

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

December 14, 2016

Cougar Room
(Access Through the Library Entrance)

5:00 p.m.

29 Cougar Court
Taft, California 93268

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

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

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

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

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

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

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

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

3. ADJOURN TO CLOSED SESSION
 - A. Public Employee Appointment/Employment, Government Code Section 54957
 - B. Public Employee Performance Evaluations, Government Code Section 54957
 - C. Public Employee Discipline/Dismissal/Release/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
 - 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. APPROVAL OF MINUTES - Regular Meeting Held November 9, 2016
9. NEW BUSINESS:

Annual Organization Meeting (Items A-C):

- A. Organization of Board of Trustees - Election of President and Secretary
- B. Setting of a Regular Monthly Meeting as Required by Law
- C. Election of Trustee Representative to the Kern County Committee on School District Organization
- D. Second Reading and Request for Approval - Updated Board Policies

#4225 - Course Repetition
#7330 - Communicable Disease
- E. Second Presentation and Request for Approval - Tentative Agreement with Taft College Faculty Association for Compensation for Coaches Driving Athletic

NEW BUSINESS (Continued):

Teams to Events/Games, 2016-17 Academic Salary Schedules, Effective Upon Approval

- F. First Reading - Updated Board Policy #7600 - Campus Security Officers
- G. Request for Ratification - Subcontractor Substitution Request - Demolition Scope of Work for the Student Center Project - From Caglia Demolition & Recycling to Houseley Demolition, Co.

10. CONSENT AGENDA (Items A - U)

- A. Request for Approval - Distance Learning Course Additions

Applied Technologies Division

IES	1050	Hazardous Materials
IES	1532	Industrial Hygiene

Math and Science Division

PSYC	2080	Introduction to Lifespan Psychology
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- B. Request for Approval - New Courses

Applied Technologies Division

IES	1552	Respiratory Protection for Hazardous Materials Handling and Permit Required Confined Spaces
IES	2065	Trainer Course in Occupational Safety and Health Standards
IES	2000	Occupational Safety & Health Capsule

Liberal Arts Division

SPAN	2500	Latin American Culture
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- C. Request for Approval - Course Revisions

Applied Technologies Division

ECON	2120	Principles of Economics - Micro
ECON	2210	Principles of Economics - Macro
MGMT	1530	Conflict Resolution
MGMT	1535	Decision Making and Problem Solving
MGMT	1545	Customer Service
MGMT	1555	Stress Management
IES	1058	Occupational Safety and Health Standards for the Construction Industry

CONSENT (Continued):

IES	1061	Occupational Safety and Health Standards for General Industry
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Math and Science Division

ASTR	1511	Introduction to Astronomy with Lab
PHYS	2222	General Physics II

Liberal Arts Division

ART	1600	Basic Design
ART	2010	Introduction to Printmaking

D. Request for Ratification - Distance Education Additions

Applied Technologies Division

IES	1500	Occupational Health and Safety Compliance
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Math and Science Division

MATH	1540	Precalculus Mathematics
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E. Request for Approval - 2017/18 Residence Hall/Dormitory and Meal Plan Fees

F. Request for Ratification - Grant Agreement with College Futures Foundation, December 6, 2016 - February 3, 2017, the District will Receive a Grant for \$15,000.00 to Prepare for an Application for the Award for Innovation in Higher Education

G. Request for Ratification - Agreement with American Express Commercial Account Program, November 29, 2016, No Annual Fees

H. Request for Ratification - Agreement with Scope Studios to Produce, Film and Edit Videos for Taft College's TIL Program, November 1, 2016 - February 1, 2017, \$18,000.00

I. Request for Ratification - Agreement with Guest Speaker Francis J. Flynn to Present on Communication and Decision Making, December 2, 2016, \$12,000.00

J. Request for Approval - Renewal Agreement with eLumen, Inc. for Assessment and Program Review Data Storage, January 1, 2107 - December 31, 2017, \$8,898.00

K. Request for Approval - IBM/Toshiba Hardware Maintenance Contract for the Registers/Receipts in the Taft College Bookstore , February 1, 2017 - January 31, 2020, \$7,694.07

CONSENT (Continued):

- L. Request for Approval – Agreement with Shannon Jones to Provide Reporting for the TPSID Program, December 15, 2016 – December 30, 2016, \$4,000.00
- M. Request for Approval – Agreement with Pacific West Sound, Inc. to Provide the Sound System and Music for the 2016-17 Graduation Ceremony, May 19, 2017, \$3,100.00
- N. Request for Ratification – Agreement with Christine Brown of Written Productions for On-line Orientation Filming & Production Services, Effective December 6, 2016 for One Day of On-Site Video Filming and Production Services, \$2,300.00
- O. Request for Ratification – Renewal of Eureka Agency/User Site License Contract for Assessment Services, January 1, 2017 – December 31, 2017, \$1,499.63
- P. Request for Ratification – MTS Maintenance Contract Renewal Quote #MTS-200012 for Call Accounting Services, November 28, 2016 – November 27, 2017, \$1,044.75
- Q. Request for Ratification - Agreement with Convergent Technologies for Fire Alarm Monitoring of the ETE (STEM Modular), December 1, 2016 – November 30, 2019, \$800.00
- R. Request for Approval – Maintenance Contract for the Taft College Bookstore Point of Sale (POS) Server with Lenovo, February 1, 2017 – January 31, 2020, \$608.64
- S. Request for Approval – Facility Rental with The Fort Preservation Society for Use of the Fort for the 4th Annual Triple Play Dinner & Auction, Date to be Determined in January 2017, \$1,200.00
- T. Ratification of the November 2016 Vendor Check & Purchase Order Registers
- U. Routine Personnel Items:
 - 1. Request for Conference Attendance and Expenses as of December 14, 2016 and Spring 2017 Proposed Field Trips

11. PUBLIC COMMENT ON ITEMS OF GENERAL INTEREST

12. EMPLOYMENT

- A. Academic Employment (Appendix I)

EMPLOYMENT (Continued):

- B. Classified Employment (Appendix II)
- C. Resignations/Retirements (Appendix II)

13. REPORTS:

- A. Financial Reports (for information):
 - 1. Revenue Accounts (Account Level 1) FY 2016/17
 - 2. Expenditure Accounts (Account Level 1) FY 2016/17
 - 3. Expenditure Detail of \$10,000.00 or Greater, November 2016
 - 4. Student Organization and Special Accounts, November 2016
 - 5. Funds Deposited in County Treasury, November 2016
- B. Trustee Reports
- C. Academic Senate Report
- D. Reports from Staff and Student Organizations

14. REPORT OF THE SUPERINTENDENT

15. NEXT MEETING DATE

The next regular meeting is scheduled for Wednesday, January 11, 2017, at 5:00 p.m.

16. CONTINUATION OF CLOSED SESSION (If Necessary)

17. ADJOURNMENT

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

REGULAR MEETING

November 9, 2016

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

PUBLIC COMMENT ON CLOSED SESSION ITEMS

No comments were heard.

CLOSED SESSION

At 5:02 p.m. it was moved by Trustee Vaughn, seconded by Trustee Campos and unanimously carried, that the Board convene in Closed Session to discuss the District's position regarding the following matters:

- A. Public Employee Appointment/Employment, Government Code Section 54957
- B. Public Employee Performance Evaluations, Government Code Section 54957
- C. Public Employee Discipline/Dismissal/Release/Reassignment, Government Code Section 54957
- D. Conference with Labor Negotiators (Government Code section 54957.6)
Agency Designated Representative: 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
- F. 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 6:00 p.m., it was moved by Trustee Long, seconded by Trustee Campos and unanimously carried, to reconvene in Public Session. President White reported that no action was taken during Closed Session.

PLEDGE OF ALLEGIANCE

President White led the pledge of allegiance.

PUBLIC COMMENT ON OPEN SESSION ITEMS

No comments were heard.

GENERAL COMMUNICATIONS

A letter of gratitude from Dr. Blanca Cavazos, Superintendent of Taft Union High School District, for the participation at the Joint Board meeting held in October (copy is attached to the official minutes).

A note of thank you from Dr. Loretta Garcia-Lipscomb was shared for the flowers from the District in remembrance of her mother, Pearl Garcia.

QUARTERLY INVESTMENT REPORT

District Investment Advisors Mike Urner, of Wells Fargo Advisors, LLC., and Dave Ivarie, of Morgan Stanley, distributed and reviewed the quarterly report of the WKCCD General Obligation Bond Portfolio and Facilities Reserve for the quarter ending September 30, 2016 (copies attached to the official minutes). Mr. Ivarie reviewed the highlights of the Facilities Reserve including income for the quarter of \$94,619.08 and an ending value of \$12,919,292.91. He also noted the projected 12-month portfolio coupon income of \$341,726.00 and \$4,491,363.69 total income earned since inception. Mr. Ivarie reviewed the asset and credit sector allocation and the portfolio maturity distribution, as well as confirming continuing compliance with state code and regulations. He added that the quarter had a slight decrease with a decrease of -0.047% for the quarter and an overall increase of 30.713% since inception of the portfolio.

The General Obligation Bond Portfolio was also reviewed. Mr. Urner reported that the GO Bond Portfolio gained income of \$49,590.04 for the quarter with an ending value of \$9,664,910.74. The projected 12-month portfolio coupon income is \$160,842.00 with \$4,944,381.22 total income earned since inception. Mr. Urner reviewed the asset and credit sector allocation and the portfolio maturity distribution, as well as confirming continuing compliance with state code and regulations. He noted that the return numbers are starting to appear differently due to the expected date of the Student Center, which will utilize the GO Bond funds. The current economic trends were expected to show changes due to the effect of the election. At this time, the bond market is holding strong pending the determination of whether the federal rates will see an increase.

PRESENTATION - WKCCD Accreditation Update

Dr. Eric Bèrubè, Accreditation Liaison Officer, presented a PowerPoint detailing the progress of WKCCD in meeting the Accrediting Commission for Community and Junior Colleges (ACCJC) seven recommendations from the fall 2015 site visit (copy attached to the official minutes). Dr. Bèrubè reviewed the recommendations and stated that the majority of tasks are to meet recommendations 4 and 6. The work through the Institutional Effectiveness Partnership Initiative (IEPI) Plan is helping the District to complete recommendations 4 and 6. By working with Dr. Bob Pacheco through the IEPI Plan, the District has begun the process of analyzing and reviewing program review and the student learning outcomes (SLO).

WKCCD ACCREDITATION UPDATE (continued):

Dr. Bèrubè presented the District's responses to each of the seven recommendations. He thanked Dan Hall, the IEPI Plan committee, and the Office of Instruction for the efforts in helping to complete the work needed to meet the recommendations. The report and visit to address the seven recommendations will occur in March 2017. The District is on track to respond in a timely manner and to prepare for the 2017 visit.

PRESENTATION - Student Equity and Student Success and Support Program (SSSP)

Primavera Arvizu, Interim Vice President of Student Services, and Mark Williams, Vice President of Instruction, presented a PowerPoint on the Student Equity and Student Success and Support Program (SSSP) (copy attached to the official minutes). Ms. Arvizu spoke on the history and current status of SSSP, including the formula for funding the services mandated by SSSP. The data for SSSP is showing that the withdrawal rate of students who build a comprehensive educational plan is lower than that of those utilizing an abbreviated plan. The collected efforts from SSSP services appear to be educating and encouraging students in how to be a proactive participant in their educational planning. Currently, SSSP is working to join the statewide effort to use the Common Assessment tool and multiple measures for placement in courses. Other efforts include the continuation of targeted marketing and outreach, contact with students as they enter an at-risk educational status, working to streamline processes, and targeted enrollment communication to current students and prospective high school students during times of registration.

Mr. Williams explained the difference between SSSP and Equity efforts differs in the targeted population of Equity efforts. Student equity identifies the populations of students that are not succeeding and provides support to assist in finding paths to success for each population. He provided a definition of the Equity program and explained the state is currently moving from studying the student populations in 3 year versus 6 year cohorts in order to make data more relevant. The College has two areas of Equity focus: professional development and the development of operational data systems. Within these two areas there are various strategies and projects at work. Within the next 18 months, the SSSP and Equity plans will merge efforts while maintaining the respective goals of each program. These efforts will combine resources and continue to assist students to succeed.

APPROVAL OF MINUTES

On a motion by Trustee Vaughn, seconded by Trustee Cole and unanimously carried, the minutes of the Regular Meeting held October 12, 2016 and the Special Meeting (Joint Board Meeting with Taft Union High School District) held October 12, 2016 were approved.

NEW BUSINESS

First Reading - Updated Board Policies

#4225 - Course Repetition

#7330 - Communicable Disease

NEW BUSINESS (continued):

The Board Policies listed above have been updated as recommended by the legal counsel of Community College League of California Board Policy and Procedure Services (copy attached to the official minutes).

BP 4225 now states that the Board has determined reasonable limitations on course repetition as described in AP 4225 titled Course Repetition.

BP 7330 was updated to extend language indicating academic or classified employees will provide a certificate from their examining physician saying the employee was free from active tuberculosis.

These policies are being presented for a first reading and will be recommended for approval at the December 14th Board regular meeting.

Request for Approval - Joint Exercise of Powers Agreement - West Kern Adult Education Network (WKAEN) as the Joint Powers Authority (JPA)

The JPA agreement finalizes the formation of the WKAEN, establishing a legal entity to conduct business of WKAEN, which includes policies governing budget and personnel. This agreement designates the College to maintain its role as Treasurer on a transitional basis. Once approved by all of the involved districts, all authority to conduct the business of WKAEN will reside fully with the WKAEN Board. On a motion by Trustee Campos, seconded by Trustee Cole and unanimously carried, the JPA agreement was approved (copy attached to official minutes).

First Presentation- Tentative Agreement with Taft College Faculty Association for Compensation for Coaches Driving Athletic Teams to Events/Games, 2016-17 Academic Salary Schedules, Effective Upon Approval (No Action)

Dr. Daniels stated that the tentative agreement was reached through the bargaining process (copy attached to the official minutes). The intent of Administration and the Faculty Association is to utilize a pool of driver's for athletic transportation. If approved, this agreement would provide compensation to coaches who drive when a driver is not available.

CONSENT AGENDA:

- A. Information Item - Review of the California Community College Financial Status Report (CCFS-311Q) for the Quarter Ending September 30, 2016
- B. Request for Approval - 2018/19 Academic Calendar
- C. Information Item - WKCCD Budget Development Calendar for Fiscal Year 2017-18
- D. Request for Approval - New Associate in Science for Transfer Degree

CONSENT (continued):

- E. Request for Approval – New Course - ILS 1532 Industrial Hygiene
- F. Request for Approval – Course Inactivation

Learning Support Division

ILS	0050	Communication Skills Level
ILS	0075	Pedestrian Safety
ILS	0076	Remedial Reading
ILS	0031	Personal Safety Level 2
ILS	0033	Personal Safety Level 4
ILS	0051	Communication Skills Level 2

Sciences and Mathematics Division

BIOL	2255	Human Physiology
BIOL	2256	Human Physiology Laboratory
CHEM	2250	Quantitative Analysis

- G. Request for Approval – Course Revisions

Applied Technologies Division

IES	1102	Passport Safety Training
IES	1116	Hazardous Waste Operations and Emergency Response
IES	1500	Occupational Health and Safety Compliance

Sciences and Mathematics Division

BIOL	1501	Fundamentals of Biology Laboratory
CHEM	1520	Introduction to Organic and Biochemistry

- H. Request for Approval – Master Services Agreement with Phytorion, Inc. to Assist in Data Warehouse Reporting for Multiple Grants, Expenses to be Individually Submitted via Statements of Work (SOW), Funded through Grant Monies
- I. Request for Approval – Ellucian Banner and Oracle Maintenance Contract, January 1, 2017 – December 31, 2017, \$171,947.00
- J. Request for Approval – Agreement with Ewing Consulting, Inc. for Classification and Compensation Study Services, Initiation Date of Study is November 28, 2016, Cost Not to Exceed \$48,000.00
- K. Request for Ratification – Agreement with Guest Speaker Kimberly Papillon to Present on Implicit Bias, October 21, 2016, \$14,000.00

CONSENT (continued):

- L. Request for Ratification – Agreement with Involvio, LLC. To Assist in Social Media Development, October 14, 2016 – November 1, 2019, \$12,700.00 Annually
- M. Request for Approval – Ellucian Banner Advancement Maintenance Agreement to Record Alumni Information, January 1, 2017 – December 31, 2017, \$10,382.00
- N. Request for Approval – Agreement with The Learning Underground for Hosting and Associated Services for the MyMathSkillz Software, January 1, 2017 – December 31, 2017, \$4,000.00
- O. Request for Ratification – GT Software NetCOBOL Maintenance Renewal, September 1, 2016 – August 31, 2017, \$2,244.00
- P. Request for Ratification – AMS.Net Informacast Maintenance Subscription for the Emergency Notification System, November 1, 2016 – October 31, 2017
- Q. Request for Approval – Facilities Use Agreement with Taft Union High School for the 2017 Graduation Practice and Ceremony, May 19, 2017, No Fees Charged
- R. Ratification of the October 2016 Vendor Check & Purchase Order Registers
- S. Routine Personnel Items:
 - a. Request for Conference Attendance and Expenses as of November 2, 2016

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

PUBLIC COMMENTS ON ITEMS OF GENERAL INTEREST

No comments were made.

REPORTS FROM STAFF AND STUDENT ORGANIZATIONS

Financial Reports

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

Financial Reports:

- A. Financial Reports (for information):

REPORTS (continued):

1. Revenue Accounts (Account Level 1) FY 2016/17
2. Expenditure Accounts (Account Level 1) FY 2016/17
3. Expenditure Detail of \$10,000.00 or Greater, October 2016
4. Student Organization and Special Accounts, October 2016
5. Funds Deposited in County Treasury, October 2016
6. Investments Held at Deutsche Bank Trust Company and
The Bank of New York Mellon 7/1/16 - 9/30/16

Trustee Reports

President White attended the annual Cougar Cookout and felt the event represented the College well. He commended the Foundation for the effort in the event. Mr. White also attended the GED graduation, noting that the effects of the program in the lives of those in our community were visible. President White also participated as a judge in the art contest for the One Book, One Kern with a focus on water conservation. He was impressed at the level of work our students presented.

Trustee Cole also attended the Cougar Cookout and the GED graduation. She mentioned the work with the Veterans as well as the ability to hold the GED ceremony in two languages served the varying needs of the community. Ms. Cole reminded everyone of the annual Hall of Fame dinner occurring the upcoming weekend.

Trustee Campos thanked the individuals involved in forming the WKAEN. Attending the GED graduation and meeting those participating in the classes showed him the direct impact on lives. Mr. Campos also attended the Cougar Cookout and was impressed with the Veteran's Center. He made special mention of the athletes working to fundraise through tree sales in the community.

Trustee Long commended the STEM employees for bringing the program's trailer for hands on demonstrations to the cruise night in downtown Taft.

Board members congratulated President White and Dr. Kathy Orrin for the success in the election. They thanked Trustee Vaughn for his years of service, with mention to his dedication and leadership.

Trustee Vaughn thanked the District for the opportunity to serve. The College has value to him, as well as his family. Trustee Vaughn stated he has enjoyed serving the District.

Academic Senate

Academic Senate President Geoffrey Dyer reported that the Senate as a whole met on November 7th. The Academic Senate Council met on October 19th. Topics that the Senate are currently discussing include the current procedure for emeritus status and screening committee process. The Council as a whole invited Dr. Daniels, Mr. Williams, and Mr. Tony Cordova to discuss the topic of dual enrollment. The meeting focused on the current program and the exploration of the agreement for the welding/industrial technology pilot.

REPORTS (continued):

Mr. Dyer, Dr. Vicki Jacobi, and Tori Furman attended the Academic Senate Fall Plenary session. This year the focus was on guided pathways and integrated planning.

Administrative Services

Brock McMurray, Executive Vice President of Administrative Services, thanked Trustee Vaughn for his service. He congratulated President White and Dr. Kathy Orrin on the election to the Board of Trustees.

IEPI - Geoffrey Dyer

Mr. Dyer spoke on behalf of the Institutional Effectiveness Partnership Initiative (IEPI) planning group. The IEPI regional meeting in December will be hosted at the College.

Instruction

Mr. Williams offered congratulations to President White and Dr. Orrin on the election to the Board. He expressed gratitude to Trustee Vaughn for his service.

Faculty Association

Diane Jones, Faculty Association President, thanked Trustee Vaughn for his service to the District. She congratulated both President White and Dr. Orrin. Ms. Jones reported that she attended the ground breaking ceremony for the Student Center. The faculty is excited to see progress on this facility.

Human Resources

Dr. Robert Meteau, Associate Vice President of Human Resources, invited the Board and all employees to join the Thanksgiving potluck to be held on Friday, November 18th.

Student Services

Primavera Arvizu, Interim Vice President of Student Services, thanked the Board for the positive presence on campus. By attending events, the staff and students feel supported by the Board. Ms. Arvizu reminded the Board of the upcoming Hall of Fame ceremony and dinner. She also shared that the application for financial aid and for enrollment is now open.

Distance Learning

Distance Learning Coordinator Dan Hall thanked the Board of Trustees for their positive presence on the campus at events.

REPORTS (continued):

Information Services

Adrian Agundez, Director of Information Services, stated his appreciation of Trustee Vaughn and extended congratulations to both President White and Dr. Orrin.

Classified School Employees Association

Velda Peña, CSEA President, congratulated President White and Dr. Orrin on the election to the Board. She also thanked Trustee Vaughn for his years of service.

Taft College Foundation

Sheri Horn-Bunk, Director of the Foundation, thanked the Board for the participation at the Cougar Cookout. The event was successful in raising an estimate of \$7,000, in part due to donations from vendors like Cooper's True Value. Owner Eric Cooper donated the use of the table and chairs. The Foundation is also looking to extend support in Foundation revenue by including employee participation in fundraising, as well as TIL families and alumni of the College. The Foundation has had continued support from Chevron, with a recent \$85,000 donation. In the future, the Foundation will also be receiving a large gift from the Harry Wilson trust. Mr. Wilson was a great supporter of the College and continued efforts in the Foundation until his passing.

Ms. Horn-Bunk reported that there is a new Foundation member, Roland Maier. Mr. Maier is the Executive Director of First 5 Kern and offers years of service in education and community involvement.

In the coming week, Ms. Horn-Bunk will present at the California League of Community Colleges conference on the planning and success of the West Kern Petroleum Summit. The Foundation will also hold the annual Christmas dinner for Foundation members.

STEM

Anthony Cordova, Career and Technical Education Director, expressed gratitude to the City of Taft and the Taft Chamber of Commerce for the opportunity to allow the STEM staff to bring the STEM trailer to the recent cruise night in downtown Taft. He congratulated President White and Dr. Orrin on the recent election. Mr. Cordova told Trustee Vaughn thank you for his support in CTE efforts.

Facilities

Jose Vargas of AP Architects provided an update on current facility projects on campus. The Student Center is 5-7% complete with the focus on grading and compacting soil to prepare for foundation work to begin. The PG&E project to relocate the source of power and to increase the power to the campus is progressing well, the contractor is nearing the completion of tasks to be completed by the College. Then PG&E will test the contractor's work and begin the PG&E portion of the project.

REPORTS (continued):

The gymnasium roof repair project, a deferred maintenance project, is set to go to bid. Potential contractors have attended a walkthrough of the project. Also, moving forward is the Proposition 39 LED lighting project. The next phase of lighting to be replaced is in the library.

Proposition 51, the bond for education facility development, passed in the election. Community colleges should receive \$2 billion in funding. The Chancellor's office will use a ranking process to award projects based on a formula for need. The College Vocational Center is the current project submitted to be considered for potential funding.

REPORT OF THE SUPERINTENDENT

GED Graduation

Dr. Debra Daniels attended the GED graduation ceremony for WKAEN students. She congratulated staff involved on a great event. Dr. Daniels noted that the students graduating shared testimonies to the audience. The program is well on its way to serving the community as each testimony reflected.

Cougar Cookout

The Cougar Cookout was a huge success. Dr. Daniels spoke highly of the staff who planned, set up, prepared, and attended the event. The overall collaboration by staff made this event a successful celebration of the College's local impact as well as a service to community veterans.

Congressman Kevin McCarthy

Congressman Kevin McCarthy recently visited the College. His intent was to meet Dr. Daniels and show support in her role as the College Superintendent/President. Dr. Daniels noted his visit went well and she is pleased to have Congressman McCarthy's continued support of the College.

Proposition 51 & 55

Dr. Daniels reported to the Board that the election results showed that both Proposition 51 and Proposition 55 have passed. The facility bond for K-14 institutions as well as the tax on high income earners were both supported by voters, which will benefit the District.

Vice President of Student Services

On tonight's agenda is the recommendation to hire Severo Balason, Jr. as the Vice President of Student Services. Dr. Daniels thanked the hiring committee for the effort in completing the process and shared her excitement to recommend Mr. Balason for hire.

Hall of Fame

Dr. Daniels reminded the Board of the Hall of Fame dinner and ceremony to be held on Sunday. She encouraged all to attend and shared a brief description of the honorees of the 2016 class.

Dr. Daniels thanked Trustee Vaughn for his service, noting that she hopes to continue the vision he entrusted her with upon her hiring. Dr. Daniels also congratulated President White and Dr. Orrin for the election results.

EMPLOYMENT

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

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

No: None

Abstain: None

Absent: None

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, December 14, 2016, at 5:00 p.m.

ADJOURNMENT

At 8:20 p.m., on a motion by Trustee Campos, seconded by Trustee Cole and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Billy White, President

Date: December 6, 2016
Submitted by: Sarah Criss, Executive Assistant to the Superintendent/President
Area Administrator: Dr. Debra Daniels, Superintendent/President
Subject: Request for Approval

Board Meeting Date: December 14, 2016

Title of Board Item:
2017 Regular Monthly WKCCD Board of Trustees Meeting Schedule

Background:
As required by law, the West Kern Community College District has determined the meeting schedule for 2017. The regular Board meetings will be held on the second Wednesday of each month, with the exception of August which will be held on the third Wednesday. I am recommending the approval of these dates. The dates are as follows:


January 11, 2017	July 12, 2017
February 8, 2017	*August 16, 2017
March 8, 2017	September 13, 2017
April 12, 2017	October 11, 2017
May 10, 2017	November 8, 2017
June 14, 2017	December 13, 2017

* Need to change date because of conflict with President's calendar due to a commitment made prior to hire.

Terms (if applicable):
N/A

Expense (if applicable):
N/A

Fiscal Impact Including Source of Funds (if applicable):
N/A

Approved: 

Dr. Debra Daniels, Superintendent/President

Date: November 30, 2016
Submitted by: Sarah Criss, Executive Assistant to the Superintendent/President
Area Administrator: Dr. Debra Daniels, Superintendent/President
Subject: Request for Approval

Board Meeting Date: December 14, 2016

Title of Board Item:

2nd Reading and request for approval

Board Policy 4225 – Course Repetition
Board Policy 7330 – Communicable Disease

Background:

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

BP 4225 now states that the Board has determined reasonable limitations on course repetition as described in AP 4225 titled Course Repetition.

BP 7330 was updated to extend language indicating academic or classified employees will provide a certificate from their examining physician saying the employee was free from active tuberculosis.

Terms (if applicable):

N/A

Expense (if applicable):

N/A

Fiscal Impact Including Source of Funds (if applicable):

N/A

Approved: 

Dr. Debra Daniels, Superintendent/President

BP 4225 Course Repetition

References:

Title 5 Sections 55040, 55041, 55042, 55044 and 58161

Students may, ~~within established limits, be allowed to~~ repeat courses in which substandard grades (less than "C," and including "FW") were earned. *The Board has determined reasonable limitations on course repetition as described in AP 4225 titled Course Repetition*

When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, ~~insuring~~ *ensuring* a true and complete academic history.

Under special circumstances, students may repeat courses in which a "C" or better grade was earned. The special circumstances are defined in administrative procedures.

See Administrative Procedures AP 4225

BP 7330 Communicable Disease

Reference:

Education Code Sections 87408, 87408.6, 88021

All newly hired academic employees shall have on file a medical certificate indicating freedom from communicable diseases, including tuberculosis. No academic employee shall commence service until such medical certificate has been provided to the District.

All newly hired *academic or classified* employees must show that they have been examined within the past 60 days to determine that they are free from active tuberculosis *by providing the District with a certificate from the employee's examining physician showing that the employee was examined and found to be free from active tuberculosis.*

All employees shall be required to undergo an examination within four years of employment and every four years thereafter to determine if they are free from tuberculosis.

See Administrative Procedures AP 7330

Date: December 7, 2016
Submitted by: Dr. Robert Meteau, Associate Vice President of Human Resources
Area Administrator: Dr. Debra Daniels, Superintendent/President
Subject: Request for Approval

Board Meeting Date: December 14, 2016

Title of Board Item:

Second Presentation and Request for Approval: Compensation for coaches driving athletic teams to games.

Background:

As part of the continuing dialogue through the Taft College Faculty Collective Bargaining Committee, the parties have reached a consensus regarding compensation for athletic coaches to the Academic Salary Schedules, Appendix B-1. In the event that the District is unable to provide a driver, a coach that drives a team to a game or team event will be compensated.

Terms (if applicable):

An implementation date upon board approval, December 14, 2016, is recommended.

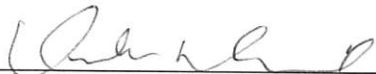
Expense (if applicable):

See below.

Fiscal Impact Including Source of Funds (if applicable):

The compensation amount will be included in the Adopted Budget for 2016-17.

Approved: _____


Dr. Debra Daniels, Superintendent/President

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

COMPENSATION FOR COACHES DRIVING ATHLETIC TEAMS TO GAMES

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 for athletic coaches to the Academic Salary Schedules, Appendix B-1.

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

1. The above recitals are true and correct.
2. In the event that the District is unable to provide a driver, a coach that drives a team to a game or team event will be compensated at the rate on Range 10 Step F of the Classified Salary Schedule currently \$19.21 per hour. This dollar amount will be listed on the Academic Salary Schedule extra-duty page Appendix B-1 page 2 under "Coaches as Class B Drivers" of the Faculty salary schedule. Coaches will have to provide a letter of interest and valid Class B driver documents to meet the minimum requirements of this extra-duty Agreement. This change becomes effective upon board approval 12/14/16.
3. Except as set forth in this Agreement, all other terms and conditions of the CBA shall remain unchanged.
4. This Agreement will become effective after ratification by the TCFA/CTA/NEA members and the District's Governing Board.

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

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

Dated: December __, 2016

Dated: December __, 2016

Board Approval:

First Presentation: November 9, 2016
Second Presentation/Approval: December 14, 2016

Date: November 17, 2016
Submitted by: Sarah Criss, Executive Assistant to Superintendent/President
Area Administrator: Dr. Debra Daniels, Superintendent/President
Subject: Information Item

Board Meeting Date: December 14, 2016

Title of Board Item:

First Reading – Board Policy

7600 Campus Security Officers

Background:

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

BP 7600 added a note advising Districts that the U.S. Department of Education and U.S. Department of Justice issues a “Dear Colleague” letter on campus policing.

This board policy will be presented for the second reading and request for approval at the meeting scheduled for January 11, 2017.

Terms (if applicable):

N/A

Expense (if applicable):

N/A

Fiscal Impact Including Source of Funds (if applicable):

N/A

Approved: _____


Dr. Debra Daniels, Superintendent/President

BP 7600 Campus Security Officers

Reference:

Education Code Section 72330.5 et seq.
~~*Government Code Sections 3300 et seq.*~~

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

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

Every campus security officer who works more than twenty hours per week shall complete a course of training developed by the Bureau of Security and Investigative Services of the Department of Consumer Affairs as required by Education Code Section 72330.5. *If an officer is required to carry a firearm, he or she shall also satisfy the training requirements of Penal Code Section 832.*

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

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

See Administrative Procedures AP 7600

Date: November 23, 2016
Submitted by: Brock McMurray, EVP of Administrative Services
Area Administrator: Brock McMurray, EVP of Administrative Services
Subject: Request for Ratification



Board Meeting Date: December 14, 2016

Title of Board Item:

Subcontractor Substitution Request For Ratification – Demolition Subcontractor for the Student Center Project

Background:

Attached is a copy of California Averland's request to substitute the listed Demolition subcontractor, Caglia Demolition & Recycling, with the new subcontractor, Housley Demolition Co. Caglia Demolition & Recycling asked to be relieved from their bid to perform work on the Taft College Student Center project because their contractor's license expired on September 29, 2016. Accordingly, it was necessary to hire a different subcontractor to complete the demolition work and keep this project on schedule. Housley Demolition bid the contract at no additional cost and was hired to complete the demolition work. I am recommending ratification to substitute the original subcontractor with the new subcontractor.

Terms (if applicable):

Not applicable.

Expense (if applicable):

No additional cost.

Fiscal Impact Including Source of Funds (if applicable):

None.

Approved: 

Dr. Debra Daniels, Superintendent/President



MEMO

Student Center
Taft College
WKCCD
430-0044 M1

Date: November 2, 2016

To: Brock McMurray
Taft College

Subject: Request for Subcontractor Change/
Caglia Demolition & Recycling to Housley Demolition Co. (Demolition)

Pursuant to letter received from California Averland Construction, Inc. dated October 18, 2016, please note the following:

1. California Averland Construction, Inc. is requesting a subcontractor substitution of Housley Demolition Co., Inc. in place of Caglia Demolition & Recycling who was listed on the original Bid Proposal Form dated 06/24/16. Housley Demolition Co., Inc. is being requested to replace Caglia Demolition & Recycling as the Demolition subcontractor.
2. This office also received a signed letter from GBS Company dated 09/28/16 requesting release from the project.
3. Per Public Contract Section PCC 4107 "A prime contractor whose bid is accepted may not: [4107.(b)] Permit a subcontract to be voluntarily assigned or transferred or allow it to be performed by anyone other than the original subcontractor listed in the original bid, without the consent of the awarding authority, or its duly authorized officer".

This office has reviewed the submitted documentation and recommends the Board grant the Contractor's subcontractor substitution request based on the documentation received.

Attachments:

- Letter from California Averland Construction, Inc., verifying no change to contract amount
- Letter from Subcontractor, Caglia Demolition & Recycling
- Verification of active license and DIR registration, Housley Demolition Co., Inc.

CC:
McMurray/TC-em
Madding/TC-em
Vargas/AP-em
File/AP-hc

Attachments (as noted above)

Marisa Slayton



CALIFORNIA AVERLAND CONSTRUCTION, INC.

LIC #: 810681 DIR #: 1000025805

October 18, 2016

FROM: California Averland Construction, Inc.
339 N. Virgil Ave.
Los Angeles, CA 90004

TO: West Kern Community College District
29 Cougar Court
Taft, CA 93268

RE: SUBCONTRACTOR SUBSTITUTION (DEMOLITION CONTRACTOR)

California Averland is requesting to substitute our listed Demolition contractor "Caglia Demolition & Recycling" due to the reasons in the subcontractor's letter attached. California Averland will substitute "Caglia Demolition & Recycling" to "Housley Demolition Co., Inc.". There is no change to contract amount with this change request. Thank You!

Housley Demolition Co., Inc.
P O Box 3867, Visalia, CA 93278
CSLB: 900933
DIR: 1000001104

Sincerely,

Joseph Kim
President
California Averland Construction, Inc.

Office Address: 339 N. Virgil Ave. Los Angeles, CA 90004
Phone: (323)667-0071 **Fax:** (323)667-1034
www.calaverland.com



DEMOLITION  RECYCLING

3457 S. Cedar Ave. Fresno, CA 93725
P.O. Box 446 Fresno, CA 93709
(559) 647-9738 FAX (559) 441-4140

September 27, 2016


California Averland Construction
339 N Virgil Ave
Los Angeles, CA 90004

To Whom It May Concern,

We regret to inform you that Caglia Demolition and Recycling will be unable to perform remaining contract. Caglia's contractor's license will be expiring as of 9/29/16 and due to project delays beyond our control, we are unable to complete said contract. We have completed 0% of original contract, however we have also completed and billed 100% of the Abatement Change Order including the approved additional abatement charges. Parc Environmental is our 2nd tier subcontractor who performed the abatement portion under our contract and is willing to assume the original contract including the abatement portion directly as of the date of this notice. Caglia Demolition is not looking for any compensation should Parc be awarded the original current contract and paid additional outstanding abatement billings.

Caglia Demolition & Recycling waives objections of substitution of Caglia Demolition & Recycling on the Taft College Student Center Project.

Thank you,

 9/28/16
Marco Gonzalez
Operations Manager
Caglia Demolition



Public Works

Public Works Contractor (PWC) Registration Search

This is a listing of current and active PWC registrations pursuant to Division 2, Part 7, Chapter 1 (commencing with section 1720 of the California Labor Code.)

Enter at least one search criteria to display active registered public works contractor(s) matching your selections.

Registration Year:

PWC Registration Number:

Contractor Legal Name:

License Number:

County:

1000001104 Contractor Details

Contractor Information	Legal Entity Information	Workers' Compensation
Legal Name	Legal Entity Type	
HOUSLEY DEMOLITION CO INC	CORPORATION	
Trade Name		
HOUSLEY DEMOLITION CO INC		
License Number(s)		
CSLB :900933		
Mailing Address		
PO BOX 3867 VISALIA, CA 93278		
Physical Address		
1804 N KELSEY STREET VISALIA, CA 93291		
Email Address		
BRIAN@HOUSLEYDEMO.COM		

Search Results
One registered contractor found. 1

Details	Legal Name
View	HOUSLEY DEMOLITION CO INC

About DIR

Who we are
DIR Divisions, Boards & Commission
Contact DIR



**CONTRACTORS
STATE LICENSE BOARD
ACTIVE LICENSE**



License Number **900933** Entity **CORP**
Business Name **HOUSLEY DEMOLITION CO INC**

Classification **A C21 ASB HAZ B**

Expiration Date **01/31/2017** www.cslb.ca.gov



Date: November 30, 2016
Submitted by: Mark Williams, Vice President of Instruction
Area Administrator: Dr. Debra Daniels, Superintendent/President
Subject: Request for Approval

Board Meeting Date: December 14, 2016

Title of Board Item:

Request for Approval

Background:

Courses must meet certain guidelines to be considered for distance learning course offerings. The Applied Technologies and Math and Science divisions have submitted distance learning requests for the following courses. The Curriculum and General Education Committee has approved the courses to be submitted to the Board.

Applied Technologies Division

IES	1050	Hazardous Materials
IES	1532	Industrial Hygiene

Math and Science Division

PSYC	2080	Introduction to Lifespan Psychology
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Fiscal Impact Including Source of Funds (if applicable):

None

Approved: 
Dr. Debra Daniels, Superintendent/President

Date: November 30, 2016
Submitted by: Mark Williams, Vice President of Instruction
Area Administrator: Dr. Debra Daniels, Superintendent/President
Subject: Request for Approval

Board Meeting Date: December 14, 2016

Title of Board Item:
New Courses

Background:

Applied Technologies Division

The Applied Technologies division has submitted the following new courses. These courses have been developed upon the recommendation of the IES Advisory Committee. IES 1552 has been developed to cover a wide area of focus and to eliminate duplication of efforts. It covers both the respiratory protection needed for confined spaces and hazardous materials. IES 2065 focuses on the presentation and delivery of safety meeting topics safety professionals would need to deliver in the field.

IES 1552	Respiratory Protection for Hazardous Materials Handling and Permit Required Confined Spaces
IES 2065	Trainer Course in Occupational Safety and Health Standards
IES 2000	Occupational Safety & Health Capstone

Liberal Arts Division

This course is needed for the Spanish transfer degree.

SPAN 2500	Latin American Culture
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Fiscal Impact Including Source of Funds (if applicable):

None

Approved:  _____
Dr. Debra Daniels, Superintendent/President

Revised by: D. Thornsberry

Reviewed by: K. Bandy

Reviewed by: IES Advisory

C & G Ed approval: November 14, 2016

Board approval:

Industrial Education Safety (IES) 1552 Respiratory Protection for Hazardous Materials Handling and Permit Required Confined Spaces (3 Units)

Prerequisite: None

Total Hours: 48 hours lecture

Catalog Description: This course will focus on the safe handling, minimizing, and preventing catastrophic releases of hazardous materials. Personal Protective Equipment (including respiratory protection equipment) needed to work in and around hazardous atmospheres and permit-required confined spaces will be used.

Type of Class/Course: Degree Credit

Recommended Textbook:

**29CFR 1926 Construction Industry Regulations. MANCOMM. :
Davenport, Iowa, 2016. Print.**

**Cal-OSHA Construction and Electrical Safety Orders MANCOMM. : Davenport, Iowa,
2016. Print.**

**29 CFR §1910, General Industry Regulations, Mangan Communications, Inc. :
Davenport, Iowa, 2016 Print**

**Cal-OSHA General Industry Safety Orders, Mangan Communications, Inc. : Davenport, Iowa, 2016
Print**

Enrollment Limitation:

Medical evaluation for respirator use; performed by a licensed health care professional

Course Objectives:

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

- 1. Describe methods for detecting unsafe storage conditions for hazardous materials.**
- 2. Evaluate factors that may contribute to the creation of hazardous conditions.**
- 3. Determine best practices to mitigate risk associated with hazardous conditions in General and Construction Industries.**
- 4. Identify processes that involve highly hazardous chemicals at or above the specified threshold quantities.**

- 5. List the requirements of OSHA's Permit-Required Confined Spaces for General Industry Standards**
- 6. Describe, evaluate and control safety and health hazards associated with confined space entry**
- 7. Report, in writing, violations of the Permit-Required Confined Spaces Standards**
- 8. Identify and describe the major elements of a respiratory protection program following the requirements of 29 CFR 1910.134**
- 9. Analyze the technical aspects for the proper selection and use of respiratory protection**
- 10. Evaluate the effectiveness of certain types of respirators to be used in hazardous and non-hazardous atmospheres.**

Course Scope and Content:

- Unit I** **General Overview**
- A. Hazardous Materials**
 - B. Permit Required Confined Spaces**
 - C. Respiratory Protection**
 - D. Definitions**

- Unit II** **Subpart H Hazardous Materials**
- A. Flammable Liquids**
 - B. Storage and handling**
 - C. Ignition sources**
 - D. finishing operations**
 - E. Key definitions**
 - F. Fire controls**

- Unit III** **Compressed Gasses**
- A. General requirements**
 - B. Key definitions**
 - C. Storage and handling**
 - D. Inspections**

- Unit IV** **Liquefied Petroleum Gasses**
- A. Basic rules**
 - B. Key definitions**
 - C. Storage and handling**

- Unit V** **Anhydrous Ammonia**
- A. Basic rules**
 - B. Key definitions**
 - C. Storage and handling**
 - D. Refrigerated storage systems**

- Unit VI** **Process Safety Management (PSM)**
- A. Highly hazardous chemicals**



- B. Key definitions
- C. Elements of a PSM program
- D. Compliance and recommendations

Unit VII Permit Required Confined Spaces Scope and Definitions

- A. Basic Rules
- B. Key definitions
- C. 29 CFR 1910.146 (a) and (b)
- D. CCR, Title 8, §5156

Unit VIII General Requirements

- A. 29 CFR 1910.146(c)
- B. CCR, Title 8, §5157
- C. Ventilation
- D. Atmosphere monitoring devices

Unit IX Permit Required Confined Space Programs

- A. 29 CFR 1910.146 (d-i)
- B. CCR, Title 8, §5158

Unit X Respiratory Protection

- A. Respirator Descriptions
- B. Respirator Capabilities
- C. Fit Testing and Personnel Evaluation
- D. Evaluation of Respirators for hazardous conditions

Learning Activities Required Outside of Class: 6 hours of study per week

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

1. Studying assigned text, handout materials, and class notes
2. Reviewing and preparing for quizzes and examinations
3. Reviewing case studies
4. Completing written assignments and projects

Methods of Instruction:

1. Lecture
2. In-class workshops
4. Demonstrations
5. Case Studies

Methods of Evaluation:

1. Written final exam (OSHA 30)
2. Written final exam (Construction Industry Standards)
3. Performance observation
4. Participation
5. Quizzes

6. Role Playing
 7. Group Projects

Supplemental Data:

<u>TOP Code:</u>	<u>095670: Indus Occupational Safe Health</u>
<u>SAM Priority Code:</u>	<u>C: Clearly Occupational</u>
<u>Distance Education:</u>	<u>Not Applicable</u>
<u>Funding Agency:</u>	<u>Y: Not Applicable(funds not used)</u>
<u>Program Status:</u>	<u>1: Program Applicable</u>
<u>Noncredit Category:</u>	<u>Y: Not Applicable, Credit Course</u>
<u>Special Class Status:</u>	<u>N: Course is not a special class</u>
<u>Basic Skills Status:</u>	<u>N: Course is not a basic skills course</u>
<u>Prior to College Level:</u>	<u>Y: Not applicable</u>
<u>Cooperative Work Experience:</u>	<u>N: Is not part of a cooperative work experience education program</u>
<u>Eligible for Credit by Exam:</u>	<u>NO</u>
<u>Eligible for Pass/No Pass:</u>	<u>NO</u>
<u>Taft College General Education:</u>	<u>NONE</u>

Revised by: D. Thornsberry
Reviewed by: K. Bandy
Reviewed by: IES Advisory
Date Prepared: September 21, 2016
C & G Ed approval:
Board approval:
Text update:

Industrial Education Safety (IES) 2065 Trainer Course in Occupational Safety and Health Standards (3Units) CSU

Prerequisite: Successful completion of IES 1558, IES 1561 with a grade of “C” or better.

Prerequisite knowledge/skills:

Before entering the course the student should have the ability to: have a firm understanding of the Standards associated with Fed and Cal OSHA for Construction and General Industry.

Total Hours: 48 hours lecture

Catalog Description:

The course will focus on the development and delivery of safety presentations using research related to specific topics in Federal and Cal OSHA procedures and standards. Students will build upon the subject matter presented in the Occupational Safety and Health courses IES 1558 and IES 1561, focusing on effective preparation and presentation of Federal and Occupational Safety and Health Administration (OSHA) policies, procedures, standards, and broad spectrum of safety and health principles in Construction and General Industries.

Type of Class/Course: Degree Credit

Textbook:

29 CFR §1926 Construction Regulations. Mancomm, Inc.: Davenport, Iowa, 2016. Print

Cal-OSHA Construction and Electrical Safety Orders. Mancomm, Inc.: Davenport, Iowa, 2016. Print.

29 CFR 1910 General Industry Regulations. Mancomm, Inc.: Davenport, Iowa, 2016 Print

Cal-OSHA State of California General Industry and Electrical Safety Orders. Mancomm, Inc.: Davenport, Iowa, 2016. Print

Cantonwine, Sheila Cullen. *Safety Training that Delivers: How to Design and Present Better Technical Training*. Des Plaines: American Society of Safety Engineers, 1999. Print.

Additional Required Materials: None

Course Objectives:

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

- 1. Demonstrate key safety components utilizing OSHA 10 and 30 hour training programs for Construction and General Industry regulations and outreach requirements and guidelines.**
- 2. Identify the common causes of accidents and fatalities in hazardous areas of construction (Focus Four) e.g. fall, caught-in or-between, struck-by, and electrocution hazards**
- 3. Identify mitigation techniques for hazards found in Construction and General Industries**
- 4. Apply basic instructional techniques and the use of visual aids during class and supplementary course materials**

Course Scope and Content:

Unit I Introduction

- A. Trainer Course Objective v. Standards Course**
- B. Purpose and Scope of Outreach Courses**
- C. Cal-OSHA Title 8 Equivalents; Construction/General Industry**
- D. Cover Instructional Techniques**

Unit II Outreach Training Objectives I

- A. Steel Erection**
- B. Fall Protection**
- C. Ladders and Stairs**
- D. Scaffolding**

Unit III Outreach Training Objectives II

- A. Excavations**
- B. Electrical**
- C. Demolition**
- D. Cranes**
- E. Rigging**
- F. Fire Protection**

Unit IV Outreach Training Objectives III

- A. Welding**
- B. Concrete**
- C. Health Hazards**
- D. Confined Spaces**
- E. Training Techniques**

Unit V Outreach Training Objectives IV

- A. Hazardous Materials**
- B. Hazardous Waste Operations and Emergency Response (HAZWOPER)**

Unit VI Presentations

- A. 10-Minute "Tailgate" –**
- B. 30-Minute Safety Meeting –**

Learning Activities Required Outside of Class: 6 hours per week of research on various topics assigned

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

1. Studying assigned text, handout materials, and class notes
2. Reviewing and preparing for quizzes and examinations
3. Reviewing case studies
4. Completing written assignments and projects

Methods of Instruction:

1. Lecture
2. In-class workshops
3. Activities
4. Demonstrations
5. Case Studies
6. Student Presentations

Methods of Evaluation:

1. Written final exam (Construction Industry Standards)
2. Performance observation
3. Participation
4. Quizzes
5. Role Playing
6. Group Projects
7. Student Presentations

Supplemental Data:

<u>TOP Code:</u>	<u>095670: Indus Occupational Safe Health</u>
<u>SAM Priority Code:</u>	<u>C: Clearly Occupational</u>
<u>Distance Education:</u>	<u>Not Applicable</u>
<u>Funding Agency:</u>	<u>Y: Not Applicable(funds not used)</u>
<u>Program Status:</u>	<u>1: Program Applicable</u>
<u>Noncredit Category:</u>	<u>Y: Not Applicable, Credit Course</u>
<u>Special Class Status:</u>	<u>N: Course is not a special class</u>



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



Prepared by: D. Thornsberry
Reviewed by: K. Bandy
Date reviewed: April 20, 2016
Board approved:

Industrial Education Safety (IES) 2000 Occupational Safety & Health Capstone (3 Units)

Prerequisite: Completion of all other required courses in the Occupational Safety and Health program. Must be in appropriate standing and in final semester of the Associate Degree Program.

Advisory: Eligibility for ENGL 1500 and MATH 1060 strongly recommended.

Total Hours: 48 hours lecture

Catalog Description: This final course is designed to be the culminating project to a specific field of study such as Occupational Safety & Health and Energy Technology. Professional and employment related situations and projects will be explored through a variety of learning methods to include simulations, case studies, scenarios, individual research papers, projects, internships, portfolios and presentations necessary for success in an Industrial Technology setting. Projects will be based on need and/or interest related to the discipline or profession and agreed upon between the instructor and the student.

Type of Class/Course: Degree Credit

Recommended Text:

29 CFR 1926 OSHA Construction Industry Regulations. Mancomm, 2012.

29 CFR §1910 General Industry Regulations. MANCOMM: Davenport, Iowa, 2016

State of California General Industry & Electrical Safety Orders.
MANCOMM: Davenport, Iowa. 2016

State of California Cal-OSHA Construction and Electrical Safety Orders. MANCOMM .:
Davenport, Iowa, 2016. Print.

Supplemental Material:
Handouts from instructor

Course Objectives:

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

1. apply technical skills to situations and research,
2. synthesize theory and facts into plans and projects,
3. design and create possible solutions to workplace challenges
4. propose and defend a technological solution,

5. demonstrate the ability to research current workplace issues and provide an analysis of theories and issues involved, and
6. present a formal report and/or project detailing a problem, its dimensions, possible solutions and rationale for them, recommendation with justification, and an implementation and evaluation plan.

Course Scope and Content:

Unit I Introduction

- A. Overview

Unit II Design of Project

- A. Research
- B. Study
- C. Design of Project

Unit III Development

- A. Development of Project
- B. Implementation of Project
- C. Presentation of Project
- D. Report

Learning Activities Required Outside of Class:

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

1. Crafting an appropriate bibliography to support the project
2. Reading the required text and other background materials for class
3. Answering questions
4. Studying class materials and notes
5. Performing literature searches
6. Problem solving activities and exercises
7. Preparing projects
8. Working on group exercises
9. Using technological skills to create programs in Industrial Technology

Method of Instruction:

1. Orientation sessions with instructor
2. Lecture and discussion
3. Group activities
4. Role-playing and practice exercises
5. Demonstrations
6. Hands-on use of technology

Methods of Evaluation:

1. Written assignments
2. Participation
 - a. Role-playing and group activities
 - b. Oral presentations and demonstrations
 - c. Scenario reflections
3. Projects
 - a. Multimedia presentations
 - b. Formal written reports
 - c. Portfolios
 - d. Project design and implementation
 - e. Samples

Supplemental Data:

<u>TOP Code:</u>	<u>086000: Educational Technology</u>
<u>SAM Priority Code:</u> —	<u>B: Advanced Occupational</u>
<u>Distance Education:</u>	<u>Not Applicable</u>
<u>Funding Agency:</u> —	<u>Y: Not Applicable(funds not used)</u>
<u>Program Status:</u> —	<u>1: Program Applicable</u>
<u>Noncredit Category:</u> —	<u>Y: Not Applicable, Credit Course</u>
<u>Special Class Status:</u> —	<u>N: Course is not a special class</u>
<u>Basic Skills Status:</u> —	<u>N: Course is not a basic skills course</u>
<u>Prior to College Level:</u> —	<u>Y: Not applicable</u>
<u>Cooperative Work Experience:</u> —	<u>N: Is not part of a cooperative work experience education program</u>
<u>Eligible for Credit by Exam:</u> —	<u>NO</u>



<u>Eligible for Pass/No Pass:</u> —	<u>NO</u>
<u>Taft College General Education:</u> —	<u>NONE</u>

Spanish (SPAN) 2500 Latin American Culture (4 units) CSU

Prerequisite: Successful completion of Spanish 2002 with a grade of 'C' or better or equivalent

Advisory: None

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

1. Demonstrate proficiency in the four skills: listening, comprehension, speaking, and reading as defined by the American Council on the Teaching of Foreign languages for the range of Intermediate Low to Intermediate Mid,
2. Understand most Spanish when spoken at a slower than normal pace, and some Spanish when spoken at a normal pace,
3. Ask and answer questions, on topics beyond the most immediate needs and can be understood by sympathetic interlocutors,
4. Write short paragraphs in Spanish about familiar topics relying on practiced material,
5. Read simple material such as short stories, advertisements, newspaper articles and comprehend most of it with few misunderstandings

Total Hours: 64 total hours

Catalog Description: This is a course about culture that allows the student to study and research topics of special importance to the Hispanic world from its beginning to the present day. Written and oral presentations are required. Class taught in Spanish.

Type of Class/Course: Degree Credit

Texts: Fox, Arturo A. Latinoamérica: Presente y Pasado, 4th ed., Prentice Hall, 2010

Additional Required Materials: None

Course Objectives:

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

1. Summarize the main historical events that shaped Latin American culture and civilization from the precolonial period to the present time,
2. Identify the major geographical features of Latin America, and
3. List the principal historical figures in Latin America and give their major political and/or cultural contributions.

Course Scope and Content:

Unit I The Great Pre-Colombian Civilizations I

- A. Mesoamerica
- B. The Olmec

- C. Mesoamerica's Classic Period (300-650/900+ AD)
- D. Teotihuacan
- E. Maya's Classic Period (300-900+ AD)
- F. Mesoamerica's Post Classic Period (650/900+-1519)
- G. The Enigmatic Toltec
- H. The Legend of Quetzalcoatl

Unit II The Great Pre-Colombian Civilizations II

- A. The Lords of Tenochtitlan
- B. South America before Columbus
- C. Peru before the Incas
- D. The Children of the Sun

Unit III Europe During America's Discovery

- A. The Renaissance Spirit
- B. Favorable Conditions
- C. The Sea and its Mysteries
- D. Portugal and the Imagination of a Prince
- E. Ivory, Slaves and Spaniards
- F. Spain in the Late Fifteenth Century
- G. A Man named Colombo
- H. The First image of the American Indian

Unit IV The Conquest of Hispanic America

- A. The Newspaper of the Island (1492-1519)
- B. Hernán Cortés and the Conquest of México (1519-1521)
- C. The Conquest of Perú (1524-1533)
- D. The Conquest of the Southern Cone of South America
- E. Myths that Created Realities

Unit V The Colonial System

- A. Controversies Surrounding the Indigenous Population
- B. The Imperial Monarchy
- C. The Commercial Monopoly
- D. Gold and Silver from the Indies
- E. From the "Encomienda" to the Hacienda
- F. Slavery
- G. The Church in America

Unit VI Society, Life and Culture of the Colonial World

- A. Some Hispanic Americans Were More Equal than Others
- B. Imperial Monarchy
- C. Intellectual Life
- D. Erudition and Scientific Studies
- E. Arts: From Renaissance to Baroque
- F. The Letters

Unit VII Nineteenth Century: Independence and its Consequences

- A. Preface to the Storm
- B. Napoleon in Spain: The Spark that Started the Fire
- C. Mexico
- D. Central America
- E. Caribbean Area
- F. South America
- G. "The Liberator"
- H. Jose de San Martin
- I. The Final Chapter
- J. A Problematic Peace
- K. Consequences of Independence

Unit VIII Latin America from a Bird's Eye View

- A. Terminology
- B. Physical Dimensions and Geographic Contrasts
- C. The Human Map
- D. Mexico
- E. Central America
- F. Caribbean Area
- G. South America
- H. But is there really a Latin America?

