	11000	101	5710	66004	41.76
78041946	04/05/2019	A00272268	Woodall, Natalie E.	I0057415	050919	12000	303	5710	64300	115.00
78041947	04/05/2019	A00200388	Zee Medical Service Co.	I0057476	34-20633	12477	203	4310	61200	75.45
78041948	04/12/2019	A002000164	Imprint	I0057525	7106306	31000	423	4310	69100	2,096.63
						31000	423	5940	69100	120.11
78041949	04/12/2019	A00201137	Adema, Lisa P.	I0057543	031119	33429	310	4411	69200	46.63

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					33528	310	4310	69200	0.00
78041950	04/12/2019	A00286446Balason, Severo	I0057480	032419	12563	319	5710	61900	292.84
78041951	04/12/2019	A00015850Berry, Wendy J.	I0057506	050219	11000	209	5740	04014	333.00
78041952	04/12/2019	A00200093Black/Hall Construction	I0057499	PAY REQ.	11007	431	6211	65100	12,051.46
78041953	04/12/2019	A00200112BSK & Associates, Inc.	I0057486	430-0070	11008	431	6120	69609	1,236.98
					11007	431	6211	65100	1,607.50
78041954	04/12/2019	A00099735Burch, Kelsey	I0057505	MAR 19	39000	314	5710	64991	11.60
78041955	04/12/2019	A00200134Canon Financial Services, In	I0057523	19877276	11000	401	5641	67701	1,356.45
78041956	04/12/2019	A00082776Carty, Ramona M.	I0057503	MAR 19	39000	314	5710	64991	16.24
78041957	04/12/2019	A00200161CDW-G	I0057521	RKV9429	11000	112	4310	67800	50.04
			I0057522	RKR1349	12582	301	6415	67800	349.41
78041958	04/12/2019	A00201051Central Sanitary Supply	I0057544	952505	33428	310	4310	69200	373.09
78041959	04/12/2019	A00200170Champion Hardware Inc.	I0057545	146007	33528	310	5632	69200	282.50
78041960	04/12/2019	A00200200Computerland of Silicon Vall	I0057516	261360	11000	202	4310	60103	15.75
78041961	04/12/2019	A00284648Daniels, Debra	I0057498	032619	11000	110	4410	66003	368.48
78041962	04/12/2019	A00284324Flowers, Carly M.	I0057492	031519	11000	352	5710	69616	202.39
78041963	04/12/2019	A00283264Frontier California Inc.	I0057511	77000328	11000	431	5840	65700	1,008.19
78041964	04/12/2019	A00283264Frontier California Inc.	I0057512	79000328	11000	431	5840	65700	776.36
78041965	04/12/2019	A00200950Furman, Tori J.	I0057487	032719	11000	202	5710	60100	42.11
			I0057488	032419	11000	202	5710	60100	50.92
			I0057489	032519	11000	202	5710	60100	42.22
78041966	04/12/2019	A00246798Golling, Leigh	I0057491	033119	11000	208	5740	49999	104.80
78041967	04/12/2019	A00303755Guerra, Jennifer L.	I0057538	011619	11000	202	4410	60200	45.98
78041968	04/12/2019	A00200655Henry Schein, Inc.	I0057530	62747688	12651	205	4311	12042	21.33
			I0057531	62207447	11000	205	4311	12042	693.57
			I0057532	62747687	12651	205	4311	12042	51.20
78041969	04/12/2019	A00095629Hill-Crim, Margaret A.	I0057490	032219	11000	209	5740	04011	40.60
			I0057507	040519	11000	209	5740	04011	30.16
78041970	04/12/2019	A00224086inContact, Inc.	I0057477	6286793	11000	431	5840	65100	204.33
					11000	431	5840	65700	1,653.26
78041971	04/12/2019	Cancelled Check							
78041972	04/12/2019	A00200735Liebert Cassidy Whitmore	I0057535	1474010	12571	411	5430	67300	4,250.00
78041973	04/12/2019	A00282661Madding, Justin	I0057497	MAR 19	11000	421	5710	67200	119.01
78041974	04/12/2019	A00307058Minor, Leslie B.	I0057496	032419	11000	202	5710	60100	360.12
78041975	04/12/2019	A00200498Office Depot	I0057529	27748952	31000	423	4321	69100	50.98
78041976	04/12/2019	A00200502Orange Belt Stages	I0057515	120503	11000	352	5750	69610	1,545.00
78041977	04/12/2019	A00200508P. G. & E.	I0057478	040219	11000	431	5830	65700	15,691.24
					39000	314	5830	64991	0.01
					33428	310	5830	69200	0.01
					33588	310	5830	69200	0.01
78041978	04/12/2019	A00200508P. G. & E.	I0057510	03/15/19	31000	423	5820	69100	566.79
					31000	423	5830	69100	8.12
78041979	04/12/2019	A00200521Pens Etc.	I0057527	447294-0	31000	423	4310	69100	646.93
78041980	04/12/2019	A00200522Pepsi-Cola Company	I0057526	62088763	31000	423	4310	69100	82.28



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78041981	04/12/2019	A00200985Rangel-Escobedo, Juana R.	I0057495	031219	11000	313	5710	63300	190.08
78041982	04/12/2019	A00220442Serban Sound & Communication	I0057517	11297	11007	113	5632	67801	525.00
					11007	113	5632	67801	750.00
					11007	113	5632	67801	150.00
78041983	04/12/2019	A00200842Southwest Signs & Promotions	I0057540	20919	31000	423	4310	69100	414.00
78041984	04/12/2019	A00200393Sparkletts	I0057520	03-07-19	11000	113	4310	67801	197.62
78041985	04/12/2019	A00200393Sparkletts	I0057533	03.07.19	11000	205	5641	12042	203.38
78041986	04/12/2019	A00200396Spurr	I0057479	97797	11000	431	5820	65700	5,617.30
					35827	357	5820	69700	1,047.58
					33428	310	5820	69200	466.16
78041987	04/12/2019	A00237176SSD Systems	I0057509	R-001161	33528	310	5880	69200	151.38
78041988	04/12/2019	A00200417Sysco Food Service of Ventur	I0057518	17976916	33429	310	4410	69200	3,189.02
78041989	04/12/2019	A00200862Taft College Bookstore	I0057536	022619	11000	000	7211	00000	255.57
78041990	04/12/2019	A00256341Terminix	I0057508	38373674	33528	310	5860	69200	435.00
78041991	04/12/2019	A00200442Thompson, Tony M.	I0057493	032619	11000	302	5710	63100	339.49
78041992	04/12/2019	A00200282True Value Home Center	I0057537	404957	39000	314	4310	64991	8.45
			I0057546	403606	11007	431	6211	70990	304.27
					33428	310	4310	69200	102.07
78041993	04/12/2019	A00200284U.S. Foods	I0057519	5575825	33429	310	4410	69200	2,958.85
78041994	04/12/2019	A00210970University Frames, Inc.	I0057524	1136204	31000	423	4310	69100	606.15
78041995	04/12/2019	A00280631Verduzco, Romalia	S0047115		11000		9526		627.00
78041996	04/12/2019	A00200348Ware, Thomas B.	I0057534	021419	11000	202	5940	60100	66.50
78041997	04/12/2019	A00200354Wells, Susan J.	I0057481	031319	39000	312	5710	64991	70.15
			I0057482	032019	39000	312	5710	64991	386.80
			I0057483	032419	39000	312	5710	64991	463.83
			I0057484	032619	39000	312	5710	64991	86.35
			I0057485	032719	39000	312	5710	64991	55.60
			I0057500	022119	39000	312	5710	64991	134.77
			I0057501	030519	39000	312	5710	64991	593.75
			I0057502	030819	39000	312	5710	64991	196.77
			I0057504	031219	39000	312	5710	64991	71.75
78041998	04/12/2019	A00200355West Kern Water District	I0057514	03/13/19	33428	310	5810	69200	150.62
78041999	04/12/2019	A00200355West Kern Water District	I0057542	031519	33428	310	5810	69200	89.72
78042000	04/12/2019	A00275443WestAir Gases & Equipment In	I0057539	80240318	11000	352	4310	69610	23.32
			I0057541	80240319	31000	423	4321	69100	23.32
78042001	04/12/2019	A00200378WKCCD Custodian Revolving Ca	I0057528	3183	11000	101	5710	66004	129.81
78042002	04/12/2019	A00300143Wootten, Laurie A.	I0057494	MAR 19	39000	314	5710	64991	26.62
78042003	04/18/2019	A002000164Imprint	I0057596	7038095	31000	423	4310	69100	2,146.21
					31000	423	5940	69100	72.73
78042004	04/18/2019	A00293918A&B Athletics	I0057578	3906	11000	352	4310	69610	3,120.98
78042005	04/18/2019	A00200043American Express	I0057548	11005032	11000	000	7211	00000	14,983.63
78042006	04/18/2019	A00200437Anderson, Amber D.	I0057547	032619	11000	358	5510	62100	1,250.00
78042007	04/18/2019	A00269058Aramark Uniform Services	I0057559	60208115	11000	431	5870	65100	237.42
					11000	205	5870	12042	12.00

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					39000	314	5870	64991	18.00
78042008	04/18/2019	A00200063Austin's Pest Control, Inc.	I0057599	MAR. 19	39000	314	5860	64991	100.00
			I0057602	MAR '19	11000	431	5860	65100	455.00
78042009	04/18/2019	A00272600Beard Family Trust	I0057552	APR 19	12560	223	5610	09565	3,500.00
			I0057553	MAY 19	12560	223	5610	09565	3,500.00
78042010	04/18/2019	A00072599Bledsoe, Adam W.	I0057601	032019	11000	202	5644	60200	20.32
78042011	04/18/2019	A00200108Broadcast Music, Inc.	I0057574	34187512	11000	301	5642	64500	579.42
78042012	04/18/2019	A00200109Brown & Reich Petroleum, Inc	I0057557	5773	11000	432	4316	67703	222.41
78042013	04/18/2019	A00200161CDW-G	I0057568	RND5355	12582	301	6415	67800	3,654.13
			I0057575	RLX0456	11000	113	6415	67801	245.81
			I0057576	RLX3898	11000	209	4311	17013	24.85
78042014	04/18/2019	A00308113Central Cal Surveys, LLC	I0057558	90	11000	431	5632	65100	1,075.00
78042015	04/18/2019	A00200168Central Valley Occupational	I0057566	00328383	11000	411	5990	67300	120.00
78042016	04/18/2019	A00200170Champion Hardware Inc.	I0057585	146190	11000	431	4310	65100	935.22
78042017	04/18/2019	A00200174Chevron U.S.A., Inc.	I0057586	55656375	11000	432	4316	67703	1,045.87
78042018	04/18/2019	A00200181City of Taft	I0057594	04012019	31000	423	5850	69100	96.81
78042019	04/18/2019	A00264649Convergint Technologies, LLC	I0057569	W691724	11000	113	5632	67801	1,147.50
					11000	113	4316	67801	55.00
78042020	04/18/2019	A00102126Criss, Sarah V.	I0057584	032319	11000	101	4410	66002	52.62
78042021	04/18/2019	A00200238Department of Justice	I0057563	359120	11000	210	5990	13053	32.00
					11000	421	5990	67200	31.04
					11000	421	5990	71005	0.96
					33428	310	5990	69200	64.00
					32000	422	5990	69400	160.00
					11000	209	5990	04014	32.00
					12000	340	5990	64951	16.00
					12495	319	5990	61900	16.00
					12601	309	5990	64992	32.00
					11000	209	5990	17011	8.00
					12601	309	5990	64992	24.00
78042022	04/18/2019	A00237331Dumbrigue, Joanne Lucille V.	I0057562	032519	12551	353	4410	64600	15.00
78042023	04/18/2019	A00283101Dumont Printing, Inc.	I0057577	5665011	11000	302	4310	63100	135.14
78042024	04/18/2019	A00200279Educational Testing Service	I0057570	OM202332	11000	306	4310	49306	60.00
78042025	04/18/2019	A00202335Fastenal Industrial & Constr	I0057556	CATAF429	11000	431	4312	65100	147.54
					11000	431	5940	65100	0.01
78042026	04/18/2019	A00200308Federal Express Corporation	I0057587	6-497-49	11000	401	5940	67705	23.72
78042027	04/18/2019	A00280401Flowers Baking Co of Henders	I0057583	10711498	32000	422	4410	69400	31.28
78042028	04/18/2019	A00283264Frontier California Inc.	I0057551	040719	11000	431	5840	65700	135.40
78042029	04/18/2019	A00200655Henry Schein, Inc.	I0057597	63459187	12652	205	4311	12042	2,156.90
78042030	04/18/2019	A00200704Karwoski, John	I0057555	APR 19	42350	000	5510	71002	10,920.00
78042031	04/18/2019	A00304173Marty-Pearson, Julie R.	I0057573	043019	11000	111	5710	66003	100.00
78042032	04/18/2019	A00294618McNeil and Associates, LLC	I0057572	14	11000	111	5510	66002	3,150.00
78042033	04/18/2019	A00308503Newton Software, Inc.	I0057549	INV00013	12571	411	5210	67300	250.00
78042034	04/18/2019	A00200498Office Depot	I0057581	28611595	11000	202	4310	60200	435.04