Unit IX Twentieth Century: The Latin American Horizon

- A. Political-Economic Horizon
- B. The World of Latin American Values
- C. Social Classes
- D. Religious Feeling
- E. Woman in Latin America
- F. Drug Trafficking

Unit X Hispanics in the United States

- A. Hispanic Presence in the United States
- B. Who is Hispanic?
- C. Family and the Neighborhood
- D. Religion
- E. Music
- F. Mexican-Americans
- G. The Dilemma of the Undocumented
- H. Puerto Ricans
- I. Cubans
- J. A Note on Latino Literature
- K. Bilingualism and Multiculturalism

Learning Activities Required Outside of Class

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

1. Reading
2. Doing Research
3. Preparing Oral Presentations

4. Studying

Methods of Instruction

1. Lecture
2. Group Discussion
3. Individualized Instruction
4. Power Point Presentations
5. Video Lectures
6. Videos

Methods of Evaluation

1. Exams
2. Research Paper Using MLA Guidelines
3. Oral Presentations
4. Participation Cards

Supplemental Data:

<u>TOP Code:</u>	<u>110500: Spanish</u>
<u>SAM Priority Code:</u>	<u>E: Non-Occupational</u>
<u>Distance Education:</u>	<u>Online; Offline</u>
<u>Funding Agency:</u>	<u>Y: Not Applicable(funds not used)</u>
<u>Program Status:</u>	<u>1: Program Applicable</u>
<u>Noncredit Category:</u>	<u>Y: Not Applicable, Credit Course</u>
<u>Special Class Status:</u>	<u>N: Course is not a special class</u>
<u>Basic Skills Status:</u>	<u>N: Course is not a basic skills course</u>
<u>Prior to College Level:</u>	<u>Y: Not applicable</u>
<u>Cooperative Work Experience:</u>	<u>N: Is not part of a cooperative work experience education program</u>

<u>Eligible for Credit by Exam:</u>	<u>E: Credit By Exam</u>
<u>Eligible for Pass/No Pass:</u>	<u>C: Pass/No Pass</u>
<u>Taft College General Education:</u>	<u>CSC2: CSU Area C2</u> <u>IG3B: IGETC Area 3B</u> <u>IG6A: IGETC Area 6A</u> <u>LHUM: Local GE Humanities</u>

Date: November 30, 2016
Submitted by: Mark Williams, Vice President of Instruction
Area Administrator: Dr. Debra Daniels, Superintendent/President
Subject: Request for Approval

Board Meeting Date: December 14, 2016

Title of Board Item:

Course Revisions

Background:

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

Applied Technologies Division

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

ECON	2120	Principles of Economics--Micro
ECON	2210	Principles of Economics--Macro
MGMT	1530	Conflict Resolution
MGMT	1535	Decision Making and Problem Solving
MGMT	1545	Customer Service
MGMT	1555	Stress Management
IES	1058	Occupational Safety and Health Standards for the Construction Industry
IES	1061	Occupational Safety and Health Standards for General Industry

Sciences and Mathematics Division

The Sciences and Mathematics division has made revisions to the following course outlines as part of the five year review cycle:

ASTR	1511	Introduction to Astronomy with Lab
PHYS	2222	General Physics II

Liberal Arts Division

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

ART	1600	Basic Design
ART	2010	Introduction to Printmaking

Fiscal Impact Including Source of Funds (if applicable):

None

Approved:  _____
Dr. Debra Daniels, Superintendent/President

Revised by: ~~A. Bledsoe~~D. Layne
Reviewed by: ~~S. Aunai~~
Reviewed by: ~~L. West~~
Reviewed by: ~~D. Layne~~V. Herder
Reviewed by: K. Bandy
Text update: ~~Spring-Fall 2014~~
Date reviewed: ~~September 29, 2015~~
Approval date: ~~April 12, 2010~~

Economics (ECON) 2120 Principles of Economics--Micro (3 Units) CSU: UC
[formerly Economics 1B]

Prerequisite: Successful completion in Mathematics ~~10601050~~ or equivalent high school intermediate algebra with a grade of "C" or better

Advisory: ~~Intermediate Algebra and e~~Eligibility for English 1500 strongly recommended

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

1. ~~identify numbers as belonging to specified sets, and graph discrete and continuous sets of real numbers;~~
2. ~~perform the basic arithmetic operations with positive and negative real numbers, plus raising to powers;~~
3. ~~know and apply the rules of exponents and the order of operations in algebraic calculations;~~
4. ~~apply the properties of addition and multiplication for real numbers and identify their use in practice;~~
5. ~~solve linear equations and inequalities in one variable, and analyze and solve applications leading to such equations or inequalities;~~
6. ~~solve and graph the solutions of compound inequalities or absolute value inequalities in one variable;~~
7. ~~perform addition, subtraction, multiplication and division of polynomials;~~
8. ~~factor simple polynomials, with special emphasis on trinomials quadratic in form, and solve related polynomial equations;~~
9. ~~add, subtract, multiply and divide rational algebraic expressions, and simplify to lowest terms;~~
10. ~~solve equations involving rational algebraic expressions, and analyze and solve word problems leading to such equations;~~
11. ~~simplify radical expressions involving numbers and/or variables;~~
12. ~~use fractional exponents;~~
13. ~~perform addition, subtraction, multiplication and division of expression involving radicals and complex numbers and simplify the results, including rationalization of denominators;~~
14. ~~solve equations that involve radicals;~~
15. ~~solve quadratic equations in one variable, and equations quadratic in form, by factoring, completing the square, and the quadratic formula;~~

16. — analyze and solve application problems requiring the use of quadratic equations;
17. — solve and graph quadratic inequalities in one variable;
18. — graph points in the rectangular coordinate system, and straight lines from ordered pairs obtained from its equation;
19. — determine the slope of the line between any specified pair of points;
20. — know the slope forms of the equation of a straight line, and be able to determine the equation of a particular straight line from specified input information;
21. — solve and graph linear inequalities in two variables;
22. — solve linear systems of equations in two or three variables algebraically, and solve those in two dimensions graphically;
23. — analyze and solve application problems requiring the use of linear systems of equations in two or three variables;
24. — evaluate determinants and use them to solve linear systems of equations;
25. — determine whether or not a specified relation is a function;
26. — for a function, compute the value of the function given the value of the independent variable, and be able to construct the inverse of simple functions in numeric or algebraic terms;
27. — identify the quadratic equation representing a specific conic section, and be able to draw the graph of a conic section by analyzing its equation, or to write the equation of a specified conic section;
28. — solve nonlinear systems of equation involving the intersection of two conic sections or a conic section and a straight line;
29. — compute and graph specified exponential and logarithmic functions;
30. — know the properties of logarithms (product, quotient, power and change of base rules) and be able to use them in practical numerical computations using a table of common logarithms or a calculator, and
31. — solve simple exponential and logarithmic equations.
 1. — use inequality symbols and exponents, and apply order of operations rules in complex calculations,
 2. — identify numbers as belonging to specified sets, such as rational numbers, and graph numbers on the real number line,
 3. — perform the basic arithmetic operations with positive and negative real numbers, using the number line to clarify addition and subtraction processes,
 4. — know the properties of addition and multiplication for real numbers and identify their use in practice,
 5. — solve linear equations and inequalities in one variable, and analyze and solve word problems leading to linear equations,
 6. — solve formulas for specified variables and use the resulting equations in solving word problems,
 7. — set up and solve problems involving the use of ratios and proportions,
 8. — know and apply the rules of exponents using integral exponents, and use scientific notation,
 9. — perform addition, subtraction, multiplication and division of polynomials,
 10. — factor simple polynomials, with special emphasis on trinomials quadratic in form and special factorizations, and solve related polynomial equations,
 11. — analyze and solve word problems requiring the setting up and solution of factorable quadratic equations,

12. graph points representing specified ordered pairs using a standard two dimensional rectangular coordinate systems. Graph a straight line from ordered pairs obtained from its equation.
13. determine the slope of a line between any specified pair of points.
14. know the slope-intercept and point-slope forms of the equation of a straight line, and be able to determine the equation of a particular straight line from specified input information.
15. solve and graph linear inequalities in two variables.
16. solve linear systems of equations in two variables both graphically and algebraically, and recognize inconsistent and dependent systems.
17. analyze and solve word problems requiring the use of linear systems of equations in two variables.
18. solve linear systems of inequalities in two variables graphically, and
19. find the value of integral roots of positive real numbers.

Total Hours: 48 hours lecture

Catalog Description: ~~This course is an introduction to the principles of microeconomics. An analysis of the value and distribution theory, supply and demand, including the theory of market structures, and the pricing and allocation of the factors of production, together with market models and general equilibrium analysis and study of the international economy. Emphasis is on tools of economic thinking and the historical development of these tools. This is an introductory course focusing on choices of individual economic decision-makers. Topics include scarcity, specialization and trade, market equilibrium, elasticity, production and cost theory, market structures, factor markets, and market failure.~~ C-ID: ECON 201

Type of Class/Course: Degree Credit

Text: ~~Miller, Roger L. *Economics Today*. 1418th ed. ArlingtonBoston: Pearson, 20142016. Print.~~

Miller, Roger L. *Economics Today*. 18th ed., Pearson, 2016.

Supplemental Material: ~~Study Guide for Economics Today~~

Additional Required Materials: None

Course Objectives:

1. ~~equip the student with an intelligent understanding of the structure and functions of our economic institutions, the nature of the firm, market, typical cost curves, basic market structures, and economic analysis of social problems;~~
 2. ~~provide the student with the basic tools of economic analysis so he may analyze contemporary economic problems, and make wise judgments about economic policy; and~~
 3. ~~provide the student with sources from which accurate economic data can be derived.~~
- At the conclusion of this course By the end of the course, a successful the student should be able to:

1. Utilize the concept of scarcity to explain economic trade-offs, opportunity costs, and rational behavior.
2. Calculate and interpret measures of elasticity.
3. Demonstrate how markets function and what happens in the presence of market failures.
4. Analyze production and costs of the firm.
5. Demonstrate how firms attempt to optimize their objectives in response to price signals under a variety of market structures in the short and long-run.

Course Scope and Content:

Unit I — Introduction and Foundations

- _____ A. — Nature of economies
- _____ B. — Economic thinking, inquiry, and analysis
- _____ C. — Positive vs. Normative economies
- _____ D. — Scarcity, Choice, Opportunity Costs
- _____ E. — Growth and Production Possibilities
- _____ F. — Specialization
- _____ G. — Comparative Advantage
- _____ I. — Demand and Demand Schedules
- _____ J. — Supply and Supply Schedules
- _____ K. — Analysis of Supply and Demand in Markets
- _____ L. — Government Actions and Policy in Markets
- _____ M. — Price Systems
- _____ N. — Externalities
- _____ O. — Public Spending, Transfer Programs, Public Choice
- _____ P. — Funding the Public System and Taxation
- _____ Q. — Tools for Economic Analysis

Unit II — Global Economies

- _____ A. — Labor
- _____ B. — Capital Goods
- _____ C. — International Institutions

Unit III — Elements of Microeconomics

- _____ A. — Utility Theory
- _____ B. — Diminishing Marginal Utility
- _____ C. — Choice and Demand Curve
- _____ D. — Behavioral Economics

- _____ E. _____ Demand and Supply Elasticity
- _____ F. _____ Financial Environments in Enterprises

Unit IV _____ Markets

- _____ A. _____ Outputs and Inputs over Time
- _____ B. _____ Diminishing Marginal Product and Cost Curves
- _____ C. _____ Problems of Scale
- _____ D. _____ Perfect Competition
- _____ E. _____ Monopoly
- _____ F. _____ Monopolistic Competition
- _____ G. _____ Oligopoly
- _____ H. _____ Strategic Behavior
- _____ I. _____ Regulations of Markets in Global Economy

Unit V _____ Labor and Income

- _____ A. _____ Labor Market and Demand
- _____ B. _____ Industrialization and Unions
- _____ C. _____ Monopsony
- _____ D. _____ Income and Distribution
- _____ E. _____ Poverty

Unit VI _____ Environmental Economies

- _____ A. _____ Social Costs
- _____ B. _____ Externalities
- _____ C. _____ Common Good

Unit VII _____ World Economies

- _____ A. _____ International Trade
- _____ B. _____ Comparative Advantages
- _____ C. _____ Imports and Exports
- _____ D. _____ Trade Regulation
- _____ E. _____ Exchange Rates
- _____ F. _____ Balance of Payments

Unit I: Fundamentals of Economic Thinking

- a. Scarcity
- b. Opportunity Costs
- c. Production Possibilities
- d. Marginal Analysis
- e. Rational Behavior
- f. Positive v. Normative Distinction

Unit II: How Markets Operate

- a. Definition of a market
- b. Factors of production
- c. Supply and demand
- d. Price mechanism
- e. Producer and consumer surplus
- f. Price controls

Unit III: Elasticity

- a. Price elasticity
- b. Elasticity and total revenues
- c. Determinants of the price elasticity of demand
- d. Cross price elasticity of demand
- e. Income elasticity of demand
- f. Price elasticity of supply

Unit IV: Consumer demand

- a. Utility theory
- b. Diminishing marginal utility
- c. Optimizing consumption choices

Unit V: Production and cost in the firm

- a. Introduction to the production function
- b. Marginal and average product
- c. Law of diminishing returns
- d. Explicit and implicit cost
- e. Accounting profit v. economic profit
- f. Total cost, average cost and marginal cost in short-run
- g. Short-run production decisions
- h. Long run average cost curve
- i. Economies and diseconomies of scale

Unit VI: Market structures

- a. Perfect competition
- b. Monopoly
- c. Monopolistic competition
- d. Oligopoly

Unit VII: Introduction to factor markets

- a. Labor demand for a perfectly competitive firm
- b. Market demand for labor
- c. Wage determination in a perfectly competitive labor market
- d. Monopoly in the product market
- e. Utilization of other factors of production

Unit VIII: Market failure and public policy

- a. Limits of a price system

- b. Correcting for externalities
- c. Economic functions of government
- d. Public spending

Unit IX: Specialization and gains from trade

- e. Importance of international trade
- f. Comparative advantage
- g. Imports and exports
- h. International competitiveness
- i. Arguments against free trade
- j. Ways to restrict free trade
- k. International trade organizations

Learning Activities Required Outside of Class:

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

- 1. Studying class notes
- 2. Completing required reading
- 3. Written work reflecting quantitative analysis of micro concepts
- 4. Written work reflecting critical analysis of micro concepts and Theories

- 1. Studying class notes
- 2. Answering questions
- 3. Completing required reading
- 4. Performing problem solving activities or exercises
- 5. Doing written work
- 6. Participating in group projects

Methods of Instructions:

- 1. Lectures
- 2. Multimedia presentations
- 3. Group explorations
- 4. Case study and scenario presentations and analysis
- 5. Demonstrations

- 1. Lectures
- 2. Demonstrations of sample problems on blackboard
- 3. Assigned problems from the text
- 4. Multimedia presentations
- 5. Group explorations
- 6. Case studies and scenarios

Method of Evaluation:

1. Writing assignments including:
 - a. topic paper written under American Psychological Association (APA) style guide
 - b. chapter reviews
 - c. chapter critical analysis reflections

3. Computational and non-computational problem-solving demonstrations including:
 - a. exams
 - b. quizzes
 - c. case study recommendations and solutions
 - d. formative assessments through technology of "clickers"

3. Other subjective examinations using combinations of
 - a. multiple choice questions
 - b. true and false questions
 - c. short answer questions
 - d. fill in the blank responses

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

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

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

2. Problem-solving demonstrations, including:
 - a. exams
 - b. homework problems

- c. laboratory reports
- d. case study recommendations and solutions

3. Other summative examinations using combinations of:

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

4. Participation including:

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

5. Projects including:

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

Supplemental Data:

TOP Code:	220400: Economics
SAM Priority Code:	E: Non-Occupational
Distance Education:	Online; Offline
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	1: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class



Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	NO
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	CSD: CSU Area D IG4B: IGETC Area 4B LSBS: Local GE Social/Behavioral Sci

Revised by: ~~A. Bledsoe~~D.Layne
Reviewed by: ~~S. Aunai~~
Reviewed by: ~~L. West~~
Reviewed by: ~~D.Layne~~V. Herder
Reviewed by: K. Bandy
Text update: ~~Spring~~Fall 2014
Date reviewed: September 29, 2015
Approval date: April 12, 2010

Economics (ECON) 2210 Principles of Economics--Macro (3 Units) CSU:UC
[formerly Economics 1A]

Prerequisite: Successful completion in Mathematics ~~1060~~1050 or equivalent high-school intermediate-algebra with a grade of "C" or better

Advisory: ~~Intermediate Algebra and e~~Eligibility for English 1500 strongly recommended

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

- ~~1. identify numbers as belonging to specified sets, and graph discrete and continuous sets of real numbers;~~
- ~~2. perform the basic arithmetic operations with positive and negative real numbers, plus raising to powers;~~
- ~~3. know and apply the rules of exponents and the order of operations in algebraic calculations;~~
- ~~4. apply the properties of addition and multiplication for real numbers and identify their use in practice;~~
- ~~5. solve linear equations and inequalities in one variable, and analyze and solve applications leading to such equations or inequalities;~~
- ~~6. solve and graph the solutions of compound inequalities or absolute value inequalities in one variable;~~
- ~~7. perform addition, subtraction, multiplication and division of polynomials;~~
- ~~8. factor simple polynomials, with special emphasis on trinomials quadratic in form, and solve related polynomial equations;~~
- ~~9. add, subtract, multiply and divide rational algebraic expressions, and simplify to lowest terms;~~
- ~~10. solve equations involving rational algebraic expressions, and analyze and solve word problems leading to such equations;~~
- ~~11. simplify radical expressions involving numbers and/or variables;~~
- ~~12. use fractional exponents;~~
- ~~13. perform addition, subtraction, multiplication and division of expression involving radicals and complex numbers and simplify the results, including rationalization of denominators;~~
- ~~14. solve equations that involve radicals;~~
- ~~15. solve quadratic equations in one variable, and equations quadratic in form, by factoring, completing the square, and the quadratic formula;~~
- ~~16. analyze and solve application problems requiring the use of quadratic equations;~~

17. — solve and graph quadratic inequalities in one variable;
18. — graph points in the rectangular coordinate system, and straight lines from ordered pairs obtained from its equation;
19. — determine the slope of the line between any specified pair of points;
20. — know the slope forms of the equation of a straight line, and be able to determine the equation of a particular straight line from specified input information;
21. — solve and graph linear inequalities in two variables;
22. — solve linear systems of equations in two or three variables algebraically, and solve those in two dimensions graphically;
23. — analyze and solve application problems requiring the use of linear systems of equations in two or three variables;
24. — evaluate determinants and use them to solve linear systems of equations;
25. — determine whether or not a specified relation is a function;
26. — for a function, compute the value of the function given the value of the independent variable, and be able to construct the inverse of simple functions in numeric or algebraic terms;
27. — identify the quadratic equation representing a specific conic section, and be able to draw the graph of a conic section by analyzing its equation, or to write the equation of a specified conic section;
28. — solve nonlinear systems of equation involving the intersection of two conic sections or a conic section and a straight line;
29. — compute and graph specified exponential and logarithmic functions;
30. — know the properties of logarithms (product, quotient, power and change of base rules) and be able to use them in practical numerical computations using a table of common logarithms or a calculator; and
31. — solve simple exponential and logarithmic equations.

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

1. use inequality symbols and exponents, and apply order of operations rules in complex calculations,
2. identify numbers as belonging to specified sets, such as rational numbers, and graph numbers on the real number line,
3. perform the basic arithmetic operations with positive and negative real numbers, using the number line to clarify addition and subtraction processes,
4. know the properties of addition and multiplication for real numbers and identify their use in practice,
5. solve linear equations and inequalities in one variable, and analyze and solve word problems leading to linear equations,
6. solve formulas for specified variables and use the resulting equations in solving word problems,
7. set up and solve problems involving the use of ratios and proportions,
8. know and apply the rules of exponents using integral exponents, and use scientific notation,
9. perform addition, subtraction, multiplication and division of polynomials,
10. factor simple polynomials, with special emphasis on trinomials quadratic in form and special factorizations, and solve related polynomial equations,
11. analyze and solve word problems requiring the setting up and solution of factorable quadratic equations,

12. graph points representing specified ordered pairs using a standard two dimensional rectangular coordinate systems. Graph a straight line from ordered pairs obtained from its equation.
13. determine the slope of a line between any specified pair of points.
14. know the slope-intercept and point-slope forms of the equation of a straight line, and be able to determine the equation of a particular straight line from specified input information.
15. solve and graph linear inequalities in two variables.
16. solve linear systems of equations in two variables both graphically and algebraically, and recognize inconsistent and dependent systems.
17. analyze and solve word problems requiring the use of linear systems of equations in two variables.
18. solve linear systems of inequalities in two variables graphically, and
19. find the value of integral roots of positive real numbers.

Total Hours: 48 hours lecture

~~Catalog Description: Students are introduced to the principles of macroeconomics. Analysis of national income production, full employment and price stability, cyclical stability, and the economic growth problem are emphasized. The income and expenditure approach, debt management, fiscal, and the monetary approaches are studied. Emphasis is on tools of economic thinking and the historical development of these tools.~~

An introductory course focusing on aggregate economic analysis. Topics include: market systems, aggregate measures of economic activity, macroeconomic equilibrium, money and financial institutions, monetary and fiscal policy, international economics, and economic growth. C-ID: ECON 202

Type of Class/Course: Degree Credit

~~Text: Miller, Roger L. *Economics Today*. 17th ed. Arlington/Boston: Pearson, 2014~~
~~Print.~~
 Miller, Roger L. *Economics Today*. 18th ed., Pearson, 2016.

~~Supplemental Material: Study Guide for Economics Today~~

Additional Required Materials: None

Course Objectives:

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

- ~~1. understand our economic system, the prediction of Gross National Product and inflation, the role of fiscal and monetary policy in determining economic growth, and economic analysis of social problems;~~
- ~~2. provide a basic transfer course upon which advanced work in economics and business administration may be based;~~

3. understand and apply the basic tools of economic analysis to create solutions to contemporary economic problems, and make wise judgments about economic policy, and
4. identify and interpret sources from which accurate economic data can be derived.
 1. Identify and interpret macroeconomic data.
 2. Apply macroeconomic models to understand the economy.
 3. Analyze the economic impacts of monetary and fiscal policy.
 4. Demonstrate an understanding of the function of the central bank and the banking system.

Course Scope and Content:

Unit I Introduction and Foundations

- A. Nature of economies
- B. Economic thinking, inquiry, and analysis
- C. Positive vs. Normative economies
- D. Scarcity, Choice, Opportunity Costs
- E. Growth and Production Possibilities
- F. Specialization
- G. Comparative Advantage
- I. Demand and Demand Schedules
- J. Supply and Supply Schedules
- K. Analysis of Supply and Demand in Markets
- L. Government Actions and Policy in Markets
- M. Price Systems
- N. Externalities
- O. Public Spending, Transfer Programs, Public Choice
- P. Funding the Public System and Taxation
- Q. Tools for Economic Analysis

Unit II Macroeconomy

- A. Unemployment
- B. Inflation and Deflation
- C. Circular Flows
- D. Measuring Gross Domestic Product (GDP)
- E. Global Economic Growth and Development
- F. New Growth Theory

Unit III GDP and Policy

- A. Long-Run Aggregates
- B. Equilibrium and Pricing
- C. Inflation

Unit IV Economic Models

- A. Classic Model
- B. Keynesian Economics

- _____ C. _____ Consumption
- _____ D. _____ Keynesian Determinants
- _____ E. _____ Multipliers
- _____ F. _____ Fiscal Policy
- _____ G. _____ Public Spending

Unit V _____ Money and Banking

- _____ A. _____ Functions of Money
- _____ B. _____ Intermediation
- _____ C. _____ Money Supply, Reserves, and Multiplier
- _____ D. _____ Tools of Monetary Policy
- _____ E. _____ Active and Passive Policymaking in Global Environment

Unit VI _____ Global Economics

- _____ A. _____ Comparative Advantage
- _____ B. _____ Imports and Exports
- _____ C. _____ Trade
- _____ D. _____ Exchange Concepts

Unit I: _____ Fundamentals of economic thinking

- a. Nature of economics
- b. Economic thinking, inquiry, and analysis
- c. Scarcity, choice, opportunity costs
- d. Production possibilities

Unit II: _____ How markets operate

- a. Demand
- b. Supply
- c. Analysis of supply and demand
- d. Government action and policy in markets

Unit III: _____ Measuring the economy

- a. National output and productivity
- b. Price level
- c. Business cycle
- d. Unemployment

Unit IV: _____ Modeling the business cycle

- a. Aggregate demand
- b. Short and long-run aggregate supply
- c. Classical and Keynesian models

Unit V: Monetary system

- a. Money creation and banking
- b. Role and function of central banks
- c. Money demand and velocity
- d. Inflation

Unit VI: The financial system

- a. Saving
- b. Investment
- c. Role of interest rates

Unit VII: The role of the government in the macro economy

- a. Stabilization policy
- b. Deficit and debt
- c. Fiscal and monetary policy

Unit VIII: Economic growth and development

- a. Labor resources and economic growth
- b. Capital goods and economic growth
- c. Institutions and policies for growth

Unit IX: Balance of payments and trade

- a. Comparative advantage and trade
- b. Balance of payments
- c. Exchange rates

Learning Activities Required Outside of Class:

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

1. Studying class notes
2. Completing required reading
- ~~3. Written work reflecting quantitative analysis of macro concepts~~
- ~~4. Written work reflecting critical analysis of macro concepts and theories~~
3. Answering questions
4. Performing problem solving activities or exercises
5. Doing written work

6. Participating in group projects

Methods of Instruction:

The course will be supplemented with case studies to help students master the important principles and conceptual relationships contained in the text.

1. Lectures
2. Audiovisual presentations
3. Group explorations
4. Case study and scenario presentations and analysis
5. Demonstrations
6. Assigned problems from the text

Methods of Evaluation:

1. Writing assignments including:
 - a. topic paper written under APA styleguide
 - b. chapter reviews
 - c. chapter critical analysis reflections
 2. Computational and non-computational problem-solving demonstrations
including:
 - a. exams
 - b. quizzes
 - c. case study recommendations and solutions
 - d. formative assessments through technology of "clickers"
 3. Other subjective examinations using combinations of
 - a. multiple-choice questions
 - b. true and false questions
 - c. short answer questions
 - d. fill-in-the-blank responses
 4. Participation including:
 - a. role playing and group activities
 - b. oral presentations and demonstrations
 - c. discussion responses
 - d. scenario reflections
- Projects including:
- a. multimedia presentations
 - b. business scenario responses
 - c. action plans
 - d. formal written reports
 - e. portfolios

- f. community service projects
- g. building case studies

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

2. Problem-solving demonstrations, including:
 - a. exams
 - b. homework problems
 - c. laboratory reports
 - d. case study recommendations and solutions

3. Other summative examinations using combinations of:
 - a. multiple choice questions
 - b. matching items
 - c. true/false questions
 - d. short answer questions
 - e. fill in the blank responses

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

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

Supplemental Data:

TOP Code:	220400: Economics
SAM Priority Code:	E: Non-Occupational

Distance Education:	Online; Offline
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	1: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	NO
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	CSD: CSU Area D IG4B: IGETC Area 4B LSBS: Local GE Social/Behavioral Sci

Reviewed by: K. Bandy
Reviewed by: D. Layne
Reviewed by: A. Bledsoe
Date reviewed: ~~August 27, 2014~~
October 6, 2016
Text Update: July 2012
C &GE Approved: September 8, 2014
Board Approved: October 8, 2014

Management (MGMT) 1530 Conflict Resolution (0.5 Unit) CSU
[formerly Management 16]

Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended

Total Hours: 8 hours lecture

Catalog Description: This course is designed to provide the student with an analysis of attitudes and behavior which create conflict between individuals and groups within an organization.

Type of Class/Course: Degree Credit

Text: Kindler, Herbert S. *Conflict Management: Resolving Disagreements in the Workplace*, 4th ed., Crisp, 2009

Course Objectives:

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

1. describe the meaning of conflict,
2. compare and contrast the different conflict styles and be familiar with his/her own style,
3. recognize the causes of conflict,
4. design strategies for resolving interpersonal conflict,
5. demonstrate how to use various techniques for resolving conflict,
6. solve conflict with others,
7. evaluate how to handle conflict at his/her workplace,
8. analyze case problems to determine facts, identify reasons, and apply the concepts learned decision making, and
9. utilize problem solving techniques in dealing with supervisory situations.

Course Scope and Content

Unit I Foundation of Conflict

- A. Foundation: Build Commitment
 1. Build Mutual Respect and Trust
 2. Listen
 3. Develop a Shared Vision



4. Seek Multiple Perspectives

- B. Explore
 - 1. Self-Assessment
 - 2. Nine Approaches to Manage Conflict

Unit II Addressing Conflict

- A. Plan: Gain Support
 - 1. Develop a Plan
 - 2. Analytical and Intuitive Thinking
 - 3. Determine Levels of Risk Tolerance
- B. Implement: Act
 - 1. Ethical Reasoning Ladder
 - 2. Model Ethical Behavior
- C. Follow Through: Stay Involved
 - 1. Test the Adequacy of Your Plan
 - a. Six Facets of Agreement
 - 2. Lessons Learned

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 1 hour per week outside regular class time doing the following:

- 1. Studying class notes
- 2. Answering questions
- 3. Completing required reading
- 4. Performing problem solving activities or exercises
- 5. Doing written work
- 6. Participating in group projects

Methods of Instruction:

- 1. Lectures
- 2. Demonstrations of sample problems on blackboard
- 3. Assigned problems from the text
- 4. Multimedia presentations
- 5. Group explorations
- 6. Case studies and scenarios

Methods of Evaluation:

- 1. Writing assignments, including:
 - a. written homework from chapters
 - b. group reports

- c. topic paper written under American Psychological Association (APA) style guide
 - d. chapter critical analysis reflections
 - e. case studies
 - f. scenarios
 - g. simulations
2. Problem-solving demonstrations, including:
- a. exams
 - b. homework problems
 - e. ~~laboratory reports~~
 - ~~d.c.~~ case study recommendations and solutions
3. Other summative examinations using combinations of:
- a. multiple choice questions
 - b. matching items
 - c. true/false questions
 - d. short answer questions
 - e. fill in the blank responses
4. Participation including:
- a. role-playing and group activities
 - b. oral presentations and demonstrations
 - c. discussion responses
 - d. scenario reflections
5. Projects including:
- a. multimedia presentations
 - b. business scenario responses
 - c. action plans
 - d. formal written reports
 - e. portfolios
 - f. community service projects
 - g. building new case studies

Supplemental Data:

T.O.P. Code:	050630 Management Development and Supervision
SAM <u>SAM</u> Priority Code:	C: Clearly Occupational
<u>Distance Education:</u>	<u>Online; Offline</u>
Funding Agency:	Y: Not Applicable



Program Status:	1: Program Applicable
Noncredit Category:	Y: Not Applicable
Special Class Status:	N: Course is not a special class
Basic Skills Status:	Not Applicable
Prior to College Level:	Y: Not Applicable
Cooperative Work Experience:	N: is not part of a cooperative work experience education program
Eligible for Credit by Exam:	No
Eligible for Pass/No Pass:	Yes



Reviewed by: K. Bandy
Reviewed by: D. Layne
Reviewed by: ~~S. Aunai~~ A. dan Bledsoe
Date reviewed: ~~December 15, 2008~~ October 6, 2016
Board approved: December 13, 2007

Management (MGMT)1535 Decision Making & Problem Solving (.5 Unit) CSU
[formerly Management 17]

Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended

Total Hours: 8 hours lecture

Catalog Description: This course is designed to introduce the student to decision making and problem solving as a supervisor.

Type of Class/Course: Degree Credit

Text: Gelatt, Caro, and H. B. Gelatt. Creative Decision Making, Thomson, 2003.

Course Objectives:

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

1. differentiate the difference between decision making and problem solving,
2. recognize what is involved in decision making,
3. examine the steps of decision making,
4. identify various blocks to problem solving,
5. evaluate the elements involved in individual decision making as opposed to group decision making,
6. differentiate between the problem solving techniques,
7. recognize the importance of creativity in problem solving,
8. analyze case problems to determine facts, identify reasons, and apply the concepts learned in making decisions, and
9. utilize problem solving techniques in dealing with supervisory situations.

~~Course Scope and Content; and Student Learning Outcomes:~~

Unit I ——— The Foundation

A. ——— What is problem solving and decision making?

- 1. ——— Is there a difference?
- 2. ——— Definitions

Learning Outcomes	Assessment
Explain the difference between decision-making and problem-solving	Discussion, observation, essay question/case study analysis
Explain what is involved in decision-making	Discussion, essay question/case study analysis
Identify the dos and don'ts for problem solving	Discussion, essay question/case study analysis

Unit II — Challenges and Techniques

A. — Steps in the decision-making process

1. Define the problem
2. Gather facts and data
 - a. Sources of data
 - 1) Primary data
 - 2) Secondary data
3. Organize information
4. Alternative solutions
5. Make a decision
6. Evaluate the solution
7. Individual vs. group decisions
 - a. Advantages
 - b. Disadvantages

B. — Blocks to problem-solving

1. Perceptual
2. Cultural
3. Environmental
4. Emotional
5. Problem-solving blocks in your workplace
 - a. Experiential learning activity

C. — Problem-solving techniques

1. Brainstorming
 - a. Round Robin
 - b. Popcorn method
2. Force field analysis
3. Affinity diagram
 - a. Experiential learning activity
4. Input form co-workers and supervisors
 - a. Experiential learning activity

D. — Creativity and problem-solving

1. Why creativity?
2. Barriers to creativity
 - a. Fear of failure
 - b. Lack of support
 - c. Being practical



- _____ d. _____ Supervisor's shadow
- _____ e. _____ Distractions

Learning Outcomes	Assessment
Identify problem solving techniques	Discussion, essay question/case study analysis
Identify blocks to problem solving	Discussion, essay question/case study analysis
Determine the components involved in personal decision making	Discussion, essay question/case study analysis
Identify the components involved in group decision making	Discussion, essay question/case study analysis

Unit I: Introduction to Uncertainty

- _____ A. Introduce arenas of decision-making and problem solving
- _____ B. Introduce the concepts of paradoxes in decision-making and problem solving
- _____ C. Explore how positive uncertainty enhances creativity

Unit II: Four Paradoxes in a Decision-making System

- _____ A. Examine Paradox #1- Focus vs. Flexible
- _____ B. Examine Paradox #2- Being Aware of the Unawares
- _____ C. Examine Paradox #3- Perceptions
- _____ D. Examine Paradox #4- Deciding to Decide

Unit III: Decision Strategies

- _____ A. Explore decision strategies that solve problems
- _____ B. Apply decision-making and problem solving strategies

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 1+ hour per week outside regular class time doing the following:

1. Analyze case problems
2. Obtain articles from outside publications
3. Critical thinking activities
 - a. Analyze case problems to determine facts, identify reasons, and apply the concepts learned in making decisions
 - b. Utilize problem solving techniques in dealing with supervisory situations

Methods of Instruction:

1. Lecture
2. Individual and group problem solving
3. Case analysis
4. Class discussion and participation
5. Role playing and classroom simulations

Methods of Evaluation:

1. Oral and/or written case analysis
2. Oral and/or written action plan
3. Class participation

Methods of Evaluation:

1. Writing assignments, including:
 - a. written homework from chapters
 - b. group reports
 - c. topic paper written under American Psychological Association (APA) style guide
 - d. chapter critical analysis reflections
 - e. case studies
 - f. scenarios
 - g. simulations
2. Problem-solving demonstrations, including:
 - a. exams
 - b. homework problems
laboratory reports
 - c. case study recommendations and solutions
3. Other summative examinations using combinations of:
 - a. multiple choice questions
 - b. matching items
 - c. true/false questions
 - d. short answer questions
 - e. fill in the blank responses
4. Participation including:
 - a. role-playing and group activities
 - b. oral presentations and demonstrations
 - c. discussion responses
 - d. scenario reflections
5. Projects including:
 - a. multimedia presentations
 - b. business scenario responses
 - c. action plans
 - d. formal written reports
 - e. portfolios
 - f. community service projects
 - g. building new case studies



Supplemental Data:

TOP Code:	050630: Management Development and Sup
SAM Priority Code:	C: Clearly Occupational
Distance Education:	Online; Offline
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	1: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	NO
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	NONE



Reviewed by: K. Bandy
Reviewed by: D. Layne
Reviewed by: ~~S. Aunai~~ A. Jam-Bledsoe
Date reviewed: ~~December 15, 2008~~ October 6, 2016
Board approved: December 13, 2007
Text Update: April 6, 2016

Management (MGMT) 1545 Customer Service (.5 Unit) CSU
[formerly Management 19]

Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended

Total Hours: 8 hours lecture

Catalog Description: This course is designed to provide the student with certain key skills and attitudes in order to effectively meet the needs of customers. The student will be introduced to the concept of internal and external customers, customer satisfaction and customer retention. Topics will also include communicating with customers, developing a positive attitude, handling complaints and sales skills.

Type of Class/Course: Degree Credit

Text: Performance Research Associates. *Delivering Knock Your Socks Off Service*, 5th ed., illustrated by John Bush, AMACOM, 2012.

Course Objectives:

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

1. demonstrate key skills in order to effectively meet customer needs,
2. practice positive communication and listening techniques,
3. examine the key elements of outstanding customer service including reliability, assurance, tangibles, empathy, and responsiveness,
4. select techniques to handle complaints from customers in a positive way,
5. differentiate between the key elements of customer satisfaction and customer retention
6. analyze case problems to determine facts, identify reasons, and apply the concepts learned in making decisions, and
7. utilize problem solving techniques in dealing with supervisory situations.

~~Course Scope and Content; and Student Learning Outcomes:~~

~~Unit I — Foundation of Customer Service~~

- ~~A. — What is Customer Service?~~
 - ~~1. — Why customer service is important.~~
 - ~~2. — Why we need it.~~
 - ~~3. — What's the difference between good customer service and outstanding customer service?~~
 - ~~a. — Going beyond expectations~~

- _____ B. _____ Who Are Your Customers?
 - 1. _____ Internal customers
 - 2. _____ Identifying internal customers
 - a. _____ Experiential learning activity
- _____ C. _____ Serving internal customers
- _____ D. _____ External customers
- _____ E. _____ Team effort in customer service

Learning Outcomes	Assessment
Describe quality customer service	Discussion, observation, essay question
Explain "S.E.R.V.I.C.E"	Discussion, essay question
Identify the benefits of improved customer service	Discussion, essay question/case study analysis

Unit II _____ Quality Service

- A. _____ Key Elements of Outstanding Customer Service
 - _____ 1. _____ Reliability
 - _____ a. _____ Keep your promise to customers
 - _____ 1) _____ Corporate promises
 - _____ 2) _____ Personal promises
 - _____ b. _____ What do you do if you break a service promise?
 - _____ 1) _____ Apologize
 - _____ a) _____ Sincere
 - _____ b) _____ Timely
 - _____ c) _____ Personal
 - _____ 2) _____ Give something extra
 - _____ 3) _____ Experiential learning activity
 - _____ 2. _____ Assurance
 - _____ a. _____ Listen to customers
 - _____ 1) _____ Body language
 - _____ b. _____ Know your job description and product/service
 - _____ c. _____ Know your company
 - _____ d. _____ Be a problem solver
 - _____ 3. _____ Tangibles
 - _____ a. _____ Physical location
 - _____ b. _____ Items you hand out to the public
 - _____ 4. _____ Empathy
 - _____ a. _____ Customers don't care what you know until they know that you care
 - _____ b. _____ Use empathetic phrases
 - _____ 5. _____ Responsiveness
 - _____ a. _____ Respond to customers in a timely manner
 - _____ b. _____ Acknowledge customers who are waiting
- B. _____ Customer Expectations
 - _____ 1. _____ What do we expect as customers?
 - _____ 2. _____ What do our customers expect?
 - _____ a. _____ What baggage do customers bring with them?
 - _____ b. _____ What unrealistic expectations do customers have?

- _____ c. _____ Experiential learning activity
- _____ C. _____ Customer Retention
 - _____ 1. _____ The importance of customer service and customer loyalty
 - _____ 2. _____ The value of long term customers
 - _____ 3. _____ Why customers leave
- _____ D. _____ Communication
 - _____ 1. _____ How to be a better listener
 - _____ 2. _____ Active listening
 - _____ 3. _____ Non-verbal communication
 - _____ 4. _____ Telephone communication
- _____ E. _____ Customer Interaction

Learning Outcomes	Assessment
Identify the “sins” of customer service	Discussion, essay question/case study analysis
Discover what customers want	Discussion, essay question/case study analysis
Describe how to handle customer complaints	Discussion, essay question/case study analysis
Develop an action plan for improved service	Discussion, action plan

Unit I: Fundamental Principles

- _____ A. Examine the Unbreakable Rule in Customer Service
- _____ B. Explore the 5 elements in exceptional customer service
- _____ C. Explain why the customer is always the customer

Unit II: How to Deliver Quality Customer Service

- _____ A. Create trust
- _____ B. Identify skills in a good listener
- _____ C. Ask intelligent questions
- _____ D. Exhibit excellent telephone etiquette
- _____ E. Techniques to reach across generations

Unit III: Communication Techniques

- _____ A. Communicate across functions in the business
- _____ B. Provide good service as good selling
- _____ C. Effective use of e-mail
- _____ D. Explore the value of “thank you”

Unit IV: Problem Solving

- _____ A. Examine the axioms of service recovery
- _____ B. How to perform effective service recovery
- _____ C. Effectively work with the most challenging customers

Unit V: Self-preservation in Customer Service

- _____ A. Master the art of calm
- _____ B. Remain the consummate professional
- _____ C. Use the “Competence Principle” for self-improvement

Learning Activities Required Outside of Class:



The students in this class will spend a minimum of 1 hour per week outside regular class time doing the following:

1. Analyze case problems
2. Obtain articles from outside publications
3. Critical thinking activities
 - a. Analyze case problems to determine facts, identify reasons, and apply the concepts learned in making decisions
 - b. Utilize problem solving techniques in dealing with supervisory situations

Methods of Instruction:

1. Lecture
2. Individual and group problem solving
3. Case analysis
4. Class discussion and participation
5. Role playing and classroom simulations

Methods of Evaluation:

1. ~~Oral and/or written case analysis~~
2. ~~Oral and/or written action plan~~
3. ~~Class participation~~

Methods of Evaluation:

1. Writing assignments, including:
 - a. written homework from chapters
 - b. group reports
 - c. topic paper written under American Psychological Association (APA) style guide
 - d. chapter critical analysis reflections
 - e. case studies
 - f. scenarios
 - g. simulations
2. Problem-solving demonstrations, including:
 - a. exams
 - b. homework problems
 - ~~laboratory reports~~
 - c. case study recommendations and solutions
3. Other summative examinations using combinations of:
 - a. multiple choice questions
 - b. matching items
 - c. true/false questions
 - d. short answer questions
 - e. fill in the blank responses
4. Participation including:

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

5. Projects including:

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

Supplemental Data:

TOP Code:	050630: Management Development and Sup
SAM Priority Code:	C: Clearly Occupational
Distance Education:	Online; Offline
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	I: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program



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

Reviewed by: ~~S. Aunai~~ D. Layne

Reviewed by: K. Bandy

Reviewed by: ~~D. Layne~~ A. Bledsoe

Date reviewed: ~~December 15, 2008~~ October 6, 2016

Board approved: December 13, 2007

Management (MGMT) 1555 Stress Management (.5 Unit) CSU
[formerly Management 21]

Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended

Total Hours: 8 hours lecture

Catalog Description: This course is designed to acquaint the student with various skills the supervisor needs to help employees. Included is the recognition of stress and how to manage it, job burnout and what to do about it, and counseling employees in various situations.

Type of Class/Course: Degree Credit

Text: Raber, Merrill, et al. *Stress Management*, 3rd ed., Thomson, 2005.

Course Objectives:

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

1. describe stress and what it costs in the workplace,
2. identify stressors, both internal and external,
3. examine his/her own stress condition,
4. differentiate between the various stress management techniques,
5. choose stress management techniques that are best suited for himself/herself,
6. analyze case problems to determine facts, identify reasons, and apply the concepts learned in making decisions, and
7. utilize problem solving techniques in dealing with supervisory situations.

~~Course Scope and Content, and Student Learning Outcomes:~~

Unit I Foundation of Stress

- A. What is Stress?
 1. Definition
 2. What stress does to us
 - a. Physically
 - b. Emotionally
 - c. Behaviorally
 3. How stressed are you?
 4. What causes stress in your workplace?
 - a. Experiential learning activity

- B. The Costs of Stress
 - 1. Lower productivity
 - 2. Job turnover
 - 3. Increase in absenteeism
 - 4. Workman's compensation
 - 5. Impact of stressed employees at your workplace
 - a. Experiential learning activity

- C. Internal Stressors
 - 1. Procrastination
 - 2. People pleaser
 - 3. Perfectionist
 - 4. Work-a-holic
 - 5. Super responsible

- D. External Stressors
 - 1. In our control
 - 2. Out of our control

Learning Outcomes	Assessment
Describe what is stress?	Discussion, observation, essay question
Identify the symptoms and signs of stress	Discussion, observation, essay question
Describe the internal and external stressors	Discussion, observation, essay question
Explain what stress does to an organization	Discussion, observation, essay question

Unit II
Addressing Stress

- A. Stress Management Tips and Techniques
 - 1. Exercise
 - 2. Nutrition
 - 3. Sleep
 - 4. Humor
 - 5. Yoga
 - 6. Massage
 - 7. Aromatherapy
 - 8. Progressive muscle relaxation
 - 9. Visualization
 - 10. Meditative relaxation
 - 11. Learning to let go
 - a. Don't take your job home
 - b. Don't let stress affect your productivity while at work
 - c. Experiential learning activity

- B. Skill builders
 - 1. Time management
 - 2. Conflict management
 - 3. Managing change

Learning Outcomes	Assessment
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Describe the benefits of stress management	Discussion, essay question/case study analysis
Identify techniques and tools to manage stress	Discussion, essay question/case study analysis
Describe skill areas to manage stress	Discussion, essay question/case study analysis
Develop a stress management action plan	Discussion, action plan

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 1 hour per week outside regular class time doing the following:

1. Analyze case problems
2. Obtain articles from outside publications
3. Critical Thinking Activities
 - a. Analyze case problems to determine facts, identify reasons, and apply the concepts learned in making decisions
 - b. Utilize problem solving techniques in dealing with supervisory situations

Methods of Instruction:

1. Lecture
2. Individual and group problem solving
3. Case analysis
4. Class discussion and participation
5. Role playing and classroom simulations

Methods of Evaluation:

1. Oral and/or written case analysis
2. Oral and/or written action plan
3. Class participation

Methods of Evaluation:

1. Writing assignments, including:
 - a. written homework from chapters
 - b. group reports
 - c. topic paper written under American Psychological Association (APA) style guide
 - d. chapter critical analysis reflections
 - e. case studies
 - f. scenarios
 - g. simulations
2. Problem-solving demonstrations, including:
 - a. exams
 - b. homework problems
laboratory reports
 - c. case study recommendations and solutions
3. Other summative examinations using combinations of:



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

4. Participation including:

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

5. Projects including:

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

Supplemental Data:

TOP Code:	050630: Management Development and Sup
SAM Priority Code:	C: Clearly Occupational
Distance Education:	Online; Offline
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	1: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course



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

Revised by: D. Thornsberry~~C. Bertram~~
Reviewed by: K. Bandy R. Mallard
Text update: September 7, 2016~~August 20, 2010~~
C & G Ed approval: November 8, 2010
Board approval: December 9, 2010

Industrial Education Safety (IES) 2058 ~~1058~~ Occupational Safety and Health Standards for the Construction Industry/OSHA 30 hour Construction Industry Training Program (3.0 ~~1.5~~ Units) CSU
[formerly Industrial Education Safety 58A and 1058]

Prerequisite: ~~None~~ Completion of a minimum of 12 units in IES courses. Specifically: IES 1500 Occupational Health and Safety Compliance, IES 15XX Respiratory Protection for Hazardous Materials Handling and Permit Required Confined Spaces, IES 1532 Industrial Hygiene, and ENER 1513 Environmental Awareness and Compliance

Total Hours: ~~26 hours lecture~~ 48 hours lecture

Catalog Description: This course ~~covers~~ is an overview of Federal and California Occupational Safety and Health Administration (OSHA) policies, procedures, standards, and general industry ~~construction~~ safety and health principles. Topics include scope and application of the Federal and California OSHA standards. Special ~~e~~Emphasis is on the most hazardous routinely encountered by workers in a broad spectrum of industries. ~~functions workers perform during construction projects. This course is offered on a Pass/No Pass basis only. This course includes a 30-hour General Industry Outreach Training Program. It is intended to provide a variety of training to workers with some safety responsibility. Training should emphasize hazard identification, avoidance, control and prevention, not OSHA standards. Instructional time for both courses must be a minimum of 48 hours. Students successfully completing this course will receive an OSHA 30 card.~~

Type of Class/Course: Degree Credit

Required Text:

Essentials of Safety: Construction Training and Reference Guide, vol. 1 & 2 with Trainee

Workbook for Construction. Mancomm, 2016.

Recommended Text

29 CFR 1926 Construction Industry Regulations. MANCOMM 2016.

State of California General Industry & Electrical Safety Orders. Mancomm, 2013.

~~Textbook: *29CFR 1926 Construction Industry Regulations. Mangan Communications, Inc.: Davenport, Iowa, 2008. Print.*~~

~~*Cal OSHA Construction and Electrical Safety Orders. Mangan Communications, Inc.: Davenport, Iowa, 2010. Print.*~~

Additional Required Materials: None

Course Objectives:

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

1. ~~identify the most common hazards found on construction sites,~~

2. apply ~~locate~~ the correct OSHA standard in 29 Code of Federal Regulations (CFR) 1926, and
3. evaluate ~~discuss~~ various construction processes, materials, and equipment.

Course Scope and Content:

OSHA Standards 18 hours

- Unit I Introduction
- A. ~~Introduction to OSHA~~
 - AB. Inspections and Citations 1903
 - BC. Recordkeeping 1904 and Subpart C
 - CD. Cal-OSHA Equivalents and Differences

- Unit II Standards I
- A. Welding Subpart J
 - B. Fire Prevention Subpart F
 - C. Electrical Subpart K
 - D. Scaffolds Subpart L
 - E. Fall Protection Subpart M
 - F. Cal-OSHA Equivalents and Differences

- Unit III Standards II
- A. Signs and Barricades Subpart G
 - B. Ladders and Stairways Subpart X
 - C. Cranes Subpart CC
 - D. Rigging Subpart CC
 - E. Cal-OSHA Equivalents and Differences

- Unit IV Standards III
- A. Excavations Subpart P
 - B. Hand and Portable Power Tools Subpart I
 - C. Personal Protective Equipment Subpart E
 - D. Health Hazards Subpart Z
 - E. Confined Spaces Subpart AA
 - F. Cal-OSHA Equivalents and Differences

OSHA 30 for Construction Industry

A. The topic requirements are as follows:

1. Mandatory - 15 hours

a. Introduction to OSHA - 2 hours.

1. OSHA has required training content for this module - see Introduction to OSHA.

2. Covers workers' rights, employer responsibilities and how to file a complaint. It includes helpful worker safety and health resources. It also provides a sample weekly fatality and catastrophe report, a material data safety sheet and the OSHA Log of Work-Related Injuries and Illnesses (OSHA Form 300).

3. Materials include an Instructor Guide, PowerPoint slides, student handouts, and participatory activities.

b. Managing Safety and Health - 2 hours. May include Injury and Illness Prevention Programs, job site inspections, accident prevention programs, management commitment and employee involvement, worksite analysis, hazard prevention and

control, accident investigations, how to conduct safety meetings, and supervisory communication.

- c. **OSHA Focus Four Hazards - 6 hours.** Because most construction fatalities are caused by fall hazards, falls must be covered for a minimum of one hour and 15 minutes. The other focus four hazards must be covered for a minimum of one-half hour each. A trainer may spend up to 10 hours on this topic.
1. Falls (minimum one hour and 15 minutes)
 2. Electrocution
 3. Struck-By (e.g., falling objects, trucks, cranes)
 4. caught-In or Between (e.g., trench hazards, equipment)

Focus Four Hazards Training Requirements

All lessons for the Focus Four Hazards are required to use the following terminal (TO) and enabling (EO) objectives:

TO: Given current OSHA and industry information regarding construction worksite illnesses, injuries, and/or fatalities, the student will be able to recognize [fall, caught-in or between, struck-by, electrocution] hazards in construction.

Specifically for each of the focus four, the student will be able to:

EO 1: Identify major hazards

EO 2: Describe types of hazards

EO 3: Protect him/herself from these hazards

EO 4: Recognize employer requirements to protect workers from these hazards

Because these objectives are the expected student outcomes, trainers:

- 1) May not vary from these objectives when planning the training session; and
- 2) Must follow the participatory training model by applying effective training techniques;
- 3) Must make sure the objectives are measured by testing the student's achievement.

d. **Personal Protective and Lifesaving Equipment - 2 hours**

e. **Health Hazards in Construction - 2 hours.** May teach noise, hazard communication, and crystalline silica or any other construction health hazard.

f. **Stairways and Ladders - 1 hour.**

2. **Elective - 12 hours.** Must present at least 12 hours of training on the following topics. At least 6 of the following topics must be presented. The minimum length of any topic is one-half hour.

a. **Concrete and Masonry Construction**

b. **Confined Space Entry**

c. **Cranes, Derricks, Hoists, Elevators, & Conveyors**

d. **Ergonomics**

e. **Excavations**

f. **Fire Protection and Prevention**

g. **Materials Handling, Storage, Use and Disposal**

h. **Motor Vehicles, Mechanized Equipment and Marine Operations; Rollover Protective Structures and Overhead Protection; and Signs, Signals and Barricades**

i. **Powered Industrial Vehicles**

j. **Safety and Health Programs**

k. **Scaffolds**

- l. Steel Erection
- m. Tools - Hand and Power
- n. Welding and Cutting

- 3. Optional - 7 hours. Teach other construction industry hazards or policies and/or expand on the mandatory or elective topics. The minimum length of any topic is one-half hour.
 - a. This will be at the discretion of the instructor, depending upon the audience, but will most likely expand on the elective topics.

Learning Activities Required Outside of Class:

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

- 1. Studying assigned text, handout materials, and class notes
- 2. Reviewing and preparing for quizzes and examinations
- 3. Reviewing case studies
- 4. Completing written assignments and projects

Methods of Instruction:

- 1. Lecture
- 2. In-class workshops
- 3. Test Lab
- 4. Demonstrations
- 5. Case Studies

Methods of Evaluation:

- 1. Written final exam (OSHA 30)
- 2. Written final exam (Construction Industry Standards)
- 3. Performance observation
- 4. Participation
- 5. Quizzes
- 6. Role Playing
- 7. Group Projects

Supplemental Data:

TOP Code:	095670: Indus Occupational Safe Health
SAM Priority Code:	C: Clearly Occupational
Distance Education:	Not Applicable

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

Revised by: D. Thornsberry C. Bertram
Reviewed by: ~~R. Mallard~~ K. Bandy
Text update: ~~July 19, 2010~~ September 6, 2016
C & G Ed approval:
Board approval:

Industrial Education Safety (IES) 2061+06+Occupational Safety and Health Standards for General Industry/OSHA 30 hour General Industry Training Program
(~~4.5~~ 3.0 Units)
[formerly Industrial Education Safety 59A]

Prerequisite: ~~None~~ Completion of a minimum of 12 units in IES courses. Specifically, IES 1500 Occupational Health and Safety Compliance, IES 15XX Respiratory Protection for Hazardous Materials Handling and Permit Required Confined Spaces, IES 1532 Industrial Hygiene, and ENER 1513 Environmental Awareness and Compliance

Total Hours: ~~26-48~~ hours lecture

Catalog Description: This course ~~is an overview~~ is an overview of Federal and California Occupational Safety and Health Administration (OSHA) policies, procedures, standards, and general industry safety and health principles. Topics include scope and application of the Federal and California OSHA standards. Emphasis is on the hazards routinely encountered by workers in a broad spectrum of industries. ~~This course is offered on a Pass/No Pass basis only.~~

30-Hour General Industry Outreach Training Program - Designated Training Topics. This course includes a 30-hour General Industry Outreach Training Program. It is intended to provide a variety of training to workers with some safety responsibility. Training emphasizes hazard identification, avoidance, control and prevention, not OSHA standards. Instructional time for both courses must be a minimum of 48 hours.

Students successfully completing this course will receive an OSHA 30 card.

Type of Class/Course: Degree Credit

Required Textbooks:

Essentials of Safety: Cal/OSHA General Industry Training and Reference Guide vol. 1 & 2, with Trainee Workbook for Ca/Osha General Industry, Mancomm, 2014.

Recommended Text:

29 CFR 1910 OSHA General Industry Regulations. Mancomm, 2012.

State of California General Industry & Electrical Safety Orders, Mancomm, 2013.

Additional Required Materials: None

Course Objectives:

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

- ~~1. locate and apply OSHA Safety and Health Standards, Policies and Procedures,~~

- ~~2. utilize OSHA standards and regulations to supplement an on-going safety and health program,~~
- ~~3. identify common violations of OSHA standards and propose abatement actions, and~~
- ~~4. describe appropriate abatement procedures for selected safety and health hazards.~~
1. understand general industry rights for workers and employer responsibilities.
2. to file a complaint as well as how to identify, abate, avoid and prevent job related hazards.
3. locate and apply OSHA Safety and Health Standards, Policies and Procedures.
4. utilize OSHA standards and regulations to supplement an on-going safety and health program.
5. identify common violations of OSHA standards and propose abatement actions, and
6. describe appropriate abatement procedures for selected safety and health hazards.

Course Scope and Content:
OSHA Standards 18 hours

Unit I Introduction

- A. Inspections and Citations Part 1903
- B. Safety and Health Programs
- C. Introduction to the OSHA Standards
- D. Cal-OSHA Equivalents and Differences

Unit II Standards I

- A. Walking and Working Surfaces Subpart D
- B. Electrical Subpart S
- C. Personal Protective Equipment Subpart I
- D. Welding Subpart Q
- E. Cal-OSHA Equivalents and Differences

Unit III Standards II

- A. Introduction to Industrial Hygiene
- B. Hazard Communication Subpart H
- C. Exit Routes and Emergency Action Plans Subpart E
- D. Materials Handling Subpart N
- E. Cal-OSHA Equivalents and Differences

Unit IV Standards III

- A. Machine Guarding Subpart O
- B. Lockout/Tagout Subpart O and S
- C. Permit-Required Confined Spaces Subpart CC
- D. Hazardous Materials Subpart Z
- E. Recordkeeping Subpart D and E
- F. Cal-OSHA Equivalents and Differences

OSHA 30 for General Industry

The topic requirements for OSHA 30 are as follows:

1. Mandatory - 13 hours

- a. Introduction to OSHA - 2 Hours. See above 10-hour section for additional information.
- b. Managing Safety and Health - 2 hours. May include Injury and Illness Prevention Programs, job site inspections, accident prevention programs, management

commitment and employee involvement, worksite analysis, hazard prevention and control, accident 4 investigations, how to conduct safety meetings, and supervisory communication.

- c. Walking and Working Surfaces, including fall protection - 1 hour.
- d. Exit Routes, Emergency Action Plans, Fire Prevention Plans, and Fire Protection - 2 hours.
- e. Electrical - 2 hours.
- f. Personal Protective Equipment (PPE) - 1 hour.
- g. Materials Handling - 2 hours.
- a-h. Hazard Communication - 1 hour.

2. Elective - 10 hours. Must present at least 10 hours of training on the following topics. At least 5 of the following topics must be presented. The minimum length of any topic is one-half hour.

- a. Hazardous Materials (Flammable and Combustible Liquids, Spray Finishing, Compressed Gases, Dipping and Coating Operations)
- b. Permit-Required Confined Spaces
- c. Lockout / Tagout
- d. Machine Guarding
- e. Welding, Cutting, and Brazing
- f. Introduction to Industrial Hygiene
- g. Bloodborne Pathogens
- h. Ergonomics
- i. Fall Protection
- j. Safety and Health Programs
- a-k. Powered Industrial Vehicles

3. 7 hours of additional optional topics. Teach other general industry hazards or policies and/or expand on the mandatory or elective topics. The minimum length of any topic is one-half hour.

- a. This will be at the discretion of the instructor, depending upon the audience, but will most likely expand on the elective topics.

Learning Activities Required Outside of Class: 6 hours

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

- 1. Studying assigned text, handout materials, and class notes
- 2. Reviewing and preparing for quizzes and examinations
- 3. Reviewing case studies
- 4. Completing written assignments and projects

Methods of Instruction:

- 1. Lecture
- 2. In-class workshops
- 3. Activities
- 4. Demonstrations

5. Case Studies
Methods of Evaluation:

1. Written final exam (OSHA 30)
2. Written final exam (General Industry Standards)
3. Presentation
4. Participation
5. Quizzes
6. Role Playing
7. Group Projects

Supplemental Data:

TOP Code:	095670: Indus Occupational Safe Health
SAM Priority Code:	C: Clearly Occupational
Distance Education:	Not Applicable
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	I: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	NO
Eligible for Pass/No Pass:	NO



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Taft College General Education:	NONE
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Revised by: D. Reynolds
Reviewed by: M. Mayfield
Reviewed by: R. Miranda
J. May
Text update: January 7, 2014
C & G Ed approval: ~~March 14, 2011~~
Board approval: ~~April 21, 2011~~

Astronomy (ASTR) 1511 Introduction to Astronomy with Lab (4 Units) CSU:UC

Advisory: English 1000, Reading 1005, and Math 1050 strongly recommended.