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			I0057582	28611760	11000	202	4310	60200	418.26
78042035	04/18/2019	A00200502Orange Belt Stages	I0057579	120504	11000	352	5750	69610	1,610.00
78042036	04/18/2019	A00288637Otis Elevator Company	I0057560	SJB05744	11000	431	5641	65100	634.65
78042037	04/18/2019	A00307874PensXpress.com Inc.	I0057589	2145309	39000	312	4310	64991	180.00
78042038	04/18/2019	A00200522Pepsi-Cola Company	I0057571	53469553	32000	422	4410	69400	1,064.08
78042039	04/18/2019	A00270674Public Agency Law Group	I0057598	032419	42350	000	5430	71003	4,184.50
					11000	401	5430	67200	7.41
78042040	04/18/2019	A00201036Russell, Harold	I0057565	021119	11000	358	5980	62100	23.80
					11000	358	5980	69990	1.40
					11000	358	5980	70990	2.80
			I0057567	020719	11000	358	5990	62100	48.45
					11000	358	5990	69990	2.85
					11000	358	5990	70990	5.70
78042041	04/18/2019	A00292796Safe 1 Credit Union	I0057593	43770410	31000	423	4321	69100	127.63
					31000	423	5910	69100	2.53
78042042	04/18/2019	A00285838Sammy's Detail	I0057600	851.	11000	432	5632	67703	160.00
78042043	04/18/2019	A00201550SHRM	I0057564	90077397	12571	411	5210	67300	209.00
78042044	04/18/2019	A00200393Sparkletts	I0057595	031519	31000	423	4321	69100	11.96
78042045	04/18/2019	A00200425Taft College	I0057561	031819	31000	423	7130	69100	180.00
78042046	04/18/2019	A00200862Taft College Bookstore	I0057580	7526	12642	223	4110	69100	746.41
78042047	04/18/2019	A00200430Taft Plaza, LLC	I0057554	MAY 19	31000	423	5611	69100	1,907.00
78042048	04/18/2019	A00213476Thomson Reuters Barclays	I0057592	83980382	11000	411	4310	67300	72.39
78042049	04/18/2019	A00308052Treece, Richard J.	I0057590	031419	11000	431	5990	65100	21.25
					11000	431	5990	71005	3.75
78042050	04/18/2019	A00200282True Value Home Center	I0057588	405335	39000	314	4310	64991	33.76
78042051	04/18/2019	A00200355West Kern Water District	I0057550	041119	11000	431	5810	65700	1,224.04
					39000	314	5810	64991	309.88
78042052	04/18/2019	A00286529West Side Family Health Care	I0057591	41K14270	33428	310	5990	69200	223.76
78042053	04/19/2019	A00279635Alvarado, Danielle B.	S0047182		11000		9526		2,112.00
78042054	04/19/2019	A00300209Clay, Jazmine C.	S0047181		11000		9526		200.00
78042055	04/19/2019	A00295936Clinton, Taylor N.	S0047180		11000		9526		899.00
78042056	04/19/2019	A00242674Culbertson, Chelsey D.	S0047179		11000		9526		1,351.00
78042057	04/19/2019	A00279271Flores, Ilse N.	S0047178		11000		9526		1,351.00
78042058	04/19/2019	A00249816Garcia, Janette	S0047184		11000		9526		125.00
78042059	04/19/2019	A00281172Gonzalez, Rosa E.	S0047185		11000		9526		627.00
78042060	04/19/2019	A00297344Gonzalez Mercado, Saul	S0047177		11000		9526		1,351.00
78042061	04/19/2019	A00300220Herrera, Dorah S.	S0047176		11000		9526		1,351.00
78042062	04/19/2019	A00058399Herstad, Michele R.	S0047175		11000		9526		2,702.00
78042063	04/19/2019	A00252648Hill, Donovan A.	S0047161		11000		9526		2,970.00
78042064	04/19/2019	A00293103Hillaker, Earl D.	S0047162		11000		9526		1,254.00
78042065	04/19/2019	A00289321Iniguez, Tiana M.	S0047163		11000		9526		1,351.00
78042066	04/19/2019	A00292755Johnson, Jimmy	S0047164		11000		9526		250.00
78042067	04/19/2019	A00261482Lara, Carina	S0047165		11000		9526		882.00
78042068	04/19/2019	A00297766Miranda Gaxiola, Danya P.	S0047166		11000		9526		157.00

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78042069	04/19/2019	A00267149Null, Whisper-Lynn D.	S0047186		11000		9526		1,351.00
78042070	04/19/2019	A00297760Phumphrey, Anaeja D.	S0047183		11000		9526		568.00
78042071	04/19/2019	A00293155Piearcy, Mariah N.	S0047167		11000		9526		1,351.00
78042072	04/19/2019	A00283331Pratt, Keyon D.	S0047168		11000		9526		1,351.00
78042073	04/19/2019	A00297466Quiroz, Adrian M.	S0047169		11000		9526		1,351.00
78042074	04/19/2019	A00300195Ramirez, Jesus A.	S0047170		11000		9526		1,351.00
78042075	04/19/2019	A00291372Reyes, Jocelyn	S0047171		11000		9526		150.00
78042076	04/19/2019	A00289493Romo, Cindy	S0047172		11000		9526		913.99
78042077	04/19/2019	A00287828Rosales, Gloria E.	S0047173		11000		9526		1,351.00
78042078	04/19/2019	A00280588Tarango, Rosa E.	S0047174		11000		9526		1,351.00
78042079	04/19/2019	A00297731Walker, Daijahnae R.	S0047187		11000		9526		1,351.00
78042080	04/25/2019	A00200017A.P.I. Plumbing	I0057701	13021	11000	431	4310	65100	656.37
					35819	357	4310	69700	27.89
78042081	04/25/2019	A00243588AARP Health Care Options	I0057632	MAY 19	11000	412	3350	59100	11,265.74
78042082	04/25/2019	A00202408ACCT	I0057679	52689	11000	111	5210	66002	4,573.00
78042083	04/25/2019	A00292936Albertson's LLC	I0057661	17769103	32000	422	4410	69400	5.00
78042084	04/25/2019	A00203579Alcorn Aire, Inc.	I0057702	53727	11008	431	4312	69609	600.60
					11000	431	5632	65100	0.00
					11008	431	5632	69609	515.00
78042085	04/25/2019	A00288646Amazon Web Services, Inc.	I0057673	19456046	11000	113	5644	67801	651.95
78042086	04/25/2019	A00200052AP Architects	I0057618	11533	11007	401	5510	71004	900.00
					42350	000	5510	71003	13,296.25
78042087	04/25/2019	A00269058Aramark Uniform Services	I0057634	60209562	11000	431	5870	65100	237.42
					11000	205	5870	12042	12.00
					39000	314	5870	64991	18.00
78042088	04/25/2019	A00202445AT&T Mobility	I0057624	031819	39000	314	5840	64991	230.96
78042089	04/25/2019	A00200063Austin's Pest Control, Inc.	I0057629	FEB '19	12560	223	5860	09565	55.00
78042090	04/25/2019	A00031249Avina, Nicole E.	I0057616	030119	11000	202	5710	60200	41.18
78042091	04/25/2019	A00290343Bauer, Amanda M.	I0057608	040719	12582	301	5710	67800	504.79
78042092	04/25/2019	A00241336Benefit Trust Company as Tru	I0057630	103018	11000	412	5990	73900	543,900.00
78042093	04/25/2019	A00015850Berry, Wendy J.	I0057603	37878106	11008	209	5710	04010	470.00
78042094	04/25/2019	A00075823Binkley, Everett L.	I0057628	MAY 19	39000	314	5610	64991	1,746.00
78042095	04/25/2019	A00200107Bright House Networks	I0057662	031319	31000	423	5840	69100	124.97
78042096	04/25/2019	A00200109Brown & Reich Petroleum, Inc	I0057654	5774	39000	314	4316	64991	292.71
78042097	04/25/2019	A00200122Calif. Dept. of Health Servi	I0057688	031819	11000	205	5632	12042	236.00
78042098	04/25/2019	A00200146Carolina Biological Supply C	I0057681	50640619	11000	209	4311	04012	520.17
78042099	04/25/2019	A00308166CCCDECO	I0057690	19/20	11000	202	5210	60200	100.00
78042100	04/25/2019	A00200161CDW-G	I0057674	RQM8400	11000	209	4313	17017	124.90
			I0057675	RQZ3254	12582	301	6415	67800	101.54
			I0057676	RRF5003	11000	401	6415	67200	1,705.13
					11000	401	6415	67200	0.01
					11000	401	6415	67200	11.99
78042100	04/25/2019	A00200161CDW-G	I0057677	RQQ9203	12000	303	6415	64300	0.01
					12000	303	6415	64300	267.10

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			I0057678	RNN4190	11000	203	6411	61200	72.20	
					11000	203	6411	61200	39.55	
			I0057694	RSD5367	12571	411	6415	67300	826.52	
					12571	411	6415	67300	4,141.05	
					12571	411	6415	67300	799.76	
78042101	04/25/2019	A00280761	County of Kern Public Works	I0057620	030819	11000	431	5850	65100	32.85
78042102	04/25/2019	A00213350	Dentsply Professional	I0057640	45731632	12650	205	4311	12042	406.18
78042103	04/25/2019	A00306852	DeWalt Corporation	I0057705	1086928	42350	000	6110	71002	568.00
78042104	04/25/2019	A00200243	Dick Blick	I0057696	1229930	11000	208	4311	10021	112.67
78042105	04/25/2019	A00265229	DK&M Property	I0057626	MAY 19	39000	314	5610	64991	3,388.00
78042106	04/25/2019	A00283101	Dumont Printing, Inc.	I0057670	6887011	12643	223	4318	68900	125.98
78042107	04/25/2019	A00200279	Educational Testing Service	I0057656	OM202335	12654	301	4310	64900	1,440.00
78042108	04/25/2019	A00200302	Eveland, Sharyn L.	I0057638	041019	12653	301	5710	63900	95.00
78042109	04/25/2019	A00280401	Flowers Baking Co of Henders	I0057666	10711499	32000	422	4410	69400	31.28
78042109	04/25/2019	A00280401	Flowers Baking Co of Henders	I0057695	10711499	32000	422	4410	69400	64.32
78042110	04/25/2019	A00200950	Furman, Tori J.	I0057611	040119	11000	202	5710	60100	38.40
				I0057612	040919	11000	202	5710	60100	31.08
				I0057613	032619	11000	202	5710	60100	42.63
				I0057614	032919	11000	202	5710	60100	40.25
78042111	04/25/2019	A00200620	Geary Pacific Supply	I0057635	3967413	11000	431	4312	65100	144.00
						11000	431	5940	65100	35.00
78042112	04/25/2019	A00203431	Grimes, Jessica R.	I0057604	040219	12642	223	5710	60103	2,218.74
78042113	04/25/2019	A00200645	Hardy Diagnostics	I0057682	2094617	11000	209	4311	04012	354.44
78042114	04/25/2019	A00200655	Henry Schein, Inc.	I0057639	63315116	12651	205	4311	12042	639.82
				I0057643	62207724	12651	205	4311	12042	279.48
				I0057649	63404751	12651	205	4311	12042	40.32
				I0057650	63318017	12651	205	4311	12042	161.26
				I0057680	62369703	11000	205	4311	12042	24.41
78042115	04/25/2019	A00202449	Kern County Fire Department	I0057636	P1021-15	11000	431	5990	65100	90.00
78042116	04/25/2019	A00200715	Kern Electric Distributors	I0057700	569879	11000	431	4310	65100	115.85
78042117	04/25/2019	A00200729	Landauer, Inc.	I0057651	10065662	12651	205	4311	12042	102.46
				I0057652	10066329	12651	205	4311	12042	169.26
78042118	04/25/2019	A00200735	Liebert Cassidy Whitmore	I0057691	7279	11000	411	5505	67300	75.00
78042119	04/25/2019	A00262851	Lytte, Steve	I0057683	040419	11000	209	4311	04011	23.99
78042120	04/25/2019	A00300405	Markovits, Aaron	I0057605	040419	39000	314	5710	64991	15.00
				I0057606	040919	39000	312	5710	64991	121.72
				I0057617	040219	39000	314	5710	64991	381.79
				I0057637	041719	39000	312	5710	64991	35.00
78042121	04/25/2019	A00227772	MBS Textbook Exchange, Inc.	I0057645	47-47563	31000	423	4110	69100	1,499.35
						31000	423	5940	69100	76.36
78042122	04/25/2019	A00307058	Minor, Leslie B.	I0057699	020119	11000	111	5710	66002	99.00
78042123	04/25/2019	A00200795	NASFAA	I0057692	040419	12000	353	5210	64600	1,654.00
78042124	04/25/2019	A00227738	National Benefit Services, L	I0057631	697477	11000	411	5510	67300	126.00
78042125	04/25/2019	A00200502	Orange Belt Stages	I0057658	120505	11000	352	5750	69610	1,515.00