Prerequisite: None

Total Hours: 48 hours lecture; 48 hours lab (96 total hours)

Catalog Description: This survey course includes historical development of astronomy; astronomical instruments; basic physical laws and processes; the formation, life cycle and death of stars; the structure and dynamics of the Milky Way galaxy and other galaxies, and the structure of the universe; cosmology; and the evolution and structure of the solar system. Field trips are required to study points of astronomical interest. The student may opt to receive credit in only one of the following courses: Astronomy 1510 or Astronomy 1511.

Type of Class/Course: Degree Credit

Text: Bennett, Jeffrey, et al. *The Cosmic Perspective*. 7th ed., Addison-Wesley, 2013.

Additional Required Materials:

Bennett, Jeffrey, et al. *Mastering Astronomy with eText- Standalone Access Card- for The Cosmic Perspective*. 7th ed. Addison-Wesley. 2013.

Course Objectives:

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

1. provide a descriptive overview of the contents of the universe, with secondary emphasis on the solar system, and identify the type of astronomical object shown in selected photographs,
2. demonstrate a qualitative understanding of the processes occurring in stars, galaxies, interstellar matter and the solar system, and of the basic physical laws that govern these processes,
3. develop the ability for logical scientific thought to the point of applying the physical and geometric principles discussed to the analysis and qualitative solution of simply stated astronomical problems. As far as possible, considering the level of the course, this objective will be emphasized relative to the memorization of facts, and
4. develop an understanding of scientific inquiry and the scientific method through examples drawn from the history of astronomy, and develop an appreciation of the crucial role of astronomy in the development of modern science.

Means of Achieving Course Objectives:



1. Assigned reading and homework exercises from text.
2. Study published chapter handouts.
3. Lecture and demonstrations given by instructor.
4. Study the course objectives using the published study objectives as a guide.

Course Scope and Content (Lecture):

- Unit I Grand Tour of the Heavens
 - A. Astronomers tools
 - B. Constellations
 - C. Stellar measurements
 - D. Origins
 - E. Science versus pseudoscience

- Unit II Electromagnetic Radiation
 - A. Electromagnetic radiation
 - B. Black body radiation
 - C. Absorption and emission spectra
 - D. Properties of matter
 - E. Doppler effect

- Unit III Optics and Telescopes
 - A. Eyes and cameras
 - B. Refracting telescopes
 - C. Reflecting telescopes
 - D. Schmidt telescope
 - E. Ground based telescopes and satellites

- Unit IV Motion of Stars and Planets
 - A. Phases of the moon
 - B. Solar and lunar eclipses
 - C. Apparent magnitude
 - D. Celestial sphere
 - E. Celestial coordinates
 - F. Seasons, time zones and calendars

- Unit V History of Astronomy
 - A. Ancient roots of science
 - B. Aristotle
 - C. Ptolemy
 - D. Copernicus
 - E. Brahe
 - F. Kepler
 - G. Galileo
 - H. Newton

- Unit VI The Solar System
 - A. Terrestrial planets
 - B. Jovian planets
 - C. Pluto and Charon
 - D. Asteroids

- E. Comets
- F. Other solar systems
- G. Formation of our solar system

- Unit VII Our Sun
- A. The Sun's basic structure
 - B. Hydrogen fusion and neutrinos
 - C. Sunspots and other solar activity

- Unit VIII Distant Stars
- A. Color, temperature and spectra of the stars
 - B. Stellar classification
 - C. Stellar parallax
 - D. The inverse square law
 - E. Hertzsprung-Russell diagrams
 - F. Star sizes
 - G. Binary stars
 - H. Mass – luminosity relation
 - I. Variable stars
 - J. Star clusters

- Unit IX The Birth and Death of Stars
- A. Starbirth
 - B. Nuclear fusion
 - C. Brown dwarfs
 - D. The death of stars
 - E. Black holes

- Unit X Galaxies
- A. The Milky Way Galaxy
 - B. A Universe of Galaxies
 - C. Dark matter
 - D. Hubble's Law
 - E. Quasars and active galaxies
 - F. Cosmology

Course Scope and Content (Laboratory):

- Unit I Basic Astronomy Skills
- A. Position and Star Charts
 - B. Seasons and Motions of Stars and Planets

- Unit II Fundamentals of Astronomy
- A. Kepler's and Newton's Laws
 - B. Parallax and Distance

- Unit III Nature of Light in Astronomy
- A. Electromagnetic Spectrum of Light
 - B. Absorption and Emission Spectra
 - C. Properties of Waves



- Unit IV Telescopes
A. Properties and Design of Telescopes
B. Optics and Imaging
- Unit V Solar and Lunar Observing
A. Observing the Sun
B. Observing the Moon and Lunar Phases
- Unit VI Planets
A. Terrestrial Planets
B. Jovian Planets
C. Exo-Planets
- Unit VII Stars
A. Blackbody Radiation
B. Hertzsprung-Russell Diagram
C. Extreme Stars
- Unit VIII Galaxies and Cosmology
A. Classification and Distribution
B. Origins and Scale of the Universe

Outside Activities:

The students in this class will spend a minimum of 68 hours per week outside of the regular class time doing the following:

1. Studying text, chapter handouts and learning objectives.
2. Answering questions.
3. Skill practice.
4. Completing required reading.
5. Problem solving activity or exercise.
6. Written work.

Methods of Instruction:

1. Assign reading topics in the text book and selected references
2. Class lectures will be used to clarify and extend the theoretical and factual concepts present in the text
3. Class discussions and problem solving sessions
4. Audiovisual materials, relative to some unit of study will be shown to supplement lecture materials
5. Problem sets and questions from the text will be assigned
6. Telescopic and non-telescopic visual observations will be employed so that students may see some of the objects that are emphasized in the lectures
7. Field Trips

Methods of Evaluation:

1. Substantial writing assignments including:



- a. Essay exams
 - b. Research reports
2. Computational or non-computational problem-solving demonstrations including:
- a. Exams
 - b. Homework problems
 - c. Quizzes
3. Other examinations, including:
- a. Multiple choice
 - b. Matching items
 - c. True/false items
 - d. Completion

Laboratory Category: Extensive Laboratory

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

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

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

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

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

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

Supplemental Data:

TOP Code:	191100: Astronomy
SAM Priority Code:	E: Non-Occupational
Distance Education:	Online; Offline
Funding Agency:	Y: Not Applicable(funds not used)



Program Status:	I: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	E: Credit By Exam
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	CSB1: CSU Area B1 CSB3: CSU Area B3 IG5A: IGETC Area 5A IG5C: IGETC Area 5C LNS: Local GE Natural Science

Revised by: D. Reynolds
Reviewed by: M. Mayfield
Reviewed by: ~~R. Miranda~~
J. May

Text update: January 22, 2014

Date review: ~~Spring 2011~~

Fall 2016

C & G Ed approval: ~~Dec. 12, 2011~~

Board approval: ~~January 12, 2012~~

Physics (PHYS) 2222 General Physics II (Calculus) (4 Units) CSU:UC
[Formerly Physics 4B]

Prerequisite: Successful completion of Physics 2221 and Mathematics 2120 with grades of "C" or better ~~higher~~ or concurrent enrollment in Mathematics 2120

Prerequisite knowledge/skills:

Before entering the course the student should be able to:

1. understand the use of functional notation,
2. plot and interpret graphs of functions,
3. differentiate algebraic, trigonometric, exponential, logarithmic and hyperbolic functions,
4. apply derivatives, and
5. find the integrals of basic functions

Total Hours: 48 hours lecture; 48 hours lab (96 hours total)

Catalog Description: Demonstration lectures, problems and laboratory work in the fundamentals of electricity, including fields, circuits, magnetism and waves comprise this course, which is a continuation of Physics 2221. C-ID: PHYS 210 This is the second course in a series of three.

Type of Class/Course: Degree Credit

Texts: Young, Hugh and Roger Freedman. *University Physics Plus Modern Physics Technology Update, Books a la Carte Plus Mastering Physics with eText*. 14th ed., Addison-Wesley, 2016.

Lab Manual:

Sokoloff, David R., et al. *Real Time Physics Active Learning Laboratories Module 3 Electric Circuits*. 2nd ed., John Wiley & Sons, 2014.

Additional Required Instructional Materials: Scientific calculator required

Course Objectives:

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

1. apply the laws and principles of classical electricity and magnetism to the solution of problems of:
 - a. forces between point charges; electric force fields and potential fields produced by individual point charges and sets of point charges and by uniformly charged surfaces and volumes having plane, spherical or cylindrical charge symmetry (Gauss' Law); potential difference calculations; and capacitance, capacitors, arrays of capacitors, and the effect of dielectrics on capacitors,
 - b. current, resistance and electromotive force and direct current circuits and instruments,
 - c. the magnetic field and the force it exerts on moving electric charges or currents, its production by moving electric charges or currents, induced electromotive force in conductors and electric circuits, and the magnetic properties of matter,
 - d. mutual inductance and self inductance and, the basis of electrical machinery and the behavior of electric circuits involving resistance, inductance and capacitance in transient and (alternating circuit) conditions
 - e. electromagnetic waves
2. in all the subject areas of this course, be able to identify multiple applicable physical concepts (some of which will have been covered in prior chapters) and their use in an appropriate manner and sequence. Comprehend presentations in which calculus concepts are extended beyond those learned so far in the calculus course for specific physics needs, such as Gauss' Law, and be able to explain or reproduce the derivations and apply the results to problems,
3. perform assigned experiments in a reasonable manner, and to prepare adequate experimental reports presenting the numerical results and analyzing the sources and significance of errors, and
4. list and discuss objectives of any experiment, the type of measurements made, why they were made, and how they entered into the determination of the desired result.

Course Scope and Content: (Lecture)

Unit I Electric Fields

- A. Properties of Electric Charges
- B. Coulomb's Law

Unit II Gauss's Law

- A. Electric Flux
- B. Applications of Gauss's Law

Unit III Electric Potential

- A. Electric Potential and Potential Difference
- B. Electric Potential of Continuous Charge Distributions

Unit IV Capacitance and Dielectrics

- A. Calculating Capacitance
- B. Capacitors with Dielectrics

Unit V Current and Resistance

- A. Electric Current
- B. Resistance and Temperature



Unit VI Direct Current Circuits

- A. Electromotive Force
- B. Kirchhoff's Rules

Unit VII The Magnetic Field

- A. Magnetic Fields and Forces
- B. Torque on a Current Carrying Loop in a Uniform Magnetic Field

Unit VIII Sources of the Magnetic Field

- A. The Biot-Savart Law
- B. Ampere's Law

Unit IX Faraday's Law

- A. Motional Emf
- B. Lenz's Law

Unit X Inductance

- A. RL Circuits
- B. Mutual Inductance

Unit XI Alternating Current Circuits

- A. AC Sources
- B. Power in an AC Circuit

Unit XII Electromagnetic Waves

- A. Maxwell's Equations
- B. Energy Carried by an Electromagnetic Wave

Unit XIII Sound Waves

- A. Pressure Variations in Sound Waves
- B. The Doppler Effect

Unit XIV Special Relativity

- A. Invariance of Physical Laws**
- B. Relativity of Time Intervals**

~~Lab~~ Course Scope and Content: (Laboratory

Unit I

- Batteries and Currents
 - A. Circuit Diagrams
 - B. Measuring Current and Voltage

Unit II

- Current in DC Circuits
 - A. Series Connections
 - B. Parallel Connections

Unit III Voltage in DC Circuits

- A. Potential Difference in a Circuit
- B. Ohm's Law



- Unit IV Kirchhoff's Laws
 - A. Measuring Resistance
 - B. Resistance Equivalence in Series and Parallel Circuits

- Unit V Capacitors and RC Circuits
 - A. Measuring Capacitance
 - B. Time Dependence of Current in a Capacitor

- Unit VI Inductors and LR Circuits
 - A. Properties of Circuits with Inductors
 - B. Time Dependence of Current in an Inductor

- Unit VII AC Currents and Voltages
 - A. Peak Voltage and Frequency for AC Signals
 - B. Phase, Amplitude, Reactance, and Impedance in AC Circuits

- Unit VIII AC Filters and Resonance
 - A. Design of Capacitive and Inductive Filters
 - B. Resonance in AC Circuits

- Unit IX Coulomb's Law
 - A. Inverse Square Relationship for Distance
 - B. Application to Charged Spheres

- Unit X Electric Field of A Line Charge
 - A. Distance Relationship
 - B. Force and the Electric Field

- Unit XI Faraday's Law
 - A. Magnetic Flux and Force
 - B. Induced Current and Voltage in a Coil

- Unit XII Magnetic Field in a Coil
 - A. Application of Current in a Slinky
 - B. Relationship of Magnetic Field and Current

- Unit XIII Electrical Energy
 - A. Power
 - B. Efficiency of a Motor

- Unit XIV Sound Waves and Beats
 - A. Frequency and Period
 - B. Amplitude

- Unit XV Speed of Sound
 - A. Sound Measurements with a Microphone
 - B. Temperature and the Speed of Sound

- Unit XVI Mathematics of Music
 - A. Fast Fourier Transforms

B. Structure of Chromatic Scale

Learning Activities Required Outside of Class:

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

1. Studying
2. Completing required reading
3. Problem solving activity or exercise
4. Written work

Methods of Instruction:

1. Lectures, demonstrations, class discussions, and sample problems solved by the instructor with student involvement to illustrate the application of physical principles
2. Laboratory experiments. The principal objectives of the laboratory work are the demonstration of fundamental physical phenomena and the development of physical intuition based on hands-on experience with equipment in exploring these physical phenomena. High accuracy of measurements and development of sophisticated laboratory techniques are not emphasized, but the crucial role of experimental inquiry in the development of physical theory and in the refinement of our knowledge of physical constants and the behavior and properties of matter necessary as a foundation for technological progress are stressed.
3. Problem solving sessions under the direction of the instructor using whatever portion of laboratory time remains after performance of the experiments.
4. In both lecture and laboratory, emphasis will be placed on the development of an understanding of physical principles, and on the development of the thinking skills necessary to analyze increasingly complex problems and select an appropriate set and sequence of physical principles to solve them. Rote memorization of "format" approaches to solve problems will typically be avoided.
5. Maximum use will be made, where appropriate, of the student's developing mathematical capabilities to increase the generality and transparency of the physical presentations. This will include, where essential, the heuristic introduction of certain mathematical techniques in advance of their treatment in the calculus course sequence. Gauss's law and other vector calculus treatments essential for Physics 2222 are examples.

Methods of Evaluation:

1. Substantial writing assignments, including:
 - a. laboratory reports
 - b. brief expositions as part of exams
2. Computational or non-computational problem-solving demonstrations, including:
 - a. exams
 - b. homework problems
 - c. laboratory reports
 - d. class discussions

Laboratory Category: Extensive Laboratory

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



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

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

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

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

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

Supplemental Data:

TOP Code:	190200: Physics, General
SAM Priority Code:	E: Non-Occupational
Distance Education:	Not Applicable
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	I: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course



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

Revised by: D. Rodenhauser S. Swenson
Reviewed by: G. Smith D. Rodenhauser
Date revised: October 26, 2016~~Spring 2013~~
Approval date: May 8, 2013
Text Update: March 25, 2013
C&GE Approved: April 8, 2013
Board Approved: May 8, 2013

Art (ART) 1600 Basic Design (3 Units) CSU:UC
[formerly Art 12A]

Prerequisite: None

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

Catalog Description: The creative use of principles of color and design are covered in this course, stressing development of two-dimensional and three-dimensional form, including the use of natural, abstract and historical design motifs, additional art supplies may be required. Field Trip to a museum is required. C-ID: ARTS 100

Type of Class/Course: Degree Credit

Text: Pentak, Stephen, et al. *Design Basics: 2D and 3D*. 8th ed. Wadsworth/Cengage, 2013.

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

Course Objectives:

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

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

Course Scope and Content:**Unit I Two-dimensional Design Fundamentals**

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

Unit II Elements of Art

- A. Line Quality
- B. Shape Relation
- C. Texture
- D. Color theory
- E. Negative and Positive Shape
- F. Subject and Symbol

Unit III Exploration of Materials

- A. Gouache
- B. Ink Charcoal, Pencil
- C. Acrylic Paint
- D. Collage/Montage

Unit IV Critiques and evaluation

- A. Contemporary trends, materials and approaches to 2 D design
- B. Over view of different aesthetic sensibilities as demonstrated in global and contemporary examples of 2 dimensional design
- C. Historical and global examples of 2 D design
- D. Student assignments
- E. Writing an artists' statement and written critiques of their projects

Course Scope and Content (Laboratory):**Unit I Safety Hazards**

- A. Tools such as X-ACTO knives and scissors
- B. Proper storage and disposal of hazardous material

Unit II Application of Knowledge

- A. Application of knowledge of design principles in projects
- B. Application of knowledge of elements of art in projects



Unit III Skill Practice

- A. Skill practice of elements of art and principles of design
- B. Skill practice of materials

Learning Activities Required Outside of Class:

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

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

Methods of Instruction:

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

Methods of Evaluation:

- 1. Skill demonstrations, including:
 - a. design projects in class
 - b. written analysis of use of basic elements and principles of two-dimensional design

Laboratory Category: Extensive Laboratory

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

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

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

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

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

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

Supplemental Data:

TOP Code:	100200: Art (Painting, Drawing, and Sc
SAM Priority Code:	E: Non-Occupational
Distance Education:	Not Applicable
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	1: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	NO
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	LHUM: Local GE Humanities

Prepared By: D. Rodenhauser~~Dacey Vander Wal~~

Reviewed By: G. Smith~~Sonja Swenson~~

Date revised: October 26, 2016

Date Prepared: March 2, 2012

C & G Ed approval: April 9, 2012

Board Approved: May 10, 2012

Text Update: December 10, 2012

Art (ART) 2010 Introduction to Printmaking (3 Units) CSU

Prerequisite: Successful completion of Art 1600 or Art 1620 with a grade of 'C' or better

Prerequisite skills or knowledge:

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

1. explain the basic principles of design,
2. identify ways to achieve good design as covered in the course,
3. identify tools of visual language as covered in the course,
4. project solutions to assigned problems in design through the application of design principles,
5. identify ways to represent light, space and weight in line and shade,
6. draw still-life objects using fundamentals of perspective and techniques of value rendering,
7. demonstrate skill in a variety of drawing media, and
8. identify principles of visual composition.

Total Hours: ~~2432~~ hours lecture; ~~7248~~ hours lab (~~9680~~ hours total)

Catalog Description: The course is an introductory class in to printmaking. The student will be introduced to basic materials, equipment and process of relief, monotype, and intaglio printmaking. Items covered will be woodcut, linoleum cut, collograph, dry point, basic etching and digital processes.

Type of Class/Course: Degree Credit

Text: D'Arcy Hughes, Ann and Hebe Vernon-Morris. *The Printmaking Bible*. New York: Chronicle Books, 2009. Print.

Ross, John, Clare Romano, and Tim Ross. *The Complete Printmaker: Techniques-Traditions-Innovations*. New York: The Free Press, 1990. Print.

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

Course Objectives:

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

1. Create a portfolio of finished prints the successfully demonstrates:
 - a. Accurate plate registration
 - b. Professional and ready to display prints
2. Safely handle and maintain the printing press and other materials used in relief, monotype and

- intaglio printmaking,
3. Proper use and application of printmaking inks and their modifiers,
 4. Successful color selection mixing,
 5. Experiments with woodcuts, linoleum cuts, collograph, photo and digital prints, dry-point, etching, and other intaglio methods,
 6. Multiple color-plate prints,
 7. Proper storage, handling, and presentation of finished work
 8. Develop art work that translates personal ideas into visual images using both formal and conceptual approaches,
 9. Critique in-progress and finished prints utilizing relevant terminology and concepts,
 10. Create aesthetically complete compositions that demonstrate a working knowledge the elements and principles of design,
 11. Identify elements and principles of design in a visual composition, and
 12. Make individual aesthetic decisions and judgments related to their own artwork.

Course Scope and Content (Lecture):

- Unit I** **Safety Hazards**
- A. Proper and safe use of printmaking materials and tools
 - B. Safe storage and disposal of printmaking inks and materials
- Unit II** **The Perception of Color and Properties of Ink**
- A. Proper use and application of printmaking inks and their modifiers
 - B. Successful color selection mixing
 - C. Value, hue, intensity (chroma), and color temperature
 - D. Review of color and composition
- Unit III** **History of Printmaking and Printmakers**
- A. Discussion of traditional and contemporary prints
 - B. Discussion of traditional and contemporary printmakers
 - C. Discussion of professional practices by printmakers
- Unit IV** **Creatively using Materials, Methods in Regards to Printmaking**
- A. Explanation of various printmaking media
 - B. Ascertaining personal technique
 - C. Relating personal technique with appropriate subject matter
 - D. Critical evaluation and critique of class projects

Course Scope and content (Laboratory):

- Unit I** **Handling, Maintenance, And Appropriate use of the Materials and Equipment used in Relief, Monotype and Intaglio Printmaking.**
- A. Safe use of printmaking materials and tools
 - B. Safe storage and disposal of printmaking inks and materials
 - C. Proper storage, handling and presentation of finished work
- Unit II** **Application of Knowledge to Materials**
- A. Appropriate use of printmaking tools
 - B. Appropriate use of supports when using printmaking media

- C. Appropriate use of woodcuts, linoleum cuts, collograph, digital prints, dry-point, and etching.

Unit III Skill Practice

- A. Skill practice with printmaking tools
- B. Skill practice with printmaking media
- C. Accurate registration of plate and paper in single and multiple-plate prints

Unit IV Ascertaining Personal Technique

- A. Developing art work that translates personal ideas into visual images using both formal and conceptual approaches
- B. Group and individual critiques of both in-progress and finished prints utilizing relevant terminology and concepts

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 3.5 hours per week outside of the regular class time doing the following:

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

Methods of Instruction:

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

Methods of Evaluation:

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

Supplemental Data:

TOP Code:	109900: Other Fine and Applied Arts
SAM Priority Code:	D: Possibly Occupational
Distance Education:	Not Applicable



Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	I: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	E: Credit By Exam
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	LHUM: Local GE Humanities

Date: November 17, 2016
Submitted by: Mark Williams, Vice President of Instruction
Area Administrator: Dr. Debra Daniels, Superintendent/President
Subject: Request for Ratification

Board Meeting Date: December 14, 2016

Title of Board Item:

Request for Ratification- Distance Education Offerings - IES 1500 Occupational Health and Safety Compliance, and MATH 1540 Precalculus Mathematics

Background:

Courses must meet certain guidelines to be considered for distance learning course offerings. The Applied Technologies, and Math and Science divisions have submitted a distance learning request for the following courses. The Curriculum and General Education Committee has approved the course to be submitted to the Board. These were approved for inclusion in the Spring schedule in advance of being submitted to the Board.

Applied Technologies Division

IES 1500 Occupational Health and Safety Compliance

Math and Science Division

MATH 1540 Precalculus Mathematics

Fiscal Impact Including Source of Funds (if applicable):

None

Approved: 
Dr. Debra Daniels, Superintendent/President

Date: November 21, 2016

Submitted by: Primavera Arvizu, Interim Vice President of Student Services *PA*

Area Administrator: Dr. Debra Daniels, Superintendent/President

Subject: Request for Approval

Board Meeting Date: December 14, 2016

Title of Board Item:

Residence Hall/Dormitory and Meal Plan Fees

Background:

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

After reviewing the residence hall and meal plan costs, it is recommended to adjust fees for the 2017-2018 academic year as outlined below. Upon approval, adjustments will be reflected on the 2017-2018 fee schedule.

ASH STREET & COUGAR DORMS:

<u>2016-2017 (current)</u>	<u>Monthly Rate</u>	<u>Yearly Rate</u>
Dorm: (9 months)	\$200	\$1800
Meals: (34 weeks/646 meals)	\$342	\$2907 (average \$4.50/meal)
TOTAL	\$542	\$4707

<u>2017-2018 (projected)</u>	<u>Monthly Rate</u>	<u>Yearly Rate</u>
Dorm: (9 months)	\$210	\$1890
Meals: (34 weeks/646 meals)	\$359	\$3052 (average \$4.75/meal)
TOTAL	\$569	\$4942

There is a recommended dorm fee increase of \$10/month and \$90/year for the Ash Street and Cougar Dorms for 2017-2018. There is a recommended meal fee increase of \$17/month and \$145/year.

TIL DORMS:

<u>2016-2017 (current)</u>	<u>Monthly Rate</u>	<u>Yearly Rate</u>
Dorm: (11 months)	\$275	\$3025

Meals: (42 weeks, 798 meals)	\$342	\$3591	(average \$4.50/meal)
TOTAL	\$617	\$6616	

<u>2017-2018 (projected)</u>	<u>Monthly Rate</u>	<u>Yearly Rate</u>	
Dorm: (11 months)	\$300	\$3300	
Meals: (42 weeks, 798 meals)	\$359	\$3770	(average \$4.75/meal)
TOTAL	\$659	\$7070	

There is a recommended dorm fee increase of \$25/month and \$275/year for the TIL Dorms for 2016-2017.
There is a recommended meal fee increase of \$17/month and \$179/year.

Terms (if applicable):

The fees will be effective for 2017-2018 academic year.

Expense (if applicable):

The fees will help cover maintenance and other related costs.

Fiscal Impact Including Source of Funds (if applicable):

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

Approved: _____


Dr. Debra Daniels, Superintendent/President

Date: December 1, 2016
Submitted by: Mark Williams, VP of Instruction
Area Administrator: Mark Williams, VP of Instruction
Subject: Request for Ratification

Board Meeting Date: December 14, 2016

Title of Board Item:

College Futures Innovation Planning Grant (#16-02263)

Background:

The College was invited to submit a planning grant proposal to College Futures. The purpose of the planning grant is to prepare an application for the Award for Innovation in Higher Education, which can award up to \$2.5M to support innovation. The planning grant period is from Nov 17, 2016 through Feb 3, 2017. Funds will be spent supporting two planning retreats (Dec 19, 20 and Jan 3, 4). The planning grant also provides for technical and grant writing assistance from College Futures.

Terms (if applicable):

Work to commence immediately and complete by Feb 3, 2017.

Expense (if applicable):

Grants funding to be used to support the planning process, including faculty participation on non-contract days.

Fiscal Impact Including Source of Funds (if applicable):

No impact to district funding.

Approved: _____


Dr. Debra Daniels, Superintendent/President



November 29, 2016

Dr. Mark Williams
Vice President of Instruction
Taft College
29 Cougar Court
Taft, CA 93268

Grant Request #: 16-02263

Dear Dr. Williams:

The Board of Directors of College Futures Foundation is pleased to inform Taft College that it has approved a grant of \$15,000 to support the college's planning process to apply for an Award for Innovation in Higher Education. The grant period will be November 17, 2016 through February 3, 2017.

This grant is subject to the terms outlined in the enclosed Grant Agreement (the "Agreement") and attachments. After you have reviewed these documents, please have an authorized signatory of Taft College, such as the President, Chair, or a staff person to whom this power has been delegated countersign the Grant Agreement by **December 6, 2016**.

The Program Officer for this grant is Amy Dominguez-Arms. For any questions, please email amydarms@gmail.com.

We are pleased to support this important work and look forward to working with you during the course of the grant.

Sincerely,

DocuSigned by:


9A74297426F4426

Jacqueline Khor

Vice President for Programs

GRANT AGREEMENT

This grant from College Futures Foundation (the "Foundation") to Taft College ("Grantee") is to be used only for the purposes described below and is subject to Grantee acceptance of the conditions specified below. The grant period will be November 17, 2016 through February 3, 2017.

PURPOSE OF THE GRANT

Grantee will undertake a planning process, prepare and submit an application for the Awards for Innovation in Higher Education by the deadline of February 3, 2017.

OBJECTIVES

Grantee is required to refer to these objectives in grant reports to the Foundation.

Objectives
By February 3, 2017:
Objective 1: A cross-functional leadership team involving representatives from Taft College, Maricopa Unified High School and Taft Union High School has reviewed student data, existing initiatives across the three institutions, and information on effective practices nationally to develop a comprehensive plan to decrease students' time to degree completion.
Objective 2: A clear and compelling application, reflecting the planning activities noted above, has been submitted to the Department of Finance for consideration under the Awards for Innovation in Higher Education.

PAYMENT SCHEDULE

Scheduled Payment Date	Amount
12/9/2016	\$15,000
Payments Total	\$15,000

The first payment is pending receipt of an executed grant agreement. The Foundation reserves the right to adjust this payment schedule upon 15 days written notice to Grantee.

REPORTING SCHEDULE

Date Due	Report Type
03/3/2017	Final Narrative and Financial Report

All financial reports must account for the use of the Foundation's grant funds against the agreed upon budget (Attachment A).

I. EXPENDITURE OF GRANT FUNDS

This grant (together with any income earned upon investment of grant funds) is for the purpose outlined in this agreement and may not be expended for any other purpose without the Foundation's prior written approval. Grantee must submit a written request in advance if it wishes to change the purpose, terms, or allocation of grant funds, or to extend the spending deadline.

FINANCIAL RECORDS: Grantee shall treat the grant funds (together with any income earned upon investment of grant funds) as restricted assets and shall maintain books to show the grant funds separately.

COMPLIANCE WITH CODE SECTION 501(c)(3): Grantee may not expend any grant funds in a manner inconsistent with Code Section 501(c)(3), including influencing the outcome of any specific election for candidates to public office, inducing or encouraging violations of law or public policy, or causing any private inurement or improper private benefit to occur. Grantee shall not use any portion of the grant funds to support any form of violent political activity, terrorists, or terrorist organizations.

LOBBYING: This grant is not in any way earmarked to support or carry on any lobbying or voter registration drive activity, and the Foundation and Grantee have made no agreement, oral or written, to that effect. Any use of grant funds by Grantee for such activities constitutes a decision of Grantee that is wholly independent of the Foundation. By signing the grant agreement, Grantee hereby affirms that the project's budget, submitted as part of the grant proposal, accurately reflects Grantee's present intentions regarding anticipated levels of lobbying and non-lobbying expenditures for the project.

FURTHER RESTRICTIONS: Children or other close relatives of Grantee program employees or board members may not be considered for scholarships, stipends or payments from funds provided by the Foundation's grant under any circumstances, even if the related employee or board member is not part of the selection process. They remain ineligible for one year after the related individual terminates his/her employment or board service for the grantee program.

II. REPORTING

Grantee is required to submit narrative and financial reports through the Foundation's online grantee portal.

The Foundation reporting requirements and instructions are available online at <http://collegefutures.org/our-grantees/for-grantees/grant-reporting/>. The Foundation may amend its reporting requirements from time to time. Such changes will be reflected online at the aforementioned address. Grantee is responsible for checking the Foundation's website for current requirements at the time a report is submitted.

Failure to submit any required report before the deadline or failure to use the grant funds for the purpose described in this agreement could result in delay or cancellation of remaining payments of this grant, or may make Grantee ineligible for future grants from the Foundation.

III. DISCRETION AND CONTROL

With respect to any sub-grantee(s) or contractor(s) that are entities, Grantee will retain complete discretion and control over, and shall act completely independently of the Foundation with respect to, their selection; The Foundation and Grantee acknowledge that the Foundation has not earmarked grant funds to any such sub-grantee or contractor, and there is no agreement, written or oral, by which the Foundation may cause Grantee to choose any such sub-grantee or contractor.

With respect to any sub-grantee(s) or contractor(s) that are individuals, Grantee shall control the process of their selection and the parties acknowledge and agree that the project shall be undertaken under Grantee's supervision.

IV. NO ASSIGNMENT OR DELEGATION

Grantee may not assign, or otherwise transfer, its rights or delegate any of its obligations under this grant without prior written approval from the Foundation.

V. ANTI-DISCRIMINATION

Grantee program must not discriminate on the basis of race, religion, or any other legally protected classification. Programs may *target* students in racial, ethnic or other

demographic groups with high financial need and/or low college-going rates, and award scholarships to students in targeted groups.

VI. RECORDS

Grantee shall keep adequate records to substantiate its expenditures of grant funds. Grantee shall be required to maintain complete and accurate financial records with respect to this grant, along with any other information reasonably requested by the Foundation and copies of any reports submitted to the Foundation, for at least three years following the year in which all grant funds are fully expended.

VII. ACCESS TO RECORDS

Grantee will permit the Foundation and its representatives, at the Foundation's request, to have reasonable access during regular business hours to its files, records, accounts, personnel and clients or other beneficiaries for the purpose of making such financial audits, verifications or program evaluations as the Foundation deems necessary or appropriate concerning this grant award.

VIII. TAX-EXEMPT STATUS

Grantee represents and warrants that it is one of the following: (a) a nonprofit organization currently recognized by the Internal Revenue Service as tax-exempt under section 501(c)(3) of the Internal Revenue Code of 1986 as amended (the "Code") and a public charity under section 509(a)(1), (2), or (3) of the Code; (b) a governmental unit referred to in Section 170(c)(1) of the Code; or (c) a college or university that is an agency or instrumentality of a government or political subdivision of a government, or owned or operated by the same, within the meaning of Section 511(a)(2)(B) of the Code, and is not a private foundation.

Grantee represents and warrants that if it is a public charity under Code Section 509(a)(3), that it is a Type I supporting organization, and that no disqualified person to the Foundation controls Grantee or any of Grantee's supported organizations.

Grantee represents that it is unaware of any issue or fact likely to result in any changes to the Grantee's tax-exempt status under Sections 501(c)(3) or public charity status. Grantee shall provide the Foundation with immediate written notification of any changes in its tax-exempt or public charity status.

Grantee represents that it has a Board of Directors or other elected or appointed governing body that represents the public interest and has ultimate responsibility to oversee Grantee's financial transactions and programmatic activities.

IX. COMPLIANCE WITH LAW

The Foundation and Grantee agree to abide by all applicable Federal, State, and local laws, rules, regulations, and ordinances in the performance of this agreement.

X. WARRANTY AND INDEMINIFICATION

Grantee irrevocably and unconditionally agrees, to the fullest extent permitted by law, to defend, indemnify, and hold harmless the Foundation, its officers, directors, employees, and agents, from and against any and all claims, liabilities, losses, and expenses (including reasonable attorneys' fees) directly, indirectly, wholly, or partially arising from or in connection with any act or omission of Grantee, its employees, or agents, in applying for or accepting the grant, in expending or applying the grant funds, or in carrying out any project or program to be supported by the grant, except to the extent that such claims, liabilities, losses, or expenses arise from any act or omission of the Foundation, its officers, directors, employees, or agents.

Grantee represents and warrants that it has complied, and will remain in compliance, with all laws, statutes and regulations relating to privacy and data security to the extent they apply to Grantee, including (but not limited to) the Family Educational Records and Privacy Act (FERPA), the California Financial Information Privacy Act, and the Gramm-Leach-Bliley Act, including any requirements under those acts to obtain necessary consents for information transfer. Grantee agrees to indemnify the Foundation and its officers, employees, and agents against all costs, expenses (including reasonable attorneys' fees), losses, liabilities, damages, and settlements (collectively, "damages") arising out of or in connection with any claim or suit to the extent such damages arise from or are based on an allegation which, if true, would constitute a breach of this representation and warranty.

XI. LIMITATION OF LIABILITY

In no event shall either party be liable to the other party for any incidental, special, or consequential damages, including loss of income, profits, revenue or business interruption, or cost of substitute services, or other economic loss, whether or not such party has been advised of the possibility of such damages, and whether any claim for recovery is based on theories of contract, warranty, tort (including negligence and strict liability) or otherwise.

XII. USE OF NAME

Grantee shall submit in advance to the Foundation via email to Regan Douglass, Communications Officer, at rdouglass@collegefutures.org, for review and revision at the sole discretion of the Foundation, any announcements Grantee intends to make regarding the grant, and any publications referring to the grant Grantee intends to publish, other than in its annual reports or tax returns. The Foundation may include information on the grant in its periodic public reports, its website, and other Foundation communications describing its programs and grants. Neither party shall otherwise use the name, trade name, trademark or other designation of the other party or its affiliates without the prior written permission of the other party.

XIII. PUBLICATIONS OR LICENSES

Any information contained in publications, studies, or research funded by this grant shall be made available to the public following such reasonable requirements or procedures as the Foundation may establish from time to time. In furtherance of the Foundation's charitable purposes, Grantee grants to the Foundation an irrevocable, nonexclusive license to publish any publications, studies, or research funded by this grant at its sole discretion.

XIV. REQUIRED NOTIFICATION

Grantee is required to provide the Foundation with immediate written notification of: (1) its inability to expend the grant for the purposes described in this agreement; or (2) any expenditure from this grant made for any purpose other than those described in this agreement.

Grantee will also notify the Foundation in writing immediately of: any anticipated or actual changes in Grantee's leadership, regardless of title; any key personnel identified either in the Proposal or this Agreement; and any sub-grantee(s) or contractor(s) identified either in the Proposal or this Agreement. Grantee acknowledges and agrees that the Foundation in its sole discretion may cancel any remaining payments of the grant or require repayment of any unspent funds held by Grantee based on any changes in: Grantee's leadership, regardless of title; key personnel identified either in the Proposal or this Agreement; or any sub-grantee(s) or contractor(s) identified either in the Proposal or this Agreement that are individuals.

XV. REMEDIES

If the Foundation determines, in its reasonable discretion, that Grantee has substantially violated or failed to carry out any provision of the agreement, the Foundation may, in addition to any other legal remedies it may have, refuse to make any further grant payments to Grantee under this or any other grant agreement, and the Foundation upon demand shall receive the return of all grant funds not properly spent or committed to third parties, which Grantee shall immediately repay to the Foundation.


XVI. GENERAL

The agreement and all matters arising out of or relating to them shall be governed by the laws of the State of California, without regard to its conflict of law provisions. Any legal action or proceeding relating to the agreement shall be brought exclusively in the state or federal courts located in the Northern District of California. Grantee and the Foundation hereby agree to submit to the exclusive jurisdiction of, and agree that venue is proper in, those courts in any such legal action or proceeding. The failure of the Foundation to exercise any of its rights under the agreement shall not be deemed to be a waiver of such rights. Except as expressly set forth in the agreement, the exercise of any remedy will be without prejudice to other remedies available. In the event any provision of the agreement is held to be invalid or unenforceable, the remaining provisions shall remain in full force and effect. Nothing in the agreement shall be construed to create a partnership, joint venture or agency relationship between the parties. Nothing in the agreement, or any other statement, oral or written, nor the making of any contribution or grant to Grantee, shall be interpreted to create any pledge or any commitment by the Foundation to make any other grant or contribution to Grantee or any other person. The agreement (which term includes all documents incorporated by reference thereto) shall constitute the complete and exclusive agreement between the parties concerning its subject matter and supersede all prior or contemporaneous agreements or understandings, written or oral, concerning the subject matter of the agreement.

ACCEPTANCE OF TERMS AND CONDITIONS

The above terms and conditions are hereby accepted and agreed to as of the date specified.

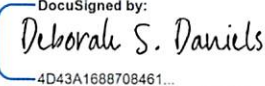
College Futures Foundation:

By: 
9A74297426F4426...

Jacqueline Khor
Vice President for Programs

Date: 11/30/2016

Accepted on behalf of Taft College by:


4D43A1688708461...

Authorized signature

Date: 12/6/2016

Deborah S. Daniels

Name

Superintendent/President

Title



Attachment A

Budget

EXPENSE CATEGORY	AMOUNT
Faculty/staff costs	\$12,000
Activity support, food for extended planning meetings	\$3,000
TOTAL PROJECT EXPENSES:	\$15,000

Date: November 29, 2016
Submitted by: Brock McMurray, EVP of Administrative Services
Area Administrator: Brock McMurray, EVP of Administrative Services *BC*
Subject: Request for Ratification

Board Meeting Date: December 14, 2016

Title of Board Item: American Express Commercial Account Program

Background:

West Kern Community College District has had a long standing and positive relationship with American Express as its commercial credit card provider. The commercial credit program the District was previously enrolled in has expired. Accordingly, it was necessary to establish a new commercial credit account for the District's use. Please see the American Express Corporate Services Commercial Account Agreement attached hereto for your review and ratification.

In addition to the provisions of the attached agreement, the District has received written confirmation from American Express of the following in relation to our account:

- Waiver of corporate "green card" annual fees.
- 30 day billing terms.
- Issuance of a corporate card to individual members without any impact on their personal credit rating.

The District received prior written authorization from American Express to publicly discuss the terms of this agreement.

Terms (if applicable):

Please see the attached Corporate Services Commercial Account Agreement. This agreement may be terminated upon 30 days written notice by either party.

Expense (if applicable):

None. Annual fees have been waived. No late fees will be incurred as long as invoices are paid within the 30 day billing term.

Fiscal Impact Including Source of Funds (if applicable): Not applicable.

Approved: 
Dr. Debra Daniels, Superintendent/President



The following contract document(s) and the information contained therein constitute confidential information of American Express (“Confidential Information”). By viewing, reading, evaluating and/or considering this contract document, you acknowledge and agree on behalf of your company (“Company”) to comply with the following confidentiality obligations (the “Obligations”):

- Without first obtaining prior written consent of American Express, Company will not disclose the Confidential Information to any third party, except that Company may only disclose Confidential Information to those of its employees and agents that require such material to evaluate the contract document(s), and for no other purpose.
- In the event of a breach or threatened breach of the Obligations by Company, Company will promptly give notice thereof to American Express and will take all reasonable steps to enforce the Obligations. American Express reserves all of its rights and remedies at law and in equity in connection with any such breach or threatened breach.
- Company will indemnify American Express for all losses or damages incurred by American Express resulting from or related to Company’s breach of the Obligations.

Promptly upon American Express’ request, Company agrees either to return or destroy the originals (and all copies) of such contract documents received by Company.



American Express Commercial Account Program Commercial Account Application

Complete, sign, and return this Application and the attached Commercial Account Agreement to your American Express Representative.

Requested Account(s): Corporate Card ABA BTA CRCB ACB
 CRBTA FCB CMC CPC

(Please complete the required section below based on the Account(s) selected)

Company Information

Legal Company Name: WEST KERN COMMUNITY COLLEGE DISTRICT
Doing Business As (DBA): _____ State of Incorporation: CA
Address: 29 COUGAR COURT
City: TAFT State: CA Zip: 93268
Contact Name: BROCK MCMURRAY
Primary Business Phone Number
(Landline): (661) 763-7727
Industry: EDUCATION D&B#: 039668298

Tax Identification Number (TIN): _____

American Express Relationships

Card Control #: _____ CPC Control #: _____
Service
Other Account # (specify type): _____ Establishment #: 1046348892

Corporate Card

Billing (Select One):

- Individual Bill/Individual Payment (Commercial Cardmember receives statement and directly pays American Express)
 Individual Bill/Company Payment (Commercial Cardmember receives statement, Company pays American Express)
 Company Bill/Company Payment (Company receives statement and directly pays American Express) *(Please note: This option is subject to American Express Credit Risk Management approval.)*

Embossing (Limited to 20 Characters):

WEST KERN CCD

Corporate Purchasing Card

Budgetary Monthly Limit Requested: \$ _____

General Agreement

The undersigned Company, through its authorized officer: (a) requests that the Account(s) selected above be opened in the Company's name, and (b) agrees to be bound by the terms and conditions of the Commercial Account Agreement applicable to the Account(s) selected by signing the attached Commercial Account Agreement, subject to approval of this Application by American Express. This Application and the attached Commercial Account Agreement must be signed by a corporate officer, partner, or other representative of the Company who has purchase authority and is authorized to open accounts in the name of the Company. Title must be indicated.

Signature of Authorizing Officer: _____

Name of Authorizing Officer: _____

Title: _____

Date Received by American Express: _____

BROCK MCMURRAY

EVP, ADMINISTRATIVE SERVICES



CORPORATE SERVICES COMMERCIAL ACCOUNT AGREEMENT

This Corporate Services Commercial Account Agreement ("Agreement") is between AMERICAN EXPRESS TRAVEL RELATED SERVICES COMPANY, INC. ("Amex") and the business entity that signs the signature page of this Agreement ("Company"). This Agreement governs Company's use of the charge accounts and charge cards issued by Amex ("Amex Accounts") that Company has specifically requested on the American Express Commercial Account Application ("Application"), which constitutes part of this Agreement. By signing this Agreement, Company agrees to be bound by the general provisions set forth in Part A of this Agreement ("General Provisions") and the specific terms set forth in Part B of this Agreement that are applicable to the Amex Account(s) ("Account Provisions"). The General Provisions shall apply to all Amex Account(s) and the Account Provisions shall apply to the specific Amex Accounts to which they relate, provided that, if any General Provision is inconsistent with any Account Provision relating to a specific Amex Account, then such Account Provision shall govern with respect to such Amex Account.

PART A- GENERAL PROVISIONS

1. ACCOUNT ESTABLISHMENT AND OPERATION

Establishment of Accounts

Establishment and issuance of Amex Accounts is subject to prior financial, risk management and compliance approvals by Amex. Subject to the terms hereof, Amex agrees to establish in Company's name the following Amex Accounts selected by Company in writing:

- Corporate Card Account
- Airline Billing Account
- Business Travel Account
- Car Rental Business Travel Account
- Airline Central Billing Account
- Car Rental Central Billing Account
- Fee Central Billing Account
- Corporate Purchasing Card Account
- Corporate Meeting Card

Amex will issue the Amex Accounts selected by Company, as applicable, to Company and/or the employees, consultants and contractors ("Employees") of the Company who are approved by Amex and are designated and authorized by Company to incur legitimate business expenses on behalf of Company in accordance with the business expense policies of Company ("Commercial Cardmembers").

Company acknowledges that it is acting as an agent of its

Employees with respect to any request for issuance or renewal of an Amex Account.

Accounts for Subsidiaries and Affiliates

Upon the request of Company, Amex will establish Amex Accounts for and in the name of Company's subsidiaries and affiliates (collectively, "Affiliates"); *provided that* such Affiliates (a) are approved by Amex and (b) agree to be bound by this Agreement. Subject to the terms hereof, Amex agrees to issue such Amex Accounts to Employees of Company's Affiliates who are approved by Amex and are designated and authorized by such Affiliates to incur legitimate business expenses on behalf of such Affiliates in accordance with the business expense policies of such Affiliates. In the event that Company requests that Amex establish an Amex Account in the name of such Affiliate, Company hereby represents that it has the authority to execute this Agreement on behalf of such Affiliate and to bind such Affiliate to the terms of this Agreement. Company shall cause each such Affiliate to comply with this Agreement and Company shall be liable to Amex for any breach of this Agreement by any such Affiliate. Except as expressly provided for herein, Company shall be liable for all Charges incurred on the Amex Accounts by any of Company's Affiliates.

Credit Approval / Credit Management

Company agrees that Amex may request, and review, a report about Company's finances and those of Company's Affiliates from Company and/or a credit reporting agency or other agency. Company agrees that Amex may (a) obtain financial reports and/or request financial statements from Company or any of its Affiliates to ascertain the creditworthiness of (i) Company, (ii) any Affiliate of Company and (iii) any Employees who have requested an Amex Account (by application or by designation by Company or its Affiliates or otherwise) and/or (b) obtain credit bureau and other reports with respect to any of the persons referenced in subsections (i), (ii) and (iii) above, including the performance of periodic creditworthiness checks through credit bureau and other reports. Company agrees that Amex may approve or decline the issuance, renewal, or replacement of an Amex Account to Company, Company's Affiliates, their respective Employees and/or any other person, and cancel, suspend or limit spending on any Amex Account at any time for any reason.

Amex will issue renewal or replacement Amex Accounts, subject to the terms above, until Company or the Commercial Cardmember(s) advises Amex to cancel the Amex Account(s) or stop renewal of the Amex Account(s).

Amex may require Company to provide a guaranty of

payment from a third-party, pledge of collateral or other similar security.

2. CHARGES AND PAYMENT

Definition of Charges

“Charges” shall mean all amounts charged to any Amex Account pursuant to this Agreement, including, without limitation, purchases, cash advances, cash equivalents, fees and delinquency assessments.

Payment

Company shall not deduct or withhold, without Amex’s prior approval, any amount shown as due on any billing statement. Acceptance of late payments, partial payments or any payment marked as being payment in full or as being a settlement of a dispute will not affect any of Amex’s rights to payment in full and in doing so Amex does not lose or consent to vary any of its rights under this Agreement or applicable law.

Company agrees that the payment terms set forth herein supersede any agreement with regard to payment terms established between Company and a seller of goods or services or any payment terms that might be imputed to Company and a seller of goods under applicable law for goods or services purchased using Amex Accounts.

All payments must be made in accordance with the instructions on Company’s billing statement, unless Company has been given other payment instructions by Amex in writing. If a payment address is specified on Company’s billing statement, Company must send all payments to that address in U.S. currency, with a single draft or check drawn on a U.S. bank and payable in U.S. dollars, or with a single negotiable instrument payable in U.S. dollars and clearable through the U.S. banking system, or through an electronic payment method clearable through the U.S. banking system. Company’s Amex Account number must be included on or with all payments.

Payments conforming to the above requirements that Amex receives no later than the hour specified on Company’s billing statement will be credited to Company’s Amex Account as of the day received; payments conforming to the above requirements that Amex receives after the hour specified on Company’s billing statement will be credited to Company’s Amex Account as of the following business day.

If a payment does not conform to the requirements stated above, crediting may be delayed. In such event, additional Charges may be imposed.

Charges Made In Foreign Currency

If Company incurs a Charge in a foreign currency, it will be converted into U.S. dollars on the date it is processed by Amex or its agents. Unless a particular rate is required by applicable law, Company authorizes Amex to choose a conversion rate that is acceptable to Amex for that date. This conversion rate may differ from rates in effect on the date of the Charge. Currently, the conversion rate that Amex uses for a Charge in a foreign currency is 2.5% higher than (a) the highest official conversion rate published by a government agency, or (b) the highest interbank conversion rate identified by Amex from customary banking sources, on the conversion date or the prior business day, whichever is greater. Charges converted by seller(s) of goods and services (such as airlines) will be billed at the rates such sellers use.

3. LIABILITY

3.1. General. Company’s liability on any Amex Account, including for Unauthorized Use, is described in this Section 3. “Unauthorized Use” means a Charge that (i) did not benefit either Company or the Commercial Cardmember and (ii) was incurred by someone who is not the Commercial Cardmember or who did not have actual, implied or apparent authority to use the Amex Account.

Company shall notify Amex if a Commercial Cardmember’s authority to incur Charges on Company’s behalf terminates for any reason. Company shall use commercially reasonable efforts to collect and dispose of plastic commercial cards issued to Commercial Cardmembers whose authority to incur expenses is terminated or whose Amex Account has been canceled. Company shall notify Amex upon request of a Commercial Cardmember’s last known address and telephone number.

3.2. Liability Options. Subject to the availability of the liability options described below for the particular Amex Account implemented on behalf of Company, the following liability options shall apply to Amex Accounts:

(a) **Combined Liability:** Subject to the terms of Section 3.3 (Liability for Unauthorized Use), for Amex Accounts that have been approved by Amex on the basis of “Combined Liability,” Company and each Commercial Cardmember shall be jointly and severally liable for all Charges incurred by the Commercial Cardmember (except for cash advances which shall be Full Corporate Liability as set forth in Section 3.2(b) below); provided, however, that Company shall not be liable for Charges (i) incurred by the Commercial Cardmember that are personal in nature and which did not accrue a benefit to the Company for legitimate business purposes or (ii) for which Company has reimbursed the Commercial Cardmember.

(b) **Full Corporate Liability:** Subject to the terms of Section 3.3 (Liability for Unauthorized Use), for Amex



Accounts that have been approved by Amex on the basis of "Full Corporate Liability," Company shall be fully liable to Amex for all Charges incurred on such Amex Accounts.

3.3. Liability for "Unauthorized Use". Notwithstanding anything to the contrary contained in this Agreement:

(a) Neither Company nor a Commercial Cardmember shall be liable for Charges resulting from the Unauthorized Use of any Amex Account that has been issued (1) with corresponding physical plastic and (2) in the actual name of an individual Commercial Cardmember, except that Company shall be liable for payment to Amex of all Charges incurred from the date a Commercial Cardmember's authority to incur expenses on its behalf is terminated through the date that Amex receives notification from Company of such termination; and

(b) Where an Amex Account has been established (1) without corresponding physical plastic or (2) in a name other than the actual name of an individual Commercial Cardmember, Company shall be liable for all Charges, including, without limitation, Charges resulting from the Unauthorized Use of such Amex Account.

3.4. Company Obligations. Company shall (a) instruct Commercial Cardmembers in writing that the Amex Accounts are issued solely for business purposes as permitted under this Agreement and should be used only in accordance with Company's policies and procedures, (b) promptly report any misuse of any Amex Account to Amex, (c) instruct Commercial Cardmembers in writing to promptly submit their expense reports covering Charges to Company and in any event at least once a month, (d) reimburse Commercial Cardmembers promptly for all Charges, and (e) assist Amex in collecting any overdue payment from a Commercial Cardmember.

4. FEES

Late Fees

If Charges are not paid when due, Amex may charge Company a late fee. The amount of the late fee depends on the Amex Account, the length of time the Charges have remained unpaid and the address to which Company's billing statement is sent. Late fees will not exceed the maximum amount allowed by law. Amex may add court costs plus reasonable legal fees to any delinquent balance referred to an attorney for collection. Late fee calculations for each type of Amex Account are set forth in the Late Fees sections applicable to the Amex Account(s) described in the Account Provisions below. The following defined terms apply to the Account Provisions in which they are used: (a) the "Closing Date" for a billing statement means the cut-off date for including Charges and payments included in such billing statement; and (b) "Next Closing Date" with respect to any

billing statement means the Closing Date of the billing statement that immediately follows such billing statement.

Fees for Insufficient Funds

Amex may charge Company \$29 for each check, draft, negotiable instrument, or electronic payment that Company submits to Amex that is not honored for its full amount.

Fees for Suspended and Cancelled Accounts

If Company's Amex Account becomes ninety (90) days past due and Company's charge privileges are suspended, Amex may charge Company a \$25 administrative suspense fee, subject to applicable law. Amex may charge Company a \$25 reinstatement fee to reinstate each cancelled Amex Account, subject to applicable law.

Amex reserves the right, upon notice, to change the aforementioned fees and/or charge additional fees in connection with late payment on Amex Accounts or the suspension or cancellation of Amex Accounts issued under this Agreement.

5. ACCOUNT PERFORMANCE

Use of Accounts

Company warrants and agrees that Company policy shall limit the use of Amex Accounts to legitimate business purposes and that Company shall comply with such policy. All extensions of credit made pursuant to an Amex Account shall be deemed to be extensions of credit made to and for the benefit of Company and shall not be deemed to be to or for the benefit of an Employee.

Program Administration

Company agrees to designate individual(s) to manage the Amex Account(s) on Company's behalf ("Program Administrator(s)"). Company shall re-certify the designation of such Program Administrator(s) in writing on an annual basis. Company agrees that such Program Administrator(s) is authorized by Company to act on its behalf with respect to the Amex Account(s), and that Amex may rely on all written and oral directions and information that it receives from Program Administrator(s). Company represents and warrants that it has obtained all consents and approvals, and made all disclosures required by applicable law, to allow the Program Administrator(s) to: (i) manage, and take any action with respect to, the Amex Accounts, and (ii) access personally identifiable information of the Employees of Company and/or any other entity participating in Amex's commercial account program while managing the Amex Accounts. To the extent applicable, Company represents and warrants that it has obtained all consents and approvals related to the processing of its Employees' personally identifiable information and the transfer of the same by Program Administrator(s) on a cross-border basis.



The Program Administrator(s) shall:

- use American Express @ Work® to conduct maintenance transactions and access reports;
- encourage Employees to use Amex's online Manage Your Card Account tool;
- cooperate with Amex towards a goal of eighty-five percent (85%) of Amex Accounts and Dollar balances to be in a current status and no more than one percent (1%) of Amex Accounts and Dollar balances to be past due;
- communicate a Company policy that restricts the use of the Amex Account(s) to business purposes to all Commercial Cardmembers; and
- provide to Amex, upon request, a statement as to whether a Commercial Cardmember has been reimbursed for Charges.

Amex recommends that Company regularly audit its expense management program to insure compliance with Company policies. Company may request copies of any remittance advice provided by its Program Administrator or other designated account representatives. It is recommended that Company maintains hierarchical approval of all Charges. Amex is not responsible for fraud or malfeasance engaged in by any of Company's Employees, representatives or agents managing any Amex Account on Company's behalf.

Membership Rewards

The Corporate Card Account is the only Amex Account eligible for enrollment in the *Membership Rewards*® Program.

6. TERM

This Agreement shall continue in full force and effect until terminated by either party.

7. TERMINATION

- (a) This Agreement may be terminated as follows:
- (i) Convenience. Either party may terminate this Agreement for any or no reason upon thirty (30) days written notice to the other party.
 - (ii) Financial Condition. Either party may terminate this Agreement effective immediately upon the occurrence of any of the following: (1) the liquidation or dissolution of the other party or (2) the insolvency of the other party or the filing of bankruptcy proceedings or similar proceedings with respect to the business of the other party.
 - (iii) Termination of Amex Accounts. This Agreement shall terminate immediately upon the termination of all of the Amex Accounts established hereunder. For the avoidance of doubt, the termination of an individual Amex Account will not result in termination of this

Agreement if other Amex Accounts established hereunder will remain active after such termination.

- (b) Effect of Termination. The terms of this Agreement will continue to apply to any outstanding Charges and any other obligations incurred prior to the termination of this Agreement or any Amex Account. If any amounts owed by Company hereunder after such termination, then Company and its successors and permitted assigns shall remain liable for such amounts and will pay Amex within thirty (30) days of request.

8. CONFIDENTIALITY

Each party agrees to keep confidential the terms of this Agreement and any information of a confidential and proprietary nature that the receiving party (the "Receiving Party") receives from the other party (the "Disclosing Party") in the performance of or in connection with this Agreement (collectively, "Confidential Information") using at least the same degree of care as it employs in maintaining in confidence its own confidential information of a similar nature, but in no event less than a reasonable degree of care. The foregoing confidentiality and restricted use obligations shall not apply to information that is: (a) in an aggregate form non-attributable to the Disclosing Party; (b) already known and free of any restriction on the Receiving Party at the time it is obtained; (c) subsequently learned from an independent third party free of restriction; (d) publicly available; or (e) required by law or court order to be disclosed under applicable law; *provided, however*, that unless prohibited by law and if practicable, the Receiving Party shall (i) give prompt written notice of any such request or requirement to the Disclosing Party, and of the Confidential Information it believes it is required to disclose; and (ii) cooperate to the extent practicable with the Disclosing Party, at the Disclosing Party's expense, with any reasonable efforts of the Disclosing Party to avoid or minimize such disclosure and/or obtain confidential treatment thereof or other protective order.

The Receiving Party will not disclose to any person, firm, or other legal entity or use the Confidential Information of the Disclosing Party; provided that (a) either party may disclose the terms and conditions of this Agreement to its employees, officers, agents, representatives, including, without limitation, its legal and financial consultants, and affiliates, provided that such persons, firms or legal entities comply with the confidentiality provisions of this Agreement, and (b) Amex may disclose or use Company's Confidential Information in connection with providing existing or new Amex benefits, products and services, including, without limitation, disclosing Confidential Information to third party service providers (or licensees) who are bound to keep such information confidential.

If Company chooses to use a third party data consolidator



("Consolidator"), upon Company written request and upon execution of a separate Data Protection Letter of Agreement (a copy of which may be provided to Company upon request), Amex agrees to forward Company's Amex Account information to a Consolidator for the purpose of processing and consolidating such information.

Company agrees that Amex may use Company's name in promotional materials and discussions regarding Company's Amex Account(s).

This Section shall survive the termination of this Agreement.

9. NOTICES

All notices required or permitted under this Agreement will be in writing to the other party. In the case of notices to Amex, notice must be delivered to the address specified below, and in the case of notices to Company, to the Program Administrator(s), or to such other address as Company gives notice of hereunder. Notices will be deemed delivered and effective as follows: (a) if delivered personally (including by overnight carrier or messenger), upon delivery or (b) if delivered by first class, registered or certified mail (return receipt requested), upon the earlier of actual delivery or three (3) days after being mailed.

To Amex:

American Express Company, Corporate Services Operations
AESC-P
20022 North 31st Ave, Mail Code AZ-08-03-11
Phoenix, AZ 85027

With a copy to:

American Express Travel Related Services Company, Inc.
200 Vesey Street
New York, NY 10285
Attn: General Counsel's Office

10. CHANGES TO THE ACCOUNTS OR THIS AGREEMENT

Amex reserves the right to implement changes to the benefits, features or the method of operation of any Amex Account selected by Company on the Application, including modifications of this Agreement to reflect such changes. Company agrees that any changes by Amex shall become effective if, after notice, Company keeps or uses the Amex Accounts after the effective date specified in the notice. Company may choose not to accept the changes by terminating this Agreement with notice to Amex. This Agreement may not otherwise be changed except through a writing signed by both parties.

11. ASSIGNMENT

Company may not assign this Agreement, in whole or in

part, without the prior written consent of Amex. Amex may assign this Agreement without Company's consent. Any assignment not in accordance with the terms of this Agreement shall be void. Except as otherwise specified herein, this Agreement binds, and inures to the benefit of, the parties and their respective successors and permitted assigns.

12. LIMITATION OF LIABILITY

IN NO EVENT SHALL AMEX'S AGGREGATE LIABILITY FOR ANY CLAIMS, DAMAGES, LAWSUITS, LOSSES OR CAUSES OF ACTION ARISING UNDER OR RELATING TO THIS AGREEMENT (WHETHER IN CONTRACT, TORT, WARRANTY OR OTHERWISE) EXCEED TOTAL OF FEES BILLED TO COMPANY IN THE TWELVE (12) MONTHS PRECEDING THE DATE THAT THE MOST RECENT CLAIM AROSE.

NOTWITHSTANDING ANYTHING CONTAINED IN THIS AGREEMENT TO THE CONTRARY AND EXCEPT AS OTHERWISE EXPRESSLY PROHIBITED BY APPLICABLE LAW, NEITHER PARTY NOR ITS DIRECT OR INDIRECT SUBSIDIARIES, AFFILIATES, AGENTS, EMPLOYEES OR REPRESENTATIVES SHALL BE LIABLE TO THE OTHER PARTY FOR ANY INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL, PUNITIVE, OR EXEMPLARY DAMAGES OF ANY KIND (INCLUDING, WITHOUT LIMITATION, LOST REVENUES, LOSS OF PROFITS, OR LOSS OF BUSINESS), ARISING FROM THIS AGREEMENT OR RELATING TO THE OBLIGATIONS HEREUNDER, EVEN IF ADVISED OF SUCH POTENTIAL DAMAGES.

Company acknowledges and agrees that, regardless of the basis of the claim or action, Amex shall not be liable in any manner for any problems with goods or services. If Company requests that Amex charge back a seller of goods or services and Amex does so, Company shall indemnify and hold harmless Amex from and against any claim against Amex based upon the rejection of such goods or services and the Charges related thereto.

13. FORCE MAJEURE

Neither party, nor its third party suppliers and licensors, will be liable for any failure or delay in performance resulting from circumstances beyond its control, including, without limitation, acts of God or nature, power, communications, satellite or network failures, unauthorized access or theft, acts of war or terror; or labor disputes or strikes.

14. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of New York (without giving effect to the conflict of laws principles thereof other



than Section 5-1401 of the New York General Obligations Law). Subject to Section 15 herein, the sole venue for any litigation arising out of this Agreement shall be an appropriate federal or state court located in the State of New York, and the parties agree not to raise, and waive, any objections or defenses based upon venue or forum non conveniens.

15. ARBITRATION

(a) Arbitration Rights/Definition of Claim. All Claims shall be resolved, upon Amex's or Company's election, through arbitration pursuant to this Arbitration section rather than by litigation. "Claim" means any claim (including initial claims, counterclaims, cross-claims, and third party claims), dispute or controversy between Company and Amex arising from or relating to this Agreement, any other related or prior agreement that Company may have had with Amex, or the relationship resulting from any of the aforementioned agreements ("Agreements"), whether based in contract, tort (including negligence, strict liability, fraud, or otherwise), statutes, regulations, or any other theory including any question relating to the existence, validity, performance, construction, interpretation, enforcement, or termination of this Agreement or any other related or prior agreement that Company may have had with Amex, or the relationship resulting therefrom.

(b) Arbitration Rules/Organizations. The party asserting the Claim shall select one of the following arbitration organizations, which will apply its rules ("Arbitration Rules") in effect at the time the Claim is filed. In the event of an inconsistency between this Arbitration section and any rule or procedure of the arbitration organization, this Arbitration section will control. The party asserting the Claim will simultaneously notify the other party of its selection. If Amex's selection is not acceptable to Company, then Company may select another of the following organizations within thirty (30) days after Company receives notice of Amex's initial selection. Any arbitration hearing that Company attends will take place in the federal judicial district where the Company's headquarters is located.

- National Arbitration Forum ("NAF"); P.O. Box 50191, Minneapolis, MN 55404-0191; 1-800-474-2371; www.arbitration-forum.com
- American Arbitration Association ("AAA"): 335 Madison Avenue, New York, NY 10017; 1-800-778-7879; www.adr.org
- JAMS ("JAMS"): 1920 Main Street, Suite 300, Irvine, CA 92614; (949) 224-1810; www.jamsadr.com

In addition to the arbitration organizations listed above, Claims may be referred to any other arbitration organization that is mutually agreed upon in writing by Company and Amex, or to an arbitration organization or arbitrator(s)

appointed pursuant to section 5 of the Federal Arbitration Act, 9 U.S.C. sections 1-16, *provided* that the arbitration organization and arbitrator(s) enforce the terms of sections 16(c) and 16(d) below.

(c) Limitation of Rights. IF ARBITRATION IS CHOSEN BY A PARTY WITH RESPECT TO A CLAIM, NEITHER COMPANY NOR AMEX WILL HAVE THE RIGHT TO LITIGATE THAT CLAIM IN COURT OR HAVE A JURY TRIAL ON THAT CLAIM, OR TO ENGAGE IN PRE-ARBITRATION DISCOVERY EXCEPT AS PROVIDED FOR IN THE RULES OR PROCEDURES OF NAF, AAA OR JAMS, AS APPLICABLE. FURTHER, COMPANY WILL NOT HAVE THE RIGHT TO PARTICIPATE IN A REPRESENTATIVE CAPACITY OR AS A MEMBER OF ANY CLASS OF CLAIMANTS PERTAINING TO ANY CLAIM. OTHER RIGHTS THAT COMPANY WOULD HAVE IN COURT MAY ALSO NOT BE AVAILABLE IN ARBITRATION. NOTWITHSTANDING ANY OTHER PROVISION IN THIS AGREEMENT AND WITHOUT WAIVING EITHER PARTY'S RIGHT TO APPEAL SUCH DECISION, SHOULD ANY PORTION OF THIS SECTION 15(C) "LIMITATION OF RIGHTS" OR OF SECTION 15(D) BELOW BE DEEMED INVALID OR UNENFORCEABLE, THEN THIS ENTIRE ARBITRATION SECTION 15 (OTHER THAN THIS SENTENCE) SHALL NOT APPLY.

(d) Individually Named Parties Only. All parties to the arbitration must be individually named. There is no right or authority for any Claims to be arbitrated or litigated on a class-action or consolidated basis, on behalf of the general public or other parties, or joined or consolidated with claims of other parties, and Company and Amex are specifically barred from doing so. This prohibition is intended to, and does, preclude any trade association or other organization from arbitrating any Claim on a representative basis on behalf of the organization's members. The arbitrator's authority to resolve Claims is limited to Claims between Company and Amex alone, and the arbitrator's authority to make awards is limited to awards to Company and Amex alone.

(e) Equitable Relief. The arbitrator shall have the power and authority to grant equitable relief (*e.g.*, injunction, specific performance) and, cumulative with all other remedies, will grant specific performance whenever possible. The arbitrator will have no power or authority to alter this Agreement or any of its separate provisions, including this Arbitration section, nor to determine any matter or make any award except as provided in this Arbitration section.

(f) Small-Claims Court; Injunctive Relief. Amex shall not elect to use arbitration under this section for any individual Claim that Company properly files in a small claims court so long as the Claim is pending only in that court. Injunctive relief sought to enforce the confidentiality



provisions of this Agreement will not be subject to the requirements of this Arbitration section.

(g) Governing Law/Appeal/Entry of Judgment. This Arbitration section is made pursuant to a transaction involving interstate commerce and will be governed by the Federal Arbitration Act, 9 U.S.C. Sections 1-16 (*FAA*). The arbitrator will apply New York law and applicable statutes of limitations, honor claims of privilege recognized by law and, at the timely request of either party, provide a written and reasoned opinion explaining his or her decision. The arbitrator will apply the rules of the arbitration organization selected, as applicable to matters relating to evidence and discovery, not the federal or any state rules of civil procedure or rules of evidence. The arbitrator's decision will be final and binding, except for any rights of appeal provided by the *FAA* or if the amount of the award exceeds US\$100,000, either party can appeal that award to a three-arbitrator panel administered by NAF, AAA or JAMS, as applicable, which will reconsider de novo any aspect of the initial award requested by majority vote and whose decision will be final and binding. The decision of that three-person panel may be appealed as provided by the *FAA*. The costs of such an appeal will be borne by the appellant regardless of the outcome of the appeal. Judgment upon the award rendered by the arbitrator may be entered in any state or federal court in the federal judicial district where Company's headquarters or its assets are located.

(h) Confidential Proceedings. The arbitration proceeding and all testimony, filings, documents, and any information relating to or presented during the proceedings shall be deemed to be confidential information not to be disclosed to any other party. All offers, promises, conduct, and statements, whether written or oral, made in the course of the negotiations, arbitrations, and proceedings to confirm arbitration awards by either party, its agents, employees, experts or attorneys, or by the arbitrator, including any arbitration award or judgment related thereto, are confidential, privileged, and inadmissible for any purpose, including impeachment or estoppel, in any other litigation or proceeding involving any of the parties or non-parties, provided that evidence that is otherwise admissible or discoverable will not be rendered inadmissible or non-discoverable as a result of its use in the negotiation, or arbitration.

(i) Split Proceedings for Equitable Relief. Either Company or Amex may seek equitable relief in arbitration prior to arbitration on the merits to preserve the status quo pending completion of such process. This Arbitration section may be enforced by any court of competent jurisdiction, and the party seeking enforcement will be entitled to an award of all costs, including legal fees, to be paid by the party against whom enforcement is ordered. Except as otherwise provided in Section 15(c) above, if any portion of this Section 15 (other than Section 15(c) or (d)) is deemed invalid or

unenforceable, it shall not invalidate the remaining portions of this Section 15, this Agreement, or any predecessor agreement that Company may have had with Amex, each of which shall be enforceable regardless of such invalidity.

(j) Costs of Arbitration Proceedings. Company will be responsible for paying its share, if any, of the arbitration fees (including filing, administrative, hearing and/or other fees) provided by the Arbitration Rules, to the extent such fees do not exceed the amount of the filing fees Company would have incurred if the Claim had been brought in a state or federal court that would have jurisdiction over the Claim located in the federal judicial district where Company's headquarters is located. Amex will be responsible for paying the remainder of any such arbitration fees. At Company's written request, Amex will consider in good faith making a temporary advance of all or part of Company's share of the arbitration fees for any Claim that Company initiates as to which Company or Amex seeks arbitration. Company will not be assessed any arbitration fees in excess of Company's share if Company does not prevail in any arbitration with Amex.

16. MISCELLANEOUS

16.1. Time Limit on Actions. Any claim or cause of action arising out of or related to this Agreement must be filed by Company within one (1) year after such claim or cause of action arose or forever be barred.

16.2. Third-Party Beneficiary. Except for Amex's affiliates, suppliers and licensors, no third party is a beneficiary of this Agreement.

16.3. No Waiver. Failure to enforce any term or condition of this Agreement shall not be a waiver of the right to later enforce such term or condition or any other term or condition of this Agreement.

16.4. Entire Agreement. This Agreement (including, addendums, schedules, tables, appendices and attachments hereto) constitute the entire agreement between the parties, and supersede any previous oral or written agreements or understandings between the parties relating to the subject matter hereof.

16.5. Severability. In the event any provision of this Agreement is held to be invalid or unenforceable, the remaining provisions of this Agreement will remain in full force and effect.

16.6. Survival. Sections 2 (Charges and Payment), 3 (Liability), 7(b) (Effect of Termination), 8 (Confidentiality), 9 (Notices), 12 (Limitation of Liability), 14 (Governing Law), 15 (Arbitration), 16 (Miscellaneous) shall survive the termination of this Agreement.

PART B – ACCOUNT PROVISIONS

17. CORPORATE CARD ACCOUNT



17.1. Liability – Company and the Commercial Cardmember shall be jointly and severally liable for all Charges incurred on the Corporate Card Account in accordance with and subject to the terms of Section 3.2(a) above; *provided, however*, that for Corporate Card Accounts with the Company Bill/Company Payment billing option, Company shall be fully liable for all Charges incurred on such Corporate Card Account in accordance with and subject to the terms of Section 3.2(b) above.

17.2. Annual Corporate Card Fees - An annual fee will be payable to Amex for each Corporate Card and will be determined in accordance with Amex's then-current Corporate Card fee policies.

17.3. Late Fees for Individually Billed Accounts – For Corporate Card Accounts to which the Individual Bill option applies, late fees will accrue according to the Cardmember Agreement in effect at the time of the Charges.

17.4. Late Fees for Company Bill/Company Payment Accounts - For Corporate Card Accounts (other than Corporate Platinum Card Accounts) with the Company Bill/Company Payment billing option, late fees will accrue at the rate currently in effect for the applicable billing period. As of the Effective Date, late fees accrue as follows: (a) if there are any amounts totaling more than \$35.00, in aggregate, that were incurred during a statement billing period and that have not been paid and credited to Company's Amex Account by the 14th day after the Next Closing Date, a late fee of \$39.00 may be charged; (b) if there are any amounts totaling more than \$35.00, in aggregate, that were incurred during a statement billing period and that have not been paid and credited to Company's Amex Account by the following Next Closing Date, a late fee equal to the greater of \$39.00 or 2.99% of all amounts not credited for at least one statement billing period may be charged; and (c) if payment of the total amount due is not credited to Company's Amex Account by successive Next Closing Dates, Amex may assess a fee equal to the greater of \$39.00 or 2.99% of all amounts not credited for at least one statement billing period. For Corporate Platinum Card Accounts with the Company Bill/Company Payment billing option, late fees will accrue at the rate currently in effect for the applicable billing period. As of the Effective Date, late fees accrue as follows: (a) if there are any amounts totaling more than \$35.00, in aggregate, that were incurred during a statement billing period and that have not been paid and credited to Company's Amex Account by the following Next Closing Date, a late fee equal to the greater of \$29.00 or 2.99% of all amounts not credited for at least one statement billing period may be charged; (b) if payment of the total amount due is not credited to Company's Amex Account by successive Next Closing Dates, Amex may assess a fee equal to the greater of \$29.00 or 2.99% of all amounts not credited for at least one statement billing period. Late fees will not exceed the maximum allowed by

law.

17.5. Expedited Delivery Fee - Amex may charge a fee for granting a Program Administrator's request for expedited delivery of Corporate Cards.

18. AIRLINE BILLING ACCOUNT

18.1. Issuance - Upon Company's request, Amex will assign supplementary accounts under the Airline Billing Account to certain of Company's Employees, departments, divisions or other business groups (supplementary accounts, collectively with the Airline Billing Account, are referred to in this Agreement as the "ABA").

18.2. Liability - Company shall be fully liable to Amex for all Charges incurred on the ABA in accordance with Section 3.2(b) above. Amex will send to Company a monthly statement listing all Charges. Company agrees to pay Amex in full for all Charges upon its receipt of the monthly statement. Company must notify Amex of any alleged (i) lost or stolen tickets or (ii) billing errors or disputes within sixty (60) days of the date such Charges first appear on a monthly statement.

18.3. Late Fees - Late fees will accrue at the rate currently in effect for the applicable billing period. As of the Effective Date, late fees accrue as follows: (a) if there are any amounts totaling more than \$35.00, in aggregate, that were incurred during a statement billing period and that have not been paid and credited to Company's Amex Account by the 14th day after the Next Closing Date, a late fee of \$39.00 may be charged; (b) if there are any amounts totaling more than \$35.00, in aggregate, that were incurred during a statement billing period and that have not been paid and credited to Company's Amex Account by the following Next Closing Date, a late fee equal to the greater of \$39.00 or 2.99% of all amounts not credited for at least one statement billing period may be charged; and (c) if payment of the total amount due is not credited to Company's Amex Account by successive Next Closing Dates, Amex may assess a fee equal to the greater of \$39.00 or 2.99% of all amounts not credited for at least one statement billing period. Late fees will not exceed the maximum allowed by law.

18.4. Miscellaneous - Amex will issue air and rail transportation tickets to Company's Employees or agents as directed by Company. Charges and credits will be processed in accordance with standard travel agency procedures established by the Airline Reporting Corporation or any successor organization and posted to the ABA.

19. BUSINESS TRAVEL ACCOUNT

19.1. Issuance - Upon Company's request, Amex will assign supplementary accounts under the Business Travel Account to certain of Company's Employees, departments, divisions or other business groups (supplementary accounts,



collectively with the Business Travel Account, are referred to in this Agreement as the “BTA”). Company will only use the BTA to charge air and rail transportation tickets for business use through its travel agents.

19.2. Travel Agents - Company will instruct its travel agents in the use of the BTA and will provide its travel agents with a list of persons authorized by Company to use the BTA (“List”) and will notify its travel agents of any changes to such List. Company shall resolve any unreconciled Charges directly with its travel agent or the supplier providing services. Amex is not responsible for the acts or omissions of any travel agents, carriers, or other firms providing services.

19.3. Liability - Company shall be fully liable to Amex for all Charges incurred on the BTA in accordance with Section 3.2(b) above. Amex will send to Company a monthly statement listing all Charges. Company agrees to pay Amex in full for all Charges upon its receipt of the monthly statement. In addition, Company is also liable in full for Charges which result from the misuse of such accounts by any travel agent other than Amex, or any person currently or formerly included on a List. Company must notify Amex of any alleged (i) lost or stolen tickets or (ii) billing errors or disputes within sixty (60) days of the date such Charges first appear on a monthly statement.

19.4. Late Fees- Late fees will accrue at the rate currently in effect for the applicable billing period. As of the Effective Date, late fees accrue as follows: (a) if there are any amounts totaling more than \$35.00, in aggregate, that were incurred during a statement billing period and that have not been paid and credited to Company’s Amex Account by the 14th day after the Next Closing Date, a late fee of \$39.00 may be charged; (b) if there are any amounts totaling more than \$35.00, in aggregate, that were incurred during a statement billing period and that have not been paid and credited to Company’s Amex Account by the following Next Closing Date, a late fee equal to the greater of \$39.00 or 2.99% of all amounts not credited for at least one statement billing period may be charged; and (c) if payment of the total amount due is not credited to Company’s Amex Account by successive Next Closing Dates, Amex may assess a fee equal to the greater of \$39.00 or 2.99% of all amounts not credited for at least one statement billing period. Late fees will not exceed the maximum allowed by law.

19.5. Annual Fee - The annual fee for the BTA is \$150 and is subject to change by Amex upon not less than sixty (60) days’ prior written notice to Company. The annual fee will be waived if Company uses Amex as its travel agent.

19.6. Miscellaneous - Amex will notify Company of changes to the terms of certain insurance programs available to persons using the BTA. Company agrees to notify all

persons authorized to use the BTA of any such changes.

20. CAR RENTAL BUSINESS TRAVEL ACCOUNT

20.1. Issuance - Upon Company’s request, Amex will assign supplementary accounts under the Car Rental Business Travel Account to certain of Company’s Employees, departments, divisions or other business groups (supplementary accounts, collectively with the Car Rental Business Travel Account, are referred to in this Agreement as the “CRBTA”). Company will only use the CRBTA to charge car rental and related services for business use through its travel agents.

20.2. Travel Agents - Company will instruct its travel agents in the use of the CRBTA and will provide its travel agents with a list of persons authorized by Company to use the CRBTA (“List”) and will notify its travel agents of any changes to such List. Company shall resolve any unreconciled Charges directly with its travel agent or the supplier providing services. Amex is not responsible for the acts or omissions of any travel agents, carriers, or other firms providing services.

20.3. Liability - Company shall be fully liable to Amex for all Charges incurred on the CRBTA in accordance with Section 3.2(b) above. Amex will send to Company a monthly statement listing all Charges. Company agrees to pay Amex in full for all Charges upon its receipt of the monthly statement. In addition, Company is also liable in full for Charges which result from the misuse of such accounts by any travel agent other than Amex, or any person currently or formerly included on a List. Company must notify Amex of any alleged billing errors or disputes within sixty (60) days of the date such Charges first appear on a monthly statement.

20.4. Late Fees - Late fees will accrue at the rate currently in effect for the applicable billing period. As of the Effective Date, late fees accrue as follows: (a) if there are any amounts totaling more than \$35.00, in aggregate, that were incurred during a statement billing period and that have not been paid and credited to Company’s Amex Account by the 14th day after the Next Closing Date, a late fee of \$39.00 may be charged; (b) if there are any amounts totaling more than \$35.00, in aggregate, that were incurred during a statement billing period and that have not been paid and credited to Company’s Amex Account by the following Next Closing Date, a late fee equal to the greater of \$39.00 or 2.99% of all amounts not credited for at least one statement billing period may be charged; and (c) if payment of the total amount due is not credited to Company’s Amex Account by successive Next Closing Dates, Amex may assess a fee equal to the greater of \$39.00 or 2.99% of all amounts not credited for at least one statement billing period. Late fees will not exceed the maximum allowed by



law.

20.5. Annual Fee - The annual fee for the CRBTA is \$150 and is subject to change by Amex upon not less than sixty (60) days' prior written notice to Company. The annual fee will be waived if Company uses Amex as its travel agent.

20.6. Miscellaneous - Amex will notify Company of changes to the terms of certain insurance programs available to persons using the CRBTA. Company agrees to notify all persons authorized to use the CRBTA of any such changes.

21. AIRLINE CENTRAL BILLING ACCOUNT

21.1. Issuance - Amex will establish an Airline Central Billing Account in Company's name provided that Company has established a Corporate Card Account pursuant to the terms of this Agreement. Upon Company's request, Amex will assign one supplementary account under the Airline Central Billing Account to Company's choice of a Company employee, department, division or other business group (a supplementary account, collectively with the Airline Central Billing Account, are referred to in this Agreement as the "ACB").

21.2. Charges - Purchases of air and rail transportation tickets charged with a Corporate Card issued pursuant to this Agreement will be billed to the ACB. An entry will appear on the applicable Corporate Card statement indicating the amount that has been billed to the ACB.

21.3. Liability - Company shall be fully liable to Amex for all Charges incurred on the ACB in accordance with Section 3.2(b) above. Amex will send to Company a monthly statement listing all Charges. Company agrees to pay Amex in full for all Charges upon its receipt of the monthly statement. Company must notify Amex of any alleged (i) lost or stolen tickets or (ii) billing errors or disputes within sixty (60) days of the date such Charges first appear on a monthly statement.

21.4. Late Fees - Late fees will accrue at the rate currently in effect for the applicable billing period. As of the Effective Date, late fees accrue as follows: (a) if there are any amounts totaling more than \$35.00, in aggregate, that were incurred during a statement billing period and that have not been paid and credited to Company's Amex Account by the 14th day after the Next Closing Date, a late fee of \$39.00 may be charged; (b) if there are any amounts totaling more than \$35.00, in aggregate, that were incurred during a statement billing period and that have not been paid and credited to Company's Amex Account by the following Next Closing Date, a late fee equal to the greater of \$39.00 or 2.99% of all amounts not credited for at least one statement billing period may be charged; and (c) if payment of the total amount due is not credited to Company's Amex Account by successive Next Closing Dates, Amex may

assess a fee equal to the greater of \$39.00 or 2.99% of all amounts not credited for at least one statement billing period. Late fees will not exceed the maximum allowed by law.

21.5. Miscellaneous - If the Corporate Card Account is terminated for any reason, the ACB will terminate automatically. Upon and after termination of the ACB, any credits posted by Amex in respect of any Charges to the ACB will be posted to the Corporate Card Account of the applicable Commercial Cardmember.

22. CAR RENTAL CENTRAL BILLING ACCOUNT

22.1. Issuance - Amex will establish a Car Rental Central Billing Account in Company's name provided that Company has established a Corporate Card Account pursuant to the terms of this Agreement. Upon Company's request, Amex will assign one supplementary account under the Car Rental Central Billing Account to Company's choice of a Company employee, department, division or other business group (a supplementary account, collectively with the Car Rental Central Billing Account, are referred to in this Agreement as the "CRCB").

22.2. Charges - Amounts for car rental and related services charged with a Corporate Card issued pursuant to this Agreement will be billed to the CRCB. An entry will appear on the applicable Corporate Card statement indicating the amount that has been billed to the CRCB.

22.3. Liability - Company shall be fully liable to Amex for all Charges incurred on the CRCB in accordance with Section 3.2(b) above. Amex will send to Company a monthly statement listing all Charges. Company agrees to pay Amex in full for all Charges upon its receipt of the monthly statement. Company must notify Amex of any alleged billing errors or disputes within sixty (60) days of the date such Charges first appear on a monthly statement.

22.4. Late Fees - Late fees will accrue at the rate currently in effect for the applicable billing period. As of the Effective Date, late fees accrue as follows: (a) if there are any amounts totaling more than \$35.00, in aggregate, that were incurred during a statement billing period and that have not been paid and credited to Company's Amex Account by the 14th day after the Next Closing Date, a late fee of \$39.00 may be charged; (b) if there are any amounts totaling more than \$35.00, in aggregate, that were incurred during a statement billing period and that have not been paid and credited to Company's Amex Account by the following Next Closing Date, a late fee equal to the greater of \$39.00 or 2.99% of all amounts not credited for at least one statement billing period may be charged; and (c) if payment of the total amount due is not credited to Company's Amex Account by successive Next Closing Dates, Amex may assess a fee equal to the greater of \$39.00 or 2.99% of all



amounts not credited for at least one statement billing period. Late fees will not exceed the maximum allowed by law.

22.5. Miscellaneous - If the Corporate Card Account is terminated for any reason, the CRCB will terminate automatically. Upon and after termination of the CRCB, any credits posted by Amex in respect of any Charges to the CRCB will be posted to the Corporate Card Account of the applicable Commercial Cardmember.

23. FEE CENTRAL BILLING ACCOUNT

23.1. Issuance - Amex will establish a Fee Central Billing Account (“FCB”) in Company’s name provided that Company has established a Corporate Card Account pursuant to the terms of this Agreement.

23.2. Charges - Annual fees for Corporate Cards issued pursuant to this Agreement will be billed to the FCB. An entry will appear on the applicable Corporate Card statement indicating the amount that has been billed to the FCB.

23.3. Liability - Company shall be fully liable to Amex for all Charges incurred on the CRCB in accordance with Section 3.2(b) above. Amex will send to Company a monthly statement listing all Charges. Company agrees to pay Amex in full for all Charges upon its receipt of the monthly statement. Company must notify Amex of any alleged (i) lost or stolen tickets or (ii) billing errors or disputes within sixty (60) days of the date such Charges first appear on a monthly statement.

23.4. Late Fees - late fees will accrue at the rate currently in effect for the applicable billing period. As of the Effective Date, late fees accrue as follows: (a) if there are any amounts totaling more than \$35.00, in aggregate, that were incurred during a statement billing period and that have not been paid and credited to Company’s Amex Account by the 14th day after the Next Closing Date, a late fee of \$29.00 may be charged; (b) if there are any amounts totaling more than \$35.00, in aggregate, that were incurred during a statement billing period and that have not been paid and credited to Company’s Amex Account by the following Next Closing Date, a late fee equal to the greater of \$29.00 or 2.99% of all amounts not credited for at least one statement billing period may be charged; and (c) if payment of the total amount due is not credited to Company’s Amex Account by successive Next Closing Dates, Amex may assess a fee equal to the greater of \$29.00 or 2.99% of all amounts not credited for at least one statement billing period. Late fees will not exceed the maximum allowed by law.

23.5. Miscellaneous - If the Corporate Card Account is terminated for any reason, the FCB will terminate automatically. Company is responsible for reconciling any

such credits as between Company and the Commercial Cardmember. No late fees shall apply to Charges billed to the FCB.

24. CORPORATE PURCHASING CARD (CPC) ACCOUNT

24.1. Use of Corporate Purchasing Card - Company agrees that it will implement and communicate Company policies that require Corporate Purchasing Cards issued hereunder to be used only for the purchase of goods and services on Company’s behalf. Company also agrees that its policies will be in strict conformity with the Corporate Purchasing Card Terms and Conditions included with each Corporate Purchasing Card issued hereunder. In the event any of the terms and conditions of this Agreement conflict with those of the Corporate Purchasing Card Terms and Conditions, this Agreement will prevail. Individual use of Corporate Purchasing Cards is governed by the cardmember agreement.

24.2. Liability – Company shall be fully liable to Amex for all Charges incurred on the CPC Accounts in accordance with Section 3.2(b) above.

24.3. Expedited Delivery Fee - Amex may charge a fee for granting a Program Administrator’s request for expedited delivery of Corporate Purchasing Cards.

24.4. Payment Terms / Settlement - Company agrees to pay all Charges shown on each consolidated monthly statement (the “Consolidated Statement”) within fourteen (14) calendar days after the Closing Date specified on the applicable Consolidated Statement. If Company believes any Charge shown on a Consolidated Statement is in error or in dispute with the seller, Company may request, and Amex may institute and maintain for a reasonable period, a temporary credit on the Corporate Purchasing Card Account in the amount of the disputed portion of the Charge while Amex investigates the error or Company seeks to resolve the dispute.

24.5. Late Fees - The amount of the late fee depends on the length of time a Commercial Cardmember account on any Consolidated Statement has remained unpaid. If there are any amounts totaling more than \$35.00, in aggregate, that were incurred during a statement billing period on any Consolidated Statement and that have not been paid and credited to Company’s Amex Account by the Next Closing Date of such Consolidated Statement, then a late fee equal to the greater of \$29.00 or 2.99% of all amounts not credited for at least one statement billing period may be charged. Late fees will not exceed the maximum allowed by law.

24.6. Problems with Goods or Services - Company agrees to resolve any disputes concerning goods or services purchased using the Corporate Purchasing Card directly with the seller.



24.7. Access to Information - Amex may compile and convey to Company certain information provided to Amex by the sellers of goods and services Company purchased using the Corporate Purchasing Card, such as, for example, a seller's tax identification number and SIC number and the seller's status as a minority-owned or woman-owned business. Amex does not guaranty the accuracy of any such information and, by conveying such information to Company, does not undertake to perform on Company's behalf any reporting, compliance or other obligation or requirement applicable to Company pursuant to any law, regulation, executive order or court order.

24.8. CPC Department Account - Upon Company's request, Amex will establish a department account(s) for the billing of purchases from certain merchants that accept payment via such accounts ("CPC Department Account(s)"). Except as specifically provided herein, the terms of this Agreement which are applicable to the CPC Account and/or Corporate Purchasing Cards shall apply to the CPC Department Account. Notwithstanding anything in this Agreement to the contrary, with respect to any CPC Department Account, Company is liable to Amex for all Charges made to such CPC Department Account in accordance with the liability terms set forth in Sections 3.2(b) and 3.3(b) of this Agreement whether the CPC Department Account is issued with or without a corresponding plastic card.

24.9. Monthly Spending Limit - Amex may assign a monthly spending limit (the "Monthly Account Limit") to the CPC Account. The aggregate dollar amount of CPC Charges to Corporate Purchasing Cards issued on the CPC Account may not exceed the Monthly Account Limit. Once the Monthly Account Limit has been reached during a billing cycle, Charge privileges for Corporate Purchasing Cards issued on the CPC Account will be suspended until payment has been received and credited to the CPC Account. Amex will notify Company of the Monthly Account Limit, and Amex may change the Monthly Account Limit upon notice to Company. If authorization for any CPC Charge is declined based upon the Monthly Account Limit, Amex may notify the applicable merchant of the reason for the decline of the authorization request. Company agrees to notify Commercial Cardmembers of the Monthly Account Limit and of the consequences of exceeding the Monthly Account Limit.

24.10. Card Limits - Amex may assign limits ("Card Functionality Limits") to particular Corporate Purchasing Cards issued on the CPC Account based upon dollar amounts charged, the type of merchant establishments at which CPC Charges may be incurred, or other parameters Company and Amex agree upon. Certain CPC Charges in excess of or outside the parameters of the Monthly Account

Limit or Card Functionality Limits may be incurred. Notwithstanding anything to the contrary contained herein or in any other agreement, and except for CPC Charges resulting from the Unauthorized Use of a Corporate Purchasing Card, Company is liable to Amex for CPC Charges in excess of or outside the parameters of any Monthly Account Limit or any Card Functionality Limit.

25. CORPORATE MEETING CARD (CMC) ACCOUNTS

25.1. Liability - Company shall be fully liable to Amex for all Charges incurred on the Corporate Meeting Card Accounts in accordance with Section 3.2(b) above.

25.2. Late Fees - Late fees will accrue at the rate currently in effect for the applicable billing period. As of the Effective Date, late fees accrue as follows: (a) if there are any amounts totaling more than \$35.00, in aggregate, that were incurred during a statement billing period and that have not been paid and credited to Company's Amex Account by the 14th day after the Next Closing Date, a late fee of \$39.00 may be charged; (b) if there are any amounts totaling more than \$35.00, in aggregate, that were incurred during a statement billing period and that have not been paid and credited to Company's Amex Account by the following Next Closing Date, a late fee equal to the greater of \$39.00 or 2.99% of all amounts not credited for at least one statement billing period may be charged; and (c) if payment of the total amount due is not credited to Company's Amex Account by successive Next Closing Dates, Amex may assess a fee equal to the greater of \$39.00 or 2.99% of all amounts not credited for at least one statement billing period. Late fees will not exceed the maximum allowed by law.

25.3. Annual Corporate Meeting Card Fee - An annual fee will be payable by Company for each Meeting Card. The annual fee assessed during each annual period will be determined in accordance with Amex's then current Meeting Card fee schedule or, for existing Corporate Card customers, in accordance with Company's Corporate Card Account Agreement.

25.4. Corporate Meeting Card Supplemental Account The provisions of this Section 25.4 shall take effect on the date of execution of the Corporate Meeting Card Supplemental Account Application provided to Company upon request. Except as specifically provided herein, the terms of this Agreement which are applicable to the CMC Account and/or Meeting Cards shall apply to the Corporate Meeting Card Supplemental Account.

25.4.1. Upon Company's request, Amex will assign cards with account numbers that represent supplemental accounts to the Company's primary Corporate Meeting Card Account, to certain of Company's Employees, departments,



divisions or other business groups.

25.4.2. Only plastic cards shall be issued in connection with Company's CMC Supplemental Account. Plastic cards issued under a CMC Supplemental Account are subject to the same annual fee, if any, for Meeting Cards issued under this Agreement.

25.4.3. The CMC Supplemental Account(s) established pursuant to this Section 25.4 will be subject to any limits

**AMERICAN EXPRESS TRAVEL RELATED
SERVICES COMPANY INC.**

Printed Name: Brendan Walsh

Title: Executive Vice President, Global Corporate Payments

indicated by Company on the Supplemental Account Application.

The Terms and Conditions of this Commercial Account Agreement are effective as of the date written below ("Effective Date").

Company: WEST KERN COMMUNITY COLLEGE DISTRICT

By:

Printed Name: BROCK MCMURRAY

Title: EVP, ADMINISTRATIVE SERVICES

Date: November 29, 2016

Date: November 15, 2016
Submitted by: Mark Williams, VP of Instruction
Area Administrator: Dr. Debra Daniels, Superintendent/President
Subject: Request for Ratification

Board Meeting Date: December 14, 2016

Title of Board Item:

Agreement with Scope Studios to produce, film, and edit videos for Taft College's TIL program

Background:

This agreement with Scope Studios is to produce, film, and edit three (3) videos for the Transition to Independent Living (TIL) program. The videos will be used to highlight the TIL program and to educate possible new students who are interested in applying. One video will highlight the community of Taft and how the TIL Program fits well here. The second video shows a typical day in the life of a TIL student, and the third video highlights outcomes of attending the program with regards to independent living and employment. This agreement includes pre-production, production, and delivery costs as well as archiving for one year.

Terms (if applicable):

November 1, 2016 - February 1, 2017

Expense (if applicable):

\$18,000.00

Fiscal Impact Including Source of Funds (if applicable):

This expense was included in the 2016-17 TPSID budget.

Approved: _____


Dr. Debra Daniels, Superintendent/President

scope | Production Contract

PRODUCTION CONTRACT

OVERVIEW

This is a basic production contract to communicate our mutual understanding of the needs of this project. This contract is between "Taft College" hereafter referred to as "client," and Scope Studios hereafter referred to as "Scope."

1. STATEMENT OF WORK

A. **Overview:** Scope will produce, film and edit [3] Videos for Taft College.

B. **Statement of Work:** All pre-production, production, post production and delivery costs associated with the Statement of Work are as defined on Page 3 in the Estimate.

C. **Video Delivery:** [3] 2:00-4:00 Videos will be digitally delivered to the client. A flat delivery fee of \$75 will be charged to format and ensure digital delivery. \$75 covers the digital delivery of [1] finished video to up to [5] recipients. Regional, National and International Broadcast delivery require a separate fee and are not included in this contract.

D. **Deadlines:** This project is to begin pre-production at the signing of this contract. Production milestones are to be mutually agreed upon by Scope and the client, based on Scope's availability and any other production variables.

i. Production Variables include talent availability, location availability, rental availability, permits, time of day, time of year, weather, etc.

Production is to take place between Nov 1 - Dec 30

Post-Production is to take place between Dec 15 - Feb 1

The ability to meet pre-determined dealines is dependent on timely communication between the client and any other parties involved. If the client is unable to communicate, facilitate communication, or meet scheduled payments, deadlines may be delayed from those listed above.

E. **Archival:** All scripts, footage, music and graphic elements will be archived on a Hard Drive at Scope for a period of 1 year from the signing of this contract. At the end of 1 year, the client will have the option to either renew archival with Scope or transfer the scripts, footage, music and graphic elements to a Hard Drive purchased by the client. All Hard Drives used in production and post-production will remain the property of Scope. *[For more on Rights & Hard Drives, see Section 4B]*

2. CHANGES & REVISIONS

A. **Pre-Production:** At any time during Pre-Production the client may request or add additional time for any reason. Any additional time for Pre-Production will be billed at a standard rate of \$100/Hr.

B. **Production:** At any time during Production the client may make what is defined by Scope as a "reasonable" change. If a change exceeds the statement of work [1B], new charges will be incurred at the mutual agreement of Scope and the client.

PRODUCTION CONTRACT CONTINUED

i. Hard Costs such as equipment rental must be defined and approved during Pre-Production. Once hard costs have been approved, changes that exceed this agreement will result in additional charges.

C. Post-Production: Editing for this project will be billed at an hourly rate in 3 stages: Selects, Rough Cut and Final Edit. Additional time for Post-Production editing will be billed at a rate of \$150/Hr.

I. Selects: Once Production is completed, Scope will compile and provide selects, which are defined as a back-to-back edit of consecutive takes in a given scene with overlay time code, of each scene of the production via digital delivery or hosted on-line at the request of the client.

II. Rough Cut: Once the Selects have been provided, Scope will proceed to provide a Rough Cut of the edit. This Rough Cut is provided to serve as a foundation for the final edit. At this stage, the client has the option to keep the structure of the Rough Cut, or begin a new edit from scratch. Post-Production Revisions are defined as *any* client-initiated change to the Rough Edit presented by Scope.

i. Post-Production Revisions include any client-initiated change to video clip length, video clip duration, video clip order, audio clip level, audio clip duration, audio clip order, typography choice, typography position/scale/rotation or anything else Scope defines as a client-initiated change.

III. Final Edit: Once the Rough Cut has been sent, any new revisions to the edit will be a part of the Final Edit Stage. At any time during the Post-Production Final Edit stage the client may request or add additional time for any reason. Additional time for Post-Production editing will be billed at a rate of \$150/Hr.

IV. Photo Editing: Scope will select [10] images per every [1] shoot location, as per Section 1C. Scope will then perform basic photo editing on each picture with input from the client. Any additional photo editing deemed by Scope to exceed 'basic photo editing' will be billed at a rate of \$150/Hr.

During Post-Production, Scope will keep a Revision Log to track changes.

3. PAYMENT TERMS

A. Payment Schedule: A 25% Non-Refundable Deposit + any Hard Costs is due at the signing of this agreement. Scope will invoice the client for an additional 50% of the project total at the completion of *Production*. Scope will invoice the client for the remaining 25% of the project total upon completion of Post-Production.

i. Hard Costs and Rental Costs are to be payed for upfront as required, and will be defined and approved during Pre-Production.

B. Payment Terms: The Initial Deposit payment is due at the signing of this agreement. Other payment is due within 15 Days of receipt of invoice. A one and one half percent (1.5%) monthly service charge will be billed against payments made after 15 days from issuance of invoice. Delivery is conditioned upon receipt of final payment, and upon Client's compliance with the terms of this agreement.

C. Cancellation Fees: The initial 25% Deposit is non-refundable. In the event of cancellation, Scope will be compensated for services performed through the date of cancellation in the amount of a prorated portion of the fees due.

4. RIGHTS

A. Reservation of Rights: Scope assigns to Client all right, title and interest in the work produced under this Agreement upon final payment. If the final payment is not made, Scope will retain all right, title and interest in the work. Scope retains the right to display the work in perpetuity in any stage, finished or unfinished, for use in any self-promotion channels, without further written consent from the client.

PRODUCTION CONTRACT CONTINUED

B. Raw Footage: Scope retains the right to keep a copy of all raw footage in perpetuity to re-cut or re-edit and publish in any self-promotion channels, without further written consent from the client. Upon termination of Client Archival, the client must purchase a Hard Drive to store and keep any Raw Footage. Upon termination of Client Archival, a transfer fee of \$75 will be billed Per Hard Drive to transfer the Raw Footage from Scope's Hard Drives to the client's Hard Drive.

C. Permissions and Releases: The Client agrees to indemnify and hold the Scope harmless against any and all claims, costs, and expenses, including attorney's fees, due to materials included for which no copyright permission or privacy release was requested, or for which uses exceed the uses allowed pursuant to a permission or release.

5. AMMENDMENTS

A. This Agreement can only be changed by mutual written consent.

6. OTHER

A. This is the parties' entire agreement on this matter, superseding all previous negotiations or agreements.

scope | Estimate

TAFT COLLEGE -TIL COMMUNITY VIDEO [1/3]

Description	QTY	Units	Rate	Estimated	Actual	Variance
PRE-PRODUCTION						
Pre-Production Planning	1	Flat	\$500	\$250 .00		
PRODUCTION						
DP/Camera Package	1	Day	\$2,500	\$2,500 .00		
Producer	0	Day	\$1,000	\$0 .00		
Assitant Director	1	Day	\$650	\$650 .00		
Production Assistant	1	Day	\$200	\$200 .00		
Production Assistant	1	Day	\$200	\$200 .00		
Hair/Make-Up	0	Day	\$350	\$0 .00		
Craft Services (Food)	1	Allow	\$100	\$100 .00		
Craft Services (Assistant)	0	Day	\$150	\$0 .00		
TALENT						
Casting	0	Flat	\$150	\$0 .00		
[Women] Cast	0	Day	\$500	\$0 .00		
[Active Adults] Cast	0	Day	\$500	\$0 .00		
POST-PRODUCTION						
Editing (0:30)	1	Flat	\$1,500	\$1,500 .00		
Still Photo Editing	0	Hours	\$150	\$00 .00		
Motion Graphics	5	Hours	\$150	\$750 .00		
Music License	1	Flat	\$200	\$200 .00		
DELIVERY						
Digital Delivery	1	Flat	\$75	\$75 .00		
				Subtotal	\$6,425.00	
				Discount	- \$425 .00	
				Total	\$6,000 .00	

Scope Studios
 3401 Chester Ave Suite G
 Bakersfield, Ca 93301

NOVEMBER 7, 2016 11:28 AM

scope | Estimate

TAFT COLLEGE -TIL DAY IN THE LIFE (2/3)

Description	QTY	Units	Rate	Estimated	Actual	Variance
PRE-PRODUCTION						
Pre-Production Planning	1	Flat	\$500	\$250 .00		
PRODUCTION						
DP/Camera Package	1	Day	\$2,500	\$2,500 .00		
Producer	0	Day	\$1,000	\$0 .00		
Assitant Director	1	Day	\$650	\$650 .00		
Production Assistant	1	Day	\$200	\$200 .00		
Production Assistant	1	Day	\$200	\$200 .00		
Hair/Make-Up	0	Day	\$350	\$0 .00		
Craft Services (Food)	1	Allow	\$100	\$100 .00		
Craft Services (Assistant)	0	Day	\$150	\$0 .00		
TALENT						
Casting	0	Flat	\$150	\$0 .00		
[Women] Cast	0	Day	\$500	\$0 .00		
[Active Adults] Cast	0	Day	\$500	\$0 .00		
POST-PRODUCTION						
Editing (0:30)	1	Flat	\$1,500	\$1,500 .00		
Still Photo Editing	0	Hours	\$150	\$00 .00		
Motion Graphics	5	Hours	\$150	\$750 .00		
Music License	1	Flat	\$200	\$200 .00		
DELIVERY						
Digital Delivery	1	Flat	\$75	\$75 .00		
				Subtotal	\$6,425.00	
				Discount	- \$425 .00	
				Total	\$6,000 .00	

scope | Estimate

TAFT COLLEGE -TIL FOR A LIFETIME (3/3)

Description	QTY	Units	Rate	Estimated	Actual	Variance
PRE-PRODUCTION						
Pre-Production Planning	1	Flat	\$500	\$250 .00		
PRODUCTION						
DP/Camera Package	1	Day	\$2,500	\$2,500 .00		
Producer	0	Day	\$1,000	\$0 .00		
Assitant Director	1	Day	\$650	\$650 .00		
Production Assistant	1	Day	\$200	\$200 .00		
Production Assistant	1	Day	\$200	\$200 .00		
Hair/Make-Up	0	Day	\$350	\$0 .00		
Craft Services (Food)	1	Allow	\$100	\$100 .00		
Craft Services (Assistant)	0	Day	\$150	\$0 .00		
TALENT						
Casting	0	Flat	\$150	\$0 .00		
[Women] Cast	0	Day	\$500	\$0 .00		
[Active Adults] Cast	0	Day	\$500	\$0 .00		
POST-PRODUCTION						
Editing [0:30]	1	Flat	\$1,500	\$1,500 .00		
Still Photo Editing	0	Hours	\$150	\$00 .00		
Motion Graphics	5	Hours	\$150	\$750 .00		
Music License	1	Flat	\$200	\$200 .00		
TRAVEL	8	Hours	\$45	\$360.00		
PER DIEM	2	Flat	\$75	\$150.00		
HOTEL	1	Allow	\$125	\$125.00		
DELIVERY						
Digital Delivery	1	Flat	\$75	\$75 .00		
				Subtotal	\$7,060 .00	
				Discount	- \$1,060 .00	
				Total	\$6,000 .00	

I agree to the terms, guidelines and rates laid out in this proposal.



CLIENT SIGNATURE

Taft College Foundation

CLIENT NAME

Taft College

COMPANY

Executive Director

POSITION

11-10-16

DATE

I agree to the terms, guidelines, and rates laid out in this proposal.

CLIENT SIGNATURE

CLIENT NAME

COMPANY

POSITION

DATE

scope | Invoice

TAFT COLLEGE - TIL VIDEOS (1/3)

Description	QTY	Units	Rate	Estimated	Actual	Variance
TIL VIDEO 1	1	N/A	N/A	\$6,000.00		
TIL VIDEO 2	1	N/A	N/A	\$6,000.00		
TIL VIDEO 3	1	N/A	N/A	\$6,000.00		

Estimated Total \$18,000.00
Amount Due (25%) \$4,500.00

Date: December 14, 2016
Submitted by: Mark Williams, VP of Instruction
Area Administrator: Dr. Debra Daniels, Superintendent/President
Subject: Request for Ratification

Board Meeting Date: December 14, 2016

Title of Board Item:

Agreement with Guest Speaker Francis J. Flynn to Present on Communication and Decision Making

Background:

Mr. Francis J. Flynn is professor of Organizational Behavior at Stanford University. His research focuses on three areas, "how employees can develop patterns of cooperation; how the negative impact of racial and gender stereotyping in the workplace can be mitigated, and how people can emerge as leaders and assume positions of power." This agreement with Mr. Flynn is for two (2) presentations on communicating effectively and harnessing collective wisdom. The first presentation is focused on issues of particular interest to faculty and staff. The second presentation is focused on the interests of students in general, and of Equity students in particular.

Terms (if applicable):

December 2, 2016

Expense (if applicable):

\$12,000

Fiscal Impact Including Source of Funds (if applicable):

This has been included in the Equity budget for 2016-17

Approved: _____


Dr. Debra Daniels, Superintendent/President

Invoice for services provided by Francis J. Flynn

DESCRIPTION OF SERVICES

This invoice is for a pair of presentations held in Taft for Taft College on Friday, December 2, 2016.

Communicating Effectively

As a leader, you spend every day communicating with others— your boss, your direct reports, your peers. This session will help you appreciate the nature and complexity of communication and provide guidelines for improving your own communication style. We focus on four notable communication gaps for managers—and provide guidelines for closing these gaps. Drawing on several illustrative examples from leaders at other firms, we outline a specific set of concrete tools that you can use to change people's attitudes as well as their actions.

Video: Steve Jobs and Apple Computer

Harnessing Collective Wisdom

Meetings are a common experience in the workplace, commonly frustrating for many of us. In this session, we'll complete a group decision-making task (a hiring decision) in the context of a team meeting and then examine the results in our class discussion. We'll discuss the ways in which group discussions can distort thinking and become dysfunctional as well as how such meetings can be used to harness the collective wisdom of the crowd. Our focus here is twofold—we highlight strategies for being an effective team member as well as strategies for becoming an effective team leader.

In-class exercise: PB Technologies

Total Amount:	\$12,000
Payment made:	\$ 0
Balance Due:	\$12,000

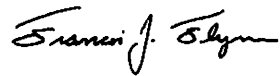
Please send your check made payable to Francis Flynn to the following address:

Francis J. Flynn
816 San Francisco Court
Stanford, CA 94305

Alternatively, you can wire the payment directly to me at:

Bank of America
1275 Fell Street
San Francisco, CA 94117
Wiring number: 026009593
Checking account number: 325022871837
BIC Swift Code: BOFA US 3N

Sincerely,

A handwritten signature in black ink that reads "Francis J. Flynn". The signature is written in a cursive style with a large, stylized initial "F".

Frank Flynn
650-724-0312
flynn_francis@gsb.stanford.edu



BOARD AGENDA ITEM

Date: November 14, 2016

Submitted by: Eric Bèrubè, Coordinator, Institutional Assessment Research & Planning

Area Administrator: Dr. Debra Daniels, Superintendent/President

Subject: Request for Approval

Board Meeting Date: December 14, 2016

Title of Board Item:

eLumen Annual License Renewal

Background:

The renewal of this license will allow the institution to continue to maintain a repository for all Student Learning Outcome (SLO) assessment activity.

Terms (if applicable):

January 1, 2017 - December 31, 2017

Expense (if applicable):

Assessment and Program Review Module for 4,449 Students @ \$2/student = \$8,898.00

Fiscal Impact Including Source of Funds (if applicable):

Budgeted in the 2016/17 WKCCD Budget

Approved: 

Dr. Debra Daniels, Superintendent/President

eLumen, Inc.
514 N 3rd Street - Suite 203
Minneapolis, MN 55401
(612)8889698x101
peter@elumenconnect.com
www.elumenconnect.com



INVOICE

BILL TO

Eric Berube, PhD
Taft College
29 Emmons Park Drive
Taft, California 93268

INVOICE # 468

DATE 01/01/2017

DUE DATE 01/01/2017

TERMS Due on Receipt

ACTIVITY	QTY	RATE	AMOUNT
SAAS Products: Core - Annual Renewal Annual License Renewal of eLumen's Core Module From 01/01/17 to 12/31/17	1	8,898.00	8,898.00

Assessment and Program Review Module for 4,449
students @ \$2/student = \$8,898.00

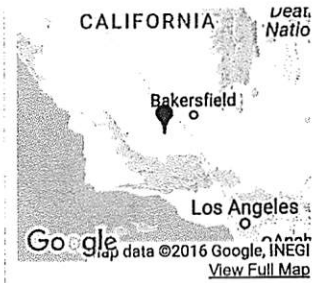
BALANCE DUE

\$8,898.00

COLLEGE Navigator

Taft College
29 Cougar Court, Taft, California 93268

General information: (661) 763-7700
Website: www.taftcollege.edu
Type: 2-year, Public
Awards offered: Less than one year certificate
 One but less than two years certificate
 Associate's degree
Campus setting: Town: Distant
Campus housing: Yes
Student population: 4,449 (all undergraduate)
Student-to-faculty ratio: 28 to 1



IPEDS ID: 124113
OPE ID: 00130900

⊕ GENERAL INFORMATION
⊕ TUITION, FEES, AND ESTIMATED STUDENT EXPENSES
⊕ FINANCIAL AID
⊕ NET PRICE
⊕ ENROLLMENT
⊕ ADMISSIONS
⊕ RETENTION AND GRADUATION RATES
⊕ PROGRAMS/MAJORS
⊕ SERVICEMEMBERS AND VETERANS
⊕ VARSITY ATHLETIC TEAMS
⊕ ACCREDITATION
⊕ CAMPUS SECURITY
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Additional Resources

- ERIC
- Sitemap
- Organizational Chart



BOARD AGENDA ITEM

Date: November 29, 2016
Submitted by: William L. Norris Jr.
Area Administrator: Brock McMurray, EVP of Administrative Services
Subject: Request for Approval

Board Meeting Date: December 14, 2016

Title of Board Item: IBM/Toshiba Hardware Maintenance Contract (HWMA)

Background:

The Taft College Bookstore has used IBM/Toshiba registers and receipt printers to good effect since 2010. The Taft College Bookstore is requesting the renewal of the IBM/Toshiba Hardware Maintenance contract for the point of sale registers and receipt printers. This contract is a service contract for 36 months. The service contract is currently set to expire on January 31, 2017.

Terms (if applicable):

February 1, 2017 through January 31, 2020.

Expense (if applicable):

Seven thousand six hundred and ninety-four dollars and 07/100 (\$7,694.07).

Fiscal Impact Including Source of Funds (if applicable):

The funds were built in the 2016/2017 budget 31000-423-5641-69100.

Approved: 

Dr. Debra Daniels, Superintendent/President



Toshiba Schedule of Maintenance Services - Quote

This Schedule contains a listing of the eligible products at the specified locations identified below for which TGCS will provide the identified Services as described in the referenced agreements and any referenced Statements of Work and Change Authorizations. The complete agreement between us about these Services consists of 1) this Schedule 2) the base agreement (such as the TGCS Customer Agreement, the Toshiba Master Maintenance Services Agreement or a base Software agreement) any referenced Licenses, Statements of Work and Change Authorizations (or any equivalent agreement in effect between us). Unless otherwise reflected in the above referenced documents, this quote is valid for 90 days.

Bill to:

Customer Number: T0BFGD4

IBM Global Financing
N Castle Dr
Armonk
NY-10504-0000
United States**Installed at:**

Customer Number: T0BGAJ2

Taft College
515 FINLEY DR
Taft
CA-93268
United States**Effective Date:** 09-Nov-2016**Payment Terms:** Net 30**Billing Frequency:** Year**Additional Information:** MBS/Taft College Bookstore

Contract Number	Contract Modifier	Start Date	End Date	Contract Total	Currency
US0008273MA		01-Feb-2017	31-Jan-2020	7,694.07	USD

Charges are based on the current inventory and services identified in this Schedule. Actual charges may vary with any additions, deletions, or changes to the inventory or services. Any applicable taxes are not included in the charge amounts herein but will be added to your invoice.

Details of Offerings and Products covered by offering:

*Eligible Machine Description - A Machine is only considered "Eligible" if it is operational and in conformance with its official published specifications on the contract start date.

Section		Service - Offerings			Location		
1		HWMA Same Business Day, 7 Days Per Week, 24 Hour Coverage, 3 Year			515 FINLEY DR Taft CA 93268 United States		
Line Number	Level	Products Covered	Serial # or Site	Quantity	Start Date	End Date	Amount
1.1	Product	Configuration of 4840-5Z4;Toshiba SUREPOS 500	41RN552	1	01-Feb-2017	31-Jan-2020	1,658.55
1.2	Product	Configuration of 4840-5Z4;Toshiba SUREPOS 500	41RZ554	1	01-Feb-2017	31-Jan-2020	1,658.55
1.3	Product	Configuration of 4840-5Z4;Toshiba SUREPOS 500	41RZ577	1	01-Feb-2017	31-Jan-2020	1,658.55
1.4	Product	Configuration of 4840-5Z4;Toshiba SUREPOS 500	41RZ725	1	01-Feb-2017	31-Jan-2020	1,658.55
1.5	Product	Configuration of 4610-2CR;Toshiba 4610 SUREMARK DUAL STATION PRINTER M	41RYZYR	1	01-Feb-2017	31-Jan-2020	264.97
1.6	Product	Configuration of 4610-2CR;Toshiba 4610 SUREMARK DUAL STATION PRINTER M	41RYVPK	1	01-Feb-2017	31-Jan-2020	264.97
1.7	Product	Configuration of 4610-2CR;Toshiba 4610 SUREMARK DUAL STATION PRINTER M	41RYWFD	1	01-Feb-2017	31-Jan-2020	264.97
1.8	Product	Configuration of 4610-2CR;Toshiba 4610 SUREMARK DUAL STATION PRINTER M	411087F	1	01-Feb-2017	31-Jan-2020	264.97
Section Total							USD 7,694.07

Signatures are not required on this document.

Legend:

- P/O = Parts Only
- DEP = Depot / Carry in
- AEX = Advance Exchange
- NBD = Next Day On Site Onsite Repair
- 2BD = 2nd Next Day On Site Onsite Repair
- SDO = Same Day Onsite Repair
- SSD = Seasonal Onsite Repair (Date Driven Variable Response)

Date: November 15, 2016
Submitted by: Mark Williams, VP of Instruction
Area Administrator: Dr. Debra Daniels, Superintendent/President
Subject: Request for Approval

Board Meeting Date: December 14, 2016

Title of Board Item:

Agreement with Shannon Jones to Provide Reporting for the TPSID Program

Background:

This agreement with Shannon Jones is to provide financial and narrative reports for both year six (6) and the cumulative final report for the TPSID Program. The reporting complies with the U.S. Department of Education's Grant Performance Report requirement (ED 524B) per ED General Administrative Regulations (EDGAR), 34 CFR 75.253.