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78042125	04/25/2019	A00200502Orange Belt Stages	I0057664	120681	11000	352	5750	69610	1,280.00
78042126	04/25/2019	A00270930Paton Group	I0057660	11192	11000	209	4311	49999	1,094.15
78042127	04/25/2019	A00200374Patterson, Paula R.	I0057621	032119	39000	314	5710	64991	66.74
78042128	04/25/2019	A00200522Pepsi-Cola Company	I0057665	44892202	32000	422	4410	69400	867.92
78042129	04/25/2019	A00200536Praxair Distribution, Inc.	I0057641	88266632	11000	205	5641	12042	397.97
			I0057642	88343766	11000	205	5641	12042	467.25
78042130	04/25/2019	A00294059Prestage, Andrew E.	I0057697	033019	11000	113	4310	67801	13.38
78042131	04/25/2019	A00200985Rangel-Escobedo, Juana R.	I0057615	040919	11000	313	5710	63300	120.64
78042132	04/25/2019	A00231833Ray A. Morgan Company Inc.	I0057659	2453740	11000	207	5641	49999	250.27
78042133	04/25/2019	A00307141Ruiz, Christopher J.	I0057687	040419	11008	352	5510	69610	600.00
78042134	04/25/2019	A00203295Santa Barbara City College	I0057669	JUN 19	12000	303	5710	64300	300.00
					12000	303	5730	64300	750.00
78042135	04/25/2019	A00200393Sparkletts	I0057644	02.07.19	11000	205	5641	12042	138.22
78042136	04/25/2019	A00200393Sparkletts	I0057663	032119	11000	306	4310	49306	67.69
78042137	04/25/2019	A00200393Sparkletts	I0057667	032819	11000	209	4310	49999	123.19
78042138	04/25/2019	A00200400Stinson's	I0057646	850816-1	12000	353	4318	64600	180.79
					11000	209	4318	04011	55.76
			I0057647	851962-0	11000	210	4318	22011	140.06
			I0057648	852767-0	11000	354	4318	69600	115.22
					11000	354	4318	69600	324.81
					11000	351	4318	69700	91.75
78042139	04/25/2019	A00211077Strata Information Group	I0057704	32254	12569	353	5510	64600	5,361.11
78042140	04/25/2019	A00200419T.C. Clearing Account	I0057698	090118	11000	421	5990	67200	7,088.88
					11000	421	7130	67200	20.00
78042141	04/25/2019	A00200862Taft College Bookstore	I0057653	8014	12551	353	4310	64600	28.95
78042142	04/25/2019	A00200862Taft College Bookstore	I0057668	8099	12551	353	4310	64600	69.47
78042143	04/25/2019	A00200862Taft College Bookstore	I0057672	6478	11000	210	4310	13052	3.74
					11000	208	4310	10023	2.46
					11000	208	4310	11051	18.96
					11000	210	4310	20011	107.94
78042144	04/25/2019	A00200862Taft College Bookstore	I0057684	8063	39000	314	4310	64991	243.77
78042145	04/25/2019	A00200862Taft College Bookstore	I0057686	6301	39000	312	4310	64991	343.56
78042146	04/25/2019	A00200862Taft College Bookstore	I0057689	6872	11000	401	4310	67704	9.64
78042147	04/25/2019	A00200862Taft College Bookstore	I0057703	8315	12551	353	4310	64600	250.77
					12551	353	4310	64600	0.00
78042148	04/25/2019	A00200428Taft District Chamber of Com	I0057671	5320	11000	101	5970	66004	90.00
78042149	04/25/2019	A00302722Time Warner Cable	I0057622	040119	35827	357	5890	69700	1,035.09
			I0057623	04/01/19	35819	357	5890	69700	800.00
					35814	357	5890	69700	878.90
78042150	04/25/2019	A00200282True Value Home Center	I0057657	405992	11000	352	4310	69614	42.32
					11000	352	4310	69619	0.00
			I0057685	406186	39000	314	4310	64991	20.33
78042151	04/25/2019	A00243587United Healthcare Insurance	I0057633	MAY 19	11000	412	3350	59100	22,515.56
78042152	04/25/2019	A00200338Verizon Wireless	I0057693	98269506	11000	113	5840	67801	38.01

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78042153	04/25/2019	A00271491	Watkins, Sherrie D.	I0057627	MAY 19	39000	314	5610	64600	38.01
78042154	04/25/2019	A00201172	Waugh, Victoria A.	I0057607	APR 19	39000	312	5710	64991	1,310.00
				I0057619	033019	39000	314	5710	64991	45.42
78042155	04/25/2019	A00200354	Wells, Susan J.	I0057609	040919	39000	312	5710	64991	29.23
				I0057610	040819	39000	312	5710	64991	344.12
78042156	04/25/2019	A00275443	WestAir Gases & Equipment In	I0057655	10844763	12643	223	4311	09565	301.67
78042157	04/25/2019	A00073955	White, Brian L.	I0057625	MAY 19	39000	314	5610	64991	135.16
										1,400.00
										=====
								BANK TOTAL		1,875,349.07

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USER ID	ACTIVITY DATE	VENDOR		PURCHASE ORDER		PURCHASE ORDER	CL	C	A
		NUMBER	NAME	NUMBER	DATE				
AOMEGA	04/01/2019	A00200393	Sparkletts	P0050800	03/18/2019	03/18/2019			\$203.38
		A00200122	Calif. Dept. of Health Servi	P0050940	03/27/2019	03/27/2019			\$236.00
	A00200516	Patterson Dental Supply, Inc	P0050925	03/26/2019	03/26/2019			\$141.65	
	A00200655	Henry Schein, Inc.	P0050922	03/26/2019	03/26/2019			\$161.26	
			P0050923	03/26/2019	03/26/2019			\$40.32	
			P0050928	03/27/2019	03/27/2019			\$24.42	
			P0050950	03/28/2019	03/28/2019			\$550.28	
			P0050963	03/29/2019	03/29/2019			\$5,995.28	
			P0050964	03/29/2019	03/29/2019			\$12,863.57	
	04/04/2019	A00200655	Henry Schein, Inc.	P0050615	02/28/2019	02/28/2019			\$1,012.44
			P0051034	04/04/2019	04/04/2019			\$244.65	
		A00202979	Health First Corporation	P0050683	03/07/2019	03/07/2019			\$239.16
	04/08/2019	A00293996	Kimbrough, Vickie J.	P0051053	04/08/2019	04/08/2019			\$627.99
	04/09/2019	A00200498	Office Depot	P0051077	04/09/2019	04/09/2019			\$37.74
	04/22/2019	A00200393	Sparkletts	P0051170	04/22/2019	04/22/2019			\$274.99
		A00200516	Patterson Dental Supply, Inc	P0051171	04/22/2019	04/22/2019			\$287.29
		A00200655	Henry Schein, Inc.	P0051168	04/22/2019	04/22/2019			\$1,306.08
			P0051169	04/22/2019	04/22/2019			\$279.48	
	04/24/2019	A00200655	Henry Schein, Inc.	P0051205	04/24/2019	04/24/2019			\$550.28
	04/25/2019	A00200498	Office Depot	P0051220	04/25/2019	04/25/2019			\$158.72
				P0051221	04/25/2019	04/25/2019			\$338.89
			P0051223	04/25/2019	04/25/2019			\$279.95	
		A00200655	Henry Schein, Inc.	P0051224	04/25/2019	04/25/2019			\$601.44
04/29/2019	A00200042	American Dental Association	P0050870	03/22/2019	03/22/2019			\$2,005.00	
	A00200536	Praxair Distribution, Inc.	P0051244	04/29/2019	04/29/2019			\$508.05	
								-----	
						TOTAL USER			\$28,968.31
ASALAZAR	04/29/2019	A00200498	Office Depot	P0051159	04/18/2019	04/18/2019			\$135.69
									-----
						TOTAL USER			\$135.69
DDURAN	04/01/2019	A00200146	Carolina Biological Supply C	P0050958	03/29/2019	03/29/2019			\$250.00
		A00200498	Office Depot	P0050951	03/28/2019	03/28/2019			\$50.74
	04/02/2019	A00200862	Taft College Bookstore	P0051009	04/02/2019	04/02/2019			\$538.05
		A00010125	Avila, Juana F.	P0050966	03/29/2019	03/29/2019			\$120.00
		A00043526	Albayeros, Hilda	P0050965	03/29/2019	03/29/2019			\$81.42
		A00269107	Bolanos, Jodie L.	P0050967	03/29/2019	03/29/2019			\$81.42
	04/03/2019	A00200153	CCCCIO	P0051008	04/02/2019	04/02/2019			\$625.00



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		A00205962	Cibrian, Tiana Isabel.	P0050968	03/29/2019	03/29/2019				\$407.10
		A00252101	Soza, Andrea Marie.	P0051018	04/03/2019	04/03/2019				\$325.68
		A00284057	Villatoro, Ilis Kamila.	P0051020	04/03/2019	04/03/2019				\$162.84
		A00294298	Jimenez, Judy Mildred Tammy.	P0051017	04/03/2019	04/03/2019				\$325.68
		A00300455	Vasquez, Neftaly Jareth.	P0051019	04/03/2019	04/03/2019				\$352.82
		A00200862	Taft College Bookstore	P0051007	04/02/2019	04/02/2019				\$133.10
		A00200498	Office Depot	P0051005	04/02/2019	04/02/2019				\$338.26
	04/04/2019	A00095629	Hill-Crim, Margaret Angela.	P0051024	04/03/2019	04/03/2019				\$30.16
		A00107372	Gonzalez, Erika	P0051015	04/03/2019	04/03/2019				\$244.26
		A00244694	Cortez, Patricia Lynn.	P0051013	04/03/2019	04/03/2019				\$325.68
		A00249559	Ellis, Tina Marie.	P0051014	04/03/2019	04/03/2019				\$81.42
		A00269107	Bolanos, Jodie L.	P0051012	04/03/2019	04/03/2019				\$108.56
		A00276212	Gonzalez, Karina J.	P0051016	04/03/2019	04/03/2019				\$81.42
	04/05/2019	A00307058	Minor, Leslie B.	P0051000	04/02/2019	04/02/2019				\$2,700.66
		A00085924	Reynolds, Joy N.	P0051039	04/05/2019	04/05/2019				\$162.98
		A00200323	Flinn Scientific, Inc.	P0051044	04/05/2019	04/05/2019				\$809.91
		A00210330	Redleaf Press	P0051037	04/05/2019	04/05/2019				\$696.76
	04/09/2019	A00308723	Botany Society of America	P0051058	04/08/2019	04/08/2019				\$300.00
		A00015850	Berry, Wendy Jade.	P0051056	04/08/2019	04/08/2019				\$1,639.12
				P0051060	04/08/2019	04/08/2019				\$3,083.12
	04/10/2019	A00200763	Martinez, Maria	P0051082	04/10/2019	04/10/2019				\$75.06
		A00200498	Office Depot	P0051066	04/09/2019	04/09/2019				\$107.24
				P0051068	04/09/2019	04/09/2019				\$85.87
				P0051069	04/09/2019	04/09/2019				\$25.32
		A00231833	Ray A. Morgan Company Inc.	P0051080	04/09/2019	04/09/2019				\$600.00
	04/11/2019	A00200950	Furman, Tori J.	P0051102	04/11/2019	04/11/2019				\$600.00
		A00200498	Office Depot	P0051105	04/11/2019	04/11/2019				\$81.04
	04/12/2019	A00201117	Vernier	P0051063	04/09/2019	04/09/2019				\$4,676.21
		A00302115	Big Print and Copy LLC	P0051087	04/10/2019	04/10/2019				\$4,206.60
		A00015850	Berry, Wendy Jade.	P0051111	04/12/2019	04/12/2019				\$470.00
		A00200498	Office Depot	P0051112	04/12/2019	04/12/2019				\$692.46
	04/15/2019	A00200323	Flinn Scientific, Inc.	P0051113	04/12/2019	04/12/2019				\$1,921.65
		A00202272	VWR International	P0051114	04/12/2019	04/12/2019				\$1,953.59
	04/16/2019	A00284648	Daniels, Debra	P0051120	04/15/2019	04/15/2019				\$2,353.95
	04/22/2019	A00200053	Apple Computer Inc.	P0051166	04/19/2019	04/19/2019				\$213.43
		A00309224	Radtko, Trudi	P0051150	04/18/2019	04/18/2019				\$1,500.00
	04/26/2019	A00200498	Office Depot	P0051198	04/24/2019	04/24/2019				\$54.83
		A00200698	Jones, Diane M.	P0051214	04/25/2019	04/25/2019				\$14.99
	04/30/2019	A00200498	Office Depot	P0051253	04/30/2019	04/30/2019				\$138.50
		A00269582	Jiles, Michael Lee.	P0051249	04/30/2019	04/30/2019				\$85.00
				P0051258	04/30/2019	04/30/2019				\$69.23

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							TOTAL USER			\$33,981.13
DHICKS	04/01/2019	A00200161	CDW-G	P0050939	03/27/2019	03/27/2019				\$363.74
	04/02/2019	A00200400	Stinson's	P0050953	03/28/2019	03/28/2019				\$324.81
	04/08/2019	A00200161	CDW-G	P0051028	04/04/2019	04/04/2019				\$59.31
		A00200400	Stinson's	P0051035	04/04/2019	04/04/2019				\$203.80
		A00294059	Prestage, Andrew Edgar.	P0051021	04/03/2019	04/03/2019				\$13.38
		A00200481	Sehi Computer Products	P0051043	04/05/2019	04/05/2019				\$3,642.18
		A00200400	Stinson's	P0051022	04/03/2019	04/03/2019				\$195.69
	04/12/2019	A00200161	CDW-G	P0051065	04/09/2019	04/09/2019				\$181.92
		A00200400	Stinson's	P0051094	04/10/2019	04/10/2019				\$720.29
	04/16/2019	A00211077	Strata Information Group	P0051092	04/10/2019	04/10/2019				\$1,742.50
		A00248932	Abtech	P0051117	04/15/2019	04/15/2019				\$2,900.00
		A00264649	Convergint Technologies, LLC	P0051081	04/10/2019	04/10/2019				\$4,027.00
	04/18/2019	A00200119	C.A. Reding Company, Inc.	P0051110	04/12/2019	04/12/2019				\$9,223.50
	04/22/2019	A00200400	Stinson's	P0051174	04/22/2019	04/22/2019				\$115.21
		A00200481	Sehi Computer Products	P0051167	04/22/2019	04/22/2019				\$1,314.02
	04/24/2019	A00200400	Stinson's	P0051199	04/24/2019	04/24/2019				\$324.81
		A00200393	Sparkletts	P0051128	04/16/2019	04/16/2019				\$400.00
		A00308862	CableTiesAndMore	P0051116	04/12/2019	04/12/2019				\$152.14
		A00200065	B & H Photo-Video, Inc.	P0051134	04/17/2019	04/17/2019				\$500.00
		A00200624	Gibson, Mark D.	P0051163	04/18/2019	04/18/2019				\$33.00
		A00270912	Gonzalez, Gustavo	P0051162	04/18/2019	04/18/2019				\$33.00
	04/25/2019	A00200481	Sehi Computer Products	P0051229	04/25/2019	04/25/2019				\$955.16
	04/26/2019	A00200400	Stinson's	P0051236	04/26/2019	04/26/2019				\$485.75
	04/30/2019	A00200400	Stinson's	P0051260	04/30/2019	04/30/2019				\$766.29
		A00303183	Southern Computer Warehouse,	P0051147	04/18/2019	04/18/2019				\$8,644.19
							TOTAL USER			\$37,321.69
DRIOS	04/01/2019	A00087736	Davis, Jeanette M.	P0050934	03/27/2019	03/27/2019				\$20.00
		A00300405	Markovits, Aaron	P0050941	03/27/2019	03/27/2019				\$1,000.00
				P0050942	03/27/2019	03/27/2019				\$15.00
				P0050944	03/27/2019	03/27/2019				\$390.00
	04/08/2019	A00201272	Owens, Patricia A.	P0051001	04/02/2019	04/02/2019				\$40.00
		A00099735	Burch, Kelsey	P0050992	04/02/2019	04/02/2019				\$14.50
		A00200354	Wells, Susan J.	P0050991	04/02/2019	04/02/2019				\$314.00
				P0050993	04/02/2019	04/02/2019				\$314.00
		A00200862	Taft College Bookstore	P0050985	04/02/2019	04/02/2019				\$243.77
		A00201172	Waugh, Victoria A.	P0050988	04/02/2019	04/02/2019				\$45.24
		A00246612	Mora, Karina	P0050997	04/02/2019	04/02/2019				\$18.00
		A00300143	Wootten, Laurie A.	P0050959	03/29/2019	03/29/2019				\$26.62

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				P0050960	03/29/2019	03/29/2019				\$26.00	
				P0050961	03/29/2019	03/29/2019				\$26.00	
				P0050962	03/29/2019	03/29/2019				\$26.00	
		A00200862	Taft College Bookstore	P0051006	04/02/2019	04/02/2019				\$343.56	
		A00206044	Owens, Warren Roscoe.	P0051003	04/02/2019	04/02/2019				\$40.00	
		A00243171	Lewis, Donna Gay.	P0051004	04/02/2019	04/02/2019				\$40.00	
	04/16/2019	A00200354	Wells, Susan J.	P0051103	04/11/2019	04/11/2019				\$279.59	
		A00200374	Patterson, Paula R.	P0051122	04/15/2019	04/15/2019				\$66.74	
		A00201172	Waugh, Victoria A.	P0051121	04/15/2019	04/15/2019				\$44.23	
	04/19/2019	A00285838	Sammy's Detail	P0050691	03/07/2019	03/07/2019				\$105.00	
				P0051164	04/19/2019	04/19/2019				\$105.00	
		A00308718	Santa Barbara County SELPA	P0051165	04/19/2019	04/19/2019				\$10.00	
	04/23/2019	A00200990	Reich, Tristina R.	P0051188	04/23/2019	04/23/2019				\$49.95	
		A00280910	Independent Living Center of	P0051186	04/23/2019	04/23/2019				\$354.44	
							-----				
							TOTAL USER				\$3,957.64
GDUNHAM	04/01/2019	A00292936	Albertson's LLC	P0050945	03/28/2019	03/28/2019				\$5.00	
	04/03/2019	A00200522	Pepsi-Cola Company	P0050998	04/02/2019	04/02/2019				\$867.92	
		A00280401	Flowers Baking Co of Henders	P0050999	04/02/2019	04/02/2019				\$31.28	
	04/05/2019	A00280401	Flowers Baking Co of Henders	P0051041	04/05/2019	04/05/2019				\$64.32	
	04/10/2019	A00200307	Farmer Bros. Company	P0051091	04/10/2019	04/10/2019				\$487.77	
		A00200522	Pepsi-Cola Company	P0051090	04/10/2019	04/10/2019				\$981.85	
		A00280401	Flowers Baking Co of Henders	P0051089	04/10/2019	04/10/2019				\$331.28	
	04/11/2019	A00200284	U.S. Foods	P0051097	04/11/2019	04/11/2019				\$8,987.12	
		A00200417	Sysco Food Service of Ventur	P0051093	04/10/2019	04/10/2019				\$19,369.48	
							-----				
							TOTAL USER				\$31,126.02
HCASH	04/03/2019	A00308166	CCCDECO	P0051002	04/02/2019	04/02/2019				\$100.00	
	04/30/2019	A00031249	Avina, Nicole E.	P0051259	04/30/2019	05/10/2019				\$561.11	
							-----				
							TOTAL USER				\$661.11
JEDMAISTON	04/02/2019	A00231833	Ray A. Morgan Company Inc.	P0050947	03/28/2019	03/28/2019				\$250.27	
	04/08/2019	A00200282	True Value Home Center	P0050949	03/28/2019	03/28/2019				\$42.31	
		A00200502	Orange Belt Stages	P0050860	03/22/2019	03/22/2019				\$1,610.00	
				P0050948	03/28/2019	03/28/2019				\$1,515.00	
				P0050982	04/02/2019	04/02/2019				\$1,280.00	
				P0051046	04/05/2019	04/05/2019				\$1,320.00	
		A00293918	A&B Athletics	P0050861	03/22/2019	03/22/2019				\$3,120.98	

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	04/09/2019	A00200119	C.A. Reding Company, Inc.	P0051045	04/05/2019	04/05/2019			\$122.64
	04/24/2019	A00200498	Office Depot	P0051191	04/24/2019	04/24/2019			\$69.46
	04/25/2019	A00200502	Orange Belt Stages	P0051210	04/25/2019	04/25/2019			\$1,320.00
				P0051215	04/25/2019	04/25/2019			\$4,080.00
	04/29/2019	A00200498	Office Depot	P0051200	04/24/2019	04/24/2019			\$252.24
		A00275443	WestAir Gases & Equipment In	P0051132	04/16/2019	04/16/2019			\$24.64
									-----
						TOTAL USER			\$15,007.54
JGARRETT	04/04/2019	A00200393	Sparkletts	P0050979	04/02/2019	04/02/2019			\$67.69
	04/05/2019	A00200279	Educational Testing Service	P0051042	04/05/2019	04/05/2019			\$65.00
	04/11/2019	A00200595	NCS Pearson	P0051098	04/11/2019	04/11/2019			\$2,345.00
									-----
						TOTAL USER			\$2,477.69
JMADDING	04/01/2019	A00200498	Office Depot	P0050895	03/25/2019	03/25/2019			\$484.06
		A00270674	Public Agency Law Group	P0050937	03/27/2019	03/27/2019			\$4,191.91
		A00294733	West Kern Adult Education Ne	P0050756	03/13/2019	03/13/2019			\$411,238.00
	04/02/2019	A00282661	Madding, Justin	P0050976	04/01/2019	04/01/2019			\$119.01
	04/05/2019	A00200093	Black/Hall Construction	P0051029	04/04/2019	04/04/2019			\$12,051.46
		A00200112	BSK & Associates, Inc.	P0051030	04/04/2019	04/04/2019			\$2,844.48
		A00200862	Taft College Bookstore	P0051033	04/04/2019	04/04/2019			\$9.64
	04/08/2019	A00306852	DeWalt Corporation	P0051050	04/08/2019	04/08/2019			\$568.00
	04/12/2019	A00200052	AP Architects	P0051052	04/08/2019	04/08/2019			\$14,196.25
	04/16/2019	A00200043	American Express	P0051124	04/15/2019	04/15/2019			\$14,983.63
		A00241336	Benefit Trust Company as Tru	P0051115	04/12/2019	04/12/2019			\$543,900.00
	04/24/2019	A00200308	Federal Express Corporation	P0051195	04/24/2019	04/24/2019			\$67.79
		A00200112	BSK & Associates, Inc.	P0051193	04/24/2019	04/24/2019			\$535.00
				P0051194	04/24/2019	04/24/2019			\$1,179.88
		A00303419	Clear Blue Energy Corporatio	P0051201	04/24/2019	04/24/2019			\$16,520.02
				P0051202	04/24/2019	04/24/2019			\$5,869.47
	04/25/2019	A00200360	Westec	P0051218	04/25/2019	04/25/2019			\$358,575.00
	04/29/2019	A00200308	Federal Express Corporation	P0051239	04/29/2019	04/29/2019			\$114.45
		A00200396	Spurr	P0051204	04/24/2019	04/24/2019			\$8,436.54
									-----
						TOTAL USER			\$1,395,884.59
JROTHGEB	04/01/2019	A00200282	True Value Home Center	P050955	03/29/2019	03/29/2019			\$115.85
		A00283101	Dumont Printing, Inc.	P0050957	03/29/2019	03/29/2019			\$125.98
	04/04/2019	A00200181	City of Taft	P0051027	04/04/2019	04/04/2019			\$48.85
		A00275443	WestAir Gases & Equipment In	P0051026	04/04/2019	04/04/2019			\$515.68
	04/05/2019	A00200107	Bright House Networks	P0051036	04/05/2019	04/05/2019			\$309.93