Terms (if applicable):

December 15, 2016 - December 30, 2016

Expense (if applicable):

\$4,000.00

Fiscal Impact Including Source of Funds (if applicable):

This expense was included in the 2016-17 TPSID budget.

Approved: 

Dr. Debra Daniels, Superintendent/President

**WEST KERN COMMUNITY COLLEGE DISTRICT
CONTRACT FOR PROFESSIONAL SERVICES**

This agreement is entered into by and between the WEST KERN COMMUNITY COLLEGE DISTRICT ("District") and Shannon Jones ("Independent Contractor"). The agreement is effective December 15, 2016

Recitals

1. District desires to obtain the services of an education consultant especially trained and experienced in rendering the following services:

Annual Performance Report #6 (Financial and Narrative) and Cumulative Final Report (Financial and Narrative) for Transition to Independent Living - TPSID Program

(and as may be more particularly described in paragraph 3 of terms below).

2. Independent Contractor is an Independent Contractor especially trained and experienced in providing the services described in recital #1 above.

3. The parties have agreed that the Independent Contractor will provide the personal professional services of Shannon Jones (name) as specified in this Agreement as an Independent Contractor, as available, and not as an employee of the District.

Terms

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. **Recitals Approved.** The above recitals are true and correct.

2. **Length of Agreement.** Independent Contractor shall provide the services

11/4/16 through 12/31/2016 All work shall be performed at the following location:

Taft, CA

3. **Services to be Provided.** The services to be provided to the District by the Independent Contractor include but are not necessarily limited to the following:

Financial and Narrative Reports for both Year 6 and Cumulative Final for TPSID

4. **Service Days.** Independent Contractor shall render services on days which the District's Offices are open for business. Services shall be rendered for up to 60 days.

5. **Compensation.** Independent Contractor shall be paid the sum of \$ 4000.00.

6. **Hold Harmless Agreement.** Any amounts paid under this Agreement constitute the total compensation for all services rendered by Independent Contractor. The Independent Contractor agrees to pay all Social Security and other income taxes which may accrue by reason of this Agreement, and to indemnify, defend, and hold the

District, its officers, agents, and employees harmless from all claims, penalties, damages, liabilities, costs, and expenses including attorney fees, related to Independent Contractor's failure to pay these and similar obligations. Further, since Independent Contractor is acting solely in an Independent Contractor capacity, the Independent Contractor and its staff will not be entitled to and shall not by reason of this Independent Contractor arrangement receive any employee benefits from the District.

7. **Monthly Service Report.** Upon request, Independent Contractor shall submit a monthly service report in writing to the District which shall include a diary showing days and service rendered.

8. **Travel Expenses/Mileage Reimbursement.** The District shall reimburse Independent Contractor for travel expenses/mileage to a maximum of 0 for the entire term at the established rate paid to District employees.

9. **Standards of Ethical Conduct and Confidentiality.** Standards of ethical conduct and confidentiality shall be maintained, and Independent Contractor will not engage in inappropriate contacts or professional conflicts of interest.

10. **Earlier Termination.** District may terminate this Agreement upon providing Independent Contractor with 30 days' prior written notice of such termination.

Executed at Taft California, on the dates shown below.

Date of WKCCD Board Approval:

West Kern Community College District:

Independent Contractor:

By:

(Signature)

Deb Daniels

(Printed Name)

Superintendent/President

(Title)

(Signature)

(Address)

(Social Security # or TIN #)

Date: November 17, 2016
Submitted by: Primavera Arvizu, Interim VP of Student Services PA
Area Administrator: Dr. Debra Daniels, Superintendent/President
Subject: Request for Approval

Board Meeting Date: December 14, 2016

Title of Board Item:

Pacific West Sound Inc. to provide the sound system and music for the 2016-2017 Taft College Graduation Ceremony

Background:

Pacific West Sound Inc. is the company that provides the audio and sound system for the Taft College graduation ceremony each year. Their pricing has remained the same since the inception and I would recommend we continue with their services.

Terms (if applicable):

The term of the agreement is for one day of services for the sound system and music for May 19, 2017.

Expense (if applicable):

The cost for services is \$3,100 which has been budgeted in the 2016-2017 budget.

Fiscal Impact Including Source of Funds (if applicable):

The cost for services is \$3,100 which has been budgeted in the 2016-2017 budget.

Approved: 
Dr. Debra Daniels, Superintendent/President

Pacific West Sound Inc.

521 East 21st Street
 Bakersfield CA USA 93305
 Telephone: 661 395-1448
 Facsimile: 661 395-3148

SHOW NAME:	Taft College Grad 2017
INVOICE NO.	9509
INVOICE DATE	11/15/16
CUSTOMER	TAFTCOLL
TERM	1 days
PAGE	1 of 2

INVOICE TO	VENUE Ref: TAFTCOLL00012 BIRCH CAFFEE
Taft College /West Kern Community College District 29 Emmons Park Drive Taft CA USA 93268	Taft High School 701 7th Street Taft, CA, 93268

BOOKING CONTACT Melissa Blanco	CUSTOMER CONTACT	OUT DATE/TIME 05/19/17 1100	DELIVERY DATE/DAY/TIME 05/19/17 Fri 1200	VIA We deliver		
PAYMENT **Cash on delivery - Check	P.O No.	DATE CONFIRMED 11/15/16	IN DATE/TIME 05/19/17 2330	RETURN DATE/DAY/TIME 05/19/17 Fri 2230	VIA We pickup	
CUSTOMER PHONES 661 763-7700: F:661 763-7705	PROJECT	SETUP BY 05/19/17 1200	REHEARSAL 05/19/17 1630	STRIKE/WRAP 05/19/17 2000	SHOW STARTS 05/19/17 1745	SHOW FINISH 05/19/17 2000

CODE	DESCRIPTION	O	R	QTY	DISC%	TOTAL
	PWS Audio Inventory					
BETA87	Shure Beta87 Vocal Condenser Mic			4	0.00	60.00
TALLBOOM	Tall Boom Stand			2	0.00	16.00
MX418	SHURE MX 418			2	0.00	60.00
TABLETOP	Table Top Microphone Stand			2	0.00	10.00
	PWS Cabling Inventory					
50A/50	50 foot TWIST LOCK 50A - 50A AC Cable			1	0.00	0.00
	PWS Audio Inventory					
CLICKER	50A - Power Distro Panel			1	0.00	50.00
LS9-16	Yamaha LS9 - 16 channel digital mixing console			1	0.00	125.00
QSCK10	QSC K-10 self-powered speaker W/COVER/IEC			10	0.00	550.00
CD01U	Tascam CD-01U CD player			1	0.00	20.00
SPKSTNDT	Tall Ultimate Support Stand for Speakers			8	0.00	80.00
	PWS Cabling Inventory					
ED/100	100 foot 15A Edison - 15A Edison AC Cable			4	0.00	30.00
ED/50	50 foot 15A Edison - 15A Edison AC Cable			4	0.00	20.00
S.ED25.B	25 Foot B System Stage Stringer			1	0.00	10.00
CUBETAP	AC Cube Tap			4	0.00	12.00
TWIST-ED	30A Twist to Edison Adaptor			1	0.00	0.00
CPC50	50 foot CPC(M) - CPC(F)			1	0.00	0.00
CPC75	75 foot CPC(M) - CPC(F)			2	0.00	0.00
CPC100	100 foot CPC(M) - CPC(F)			1	0.00	0.00
CPCFANM	CPC - XLR(M) Fanout			1	0.00	0.00
STAGEBOX	12ch CPC Stage Input Box			1	0.00	0.00
ELOOM/25	25 foot EON Loom			4	0.00	20.00
XLR/10	10 foot XLR Patch Cable			10	0.00	10.00

INSTALLATION INSTRUCTIONS	ALL EQUIPMENT RETURNED:	SUB TOTAL	1348.00
	DATE:	SUNDRIES	30.00
The renter acknowledges that this rental is subject to the terms and conditions on reverse hereof and in particular that the equipment is NOT covered by insurance and that additional rental charges will be made if the equipment is returned late. All blown globes must be returned, speaker cone damage must be paid for on return, any theft must be reported to the police.	SIGNED:	INST/OPERATOR	1722.00
	SHORT RETURN	TOTAL	3100.00
	DOCKET REF.:		
	PAYMENT RECEIPT		
	SIGNED :		
	IDENTIFICATION		
RENTER OR DULY AUTHORISED AGENT OF RENTER	DATE	AMOUNT DUE	\$ 3,100.00

Pacific West Sound Inc.

521 East 21st Street
 Bakersfield CA USA 93305
 Telephone: 661 395-1448
 Facsimile: 661 395-3148

SHOW NAME:	Taft College Grad 2017
INVOICE NO.	9509
INVOICE DATE	11/15/16
CUSTOMER	TAFTCOLL
TERM	1 days
PAGE	2 of 2

INVOICE TO

VENUE Ref: TAFTCOLL00012 BIRCH CAFFEE

Taft College /West Kern Community College District
 29 Emmons Park Drive
 Taft CA USA 93268

Taft High School
 701 7th Street
 Taft, CA, 93268

BOOKING CONTACT Melissa Blanco	CUSTOMER CONTACT	OUT DATE/TIME 05/19/17 1100	DELIVERY DATE/DAY/TIME 05/19/17 Fri 1200	VIA We deliver		
PAYMENT **Cash on delivery - Check	P.O No.	DATE CONFIRMED 11/15/16	IN DATE/TIME 05/19/17 2330	RETURN DATE/DAY/TIME 05/19/17 Fri 2230	VIA We pickup	
CUSTOMER PHONES 661 763-7700: F:661 763-7705	PROJECT	SETUP BY 05/19/17 1200	REHEARSAL 05/19/17 1630	STRIKE/WRAP 05/19/17 2000	SHOW STARTS 05/19/17 1745	SHOW FINISH 05/19/17 2000

CODE	DESCRIPTION	O	R	QTY	DISC%	TOTAL
XLR/25	25 foot XLR Patch Cable			10	0.00	10.00
XLR/50	50 foot XLR Patch Cable			6	0.00	6.00
XLR/100	100 foot XLR Patch Cable			3	0.00	6.00
K-LOOM-8	8' K-Loom w/ 2 XLR and IEC			6	0.00	30.00
K-LOOM50	50' K-Loom w/ 2 XLR and Edison			6	0.00	30.00
	Miscellaneous					
EZUP01	Easy Up - generic Tent			1	0.00	25.00
TRUCKING	B-CLASS TRUCKING			112	0.00	168.00
WB/MB	WorkBox / MicBox SET			1	0.00	0.00
	rubber mats to cover cable runs (NOT CABLE RAMPS)					30.00
	Stage Hand					
HAND	Basic All Purpose Labor			1	0.00	406.00
	- 12 hours					
HAND	Basic All Purpose Labor			1	0.00	406.00
	- 12 hours					
	A/V Technician					
T3	Expert Technician			1	0.00	504.00
	- 12 hours					
	Stage Hand					
HAND	Basic All Purpose Labor			1	0.00	406.00
	- 12 hours					

INSTALLATION INSTRUCTIONS	ALL EQUIPMENT RETURNED:	SUB TOTAL	1348.00
	DATE:	SUNDRIES	30.00
The renter acknowledges that this rental is subject to the terms and conditions on reverse hereof and in particular that the equipment is NOT covered by insurance and that additional rental charges will be made if the equipment is returned late. All blown globes must be returned, speaker cone damage must be paid for on return, any theft must be reported to the police.	SIGNED:	INST/OPERATOR	1722.00
	SHORT RETURN	TOTAL	3100.00
	DOCKET REF.:		
	PAYMENT RECEIPT		
	SIGNED :		
	IDENTIFICATION		
RENTER OR DULY AUTHORISED AGENT OF RENTER	DATE	AMOUNT DUE	\$ 3,100.00

Date: December 7, 2016
Submitted by: Primavera Arvizu, Interim VP of Student Services 
Area Administrator: Dr. Debra Daniels, Superintendent/President
Subject: Request for Ratification

Board Meeting Date: December 14, 2016

Title of Board Item:

Agreement with Christine Brown of Written Productions for On-line Orientation Filming & Production Services

Background:

Written Productions will provide filming and production service to Taft College to update the on-line orientation module content to include (1) reproduce the President's welcome message, (2) add one section to Student Services, and (3) create new video for Testing.

Terms (if applicable):

The agreement is effective December 6, 2016 and is for one day of on-site video filming and production services.

Expense (if applicable):

The cost for services is \$2,300 which has been budgeted in the 2016-2017 budget.

Fiscal Impact Including Source of Funds (if applicable):

Categorical funds will be utilized, and have been included in the budget projections for this project.

Approved: 
Dr. Debra Daniels, Superintendent/President



CLIENT AGREEMENT

This agreement between Christine Brown of Written Productions and Taft College for online orientation content production is entered into on December 6, 2016.

SCOPE OF WORK

Based on direction provided by the point of contact, Written Productions will provide the following:

Video Filming and Production: Written Productions will provide one day (9 a.m. to 5 p.m.) of on-site video filming services and video production services to accomplish the following:

1. Re-film and reproduce the President's speaking portion on "President's Welcome."
2. Add one section to "Student Services."
3. Create a new video for "Testing."

TIMING

Written Productions and Taft College will collaboratively establish a timeline for completion of this project. Written will fulfill timing requirements, but will not be held responsible for delays caused by Taft College including delays in providing timely feedback, clarification, and additional information.

OWNERSHIP

Taft College owns all rights, title, and interest in the content that is the subject of this agreement.

LIMITATIONS OF LIABILITY

Written Productions and associated subcontractor(s) will not be liable for any loss of business or profits, or for any consequential, incidental, punitive or similar damages, or for claims of damages made by a third party for any cause whatsoever regardless of the form of action. Taft College agrees to hold Written Productions harmless against any and all claims, actions, damages, liabilities, and expenses arising out of this contract.

DELIVERY

In addition to being input into Taft College's Comevo @school Management Console, all final products will be delivered electronically via file transfer and there will be no exchange of tangible product. The final multimedia files will be provided to Taft College in MP4 format.

FEE

The fee for filming and video production (including travel expenses) is \$2,300.00

PAYMENT TERMS

Full payment is due 30 days after the date that this contract commences.

A 3.5% fee is added to credit card payments.

A 5% fee for late payments will be added every one (1) month after the effective date of this contract.



Agreed and signed:

TAFT COLLEGE

Name: _____

Title: _____

Signature: _____

Date: _____

Email: _____

Address: _____

Phone: _____

WRITTEN PRODUCTIONS

Name: Christine Brown

Title: Owner/Content Production Manager

Signature: 

Date: 12/06/16

Email: christine@writtenproductions.com

Address: **Physical Address:**
721 Higuera St., Ste. A-100
San Luis Obispo, CA 93401

Mailing Address:
P.O. Box 15801
San Luis Obispo, CA 93406

Phone: (805) 439-0635



Bill to: Taft College

Date: December 6, 2016

Project: Content Production, Comevo @school Online Orientation

DESCRIPTION	FEE
Video Filming and Production – one day (on-campus)	\$2,300

Total Balance Due: \$2,300

Notes:

Full payment is due 30 days after the date that this contract commences.

A 3.5% fee is added to credit card payments.

A 5% fee for late payments will be added every one (1) month after the effective date of this contract.

Please remit payment to:

Christine Brown

Written Productions

P.O. Box 15801

San Luis Obispo, CA 93406

Thank you for your business!

Date: November 17, 2016
Submitted by: Primavera Arvizu, Interim VP of Student Services *PA*
Area Administrator: Dr. Debra Daniels, Superintendent/President
Subject: Request for Approval

Board Meeting Date: December 14, 2016

Title of Board Item:

Renewal of Eureka Agency/User Site License Contract for January 1, 2017 through December 31, 2017

Background:

Eureka is an online assessment tool that allows the Career Center and Student Success instructors to deliver career development services more efficiently. This tool provides assessments in the areas of personality, skills, interests, values, learning styles, and more, and then connects the assessment results to career options that may lead to high levels of fulfillment, as well as educational options that the students may consider. Eureka is easily integrated into both counseling and classroom curriculum, allowing students and counselors/instructors to access results via web.

Terms (if applicable):

The term of the agreement is for January 1, 2017 through December 31, 2017.

Expense (if applicable):

The cost for services is \$1,499.63 which has been budgeted in the 2016-2017 budget.

Fiscal Impact Including Source of Funds (if applicable):

The cost for services is \$1,499.63 which has been budgeted in the 2016-2017 budget.

Approved: 
Dr. Debra Daniels, Superintendent/President



P.O. Box 687 Pinole, CA 94564-0687 1.888.463.2247

Agency/User Site License Contract Amendment Contract Renewal Provision

I. Purpose:

This addendum is to extend the subscription for the presently in-place Agency/User Site License Agreement. This amendment will continue and extend the **EUREKA WINDOWS AND INTERNET** License for:

TAFT COLLEGE

For the period from JANUARY 1, 2017 through DECEMBER 31, 2017

This agreement will hold constant the agreement between your agency and EUREKA. This signed and dated document will be attached and become part of the present contractual agreement and shall extend the agency/Site License Agreement with the undersigned and EUREKA for the dates indicated above.

II. Fee Description:

License Fee	\$ 1595.00
Group discount	(200.00)
Sales tax	104.63
Total:	\$ 1,499.63

III. Notice:

For the Agency:

Signature

Title

Date

For EUREKA:

L.V. Gomez
Signature

Contract Administrator
Title

11-9-16
Date

Billing Information

Agency Coordinator: _____

Address: _____

City _____ ST _____ Zip _____

Phone: () _____ Ext. _____

Purchase Order Number: _____

Site Coordinator: _____

Address: _____

City _____ ST _____ Zip _____

Phone: () _____ Ext. _____

(Copy attached) last page original contract

Date: December 2, 2016

Submitted by: Adrian Agundez, Director of Information Services *AAA*

Area Administrator: Dr. Debra Daniels, Superintendent/President

Subject: Request for Ratification

Board Meeting Date: December 14, 2016

Title of Board Item:

MTS Maintenance Contract Renewal Quote #MTS-200012.

Background:

MTS is a call accounting software system that provides information of calls received and made on the college phone system. This software system also provides detailed call duration information allowing the business office to verify incoming phone bills from Verizon for bill auditing purposes. Due to changes in support staff, this invoice was received late; consequently, we have updated our contact list to ensure timely processing of invoices.

Terms (if applicable):

Maintenance support coverage is from 11/28/2016 - 11/27/2017.

Expense (if applicable):

Total cost of the renewal is \$1,044.75

Fiscal Impact Including Source of Funds (if applicable):

This cost is included in the 2016-2017 IT budget.

Approved: 

Dr. Debra Daniels, Superintendent/President

Company Name: Taft College

Quote: #20161111i-C



Maintenance Renewal Quote

The maintenance options below provide coverage for the MTS Application Suite Enterprise Call Accounting system.

Maintenance Options (#MTS-200012)	Cost	Renewal Term:	Initial:
One-year Maintenance	\$1,044.75	(11/28/16 TO 11/27/17**)	_____

Business Day Coverage: Customer Local Time 8 am to 5pm

1: Remote Help Desk Service

2: Bring Rate tables current with maintenance renewal annually,

3: Tech Support calls during Regular Hours consist of:

(a) 8-hours Remote Response Time for Major Corrective Maintenance;

(b) 48-hours Remote Response Time for Minor Corrective Maintenance;

(c) Customer designated coverage hours based upon MTS approval

Payment Schedule

Customer shall pay each properly submitted invoice **within thirty days of receipt**. If payment is not received prior to the commencement of this maintenance contract period, MTS reserves the right to discontinue support and maintenance activity until payment is current.

Agreed to by: _____

Print Name & Title: _____

Date: _____

Purchase Order Number: _____

Invoice will be sent to: dhicks@taftcollege.edu

Confirmed

For end-user:

Taft College, 29 Cougar Court, Taft, CA 93268

Mark Gibson, mgibson@taftcollege.edu

Please return signed quote or PO to:

Fax: (201) 421-2280

Email: order.admin@mtsint.com

Mail:

Michelle Reynoso

MTS-IntegraTRAK

70 Grand Avenue, Suite 104

River Edge, NJ 07661

Date: December 2, 2016
Submitted by: Adrian Agundez, Director of Information Services *AAA*
Area Administrator: Dr. Debra Daniels, Superintendent/President
Subject: Request for Ratification

Board Meeting Date: December 14, 2016

Title of Board Item:

Convergint Technologies Proposal for Fire Alarm Monitoring of the ETE (STEM Modular)

Background:

Convergint Technologies is the college's security company that provides support with alarm, video, and fire systems. This proposal is a renewal of the current contract where Convergint monitors the fire alarm system for the ETE (STEM Modular) and will notify emergency services.

Terms (if applicable):

Alarm monitoring services coverage of from 12/1/2016 - 11/30/2019

Expense (if applicable):

Total cost of the renewal is \$800.00

Fiscal Impact Including Source of Funds (if applicable):

This cost is included in the 2016-2017 Maintenance budget

Approved: 
Dr. Debra Daniels, Superintendent/President



Taft College – ETE (STEM Modular) Fire Monitoring Proposal Taft, CA

Account: 0E4550

The following is Convergint Technologies monitoring agreement prepared for Taft College.

Alarm Monitoring is currently in place for Taft College – ETE (STEM Modular) and includes a daily test signal. These services which were established one year ago are set to expire 11/30/2016. **Please be aware that if customer chooses not to proceed with a contract renewal, existing monitoring services will end effective 12/15/2016.**

The renewal, when signed, will be dated to begin 12/1/2016.

Page 5 of this proposal only needs to be completed if requesting a change.

Systems Monitoring Proposal

Customer Name: Taft College Proposal Number: DRB11211602

Building Name: ETE (STEM Modular)

Address: 29 Cougar Court
Taft, CA 93268

Phone: 661-763-7737 Email: itsdepartment@taftcollege.edu

Billing Address (if different from the address listed above)

Name: _____ Attn: _____

Address: _____

Phone: _____ Contact: _____

Customer agrees to purchase, and Convergent Technologies LLC (CTLLC) agrees to provide monitoring service as described herein and according to the Terms and Conditions of the Subscriber Monitoring Agreement. Customer agrees to provide RJ31X telephone jack(s), dedicated phone line(s) and other equipment as may be required. Material, installation and additional trips due to phone lines not being installed properly will be billed to the customer at current Time and Material rates. Final acceptance is subject to CTLLC approval.

System Monitoring Options: Indicate your choice(s) with a (✓)

- Monitoring (UL Listed available)** \$800.00 (includes daily test signal)
- Basic Monitoring Plus** \$600.00 (includes weekly test signal)
- Basic Monitoring** \$500.00 (no test signal)
- Other Fire Alarm** \$800.00 Duration: Annual 2-Year 3-Year

Total Price: \$2,400.00 * **Start Date:** 12/1/2016

**Total price is based on signing a three year proposal with three payments, billed annually.*

Attach Purchase Order or Requisition if Required

Customer By: _____ Convergent By: Sean Bryant

Signature: _____ Signature: _____

Title: _____ Title: Account Executive

Date: _____ Date: 11/21/2016

P.O. #: _____

Systems Monitoring Options

Monitoring Service Options

Utilizing EMERGENCY24, CTLLC provides customers with fully redundant monitoring services resulting in a fail-safe monitoring network.

Subscriber Secure Internet Service Included with all monitoring agreements, Convergent Technologies subscribers receive the ability to manage and monitor their account on-line via Secure Internet Services. Secure Internet Services allows the subscriber to perform tasks including the ability to place accounts on test, make *temporary* changes to party information, view account history, view account data and request account information changes.

Generic Subscriber History Reports Another exclusive feature is the ability to obtain generic alarm activity reports listing the date, time and description of the alarm signal. Information through these services is secured by the same encryption process used for Internet financial transactions.

Subscribers also receive PASS CODE cards that include various methods and procedures for contacting the monitoring facility.

In addition to the basic services listed below, Convergent Technologies offers a variety of optional services. Your CTLLC representative can provide additional information upon request.

Test Signal Options Test signals are necessary to ensure your system is operational and transmitting signals to the Monitoring Station. A test signal will be transmitted from your system to the Monitoring Station based on the type of monitoring you select. Should the test signal fail for any reason, this is indicative of a system or telephone communications failure. Having such a failure places your facility at great risk should a fire alarm or security system alarm occur. The Monitoring Station would not receive notification of the alarm condition, and would not contact the local authority to alert them to the situation. Should a Test Signal fail to be received at the Monitoring Station, a call will be placed to the individual(s) identified on the Subscriber Monitoring Agreement if selected under Callback Options. A service call to resolve the system failure should be placed to CTLLC as soon as possible.

Type of Monitoring	Basic Monitoring	Basic Plus (weekly test signal)	UL Listed Monitoring Service (daily test signal)	UL Listed Central Station Service
	\$500.00 annually	\$600.00 annually	\$800.00 annually	Cost Provided Upon Request

Back Up Communications Options

This option is highly recommended when monitoring Security Systems. In the event of a telephone communication system failure, having a method of back-up communications in place will help to ensure continuous protection of your facility. Your CTLLC representative can provide additional information upon request.

Type of Back Up	Radio (AlarmNet or SafetyNet)	Cellular
	Cost Provided Upon Request	Cost Provided Upon Request

Additional Charges or Maintenance Fees

Based upon account activity, and from time-to-time, it is necessary to charge additional maintenance fees for specific items beyond CTLLC's control. These items are identified below.

Item	Fee	Frequency
Call List alterations	\$7.75.00	Per addendum or revision.
Excessive or run-away signals (in excess of 3 per month)	\$1.55	Per signal.

Payment terms are net cash upon receipt of invoice, except where satisfactory open account credit is established by CTLLC, in which case, terms are net 30 days from the date of invoice. CTLLC reserves the right to terminate said credit status at the sole discretion of CTLLC. Invoices will be issued prior to start date of agreement, and subsequent renewal dates thereafter. Customer agrees to pay such invoices in accordance with the above terms and conditions regardless of other scheduled deliveries or services. Customer agrees to pay all taxes, including state or local taxes, however designated, levied, or based on the service charges pursuant to this agreement.

Breach or Default

If Customer does not pay the amounts due hereunder or breaches any of the terms or conditions of the Subscriber Monitoring Agreement, or if the Customer ceases doing business as a going concern, CTLLC, in addition to any legal remedies it may have, may terminate this agreement.

Cancellation

After the commencement date, Customer shall have the right to cancel this agreement upon 30 days prior written notice to CTLLC at the end of this initial or any subsequent renewal period. Any and all monies owed under this agreement shall be due and payable, including services performed but not yet completed for any reason.

Length of Plan

After execution of agreement by an authorized representative of CTLLC, the term of this agreement shall be 12 months unless indicated elsewhere in this agreement. Unless cancelled with 30 days prior written notice, the agreement shall be renewed for successive term(s) at the prices and under the terms and conditions in effect at the time of renewal. Fees paid hereunder are not refundable once this agreement is in effect.

Force Majeure

CTLLC and EMERGENCY24 shall not be responsible for failure to render service due to causes beyond its control, including, but not limited to work stoppages, fires, civil disobediences, riots, rebellions, acts of God and similar occurrences.

Notification

It is the obligation of the Customer to keep the "Call List" updated. All changes and revisions to the "Call List" shall be submitted on the Permanent Change Form, signed and submitted to CTLLC. Changes shall become effective within five (5) business days of submittal.

Date: November 29, 2016
Submitted by: William L. Norris Jr.
Area Administrator: Brock McMurray, EVP of Administrative Services
Subject: Request for Approval



Board Meeting Date: December 14, 2016

Title of Board Item:

Maintenance contract for the Bookstore Point of Sale (POS) Server.

Background:

This is a service contract renewal with Lenovo for the bookstore Point of Sale server. Services include onsite repair/exchange services for the Taft College Bookstore server.

Terms (if applicable):

February 1, 2017 through January 31, 2020.

Expense (if applicable):

Six hundred and eight dollars and 64/100 (\$608.64).

Fiscal Impact Including Source of Funds (if applicable):

The funds were built into the 2016/2017 Budget, 31000-423-5641-69100.

Approved: 

Dr. Debra Daniels, Superintendent/President

ZINYJI

Schedule for Services

This Schedule becomes an integral part of the Service Agreement as identified in this Schedule below. Unless otherwise agreed hereafter, all terms and conditions of the Service Agreement apply by reference to this Schedule and continue to be in full force and effect without being altered or otherwise affected.

Your Name and Address:

TAFT COLLEGE
TAFT COLLEGE
29 EMMONS PARK DR
TAFT CA 93268-2317

Billing Address:

ARROW ENTERPRISE COMPUTING SOLUTIONS
Arrow ECS
7459 S LIMA ST
ENGLEWOOD CO 80112-3879



Base Agreement Number:	MAFB3GY	Schedule Number:	ZINYJI	Term of Agreement:	
Statement of Work Number:		Service Agreement Number:	ZINYJI	Start Date:	02/01/2017
Change Authorization Number:		Schedule Effective Date:	11/03/2016	End Date:	01/31/2020
Your Customer Number:	1310004183	Proposal Reference Date:	11/04/2016	Renewal Period:	0

Charge Period Charges / Payment Plan:				Charge Period:	
Maintenance Charges:	\$608.64	One Time Charges:	\$0.00	Start Date:	02/01/2017
Service Charges:	\$0.00			End Date:	01/31/2020
TOTAL CHARGE PERIOD CHARGES:			\$608.64		

Billing Frequency:	Prepay	Accumulated Adjustment Invoicing option¹:	N
Billing Alignment:	Contract	Price Protection Option:	Full Contract
Automatic Inventory Increase Option Applies:	N	Billing Method:	Immediate

This quote shall only serve as price information and does not represent a legally binding offer from Lenovo.

ZINYJI

Charges are based on the current inventory and services identified in this Schedule. Actual charges may vary with any additions, deletions, or changes to the inventory or services. Any applicable taxes are not included in the charge amounts herein but will be added to your invoice. For a Machine subject to usage charges, in addition to the Service charge identified herein, you will be separately billed for usage in accordance with applicable usage rates and billing cycles

Additional T&Cs:



ZINYJI

**You
agreed to:**

by

Authorized signature

Name (type or print):

Date:

**Lenovo
agreed to:**

by

Authorized signature

Name (type or print):

Date:



ZINYJI

Enterprise Total for Charge Period by Your Customer Number:

Customer No.	Name	Customer Location	Charges
1310033210	TAFT COLLEGE	29 EMMONS PARK DR,TAFT,California,United States of America,93268-2317	\$608.64
Total			\$608.64

Product List:

Asset Location: 1310033210 City, State: TAFT , California

Product Description	Type	Model / Feature	Order / Serial Number	Charge Start Date	Charge Stop Date	Qty	Service	Type of Svc ³	Code ²	Charges
IBM System x3200 M3	7328	AC1	99B7702			1	Post Warranty Service	On-site repair 24x7x4 hour response		\$608.64
Subtotal										\$608.64
Grand Total										\$608.64

See Legends for Details

Legends:

¹Service Charge adjustments related to inventory and Service changes will be and invoiced with your next standard invoicing cycle (may be sooner for annual or semi-annual payment plans) if "Accumulated Adjustment Invoicing Option" is set to "yes" (Y) in the Schedule.

²Service Charges shown are for the Charge Period.

(E) indicates a Withdrawal from Maintenance (machines End of Service but still covered on best effort).

(F) indicates an assumptive Product included in the total Service Charge that has a manually inserted serial number and configuration provided by you.



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- (G) indicates an additional Product or configuration that was purchased and auto inserted on the Schedule of Services per Agreement terms.
- (H) identifies a Product on an existing Agreement with duplicate Services.
- (K) indicates assumptive Products included in the total Service Charge that are based on your provided configuration.
- (M) indicates an upgrade is on order, but is not installed and applicable pricing not included.
- (O) indicates a one time charge.
- (P) indicates a Service based on a part-number.
- (S) indicates a manual order installation date change.
- (W) indicates a Product under warranty.
- (X) indicates On-order Products which are shown for planning purposes only.
- (Y) indicates On-Order Upgrade Products which are shown for planning purposes only. These charges are included in the related Machine.

³Type of Service

The indicated Service Levels are defined and listed per country in the "Operational Guide for Services" provided by Lenovo (http://www.lenovo.com/images/products/system-x/pdfs/support/lenovo_services_hw_maintenance_op_guide.pdf). The application of the indicated Service Levels, in particular start and end of the relevant week days and operative Service Hours may vary based on country, region and the Eligible Product and Service.



lenovo Customer Agreement

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This Lenovo Customer Agreement ("Agreement") is made by and between Lenovo (United States) Inc., a Delaware corporation with offices at 1009 Think Place, Morrisville, North Carolina 27560 ("Lenovo"), and Taft College Bookstore, a corporation with offices located at 515 Finley Dr., Taft CA 93268 ("Customer"). Customer and Lenovo may be referred to collectively in this Agreement as "parties" and individually as "party."

NOW, THEREFORE, in consideration of the mutual covenants and promises herein recited and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties, intending to be legally bound, hereby agree as follows:

1. Definitions

1.1 Product means any Lenovo branded or third party hardware or software that Lenovo makes available for purchase by Customer under this Agreement. Hardware Products include servers, storage devices and accessories. Software Products include computer software Programs (whether pre-loaded or provided separately) and related licensed materials such as documentation.

1.2 Service means the performance of a task; the provision of advice or assistance; or access to a resource such as an information database that Lenovo makes available to Customer under this Agreement.

1.3 Machine means a server or storage hardware Product identified by a Machine Type as well as its features, conversions or upgrades. The term "Machine" does not include any Programs, whether pre-loaded with the Machine, installed subsequently, or otherwise.

1.4 Program means a software Product.

2. Attachments and Transaction Documents

Additional terms for Products and Services may be in documents called "Attachments" and "Transaction Documents." In general, Attachments contain terms that may apply to more than one Product or Services transaction, while Transaction Documents (such as a statement of work, supplement, schedule, invoice, exhibit, change authorization, or addendum) contain specific details and terms related to an individual transaction. There may be one or more Transaction Documents for a single transaction. Attachments and Transaction Documents are part of this Agreement only for those transactions to which they apply. Each transaction is separate and independent from other transactions. If there is a conflict among the terms of this Agreement, an Attachment or a Transaction Document, those of an Attachment prevail over those of this Agreement, and the terms of a Transaction Document prevail over those of both this Agreement and an Attachment.

3. Applicability, Orders and Delivery

Customer accepts the terms in Attachments and Transaction Documents by: (i) signing the Attachments or Transaction Documents (by hand or electronically); (ii) using the Product or Service, or allowing others to do so; or (iii) making any payment for a Product or Service. A Product or Service becomes subject to this Agreement when Lenovo accepts Customer's order by sending Customer written acceptance of the order; by shipping the Product; or by otherwise making the Program or Service available to Customer. Confirmation of Lenovo's receipt of a Customer order does not constitute Lenovo's acceptance of the order.

Delivery dates and ship dates are estimates unless otherwise specifically agreed in a Transaction Document. Transportation charges, if applicable, will be specified in a Transaction Document. For Programs that Lenovo provides to Customer in tangible form, Lenovo fulfills its shipping and delivery obligations upon the

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delivery of such Programs to the Lenovo-designated carrier, unless otherwise agreed to in writing by Customer and Lenovo. An Attachment or Transaction Document will be signed by both parties if requested by either party.

4. Prices and Payment

Prices for Products and Services shall be as set forth in Attachment A or as otherwise agreed by the parties in writing. If not paid in advance of shipment, all amounts are due upon receipt of invoice. Any amounts not received by Lenovo within thirty (30) days of receipt of invoice shall be overdue. Customer shall pay a late payment fee of the lesser of one and one half (1.5%) percent per month or the maximum rate permitted by applicable law on the undisputed overdue balance of the invoice amount. Customer shall pay any applicable sales, use or similar taxes, fees or duties unless Customer provides exemption documentation to Lenovo. Customer is responsible for taxes, if any, on Products and Services from the date Lenovo ships them to Customer or the date on which the Services are provided by Lenovo. No other discounts, quantity entitlements, or promotions apply unless expressly agreed in writing by Lenovo. Delivery charges, if applicable, will be specified in an invoice.

5. Title and Risk of Loss

5.1 Lenovo transfers title to hardware Products to Customer upon delivery to Lenovo's designated carrier for shipment to Customer. Lenovo does not transfer title to Programs.

5.2 Lenovo shall bear the risk of loss or damage to hardware Products until they are delivered to Lenovo's designated carrier for shipment to Customer. Thereafter, Customer assumes risk of loss or damage. Hardware Products will be covered by insurance, arranged and provided by Lenovo for Customer, covering the period until they are delivered to Customer.

6. Warranties

6.1 Servers and Storage Products

6.1.1 Warranty for Machines

Lenovo warrants that each Machine is free from defects in materials and workmanship under normal use during the warranty period. Unless Lenovo specifies otherwise, the warranties apply only in the country of acquisition. The warranty period for a Machine is a fixed period of time specified in Attachment C: Warranty Service Information (Servers and Storage Products) or as specified in a Transaction Document. The warranty period starts on the original date of purchase specified on Lenovo's invoice unless specified otherwise by Lenovo in writing. During the warranty period, Lenovo shall provide repair and exchange Service for the Machine, without charge, under the type of Service designated by Lenovo for the Machine. If a defect in material or workmanship is discovered during the warranty period and Lenovo is unable to either: (i) repair it; or (ii) replace it with one that is at least functionally equivalent, Customer may return it to Lenovo for a prorated refund.

6.2 Warranty for Services

Lenovo warrants that it performs Service using reasonable care and skill and according to its current description contained in this Agreement, an Attachment, or an order. Customer shall provide timely written notice of any failure to comply with this warranty in order that Lenovo may take corrective action. Additional terms regarding Service for Machines during and after the warranty period are contained in Attachment C: Terms for Servers, Storage Products and Related Services.

6.3 Items to which these warranties do not apply

These warranties shall not apply to any hardware Product which has been subjected to misuse, accident, unauthorized modification; operated in an unsuitable physical or operating environment; subjected to natural disasters, power surges or unauthorized maintenance; to any third party hardware product, including those

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that Lenovo may provide or integrate into a hardware Product at Customer's request; or to software, whether provided with a hardware Product or installed subsequently. These warranties do not include any technical support, such as assistance with "how-to" questions and those regarding hardware Product set-up and installation. These warranties shall be voided by the removal or alteration of identification labels on a hardware Product or its parts. In no event shall these warranties include liability for uninterrupted or error-free operation of a hardware Product, correction of all defects; or any loss of, or damage to data by a hardware Product.

6.4 THESE WARRANTIES ARE EXCLUSIVE AND IN LIEU OF ALL OTHER WARRANTIES OR CONDITIONS, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OF MERCHANTABILITY, NON-INFRINGEMENT OR FITNESS FOR A PARTICULAR PURPOSE. ALL SOFTWARE, SUPPORT AND ALL THIRD PARTY PRODUCTS AND SERVICES ARE PROVIDED AS IS, WITHOUT WARRANTIES OR CONDITIONS OF ANY KIND. THIRD PARTY MANUFACTURERS, SUPPLIERS, DEVELOPERS, SERVICE PROVIDERS, LICENSORS OR PUBLISHERS MAY PROVIDE THEIR OWN WARRANTIES TO CUSTOMER.

7. General

7.1 Product, Part or Component Changes. Lenovo may change components or parts of a hardware Product without notice provided that the substituted components or parts provide equal or better performance. Any such change shall be at no additional cost to Customer, and will not change Customer's rights under the Lenovo hardware Product warranty.

7.2 Returns. Customer may return a new, standard Product that is still in its sealed, unopened package, to Lenovo for any reason within twenty-one (21) days of the date of invoice for a refund or credit. Customers may only return the entire Product or all such Products for a refund or credit. Partial refunds or credits for Products that are not standard; or Products configured to Customer's requirements, including installation of software Product options; or quantities of Products that are not separately priced, are not available to Customers. In order to receive a credit or refund, Customer must contact its Lenovo Customer Support Representative to obtain a return-authorization form. Customer must return the new Product, including all documentation and accessories, intact and in its unopened original packaging to the location and by the date specified by Lenovo. A copy of the invoice, the return-authorization form, and the shipping label must accompany the returned Product. Shipping and handling charges will not be refunded or credited to Customer. Products returned without a Lenovo return-authorization form, or returned after the date specified by Lenovo, may be subject to a restocking fee in the amount of fifteen percent (15%) of the price paid.

Customer agrees to pay the restocking fee if charged by Lenovo. A refund or credit is not available for the return of Products which are not generally available to customers and for which Lenovo created a unique machine type model (MTM) or a part number. Returns of Products shipped as a result of a Lenovo error will be accepted by Lenovo. Lenovo will initiate a return of such Products with appropriate documentation at no charge to Customer if Lenovo is notified of the error within twenty one (21) days of the date of the invoice. If Customer acquired a software Product separate from a hardware Product, and paid a software license fee, but does not agree to the terms of the license, Customer may return the software Product within twenty one (21) days of the date of invoice and receive a refund or credit in the amount of the fee.

7.3 Customer Sale of Products and Services. If Customer sells Products or Services purchased from Lenovo in competition with Lenovo resellers, Lenovo may terminate this Agreement and discontinue sales to Customer.

7.4 Customer Information. Lenovo and its affiliates may store, use and process contact information and other information about Customer, including names, phone numbers, addresses, and e-mail addresses, necessary to perform under this Agreement, including but not limited to warranty service. Such information will be processed and used in connection with this Agreement and the Products or Services. It may be transferred by Lenovo to any country where Lenovo does business; and may be provided to entities acting

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on Lenovo's behalf in relation to this Agreement and the Products or Services. Lenovo may also disclose such information where required by law.

7.5 Limitation of Liability.

- 7.5.1** In any action arising out of or related to this Agreement or any order issued hereunder, neither party nor its affiliates shall be liable to the other party or its affiliates for any of the following even if informed of their possibility and whether arising in contract, tort, (including negligence) or otherwise: (a) third-party claims for damages; (b) loss of, or damage to, data; (c) special, incidental, indirect, punitive, exemplary or consequential damages; or (d) loss of profits, business, revenue, goodwill or anticipated savings; and
- 7.5.2** The maximum cumulative liability of either party and its affiliates to the other party and its affiliates for all actions arising out of or related to this Agreement and all orders issued hereunder, regardless of the form of the action or the theory of recovery, shall be limited to the total amount paid or payable by Customer and its affiliates to Lenovo and its affiliates for all orders issued under this Agreement.
- 7.5.3** The provisions of Sections 7.5.1 and 7.5.2 shall also limit the liability of Lenovo, its subcontractors, suppliers and program developers, collectively, to Customer and its affiliates.
- 7.5.4** The provisions of Sections 7.5.1 and 7.5.2 shall not apply to: (i) bodily injury (including death); (ii) damage to real property; or (iii) damage to tangible personal property.

7.6 Intellectual Property Infringement Protection. If a third party claims that a Lenovo or IBM branded Product provided by Lenovo to Customer under this Agreement infringes that party's patent or copyright, Lenovo will defend Customer against that claim at its expense and pay all costs, damages, and attorney's fees that a court finally awards against Customer or that are included in a settlement approved by Lenovo, provided that Customer: (i) promptly notifies Lenovo in writing of the claim; (ii) allows Lenovo to control, and cooperates with Lenovo in, the defense and any related settlement negotiations; and (iii) is and remains in compliance with Customer's obligations in this Section 7.6. The foregoing is Lenovo's entire obligation to Customer and Customer's exclusive remedy regarding any claim of infringement. If such a claim is made or appears likely to be made, Customer shall permit Lenovo, in Lenovo's sole discretion, to enable Customer to continue to use the Product; to modify it; or to replace it with one that is at least functionally equivalent. If Lenovo determines that none of these alternatives is reasonably available, Customer shall promptly return the Product to Lenovo at its written request. Lenovo will then provide a credit to Customer in an amount equal to the net book value of the Product according to generally accepted accounting principles. Lenovo shall have no obligation regarding any claim based upon: (i) anything Customer or a third party on Customer's behalf provides which is incorporated into, or combined with, a Product; (ii) unauthorized modification of a Product by Customer or a third party on Customer's behalf; (iii) the combination, operation, or use of a Product with any products not provided by Lenovo as a system, or the combination, operation, or use of a Product with any product, data, apparatus or business method that Lenovo did not provide; (iv) Lenovo's compliance with Customer's specifications or requirements; or (v) infringement by a third party Product alone.

7.7 Assignment. Neither party may assign this Agreement, in whole or in part, without the prior written consent of the other party. Neither party shall unreasonably withhold such consent. The assignment of this Agreement, in whole or in part, by either party to an affiliate or to a successor organization by merger or acquisition, does not require the consent of the other party. Lenovo may assign its rights to payments under this Agreement without Customer's consent.

7.8 Governing Law. This Agreement and all orders issued hereunder will be governed under the laws of the State of New York, without regard to its conflict of law principles. Neither party may bring an action arising out of or related to this Agreement more than two (2) years after the cause of action arose.

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7.9 Survival. Any terms of this Agreement, which by their nature survive the expiration or termination of this Agreement, including but not limited to Limitation of Liability and Intellectual Property Infringement Protection, shall survive the expiration or termination of this Agreement.

7.10 Force Majeure. Except for payment obligations, neither party shall be liable to the other for any failure or delay in the performance of its obligations, to the extent such failure or delay is caused by fire, flood, earthquakes, other elements of nature; acts of war; terrorism, riots, civil disorders, rebellions or revolutions; epidemics, communication line or power failures; governmental laws, court orders or regulations; or any other cause beyond its reasonable control.

7.11 Term and Termination. The term of this Agreement shall begin on the effective date and continue for three (3) years. Either party may terminate this Agreement without cause upon thirty (30) days' prior written notice to the other party. This Agreement may be extended as agreed by the parties in writing. Either party may terminate this Agreement if the other fails to comply with any material term, provided the party alleged not to be in compliance is given written notice of the non-compliance and reasonable time to cure. Termination or withdrawal of a Service transaction shall be as described in Section 4.7 of Attachment C, if applicable.

7.12 Complete Understanding. This Agreement is the sole and complete understanding of the parties regarding the subject matter hereof, superseding all prior or contemporaneous agreements and understandings, whether written or oral. Additional Product or Service Descriptions, Price Lists, or Statements of Work may become part of this Agreement only when added by an amendment signed by both parties. Any additional or different terms not in a writing signed by both parties and any contrary terms on a Customer purchase order shall not be a part of this Agreement.

7.13 Customer Affiliates. Customer affiliates may place orders with Lenovo for the purchase of Products and Services under this Agreement subject to: (a) proof of creditworthiness satisfactory to Lenovo; or (b) Lenovo's receipt of a guarantee of payment from Customer for each such Customer affiliate in a form provided by Lenovo.

7.14 Severability. If the whole or any part of a provision of this Agreement is found to be invalid, unenforceable or illegal by a court of competent jurisdiction, it shall be deleted and the remainder of this Agreement shall remain in full force and effect.

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

7.16 Attachments. The following documents are incorporated herein and made a part of this Agreement:

- Attachment A: Pricing, Products and Services Descriptions
- Attachment B: Warranty Service Information – Machines (Servers and Storage Products)
- Attachment C: Terms for Servers, Storage Products and Related Services
- Attachment D: Master Services Attachment

IN WITNESS WHEREOF, each party has caused this Agreement to be signed by its authorized representative effective as of the date of the signature of Lenovo's authorized representative.

Taft College Bookstore

Lenovo (United States) Inc.

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Server & Storage Products

Lenovo

By _____

Authorized signature

Name: _____

(type or print)

Title: _____

Date: _____

Customer address:
515 Finley Ave.

Taft, CA 93268

Attn: _____

Tel: _____

Fax: _____

E-mail address: _____

By _____

Authorized signature

Name:

(type or print)

Title:

Date:

Lenovo address:
Lenovo
1009 Think Place
Morrisville, NC 27560

Attn: Kathy O'Neil

Tel 919 294 2862

Fax 919 294 4987

E-mail address: kaoneil@lenovo.com

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Attachment A
Pricing, Products and Services Descriptions

Products /Service Description	Ordering Part Number or Machine Type / Model	Price (purchases directly from Lenovo only)
On-site repair 24x7x4 hour response	99B7702 -IBM X3200 M3 Server	\$608.64

This Attachment A may be modified from time to time as agreed by Lenovo and Customer. At Lenovo's option, Lenovo may make the information on this Attachment A available to Customer by a Customer Product Catalog or Website.

Prices:

1. Invoices shall be based on the lower of the prices above or the price set by Lenovo at time of Customer's order.
2. These prices or discounts may not be combined with any other discounts or promotions unless approved by Lenovo.
3. Customer may only disclose the prices or discounts to Customer employees or contractors who have a need to know. Customer may not disclose Lenovo's prices or discounts to any other third party without Lenovo's prior written approval.
4. The prices only apply to purchases directly from Lenovo.
5. Purchases from a Lenovo reseller shall be subject to the terms, conditions and prices specified by the Lenovo reseller.

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Attachment B Warranty Service Information Machines (Servers and Storage Products)

Warranty Information

Machine Type(s)	Country of Purchase	Warranty Period	Type of Warranty Service	Service Level
IBM X3200 M3	USA	2-1/17 - 1/31/20	24x7x4	Post Warranty Service

The performance of warranty service is subject to the following: (i) the time Customer's request for service is received; (ii) Machine technology and redundancy; and (iii) availability of parts. Customer should contact their local Lenovo representative, or the subcontractor or reseller performing services on behalf of Lenovo, for country and location specific information.

Types of Warranty Service

Type 1 - Customer Replaceable Unit ("CRU") Service

Lenovo provides replacement CRUs to Customer for installation by Customer. CRU information and replacement instructions are shipped with each Machine and are available from Lenovo at any time upon request. CRUs are designated as being either a Tier 1 (mandatory) or a Tier 2 (optional) CRU. Installation of a Tier 1 CRU is a responsibility of Customer. If Lenovo installs a Tier 1 CRU at Customer's request, Customer will be charged for the installation. Customer may install a Tier 2 CRU or request Lenovo to install it, at no additional charge, under the type of warranty service designated for Customer's Machine. In the materials shipped with a replacement CRU, Lenovo may require that a defective CRU be returned to Lenovo. When return is required by Lenovo: (1) return instructions and a container are shipped with the replacement CRU; and (2) Customer may be charged for the replacement CRU if Lenovo does not receive the defective CRU within fifteen (15) days of Customer's receipt of the replacement CRU.

Type 5 - CRU and On-site Service

At Lenovo's discretion, Customer will receive CRU service or Lenovo, or a Lenovo subcontractor or reseller, will repair the defective Machine at Customer's location and verify its operation. Customer must provide suitable working area to allow disassembly and reassembly of the Machine. The area must be clean, well lit and suitable for the purposes of repair.

Type 6 - CRU and Courier or Depot Service

At Lenovo's discretion, Customer will receive CRU service or Customer will disconnect the defective Machine and make it available for collection arranged by Lenovo. Lenovo will provide Customer with a shipping container for return of Customer's Machine to a designated service center. A courier will pick up Customer's Machine and deliver it to the designated service center. After repair or exchange, Lenovo will arrange the return delivery of the Machine to Customer's location. Customer is responsible for installation of the Machine and verification of its operation.

Type 7 - CRU and Customer Carry-In or Mail-In Service

At Lenovo's discretion, Customer will receive CRU service or Customer will ship (prepaid unless Lenovo specifies otherwise) the defective Machine suitably packaged to a location designated by Lenovo. After Lenovo has repaired or exchanged the Machine, Lenovo will make it available for collection by Customer. In the case of Mail-in Service, Lenovo will return the Machine to Customer at Lenovo's expense, unless Lenovo specifies otherwise. Customer is responsible for installation of the Machine and verification of its operation.

Type 8 - CRU and Machine Exchange Service

At Lenovo's discretion, Customer will receive specified CRU service or Lenovo will initiate shipment of a replacement Machine to Customer's location. Customer must pack the defective Machine into the shipping container that contained the replacement Machine and return the defective Machine to Lenovo. Transportation charges, both ways, shall be paid by Lenovo. Customer may be charged for the replacement Machine if Lenovo does not receive the defective Machine within fifteen (15) days of Customer's receipt of the replacement Machine. Customer is responsible for installation of the Machine and verification of its operation.

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Attachment C

Terms for Servers, Storage Products and Related Services

1. General Terms

1.1 Definitions

Machine means a server or storage hardware Product identified by a Machine Type as well as its features, conversions or upgrades. The term "Machine" does not include any Programs, whether pre-loaded with the Machine, installed subsequently, or otherwise.

Machine Code means all code provided for a Machine (including, without limitation, a Machine's firmware and microcode), excluding code that is licensed under a license agreement other than the license agreement governing use of Machine Code. The term Machine Code specifically includes any whole or partial copy of Machine Code, and any fix, patch, or replacement provided for Machine Code.

1.2 Charges and Payment

1.2.1 Charges

A Transaction Document specifies the amount payable for Products or Services, based on one or more of the following types of charges: one-time, recurring, time and materials, or fixed price. Additional charges may apply (such as special handling or travel related expenses). Lenovo will inform Customer in advance whenever additional charges apply.

Charges for Services are billed as specified in an order, which may be in advance, periodically during the performance of the Service, or after the Service is complete. Unless otherwise provided in this Agreement (including any applicable Attachment or order): i) Services for which Customer pays in advance must be used within the applicable contract period; and ii) Lenovo shall not be required to credit or refund any advance payments.

If a Transaction Document provides an estimated total charge for time and materials, the estimate is for planning purposes and budgetary purposes only. Lenovo invoices charges based on actual time and materials expended or actual or authorized use, subject to any specified minimum commitment.

1.2.2 Changes to Charges

From time to time, Lenovo may change its charges. Customer receives the benefit of a decrease in charges for amounts that become due on or after the effective date of the decrease.

Lenovo may increase recurring charges for Products and Services, as well as labor rates and minimums for Services provided under this Agreement. Lenovo shall provide Customer three (3) months' written notice of any such change. An increase shall apply on the first day of the invoice or charging period on or after the effective date specified in the notice.

Lenovo may increase one-time charges without notice. However, an increase to one-time charges does not apply to Customer if: i) Lenovo receives the order before the announcement date of the increase; and ii) one of the following occurs within three (3) months after Lenovo's receipt of the order:

- (i) Lenovo ships Customer the Machine or makes the Program available to Customer; or
- (ii) Customer makes an authorized copy of a Program or distributes a chargeable component of a Program to another Machine.

1.3 Changes to the Agreement Terms

Lenovo may change the terms of this Agreement by providing Customer at least three (3) months' written notice. However, no such change shall be retroactive. Any such change shall be effective on the date specified in the notice. It shall only apply to new orders, on-going transactions that do not expire, and transactions with a defined renewable contract period. For transactions with a defined renewable contract period, Customer may request that Lenovo delay the effective date of the change to the end of the current renewable contract period.

Customer acknowledges its agreement to have these changes apply for such transactions by: i) placing new orders for Products or Services after the change effective date; ii) failing to request that the effective date of

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the change be delayed until the end of the renewable contract period; iii) allowing transactions to renew after receipt of the change notice; or iv) failing to terminate non-expiring transactions prior to the effective date of the change. Changes to charges are implemented as described in Section 1.2 Charges and Payment above.

Except as provided above, in order for a change to be valid, it must be signed by both parties.

2. Machine Terms

2.1 Production Status

A Machine may be manufactured from parts that are not new. In some cases, a Machine may not be new and may have been previously installed. Notwithstanding such circumstances, Lenovo's applicable warranty terms shall apply to a Machine sold under this Agreement.

2.2 Installation

2.2.1 Machine Installation

Customer shall provide an environment meeting the requirements for the Machine as specified in its published documentation.

Customer is responsible for installing a Machine according to instructions provided with the Machine.

2.2.2 Engineering Changes

Customer shall allow Lenovo to install mandatory engineering changes (such as those required for safety) on a Machine within thirty (30) calendar days of the date of Lenovo's notice to Customer unless otherwise agreed by the parties.

Many engineering changes require the removal of parts and the transfer of title and possession of the removed parts to Lenovo. Customer shall return all removed parts to Lenovo upon installation of the engineering change. Customer represents that Customer has permission from the owner and any lien holders to: i) install engineering changes; and ii) transfer title and possession of removed parts to Lenovo. Customer further represents that all removed parts are genuine, unaltered, and in good working order. A part that replaces a removed part shall be subject to the warranty or maintenance Service status of the replaced part.

3. Licenses for Machine Code

Customer acknowledges that each Machine contains Machine Code. Regardless of the source from which Customer acquires a Machine, the Machine Code shall be subject to the terms of the license agreement included with the Machine and provided at <http://www.lenovo.com/license>.

4. Services

4.1 Personnel

Each party shall assign personnel that are qualified to perform the tasks required of such party under this Agreement and shall be responsible for the supervision, direction, control, and compensation of its personnel. Subject to the foregoing, each party, in its sole discretion, may determine the assignment of its personnel and contractors.

Lenovo may engage subcontractors to provide or assist in providing Services. Lenovo shall be responsible for the performance of Services under this Agreement by its subcontractors.

4.2 Customer Resources

If Customer is making available to Lenovo any facilities, software, hardware or other resources in connection with Services, Customer shall obtain any licenses or approvals related to these resources that may be necessary for Lenovo to perform the Services. Lenovo shall be relieved of any obligations that are adversely affected by Customer's failure to promptly obtain such licenses or approvals. Customer shall reimburse Lenovo for any reasonable costs and other amounts that Lenovo may incur related to Customer's failure to obtain these licenses or approvals.

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Unless otherwise agreed in an Attachment or order, Customer is responsible for: i) any data and the content of any database that it makes available to Lenovo in connection with Services ordered under this Agreement; ii) the selection and implementation of procedures and controls regarding access, security, encryption, use, and transmission of data; and iii) backup and recovery of the database and any stored data. Lenovo's responsibilities regarding such data or database, including any confidentiality and security obligations, are governed by the Attachments and orders applicable to the particular Services transaction (which prevail over the terms of any separate confidentiality agreements) and subject to the Limitation of Liability and other terms in this Agreement.

4.3 Service for Machines (during and after warranty)

4.3.1 Service for Machines

Lenovo provides certain types of Service to keep Machines in, or restore them to, conformance with their specifications. Lenovo will inform Customer of the available types of Service for a Machine. At its discretion, Lenovo will: i) either repair or exchange the defective Machine; and ii) provide the Service either at Customer's location or a service center. Lenovo manages and installs selected engineering changes that apply to Machines and may also perform preventive maintenance.

Any feature, conversion, or upgrade must be installed on a Machine which is: i) the designated, serial-numbered Machine, if applicable; and ii) at an engineering-change level compatible with the feature, conversion, or upgrade.

When the type of Service requires that Customer deliver the defective Machine to Lenovo, Customer agrees to ship it suitably packaged (prepaid unless Lenovo specifies otherwise) to a location designated by Lenovo. After Lenovo has repaired or exchanged the Machine, Lenovo will deliver it to Customer at Lenovo's expense unless Lenovo specifies otherwise. Lenovo is responsible for loss of, or damage to, Customer's Machine while it is: i) in Lenovo's possession; or ii) in transit in those cases where Lenovo is responsible for the transportation charges.