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	04/08/2019	A00200393	Sparkletts	P0051054	04/08/2019	04/08/2019			\$112.38
	04/12/2019	A00275443	WestAir Gases & Equipment In	P0051038	04/05/2019	04/05/2019			\$652.55
	04/15/2019	A00200508	P. G. & E.	P0051118	04/15/2019	04/15/2019			\$431.27
	04/22/2019	A00231833	Ray A. Morgan Company Inc.	P0051130	04/16/2019	04/16/2019			\$107.67
	04/26/2019	A00243766	Tweedy, Allisa Marie.	P0051235	04/26/2019	04/26/2019			\$194.65
		A00280086	Rothgeb, Julie J.	P0051232	04/26/2019	04/26/2019			\$40.00
	04/29/2019	A00200355	West Kern Water District	P0051240	04/29/2019	04/29/2019			\$68.00
		A00277845	Double D Cleaning Service	P0051243	04/29/2019	04/29/2019			\$265.00
									-----
						TOTAL USER			\$2,987.81
KEHELMS	04/01/2019	A00227772	MBS Textbook Exchange, Inc.	P0050903	03/26/2019	03/26/2019			\$1,575.71
	04/10/2019	A00201549	Harper Collins Publishers	P0051075	04/09/2019	04/09/2019			\$214.26
		A00234628	MPS	P0051072	04/09/2019	04/09/2019			\$1,558.02
		A00252518	CB Announcements/Balfour	P0051070	04/09/2019	04/09/2019			\$1,599.37
		A00308171	Margie Holds Court	P0051074	04/09/2019	04/09/2019			\$301.00
		A00200428	Taft District Chamber of Com	P0051088	04/10/2019	04/10/2019			\$250.00
		A00210970	University Frames, Inc.	P0051078	04/09/2019	04/09/2019			\$62.78
		A00275443	WestAir Gases & Equipment In	P0051076	04/09/2019	04/09/2019			\$24.64
	04/18/2019	A00200243	Dick Blick	P0051140	04/17/2019	04/17/2019			\$47.94
		A00200498	Office Depot	P0051137	04/17/2019	04/17/2019			\$59.20
		A00258702	Martinson, Larry	P0051143	04/17/2019	04/17/2019			\$5,011.00
		A00258705	El Dorado Trading Group	P0051141	04/17/2019	04/17/2019			\$329.50
		A00275443	WestAir Gases & Equipment In	P0051142	04/17/2019	04/17/2019			\$24.64
		A00307514	Great River Learning	P0051139	04/17/2019	04/17/2019			\$2,693.25
	04/23/2019	A00200016	4Imprint	P0051155	04/18/2019	04/18/2019			\$631.01
		A00200521	Pens Etc.	P0051157	04/18/2019	04/18/2019			\$110.08
		A00200522	Pepsi-Cola Company	P0051158	04/18/2019	04/18/2019			\$31.20
		A00200668	Houghton Mifflin Company	P0051151	04/18/2019	04/18/2019			\$124.99
		A00234793	Southwest Signs	P0051154	04/18/2019	04/18/2019			\$393.00
		A00237176	SSD Systems	P0051153	04/18/2019	04/18/2019			\$29.60
		A00279103	Yabla, Inc.	P0051156	04/18/2019	04/18/2019			\$4,660.20
	04/24/2019	A00292796	Safe 1 Credit Union	P0051177	04/23/2019	04/23/2019			\$136.82
		A00238748	RR Donnelley	P0051182	04/23/2019	04/23/2019			\$797.24
	04/25/2019	A00286901	WinCraft, Incorporated	P0051228	04/25/2019	04/25/2019			\$667.89
		A00292925	indiCo, LLC	P0051192	04/24/2019	04/24/2019			\$146.56
	04/30/2019	A00247606	Collegiate Pacific	P0051248	04/30/2019	04/30/2019			\$745.55
									-----
						TOTAL USER			\$22,225.45
KHELMS	04/10/2019	A00201051	Central Sanitary Supply	P0051084	04/10/2019	04/10/2019			\$1,672.32
				P0051085	04/10/2019	04/10/2019			\$119.27

# Taft College Purchase Order Activity Report

1-April-2019 through 30-April-2019

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
		A00256341	Terminix	P0051083	04/10/2019	04/10/2019				\$435.00
	04/23/2019	A00200259	Driller Printers	P0051184	04/23/2019	04/23/2019				\$169.46
		A00200417	Sysco Food Service of Ventur	P0051183	04/23/2019	04/23/2019				\$40.61
	04/25/2019	A00201051	Central Sanitary Supply	P0051211	04/25/2019	04/25/2019				\$104.73
							-----			
							TOTAL USER			\$2,541.39
MBLANCO	04/03/2019	A00200985	Rangel-Escobedo, Juana R.	P0050987	04/02/2019	04/02/2019				\$118.32
		A00211659	Flachmann, Christopher M.	P0050986	04/02/2019	04/02/2019				\$115.00
		A00200437	Anderson, Amber Denise.	P0050978	04/01/2019	04/01/2019				\$1,250.00
	04/10/2019	A00283101	Dumont Printing, Inc.	P0050830	03/19/2019	03/19/2019				\$84.73
		A00200985	Rangel-Escobedo, Juana R.	P0051061	04/08/2019	04/08/2019				\$9.99
		A00201143	Brown, Elizabeth J.	P0050983	04/02/2019	04/02/2019				\$485.00
	04/12/2019	A00200627	Gonzalez, Lourdes	P0051096	04/10/2019	04/10/2019				\$27.16
	04/24/2019	A00283101	Dumont Printing, Inc.	P0051206	04/24/2019	04/24/2019				\$99.16
	04/26/2019	A00200437	Anderson, Amber Denise.	P0051233	04/26/2019	04/26/2019				\$1,650.00
	04/29/2019	A00273790	Sandoval, Karen Yesenia.	P0051181	04/23/2019	04/23/2019				\$85.00
		A00285770	Valley Graphics and Screenpr	P0051219	04/25/2019	04/25/2019				\$241.21
		A00286363	Cuatianquiz Tlachi, Mirelly	P0051109	04/12/2019	04/12/2019				\$85.00
							-----			
							TOTAL USER			\$4,250.57
MSANCHEZ	04/01/2019	A00203295	Santa Barbara City College	P0050932	03/27/2019	03/27/2019				\$1,050.00
		A00200627	Gonzalez, Lourdes	P0050973	04/01/2019	04/01/2019				\$175.00
		A00241620	Sanchez, Morgan Elaine.	P0050972	04/01/2019	04/01/2019				\$125.00
	04/08/2019	A00200862	Taft College Bookstore	P0051023	04/03/2019	04/03/2019				\$151.13
	04/10/2019	A00200627	Gonzalez, Lourdes	P0051055	04/08/2019	04/08/2019				\$27.16
	04/29/2019	A00200608	The Fort Preservation Societ	P0051197	04/24/2019	05/16/2019				\$300.00
	04/30/2019	A00200862	Taft College Bookstore	P0051149	04/18/2019	04/18/2019				\$1,604.73
							-----			
							TOTAL USER			\$3,433.02
MTOFTE	04/09/2019	A00200119	C.A. Reding Company, Inc.	P0051051	04/08/2019	04/08/2019				\$1,286.60
	04/30/2019	A00200498	Office Depot	P0051255	04/30/2019	04/30/2019				\$81.38
							-----			
							TOTAL USER			\$1,367.98
MWHITE	04/02/2019	A00202449	Kern County Fire Department	P0050974	04/01/2019	04/01/2019				\$90.00
	04/03/2019	A00203579	Alcorn Aire, Inc.	P0050975	04/01/2019	04/01/2019				\$1,115.60
	04/04/2019	A00200017	A.P.I. Plumbing	P0051010	04/03/2019	04/03/2019				\$684.26
	04/05/2019	A00200282	True Value Home Center	P0051031	04/04/2019	04/04/2019				\$855.04
	04/08/2019	A00308756	Montgomery Hardware Co.	P0051049	04/08/2019	04/08/2019				\$348.48

# Taft College Purchase Order Activity Report

1-April-2019 through 30-April-2019

FY 18-19

USER ID	ACTIVITY DATE	VENDOR		PURCHASE ORDER		PURCHASE ORDER	CL	C	A
		NUMBER	NAME	NUMBER	DATE				
	04/09/2019	A00200629	Grainger	P0051064	04/09/2019	04/09/2019			\$35.43
		A00201081	Westside Waste Management Co	P0051059	04/08/2019	04/08/2019			\$2,000.00
		A00308113	Central Cal Surveys, LLC	P0051057	04/08/2019	04/08/2019			\$350.00
		A00201257	Jones, Christopher Z.	P0051062	04/09/2019	04/09/2019			\$18.22
		A00295928	Mike's Fencing, Inc.	P0051073	04/09/2019	04/09/2019			\$20,540.00
	04/10/2019	A00293117	Michael Flooring Inc.	P0051086	04/10/2019	04/10/2019			\$19,323.90
	04/11/2019	A00200311	Ferguson Enterprises, Inc.	P0051099	04/11/2019	04/11/2019			\$1,380.33
	04/12/2019	A00200431	Taft Plumbing Co., Inc.	P0051104	04/11/2019	04/11/2019			\$5,833.63
		A00280761	County of Kern Public Works	P0051107	04/12/2019	04/12/2019			\$500.00
		A00283101	Dumont Printing, Inc.	P0051106	04/11/2019	04/11/2019			\$99.16
	04/15/2019	A00200423	Taft City School District	P0051011	04/03/2019	04/03/2019			\$765.16
		A00298573	SmartSign	P0051119	04/15/2019	04/15/2019			\$286.22
		A00308756	Montgomery Hardware Co.	P0051071	04/09/2019	04/09/2019			\$10,341.44
	04/16/2019	A00238497	All-Tech Electronic Systems,	P0051125	04/16/2019	04/16/2019			\$385.00
	04/17/2019	A00200722	Knight's Services, Inc.	P0051131	04/16/2019	04/16/2019			\$3,733.91
		A00243358	SchoolDude.com	P0051135	04/17/2019	04/17/2019			\$5,336.65
	04/18/2019	A00308113	Central Cal Surveys, LLC	P0051152	04/18/2019	04/18/2019			\$750.00
	04/22/2019	A00202440	Ron's Mobile Home Service In	P0051160	04/18/2019	04/18/2019			\$24,900.00
		A00200620	Geary Pacific Supply	P0051173	04/22/2019	04/22/2019			\$4,236.50
	04/23/2019	A00200309	United Refrigeration, Inc.	P0051175	04/23/2019	04/23/2019			\$121.49
		A00201122	Home Depot Credit Services	P0051176	04/23/2019	04/23/2019			\$101.19
	04/24/2019	A00295928	Mike's Fencing, Inc.	P0051189	04/24/2019	04/24/2019			\$20,540.00
		A00200423	Taft City School District	P0051146	04/18/2019	04/18/2019			\$3,042.81
	04/25/2019	A00234624	Garcia Roofing, Inc.	P0051227	04/25/2019	04/25/2019			\$37,055.00
	04/30/2019	A00200423	Taft City School District	P0051247	04/30/2019	04/30/2019			\$550.75
		A00238497	All-Tech Electronic Systems,	P0051257	04/30/2019	04/30/2019			\$7,845.00
									-----
						TOTAL USER			\$173,165.17
NFIGUEROA	04/01/2019	A00292767	Johnson, Patric	P0050919	03/26/2019	03/26/2019			\$165.00
	04/02/2019	A00285762	Association of Chief Busines	P0050984	04/02/2019	04/02/2019			\$385.00
		A00290343	Bauer, Amanda M.	P0050981	04/02/2019	04/02/2019			\$497.92
	04/17/2019	A00200419	T.C. Clearing Account	P0051129	04/16/2019	04/16/2019			\$7,108.88
	04/24/2019	A00205963	Valencia, Leovi Marisol.	P0051178	04/23/2019	04/23/2019			\$42.57
				P0051179	04/23/2019	04/23/2019			\$55.19
		A00282401	Fred Pryor Seminars	P0051180	04/23/2019	04/23/2019			\$149.00
	04/26/2019	A00200360	Westec	P0051230	04/26/2019	04/26/2019			\$170.00
									-----
						TOTAL USER			\$8,573.56
RWELBORN	04/01/2019	A00200862	Taft College Bookstore	P0050969	03/29/2019	03/29/2019			\$28.95

# Taft College Purchase Order Activity Report

1-April-2019 through 30-April-2019

FY 18-19

USER ID	ACTIVITY DATE	VENDOR		PURCHASE ORDER		PURCHASE ORDER	CL	C	A
		NUMBER	NAME	NUMBER	DATE				
	04/03/2019	A00200862	Taft College Bookstore	P0050980	04/02/2019	04/02/2019			\$69.47
	04/08/2019	A00200795	NASFAA	P0051040	04/05/2019	04/05/2019			\$1,654.00
	04/10/2019	A00200862	Taft College Bookstore	P0051048	04/08/2019	04/08/2019			\$250.77
	04/12/2019	A00200419	T.C. Clearing Account	P0051100	04/11/2019	04/11/2019			\$1,655.00
	04/29/2019	A00200498	Office Depot	P0051145	04/17/2019	04/17/2019			\$226.84
				P0051161	04/18/2019	04/18/2019			\$675.61
	04/30/2019	A00200862	Taft College Bookstore	P0051246	04/30/2019	04/30/2019			\$106.18
									-----
						TOTAL USER			\$4,666.82
SCRISS	04/02/2019	A00284648	Daniels, Debra	P0050971	04/01/2019	04/01/2019			\$368.48
	04/08/2019	A00200428	Taft District Chamber of Com	P0051032	04/04/2019	04/04/2019			\$90.00
		A00202408	ACCT	P0051025	04/04/2019	04/04/2019			\$4,573.00
	04/11/2019	A00212898	Elections Office	P0051067	04/09/2019	04/09/2019			\$22.93
	04/25/2019	A00280536	Kern Trophies	P0051226	04/25/2019	04/25/2019			\$153.93
									-----
						TOTAL USER			\$5,208.34
TROMANDIA	04/29/2019	A00200498	Office Depot	P0051126	04/16/2019	04/16/2019			\$256.15
									-----
						TOTAL USER			\$256.15
TROWDEN	04/08/2019	A00286529	West Side Family Health Care	P0050891	03/25/2019	03/25/2019			\$223.76
	04/11/2019	A00200238	Department of Justice	P0050918	03/26/2019	03/26/2019			\$416.00
	04/16/2019	A00227738	National Benefit Services, L	P0051127	04/16/2019	04/16/2019			\$504.00
		A00200735	Liebert Cassidy Whitmore	P0050970	03/29/2019	03/29/2019			\$75.00
		A00308503	Newton Software, Inc.	P0051101	04/11/2019	04/11/2019			\$250.00
	04/17/2019	A00200182	City of Taft Police Departme	P0051138	04/17/2019	04/17/2019			\$348.00
		A00200433	Vibul Tangpraphaphorn, M.D.	P0051136	04/17/2019	04/17/2019			\$612.00
		A00250381	California Chamber of Commer	P0051144	04/17/2019	04/17/2019			\$206.86
	04/22/2019	A00200182	City of Taft Police Departme	P0050713	03/08/2019	03/08/2019			\$551.00
		A00200238	Department of Justice	P0050851	03/21/2019	03/21/2019			\$852.00
	04/25/2019	A00200168	Central Valley Occupational	P0051222	04/25/2019	04/25/2019			\$60.00
		A00200182	City of Taft Police Departme	P0051216	04/25/2019	04/25/2019			\$232.00
		A00200238	Department of Justice	P0051217	04/25/2019	04/25/2019			\$399.00
									-----
						TOTAL USER			\$4,729.62



**West Kern Community College District  
Board of Trustees Meeting  
May 8, 2019**

**Agenda Item 13.**

**A. Academic Employment**

**1. 2019-20 Temporary Contract Faculty 10-Month Assignment**

Item	Name	Assignment	Class/Step	Effective Date
a.	Furman, Tori	Career Development Counselor	VII-10	8/19/19 - 5/22/20

**2. 2019-20 Temporary Contract Faculty 12-Month Assignment**

Item	Name	Assignment	Class/Step	Effective Date
a.	Brown, Jill	Coordinator/Counselor of TRIO-Student Support Services	III-9	7/1/19 - 6/30/20
b.	Sundgren, Lori	Pre-Collegiate Success Coordinator	VI-11	7/1/19 - 6/30/20

**3. 2018-19 Extra Duty Assignments**

Item	Name	Assignment	Step	Hourly Rate	Effective Date
a.	Bowman, Leana	CVC-OEI Improving online CTE Pathway Grant	1	\$60.11	3/18/19 - 05/24/19
b.	Brown, Elizabeth	CVC-OEI Improving online CTE Pathway Grant	3	\$70.63	3/18/19 - 05/24/19
↓	Kulzer-Reyes	CVC-OEI Improving online CTE Pathway Grant	3	\$70.63	3/18/19 - 05/24/19
↓	Furman, Tori	CVC-OEI Improving online CTE Pathway Grant	3	\$70.63	3/18/19 - 05/24/19
↓	Layne, David	CVC-OEI Improving online CTE Pathway Grant	3	\$70.63	3/18/19 - 05/24/19
↓	Richards, Kristi	CVC-OEI Improving online CTE Pathway Grant	3	\$70.63	3/18/19 - 05/24/19

**4. 2018-19 Instructor Overload Assignments**

Item	Name	Assignment	Step	Hourly Rate	Total Amount	Effective Date
a.	Dyer, Geoffrey	Senate President & ENGL Courses	3	\$70.63	\$4,802.84	8/20/18-05/24/19

**West Kern Community College District  
Board of Trustees Meeting  
May 8, 2019**

**Agenda Item 13.**

**B. Classified Employment**

Item	Name	Position	%Assignment	Range/Step	Salary	Term	Effective Date
<b>1. Student Services</b>							
a.	Entriakin, Sara	TRIO Technician	Temporary	15A	\$17.76	A/N	4/29/19 - 5/30/19
b.	Entriakin, Sara	TRIO Technician	47.5%	15A	\$1,462.53	12 mo.	6/1/19 - 6/30/19
c.	Rivera, Edward	Testing Technician I	Temporary	13A	\$16.91	A/N	4/18/19 - 6/30/19
d.	Sagasta, Sierra	Equity Techncian	Temporary	20A	\$20.10	A/N	4/18/19 - 6/30/19
e.	Salazar, Apolonia	Working Out of Class, Administrative Assistant	Temporary	7/1	\$1.67	A/N	8/1/18 - 4/9/19
<b>2. Superintendent/President</b>							
a.	Mitchell, Brandy	Administration Clerk - HR	Temporary	13A	\$16.91	A/N	4/8/19 - 6/30/19
b.	Young, Brandy	Working Out of Class in Absence of Director of IR.	Temporary	19/1	\$15.29	A/N	3/16/19 - 6/30/19

**C. Resignations/Retirements**

Item	Name	Position	% Assignment	Range/Step	Salary	Term	Effective Date
a.	Lopez Avina, Melissa	Testing Technician I	--	--	--	--	4/12/19

**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 APRIL 30, 2019**

Account Level	Account Level Description	Adopted Budget	Adjusted Budget	YTD Activity	Encumbrances	Balance
8600	State Revenues	17,053,137	19,643,917	15,115,852	0	4,528,065
8800	Local Revenues	10,556,357	7,965,577	8,092,236	0	-126,659
<b>Summary</b>		<b>27,609,494</b>	<b>27,609,494</b>	<b>23,208,088</b>	<b>0</b>	<b>4,401,406</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 April 30, 2019**

Account Level	Account Level Description	Adopted Budget	Adjusted Budget	YTD Activity	Encumbrances	Balance
1000	Academic Salaries	9,122,991	9,122,991	6,956,986	0	2,166,005
2000	Classified & Other Nonacademic Sala	4,979,580	4,907,974	3,614,786	0	1,293,188
3000	Employee Benefits	6,831,240	6,834,786	5,286,571	96,906	1,451,308
4000	Supplies and Materials	464,396	502,964	288,351	78,679	135,934
5000	Other Operating Expenses & Services	4,697,220	4,572,795	3,099,095	282,221	1,191,479
6000	Capital Outlay	583,279	751,099	296,870	222,205	232,024
7000	Other Outgo	531,789	532,236	71,496	2,291	458,449
7200	Transfers	399,000	399,000	399,000	0	0
<b>Summary</b>		<b>27,609,495</b>	<b>27,623,845</b>	<b>20,013,156</b>	<b>682,302</b>	<b>6,928,387</b>

**Disbursement Register of Expenditures Greater than \$10,000  
For the Month of April 2019**

Check Number	Check Date	Vendor Name	Description	Net Amount
78041828	04/02/2019	CCLC	CCLC Database Renewal for 19/20 year	20,289.40
78041879	04/02/2019	Taft College Bookstore	EOPS Spring 19 Bookservice	24,062.63
78041893	04/02/2019	West Kern Adult Education Network JPA	18/19 Fiscal Year Funding	201,588.00
78041895	04/02/2019	Westec	WESTEC - 18-19 Open PO for 300 FTES	89,643.75
78041895	04/02/2019	Westec	WESTEC - 18-19 Open PO for 300 FTES	89,643.75
78041915	04/05/2019	Iron Nikkel Steel Builders	Iron Nikkel - Gym Storage Building Project	37,900.00
78041918	04/05/2019	Lozano Smith, LLP	Legal Retainer per Contract	10,000.00
78041924	04/05/2019	P. G. & E.	PG&E - District - New open PO (Old PO closed)	14,139.07
78041935	04/05/2019	Sysco Food Service of Ventura	Food 179783665, 179785548, 179790101	11,033.95
78041941	04/05/2019	West Kern Adult Education Network JPA	WKAEN-18-19 Apportionment - Oct, Nov, Dec 2018	411,238.00
78041952	04/12/2019	Black/Hall Construction	Black Hall Construction - S-4 - Pay App #4	12,051.46
78041977	04/12/2019	P. G. & E.	PG&E - District - New open PO (Old PO closed)	15,691.27
78042005	04/18/2019	American Express	AMEX - March charges	14,983.63
78042030	04/18/2019	John Karwoski	John Karwoski - Open PO 18-19	10,920.00
78042081	04/25/2019	AARP Health Care Options	2018-19 AARP Retiree Medicare Supplemental Ins.	11,265.74
78042086	04/25/2019	AP Architects	AP Architects - Master Planning - March	14,196.25
78042092	04/25/2019	Benefit Trust Company as Trustee for: WI	Futuris Benefit Trust - GASB 74/75 Contribution	543,900.00
78042151	04/25/2019	United Healthcare Insurance Company	2018-19 Retiree Supplemental RX plan	22,515.56
				<b>1,555,062.46</b>

**ASO 2018/19**  
**Balance Sheet**  
As of April 30, 2019

April 30, 2019

**ASSETS**

Current Assets

Checking/Savings

ASB Chevron 199,422.74

ASB Chevron - Savings 143.42

Total Checking/Savings 199,566.16

Total Current Assets 199,566.16

**TOTAL ASSETS** 199,566.16

**LIABILITIES & EQUITY**

Equity

Restricted Funds

Anime and Above 251.00

Art Club 834.00

ASO Athletics 29,470.11

ASO General - Interest 7.97

ASO General - Operating 107,049.02

ASSE 385.43

Baseball Club 2,091.67

Best Buddies 3,606.27

Cougar Echo 773.50

CRU 418.26

D.H. GENERAL

D.H. CLASS OF 2019 2,208.50

D.H. CLASS OF 2020 1,712.13

D.H. GENERAL - Other 1,717.53

Total D.H. GENERAL 5,638.16

ECE 1,130.79

Golf Club - Mens 1,365.00

Golf Club - Womens 2,308.01

Literary Club 1,121.53

NSLS Club 2,308.80

On Our Own 1,087.68

Performing Arts 2,411.62

Phi Theta Kappa 271.92

Roleplaying Game Club -325.87

Soccer Club - Mens 2,410.73

Soccer Club - Womens 1,349.01

Social Science/ Research 850.26

Softball Fund 2,039.52

Spectrum 1,680.75

STEM 2,533.59

**ASO 2018/19**  
**Balance Sheet**  
**As of April 30, 2019**

	<u>April 30, 2019</u>
TC Cares	609.00
TIL Reunion	1,461.73
Uniform Replacement	20,078.61
Veterans Club	305.86
Women's Athletic Club	3,841.11
Women's Basketball Club	<u>201.12</u>
<b>Total Restricted Funds</b>	<u>199,566.16</u>
<b>Total Equity</b>	<u>199,566.16</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>199,566.16</u></u>