Customer shall:

obtain authorization from the owner to have Lenovo service a Machine that Customer does not own;

(i) where applicable, before Lenovo provides Service, --

1. follow the problem determination and service request procedures that Lenovo provides,
2. secure all programs, data, and funds contained in a Machine, and
3. inform Lenovo of changes in a Machine's location.

follow the Service instructions that Lenovo provides (which may include installing Machine Code and other software updates either downloaded from an Lenovo Internet Web site or copied from other electronic media); and

(ii) when Customer returns a Machine to Lenovo for any reason --

1. securely erase from any Machine all programs not provided by Lenovo with the Machine and data, including without limitation, the following: i) information about identified or identifiable individuals or legal entities ("Personal Data"); and ii) Customer's confidential or proprietary information and other data. If removing or deleting Personal Data is not possible, Customer agrees to transform such information, e.g., by making it anonymous, so that it ceases to be Personal Data under applicable law;
2. remove all funds from Machines returned to Lenovo. Lenovo is not responsible for any funds or Programs not provided by Lenovo with the Machine, or data contained in a Machine that Customer returns to Lenovo; and
3. authorize Lenovo to ship all or part of the Machine or its software to other Lenovo or third party locations around the world to perform its responsibilities under this Agreement.

4.3.2 Replacements

When Service involves the exchange of a part or Machine, the item replaced by Lenovo becomes Lenovo's property and the replacement becomes Customer's property. Customer represents that all

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replaced items are genuine and unaltered. A replacement may not be new, but it will be in good working order and at least functionally equivalent to the replaced item. The replacement assumes the warranty or maintenance Service status of the replaced item. Before Lenovo exchanges a part or Machine, Customer shall remove all features, parts, options, alterations, and attachments not under Lenovo's service. Customer shall also: i) only provide a part or Machine that is free of any legal obligations or restrictions that prevent Lenovo from receiving free and clear title to it; and ii) transfer ownership and possession of replaced parts to Lenovo.

Service for some Machines involves an exchange replacement part or Machine for installation by Customer. Such exchange replacements may be: i) a part of a Machine (called a Customer Replaceable Unit, or "CRU," e.g., keyboard, memory, or hard disk drive); or (ii) an entire Machine.

Customer may request Lenovo to install the replacement CRU or Machine, however, Customer may be charged for the installation. Lenovo provides information and replacement instructions with Machines as well as at any time upon request. Lenovo may require that a failed CRU or Machine be returned to Lenovo as a condition for replacement. When return is required, return instructions and a container are shipped with the replacement. Customer may be charged for a replacement if Lenovo does not receive the failed CRU or Machine within fifteen (15) calendar days after Customer's receipt of the replacement.

4.3.3 Items Not Covered

Repair and exchange Services do not cover:

- (i) accessories, supply items, consumables (such as batteries and printer cartridges), and structural parts (such as frames and covers);
- (ii) Machines damaged by misuse, accident, modification, unsuitable physical or operating environment, or improper maintenance by Customer or a third party;
- (iii) Machines with removed or altered Machine or part identification labels;
- (iv) failures caused by a product for which Lenovo is not responsible;
- (v) service of Machine alterations; or
- (vi) service of a Machine on which Customer is using capacity or capability, other than that authorized by Lenovo in writing.

4.4 Warranty Service Upgrade

For certain Machines, Customer may select an upgrade from the standard type of warranty service for the Machine. Lenovo charges for an upgrade to be added during the warranty period.

Customer may not terminate the upgrade or transfer it to another Machine during the warranty period.

At the end of the warranty period, the Machine will convert to maintenance Service at the same type of Service Customer selected for warranty service upgrade.

4.5 Maintenance Coverage

When Customer orders maintenance Service for a Machine, Lenovo will notify Customer of the start date. Lenovo may inspect the Machine within one (1) month of the start date. If the Machine is not in an acceptable condition for Service, Customer may have Lenovo restore it for an additional charge or withdraw its request for maintenance Service. Customer shall pay Lenovo for any maintenance Service performed at Customer's request.

4.6 Automatic Service Renewal

Renewable Services renew automatically for a period of the same duration unless either party elects not to renew by written notice to the other not less than one (1) month prior to the end of the current period.

During an automatic renewal period, Customer may terminate the Service on one (1) month's written notice to Lenovo. Lenovo will provide Customer a prorated credit for any unused Services for which Customer has paid in advance.

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4.7 Termination and Withdrawal of a Service

Either party may terminate a Service transaction if the other party materially fails to meet its obligations concerning the Service.

Customer may terminate a Service, on notice to Lenovo provided Customer has met all minimum requirements and paid any adjustment charges specified in the applicable Attachments, Transaction Documents and orders.

For a maintenance Service, Customer may terminate without adjustment charge, provided any of the following circumstances occur:

- (i) Customer permanently removes the eligible Product, for which the Service is provided, from productive use by Customer and its affiliates;
- (ii) the eligible location, for which the Service is provided, is no longer controlled by Customer (for example, because of sale or closing of the facility); or
- (iii) the Machine has been under maintenance Service for at least one (1) year and Customer gives Lenovo one (1) month's written notice prior to terminating the maintenance Service.

Customer shall pay Lenovo for: i) Services provided and any Products delivered; and ii) reimbursable expenses incurred, through the date of termination. If Customer's termination is without cause, Customer shall also pay any applicable adjustment or termination charges as well as such expenses Lenovo may incur as a result of such termination. Lenovo may withdraw a Service or support for an eligible Product on three (3) months' written notice to Customer. If Customer has paid for such Service or support in advance, Lenovo shall refund Customer on a prorated basis. Any terms that by their nature extend beyond termination or withdrawal remain in effect until fulfilled and apply to respective successors and assignees.

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Attachment D Master Services Attachment

This Master Services Attachment ("MSA") is incorporated in and made part of a Lenovo Customer Agreement or an equivalent agreement between Customer and Lenovo. It governs transactions by which Customer purchases Services from Lenovo. The terms of this MSA are in addition to or modify the terms of the Agreement. To the extent that any terms of this MSA conflict with those of the Lenovo Reseller Agreement in effect between the parties, the terms of this MSA will prevail.

1. Scope of Services

Lenovo will provide Services as described in this MSA and, if applicable, Statements of Work ("SOW") and Change Authorizations to support Customer hardware and software products (called "Eligible Machines", "Eligible Programs", and together "Eligible Products").

This MSA contains terms that may apply to more than one Product or Services transaction, while Transaction Documents (such as a SOW, Schedule, invoice, exhibit, change authorization, or addendum) contain specific details and terms related to an individual transaction. There may be one or more Transaction Documents for a single transaction.

Lenovo will identify the Eligible Products and Services that apply to them and the Services transaction contract period in a Schedule that references this Attachment and any associated Statements of Work and Change Authorizations. Each Schedule will also identify the Specified locations at which the Services will be provided. A Specified Location means Customer's entire information processing environment, or a portion thereof, which may be located at multiple sites or a single building.

The terms contained in this MSA and its Statements of Work and Change authorizations apply only when Customer has purchased Services for Eligible Products as specified in a Transaction Document. If there is a conflict among the terms of the LCA, MSA or Transaction Document, those of this MSA prevail over those of the LCA, and the terms of the Transaction Document prevail over those of the LCA and this MSA.

2. Acceptance and Term

Customer accepts the terms in this MSA and Transaction Documents by: (i) signing the MSA or Transaction Document (by hand or electronically); (ii) using the Eligible Product or Service, or allowing others to do so; or (iii) making any payment for an Eligible Product or Service.

Any dates are estimates unless specified otherwise in a Transaction Document. The Services described in this MSA shall be provided for the period specified in the Transaction Document or renewal thereof notwithstanding the Term of the Agreement.

3. Sales through Lenovo Business Partners

Customer may purchase Services through Lenovo Business Partners, or their designee authorized to resell Lenovo Services. Lenovo Business Partners establish the price and terms of sale at which they sell Lenovo Services to Customer and they may communicate these directly to Customer for all transactions they initiate with Customer. However, Lenovo establishes the terms of each Service and will provide the Services as described in this MSA and its associated Transaction Documents.

Whenever Lenovo is required to provide notification to Customer or Customer is required to provide notification to Lenovo, each of us also agrees to notify the applicable Lenovo Business Partner, if any.

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In the event that Customer has purchased Services through a Lenovo Business Partner that is no longer able to offer such Services for any reason, Lenovo will use reasonable endeavors to notify Customer in writing. Customer may continue to receive the Services by instructing Lenovo (in writing) to transfer administration of the Services to either: 1) another Lenovo Business Partner of Customer's choice that is approved to offer Customer Lenovo Services; or 2) Lenovo under a direct relationship that enables Lenovo to generate charges and invoicing.

Lenovo is not responsible for: 1) any acts, actions, omissions of Lenovo Business Partners or their designees; 2) any obligations that Lenovo Business Partners or their designees may have to Customer; or 3) any products or services Lenovo Business Partners or their designees supply to Customer.

4. Lenovo Responsibilities

When Customer purchases a Service, Lenovo shall provide the Service in accordance with the terms of this MSA and the associated Transaction Documents.

5. Customer Responsibilities

When Customer purchases a Service, Customer agrees:

a. to provide Lenovo with an inventory in which Customer shall identify all Eligible Products to be covered at each Specified Location and to notify Lenovo in writing whenever Customer moves, adds, or deletes Eligible Products at an existing Specified Location or set up new Specified Locations;

b. that when a Service includes Lenovo providing Customer with access codes to electronic diagnostic tools, information databases, or other Service delivery facilities, Customer will limit their use as authorized by Lenovo and only in connection with Eligible Products and Services identified in Transaction Documents;

c. to provide Lenovo with the necessary information Lenovo requests which is related to its provision of the Services to Customer and to notify Lenovo of any subsequent changes to such information;

d. to pay any communications charges associated with accessing or provisioning Services including but not limited to phone and internet connection charges, unless Lenovo specifies otherwise in writing;

e. to use the information obtained under these Services only for the support of the information processing requirements within Customer's enterprise;

f. to securely erase from any Machine that Customer returns to Lenovo for any reason all programs not provided by Lenovo with the Machine and data, including without limitation, the following: 1) information about identified or identifiable individuals or legal entities ("Personal Data"); and 2) Customer confidential or proprietary information and other data. In the alternative, Customer shall transform such information (e.g. by making it anonymous or encrypting it) that it no longer qualifies as Personal Data under applicable law. In no event shall Lenovo be responsible for loss of data or information on a Machine or Product or any parts thereof to which Lenovo may be provided access in the course of Services to be provided hereunder. Lenovo is not responsible for any programs not provided by Lenovo with the Machine or data contained in a Machine. Customer acknowledges that Lenovo may ship all or part of the Machine or its software to other Lenovo entities or third parties in other countries, and Customer hereby authorizes Lenovo to do so;

g. that Services may be performed onsite, remotely or at a Lenovo site in Lenovo's sole discretion. Any specific service level shall be mutually agreed between the parties. Customer also acknowledges that Lenovo may use resources (non-permanent legal residents and personnel in other countries) for delivery of Services;

h. that some devices (for example, fusion I/O devices and solid state devices), have read/write or wear limitations as documented in the hardware product specifications. When these devices have reached the wear limitations, they are not covered under maintenance Services under which Lenovo may provide

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support, maintenance, or replacement of defective, failed or any other parts, unless such terms specifically identify the device by description and/or part number and describes the terms of support or maintenance coverage applicable to it;

i. to designate a project manager who will be Customer Point of Contact for all communications and will have the authority to act on Customer behalf in all matters. The Customer Point of Contact will provide a list of the key technical contacts with telephone and email contact information prior to the start of Services;

j. to provide an on-site contact during normal business hours at each Customer location with access to the buildings/rooms where the Service will be performed and any necessary security;

k. to provide a safe environment and full unrestricted access to all locations where the Service is to be performed; and

l. if Customer is making available to Lenovo any facilities, software, hardware or other resources in connection with Lenovo's performance of Services, Customer shall obtain any licenses or approvals related to these resources that may be necessary for Lenovo to perform the Services. Lenovo shall be relieved of its obligations that are adversely affected by Customer's failure to promptly obtain such licenses or approvals. Customer shall reimburse Lenovo for any reasonable costs and other amounts that Lenovo may incur related to Customer's failure to obtain these licenses or approvals.

6. Mutual Responsibilities

a. Each party will comply with applicable laws, regulations, ordinances, including but not limited to export and import laws and regulations, including those of the United States that prohibit or limit export of certain uses or to certain end users. Each party will cooperate with the other by providing all necessary information to the other, as needed for such compliance. Each party shall provide the other with advance written notice prior to providing the other party with access to data requiring an export license.

b. Each party will assign personnel that are qualified to perform the tasks required of such party and shall be responsible for the supervision, direction, control, and compensation of such personnel.

7. Automatic Inventory Increase

If specified as a selected option in a Schedule, Lenovo will automatically increase the inventory count and associated Services at Specified Locations whenever an Eligible Machine is added to the inventory.

If the Machine is under warranty when added, Services will commence at warranty end date.

If the Machine is not under warranty when added, Services will commence at the later of: a) the warranty end date; or b) the previous annual anniversary of the Schedule.

Eligible Machines specifically excluded from coverage at transaction contract period start will remain outside the scope of this Section unless Customer requests Lenovo add them during the transaction contract period and Lenovo agrees. However, all Eligible Machines added to Customer inventory during the transaction contract period will be included in the inventory count and receive Services as applicable.

Newly installed Machines of the same type for which Customer has already selected Warranty Service Upgrade will be added at date of actual installation and will be covered at the same Warranty Service Upgrade support level.

If at any time either of us requests a review of the inventory count, each of us will provide reasonable cooperation to the other in updating the last formal inventory

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8. Charges and Payment

Purchases through Lenovo: Customer prices are calculated taking into account Customer Service selections including price protection option, payment option, and for prepayments, length of the prepay period. Any special pricing may be identified in a separate Transaction Document.

FOR EACH TRANSACTION CUSTOMER MAY SELECT ONE OF THE FOLLOWING PRICE PROTECTION OPTIONS. CUSTOMER SELECTION WILL BE SPECIFIED IN THE SCHEDULE ASSOCIATED WITH THAT TRANSACTION.

OPTION #1 ANNUAL - PRICE PROTECTION DURING EACH TRANSACTION CONTRACT YEAR ONLY

Lenovo may revise charges. However, any rate increase will not take effect until the next annual contract anniversary date. At the start of each transaction contract year, Customer will be invoiced at the charge rates that are then in effect and that invoice will serve as Customer notice of charge rate changes.

All newly added Eligible Products and Services, as well as changes to existing Eligible Product configurations and Services, will receive the price that applied for these at the previous annual contract anniversary date. Eligible Products and Services that become generally available during the contract period will be added at the price that applied on their initial availability date

OPTION #2 FULL - PRICE PROTECTION FOR ENTIRE TRANSACTION CONTRACT PERIOD, INCLUDES PROTECTION FOR NEWLY ADDED MACHINE TYPES

For the entire transaction contract period, charges for included Eligible Product configurations and Services will not increase. All newly added Eligible Products and Services, as well as changes to existing Eligible Product configurations and Services, will assume the charge rate that applied for these at transaction contract period start. Eligible Products and Services that become generally available during the transaction contract period will be added at the charge rate that applied on their initial availability date. Customer will receive the benefit of a price decrease for amounts which become due on or after the effective date of the decrease.

OPTION #3 PREPAY - PRICE PROTECTION FOR TRANSACTION CONTRACT PERIOD PREPAY

Since Customer has selected to prepay for the entire transaction contract period, Customer will not be subject to increases in charges (during that period) for included Eligible Product configurations and Services. All newly added Eligible Products and Services, as well as changes to existing Eligible Product configurations and Services, will assume the charge rate that applied for these at transaction contract period start with adjustment for the reduced prepay period. Eligible Products and Services that become generally available during the transaction contract period will be added subject to the charge rate that applied on their initial availability date with adjustment for the reduced prepay period. If Customer elects to have these charge terms apply for charges during any renewal transaction contract period (as recalculated at the start of each renewal period). Customer must provide Lenovo written notification (at least one month prior to the start of the renewal period) to change the length of the contract renewal period.

Purchases through Business Partner: The Lenovo Business Partner sets the charges and terms governing those charges. The Lenovo Business Partner may impose an additional charge for some items or actions. The Lenovo Business Partner will advise if Customer will incur an additional charge or is entitled to a credit or refund. Customer shall make payments directly to the Lenovo Business Partner.

Lenovo may charge Customer directly for certain expenses Lenovo incurs in performance of a Service (e.g. actual travel and living expenses, out-of-pocket expenses) Lenovo will not incur these expenses without Customer's prior written approval.

FOR EACH TRANSACTION, THE FOLLOWING CHARGE ADJUSTMENT TERMS APPLY.

Total Services charges may be adjusted whenever:

1. a review of the inventory count indicates a change from the last accounting period; or

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2. a Specified Location is affected by a change that results in additional costs (e.g. a change in tax rates), Eligible Machine type, or Service is added, deleted, or changed.

9. Renewal and Termination of Services

Lenovo will automatically renew Services unless Customer or the Lenovo Business Partner requests otherwise. The Schedule will specify the number of years (0 or greater) for which the Services have been renewed ("Renewal Contract Period"). Whenever this number is greater than 0, Lenovo will renew the applicable Services at the end of the transaction contract period for the number of years specified. Thereafter, Lenovo will automatically renew the Services for same length periods unless Customer or the Lenovo Business Partner notifies Lenovo in advance of Customer's desire to change the length of the renewal. Customer, Customer's Lenovo Business Partner, or Lenovo can select not to renew by providing written notification (at least one month prior to the end of the current transaction contract period) to the others of its decision not to renew. Non-renewal notification sent to Customer by Lenovo or received by Lenovo from either Customer or Customer's Lenovo Business Partner will result in Lenovo ceasing to provide Customer the applicable Services at the end of the current transaction contract period.

In the case of renewals, charges are recalculated at the start of each renewal period. For purchases from Lenovo, the new charges will be based on the length of the Renewal Contract Period and then current charges associated with Customer's contracted: a) Services; b) price protection option; and c) payment option.

FOR ALL NON-GOVERNMENT CUSTOMERS:

One of the following termination provisions will apply based on the length of the transaction contract period specified in the Schedule.

PROVISION #1 - ONE YEAR TRANSACTION CONTRACT PERIOD

Customer may terminate Services for an Eligible Product, on notice to Lenovo, if Customer permanently removes it from productive use within Customer enterprise. Otherwise, Services must be under a Services contract for at least one year. If Customer selects automatic renewals, Customer may also terminate Services after the first full year of Service by providing Lenovo one month's written notice prior to the end of Customer's first year of Service. Customer will receive a credit for any remaining prepaid period associated with Services Customer terminates in accordance with this provision.

PROVISION #2 - MULTI-YEAR TRANSACTION CONTRACT PERIOD

Customer has committed to continue Services for the entire transaction contract period. However, Customer may terminate Services for an Eligible Product, on notice to Lenovo, if Customer permanently removes it from productive use within Customer Enterprise. Otherwise, if Customer chooses to terminate Services and these are not being replaced by equivalent Services, Customer may cancel by providing Lenovo six month's written notice.

However, the Services must have been under contract for at least one year upon termination Customer may receive a credit for any remaining prepaid period associated with Services Customer terminates in accordance with this provision.

FOR ALL QUALIFIED GOVERNMENT CUSTOMERS:

Customer has committed to continue Services for the entire transaction contract period. However, Customer may terminate Services for an Eligible Product, on notice to Lenovo, if Customer permanently removes it from productive use within Customer Enterprise. Customer may also terminate Services immediately prior to the start of any fiscal year for which funds have not been appropriated. Customer agrees to request such funds from the applicable legislative body.

Otherwise, if Customer chooses to terminate Services and these are not being replaced by equivalent Services, Customer may do so by providing Lenovo one month's written notice. However, the Services must have been under contract for at least one fiscal year upon termination.

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Customer may receive a credit for any remaining prepaid period associated with Services Customer terminates in accordance with this provision.

10. Service Description and Exclusions

a. For all Services described below, details about (including but not limited to) Specified Location, Eligible Machine will be specified in a Transaction Document.

(i) Warranty Service Upgrade

Extending or upgrading the service level of limited hardware warranty. For Eligible Machines, Customer may select a service upgrade to the limited hardware warranty which may include additional months of services, increased service levels and committed response times. Customer may not terminate the Service upgrade or transfer it to another Machine during the warranty period. When the warranty period ends, the Machine will become part of Customer standard inventory count and will convert to maintenance Service at the same type of Service Customer selected for warranty Service upgrade.

A machine is only considered "Eligible" if it is operational and in conformance with its official published specifications on the contract start date. All Eligible Machines must be in good working order.

(ii) Post Warranty Service

For serialized Machines, Post Warranty Service is provided for Eligible Machines where either the Lenovo limited hardware warranty period has expired or the purchased Warranty Service Upgrade has expired, whichever is applicable. Post Warranty Service is also available for Non-serialized Lenovo machines whose Lenovo limited hardware warranty has expired.

Eligible Products may require the installation and use of remote connectivity tools and equipment for direct problem reporting, remote problem determination and resolution.

A machine is only considered "Eligible" if it is operational and in conformance with its official published specifications on the contract start date. All Eligible Machines must be in good working order.

(iii) Keep Your Hard Drive - Multi Drive

Lenovo will modify Service for Machines to allow Customer to retain a defective hard drive that is replaced in the course of Service by Lenovo. If the Customer's reported problem requires the replacement of hard drive, a replacement will be supplied by Lenovo and the removed defective drive will be provided to Customer as Customer property for disposal by Customer. The applicable Schedule will identify the Eligible Machines by Specified Location, and period for which Customer has contracted for this Service. Eligible Machines must be under Lenovo limited hardware warranty or separately covered by Post Warranty Service with Lenovo.

If Customer has selected Automatic Inventory Increase for Machines, that selection will also apply to this option except this Service will commence upon a Machines addition to inventory regardless of the Machines warranty status.

Customer agrees to:

1. Identify a customer representative to receive the retained defective device from Lenovo;
2. Refrain from placing the defective device into productive use; and
3. Dispose of all retained devices in compliance with applicable environmental laws and regulations.

Lenovo is not responsible for the loss or disclosure of, or damage to, any data that may be contained on a removed defective device. Any removed device that is not returned to Customer will be Lenovo's property.

(iv) Remote Technical Support Service

Remote Technical Support Service is available for Eligible Products as may be identified in the Transaction Documents. The service delivers comprehensive remote support for servers, storage, operating systems and applications via a toll free number. Service is available for non-critical issues Monday to Friday, 9 hours

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per day (9x5), local country hours, where available, excluding national holidays, and critical issues 24 hours per day, 7 days per week, 365 days per year (24x7x365)

b. Services do not cover the following and any request for such Service would incur additional charges

- (i) Accessories, supply items, consumables (such as batteries and printer cartridges), and structural parts (such as frames and covers);
- (ii) Machines damaged by misuse, accident, modification, unsuitable physical or operating environment, or improper maintenance by Customer or a third party;
- (iii) Alterations not authorized by Lenovo;
- (iv) Failures caused by a third party product; or
- (v) Service of a Machine on which Customer is using capacity or capability, other than that authorized by Lenovo

11. Warranty for Lenovo Services

Lenovo warrants that it performs each Service using reasonable care and skill and according to its current description (including any completion criteria) contained in this MSA or a Transaction Document. Customer shall provide timely written notice of any failure to comply with this warranty.

THIS WARRANTY IS CUSTOMER'S EXCLUSIVE WARRANTY AND REPLACES ALL OTHER WARRANTIES OR CONDITIONS, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OR CONDITIONS OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR NON-INFRINGEMENT. ALL THIRD PARTY PRODUCTS AND SERVICES ARE PROVIDED AS IS, WITHOUT WARRANTIES OR CONDITIONS OF ANY KIND. THIRD PARTY MANUFACTURERS, SUPPLIERS, DEVELOPERS, SERVICE PROVIDERS, LICENSORS OR PUBLISHERS MAY PROVIDE THEIR OWN WARRANTIES TO CUSTOMER.

Lenovo does not warrant uninterrupted or error-free operation of any Service or that Lenovo will correct all defects. Unless otherwise specified in an Attachment or Transaction Document, Lenovo provides Materials and non-Lenovo Services.

12. Limitation of Liability

In any action arising out of or related to Services, this MSA or any Transaction Documents issued hereunder, neither party nor its affiliates, shall be liable to the other party or its affiliates for any of the following even if informed of their possibility and whether arising in contract, tort, (including negligence) or otherwise: (a) third-party claims for damages; (b) loss of, or damage to, data; (c) special, incidental, indirect, punitive, exemplary or consequential damages; or (d) lost profits, business, revenue, goodwill or anticipated savings.

12.1 The total liability of either party and its affiliates to the other party and its affiliates for all actions arising out of or related to a Schedule issued hereunder, regardless of the form of the action or the theory of recovery, shall be limited to the amount paid or payable by Customer or its affiliate to Lenovo or its affiliate under the applicable Schedule.

12.2 The limits in Sections 12.1 and 12.2 also apply to Lenovo's subcontractors and suppliers and it is the maximum amounts for which Lenovo and its subcontractors and suppliers may be liable collectively.

This MSA, its applicable Transaction Documents, and the Agreement comprise the complete agreement regarding Services and replace any prior oral or written communications between Customer and Lenovo.

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This Master Services Attachment ("MSA") is incorporated in and made part of a Lenovo Customer Agreement or an equivalent agreement between [~~Taft College Bookstore~~] with offices at [~~515 Firley Dr. Taft, CA 93268~~] ("Customer") and Lenovo (United States) Inc., with offices at 1009 Think Place, Morrisville, NC 27560 ("Lenovo"), ("Agreement" or "LCA"). It governs transactions by which Customer purchases Services from Lenovo.

1. Scope of Services

Lenovo will provide Services as described in this MSA and, if applicable, Statements of Work ("SOW") and Change Authorizations to support Customer hardware and software products (called "Eligible Machines", "Eligible Programs", and together "Eligible Products").

This MSA contain terms that may apply to more than one Product or Services transaction, while Transaction Documents (such as a SOW, Schedule, invoice, exhibit, change authorization, or addendum) contain specific details and terms related to an individual transaction. There may be one or more Transaction Documents for a single transaction.

Lenovo will identify the Eligible Products and Services that apply to them and the Services transaction contract period in a Schedule that references this Attachment and any associated Statements of Work and Change Authorizations. Each Schedule will also identify the Specified locations at which the Services will be provided. A Specified Location means Customer's entire information processing environment, or a portion thereof, which may be located at multiple sites or a single building.

The terms contained in this MSA and its Statements of Work and Change authorizations apply only when Customer has purchased Services for Eligible Products as specified in a Transaction Document. If there is a conflict among the terms of the LCA, MSA or Transaction Document, those of this MSA prevail over those of the LCA, and the terms of the Transaction Document prevail over those of the LCA and this MSA.

2. Acceptance and Term

Customer accepts the terms in this MSA and Transaction Documents by: (i) signing the MSA or Transaction Document (by hand or electronically); (ii) using the Eligible Product or Service, or allowing others to do so; or (iii) making any payment for an Eligible Product or Service.

Any dates are estimates unless specified otherwise in a Transaction Document. The Services described in this MSA shall be provided for the period specified in the Transaction Document or renewal thereof notwithstanding the Term of the Agreement

3. Sales through Lenovo Business Partners

Customer may purchase Services through Lenovo Business Partners, or their designee authorized to resell Lenovo Services. Lenovo Business Partners establish the price and terms of sale at which they sell Lenovo Services to Customer and they may communicate these directly to Customer for all transactions they initiate with Customer. However, Lenovo establishes the terms of each Service and will provide the Services as described in this MSA and its associated Transaction Documents.

Whenever Lenovo is required to provide notification to Customer or Customer is required to provide notification to Lenovo, each of us also agrees to notify the applicable Lenovo Business Partner, if any.

In the event that Customer has purchased Services through a Lenovo Business Partner that is no longer able to offer such Services for any reason, Lenovo will use reasonable endeavors to notify Customer in writing. Customer may continue to receive the Services by instructing Lenovo (in writing) to transfer administration of the Services to either: 1) another Lenovo Business Partner of Customer's choice that is approved to offer Customer Lenovo Services; or 2) Lenovo under a direct relationship that enables Lenovo to generate charges and invoicing.

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Lenovo is not responsible for: 1) any acts, actions, omissions of Lenovo Business Partners or their designees; 2) any obligations that Lenovo Business Partners or their designees may have to Customer; or 3) any products or services Lenovo Business Partners or their designees supply to Customer.

4. Lenovo Responsibilities

When Customer purchases a Service, Lenovo shall provide the Service in accordance with the terms of this MSA and the associated Transaction Documents.

5. Customer Responsibilities

When Customer purchases a Service, Customer agrees:

a. to provide Lenovo with an inventory in which Customer shall identify all Eligible Products to be covered at each Specified Location and to notify Lenovo in writing whenever Customer moves, adds, or deletes Eligible Products at an existing Specified Location or set up new Specified Locations;

b. that when a Service includes Lenovo providing Customer with access codes to electronic diagnostic tools, information databases, or other Service delivery facilities, Customer will limit their use as authorized by Lenovo and only in connection with Eligible Products and Services identified in Transaction Documents;

c. to provide Lenovo with the necessary information Lenovo requests which is related to its provision of the Services to Customer and to notify Lenovo of any subsequent changes to such information;

d. to pay any communications charges associated with accessing or provisioning Services including but not limited to phone and internet connection charges, unless Lenovo specifies otherwise in writing;

e. to use the information obtained under these Services only for the support of the information processing requirements within Customer's enterprise;

f. to securely erase from any Machine that Customer returns to Lenovo for any reason all programs not provided by Lenovo with the Machine and data, including without limitation, the following: 1) information about identified or identifiable individuals or legal entities ("Personal Data"); and 2) Customer confidential or proprietary information and other data. In the alternative, Customer shall transform such information (e.g. by making it anonymous or encrypting it) that it no longer qualifies as Personal Data under applicable law. In no event shall Lenovo be responsible for loss of data or information on a Machine or Product or any parts thereof to which Lenovo may be provided access in the course of Services to be provided hereunder. Lenovo is not responsible for any programs not provided by Lenovo with the Machine or data contained in a Machine. Customer acknowledges that Lenovo may ship all or part of the Machine or its software to other Lenovo entities or third parties in other countries, and Customer hereby authorizes Lenovo to do so;

g. that Services may be performed onsite, remotely or at a Lenovo site in Lenovo's sole discretion. Any specific service level shall be mutually agreed between the parties. Customer also acknowledges that Lenovo may use resources (non-permanent legal residents and personnel in other countries) for delivery of Services;

h. that some devices (for example, fusion I/O devices and solid state devices), have read/write or wear limitations as documented in the hardware product specifications. When these devices have reached the wear limitations, they are not covered under maintenance Services under which Lenovo may provide support, maintenance, or replacement of defective, failed or any other parts, unless such terms specifically identify the device by description and/or part number and describes the terms of support or maintenance coverage applicable to it;

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i. to designate a project manager who will be Customer Point of Contact for all communications and will have the authority to act on Customer behalf in all matters. The Customer Point of Contact will provide a list of the key technical contacts with telephone and email contact information prior to the start of Services;

j. to provide an on-site contact during normal business hours at each Customer location with access to the buildings/rooms where the Service will be performed and any necessary security;

k. to provide a safe environment and full unrestricted access to all locations where the Service is to be performed; and

l. if Customer is making available to Lenovo any facilities, software, hardware or other resources in connection with Lenovo's performance of Services, Customer shall obtain any licenses or approvals related to these resources that may be necessary for Lenovo to perform the Services. Lenovo shall be relieved of its obligations that are adversely affected by Customer's failure to promptly obtain such licenses or approvals. Customer shall reimburse Lenovo for any reasonable costs and other amounts that Lenovo may incur related to Customer's failure to obtain these licenses or approvals.

6. Mutual Responsibilities

a. Each party will comply with applicable laws, regulations, ordinances, including but not limited to export and import laws and regulations, including those of the United States that prohibit or limit export of certain uses or to certain end users. Each party will cooperate with the other by providing all necessary information to the other, as needed for such compliance. Each party shall provide the other with advance written notice prior to providing the other party with access to data requiring an export license.

b. Each party will assign personnel that are qualified to perform the tasks required of such party and shall be responsible for the supervision, direction, control, and compensation of such personnel.

7. Automatic Inventory Increase

If specified as a selected option in a Schedule, Lenovo will automatically increase the inventory count and associated Services at Specified Locations whenever an Eligible Machine is added to the inventory.

If the Machine is under warranty when added, Services will commence at warranty end date.

If the Machine is not under warranty when added, Services will commence at the later of: a) the warranty end date; or b) the previous annual anniversary of the Schedule.

Eligible Machines specifically excluded from coverage at transaction contract period start will remain outside the scope of this Section unless Customer requests Lenovo add them during the transaction contract period and Lenovo agrees. However, all Eligible Machines added to Customer inventory during the transaction contract period will be included in the inventory count and receive Services as applicable.

Newly installed Machines of the same type for which Customer has already selected Warranty Service Upgrade will be added at date of actual installation and will be covered at the same Warranty Service Upgrade support level.

If at any time either of us requests a review of the inventory count, each of us will provide reasonable cooperation to the other in updating the last formal inventory

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8. Charges and Payment

Purchases through Lenovo: Customer prices are calculated taking into account Customer Service selections including price protection option, payment option, and for prepayments, length of the prepay period. Any special pricing may be identified in a separate Transaction Document.

FOR EACH TRANSACTION CUSTOMER MAY SELECT ONE OF THE FOLLOWING PRICE PROTECTION OPTIONS. CUSTOMER SELECTION WILL BE SPECIFIED IN THE SCHEDULE ASSOCIATED WITH THAT TRANSACTION.

OPTION #1 ANNUAL - PRICE PROTECTION DURING EACH TRANSACTION CONTRACT YEAR ONLY

Lenovo may revise charges. However, any rate increase will not take effect until the next annual contract anniversary date. At the start of each transaction contract year, Customer will be invoiced at the charge rates that are then in effect and that invoice will serve as Customer notice of charge rate changes.

All newly added Eligible Products and Services, as well as changes to existing Eligible Product configurations and Services, will receive the price that applied for these at the previous annual contract anniversary date. Eligible Products and Services that become generally available during the contract period will be added at the price that applied on their initial availability date

OPTION #2 FULL - PRICE PROTECTION FOR ENTIRE TRANSACTION CONTRACT PERIOD, INCLUDES PROTECTION FOR NEWLY ADDED MACHINE TYPES

For the entire transaction contract period, charges for included Eligible Product configurations and Services will not increase. All newly added Eligible Products and Services, as well as changes to existing Eligible Product configurations and Services, will assume the charge rate that applied for these at transaction contract period start. Eligible Products and Services that become generally available during the transaction contract period will be added at the charge rate that applied on their initial availability date. Customer will receive the benefit of a price decrease for amounts which become due on or after the effective date of the decrease.

OPTION #3 PREPAY - PRICE PROTECTION FOR TRANSACTION CONTRACT PERIOD PREPAY

Since Customer has selected to prepay for the entire transaction contract period, Customer will not be subject to increases in charges (during that period) for included Eligible Product configurations and Services. All newly added Eligible Products and Services, as well as changes to existing Eligible Product configurations and Services, will assume the charge rate that applied for these at transaction contract period start with adjustment for the reduced prepay period. Eligible Products and Services that become generally available during the transaction contract period will be added subject to the charge rate that applied on their initial availability date with adjustment for the reduced prepay period. If Customer elects to have these charge terms apply for charges during any renewal transaction contract period (as recalculated at the start of each renewal period). Customer must provide Lenovo written notification (at least one month prior to the start of the renewal period) to change the length of the contract renewal period.

Purchases through Business Partner: The Lenovo Business Partner sets the charges and terms governing those charges. The Lenovo Business Partner may impose an additional charge for some items or actions. The Lenovo Business Partner will advise if Customer will incur an additional charge or is entitled to a credit or refund. Customer shall make payments directly to the Lenovo Business Partner.

Lenovo may charge Customer directly for certain expenses Lenovo incurs in performance of a Service (e.g. actual travel and living expenses, out-of-pocket expenses) Lenovo will not incur these expenses without Customer's prior written approval.

FOR EACH TRANSACTION, THE FOLLOWING CHARGE ADJUSTMENT TERMS APPLY.

Total Services charges may be adjusted whenever:

1. a review of the inventory count indicates a change from the last accounting period; or

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2. a Specified Location is affected by a change that results in additional costs (e.g. a change in tax rates), Eligible Machine type, or Service is added, deleted, or changed.

9. Renewal and Termination of Services

Lenovo will automatically renew Services unless Customer or the Lenovo Business Partner requests otherwise. The Schedule will specify the number of years (0 or greater) for which the Services have been renewed ("Renewal Contract Period"). Whenever this number is greater than 0, Lenovo will renew the applicable Services at the end of the transaction contract period for the number of years specified. Thereafter, Lenovo will automatically renew the Services for same length periods unless Customer or the Lenovo Business Partner notifies Lenovo in advance of Customer's desire to change the length of the renewal. Customer, Customer's Lenovo Business Partner, or Lenovo can select not to renew by providing written notification (at least one month prior to the end of the current transaction contract period) to the others of its decision not to renew. Non-renewal notification sent to Customer by Lenovo or received by Lenovo from either Customer or Customer's Lenovo Business Partner will result in Lenovo ceasing to provide Customer the applicable Services at the end of the current transaction contract period.

In the case of renewals, charges are recalculated at the start of each renewal period. For purchases from Lenovo, the new charges will be based on the length of the Renewal Contract Period and then current charges associated with Customer's contracted: a) Services; b) price protection option; and c) payment option.

FOR ALL NON-GOVERNMENT CUSTOMERS:

One of the following termination provisions will apply based on the length of the transaction contract period specified in the Schedule.

PROVISION #1 - ONE YEAR TRANSACTION CONTRACT PERIOD

Customer may terminate Services for an Eligible Product, on notice to Lenovo, if Customer permanently removes it from productive use within Customer enterprise. Otherwise, Services must be under a Services contract for at least one year. If Customer selects automatic renewals, Customer may also terminate Services after the first full year of Service by providing Lenovo one month's written notice prior to the end of Customer's first year of Service. Customer will receive a credit for any remaining prepaid period associated with Services Customer terminates in accordance with this provision.

PROVISION #2 - MULTI-YEAR TRANSACTION CONTRACT PERIOD

Customer has committed to continue Services for the entire transaction contract period. However, Customer may terminate Services for an Eligible Product, on notice to Lenovo, if Customer permanently removes it from productive use within Customer Enterprise. Otherwise, if Customer chooses to terminate Services and these are not being replaced by equivalent Services, Customer may cancel by providing Lenovo six month's written notice.

However, the Services must have been under contract for at least one year upon termination Customer may receive a credit for any remaining prepaid period associated with Services Customer terminates in accordance with this provision.

FOR ALL QUALIFIED GOVERNMENT CUSTOMERS:

Customer has committed to continue Services for the entire transaction contract period. However, Customer may terminate Services for an Eligible Product, on notice to Lenovo, if Customer permanently removes it from productive use within Customer Enterprise. Customer may also terminate Services immediately prior to the start of any fiscal year for which funds have not been appropriated. Customer agrees to request such funds from the applicable legislative body.

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Otherwise, if Customer chooses to terminate Services and these are not being replaced by equivalent Services, Customer may do so by providing Lenovo one month's written notice. However, the Services must have been under contract for at least one fiscal year upon termination.

Customer may receive a credit for any remaining prepaid period associated with Services Customer terminates in accordance with this provision.

10. Service Description and Exclusions

a. For all Services described below, details about (including but not limited to) Specified Location, Eligible Machine will be specified in a Transaction Document.

(i) Warranty Service Upgrade

Extending or upgrading the service level of limited hardware warranty. For Eligible Machines, Customer may select a service upgrade to the limited hardware warranty which may include additional months of services, increased service levels and committed response times. Customer may not terminate the Service upgrade or transfer it to another Machine during the warranty period. When the warranty period ends, the Machine will become part of Customer standard inventory count and will convert to maintenance Service at the same type of Service Customer selected for warranty Service upgrade.

A machine is only considered "Eligible" if it is operational and in conformance with its official published specifications on the contract start date. All Eligible Machines must be in good working order.

(ii) Post Warranty Service

For serialized Machines, Post Warranty Service is provided for Eligible Machines where either the Lenovo limited hardware warranty period has expired or the purchased Warranty Service Upgrade has expired, whichever is applicable. Post Warranty Service is also available for Non-serialized Lenovo machines whose Lenovo limited hardware warranty has expired.

Eligible Products may require the installation and use of remote connectivity tools and equipment for direct problem reporting, remote problem determination and resolution.

A machine is only considered "Eligible" if it is operational and in conformance with its official published specifications on the contract start date. All Eligible Machines must be in good working order.

(iii) Keep Your Hard Drive - Multi Drive

Lenovo will modify Service for Machines to allow Customer to retain a defective hard drive that is replaced in the course of Service by Lenovo. If the Customer's reported problem requires the replacement of hard drive, a replacement will be supplied by Lenovo and the removed defective drive will be provided to Customer as Customer property for disposal by Customer. The applicable Schedule will identify the Eligible Machines by Specified Location, and period for which Customer has contracted for this Service. Eligible Machines must be under Lenovo limited hardware warranty or separately covered by Post Warranty Service with Lenovo.

If Customer has selected Automatic Inventory Increase for Machines, that selection will also apply to this option except this Service will commence upon a Machines addition to inventory regardless of the Machines warranty status.

Customer agrees to:

1. Identify a customer representative to receive the retained defective device from Lenovo;
2. Refrain from placing the defective device into productive use; and
3. Dispose of all retained devices in compliance with applicable environmental laws and regulations.

Lenovo is not responsible for the loss or disclosure of, or damage to, any data that may be contained on a removed defective device. Any removed device that is not returned to Customer will be Lenovo's property.

(iv) Remote Technical Support Service

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Remote Technical Support Service is available for Eligible Products as may be identified in the Transaction Documents. The service delivers comprehensive remote support for servers, storage, operating systems and applications via a toll free number. Service is available for non-critical issues Monday to Friday, 9 hours per day (9x5), local country hours, where available, excluding national holidays, and critical issues 24 hours per day, 7 days per week, 365 days per year (24x7x365)

b. Services do not cover the following and any request for such Service would incur additional charges

- (i) Accessories, supply items, consumables (such as batteries and printer cartridges), and structural parts (such as frames and covers);
- (ii) Machines damaged by misuse, accident, modification, unsuitable physical or operating environment, or improper maintenance by Customer or a third party;
- (iii) Alterations not authorized by Lenovo;
- (iv) Failures caused by a third party product; or
- (v) Service of a Machine on which Customer is using capacity or capability, other than that authorized by Lenovo

11. Warranty for Lenovo Services

Lenovo warrants that it performs each Service using reasonable care and skill and according to its current description (including any completion criteria) contained in this MSA or a Transaction Document. Customer shall provide timely written notice of any failure to comply with this warranty.

THIS WARRANTY IS CUSTOMER'S EXCLUSIVE WARRANTY AND REPLACES ALL OTHER WARRANTIES OR CONDITIONS, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OR CONDITIONS OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR NON-INFRINGEMENT. ALL THIRD PARTY PRODUCTS AND SERVICES ARE PROVIDED AS IS, WITHOUT WARRANTIES OR CONDITIONS OF ANY KIND. THIRD PARTY MANUFACTURERS, SUPPLIERS, DEVELOPERS, SERVICE PROVIDERS, LICENSORS OR PUBLISHERS MAY PROVIDE THEIR OWN WARRANTIES TO CUSTOMER.

Lenovo does not warrant uninterrupted or error-free operation of any Service or that Lenovo will correct all defects. Unless otherwise specified in an Attachment or Transaction Document, Lenovo provides Materials and non-Lenovo Services.

12. Limitation of Liability

In any action arising out of or related to Services, this MSA or any Transaction Documents issued hereunder, neither party nor its affiliates, shall be liable to the other party or its affiliates for any of the following even if informed of their possibility and whether arising in contract, tort, (including negligence) or otherwise: (a) third-party claims for damages; (b) loss of, or damage to, data; (c) special, incidental, indirect, punitive, exemplary or consequential damages; or (d) lost profits, business, revenue, goodwill or anticipated savings.

12.1 The total liability of either party and its affiliates to the other party and its affiliates for all actions arising out of or related to a Schedule issued hereunder, regardless of the form of the action or the theory of recovery, shall be limited to the amount paid or payable by Customer or its affiliate to Lenovo or its affiliate under the applicable Schedule.

12.2 The limits in Sections 12.1 and 12.2 also apply to Lenovo's subcontractors and suppliers and it is the maximum amounts for which Lenovo and its subcontractors and suppliers may be liable collectively.

lenovo Customer Agreement
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This MSA, its applicable Transaction Documents, and the Agreement comprise the complete agreement regarding Services and replace any prior oral or written communications between Customer and Lenovo.

IN WITNESS WHEREOF, each party has caused this MSA to be signed by its authorized representative effective as of the date of the signature of Lenovo's authorized representative.

Taft College Bookstore

Lenovo (United States) Inc.

By _____
Authorized signature

By _____
Authorized signature

Name: _____
(type or print)

Name: _____
(type or print)

Title: _____

Title: _____

Date: _____

Date: _____

Customer address:
515 Finley Dr.

Lenovo address:
1009 Think Place

Taft, CA 93268

Morrisville, NC 27560

Attn: _____

Attn. _____

Tel: _____

E-mail address: _____

Fax: _____

E-mail address: _____

Date: December 1, 2016
Submitted by: Primavera Arvizu, Interim VP of Student Services
Area Administrator: Dr. Debra Daniels, Superintendent/President
Subject: Request for Approval

Board Meeting Date: December 14, 2016

Title of Board Item:

Event Rental Contract with The Fort Preservation Society for the 4th Annual Triple Play Dinner & Auction in January 2017

Background:

The TC Athletic Department is requesting the use of The Fort and its facilities for the 4th Annual Triple Play Dinner & Auction to raise funds for the Taft College Athletic Department.

Terms (if applicable):

The term of the agreement is for use of The Fort and its facilities on a TBD date (January 13, 14, 20, or 21) in January 2017 for decorating and the event.

Expense (if applicable):

The total cost for the rental is not to exceed \$1,200.

Fiscal Impact Including Source of Funds (if applicable):

This will be paid out of the ASB Baseball Club fund account (non-District funds).

Approved: 

Dr. Debra Daniels, Superintendent/President

APPLICATION AND PERMIT FOR USE OF FACILITIES

1. Name of Applicant: Taft College Athletics
(Organization, Group, Individual)
2. Address of Applicant: 29 Cougar Court, Taft, CA 93268
3. Representative: Vince Maiocco/Kanoe Bandy
4. Facilities Requested: Location/Address: The Historic Fort, 915 N. 10th Street, Taft, CA 93268
Building/Room/Grounds/Special Facilities: Main Auditorium
5. Dates of Intended Use: January 13, 14, 20 or 21, 2017

Dates of Use	Days of Use	Hours of Use	Persons in Charge	Description of Activity	Estimated Attendance
1)					
2)					
3)					
4)					
5)					
6)					
7)					
8)					
9)					
10)					

DECLARATION OF APPLICANT

1. Nature or type of intended use: Triple Play Dinner & Auction
2. Applicant has received or will receive for the activities herein listed contributions, cash collections, registration fees, admission fees, tuition, donations, or other receipts estimated in amount of \$ 10,000 If no receipts anticipated for these activities check here. ()
3. Receipts set forth in item 2 above will be used for: Athletics
4. I, the undersigned, hereby certify that I will be personally responsible on behalf of the applicant for any damages sustained by the school building, furniture, equipment, or grounds occurring through the occupancy or use of said building and or grounds by the applicant, normal wear and tear excepted.
5. I hereby certify that I have received and read the rules, regulations, conditions, terms and that I and the applicant which I represent, will abide by them and will conform to all applicable provisions of the Constitution and laws of California and to all other rules and regulations of the Board of Education and its authorized agents which may be communicated to the applicant and to the best of my knowledge the school property for use of which this application is hereby made will not be used for the commission of any crime or any act which is prohibited by law.
6. It is agreed that in the event this permit is canceled by the applicant no refund will be made and that changes in date or extension of time shall be made only as specified by the rules governing use of school facilities.
7. In executing this declaration I certify that I have been duly authorized by the herein set forth applicant to act in its behalf in making application for use of said facilities.

HOLD HARMLESS & INDEMNIFICATION AGREEMENT

THE UNDERSIGNED AGREES TO DEFEND, INDEMNIFY AND HOLD HARMLESS THE WEST KERN COMMUNITY COLLEGE DISTRICT, ITS BOARD OF TRUSTEES, AGENTS AND EMPLOYEES, INDIVIDUALLY AND COLLECTIVELY, FROM AND AGAINST ALL COSTS, LOSSES, CLAIMS, ACTIONS, AND JUDGMENTS ARISING FROM PERSONAL INJURIES, PROPERTY DAMAGE OR OTHERWISE, REGARDLESS OF CAUSE, THAT MAY ARISE IN ANYWAY FROM OR BE ALLEGED TO BE CAUSED BY THE UNDERSIGNED'S USE OR OCCUPANCY OF DISTRICT FACILITIES, FURNITURE OR EQUIPMENT. THE UNDERSIGNED FURTHER AGREES TO PROVIDE A CERTIFICATE OF INSURANCE FOR LIABILITY COVERAGES SATISFACTORY TO THE DISTRICT **(1,000,000)**.

Signature of Representative *[Signature]* Date 11/23/16

Address 29 Conger Court, Taft, CA 93268 Telephone (661) 763-2822

Do Not Write Below This Line

OVER

RECOMMENDATIONS/APPROVALS

<p>1. Insurance Required: \$ _____ P.L. \$ _____ P.D.</p> <p>Additional Insured Endorsement Required- Yes _____ No _____</p> <p>Insurance Certificate Received _____</p> <p>2. Fee: \$ _____ Deposit \$ _____ Balance Due \$ _____</p> <p>3. Permit for use granted on _____, 2 _____</p> <p>By: Bruce Ferguson (Gym) _____ (initial)</p> <p>By: Brock McMurray, V. P. of Student Services _____ (initial)</p> <p>4. Comments/Exceptions:</p>	<p>1. Office Authorization for Custodial Services: Yes _____ No _____</p> <p>2. Other Services: Yes _____ No _____</p> <p>Describe: _____ _____ _____</p> <p>3. Other Information: _____ _____ _____</p>
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Taft College Check Register Report

01-November-16 through 30-November-16

FY 16-17

78023777	11/01/2016	A00269611A-C Electric Company	I0046550	BT1139-0	42350	000	4317	71004	5,428.62
					42350	000	5632	71004	17.25
78023778	11/01/2016	A00200023Abate-A-Weed	I0046520	720786	11000	431	4312	65500	1,129.78
78023779	11/01/2016	A00200034Albertson's	I0046517	13501012	32000	422	4410	69400	74.15
78023780	11/01/2016	A00200043American Express	I0046499	92002052	11000	352	5710	69614	236.32
					11000	352	4310	69615	16.15
78023781	11/01/2016	A00202445AT&T Mobility	I0046578	092516	12461	206	5840	12042	458.48
78023782	11/01/2016	A00200064B & B Surplus	I0046503	885269	12565	223	4311	09565	904.99
78023783	11/01/2016	A00200105Brandco	I0046567	19482	11000	431	4320	65100	10.37
78023784	11/01/2016	A00200107Bright House Networks	I0046530	092916	12560	223	5645	09565	404.31
78023785	11/01/2016	A00200107Bright House Networks	I0046552	091916	12461	206	5840	12042	677.96
78023786	11/01/2016	A00200109Brown & Reich Petroleum, Inc	I0046558	30940	39000	314	4316	64991	263.17
			I0046565	30939	11000	432	4316	67703	226.30
78023787	11/01/2016	A00200119C.A. Reding Company, Inc.	I0046521	397562	12201	203	5641	61200	1,286.60
78023788	11/01/2016	A00200143Carlson, Kamala A.	I0046534	101316	11000	208	4120	15011	17.95
78023788	11/01/2016	A00200143Carlson, Kamala A.	I0046534	101316	11000	208	4310	15011	15.90
					11000	208	4410	15010	19.08
					11000	208	5210	15011	50.00
					11000	208	4410	15011	79.01
					11000	208	5642	15011	49.95
78023789	11/01/2016	A00200146Carolina Biological Supply C	I0046522	49582820	11000	209	4311	04012	51.06
			I0046548	49596878	11000	209	4311	04012	251.23
78023790	11/01/2016	A00200149Carquest Auto Parts	I0046440	7305-196	11000	432	4312	67703	300.84
78023791	11/01/2016	A00200161CDW-G	I0046498	FQZ0043	11000	205	6412	12042	0.01

Taft College Check Register Report

01-November-16 through 30-November-16

FY 16-17

Check Number	Date	Account	Check Number	Amount	Category	Sub-Category	Account	Amount	Balance
				11000	205	6412	12042	470.59	
				11000	205	6412	12042	16.40	
			I0046533	FQX2779	11000	112	6412	67801	610.30
			I0046541	FQL8172	11000	205	6412	12042	590.14
				11000	205	6412	12042	61.23	
78023792	11/01/2016	A00201051Central Sanitary Supply	I0046555	738064	33528	310	4310	69200	488.05
78023793	11/01/2016	A00200181City of Taft	I0046569	8541	31000	423	5641	69100	2,121.93
				35000	357	5641	69700	6,365.80	
78023794	11/01/2016	A00280779Combat Plumbing & Rooter LLC	I0046495	1785	33528	310	5632	69200	170.00
				33528	310	4310	69200	0.00	
78023795	11/01/2016	A00280761County of Kern Public Works	I0046518	1407886-	11000	431	5850	65500	11.25
78023796	11/01/2016	A00200222Daily Midway Driller	I0046547	102816	11000	203	4211	61200	62.40
78023797	11/01/2016	A00229200Deluxe Corporation	I0046496	00635676	11000	205	4310	12042	719.53
78023798	11/01/2016	A00277845Double D Cleaning Service	I0046528	017	12560	223	5890	60103	265.00
78023799	11/01/2016	A00283101Dumont Printing, Inc.	I0046538	88866	39000	314	4318	64991	117.98
			I0046561	89731	12484	303	4310	64300	226.56
78023800	11/01/2016	A00253023Ellucian Company L.P.	I0046575	90204457	11000	411	5510	67300	660.00
78023801	11/01/2016	A00280401Flowers Baking Co of Henders	I0046516	71144778	32000	422	4410	69400	114.20
78023802	11/01/2016	A00283264Frontier California Inc.	I0046545	57341010	11000	431	5840	65700	40.35
78023803	11/01/2016	A00271230Gamez, Benito	I0046447	101016	12603	125	5999	68900	100.00
78023804	11/01/2016	A00277767Garcia, Jennifer	I0046448	101016	12603	125	5999	68900	60.00
78023805	11/01/2016	A00278029Garcia, Teresa	I0046446	101016	12603	125	5999	68900	15.00
78023806	11/01/2016	A00202913Getty, Shelley M.	I0046537	101316	11000	209	4311	17011	33.23
78023807	11/01/2016	A00272252GL Consulting Services, LLC	I0046497	4134	12563	202	5643	00000	7,875.00

Taft College Check Register Report

01-November-16 through 30-November-16

FY 16-17

78023808	11/01/2016	A00200629Grainger	I0046519	92506293	11000	431	4310	65100	282.49
78023809	11/01/2016	A00200645Hardy Diagnostics	I0046549	1693536	11000	209	4311	04012	606.72
78023810	11/01/2016	A00271284Hernandez Alavez, Regina	I0046445	101016	12603	125	5999	68900	30.00
78023811	11/01/2016	A00050759Holt, Lucille E.	I0046553	100516	12603	125	5510	68900	3,000.00
78023812	11/01/2016	A00280910Independent Living Center of	I0046501	2437	12000	311	5641	64200	394.22
					12000	311	5641	64200	528.44
					12000	311	5641	64200	849.22
					12000	311	5641	64200	394.22
					12000	311	5641	64200	528.44
78023813	11/01/2016	A00267251Insight Investments, LLC	I0046562	INV18903	12060	113	5644	67801	2,902.50
78023814	11/01/2016	A00108728Issue Trak, Inc	I0046524	TAFT0816	11000	113	5643	67801	1,925.00
78023815	11/01/2016	A00200692Jobelephant.com Inc.	I0046579	2198793	11000	411	5970	67300	1,220.00
			I0046580	2199164	11000	411	5970	67300	950.00
78023816	11/01/2016	A00201257Jones, Christopher Z.	I0046568	101216	11000	432	4312	67703	74.18
78023817	11/01/2016	A00276687JP Marketing	I0046564	12831	12375	301	5641	64500	902.65
78023818	11/01/2016	A00200702K-mart	I0046556	100616	33528	310	4310	69200	122.56
78023819	11/01/2016	A00200712Kern County Supt. of Schools	I0046507	SEP 16	12461	206	5641	12042	40,472.47
78023820	11/01/2016	A00259039Lopez, Concepcion G.	I0046450	101016	12603	125	5999	68900	130.00
78023821	11/01/2016	A00200552McCallum Group, Inc.	I0046539	16-172	11000	111	5510	66002	2,700.00
78023822	11/01/2016	A00249989Norris, William L.	I0046581	100616	31000	423	4321	69100	115.19
78023823	11/01/2016	A00252523Oak Hall Cap and Gown	I0046508	899064	31000	423	4310	69100	840.00
78023824	11/01/2016	Voided Check							
78023825	11/01/2016	Voided Check							

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78023826	11/01/2016	A00200498	Office Depot	I0046441	86796942	11000	202	4310	60100	54.64
				I0046454	86352850	11000	202	4318	60100	110.48
						11000	113	4318	67801	147.26
						12434	219	4318	17010	180.91
				I0046455	86628449	11000	210	4318	22011	194.02
						11000	207	4318	08351	84.92
						11000	202	4318	60100	154.79
						11000	202	4318	60200	91.36
				I0046456	86607509	11000	208	4310	10023	247.24
				I0046457	86588115	11000	208	4310	10023	35.07
				I0046458	86587629	11000	208	4310	10023	22.94
				I0046461	86491669	11000	210	4310	22013	181.50
				I0046462	85865175	11000	209	4310	17018	31.92
78023826	11/01/2016	A00200498	Office Depot	I0046463	86136841	12060	113	6415	67801	247.67
				I0046464	86391019	11000	209	6412	17017	269.23
				I0046465	86763753	11000	202	4310	60200	140.64
				I0046466	67194572	11000	113	4318	67801	150.10
						11000	113	4310	67801	10.82
				I0046467	86706708	11000	202	4310	60100	227.34
				I0046468	86706451	11000	209	4310	17017	90.40
				I0046469	86705882	11000	209	4310	04014	229.21
				I0046470	86690482	33428	310	4318	69100	123.61
				I0046471	86672802	12434	219	4310	17010	207.45
				I0046472	86653110	11000	210	4310	22012	245.80

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I0046473	86640575	12434	219	4310	17010	185.59
I0046474	86524655	12565	223	4310	09565	114.95
I0046475	86883549	11000	209	4310	04011	84.19
I0046476	86882473	11000	210	4310	13053	10.74
I0046477	86882473	11000	210	4310	13053	66.82
I0046478	86824218	11000	210	4310	20014	165.22
I0046479	86884820	11000	431	4310	65100	197.65
I0046480	86804685	12560	223	4318	09565	0.01
		12560	223	4318	09565	13.60
		12560	223	4318	09565	0.01
		12560	223	4318	09565	0.01
		12560	223	4318	09565	0.01
I0046481	86836563	12401	353	4310	64600	210.35
I0046482	86790303	12060	113	4310	67801	150.13
I0046483	86790293	11000	113	4310	67801	51.05
I0046484	86785034	12565	223	4310	09565	45.68
		12565	223	4310	09565	12.60
I0046486	86824607	12603	125	4311	68900	196.95
I0046487	86095581	39000	312	4310	64991	207.31
I0046488	86979469	11000	202	4318	60103	121.70
		11000	202	4318	60103	0.01
		11000	202	4318	60103	0.01
		11000	202	4318	60103	0.01
I0046489	86979458	11000	202	4318	60103	121.73

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				11000	202	4318	60103	225.73	
				11000	202	4318	60103	121.75	
		I0046490	87003450	11000	202	4310	60100	12.28	
		I0046491	86994818	11000	355	4310	64900	53.30	
		I0046492	86806817	11000	209	4310	17018	63.83	
		I0046493	86882473	11000	210	4310	13053	5.36	
		I0046563	86091718	11000	301	4310	64500	19.72	
		I0046571	86867693	11000	113	4318	67801	164.57	
		I0046572	86804685	12560	223	4318	09565	21.38	
				12560	223	4318	09565	13.64	
				12560	223	4318	09565	13.64	
				12560	223	4318	09565	13.65	
		I0046573	86459775	12603	125	4310	68900	9.10	
78023827	11/01/2016	A00200502Orange Belt Stages	I0046504	116790	11000	352	5750	69612	1,185.00
				11000	352	5750	69612	1,285.00	
				11000	352	5750	69612	1,230.00	
		I0046506	116608	11000	352	5750	69613	1,420.00	
78023828	11/01/2016	A00200508P. G. & E.	I0046509	103116	31000	423	5820	69100	7.85
				31000	423	5830	69100	707.17	
78023829	11/01/2016	A00200508P. G. & E.	I0046531	101916	12560	223	5830	09565	423.15
78023830	11/01/2016	A00241384PASCO scientific	I0046523	582697	12434	219	4311	17010	3,686.18
				12434	219	5940	17010	27.00	
78023831	11/01/2016	A00200516Patterson Dental Supply, Inc	I0046536	421/1101	11000	205	5632	12042	357.00
78023832	11/01/2016	A00200522Pepsi-Cola Company	I0046505	21816956	32000	422	4410	69400	1,686.93

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78023833	11/01/2016	A00108726	Play With A Purpose	I0046554	9183899	33488	310	4311	69200	137.60	
78023834	11/01/2016	A00200539	Proctor & Gamble	I0046535	36428431	11000	205	4311	12042	38.26	
78023835	11/01/2016	A00200985	Rangel-Escobedo, Juana R.	I0046439	101016	12563	202	5710	00000	200.00	
78023836	11/01/2016	A00231833	Ray A. Morgan Company Inc.	I0046525	1378131	11000	401	4310	67704	201.24	
78023837	11/01/2016	A00278586	ReadyRefresh	I0046577	093016	12460	206	5641	12042	64.57	
78023838	11/01/2016	A00018793	Salcido, Paula	I0046574	OCT 16	12460	206	5641	12042	500.00	
78023839	11/01/2016	A00202968	San Joaquin Chemicals, Inc.	I0046551	117377	11000	431	5641	65100	1,175.00	
78023840	11/01/2016	A00037349	Sanchez, Ysscek	I0046449	101016	12603	125	5999	68900	25.00	
78023841	11/01/2016	A00200486	Shell	I0046515	81753004	11000	432	4316	67703	6.81	
78023842	11/01/2016	A00200396	Spurr	I0046526	77480	11000	431	5820	65700	1,424.42	
							35819	357	5820	69700	36.52
							35827	357	5820	69700	169.83
							33428	310	5820	65700	172.41
78023843	11/01/2016	A00237176	SSD Systems	I0046494	1218443-	33528	310	5880	69200	78.75	
				I0046527	1218407-	31000	423	5880	69100	55.51	
78023844	11/01/2016	A00286277	Synapse Technologies, Inc.	I0046542	1027	12000	304	5641	63200	15,825.00	
78023845	11/01/2016	A00200417	Sysco Food Service of Ventur	I0046514	61012013	33429	310	4410	69200	1,320.17	
78023846	11/01/2016	A00200419	T.C. Clearing Account	I0046540	101816	11000	421	5990	67200	18,318.87	
							11000	421	7130	67200	500.75
							11000	421	7130	67200	908.28
							11000	421	5990	67200	3,779.97
							11000	421	7130	67200	855.00
							11000	421	5990	67200	9,534.35
							11000	421	7130	67200	35.00

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78023847	11/01/2016	A00200430	Taft Plaza, LLC	I0046560	NOV 16	31000	423	5611	69100	1,907.00
78023848	11/01/2016	A00256341	Terminix	I0046513	35883978	33528	310	5860	69200	387.00
78023849	11/01/2016	A00200282	True Value Home Center	I0046502	359891	12565	223	4310	09565	191.09
				I0046511	357927	33528	310	4310	69200	68.04
				I0046512	347510	33528	310	4310	69200	121.18
				I0046570	358753	12603	125	6423	68900	20.40
				I0046576	359516	11000	113	4310	67801	20.40
78023850	11/01/2016	A00200284	U.S. Foods	I0046532	4045590	33429	310	4410	69200	1,280.55
78023851	11/01/2016	A00210209	ULINE	I0046510	81009761	31000	423	4321	69100	80.63
						31000	423	5940	69100	43.45
78023852	11/01/2016	A00286246	University of the Pacific	I0046546	TC01	11000	205	5641	12042	150.00
78023853	11/01/2016	A00000456	Uribe, Jose	I0046442	JUL 16	39000	314	5890	64991	100.00
				I0046443	JUL. 16	39000	314	5890	64991	90.00
				I0046444	JUL '16	39000	314	5890	64991	90.00
78023854	11/01/2016	A00254706	Vega, Yanira L.	I0046453	101016	12603	125	5999	68900	95.00
78023855	11/01/2016	A00044216	Velez, Fernando	I0046451	101016	12603	125	5999	68900	125.00
78023856	11/01/2016	A00202272	VWR International	I0046529	80464054	12565	223	4311	09461	654.53
78023857	11/01/2016	A00257071	Walton, Luz G.	I0046452	101016	12603	125	5999	68900	90.00
78023858	11/01/2016	A00232538	Ward's Natural Science	I0046543	80463672	11000	209	4311	04011	45.04
78023859	11/01/2016	A00200352	Waxie Sanitary Supply	I0046566	76268766	11000	431	4310	65300	159.47
78023860	11/01/2016	A00200355	West Kern Water District	I0046559	100716	11000	432	5810	65700	595.34
						39000	314	5810	64991	121.94
78023861	11/01/2016	A00275443	WestAir Gases & Equipment In	I0046485	10386794	12565	223	4311	09565	95.57
				I0046544	10381814	12565	223	4311	09565	113.23

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78023862	11/01/2016	A00201081	Westside Waste Management Co	I0046557	6A200225	39000	314	5850	64991	92.31
78023863	11/02/2016	A00253008	Allen, Jessica L.	S0036469		11000		9526		250.00
78023864	11/02/2016	A00234690	Avina, Arturo	S0036470		11000		9526		69.00
78023865	11/02/2016	A00278673	Ayers, Sydney M.	S0036471		11000		9526		150.00
78023866	11/02/2016	A00203062	Barraza, Fabian J.	S0036472		11000		9526		125.00
78023867	11/02/2016	A00253012	Bath, Kevin A.	S0036473		11000		9526		250.00
78023868	11/02/2016	A00279206	Burnett, Megan C.	S0036474		11000		9526		460.00
78023869	11/02/2016	A00253000	Carroll, Alexander J.	S0036475		11000		9526		250.00
78023870	11/02/2016	A00275806	Castellanos, Ricky A.	S0036476		11000		9526		150.00
78023871	11/02/2016	A00224334	Cazares, Ashley	S0036477		11000		9526		2,100.00
78023872	11/02/2016	A00270134	Cruz Basilio, Axel	S0036478		11000		9526		125.00
78023873	11/02/2016	A00281834	Daily, Alexis L.	S0036479		11000		9526		1,135.00
78023874	11/02/2016	A00273815	Davis, Cyerra B.	S0036480		11000		9526		1,000.00
78023875	11/02/2016	A00261983	Dela Cruz, Taylor N.	S0036481		11000		9526		125.00
78023876	11/02/2016	A00252999	Freeman, Jacob D.	S0036482		11000		9526		250.00
78023877	11/02/2016	A00270029	Gilstrap, Jeffrey M.	S0036483		11000		9526		125.00
78023878	11/02/2016	A00267447	Gorman, Edward J.	S0036484		11000		9526		46.00
78023879	11/02/2016	A00267700	Guadarrama, Luis D.	S0036485		11000		9526		125.00
78023880	11/02/2016	A00270217	Guardado, Ashley S.	S0036486		11000		9526		125.00
78023881	11/02/2016	A00275403	Guerrero, Jose D.	S0036487		11000		9526		1,135.00
78023882	11/02/2016	A00282417	Gutierrez, Jessica	S0036488		11000		9526		138.00
78023883	11/02/2016	A00229508	Habache, Angela L.	S0036489		11000		9526		250.00
78023884	11/02/2016	A00271486	Hartman, Michele Y.	S0036490		11000		9526		23.00
78023885	11/02/2016	A00266915	Hernandez, Arlene E.	S0036491		11000		9526		125.00

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78023886	11/02/2016	A00227862	Hernandez, Evan J.	S0036492	11000	9526	184.00
78023887	11/02/2016	A00274418	Hernandez, Julie	S0036493	11000	9526	965.13
78023888	11/02/2016	A00281945	Hutchins, Rileigh E.	S0036494	11000	9526	150.00
78023889	11/02/2016	A00268773	Jaimes, Adrian	S0036495	11000	9526	125.00
78023890	11/02/2016	A00243270	Klien, Evan M.	S0036496	11000	9526	125.00
78023891	11/02/2016	A00100806	Kuhnke, Heidi C.	S0036497	11000	9526	300.00
78023892	11/02/2016	A00201656	Latunde, Ashly M.	S0036498	11000	9526	2,865.00
78023893	11/02/2016	A00274205	Lewis, Ethan L.	S0036499	11000	9526	598.00
78023894	11/02/2016	A00279226	Lopez Martinez, Jorge A.	S0036500	11000	9526	500.00
78023895	11/02/2016	A00284649	Lubben, Teresa H.	S0036501	11000	9526	138.00
78023896	11/02/2016	A00271018	Martinez, Jordin J.	S0036502	11000	9526	125.00
78023897	11/02/2016	A00252992	Metzger, Dylan M.	S0036503	11000	9526	250.00
78023898	11/02/2016	A00271506	Meyer-Thornton, Zane G.	S0036504	11000	9526	125.00
78023899	11/02/2016	A00260877	Miller, Kayli M.	S0036505	11000	9526	69.00
78023900	11/02/2016	A00253011	Murray, Lorena M.	S0036506	11000	9526	250.00
78023901	11/02/2016	A00274014	Ortega, Eva	S0036507	11000	9526	138.00
78023902	11/02/2016	A00281164	P.-Navarrete, Zeltzin N.	S0036508	11000	9526	500.00
78023903	11/02/2016	A00254635	Poso, Justin M.	S0036509	11000	9526	250.00
78023904	11/02/2016	A00270072	Ramirez, Steve	S0036510	11000	9526	125.00
78023905	11/02/2016	A00267010	Reyes Cruz, Mayra Y.	S0036511	11000	9526	125.00
78023906	11/02/2016	A00271094	Sanders, Cinnamon S.	S0036512	11000	9526	69.00
78023907	11/02/2016	A00254717	Smith, Deanna K.	S0036513	11000	9526	250.00
78023908	11/02/2016	A00253014	Stone, Kevin A.	S0036514	11000	9526	250.00
78023909	11/02/2016	A00262055	Trevallion, Andrew	S0036515	11000	9526	125.00

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78023910	11/02/2016	A00253003	Tsai, Nika B.	S0036516		11000		9526		250.00
78023911	11/02/2016	A00040630	Vacaflor, Andrea R.	S0036517		11000		9526		69.00
78023912	11/02/2016	A00230300	Walker, Blaine R.	S0036518		11000		9526		322.00
78023913	11/02/2016	A00269770	Wegenka, Victoria	S0036519		11000		9526		125.00
78023914	11/02/2016	A00262056	Weiss, Chelsea	S0036520		11000		9526		125.00
78023915	11/07/2016	A00200040	American Business Machines	I0046618	297109	39000	314	5641	64991	80.78
78023916	11/07/2016	A00200043	American Express	I0046582	11003102	11000	203	6310	61200	12,508.19
78023916	11/07/2016	A00200043	American Express	I0046582	11003102	11000	203	4211	61200	203.88
						11000	203	5710	61200	180.86
78023917	11/07/2016	A00200043	American Express	I0046649	91002102	39000	314	4311	64991	15.00
78023918	11/07/2016	A00269058	Aramark Uniform Services	I0046629	60116109	11000	431	5870	65100	236.50
						11000	205	5870	12042	12.00
						39000	314	5870	64991	18.00
78023919	11/07/2016	A00213480	ARTSTOR	I0046666	SO012538	11000	203	5642	61200	1,265.00
78023920	11/07/2016	A00202445	AT&T Mobility	I0046619	101816	39000	314	5840	64991	212.29
78023921	11/07/2016	A00200069	Bakersfield Californian	I0046624	093016	11000	411	5970	67300	7,156.12
				I0046662	103116	11000	411	5970	67300	4,988.16
78023922	11/07/2016	A00200077	Bang, D.D.S., Robert	I0046583	111615-1	12460	206	5641	12042	5,504.70
78023923	11/07/2016	A00272600	Beard Family Trust	I0046613	OCT 16	12560	223	5610	09565	6,250.00
78023924	11/07/2016	A00259229	Blackboard Inc.	I0046605	1245468	11000	421	5990	67200	36.60
78023925	11/07/2016	A00200107	Bright House Networks	I0046616	101916	12461	206	5840	12042	376.83
78023926	11/07/2016	A00200109	Brown & Reich Petroleum, Inc	I0046627	31287	39000	314	4316	64991	266.12
78023926	11/07/2016	A00200109	Brown & Reich Petroleum, Inc	I0046639	31286	11000	432	4316	67703	513.49
78023927	11/07/2016	A00262181	Camacho, Maria D.	S0036405		11000		9526		626.00

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78023928	11/07/2016	A00200146	Carolina Biological Supply C	I0046637	49631440	11000	209	4311	04011	25.28
78023929	11/07/2016	A00201051	Central Sanitary Supply	I0046651	745162	11000	431	4310	65300	20.81
78023930	11/07/2016	A00200174	Chevron U.S.A., Inc.	I0046638	48712589	11000	432	4316	67703	2,024.92
78023931	11/07/2016	A00202335	Fastenal Industrial & Constr	I0046656	CATAF341	11000	431	4310	65100	84.17
78023932	11/07/2016	A00279142	Flores, George	I0046636	101016	12603	125	5999	68900	75.00
78023933	11/07/2016	A00246798	Golling, Leigh	I0046659	101916	11000	208	5740	49999	100.00
78023934	11/07/2016	A00200629	Grainger	I0046655	92541620	11000	431	4310	65100	164.42
						11000	431	5940	65100	10.48
78023935	11/07/2016	A00200645	Hardy Diagnostics	I0046609	1692873	11000	209	4311	04012	147.96
				I0046631	1700891	11000	209	4311	04012	563.09
78023936	11/07/2016	A00088378	Hatridge, Renay B.	S0035578		11000		9526		479.98
78023937	11/07/2016	A00280519	Hodel's Country Dining	I0046608	HDL30387	12599	309	4410	64992	470.31
78023938	11/07/2016	A00285720	Impact Computers & Electroni	I0046617	1171974	12434	219	4311	17010	134.60
						12434	219	5940	17010	17.54
78023939	11/07/2016	A00200712	Kern County Supt. of Schools	I0046607	700551	11000	421	5990	67200	1,191.75
78023940	11/07/2016	A00200575	Montoya, Janice	I0046625	OCT 16	12460	206	5641	12042	2,434.25
78023941	11/07/2016	A00286321	Norman S. Wright Duckworth M	I0046658	6403	11000	431	4312	65100	749.28
						11000	431	5940	65100	25.00
78023942	11/07/2016	A002858200	'Connor Construction Manage	I0046606	0030830	42350	000	5510	71002	1,500.00
78023943	11/07/2016		Voided Check							
78023944	11/07/2016		Voided Check							
78023945	11/07/2016	A00200498	Office Depot	I0046584	87104597	12565	223	4310	09565	55.81
				I0046585	87063979	11000	202	4318	60100	356.89
						11000	113	4318	67801	145.60

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	I0046586	87011973	11000	358	4318	62100	148.57
	I0046587	87062234	11000	209	4310	19051	106.77
	I0046588	87024546	12563	202	4310	00000	498.79
	I0046589	86964278	11000	209	4310	04013	104.58
	I0046590	86882483	11000	210	4310	13053	17.20
	I0046591	87040391	11000	208	4310	11051	244.70
	I0046592	87034424	11000	210	4310	13052	19.77
	I0046593	87369431	11000	209	4310	17013	32.52
78023945 11/07/2016 A00200498Office Depot	I0046594	87369428	11000	209	4310	17013	174.60
	I0046595	87272093	11000	202	4311	60100	50.25
	I0046596	87062247	11000	209	4310	19051	35.98
	I0046597	87340151	11000	202	4318	60100	21.49
			11000	113	4318	67801	21.49
			11000	302	4318	64500	180.91
			11000	302	4318	64500	180.91
			11000	302	4318	64500	180.91
	I0046598	87272557	11000	208	4311	10021	64.88
	I0046599	87210977	12434	219	4311	17010	391.95
	I0046600	87307800	11000	210	4318	20014	110.48
			11000	209	4318	49999	159.49
			11000	209	4318	04011	76.32
			11000	209	4318	04011	82.52
			11000	209	4318	04011	82.52
			11000	209	4318	04011	82.51

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	I0046601	87133792	11000	111	4318	66002	159.50
	I0046602	87064661	39000	314	4310	64991	121.82
	I0046603	86867691	11000	202	4318	60200	118.23
			11000	210	4318	13053	48.04
			11000	113	4318	67801	48.04
			11000	113	4318	67801	108.53
	I0046610	87360351	12000	311	4318	64200	72.01
			11000	113	4318	67801	72.02
	I0046611	87393941	11000	207	4311	49999	65.87
	I0046612	87347067	12563	202	4310	00000	76.53
78023945 11/07/2016 A00200498Office Depot	I0046615	87333407	12461	206	4310	12042	399.36
	I0046630	85992410	11000	210	4310	13053	62.34
	I0046634	87273278	12603	125	4311	68900	379.59
	I0046635	87194180	11000	113	4318	67801	501.83
			11000	421	4318	67200	194.03
			39000	314	4318	64991	147.26
	I0046650	87501420	11000	208	4318	15015	110.48
			11000	113	4318	67801	110.48
			11000	208	4318	15015	110.48
			11000	113	4318	67801	110.47
	I0046664	85929773	11000	205	4310	12042	122.43
	I0046665	86136528	11000	205	4310	12042	408.09
	I0046668	86456895	11000	421	4310	67200	137.53
			11000	401	4310	67200	117.80

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78023946	11/07/2016	A00251929	Oja, Michelle E.	I0046643	092016	11000	210	4311	20014	20.50
				I0046644	093016	11000	210	4311	20011	21.51
78023947	11/07/2016	A00200502	Orange Belt Stages	I0046667	116620	11000	352	5750	69612	1,100.00
78023948	11/07/2016	A00226685	PDR Distribution, LLC	I0046663	73401128	11000	205	4120	12042	128.89
78023949	11/07/2016	A00231833	Ray A. Morgan Company Inc.	I0046621	1372619	12435	221	5641	19010	61.59
						12435	221	5641	19010	32.82
				I0046622	1347006	12435	221	5641	19010	531.01
						12435	221	5641	19010	283.37
				I0046623	1339686	12435	221	5641	19010	72.49
						12435	221	5641	19010	38.70
				I0046626	1389950	11000	207	5641	49999	30.81
78023950	11/07/2016	A00285838	Sammy's Detail	I0046628	0673	11000	432	5632	67703	150.00
78023951	11/07/2016	A00200479	Sears	I0046640	44001013	11000	431	4310	65100	429.38
78023952	11/07/2016	A00270510	Singh, Hirdeyjeet	S0035968		11000		9526		125.00
78023953	11/07/2016	A00234793	Southwest Signs	I0046645	11097	12434	219	4310	17010	248.33
78023954	11/07/2016	A00200393	Sparkletts	I0046614	10/20/16	11000	113	4310	67801	114.46
78023955	11/07/2016	A00255807	State Water Resources Contro	I0046653	479914	42350	000	5990	71004	403.00
78023956	11/07/2016	A00200417	Sysco Food Service of Ventur	I0046642	61012013	32000	422	4411	69400	971.60
						32000	422	4411	69400	2,758.71
						32000	422	4410	69400	13,938.35
78023957	11/07/2016	A00200423	Taft City School District	I0046654	17-040	11000	432	4312	67703	142.47
						11000	432	4316	67703	100.00
						11000	432	5850	67703	30.00
						11000	432	5632	67703	409.50

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					39000	314	4312	64991	97.59	
					39000	314	4316	64991	30.00	
					39000	314	5850	64991	5.00	
					39000	314	5632	64991	157.50	
78023958	11/07/2016	A00259618	Taft College ASB General	I0046604	051116	11000	352	5750	69614	2,846.35
						11000	352	5750	69611	6,671.80
78023959	11/07/2016	A00200426	Taft College Cafeteria	I0046652	102716	32000	422	4410	69400	43.96
78023960	11/07/2016	A00284823	Test Equipment Depot	I0046648	0516980-	12435	221	6412	19010	1,560.00
						12435	221	6412	19010	2,997.00
						12435	221	6412	19010	527.00
						12435	221	6412	19010	755.97
						12435	221	5940	19010	345.00
78023961	11/07/2016	A00200282	True Value Home Center	I0046647	359966	12565	223	4310	09565	94.55
78023962	11/07/2016	A00255644	U.S. Bank Equipment Finance	I0046632	31608506	11000	401	5641	67704	486.46
				I0046633	31634198	11000	401	5641	67704	475.87
78023963	11/07/2016	A00200284	U.S. Foods	I0046641	4310445	32000	422	4411	69400	102.79
						32000	422	4410	69400	11,424.72
78023964	11/07/2016	A00243587	United Healthcare Insurance	I0046660	NOV 16	11000	412	3350	59100	19,178.81
				I0046661	OCT 16	11000	412	3350	59100	19,589.51
78023965	11/07/2016	A00200327	US Air Conditioning	I0046657	1881601	11000	431	4320	65100	164.13
78023966	11/07/2016	A00200338	Verizon Wireless	I0046620	97737852	11000	357	5840	69700	44.52
78023967	11/07/2016	A00275443	WestAir Gases & Equipment In	I0046646	10387799	12565	223	4311	09565	256.16
78023968	11/08/2016	A00250321	Aguilar, Alejandro	S0036583		11000		9526		336.00
78023969	11/08/2016	A00277997	Aldridge, Kailee A.	S0036584		11000		9526		149.00

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78023970	11/08/2016	A00269628Aldstadt, Amber L.	S0036589	11000	9526	1,454.00
78023971	11/08/2016	A00267662Almaguer, Jasmin	S0036590	11000	9526	1,739.00
78023972	11/08/2016	A00272564Almanza, Aylin E.	S0036591	11000	9526	1,454.00
78023973	11/08/2016	A00276884Alvarez, Jasmine G.	S0036592	11000	9526	1,441.00
78023974	11/08/2016	A00276241Alvarez, Pedro M.	S0036593	11000	9526	727.00
78023975	11/08/2016	A00279208Alvarez, Veronica	S0036594	11000	9526	727.00
78023976	11/08/2016	A00272569Alvarez, Vicky	S0036595	11000	9526	1,454.00
78023977	11/08/2016	A00275202Amason, Tyler G.	S0036596	11000	9526	1,454.00
78023978	11/08/2016	A00276983Ambriz, Vanessa L.	S0036597	11000	9526	1,090.00
78023979	11/08/2016	A00243365Anderson, Haleigh B.	S0036598	11000	9526	293.00
78023980	11/08/2016	A00260515Anfield, Leslie D.	S0036599	11000	9526	727.00
78023981	11/08/2016	A00282004Aparicio, Abraham D.	S0036522	11000	9526	585.30
78023982	11/08/2016	A00280584Apodaca, Brittany A.	S0036600	11000	9526	185.00
78023983	11/08/2016	A00274947Aragon, Omar	S0036601	11000	9526	216.00
78023984	11/08/2016	A00270356Arellano, Kristine	S0036602	11000	9526	1,191.00
78023985	11/08/2016	A00281460Arguello, Alejandro	S0036603	11000	9526	1,454.00
78023986	11/08/2016	A00263742Attwell, Mary A.	S0036604	11000	9526	1,454.00
78023987	11/08/2016	A00267253Avalos, Juan M.	S0036605	11000	9526	666.00
78023988	11/08/2016	A00283571Avalos, Marcela	S0036606	11000	9526	727.00
78023989	11/08/2016	A00260621Ayala, Valerie R.	S0036607	11000	9526	229.00
78023990	11/08/2016	A00243406Bader, Nickolaus J.	S0036608	11000	9526	612.00
78023991	11/08/2016	A00272373Badillo, Luis A.	S0036609	11000	9526	1,454.00
78023992	11/08/2016	A00271187Barba, Miguel A.	S0036610	11000	9526	727.00
78023993	11/08/2016	A00251104Barboza Garcia, Jessica	S0036611	11000	9526	891.00

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78023994	11/08/2016	A00031448	Barrett, Karen L.	S0036612	11000	9526	1,062.00
78023995	11/08/2016	A00278636	Beiza, Linda S.	S0036645	11000	9526	727.00
78023996	11/08/2016	A00284098	Beltran, Joseph A.	S0036646	11000	9526	216.00
78023997	11/08/2016	A00261400	Beltran, Michael	S0036647	11000	9526	1,090.00
78023998	11/08/2016	A00275449	Benevidez, Alexandra V.	S0036523	11000	9526	1,274.87
78023999	11/08/2016	A00277716	Bergman, Austin J.	S0036648	11000	9526	1,454.00
78024000	11/08/2016	A00283158	Bermudez, Israel M.	S0036649	11000	9526	1,216.00
78024001	11/08/2016	A00282318	Bittleston, Sydney	S0036650	11000	9526	270.00
78024002	11/08/2016	A00250627	Black, Mariah J.	S0036651	11000	9526	518.00
78024003	11/08/2016	A00282840	Black, Raven Y.	S0036652	11000	9526	1,266.00
78024004	11/08/2016	A00273795	Bohannon Jr, Scott A.	S0036653	11000	9526	931.00
78024005	11/08/2016	A00263715	Bojorquez, Vanessa	S0036654	11000	9526	1,090.00
78024006	11/08/2016	A00256929	Bonilla, Patricia	S0036655	11000	9526	621.00
78024007	11/08/2016	A00281792	Borrecco, Madison R.	S0036656	11000	9526	866.00
78024008	11/08/2016	A00248418	Borreli, Jessica	S0036657	11000	9526	196.00
78024009	11/08/2016	A00274730	Bravo, Thayra M.	S0036658	11000	9526	1,454.00
78024010	11/08/2016	A00279205	Breslin, Brooklyn L.	S0036659	11000	9526	416.00
78024011	11/08/2016	A00279236	Brockett, Breanna J.	S0036660	11000	9526	727.00
78024012	11/08/2016	A00281640	Brouse, Joshua D.	S0036661	11000	9526	727.00
78024013	11/08/2016	A00280868	Brush, Zachary J.	S0036662	11000	9526	1,454.00
78024014	11/08/2016	A00085578	Burkhart, Annemarie	S0036663	11000	9526	1,454.00
78024015	11/08/2016	A00262728	Burruss, Jerry D.	S0036664	11000	9526	286.00
78024016	11/08/2016	A00284866	Byrd, Jefferson	S0036665	11000	9526	363.00
78024017	11/08/2016	A00273894	Cabrera, Guadalupe	S0036705	11000	9526	1,191.00

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78024018	11/08/2016	A00274948	Cachola, Jovany M.	S0036524	11000	9526	1,416.00
78024019	11/08/2016	A00081723	Calderon, Adriana	S0036525	11000	9526	1,454.00
78024020	11/08/2016	A00269403	Caldwell, Kenzie N.	S0036706	11000	9526	727.00
78024021	11/08/2016	A00261412	Calvo, Crystal	S0036707	11000	9526	727.00
78024022	11/08/2016	A00262181	Camacho, Maria D.	S0036708	11000	9526	1,090.00
78024023	11/08/2016	A00260230	Cameron, Anthony J.	S0036526	11000	9526	2,908.00
78024024	11/08/2016	A00282554	Campbell, Branden	S0036709	11000	9526	363.00
78024025	11/08/2016	A00276996	Canfield, Tyson R.	S0036710	11000	9526	1,454.00
78024026	11/08/2016	A00282555	Cannedy, Blake	S0036711	11000	9526	721.00
78024027	11/08/2016	A00282025	Cardus-Kane, Makanalani	S0036527	11000	9526	1,041.00
78024028	11/08/2016	A00276449	Carrillo, Sarai	S0036712	11000	9526	966.00
78024029	11/08/2016	A00280827	Castaneda, Jose C.	S0036713	11000	9526	1,454.00
78024030	11/08/2016	A00268491	Castellano, Matthew G.	S0036714	11000	9526	363.00
78024031	11/08/2016	A00267764	Castellon, Jimmy J.	S0036715	11000	9526	441.00
78024032	11/08/2016	A00283946	Castillo, Maricela	S0036716	11000	9526	1,191.00
78024033	11/08/2016	A00283352	Castillo, Veronica	S0036717	11000	9526	1,216.00
78024034	11/08/2016	A00279177	Castro-Garcia, Julio C.	S0036718	11000	9526	363.00
78024035	11/08/2016	A00247371	Cazares, Jesus D.	S0036719	11000	9526	1,291.00
78024036	11/08/2016	A00279234	Cervantes, Alexis	S0036720	11000	9526	1,191.00
78024037	11/08/2016	A00260077	Chamberlain, Cynthia J.	S0036721	11000	9526	1,454.00
78024038	11/08/2016	A00282624	Chapman, Aliya N.	S0036528	11000	9526	680.00
78024039	11/08/2016	A00275215	Chavez, Alejandro	S0036722	11000	9526	1,454.00
78024040	11/08/2016	A00246821	Chavez, Amy C.	S0036723	11000	9526	1,454.00
78024041	11/08/2016	A00250633	Chavez, Maria C.	S0036724	11000	9526	363.00

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78024042	11/08/2016	A00102809	Chitwood, Chad	S0036725	11000	9526	727.00
78024043	11/08/2016	A00071962	Clark, Jimmy L.	S0036726	11000	9526	471.00
78024044	11/08/2016	A00280664	Colchado, Pablo	S0036585	11000	9526	1,454.00
78024045	11/08/2016	A00269488	Colotl, Yvette	S0036613	11000	9526	1,090.00
78024046	11/08/2016	A00026502	Conway, April	S0036614	11000	9526	1,266.00
78024047	11/08/2016	A00242498	Corral, George	S0036615	11000	9526	727.00
78024048	11/08/2016	A00247502	Cross, Kylie A.	S0036616	11000	9526	1,454.00
78024049	11/08/2016	A00284424	Cruz Leal, Leslie	S0036617	11000	9526	893.00
78024050	11/08/2016	A00279432	Cuevas, Karen	S0036618	11000	9526	1,291.00
78024051	11/08/2016	A00211737	Cuevas, Silvia	S0036619	11000	9526	727.00
78024052	11/08/2016	A00242674	Culbertson, Chelsey D.	S0036620	11000	9526	1,090.00
78024053	11/08/2016	A00254293	Cushman, Corey	S0036621	11000	9526	1,166.00
78024054	11/08/2016	A00259260	Daniels, Jammie L.	S0036622	11000	9526	727.00
78024055	11/08/2016	A00267075	Denney, Hope S.	S0036623	11000	9526	363.00
78024056	11/08/2016	A00281025	Devine, Delya J.	S0036624	11000	9526	1,454.00
78024057	11/08/2016	A00274885	Diaz, Sandy V.	S0036666	11000	9526	1,081.00
78024058	11/08/2016	A00255128	Doan, Tien	S0036667	11000	9526	1,416.00
78024059	11/08/2016	A00266347	Doan, Trung T.	S0036668	11000	9526	1,770.00
78024060	11/08/2016	A00260924	Doan, Van N.	S0036669	11000	9526	1,454.00
78024061	11/08/2016	A00282281	Dollar, Bradley A.	S0036670	11000	9526	516.00
78024062	11/08/2016	A00276323	Dominguez, Jasmine	S0036671	11000	9526	348.00
78024063	11/08/2016	A00279265	Doty, Ashlan N.	S0036672	11000	9526	727.00
78024064	11/08/2016	A00283082	Dow, Joshua B.	S0036673	11000	9526	727.00
78024065	11/08/2016	A00267324	Duff, Nicholas R.	S0036529	11000	9526	1,442.00

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78024066	11/08/2016	A00247708	Edwards, Sidney D.	S0036674	11000	9526	666.00
78024067	11/08/2016	A00280607	Egbert-Smith, Casey L.	S0036675	11000	9526	1,090.00
78024068	11/08/2016	A00282038	Espino, Evelyn S.	S0036676	11000	9526	1,454.00
78024069	11/08/2016	A00275472	Espino, Henry O.	S0036677	11000	9526	727.00
78024070	11/08/2016	A00283194	Evertse, Ryan B.	S0036678	11000	9526	1,454.00
78024071	11/08/2016	A00276919	Ewing, Jacob A.	S0036679	11000	9526	1,116.00
78024072	11/08/2016	A00279568	Farmer, Franklin W.	S0036680	11000	9526	1,454.00
78024073	11/08/2016	A00284601	Faulkner, Kanisha A.	S0036681	11000	9526	433.00
78024074	11/08/2016	A00253603	Fearon, Zackary A.	S0036682	11000	9526	329.00
78024075	11/08/2016	A00269389	Fien, Lynn M.	S0036683	11000	9526	516.00
78024076	11/08/2016	A00274931	Figueroa, Jasmin	S0036530	11000	9526	1,454.00
78024077	11/08/2016	A00206035	Fink, Chris J.	S0036684	11000	9526	363.00
78024078	11/08/2016	A00266898	Flores, Heidi	S0036685	11000	9526	363.00
78024079	11/08/2016	A00279271	Flores, Ilse N.	S0036686	11000	9526	1,454.00
78024080	11/08/2016	A00283128	Flores, Jessica Paola Z.	S0036687	11000	9526	433.00
78024081	11/08/2016	A00273351	Flores, Laura B.	S0036727	11000	9526	1,366.00
78024082	11/08/2016	A00269679	Flores, Marcos J.	S0036728	11000	9526	1,081.00
78024083	11/08/2016	A00050916	Gable, James C.	S0036729	11000	9526	566.00
78024084	11/08/2016	A00282045	Gaitan, Miguel A.	S0036531	11000	9526	1,092.00
78024085	11/08/2016	A00228467	Gallatin, Morgan	S0036532	11000	9526	727.00
78024086	11/08/2016	A00260755	Gallegos, Eva J.	S0036730	11000	9526	1,018.54
78024087	11/08/2016	A00279244	Galvan, Joaquin	S0036731	11000	9526	1,454.00
78024088	11/08/2016	A00280619	Garcia, Christian	S0036533	11000	9526	555.00
78024089	11/08/2016	A00210166	Garcia, Gabriela E.	S0036732	11000	9526	129.00

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78024090	11/08/2016	A00283852	Garcia, Mayra B.	S0036733	11000	9526	1,454.00
78024091	11/08/2016	A00201331	Garcia, Mayra I.	S0036734	11000	9526	1,416.00
78024092	11/08/2016	A00280623	Garcia, Patricia	S0036735	11000	9526	1,454.00
78024093	11/08/2016	A00281065	Garcia Ambriz, Isabel	S0036736	11000	9526	1,484.00
78024094	11/08/2016	A00269081	Garner, Tyler	S0036737	11000	9526	1,454.00
78024095	11/08/2016	A00278511	Garza, Lorena I.	S0036738	11000	9526	363.00
78024096	11/08/2016	A00252431	Gastelum, Jazmin	S0036739	11000	9526	1,090.00
78024097	11/08/2016	A00279275	Gee, Julie L.	S0036740	11000	9526	641.00
78024098	11/08/2016	A00281024	Gibson, Christian T.	S0036741	11000	9526	1,454.00
78024099	11/08/2016	A00267698	Gil Gonzalez, Anaiz	S0036742	11000	9526	1,454.00
78024100	11/08/2016	A00276452	Gilkerson, Eleisha	S0036534	11000	9526	1,454.00
78024101	11/08/2016	A00233925	Gill, Simarjot S.	S0036762	11000	9526	1,454.00
78024102	11/08/2016	A00282606	Gilmore, Lindsay M.	S0036763	11000	9526	216.00
78024103	11/08/2016	A00274499	Godinez, Mariela	S0036764	11000	9526	391.00
78024104	11/08/2016	A00280346	Gomez, Eduardo	S0036765	11000	9526	363.00
78024105	11/08/2016	A00266981	Gomez, Selene	S0036766	11000	9526	666.00
78024106	11/08/2016	A00280398	Gomez Calderon, Maria G.	S0036767	11000	9526	727.00
78024107	11/08/2016	A00282050	Gonzalez, Marilyn	S0036768	11000	9526	1,090.00
78024108	11/08/2016	A00242224	Gonzalez, Martha	S0036769	11000	9526	491.00
78024109	11/08/2016	A00284063	Gonzalez, Natalie R.	S0036770	11000	9526	1,454.00
78024110	11/08/2016	A00259116	Gonzalez-Magallanes, Jesus O	S0036771	11000	9526	1,454.00
78024111	11/08/2016	A00279965	Grant, Christian D.	S0036772	11000	9526	727.00
78024112	11/08/2016	A00276481	Greppin, Lauren	S0036535	11000	9526	1,454.00
78024113	11/08/2016	A00276482	Greppin, Russell	S0036536	11000	9526	1,454.00

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78024114	11/08/2016	A00265119	Guardado, Marcia	S0036773	11000	9526	363.00
78024115	11/08/2016	A00275403	Guerrero, Jose D.	S0036774	11000	9526	1,454.00
78024116	11/08/2016	A00267327	Guitron, Jose L.	S0036775	11000	9526	1,454.00
78024117	11/08/2016	A00281602	Gunter, Holly D.	S0036776	11000	9526	741.00
78024118	11/08/2016	A00281838	Gurrola Lopez, Cristal	S0036537	11000	9526	1,166.85
78024119	11/08/2016	A00267785	Gutierrez, Jonathon A.	S0036777	11000	9526	462.00
78024120	11/08/2016	A00275353	Gutierrez, Marizol	S0036778	11000	9526	1,090.00
78024121	11/08/2016	A00228603	Gutierrez, Victor M.	S0036779	11000	9526	1,454.00
78024122	11/08/2016	A00281840	Guzman, Jennifer	S0036780	11000	9526	666.00
78024123	11/08/2016	A00279303	Hammond, Rosalyn N.	S0036800	11000	9526	363.00
78024124	11/08/2016	A00282395	Hansen, Tarin E.	S0036801	11000	9526	198.00
78024125	11/08/2016	A00265402	Harmer, Kyndal R.	S0036802	11000	9526	1,341.00
78024126	11/08/2016	A00233818	Harris, Ceann L.	S0036803	11000	9526	816.00
78024127	11/08/2016	A00266854	Harrison, Dannika L.	S0036804	11000	9526	1,454.00
78024128	11/08/2016	A00226687	Harte, Dylan	S0036805	11000	9526	1,166.00
78024129	11/08/2016	A00275461	Hartman, Jessica E.	S0036806	11000	9526	1,454.00
78024130	11/08/2016	A00243998	Hatcher, Tabatha M.	S0036807	11000	9526	1,454.00
78024131	11/08/2016	A00281023	Hayes, Tayler D.	S0036808	11000	9526	1,454.00
78024132	11/08/2016	A00280854	Hernandez, Adriana D.	S0036809	11000	9526	1,018.54
78024133	11/08/2016	A00276160	Hernandez, Amber	S0036810	11000	9526	1,454.00
78024134	11/08/2016	A00276916	Hernandez, Gloria R.	S0036811	11000	9526	727.00
78024135	11/08/2016	A00241350	Hernandez, Isabel A.	S0036812	11000	9526	1,454.00
78024136	11/08/2016	A00274418	Hernandez, Julie	S0036538	11000	9526	1,454.00
78024137	11/08/2016	A00274747	Hernandez, Maria I.	S0036813	11000	9526	1,454.00

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78024138	11/08/2016	A00280365	Hernandez, Nikki	S0036814	11000	9526	1,090.00
78024139	11/08/2016	A00280777	Hernandez, Savannah	S0036815	11000	9526	321.00
78024140	11/08/2016	A00265921	Herrera, Oscar R.	S0036816	11000	9526	266.00
78024141	11/08/2016	A00279095	Hill, Aidan M.	S0036817	11000	9526	1,090.00
78024142	11/08/2016	A00272612	Horton, Angelica M.	S0036818	11000	9526	363.00
78024143	11/08/2016	A00275477	Hoxsie, Leah L.	S0036819	11000	9526	1,454.00
78024144	11/08/2016	A00280640	Huizar, Alexander	S0036820	11000	9526	1,454.00
78024145	11/08/2016	A00276491	Hurst, Mark	S0036539	11000	9526	1,454.00
78024146	11/08/2016	A00283304	Ibarra, Luz M.	S0036821	11000	9526	1,006.00
78024147	11/08/2016	A00073229	Jackson, Leticia D.	S0036822	11000	9526	781.00
78024148	11/08/2016	A00274654	Jauregui, Erik A.	S0036540	11000	9526	1,454.00
78024149	11/08/2016	A00250040	Jeffery, Lindsey S.	S0036842	11000	9526	1,018.54
78024150	11/08/2016	A00284604	Jennings, TeJianique M.	S0036843	11000	9526	1,520.00
78024151	11/08/2016	A00244047	Johnson, Anna M.	S0036844	11000	9526	1,454.00
78024152	11/08/2016	A00275846	Johnston, Allison J.	S0036845	11000	9526	1,166.00
78024153	11/08/2016	A00037576	Jordan Lopez, Daniel	S0036846	11000	9526	363.00
78024154	11/08/2016	A00283878	Katz, Megan C.	S0036847	11000	9526	363.00
78024155	11/08/2016	A00242933	Kaur, Pawanpreet	S0036848	11000	9526	716.00
78024156	11/08/2016	A00280620	Kaur, Ravanpreet	S0036849	11000	9526	1,043.00
78024157	11/08/2016	A00265946	Kelley, Kayla L.	S0036850	11000	9526	1,090.00
78024158	11/08/2016	A00279456	Kellingsworth, Ashlee M.	S0036851	11000	9526	1,454.00
78024159	11/08/2016	A00282273	King, Autumn B.	S0036852	11000	9526	1,090.00
78024160	11/08/2016	A00280789	Kooner, Kulvir	S0036853	11000	9526	1,090.00
78024161	11/08/2016	A00277860	Lam, Marvin N.	S0036854	11000	9526	727.00

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78024162	11/08/2016	A00275237	Lara-Lozano, Alonso	S0036855	11000	9526	1,454.00
78024163	11/08/2016	A00281998	Leal Ruiz, Merriam	S0036856	11000	9526	1,454.00
78024164	11/08/2016	A00264990	Ledesma, Teresa D.	S0036876	11000	9526	363.00
78024165	11/08/2016	A00275793	Lee, Jamie Y.	S0036877	11000	9526	1,441.00
78024166	11/08/2016	A00279083	Leon, Eli F.	S0036878	11000	9526	363.00
78024167	11/08/2016	A00267769	Leon, Yesenia	S0036879	11000	9526	516.00
78024168	11/08/2016	A00228820	Lister, Brian M.	S0036880	11000	9526	537.00
78024169	11/08/2016	A00262881	Lopez, Ana M.	S0036881	11000	9526	312.00
78024170	11/08/2016	A00265772	Lopez, Brianda	S0036882	11000	9526	727.00
78024171	11/08/2016	A00267453	Lopez, Jazmin	S0036883	11000	9526	1,454.00
78024172	11/08/2016	A00280473	Lopez, Melissa	S0036884	11000	9526	200.00
78024173	11/08/2016	A00284428	Lopez, Soraya E.	S0036885	11000	9526	720.00
78024174	11/08/2016	A00281437	Lopez Arroyo, Robert E.	S0036886	11000	9526	1,090.00
78024175	11/08/2016	A00258948	Lopez Lopez, Uriel A.	S0036887	11000	9526	1,454.00
78024176	11/08/2016	A00283124	Lujan, Jocelyn	S0036888	11000	9526	1,090.00
78024177	11/08/2016	A00251591	Luna, Destinie M.	S0036889	11000	9526	727.00
78024178	11/08/2016	A00095903	Macias, Sandra	S0036890	11000	9526	363.00
78024179	11/08/2016	A00281958	Magana, Jessica T.	S0036891	11000	9526	387.00
78024180	11/08/2016	A00284020	Maldonado, Marissa N.	S0036892	11000	9526	727.00
78024181	11/08/2016	A00280094	Marquez, Carissa M.	S0036914	11000	9526	331.00
78024182	11/08/2016	A00265224	Marquez, Christina G.	S0036915	11000	9526	217.00
78024183	11/08/2016	A00102936	Martin, Carolina	S0036916	11000	9526	1,018.54
78024184	11/08/2016	A00276070	Martinez, Christopher	S0036917	11000	9526	1,166.00
78024185	11/08/2016	A00279416	Martinez, Dulceli I.	S0036918	11000	9526	1,041.00

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78024186	11/08/2016	A00276852	Martinez, Luis J.	S0036541	11000	9526	1,454.00
78024187	11/08/2016	A00281355	Martinez, Victoria A.	S0036919	11000	9526	866.00
78024188	11/08/2016	A00280813	Martinez Gervacio, Jasmin I.	S0036920	11000	9526	1,454.00
78024189	11/08/2016	A00281119	Massie, Dakotah R.	S0036921	11000	9526	1,454.00
78024190	11/08/2016	A00276068	Mayfield, Zachary B.	S0036922	11000	9526	727.00
78024191	11/08/2016	A00284933	Mcauley, Marissa M.	S0036925	11000	9526	1,066.00
78024192	11/08/2016	A00257922	McClanahan, Kevin J.	S0036923	11000	9526	931.00
78024193	11/08/2016	A00275931	McMahon, Megan H.	S0036924	11000	9526	727.00
78024194	11/08/2016	A00247329	Medina, Alondra G.	S0036926	11000	9526	363.00
78024195	11/08/2016	A00280974	Medina, Damian X.	S0036927	11000	9526	1,454.00
78024196	11/08/2016	A00284794	Medlock, Kristina M.	S0036928	11000	9526	727.00
78024197	11/08/2016	A00237378	Melendrez-Urrea, Olga J.	S0036929	11000	9526	1,454.00
78024198	11/08/2016	A00280643	Mendez, Ivan	S0036930	11000	9526	1,454.00
78024199	11/08/2016	A00279422	Mendez, Joshua A.	S0036931	11000	9526	1,454.00
78024200	11/08/2016	A00276475	Mendoza, Attenas	S0036932	11000	9526	658.00
78024201	11/08/2016	A00280963	Mendoza, Erika	S0036933	11000	9526	466.00
78024202	11/08/2016	A00281349	Mendoza, Esteban M.	S0036559	11000	9526	293.00
78024203	11/08/2016	A00280917	Mendoza, Isabel A.	S0036560	11000	9526	1,454.00
78024204	11/08/2016	A00279135	Merino, Joshua I.	S0036561	11000	9526	316.00
78024205	11/08/2016	A00271532	Miller, Brock A.	S0036562	11000	9526	931.00
78024206	11/08/2016	A00042222	Miller, Lindsey M.	S0036563	11000	9526	1,454.00
78024207	11/08/2016	A00279261	Miller, Meghan M.	S0036564	11000	9526	291.00
78024208	11/08/2016	A00274668	Monroy, Adam	S0036565	11000	9526	1,454.00
78024209	11/08/2016	A00277935	Montano, Jennifer G.	S0036566	11000	9526	1,454.00

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78024210	11/08/2016	A00277234	Montgomery, Cynthia S.	S0036567	11000	9526	216.00
78024211	11/08/2016	A00284852	Moon, Liliana A.	S0036568	11000	9526	363.00
78024212	11/08/2016	A00281143	Morales, Diana A.	S0036569	11000	9526	1,454.00
78024213	11/08/2016	A00279213	Morales, Oscar M.	S0036570	11000	9526	727.00
78024214	11/08/2016	A00280988	Moreno, Luz C.	S0036571	11000	9526	1,166.00
78024215	11/08/2016	A00279249	Moron, Ernesto	S0036572	11000	9526	621.00
78024216	11/08/2016	A00254789	Mullins, Jessica L.	S0036542	11000	9526	2,181.00
78024217	11/08/2016	A00285142	Munoz, Caleb C.	S0036573	11000	9526	1,316.00
78024218	11/08/2016	A00279291	Murphy, Ryan D.	S0036574	11000	9526	1,454.00
78024219	11/08/2016	A00274528	Navarrete, Mariela R.	S0036575	11000	9526	1,454.00
78024220	11/08/2016	A00279263	Noland, Trinity C.	S0036576	11000	9526	1,454.00
78024221	11/08/2016	A00283119	Nolasco, Brooke E.	S0036577	11000	9526	616.00
78024222	11/08/2016	A00257438	Nombrano, Adrian	S0036578	11000	9526	1,454.00
78024223	11/08/2016	A00280644	Nunez, Jennifer	S0036543	11000	9526	1,297.23
78024224	11/08/2016	A00280842	Ocampo, Jonathan J.	S0036579	11000	9526	791.00
78024225	11/08/2016	A00283257	OConnor, Mark N.	S0036544	11000	9526	412.64
78024226	11/08/2016	A00253897	Okafor, Doris O.	S0036545	11000	9526	238.11
78024227	11/08/2016	A00283249	Olivas, Coleman K.	S0036580	11000	9526	341.00
78024228	11/08/2016	A00039855	Ormerod, James A.	S0036581	11000	9526	233.00
78024229	11/08/2016	A00275408	Ornelas, Brenda	S0036582	11000	9526	1,454.00
78024230	11/08/2016	A00275039	Osorio, Adan J.	S0036546	11000	9526	1,454.00
78024231	11/08/2016	A00267464	Osornia, Brenda	S0036586	11000	9526	1,066.00
78024232	11/08/2016	A00267463	Osornia, Jhoana	S0036587	11000	9526	866.00
78024233	11/08/2016	A00274971	Pacheco, Iris M.	S0036588	11000	9526	354.00

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78024234	11/08/2016	A00267482	Parkinson, Tory N.	S0036625	11000	9526	491.00
78024235	11/08/2016	A00281813	Parra, Hector	S0036626	11000	9526	727.00
78024236	11/08/2016	A00279211	Patrick, Samantha J.	S0036627	11000	9526	1,454.00
78024237	11/08/2016	A00038486	Pearcy, Brenton	S0036628	11000	9526	727.00
78024238	11/08/2016	A00281516	Pelayo, Edwin G.	S0036629	11000	9526	1,454.00
78024239	11/08/2016	A00260220	Pena, Lauren R.	S0036630	11000	9526	1,454.00
78024240	11/08/2016	A00284892	Perez, Alondra G.	S0036631	11000	9526	1,454.00
78024241	11/08/2016	A00281101	Perez, Jazmin	S0036632	11000	9526	1,454.00
78024242	11/08/2016	A00267008	Perez, Mireya	S0036633	11000	9526	1,266.00
78024243	11/08/2016	A00280930	Perez, Sonia	S0036634	11000	9526	1,454.00
78024244	11/08/2016	A00283864	Perez, Yesenia	S0036635	11000	9526	1,090.00
78024245	11/08/2016	A00281440	Plascencia, Humberto	S0036636	11000	9526	816.00
78024246	11/08/2016	A00279218	Ponce Mezta, Lacey F.	S0036637	11000	9526	1,454.00
78024247	11/08/2016	A00271178	Poncetta, Van D.	S0036547	11000	9526	1,454.00
78024248	11/08/2016	A00279251	Portillo, Denilson	S0036638	11000	9526	727.00
78024249	11/08/2016	A00272462	Portillo, Jason S.	S0036639	11000	9526	1,454.00
78024250	11/08/2016	A00281846	Powell, Justin D.	S0036640	11000	9526	433.00
78024251	11/08/2016	A00276888	Powell, Travis L.	S0036641	11000	9526	1,454.00
78024252	11/08/2016	A00283331	Pratt, Keyon D.	S0036642	11000	9526	1,454.00
78024253	11/08/2016	A00277140	Quair, Sabrina M.	S0036643	11000	9526	363.00
78024254	11/08/2016	A00279224	Quevedo, Yarely A.	S0036644	11000	9526	641.00
78024255	11/08/2016	A00267938	Quinones, Luis E.	S0036688	11000	9526	1,090.00
78024256	11/08/2016	A00279025	Quinonez, Celestina	S0036689	11000	9526	363.00
78024257	11/08/2016	A00272449	Quinonez, Karen	S0036690	11000	9526	727.00

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78024258	11/08/2016	A00280497	Ramirez, Diana	S0036691	11000	9526	1,454.00
78024259	11/08/2016	A00279379	Ramirez, Herman A.	S0036692	11000	9526	1,090.00
78024260	11/08/2016	A00267940	Ramirez, Nancy G.	S0036693	11000	9526	516.00
78024261	11/08/2016	A00280877	Ramirez, Sergio E.	S0036694	11000	9526	1,366.00
78024262	11/08/2016	A00272844	Ramos, Jasmine B.	S0036695	11000	9526	363.00
78024263	11/08/2016	A00273886	Ratcliff-Hogan, Keana R.	S0036548	11000	9526	100.00
78024264	11/08/2016	A00282948	Rawlins, Rebecca-Dawn	S0036696	11000	9526	216.00
78024265	11/08/2016	A00276917	Reed, Courtney L.	S0036697	11000	9526	716.00
78024266	11/08/2016	A00281354	Rendon, Katherine A.	S0036698	11000	9526	1,191.00
78024267	11/08/2016	A00268421	Renteria, Adrian	S0036699	11000	9526	1,166.00
78024268	11/08/2016	A00259486	Resendis, Cristian	S0036700	11000	9526	1,454.00
78024269	11/08/2016	A00247252	Rhein-Hernandez, Stephanie M	S0036701	11000	9526	566.00
78024270	11/08/2016	A00283994	Rhoads, Kyle R.	S0036702	11000	9526	481.00
78024271	11/08/2016	A00279243	Richardson, Camryn B.	S0036549	11000	9526	88.24
78024272	11/08/2016	A00027700	Rivera, Karla	S0036703	11000	9526	727.00
78024273	11/08/2016	A00247057	Rivera, Shannon R.	S0036704	11000	9526	1,316.00
78024274	11/08/2016	A00276853	Robles, Fernando B.	S0036550	11000	9526	1,166.00
78024275	11/08/2016	A00281012	Rodriguez, Angelica E.	S0036743	11000	9526	1,454.00
78024276	11/08/2016	A00284043	Rodriguez, Francisco	S0036551	11000	9526	44.25
78024277	11/08/2016	A00267013	Rodriguez, Gisela	S0036744	11000	9526	727.00
78024278	11/08/2016	A00267244	Rodriguez, Irene	S0036552	11000	9526	1,219.81
78024279	11/08/2016	A00281000	Rodriguez, Jose	S0036745	11000	9526	1,090.00
78024280	11/08/2016	A00280939	Rodriguez, Karen B.	S0036746	11000	9526	481.00
78024281	11/08/2016	A00271296	Rodriguez, Mayra	S0036747	11000	9526	1,454.00

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78024282	11/08/2016	A00283025	Rodriguez, Samuel	S0036748	11000	9526	866.00
78024283	11/08/2016	A00273874	Rodriguez, Yuliana	S0036749	11000	9526	727.00
78024284	11/08/2016	A00267171	Roman, Valeria D.	S0036750	11000	9526	1,454.00
78024285	11/08/2016	A00252551	Romero, Chelsea L.	S0036751	11000	9526	727.00
78024286	11/08/2016	A00281085	Romero Rodriguez, Elsie E.	S0036752	11000	9526	363.00
78024287	11/08/2016	A00260397	Rose, Stacy E.	S0036753	11000	9526	530.54
78024288	11/08/2016	A00261154	Rubio, Araceli	S0036754	11000	9526	221.00
78024289	11/08/2016	A00274576	Ruelas, Stacey	S0036755	11000	9526	1,454.00
78024290	11/08/2016	A00281817	Ruiz, Josue	S0036553	11000	9526	1,454.00
78024291	11/08/2016	A00283341	Ruiz, Maria L.	S0036756	11000	9526	363.00
78024292	11/08/2016	A00277121	Ruiz, Patricia	S0036757	11000	9526	1,090.00
78024293	11/08/2016	A00263825	Saenz, Kirstie A.	S0036758	11000	9526	391.00
78024294	11/08/2016	A00285311	Saenz, Phoebe	S0036759	11000	9526	363.00
78024295	11/08/2016	A00281624	Salas, Elizabeth S.	S0036760	11000	9526	1,454.00
78024296	11/08/2016	A00262738	Salazar, Angelica G.	S0036761	11000	9526	1,454.00
78024297	11/08/2016	A00202046	Salinas, Cassie L.	S0036781	11000	9526	1,454.00
78024298	11/08/2016	A00267473	Salomon, Guadalupe	S0036782	11000	9526	741.00
78024299	11/08/2016	A00282752	Sanchez, Arturo	S0036554	11000	9526	313.11
78024300	11/08/2016	A00274429	Sanchez, Esther	S0036783	11000	9526	591.00
78024301	11/08/2016	A00281102	Sanchez, Gabriela A.	S0036784	11000	9526	727.00
78024302	11/08/2016	A00260676	Sanchez, Luis M.	S0036785	11000	9526	1,454.00
78024303	11/08/2016	A00109031	Sanchez Munoz, Monica	S0036786	11000	9526	1,454.00
78024304	11/08/2016	A00248758	Sanders, Angela M.	S0036555	11000	9526	565.00
78024305	11/08/2016	A00273034	Sanderson, Tara N.	S0036787	11000	9526	841.00