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
 SEC.26900-26902 GOV.CODE

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Apr 04, 2019 10:20:38AM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 DEPT NO. 0886  
 EROD NO. 495303

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 **\$123,162.00**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
CAL GRANT FUNDS	84097	0886	5490	\$123,162.00	\$123,162.00

TOTAL DEPOSIT: **\$123,162.00**

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$123,162.00 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00**  
 NOTES: DEPOSIT #190136

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: 04/04/2019 To 04/04/2019  
 Transaction Number from: 190136 To 190136  
 Date entered from: 00/00/0000 To 99/99/9999

J29373 DC0100 L.00.01 04/04/19 PAGE

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
190136	04/04/2019	04/04/2019	WKCCD DEPOSIT		123,162.00
1.	78	CAL GRANT FUNDS		12554-353-8641-64600	123,162.00
				ENTERED BY: MDJB UNAPPROVED	
				TOTAL AMOUNT	123,162.00
				DISTRICT TOTAL	123,162.00
				GRAND TOTAL	123,162.00

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
SEC.26900-26902 GOV.CODE

USER NAME  
Mindy Jewell  
SUBMIT DATE  
Apr 04, 2019 10:21:48AM  
PROCESS DATE  
NOT PROCESSED AT  
THIS TIME  
EROD NO.  
495304

DEPT NO.  
0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE  
THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL  
IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$2,508.87**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE	84698	0886	5490	\$2,508.87	\$2,508.87

TOTAL DEPOSIT: **\$2,508.87**

**GENERAL DEPOSIT NOTES:**

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$2,508.87 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT  
CARD: \$0.00  
NOTES: DEPOSIT #190137

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: 04/04/2019 To 04/04/2019  
 Transaction Number from: 190137 To 190137  
 Date entered from: 00/00/0000 To 99/99/9999

J29374 DC0100 L.00.01 04/04/19 PAG

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
190137	04/04/2019	04/04/2019	WKCCD DEPOSIT		2,508.87
1.	78	BOOKSTORE SALES		31000-423-8841-69100	2,508.87
				ENTERED BY: MDJB UNAPPROVED	
				TOTAL AMOUNT	2,508.87
				DISTRICT TOTAL	2,508.87
				GRAND TOTAL	2,508.87

078 WEST KERN COMM. COLLEGE  
WKCCD DEPOSIT

DEPOSIT TRANSACTIONS  
Date last used from: 04/04/2019 To 04/04/2019  
Transaction Number from: 190138 To 190138  
Date entered from: 00/00/0000 To 99/99/9999

J29375 DC0100 L.00.01 04/04/19 PAG

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
190138	04/04/2019	04/04/2019	WKCCD DEPOSIT		
1.	78	STUDENT RECEIPTS		11000-000-9161-00000	
				ENTERED BY: MDJB UNAPPROVED	12,245.00
				TOTAL AMOUNT	12,245.00
				DISTRICT TOTAL	12,245.00
				GRAND TOTAL	12,245.00

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
 SEC.26900-26902 GOV.CODE

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Apr 04, 2019 10:22:49AM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 EROD NO.  
 495305

DEPT NO.  
 0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE  
 THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL  
 IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$12,245.00**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
STUDENT RECEIPTS	84096	0886	5490	\$12,245.00	\$12,245.00

TOTAL DEPOSIT: **\$12,245.00**

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$12,245.00 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00**  
**NOTES: DEPOSIT #190138**

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

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
 SEC.26900-26902 GOV.CODE

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Apr 04, 2019 10:26:43AM  
 PROCESS DATE  
**NOT PROCESSED AT  
 THIS TIME**  
 EROD NO.  
 495306

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 \$13,119.64

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$3,410.75	\$3,410.75
RESTRICTED FUND	84097	0886	5490	\$7,906.69	\$7,906.69
CAFETERIA	84699	0886	5490	\$1,802.20	\$1,802.20

TOTAL DEPOSIT: **\$13,119.64**

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$13,119.64 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT  
 CARD: \$0.00  
 NOTES: DEPOSIT #190139**

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: 04/04/2019 To 04/04/2019  
 Transaction Number from: 190139 To 190139  
 Date entered from: 00/00/0000 To 99/99/9999

J29376 DC0100 L.00.01 04/04/19 PAG:

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
190139	04/04/2019	04/04/2019	WKCCD DEPOSIT		
				ENTERED BY: MDJB	UNAPPROVED
1.	78	TESTING		11000-306-8892-49306	1,600.00
2.	78	INSURANCE REIMBURSEMENTS		11000-412-8876-67300	766.80
3.	78	REIMBURSEMENT		11000-113-5710-67801	281.85
4.	78	REIMBURSEMENT		11000-411-4310-67300	15.00
5.	78	TRANSCRIPT FEES		11000-000-8879-00000	747.10
6.	78	REIMBURSEMENT		12000-114-8892-70999	5,906.69
7.	78	REIMBURSEMENT		12417-209-8821-09011	2,000.00
8.	78	CAFETERIA SALES		32000-422-8841-69400	1,802.20
				TOTAL AMOUNT	13,119.64
				DISTRICT TOTAL	13,119.64
				GRAND TOTAL	13,119.64

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
 SEC.26900-26902 GOV.CODE

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Apr 11, 2019 10:28:44AM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 EROD NO.  
 495911

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 **\$9,074.00**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE	84698	0886	5490	\$9,074.00	\$9,074.00

TOTAL DEPOSIT: **\$9,074.00**

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$9,074.00 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00**  
 NOTES: DEPOSIT #190140

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: 04/11/2019 To 04/11/2019  
Transaction Number from: 190140 To 190140  
Date entered from: 00/00/0000 To 99/99/9999

J33603 DC0100 L.00.01 04/11/19 PAG1

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
190140	04/11/2019	04/11/2019	WKCCD DEPOSIT		
1.	78	BOOKSTORE SALES		31000-423-8841-69100	
				ENTERED BY: MDJB UNAPPROVED	9,074.00
				TOTAL AMOUNT	9,074.00
				DISTRICT TOTAL	9,074.00
				GRAND TOTAL	9,074.00

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
SEC.26900-26902 GOV.CODE

USER NAME  
Mindy Jewell  
SUBMIT DATE  
Apr 11, 2019 10:29:46AM  
PROCESS DATE  
NOT PROCESSED AT  
THIS TIME  
EROD NO.  
495913

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 \$6,291.00

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
STUDENT RECEIPTS	84096	0886	5490	\$6,291.00	\$6,291.00

TOTAL DEPOSIT: \$6,291.00

**GENERAL DEPOSIT NOTES:**

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$6,291.00 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT  
CARD: \$0.00  
NOTES: DEPOSIT #190141

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: 04/11/2019 To 04/11/2019  
Transaction Number from: 190141 To 190141  
Date entered from: 00/00/0000 To 99/99/9999

J33605 DC0100 L.00.01 04/11/19 PAG

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
190141	04/11/2019	04/11/2019	WKCCD DEPOSIT		
1.	78	STUDENT RECEIPTS		11000-000-9161-00000	
				ENTERED BY: MDJB UNAPPROVED	6,291.00
				TOTAL AMOUNT	6,291.00
				DISTRICT TOTAL	6,291.00
				GRAND TOTAL	6,291.00

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
 SEC.26900-26902 GOV.CODE

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Apr 11, 2019 10:31:44AM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 EROD NO.  
 495915

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 **\$46,806.66**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$44,156.17	\$44,156.17
RESTRICTED FUND	84097	0886	5490	\$1,010.60	\$1,010.60
CAFETERIA	84699	0886	5490	\$1,639.89	\$1,639.89

TOTAL DEPOSIT: **\$46,806.66**

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$46,806.66 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00 NOTES: DEPOSIT #190142**

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: 04/11/2019 To 04/11/2019  
 Transaction Number from: 190142 To 190142  
 Date entered from: 00/00/0000 To 99/99/9999

J33606 DC0100 L.00.01 04/11/19 PAG

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL DESCR			
190142	04/11/2019	04/11/2019	WKCCD DEPOSIT		
				ENTERED BY: MDJB	UNAPPROVED
1.	78	TESTING	11000-306-8889-49306		1,890.00
2.	78	INSURANCE REIMBURSEMENTS	11000-412-8876-67300		204.00
3.	78	REIMBURSEMENT	11000-352-4310-69610		524.17
4.	78	REIMBURSEMENT	11000-352-5710-69610		38.00
5.	78	OPEB	11000-000-9551-00000		41,500.00
6.	78	DH CLINIC REVENUE	12650-205-8892-12042		960.00
7.	78	REIMBURSEMENT	12651-205-8892-12042		50.60
8.	78	CAFETERIA SALES	32000-422-8841-69400		1,639.89
				TOTAL AMOUNT	46,806.66
				DISTRICT TOTAL	46,806.66
				GRAND TOTAL	46,806.66

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
 SEC.26900-26902 GOV.CODE

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Apr 19, 2019 10:48:35AM  
 PROCESS DATE  
**NOT PROCESSED AT  
 THIS TIME**  
 EROD NO.  
 496571

DEPT NO.  
 0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE  
 THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY **WEST KERN COMMUNITY COLLEGE DIST-GENERAL**  
 IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$2,926.00**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
CAL GRANT FUNDS	84097	0886	5490	\$2,926.00	\$2,926.00

TOTAL DEPOSIT: **\$2,926.00**

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$2,926.00 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00**  
 NOTES: DEPOSIT #190147

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: 04/19/2019 To 04/19/2019  
Transaction Number from: 190147 To 190147  
Date entered from: 00/00/0000 To 99/99/9999

J37790 DC0100 L.00.01 04/19/19 P

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
190147	04/19/2019	04/19/2019	WKCCD DEPOSIT		
1.	78	CAL GRANT FUNDS		12554-353-8641-64600	
				ENTERED BY: MDJB UNAPPROVED	2,926.0
				TOTAL AMOUNT	2,926.0
				DISTRICT TOTAL	2,926.0
				GRAND TOTAL	2,926.0

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
 SEC.26900-26902 GOV.CODE

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Apr 19, 2019 10:46:47AM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 DEPT NO. 0886  
 EROD NO. 496570

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF \$1,306.00

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
CAL GRANT FUNDS	84097	0886	5490	\$1,306.00	\$1,306.00

TOTAL DEPOSIT: \$1,306.00

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$1,306.00 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00**  
 NOTES: DEPOSIT #190146

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

J37789 DC0100 L.00.01 04/19/19 P2

Date last used from: 04/19/2019 To 04/19/2019  
 Transaction Number from: 190146 To 190146  
 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		
190146	04/19/2019	04/19/2019	WKCCD DEPOSIT		1,306.00
1.	78	CAL GRANT FUNDS		12554-353-8641-64600	1,306.00
				ENTERED BY: MDJB UNAPPROVED	
				TOTAL AMOUNT	1,306.00
				DISTRICT TOTAL	1,306.00
				GRAND TOTAL	1,306.00

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
 SEC.26900-26902 GOV.CODE

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Apr 18, 2019 11:58:29AM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 EROD NO.  
 496495

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 **\$27,170.63**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE	84698	0886	5490	\$27,170.63	\$27,170.63

TOTAL DEPOSIT: **\$27,170.63**

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$27,170.63 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT  
 CARD: \$0.00  
 NOTES: DEPOSIT#190143**

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: 04/18/2019 To 04/18/2019  
Transaction Number from: 190143 To 190143  
Date entered from: 00/00/0000 To 99/99/9999

J37509 DC0100 L.00.01 04/18/19 PAG

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
190143	04/18/2019	04/18/2019	WKCCD DEPOSIT		
	1. 78	BOOKSTORE SALES		31000-423-8841-69100	
				ENTERED BY: MDJB UNAPPROVED	27,170.63
				TOTAL AMOUNT	27,170.63
				DISTRICT TOTAL	27,170.63
				GRAND TOTAL	27,170.63

FOJM

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
 SEC.26900-26902 GOV.CODE

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Apr 18, 2019 12:01:22PM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 EROD NO.  
 496496

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 **\$11,461.22**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
STUDENT RECEIPTS	84096	0886	5490	\$11,461.22	\$11,461.22

TOTAL DEPOSIT: \$11,461.22

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$11,461.22 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00**  
 NOTES: DEPOSIT #190144

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: 04/18/2019 To 04/18/2019  
Transaction Number from: 190144 To 190144  
Date entered from: 00/00/0000 To 99/99/9999

J37510 DC0100 L.00.01 04/18/19 PAG

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
190144	04/18/2019	04/18/2019	WKCCD DEPOSIT		
1.	78	STUDENT RECEIPTS		11000-000-9161-00000	
				ENTERED BY: MDJB UNAPPROVED	11,461.22
				TOTAL AMOUNT	11,461.22
				DISTRICT TOTAL	11,461.22
				GRAND TOTAL	11,461.22

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
 SEC.26900-26902 GOV.CODE

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Apr 18, 2019 12:07:46PM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 EROD NO.  
 496497

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 **\$721,353.23**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$52,100.28	\$52,100.28
RESTRICTED FUND	84097	0886	5490	\$568,930.74	\$568,930.74
CHILD DEVELOPMENT	84496	0886	5490	\$95,851.72	\$95,851.72
TIL	84697	0886	5490	\$3,554.06	\$3,554.06
CAFETERIA	84699	0886	5490	\$916.43	\$916.43

TOTAL DEPOSIT: **\$721,353.23**

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$721,353.23 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00**  
 NOTES: DEPOSIT #190145

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

179 WEST KERN COMM. COLLEGE  
 WKCCD DEPOSIT

DEPOSIT TRANSACTIONS

J37511 DC0100 L.00.01 04/18/19 PA

Date last used from: 04/18/2019 To 04/18/2019  
 Transaction Number from: 190145 To 190145  
 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			
190145	04/18/2019	04/18/2019	WKCCD DEPOSIT		
				ENTERED BY: MDJB	UNAPPROVED
1.	78	TESTING	11000-306-8889-49306		20.00
2.	78	INSURANCE REIMBURSEMENTS	11000-412-8876-67300		985.20
3.	78	REIMBURSEMENT	11000-000-8879-00000		15.00
4.	78	TIL BUILDING	11000-599-7360-73100		46,017.72
5.	78	DHS ADMIN	12602-309-8839-64992		2,550.56
6.	78	FEDERAL WORK STUDY (FWP)	12401-353-8153-64600		6,976.50
7.	78	FWS ADMIN ALLOWANCE	12401-353-8151-64600		348.50
8.	78	FIRST 5 KERN	12460-206-8640-12042		296,704.50
9.	78	FSEOG	12000-353-8155-64600		342.00
10.	78	PELL	12000-353-8154-64600		32,437.18
11.	78	SISC REIMBURSEMENT	12601-309-2361-64992		153.75
12.	78	MAA	12375-110-8171-00000		1,697.20
13.	78	MAA	12375-310-8171-00000		3,394.40
14.	78	MAA	12375-314-8171-00000		3,394.40
15.	78	MAA	12375-205-8171-00000		3,394.40
16.	78	MAA	12375-301-8171-00000		3,394.40
17.	78	MAA	12375-401-8171-00000		1,697.20
18.	78	CAFETERIA SALES	32000-422-8841-69400		844.07
19.	78	REIMBURSEMENT	32000-422-2361-69400		72.36
20.	78	CC CHILD CARE FOOD	33429-310-8621-69200		7,153.72
21.	78	CC GENERAL	33428-310-8621-69200		33,199.00
22.	78	CC MIGRANT BILINGUAL	33591-310-8621-69200		7,553.00
23.	78	CC MIGRANT ED GRANT	33588-310-8621-69200		47,946.00
24.	78	TIL	39000-314-8699-64991		3,554.06
25.	78	REIMBURSEMENT	12000-412-8832-00000		212,445.75
26.	78	REIMBURSEMENT	11000-000-7511-00000		5,062.36
				TOTAL AMOUNT	721,353.23
				DISTRICT TOTAL	721,353.23
				GRAND TOTAL	721,353.23

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
SEC.26900-26902 GOV.CODE

USER NAME  
Mindy Jewell  
SUBMIT DATE  
Apr 25, 2019 01:38:08PM  
PROCESS DATE  
NOT PROCESSED AT  
THIS TIME  
EROD NO.  
496987

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 **\$270.79**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE	84698	0886	5490	\$270.79	\$270.79

TOTAL DEPOSIT: **\$270.79**

**GENERAL DEPOSIT NOTES:**

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$270.79 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT  
CARD: \$0.00  
NOTES: DEPOSIT #190148

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: 04/25/2019 To 04/25/2019  
Transaction Number from: 190148 To 190148  
Date entered from: 00/00/0000 To 99/99/9999

J40173 DC0100 L.00.01 04/25/19 PAG

APPROVED AND UNAPPROVED TRANSACTIONS  
NUMBER DATE ENTERED DESCRIPTION -FUND-ORG-ACCT-PROGR- AMOUNT  
LN. DI DETAIL DESCR

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190148	04/25/2019	04/25/2019	WKCCD DEPOSIT		ENTERED BY: MDJB UNAPPROVED	270.79
1.	78	BOOKSTORE SALES		31000-423-8841-69100		270.79
					TOTAL AMOUNT	270.79
					DISTRICT TOTAL	270.79
					GRAND TOTAL	270.79

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
 SEC.26900-26902 GOV.CODE

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Apr 25, 2019 01:39:40PM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 EROD NO.  
 496988

DEPT NO.  
 0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE  
 THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL  
 IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$4,754.00**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
STUDENT RECEIPTS	84096	0886	5490	\$4,754.00	\$4,754.00

TOTAL DEPOSIT: **\$4,754.00**

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$4,754.00 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00**  
 NOTES: DEPOSIT #190149

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: 04/25/2019 To 04/25/2019  
Transaction Number from: 190149 To 190149  
Date entered from: 00/00/0000 To 99/99/9999

J40174 DC0100 L.00.01 04/25/19 PAG

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
190149	04/25/2019	04/25/2019	WKCCD DEPOSIT		
1.	78	STUDENT RECEIPTS		11000-000-9161-00000	
				ENTERED BY: MDJB UNAPPROVED	4,754.00
				TOTAL AMOUNT	4,754.00
				DISTRICT TOTAL	4,754.00
				GRAND TOTAL	4,754.00

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
 SEC.26900-26902 GOV.CODE

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Apr 25, 2019 01:41:49PM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 EROD NO.  
 496989

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 **\$283,899.08**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$551.02	\$551.02
RESTRICTED FUND	84097	0886	5490	\$280,266.19	\$280,266.19
CHILD DEVELOPMENT	84496	0886	5490	\$2,151.00	\$2,151.00
CAFETERIA	84699	0886	5490	\$930.87	\$930.87

TOTAL DEPOSIT: **\$283,899.08**

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$283,899.08 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00**  
 NOTES: DEPOSIT #190150

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: 04/25/2019 To 04/25/2019  
 Transaction Number from: 190150 To 190150  
 Date entered from: 00/00/0000 To 99/99/9999

J40175 DC0100 L.00.01 04/25/19 PAG

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
190150	04/25/2019	04/25/2019	WKCCD DEPOSIT		
				ENTERED BY: MDJB	UNAPPROVED
1.	78	INSURANCE REIMBURSEMENTS		11000-412-8876-67300	163.80
2.	78	REIMBURSEMENT		11000-000-7211-00000	31.65
3.	78	REIMBURSEMENT		11000-000-9511-00000	355.57
4.	78	FSEOG		12000-353-8155-64600	167.00
5.	78	PELL		12000-353-8154-64600	4,244.00
6.	78	REIMBURSEMENT		12642-223-8647-60103	275,855.19
7.	78	CAFETERIA SALES		32000-422-8841-69400	930.87
8.	78	CC GENERAL		33428-310-8621-69200	1,081.00
9.	78	CC STATE PRECHOOL		33528-310-8621-69200	774.00
10.	78	CC MIGRANT BILINGUAL GRANT		33588-310-8621-69200	296.00
				TOTAL AMOUNT	283,899.08
				DISTRICT TOTAL	283,899.08
				GRAND TOTAL	283,899.08

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
 SEC.26900-26902 GOV.CODE

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Apr 30, 2019 10:35:08AM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 DEPT NO.  
 0886  
 EROD NO.  
 497279

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE  
 THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY **WEST KERN COMMUNITY COLLEGE DIST-GENERAL**  
 IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$1,187,767.00**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
APRIL SCHOOL APPORTIONMENT	84096	0886	5490	\$804,510.00	\$804,510.00
APRIL SCHOOL APPORTIONMENT	84097	0886	5490	\$383,257.00	\$383,257.00

TOTAL DEPOSIT: **\$1,187,767.00**

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT:** TTC **ACCOUNT DEPOSITED:** General **CASH:** \$0.00 **CHECKS:** \$0.00 **DIRECT DEPOSIT:** \$1,187,767.00 **CREDIT CARD:** \$0.00  
**NOTES:** DEPOSIT #190151

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: 04/30/2019 To 04/30/2019  
 Transaction Number from: 190151 To 190151  
 Date entered from: 00/00/0000 To 99/99/9999

J42199 DC0100 L.00.01 04/30/19 PAC

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
190151	04/30/2019	04/30/2019	WKCCD DEPOSIT	ENTERED BY: MDJB UNAPPROVED	
1.	78	APRIL	SCHOOL APPORTIONMENT	11000-000-8618-00000	10,057.00
2.	78	APRIL	SCHOOL APPORTIONMENT	11006-201-8633-00000	8,738.00
3.	78	APRIL	SCHOOL APPORTIONMENT	12551-353-8615-64600	3,833.00
4.	78	APRIL	SCHOOL APPORTIONMENT	12551-353-8625-64600	13,384.00
5.	78	APRIL	SCHOOL APPORTIONMENT	12000-303-8622-64300	31,360.00
6.	78	APRIL	SCHOOL APPORTIONMENT	12000-305-8624-64301	3,874.00
7.	78	APRIL	SCHOOL APPORTIONMENT	12000-311-8623-64200	20,667.00
8.	78	APRIL	SCHOOL APPORTIONMENT	12000-311-8660-64200	834.00
9.	78	APRIL	SCHOOL APPORTIONMENT	12600-309-8627-64992	12,471.00
10.	78	APRIL	SCHOOL APPORTIONMENT	12000-319-8644-00000	131,168.00
11.	78	APRIL	SCHOOL APPORTIONMENT	12050-431-8654-00000	2,864.00
12.	78	APRIL	SCHOOL APPORTIONMENT	12060-113-8634-67801	2,864.00
13.	78	APRIL	SCHOOL APPORTIONMENT	12573-353-8691-64600	85,978.00
14.	78	APRIL	SCHOOL APPORTIONMENT	12569-353-8691-64600	13,908.00
15.	78	APRIL	SCHOOL APPORTIONMENT	12000-318-8699-64800	1,164.00
16.	78	APRIL	SCHOOL APPORTIONMENT	12643-223-8647-60103	21,439.00
17.	78	APRIL	SCHOOL APPORTIONMENT	12603-125-8643-68900	59,132.00
18.	78	APRIL	SCHOOL APPORTIONMENT	12000-000-8691-00000	150,273.00
19.	78	APRIL	SCHOOL APPORTIONMENT	11000-000-8612-00000	24,712.00
20.	78	APRIL	SCHOOL APPORTIONMENT	11000-000-8612-00000	761,003.00
TOTAL AMOUNT					1,187,767.00
DISTRICT TOTAL					1,187,767.00
GRAND TOTAL					1,187,767.00

**Date:** April 25, 2019  
**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:** May 8, 2019

**Title of Board Item:**

Report of Investments as of the quarter ended March 31, 2019 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 March 31, 2019. Investments were held at these two institutions as part of the Districts 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 \$2,332,352.71 for its Certificates of Participation accounts as of March 31, 2019. 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 March 31, 2019

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	435,665.71	-	435,750.07
West Kern CCD 2015 Refunding COP Reserve Fund	<b>Investment Agreement, Balance / Assured Guaranty Municipal Corp.</b>	1,896,602.64	-	-	1,896,602.64
<b>Grand Total</b>		1,896,687.00			2,332,352.71

**The Bank of New York Mellon**

July 1, 2018 through March 31, 2019

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

2,332,352.73