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78024306	11/08/2016	A00270026	Sandoval, Michelle	S0036788	11000	9526	363.00
78024307	11/08/2016	A00262832	Sandoval, Viridiana	S0036789	11000	9526	1,454.00
78024308	11/08/2016	A00268002	Sandoval Rosales, Daniela	S0036790	11000	9526	727.00
78024309	11/08/2016	A00265915	Sasi, Randiel O.	S0036791	11000	9526	612.00
78024310	11/08/2016	A00275266	Saucedo, Brittney Y.	S0036792	11000	9526	421.00
78024311	11/08/2016	A00026595	Schelper, Tamara D.	S0036793	11000	9526	1,454.00
78024312	11/08/2016	A00266080	Scott, Colby D.	S0036794	11000	9526	316.00
78024313	11/08/2016	A00238511	Serna, Elizabeth A.	S0036556	11000	9526	471.00
78024314	11/08/2016	A00280378	Serrano, Jessica N.	S0036795	11000	9526	160.00
78024315	11/08/2016	A00274972	Shanley, Sean P.	S0036796	11000	9526	354.00
78024316	11/08/2016	A00276192	Shannon, Erin E.	S0036797	11000	9526	816.00
78024317	11/08/2016	A00271291	Sharette, Juel L.	S0036798	11000	9526	1,090.00
78024318	11/08/2016	A00281908	Shepard, Leslie E.	S0036799	11000	9526	1,454.00
78024319	11/08/2016	A00263837	Shoemaker, Justin W.	S0036823	11000	9526	641.00
78024320	11/08/2016	A00224653	Simpson, Karlee B.	S0036824	11000	9526	1,454.00
78024321	11/08/2016	A00262984	Singh, Jasmeet	S0036825	11000	9526	363.00
78024322	11/08/2016	A00270993	Sivils, Kayla N.	S0036826	11000	9526	363.00
78024323	11/08/2016	A00280444	Skeels, Sarah F.	S0036827	11000	9526	1,090.00
78024324	11/08/2016	A00272604	Smith, Katelyn M.	S0036828	11000	9526	1,454.00
78024325	11/08/2016	A00276439	Smith, Sarah A.	S0036829	11000	9526	1,090.00
78024326	11/08/2016	A00017347	Smith, Shareka N.	S0036830	11000	9526	727.00
78024327	11/08/2016	A00270208	Sorensen, Seth F.	S0036831	11000	9526	616.00
78024328	11/08/2016	A00108798	Soriano, Stacey A.	S0036557	11000	9526	67.93
78024329	11/08/2016	A00212846	Souza, Katey	S0036832	11000	9526	1,090.00

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78024330	11/08/2016	A00280573	Spires, Kimberly M.	S0036833	11000	9526	727.00
78024331	11/08/2016	A00272422	Sumler, Angela M.	S0036834	11000	9526	658.00
78024332	11/08/2016	A00280952	Takkar, Paramveer S.	S0036835	11000	9526	1,454.00
78024333	11/08/2016	A00243000	Talavera, Kandie M.	S0036836	11000	9526	1,454.00
78024334	11/08/2016	A00280588	Tarango, Rose E.	S0036837	11000	9526	727.00
78024335	11/08/2016	A00272510	Tena, Nashel L.	S0036838	11000	9526	1,441.00
78024336	11/08/2016	A00276173	Terrell, Haylie M.	S0036839	11000	9526	363.00
78024337	11/08/2016	A00280861	Thompson, Emily A.	S0036840	11000	9526	1,454.00
78024338	11/08/2016	A00250395	Tinoco, Patricia	S0036841	11000	9526	1,454.00
78024339	11/08/2016	A00003990	Torres, Adan	S0036857	11000	9526	310.00
78024340	11/08/2016	A00243063	Torres, Jeremy I.	S0036858	11000	9526	1,454.00
78024341	11/08/2016	A00245566	Torres, Joanna M.	S0036859	11000	9526	363.00
78024342	11/08/2016	A00275272	Torres, Maria I.	S0036860	11000	9526	363.00
78024343	11/08/2016	A00268000	Toten, Candice J.	S0036861	11000	9526	1,454.00
78024344	11/08/2016	A00246781	Tran, Katie H.	S0036862	11000	9526	1,453.00
78024345	11/08/2016	A00282166	Trevino, Adriana V.	S0036863	11000	9526	1,090.00
78024346	11/08/2016	A00279506	Trevino, Samantha A.	S0036864	11000	9526	1,454.00
78024347	11/08/2016	A00269534	Trimble, Aaron C.	S0036865	11000	9526	727.00
78024348	11/08/2016	A00279239	Uriarte, Javier A.	S0036866	11000	9526	727.00
78024349	11/08/2016	A00233238	Urioste, Brett A.	S0036867	11000	9526	1,091.00
78024350	11/08/2016	A00205963	Valencia, Leovi M.	S0036868	11000	9526	1,441.00
78024351	11/08/2016	A00273873	Valenzuela, Kareli	S0036869	11000	9526	695.00
78024352	11/08/2016	A00283092	VanDorfy, Breana R.	S0036870	11000	9526	727.00
78024353	11/08/2016	A00263856	Vargas, Francisco J.	S0036871	11000	9526	279.00

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78024354	11/08/2016	A00213357	Vargas, Samanta	S0036872	11000	9526	363.00
78024355	11/08/2016	A00259173	Vasquez, Marcello	S0036873	11000	9526	1,454.00
78024356	11/08/2016	A00267483	Vega, Bailey D.	S0036874	11000	9526	941.00
78024357	11/08/2016	A00280778	Velasquez, Daniel V.	S0036875	11000	9526	433.00
78024358	11/08/2016	A00283923	Villalobos, Joshua	S0036558	11000	9526	727.00
78024359	11/08/2016	A00009706	Wade, Lina L.	S0036893	11000	9526	1,454.00
78024360	11/08/2016	A00257071	Walton, Luz G.	S0036894	11000	9526	166.00
78024361	11/08/2016	A00244933	Warren, Brent R.	S0036895	11000	9526	345.00
78024362	11/08/2016	A00279207	Watrous, Donovan T.	S0036896	11000	9526	1,454.00
78024363	11/08/2016	A00283742	Watson, Star S.	S0036897	11000	9526	727.00
78024364	11/08/2016	A00285166	Wayts, Madilyn R.	S0036898	11000	9526	687.00
78024365	11/08/2016	A00270974	Webb, Katelynn M.	S0036899	11000	9526	1,166.00
78024366	11/08/2016	A00249858	White, Nicholas A.	S0036900	11000	9526	363.00
78024367	11/08/2016	A00097028	White, Toni	S0036521	11000	9526	2,908.00
78024368	11/08/2016	A00254788	Whiting, Melissa A.	S0036901	11000	9526	445.00
78024369	11/08/2016	A00267294	Williams, Kachiri D.	S0036902	11000	9526	727.00
78024370	11/08/2016	A00042627	Williams, Summer	S0036903	11000	9526	179.00
78024371	11/08/2016	A00038893	Wilson, Karissa	S0036904	11000	9526	1,454.00
78024372	11/08/2016	A00281021	Wise, Jason D.	S0036905	11000	9526	1,454.00
78024373	11/08/2016	A00277785	Witt, Jakob V.	S0036906	11000	9526	1,454.00
78024374	11/08/2016	A00250720	Wofford, Jovan	S0036907	11000	9526	666.00
78024375	11/08/2016	A00270037	Wright, Jonnie C.	S0036908	11000	9526	371.00
78024376	11/08/2016	A00213267	Yarbrough, Jordyn N.	S0036909	11000	9526	1,090.00
78024377	11/08/2016	A00282195	Yeley, Christine E.	S0036910	11000	9526	521.00

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78024378	11/08/2016	A00278974	Zavala, Maria G.	S0036911		11000		9526		1,441.00
78024379	11/08/2016	A00280757	Zelaya, Britney A.	S0036912		11000		9526		1,454.00
78024380	11/08/2016	A00280609	Zuniga, Miguel O.	S0036913		11000		9526		1,454.00
78024381	11/16/2016	A00269611	A-C Electric Company	I0046691	35329	12603	125	5621	68900	250.00
78024382	11/16/2016	A00284634	Abbott, Amar I.	I0046767	100616	12000	311	5710	64200	170.00
78024383	11/16/2016	A00269222	Acclaim Signs	I0046719	164737	41000	000	4310	67900	307.96
78024384	11/16/2016	A00200032	Agundez, Adrian B.	I0046799	090816	11000	113	5710	67801	154.44
78024385	11/16/2016	A00200034	Albertson's	I0046672	44681019	39000	314	4311	64991	795.72
78024386	11/16/2016	A00200043	American Express	I0046756	91006102	11000	110	5710	66003	693.00
						12000	340	5710	64951	350.00
						11000	110	5710	66003	495.00
78024387	11/16/2016	A00200376	Amerio, Barbara J.	I0046723	110116	12551	353	5505	64600	69.98
				I0046755	102616	12551	353	4310	64600	433.00
78024388	11/16/2016	A00269441	Atkinson, Andelson, Loya, Ru	I0046676	507637	12587	111	5505	66002	3,180.00
78024389	11/16/2016	A00200063	Austin's Pest Control, Inc.	I0046698	OCT 16	11000	431	5860	65100	455.00
				I0046711	OCT. 16	39000	314	5860	64991	100.00
78024390	11/16/2016	A00038569	Avila, Henry	I0046794	092416	12565	223	5710	60103	75.69
78024391	11/16/2016	A00277685	Bakersfield Golf Cart Compan	I0046730	21199	12434	219	5612	17010	4,703.64
78024392	11/16/2016	A00286446	Balason, Severo	I0046741	101716	11000	411	5985	67300	676.33
78024393	11/16/2016	A00001751	Balestino, Theodore J.	I0046793	092416	12565	223	5710	60103	67.82
78024394	11/16/2016	A00200076	Bandy, Ingrun K.	I0046729	101116	11000	352	5710	69610	140.96
78024395	11/16/2016	A00272600	Beard Family Trust	I0046731	NOV 16	12560	223	5610	09565	6,250.00
78024396	11/16/2016	A00200094	Black, Sheri D.	I0046722	103116	11000	355	4310	64900	110.44
78024397	11/16/2016	A00200111	Bogle, Darcy S.	I0046792	092716	12000	304	5710	63200	17.24

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78024398	11/16/2016	A00200107Bright House Networks	I0046712	100416	12603	125	5840	68900	286.03
78024399	11/16/2016	A00200107Bright House Networks	I0046720	090316	12603	125	5840	68900	687.44
78024400	11/16/2016	A00200107Bright House Networks	I0046742	101316	31000	423	5840	69100	152.96
78024401	11/16/2016	A00200124California Chest X-Ray Surve	I0046679	5091	11000	411	5990	67300	1,102.00
78024402	11/16/2016	A00283238Calvary Temple Assembly of G	I0046689	101516	12603	125	5610	68900	1,500.00
			I0046690	10/15/16	12603	125	5610	68900	250.00
78024403	11/16/2016	A00200146Carolina Biological Supply C	I0046697	49665367	11000	209	4311	04011	27.09
78024404	11/16/2016	A00200149Carquest Auto Parts	I0046674	7305-200	39000	314	4310	64991	12.88
78024405	11/16/2016	A00279668CCI Central, Inc.	I0046678	25243	11000	411	5950	67300	438.66
78024406	11/16/2016	A00200166Center for Edu. & Employment	I0046758	07074648	11000	301	4120	64500	104.95
78024407	11/16/2016	A00200168Central Valley Occupational	I0046757	71-354	11000	411	5990	67300	155.00
					11000	352	5980	69610	120.00
					11000	202	5980	60100	60.00
					12433	341	5980	64991	120.00
					39000	314	5980	64991	60.00
					33428	310	5980	69200	120.00
					11000	302	5980	63100	60.00
78024408	11/16/2016	A00200182City of Taft Police Departme	I0046760	0716WKCC	39000	314	5990	64991	29.00
					12433	341	5990	64991	58.00
					11000	306	5990	49306	29.00
78024409	11/16/2016	A00258703College House	I0046732	10201200	31000	423	4310	69100	3,166.00
					31000	423	5940	69100	310.48
78024410	11/16/2016	A00200205Cook's Computer Maintenance	I0046724	12222	11000	113	5632	67801	240.00
78024411	11/16/2016	A00010784Cordova, Anthony L.	I0046786	092916	12434	219	5710	17010	224.97

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					12435	221	5710	19010	224.97		
78024412	11/16/2016	A00228756	Country Auto & Truck Taft	I0046713	582259	11000	432	4312	67703	26.47	
78024413	11/16/2016	A00201154	Cuate, Bertha J.	I0046800	070516	12434	219	5710	17010	77.00	
					12563	202	5710	00000	77.00		
78024414	11/16/2016	A00200236	Demco	I0046692	5986647	11000	203	4310	61200	441.77	
					I0046694	5987186	11000	203	4310	61200	287.34
78024415	11/16/2016	A00200238	Department of Justice	I0046759	179111	39000	314	5990	64991	32.00	
					12433	341	5990	64991	64.00		
					11000	101	5990	66004	49.00		
					33428	310	5990	69200	32.00		
					11000	357	5990	69700	32.00		
					11000	202	5990	60100	32.00		
					11000	306	5990	49306	32.00		
					11000	411	5990	67300	79.00		
78024416	11/16/2016	A00237331	Dumbrigue, Joanne V.	I0046721	103116	12551	353	4410	64600	104.03	
					I0046754	102616	12551	353	4410	64600	68.41
					I0046763	10/31/16	12551	353	5710	64600	163.62
					I0046764	100716	12551	353	5710	64600	138.56
78024417	11/16/2016	A00201247	Duron, Candace A.	I0046737	091112	12000	304	5710	63200	140.96	
78024418	11/16/2016	A00283264	Frontier California Inc.	I0046739	112116	11000	431	5840	65700	783.18	
78024419	11/16/2016	A00283264	Frontier California Inc.	I0046740	77001028	11000	431	5840	65700	1,009.38	
78024420	11/16/2016	A00200950	Furman, Tori J.	I0046777	102016	12565	223	5710	09565	472.46	
					I0046778	10/20/16	12561	223	5710	09565	43.20
					I0046779	101916	12565	223	5710	09565	27.00

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			I0046781	101416	12565	223	5710	09565	170.64	
			I0046797	090916	12560	223	5710	60103	21.60	
78024421	11/16/2016	A00269082	Garcia, Zully	I0046683	78020741	11000	000	9526	00000	722.00
78024422	11/16/2016	A00200627	Gonzalez, Lourdes	I0046753	090816	12000	303	5710	64300	575.00
				I0046796	091316	12599	309	5710	64992	775.91
78024423	11/16/2016	A00263473	Haslam, Kaila M.	I0046789	093016	12434	219	5710	17010	60.00
						12435	221	5710	19010	60.00
78024424	11/16/2016	A00280910	Independent Living Center of	I0046750	2457	12000	311	5641	64200	264.22
						12000	311	5641	64200	394.22
				I0046752	2455	12000	311	5641	64200	394.22
						12000	311	5641	64200	430.94
78024425	11/16/2016	A00200680	J & L Locksmithing	I0046726	015118	11000	431	5632	65100	87.50
78024426	11/16/2016	A00210963	J. America	I0046733	411231	31000	423	4310	69100	450.00
						31000	423	5940	69100	27.47
78024427	11/16/2016	A00200656	Jacobi, Victoria J.	I0046775	102216	11000	202	5710	60100	143.64
				I0046776	100416	11000	211	5710	49999	1,092.50
				I0046783	100716	11510	313	5710	63300	139.60
78024428	11/16/2016	A00276687	JP Marketing	I0046747	12782	12375	301	5641	64500	1,399.25
78024429	11/16/2016	A00200707	Keenan & Associates	I0046718	194349	11000	401	5430	67200	255.96
78024430	11/16/2016	A00265946	Kelley, Kayla L.	S0036128		11000		9526		98.00
78024431	11/16/2016	A00200715	Kern Electric Distributors	I0046699	550081	11000	431	4310	65100	37.63
78024432	11/16/2016	A00280567	King Door Co. Inc	I0046717	80335	11000	431	5631	65100	345.00
78024433	11/16/2016	A00201542	Klein, Shelley A.	I0046782	101016	11000	110	5710	66003	233.28
78024434	11/16/2016	A00200729	Landauer, Inc.	I0046673	10042664	11000	205	4311	12042	784.65

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78024435	11/16/2016	A00234781	Lego Education	I0046714	11901995	12434	219	4315	17010	562.87
78024436	11/16/2016	A00259625	Lopez, Norberto	I0046762	102216	11000	202	5710	60100	39.96
78024437	11/16/2016	A00259082	Lozano Smith, LLP	I0046677	2012352	11000	411	5710	67300	75.00
78024438	11/16/2016	A00002482	May, James P.	I0046671	092316	11000	209	5740	19011	149.75
78024439	11/16/2016	A00227772	MBS Textbook Exchange, Inc.	I0046734	2565395	31000	423	6412	69100	298.85
78024440	11/16/2016	A00200559	McMurray, Robert B.	I0046774	102316	11000	401	5710	67200	328.12
78024441	11/16/2016	A00271247	Mendenhall, Janis L.	I0046766	100616	12000	311	5710	64200	1,279.60
				I0046785	093016	12434	219	5710	17010	189.06
						12435	221	5710	19010	189.06
78024442	11/16/2016	A00278032	Meteau, Robert	I0046795	091916	11000	411	5710	67300	39.96
78024443	11/16/2016	A00211081	Miller, Kent L.	I0046670	102116	12563	202	5710	00000	414.31
78024444	11/16/2016	A00234706	MNJ Technologies Direct, Inc	I0046761	00034937	12603	125	6415	68900	2,607.40
78024445	11/16/2016	A00200584	Nacscorp	I0046735	D239071	31000	423	4310	69100	90.00
78024446	11/16/2016	A00285167	Newark element14	I0046707	28177275	12435	221	4311	19010	1,191.32
78024447	11/16/2016	A00200498	Office Depot	I0046684	86578357	11000	208	4310	15016	31.20
				I0046685	86578327	11000	208	4310	15016	48.30
				I0046693	85985878	11000	203	4310	61200	18.26
				I0046703	86867693	11000	202	4318	60200	118.24
				I0046704	87511954	11000	207	4311	49999	78.54
				I0046705	87497663	12000	340	4310	64951	79.54
78024447	11/16/2016	A00200498	Office Depot	I0046706	87552693	11000	209	4310	04013	70.82
				I0046708	87659679	11000	209	4310	17012	17.19
				I0046709	87608181	11000	208	4310	10020	69.60
						11000	208	6412	10020	69.86

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					11000	208	4311	10021	38.04	
					11000	208	4311	10021	36.81	
		I0046710	87526122	11000	301	4310	63100		57.49	
		I0046745	85974420	11000	207	4311	49999		89.16	
		I0046746	87421949	12000	311	4310	64200		64.32	
		I0046748	86867693	11000	202	4318	60200		118.24	
		I0046749	87497593	12000	340	4310	64951		185.06	
78024448	11/16/2016	A00200502	Orange Belt Stages	I0046751	116609	11000	352	5750	69613	1,445.00
78024449	11/16/2016	A00200508	P. G. & E.	I0046743	111716	11000	431	5830	65700	12,478.32
78024450	11/16/2016	A00200508	P. G. & E.	I0046744	11/17/16	11000	431	5830	65700	13,637.45
78024451	11/16/2016	A00201630	Payne, Tiffany A.	I0046788	093016	12434	219	5710	17010	60.00
					12435	221	5710	19010	60.00	
78024452	11/16/2016	A00200517	Peace Lutheran Church	I0046681	101816	11000	205	5611	12042	6,000.00
78024453	11/16/2016	A00095940	Raber, Tabitha L.	I0046728	102016	11000	202	5990	60100	10.00
78024454	11/16/2016	A00200985	Rangel-Escobedo, Juana R.	I0046769	10/10/16	12563	202	5710	00000	367.28
				I0046798	090916	11000	313	5710	63300	6.00
78024455	11/16/2016	A00231833	Ray A. Morgan Company Inc.	I0046686	1393246	11000	202	4318	60100	174.41
				I0046695	1383567	12603	125	4318	68900	78.79
				I0046696	1383591	12603	125	4318	68900	78.79
78024456	11/16/2016	A00203708	Rodriguez, Suzie	I0046701	OCT 16	12460	206	5641	12042	516.00
					12460	206	5710	12042	92.34	
78024457	11/16/2016	A00261588	Smith, Terri L.	I0046780	101816	11000	211	5710	49999	206.32
78024458	11/16/2016	A00234793	Southwest Signs	I0046716	11098	12434	219	4310	17010	182.75
78024459	11/16/2016	A00200393	Sparkletts	I0046687	101416	12560	223	4310	09565	12.00

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78024460	11/16/2016	A00200393Sparkletts	I0046700	10-20-16	11000	301	5810	64500	94.48
78024461	11/16/2016	A00200419T.C. Clearing Account	I0046727	110216	11000	353	7130	64600	1,337.00
78024462	11/16/2016	A00200832Taft College Foundation	I0046715	113564	12434	219	5710	17010	330.00
					12435	221	5710	19010	330.00
78024463	11/16/2016	A00200442Thompson, Tony M.	I0046768	101616	11000	302	5710	63100	302.54
78024464	11/16/2016	A00213476Thomson Reuters Barclays	I0046675	101416	39000	314	4211	64991	122.00
78024465	11/16/2016	A00065581Thornsberry, Donald R.	I0046790	093016	12434	219	5710	17010	60.00
					12435	221	5710	19010	60.00
78024466	11/16/2016	A00234371Thornsberry, Melissa L.	I0046784	100316	12434	219	5710	17010	297.50
			I0046791	093016	12434	219	5710	17010	100.00
					12435	221	5710	19010	100.00
78024467	11/16/2016	A00200282True Value Home Center	I0046725	360237	11000	431	4310	65300	35.97
78024468	11/16/2016	A00243766Tweedy, Allisa M.	I0046787	093016	12434	219	5710	17010	100.00
					12435	221	5710	19010	100.00
78024469	11/16/2016	A00201117Vernier	I0046682	5226416	12434	219	4311	17010	2,079.62
					12434	219	4311	17010	1,637.14
					12434	219	4311	17010	1,232.60
					12434	219	4311	17010	524.63
					12434	219	5940	17010	30.19
78024470	11/16/2016	A00200344Wade, Judy L.	I0046765	101816	11000	411	5710	67300	151.74
					11000	411	5710	67300	1,160.91
					11000	411	5710	67300	60.00
78024471	11/16/2016	A00201172Waugh, Victoria A.	I0046770	102816	39000	312	5710	64991	175.31

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78024471	11/16/2016	A00201172	Waugh, Victoria A.	I0046771	101516	39000	312	5710	64991	117.99
				I0046772	101216	39000	312	5710	64991	37.36
78024472	11/16/2016	A00200355	West Kern Water District	I0046688	102116	12560	223	5810	09565	161.49
78024473	11/16/2016	A00275443	WestAir Gases & Equipment In	I0046680	10388780	12565	223	4311	09565	318.22
78024474	11/16/2016	A00200359	Westchester Plaza, LLC	I0046702	DEC 16	12461	206	5611	12042	2,530.00
						12461	206	5890	12042	864.00
78024475	11/16/2016	A00202072	Woods, Deanne M.	I0046773	100616	11000	306	5710	49306	110.16
78024476	11/17/2016	A00282004	Aparicio, Abraham D.	S0036934		11000		9526		1,135.00
78024477	11/17/2016	A00267040	Arellano, Daniel	S0036961		11000		9526		1,135.00
78024478	11/17/2016	A00268311	Cervantes, Maria F.	S0036935		11000		9526		626.00
78024479	11/17/2016	A00281065	Garcia Ambriz, Isabel	S0036959		11000		9526		1,105.00
78024480	11/17/2016	A00279200	Gonzalez, Jayden M.	S0036936		11000		9526		1,135.00
78024481	11/17/2016	A00276160	Hernandez, Amber	S0036937		11000		9526		500.00
78024482	11/17/2016	A00280817	Hernandez, Emily	S0036938		11000		9526		1,135.00
78024483	11/17/2016	A00280656	Lemus, Gonzalo N.	S0036939		11000		9526		552.00
78024484	11/17/2016	A00280974	Medina, Damian X.	S0036940		11000		9526		1,135.00
78024485	11/17/2016	A00283198	Montoya, Irving A.	S0036941		11000		9526		626.00
78024486	11/17/2016	A00285142	Munoz, Caleb C.	S0036942		11000		9526		1,135.00
78024487	11/17/2016	A00274471	Murphy, Jacob B.	S0036943		11000		9526		800.00
78024488	11/17/2016	A00279263	Noland, Trinity C.	S0036944		11000		9526		1,135.00
78024489	11/17/2016	A00284322	Ortiz, Desiree	S0036945		11000		9526		250.00
78024490	11/17/2016	A00275253	Otanez, Brenda L.	S0036946		11000		9526		500.00
78024491	11/17/2016	A00281813	Parra, Hector	S0036947		11000		9526		418.00
78024492	11/17/2016	A00279211	Patrick, Samantha J.	S0036948		11000		9526		509.00

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78024493	11/17/2016	A00284892	Perez, Alondra G.	S0036949		11000		9526		1,135.00
78024494	11/17/2016	A00282216	Plascencia, Anahi	S0036950		11000		9526		626.00
78024495	11/17/2016	A00271178	Poncetta, Van D.	S0036951		11000		9526		418.00
78024496	11/17/2016	A00281817	Ruiz, Josue	S0036960		11000		9526		1,135.00
78024497	11/17/2016	A00281624	Salas, Elizabeth S.	S0036952		11000		9526		1,135.00
78024498	11/17/2016	A00275694	Sims, Chasadee A.	S0036953		11000		9526		1,135.00
78024499	11/17/2016	A00269763	Singh, Sukhdev	S0036954		11000		9526		276.00
78024500	11/17/2016	A00252650	Torres, Adeleny	S0036955		11000		9526		232.00
78024501	11/17/2016	A00268000	Toten, Candice J.	S0036956		11000		9526		1,135.00
78024502	11/17/2016	A00281889	Valdez, Rita	S0036957		11000		9526		1,135.00
78024503	11/17/2016	A00279259	Wade, Andru M.	S0036958		11000		9526		626.00
78024504	11/21/2016	A00243588	AARP Health Care Options	I0046844	NOV 16	11000	412	3350	59100	13,594.53
78024505	11/21/2016	A00200043	American Express	I0046736	11004102	39000	314	5950	64991	3.77
						39000	314	4310	64991	850.99
						11000	306	4310	49306	3,050.42
78024506	11/21/2016	A00200043	American Express	I0046738	11006102	12434	219	5710	17010	1,426.77
						12434	219	5710	17010	1,252.80
78024507	11/21/2016	A00200043	American Express	I0046837	21007092	11000	101	4410	66004	52.83
						11000	110	4318	66003	87.85
						12434	219	5710	17010	1,413.20
						11000	110	4310	66003	176.00
78024508	11/21/2016	A00200043	American Express	I0046847	21007102	11000	101	5710	66004	990.00
						11000	110	4310	66003	45.12
						11000	110	4410	66003	14.79

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					12000	311	5710	64200	1,086.34	
					11000	101	4410	66004	9.29	
					12434	219	5710	17010	1,175.00	
78024509	11/21/2016	A00200051	Antongiovanni, Barbara	I0046853	OCT 16	12461	206	5710	12042	44.82
78024510	11/21/2016	A00282298	Arvizu, Primavera A.	I0046804	110116	11000	202	5710	60100	262.44
78024511	11/21/2016	A00202445	AT&T Mobility	I0046869	102516	12461	206	5840	12042	457.41
78024512	11/21/2016	A00200074	Baltazar, Diana	I0046851	OCT 16	12461	206	5710	12042	121.23
78024513	11/21/2016	A00200081	BARC, Inc.	I0046845	INV00752	11000	411	5990	67300	170.00
78024514	11/21/2016	A00200107	Bright House Networks	I0046861	113016	35827	357	5890	69700	1,038.13
78024515	11/21/2016	A00200107	Bright House Networks	I0046862	11/30/16	35819	357	5890	69700	770.00
					35814	357	5890	69700	923.79	
78024516	11/21/2016	A00274011	Bronco Electric, Inc.	I0046840	PAY REQ	41150	000	5510	71002	42,107.80
					#1					
78024517	11/21/2016	A00285769	California Averland Construc	I0046839	PAY REQ	42350	000	6211	71002	131,704.30
					2					
78024518	11/21/2016	A00260230	Cameron, Anthony J.	I0046826	093016	12434	219	5710	17010	60.00
					12435	221	5710	19010	60.00	
78024519	11/21/2016	A00200150	Carrillo, Jessica	I0046850	OCT 16	12461	206	5710	12042	176.58
78024520	11/21/2016	A00283035	CCLC	I0046872	8336	11000	203	5642	61200	25,152.00
78024521	11/21/2016	A00200175	Chevron Valley Credit Union,	I0046818	60651008	31000	423	4321	69100	383.20
					31000	423	5910	69100	3.29	
78024522	11/21/2016	A00200182	City of Taft Police Departme	I0046828	0816WKCC	11000	411	5990	67300	4,843.00
					11000	411	5990	67300	2,581.00	
					11000	411	5970	67300	464.00	

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78024523	11/21/2016	A00286449	Collaborative Braintrust Con	I0046864	16-057	11000	358	5641	62100	6,836.18
78024524	11/21/2016	A00200200	Computerland of Silicon Vall	I0046835	245658	11000	358	5643	62100	72.00
78024525	11/21/2016	A00010784	Cordova, Anthony L.	I0046805	110316	11000	202	5710	60103	100.12
				I0046808	110416	12565	223	5710	09565	38.88
				I0046825	102616	12565	223	5710	09565	1,162.36
78024526	11/21/2016	A00228756	Country Auto & Truck Taft	I0046833	582311	11000	432	4312	67703	42.38
78024527	11/21/2016	A00284648	Daniels, Debra	I0046822	100516	11000	110	5710	66003	1,032.04
				I0046823	100216	11000	110	5710	66003	197.64
78024528	11/21/2016	A00200236	Demco	I0046873	5986624	11000	203	4310	61200	353.31
				I0046874	5986644	11000	203	4310	61200	215.24
78024529	11/21/2016	A00200238	Department of Justice	I0046819	190552	11000	411	5990	67300	3,616.00
						11000	411	5990	67300	608.00
78024530	11/21/2016	A00200243	Dick Blick	I0046859	6785816	11000	208	4311	10021	194.36
78024531	11/21/2016	A00262833	Domtar Paper Company LLC	I0046838	1279977	11000	421	4318	67704	3,730.26
78024532	11/21/2016	A00237331	Dumbrigue, Joanne V.	I0046806	110516	12551	353	5710	64600	120.00
78024533	11/21/2016	A00275458	Goddard, Parker J.	I0046824	093016	12434	219	5710	17010	60.00
						12435	221	5710	19010	60.00
78024534	11/21/2016	A00200626	Gonzales, Vanessa	I0046852	OCT 16	12461	206	5710	12042	46.98
78024535	11/21/2016	A00200645	Hardy Diagnostics	I0046857	1706428	11000	209	4311	04012	695.55
78024536	11/21/2016	A00200655	Henry Schein, Inc.	I0046849	35480316	11000	205	4311	12042	875.01
				I0046854	34435895	11000	205	4311	12042	51.15
				I0046855	34424073	11000	205	4311	12042	1,797.46
				I0046856	34666617	11000	205	4311	12042	580.43
78024537	11/21/2016	A00200656	Jacobi, Victoria J.	I0046809	110216	11000	202	5710	60300	1,203.59

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78024538	11/21/2016	A00277752	Jarrahan, Abbas	I0046860	110116	11000	209	4311	04013	23.85
78024539	11/21/2016	A00201057	Johnstone Supply	I0046832	S1589292	11000	431	5990	65100	11.35
78024540	11/21/2016	A00200704	Karwoski, John	I0046836	NOV 16	42350	000	5510	71002	10,920.00
78024541	11/21/2016	A00201542	Klein, Shelley A.	I0046815	092016	11000	110	5710	66003	116.64
78024542	11/21/2016	A00200738	Pena, Velda E.	I0046813	103116	12563	202	5710	00000	278.88
78024543	11/21/2016	A00262851	Lytle, Steve	I0046803	111116	11000	209	5740	04011	167.44
				I0046807	110116	11000	209	5740	04011	50.00
78024544	11/21/2016	A00277823	MailFinance Inc.	I0046830	N6120542	11000	411	5950	67300	1,066.76
				I0046846	P6204990	11000	411	5950	67300	141.80
78024545	11/21/2016	A00234706	MNJ Technologies Direct, Inc	I0046820	00034939	12603	125	6415	68900	36.99
78024546	11/21/2016	A00227738	National Benefit Services, L	I0046831	567118	11000	411	5510	67300	130.00
78024547	11/21/2016	A00200498	Office Depot	I0046841	86318314	11000	114	4310	70999	111.07
				I0046842	87324415	11000	411	4310	67300	148.18
				I0046858	86318314	11000	114	4310	70999	386.99
78024548	11/21/2016	A00200536	Praxair Distribution, Inc.	I0046867	74767303	11000	205	5641	12042	416.25
78024549	11/21/2016	A00200543	Purdy, D.D.S., Daniel	I0046801	11121509	12460	206	5641	12042	18,125.00
78024550	11/21/2016	A00281884	Putnam, Gena M.	S0036268		11000		9526		1,435.00
78024551	11/21/2016	A00203145	Ramirez, Perla	I0046812	110416	39000	314	5710	64991	22.14
78024552	11/21/2016	A00231833	Ray A. Morgan Company Inc.	I0046827	1382289	12603	125	4318	68900	8,548.41
78024553	11/21/2016	A00200990	Reich, Tristina R.	I0046811	110416	39000	314	5710	64991	15.02
78024554	11/21/2016	A00018793	Salcido, Paula	I0046871	NOV 16	12460	206	5641	12042	500.00
78024555	11/21/2016	A00200727	Sandoval, Carla J.	I0046802	110516	12551	353	5710	64600	258.12
78024556	11/21/2016	A00200839	School Savers	I0046875	64549	11563	209	4311	17010	92.15
78024557	11/21/2016	A00200487	Sierra School Equipment Co.	I0046863	59432	11000	301	6411	64500	504.18

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78024558	11/21/2016	A00286476SmartCatalog	I0046865	24023	12485	304	5641	63200	7,260.00
78024559	11/21/2016	A00279523Social Solutions	I0046876	21879	12563	202	5643	00000	511.00
78024560	11/21/2016	A00200393Sparkletts	I0046868	10.20.16	11000	205	5641	12042	82.26
78024561	11/21/2016	A00200425Taft College	I0046821	INTEREST	43000	000	7120	00000	7,006.03
78024562	11/21/2016	A00200862Taft College Bookstore	I0046866	5665	11000	355	4310	64900	196.57
78024563	11/21/2016	A00065581Thornsberry, Donald R.	I0046814	102616	12565	223	5710	09565	60.00
78024564	11/21/2016	A00278258TotalFunds by Hasler	I0046843	81201012	11000	411	5950	67300	5,000.00
78024565	11/21/2016	A00243587United Healthcare Insurance	I0046829	DEC 16	11000	412	3350	59100	19,178.81
78024566	11/21/2016	A00200293United Parcel Service	I0046816	00009697	11000	401	5940	67705	445.01
78024567	11/21/2016	A00200338Verizon Wireless	I0046834	97743318	11000	113	5840	67801	38.01
78024567	11/21/2016	A00200338Verizon Wireless	I0046834	97743318	11000	411	5840	67300	72.56
78024568	11/21/2016	A00201172Waugh, Victoria A.	I0046810	110916	39000	312	5710	64991	53.02
78024569	11/21/2016	A00200355West Kern Water District	I0046817	110216	33428	310	5810	69200	291.96
78024570	11/21/2016	A00200360Westec	I0046870	23073	11450	204	5641	09543	88,331.25
78024571	11/21/2016	A00247325WESTOP	I0046848	MHNCGBY7	12000	340	4311	64951	125.00
									=====
								BANK TOTAL	1,287,297.78

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USER ID	ACTIVITY DATE	VENDOR		PURCHASE ORDER		PURCHASE ORDER	CL	C	A
		NUMBER	NAME	NUMBER	DATE				
ARAMIREZ	11/08/2016	A00200282	True Value Home Center	P0042038	11/07/2016	11/07/2016			\$85.93
				P0042039	11/07/2016	11/07/2016			\$8.16
				P0042041	11/07/2016	11/07/2016			\$4.61
		A00242498	Corral, George	P0042033	11/07/2016	11/07/2016			\$150.00
		A00286349	Borreli, E Myrta.	P0042037	11/07/2016	11/07/2016			\$275.00
	11/09/2016	A00234706	MNJ Technologies Direct, Inc	P0041777	10/17/2016	10/17/2016			\$2,644.39
	11/15/2016	A00200498	Office Depot	P0042106	11/10/2016	11/10/2016			\$118.62
				P0042107	11/10/2016	11/10/2016			\$14.02
				P0042108	11/10/2016	11/10/2016			\$193.49
		A00284396	First United Methodist Churc	P0042122	11/14/2016	11/14/2016			\$250.00
	11/17/2016	A00037161	Ramirez, Adeline	P0042091	11/10/2016	11/10/2016			\$523.90
		A00008647	Johnson, Kathleen L.	P0042092	11/10/2016	11/10/2016			\$888.87
	11/21/2016	A00200426	Taft College Cafeteria	P0042208	11/18/2016	11/18/2016			\$200.00
				A00277399	Sundgren, Lori	P0042147	11/15/2016	11/15/2016	
	11/23/2016	A00200862	Taft College Bookstore	P0042241	11/23/2016	11/23/2016			\$12,359.43
A00200498				Office Depot	P0041398	09/19/2016	09/19/2016		
			P0041399	09/19/2016	09/19/2016			\$190.26	
11/28/2016	A00050759	Holt, Lucille E.	P0042240	11/23/2016	11/23/2016			\$6,000.00	
	A00200487	Sierra School Equipment Co.	P0041353	09/15/2016	09/15/2016			\$21,913.87	
11/29/2016	A00200487	Sierra School Equipment Co.	P0041352	09/15/2016	09/15/2016			\$25,994.57	

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USER ID	ACTIVITY DATE	VENDOR NUMBER	VENDOR NAME	PURCHASE ORDER NUMBER	PURCHASE ORDER DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL	C	A
							TOTAL USER			\$72,379.27
DDURAN	11/10/2016	A00200360	Westec	P0042055	11/08/2016	11/08/2016				\$88,331.25
	11/14/2016	A00200425	Taft College	P0042017	11/04/2016	11/04/2016				\$7,006.03
	11/23/2016	A00200210	Costco Wholesale	P0042229	11/21/2016	11/21/2016				\$165.00
							TOTAL USER			\$95,502.28
DEKDAHL	11/03/2016	A00200354	Wells, Susan J.	PO41607	11/02/2016	11/02/2016				\$24.00
		A00243171	Lewis, Donna Gay.	P0041974	11/02/2016	11/02/2016				\$17.76
	11/07/2016	A00200043	American Express	P0041932	10/31/2016	10/31/2016				\$4,160.79
	11/09/2016	A00200034	Albertson's	P0041918	10/28/2016	10/28/2016				\$795.72
		A00200149	Carquest Auto Parts	P0041904	10/27/2016	10/27/2016				\$12.88
		A00213476	Thomson Reuters Barclays	P0041864	10/25/2016	10/25/2016				\$122.00
	11/14/2016	A00200282	True Value Home Center	P0042119	11/14/2016	11/14/2016				\$149.64
	11/16/2016	A00200990	Reich, Tristina R.	P0042079	11/09/2016	11/09/2016				\$15.02
		A00201272	Owens, Patricia A.	P0042120	11/14/2016	11/14/2016				\$19.35
		A00243171	Lewis, Donna Gay.	P0042027	11/07/2016	11/07/2016				\$16.00
	11/17/2016	A00201272	Owens, Patricia A.	P0042028	11/07/2016	11/07/2016				\$7.42
		A00203145	Ramirez, Perla	P0042060	11/08/2016	11/08/2016				\$22.14

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	11/21/2016	A00201272	Owens, Patricia A.	P0042197	11/18/2016	11/18/2016				\$8.00
		A00206044	Owens, Warren Roscoe.	P0042196	11/18/2016	11/18/2016				\$8.00
		A00244660	J & J Supply, Inc.	P0042185	11/17/2016	11/17/2016				\$31.93

							TOTAL USER			\$5,410.65
DHICKS	11/03/2016	A00200498	Office Depot	P0041963	11/02/2016	11/02/2016				\$118.23
	11/07/2016	A00200200	Computerland of Silicon Vall	P0041874	10/26/2016	10/26/2016				\$72.00
		A00200205	Cook's Computer Maintenance	P0041943	11/01/2016	11/01/2016				\$240.00
		A00223048	AMS.NET	P0041928	10/31/2016	10/31/2016				\$1,785.00
		A00266215	Monoprice Inc.	P0041998	11/03/2016	11/03/2016				\$75.60
	11/09/2016	A00200498	Office Depot	P0042026	11/04/2016	11/04/2016				\$1,627.90
				P0042063	11/08/2016	11/08/2016				\$451.49
	11/10/2016	A00200498	Office Depot	P0041751	10/13/2016	10/13/2016				\$990.36
				P0042044	11/07/2016	11/07/2016				\$1,852.70
		A00253023	Ellucian Company L.P.	P0042058	11/08/2016	11/08/2016				\$1,920.00
	11/14/2016	A00200043	American Express	P0041946	11/01/2016	11/01/2016				\$5,477.29
	11/15/2016	A00231833	Ray A. Morgan Company Inc.	P0042117	11/14/2016	11/14/2016				\$201.24
	11/17/2016	A00200161	CDW-G	P0042123	11/14/2016	11/14/2016				\$723.80
		A00211077	Strata Information Group	P0042139	11/15/2016	11/15/2016				\$1,615.00
		A00234707	CMS Communications, Inc.	P0042138	11/15/2016	11/15/2016				\$1,376.00

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		A00200498	Office Depot	P0042127	11/14/2016	11/14/2016				\$1,347.37
	11/29/2016	A00200498	Office Depot	P0042210	11/18/2016	11/18/2016				\$164.58
		A00220080	CXtec	P0042239	11/23/2016	11/23/2016				\$1,414.36
		A00231833	Ray A. Morgan Company Inc.	P0042045	11/07/2016	11/07/2016				\$11,219.93
		A00200161	CDW-G	P0042273	11/29/2016	11/29/2016				\$228.11
	11/30/2016	A00200161	CDW-G	P0042277	11/30/2016	11/30/2016				\$49.77
		A00200498	Office Depot	P0042278	11/30/2016	11/30/2016				\$1,085.15

							TOTAL USER			\$34,035.88
FLARA	11/03/2016	A00285167	Newark element14	P0041997	11/03/2016	11/03/2016				\$128.03
	11/08/2016	A00270931	MakerBot Industries, LLC	P0041531	09/28/2016	09/28/2016				\$4,324.36
	11/16/2016	A00281036	Emotiv Lifesciences Inc.	P0042142	11/15/2016	11/15/2016				\$14,602.80
	11/18/2016	A00250001	Blake, Paul Anderson.	P0042206	11/18/2016	11/18/2016				\$3,632.49
		A00200498	Office Depot	P0042199	11/18/2016	11/18/2016				\$188.78
				P0042200	11/18/2016	11/18/2016				\$64.22
		A00231833	Ray A. Morgan Company Inc.	P0042195	11/18/2016	11/18/2016				\$99.87
		A00250001	Blake, Paul Anderson.	P0042187	11/17/2016	11/17/2016				\$67.95
				P0042189	11/17/2016	11/17/2016				\$16.20
		A00285167	Newark element14	P0042151	11/15/2016	11/15/2016				\$1,146.17

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							TOTAL USER			\$24,270.87
GDUNHAM	11/01/2016	A00200284	U.S. Foods	P0041900	10/27/2016	10/27/2016				\$12,027.52
		A00200417	Sysco Food Service of Ventur	P0041899	10/27/2016	10/27/2016				\$17,668.67
		A00200426	Taft College Cafeteria	P0041895	10/27/2016	10/27/2016				\$43.96
	11/10/2016	A00200282	True Value Home Center	P0042084	11/10/2016	11/10/2016				\$15.03
		A00200307	Farmer Bros. Company	P0042085	11/10/2016	11/10/2016				\$1,821.97
		A00280401	Flowers Baking Co of Henders	P0042082	11/10/2016	11/10/2016				\$177.30
		A00200284	U.S. Foods	P0042090	11/10/2016	11/10/2016				\$8,217.77
		A00200388	Zee Medical Service Co.	P0042088	11/10/2016	11/10/2016				\$115.45
		A00200522	Pepsi-Cola Company	P0042087	11/10/2016	11/10/2016				\$278.07
	11/18/2016	A00200343	Vistar Corporation	P0042207	11/18/2016	11/18/2016				\$637.89
	11/23/2016	A00200034	Albertson's	P0042218	11/21/2016	11/21/2016				\$105.64
		A00200417	Sysco Food Service of Ventur	P0042215	11/21/2016	11/21/2016				\$16,071.39
				P0042216	11/21/2016	11/21/2016				\$151.44
		A00200426	Taft College Cafeteria	P0042238	11/23/2016	11/23/2016				\$39.66
							TOTAL USER			\$57,371.76
JCHAIDEZ	11/14/2016	A00200393	Sparkletts	P0042080	11/09/2016	11/09/2016				\$74.30

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							TOTAL USER			\$74.30
JEDMAISTON	11/01/2016	A00259618	Taft College ASB General	P0041841	10/21/2016	10/21/2016				\$9,518.15
	11/03/2016	A00200498	Office Depot	P0041916	10/28/2016	10/28/2016				\$78.54
	11/09/2016	A00200498	Office Depot	P0041643	10/06/2016	10/06/2016				\$89.16
		A00200502	Orange Belt Stages	P0041915	10/28/2016	10/28/2016				\$1,445.00
	11/18/2016	A00220582	National Toxicology, Inc.	P0042194	11/18/2016	11/18/2016				\$570.00
	11/21/2016	A00200502	Orange Belt Stages	P0042070	11/09/2016	11/09/2016				\$1,010.00
				P0042193	11/18/2016	11/18/2016				\$3,730.00
	11/29/2016	A00200498	Office Depot	P0042258	11/29/2016	11/29/2016				\$61.37
		A00200502	Orange Belt Stages	P0042257	11/29/2016	11/29/2016				\$1,285.00
							TOTAL USER			\$17,787.22
JGARRETT	11/07/2016	A00200498	Office Depot	P0041857	10/24/2016	10/24/2016				\$64.32
		A00280910	Independent Living Center of	P0041898	10/27/2016	10/27/2016				\$825.16
				P0041926	10/28/2016	10/28/2016				\$658.44
	11/28/2016	A00280910	Independent Living Center of	P0042227	11/21/2016	11/21/2016				\$2,503.76
							TOTAL USER			\$4,051.68

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		NUMBER	NAME	NUMBER	DATE				
JMADDING	11/02/2016	A00200559	McMurray, Robert B.	P0041947	11/01/2016	11/01/2016			\$328.12
		A00200707	Keenan & Associates	P0041950	11/01/2016	11/01/2016			\$255.96
		A00283264	Frontier California Inc.	P0041948	11/01/2016	11/01/2016			\$1,009.38
				P0041949	11/01/2016	11/01/2016			\$783.18
		A00269222	Acclaim Signs	P0041952	11/01/2016	11/01/2016			\$307.96
	11/04/2016	A00200508	P. G. & E.	P0042000	11/03/2016	11/03/2016			\$12,478.32
				P0042001	11/03/2016	11/03/2016			\$13,637.45
	11/07/2016	A00200498	Office Depot	P0042018	11/04/2016	11/04/2016			\$111.07
				P0042019	11/04/2016	11/04/2016			\$386.99
	11/14/2016	A00262833	Domtar Paper Company LLC	P0041999	11/03/2016	11/03/2016			\$3,730.26
		A00274011	Bronco Electric, Inc.	P0042002	11/03/2016	11/03/2016			\$42,107.80
		A00285769	California Averland Construc	P0042003	11/03/2016	11/03/2016			\$131,704.30
	11/22/2016	A00200112	BSK & Associates, Inc.	P0042235	11/22/2016	11/22/2016			\$440.00
				P0042236	11/22/2016	11/22/2016			\$356.00
	11/23/2016	A00200430	Taft Plaza, LLC	P0042211	11/21/2016	11/21/2016			\$1,907.00
		A00255644	U.S. Bank Equipment Finance	P0042234	11/22/2016	11/22/2016			\$486.46
		A00200308	Federal Express Corporation	P0042237	11/23/2016	11/23/2016			\$29.97
	11/28/2016	A00227183	North Kern Water Storage Dis	P0042245	11/28/2016	11/28/2016			\$806.25
		A00255644	U.S. Bank Equipment Finance	P0042244	11/28/2016	11/28/2016			\$475.87
		A00200181	City of Taft	P0042251	11/28/2016	11/28/2016			\$1,791.23
				P0042252	11/28/2016	11/28/2016			\$3,261.65

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		NUMBER	NAME	NUMBER	DATE				
	11/29/2016	A00265044	Kiss, Tawny	P0042270	11/29/2016	11/29/2016			\$840.00
		A00200396	Spurr	P0042226	11/21/2016	11/21/2016			\$2,408.89
		A00200508	P. G. & E.	P0042253	11/28/2016	11/28/2016			\$37,530.23
	11/30/2016	A00287124	Ewing Consulting Inc.	P0042279	11/30/2016	11/30/2016			\$9,600.00

							TOTAL USER		\$266,774.34
JPATTERSON	11/03/2016	A00200043	American Express	P0041889	10/26/2016	10/26/2016			\$1,538.00
		A00200243	Dick Blick	P0041796	10/18/2016	10/18/2016			\$194.36
		A00200839	School Savers	P0041623	10/06/2016	10/06/2016			\$92.14
		A00211081	Miller, Kent L.	P0041875	10/26/2016	10/26/2016			\$414.32
		A00200393	Sparkletts	P0041964	11/02/2016	11/02/2016			\$1,000.00
		A00200498	Office Depot	P0041945	11/01/2016	11/01/2016			\$214.32
				P0041965	11/02/2016	11/02/2016			\$17.19
				P0041989	11/03/2016	11/03/2016			\$33.45
		A00277752	Jarrahan, Abbas	P0041994	11/03/2016	11/03/2016			\$23.85
		A00279523	Social Solutions	P0041962	11/02/2016	11/02/2016			\$511.00
	11/05/2016	A00200146	Carolina Biological Supply C	P0041761	10/14/2016	10/14/2016			\$487.07
		A00200498	Office Depot	P0042010	11/04/2016	11/04/2016			\$41.92
		A00201045	Golling, Greg P.	P0042014	11/04/2016	11/04/2016			\$184.50
	11/08/2016	A00275443	WestAir Gases & Equipment In	P0041846	10/21/2016	10/21/2016			\$1,555.58

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	11/09/2016	A00276395	The Mathworks, Inc.	P0041744	10/13/2016	10/13/2016				\$1,075.00
		A00200043	American Express	P0042024	11/04/2016	11/04/2016				\$3,320.54
		A00200498	Office Depot	P0042050	11/08/2016	11/08/2016				\$19.92
				P0042051	11/08/2016	11/08/2016				\$171.70
				P0042069	11/09/2016	11/09/2016				\$59.07
		A00200738	Pena, Velda E.	P0042056	11/08/2016	11/08/2016				\$278.88
		A00262851	Lytle, Steve	P0042053	11/08/2016	11/08/2016				\$50.00
		A00200656	Jacobi, Victoria J.	P0042072	11/09/2016	11/09/2016				\$1,203.59
		A00272252	GL Consulting Services, LLC	P0042054	11/08/2016	11/08/2016				\$2,362.50
		A00284688	Phytorion, Inc.	P0042052	11/08/2016	11/08/2016				\$2,392.50
	11/10/2016	A00284648	Daniels, Debra	P0042089	11/10/2016	11/10/2016				\$1,032.04
				P0042094	11/10/2016	11/10/2016				\$197.64
		A00224086	inContact, Inc.	P0042086	11/10/2016	11/10/2016				\$1,688.76
	11/14/2016	A00200704	Karwoski, John	P0042032	11/07/2016	11/07/2016				\$10,920.00
		A00200712	Kern County Supt. of Schools	P0042062	11/08/2016	11/08/2016				\$1,191.75
		A00262833	Domtar Paper Company LLC	P0042115	11/10/2016	11/10/2016				\$129.00
	11/15/2016	A00200293	United Parcel Service	P0042129	11/14/2016	11/14/2016				\$445.01
		A00283264	Frontier California Inc.	P0042124	11/14/2016	11/14/2016				\$120.45
				P0042125	11/14/2016	11/14/2016				\$34.72
	11/16/2016	A00262851	Lytle, Steve	P0042144	11/15/2016	11/15/2016				\$58.75
				P0042145	11/15/2016	11/15/2016				\$167.44

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		A00286568	Grant Management USA	P0042121	11/14/2016	11/14/2016				\$140.00
	11/17/2016	A00200069	Bakersfield Californian	P0042172	11/16/2016	11/16/2016				\$79.99
		A00200498	Office Depot	P0042157	11/15/2016	11/15/2016				\$16.12
				P0042159	11/15/2016	11/15/2016				\$45.89
		A00201542	Klein, Shelley A.	P0042168	11/16/2016	11/16/2016				\$116.64
		A00273104	Jaguar Wrought Iron Inc.	P0042150	11/15/2016	11/15/2016				\$9,000.00
		A00285769	California Averland Construc	P0042149	11/15/2016	11/15/2016				\$244,065.55
		A00270674	Public Agency Law Group	P0042169	11/16/2016	11/16/2016				\$79.50
	11/18/2016	A00200355	West Kern Water District	P0042113	11/10/2016	11/10/2016				\$794.49
		A00200680	J & L Locksmithing	P0042202	11/18/2016	11/18/2016				\$29.03
		A00212896	Foundation for California Co	P0042204	11/18/2016	11/18/2016				\$250.00
		A00200181	City of Taft	P0042171	11/16/2016	11/16/2016				\$8,655.81
	11/21/2016	A00203410	George, Ali Elizabeth.	P0042228	11/21/2016	11/21/2016				\$418.00
		A00259082	Lozano Smith, LLP	P0042209	11/18/2016	11/18/2016				\$10,000.00
		A00200355	West Kern Water District	P0042126	11/14/2016	11/14/2016				\$269.14
		A00230471	The Storage Bin	P0042225	11/21/2016	11/21/2016				\$337.50
		A00251443	Doubletree by Hilton Hotel S	P0042205	11/18/2016	11/18/2016				\$253.00
	11/23/2016	A00200845	Dyer, Geoffrey	P0042217	11/21/2016	11/21/2016				\$1,365.37
		A00200498	Office Depot	P0042230	11/22/2016	11/22/2016				\$116.04
	11/28/2016	A00286902	Renaissance Clubsport Aliso	P0042203	11/18/2016	11/18/2016				\$187.00
	11/29/2016	A00200043	American Express	P0042233	11/22/2016	11/22/2016				\$297.00

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		A00200498	Office Depot	P0042243	11/23/2016	11/23/2016				\$54.80

								TOTAL USER		\$309,797.83
JROTHGEB	11/03/2016	A00010784	Cordova, Anthony L.	P0041954	11/01/2016	11/01/2016				\$1,202.38
		A00065581	Thornsberry, Donald R.	P0041951	11/01/2016	11/01/2016				\$60.00
		A00200116	Burt Electric & Communicatio	P0041362	09/15/2016	09/15/2016				\$3,563.00
	11/07/2016	A00010784	Cordova, Anthony L.	P0042015	11/04/2016	11/04/2016				\$38.88
				P0042020	11/04/2016	11/04/2016				\$100.12
		A00239695	Uribe, Marcos Miguel.	P0041981	11/02/2016	11/02/2016				\$42.58
		A00275443	WestAir Gases & Equipment In	P0042021	11/04/2016	11/04/2016				\$384.44
				P0042022	11/04/2016	11/04/2016				\$56.81
	11/08/2016	A00200063	Austin's Pest Control, Inc.	P0042036	11/07/2016	11/07/2016				\$75.00
	11/09/2016	A00200107	Bright House Networks	P0042034	11/07/2016	11/07/2016				\$408.30
		A00200806	Kern Gardening Service	P0042035	11/07/2016	11/07/2016				\$250.00
		A00275443	WestAir Gases & Equipment In	P0041960	11/02/2016	11/02/2016				\$97.70
	11/16/2016	A00200282	True Value Home Center	P0042154	11/15/2016	11/15/2016				\$296.17
				P0042155	11/15/2016	11/15/2016				\$165.28
		A00200508	P. G. & E.	P0042141	11/15/2016	11/15/2016				\$407.81
		A00277845	Double D Cleaning Service	P0042140	11/15/2016	11/15/2016				\$240.00
		A00256927	Richards, Kristi N.	P0042167	11/16/2016	11/16/2016				\$31.42

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	11/17/2016	A00200950	Furman, Tori J.	P0042166	11/16/2016	11/16/2016				\$1,473.80
	11/21/2016	A00200393	Sparkletts	P0042219	11/21/2016	11/21/2016				\$34.55
		A00275443	WestAir Gases & Equipment In	P0042198	11/18/2016	11/18/2016				\$120.49
	11/22/2016	A00010784	Cordova, Anthony L.	P0042223	11/21/2016	11/21/2016				\$650.71
				P0042231	11/22/2016	11/22/2016				\$192.24
		A00200950	Furman, Tori J.	P0042220	11/21/2016	11/21/2016				\$33.48
				P0042221	11/21/2016	11/21/2016				\$454.84
				P0042222	11/21/2016	11/21/2016				\$43.20
		A00275443	WestAir Gases & Equipment In	P0042162	11/16/2016	11/16/2016				\$569.49

							TOTAL USER			\$10,992.69
KEHELMS	11/02/2016	A00200107	Bright House Networks	P0041968	11/02/2016	11/02/2016				\$152.96
		A00200584	Nacscorp	P0041973	11/02/2016	11/02/2016				\$90.00
		A00210963	J. America	P0041970	11/02/2016	11/02/2016				\$477.47
		A00227772	MBS Textbook Exchange, Inc.	P0041972	11/02/2016	11/02/2016				\$298.85
		A00258703	College House	P0041969	11/02/2016	11/02/2016				\$3,476.48
	11/09/2016	A00200175	Chevron Valley Credit Union,	P0042076	11/09/2016	11/09/2016				\$411.49
	11/10/2016	A00272525	Prosci, Inc.	P0041971	11/02/2016	11/02/2016				\$616.39
		A00200016	4Imprint	P0042100	11/10/2016	11/10/2016				\$281.00
		A00200393	Sparkletts	P0042099	11/10/2016	11/10/2016				\$26.55

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		A00200425	Taft College	P0042095	11/10/2016	11/10/2016				\$630.00
		A00200498	Office Depot	P0042093	11/10/2016	11/10/2016				\$116.01
		A00200832	Taft College Foundation	P0042096	11/10/2016	11/10/2016				\$230.00
		A00213701	MCM Group	P0042103	11/10/2016	11/10/2016				\$750.62
		A00251583	Style Pasifika International	P0042097	11/10/2016	11/10/2016				\$740.11
		A00283264	Frontier California Inc.	P0042101	11/10/2016	11/10/2016				\$82.27
	11/15/2016	A00200586	NAEYC Resource Sales Dept.	P0042133	11/15/2016	11/15/2016				\$976.91
		A00200668	Houghton Mifflin Company	P0042130	11/15/2016	11/15/2016				\$62.00
		A00253920	Mancomm, Inc.	P0042132	11/15/2016	11/15/2016				\$850.24
		A00258702	Martinson, Larry	P0042131	11/15/2016	11/15/2016				\$941.14
	11/16/2016	A00200175	Chevron Valley Credit Union,	P0042161	11/16/2016	11/16/2016				\$391.73
		A00200425	Taft College	P0042163	11/16/2016	11/16/2016				\$585.00
		A00200518	Pearson Education	P0042137	11/15/2016	11/15/2016				\$532.54
				P0042164	11/16/2016	11/16/2016				\$980.69
		A00210209	ULINE	P0042136	11/15/2016	11/15/2016				\$298.30
		A00279103	Yabla, Inc.	P0042134	11/15/2016	11/15/2016				\$7,249.20
	11/23/2016	A00201685	Cengage Learning	P0042212	11/21/2016	11/21/2016				\$4,313.17
		A00237176	SSD Systems	P0042213	11/21/2016	11/21/2016				\$55.51
		A00286901	WinCraft, Incorporated	P0042135	11/15/2016	11/15/2016				\$1,483.20
	11/29/2016	A00200693	John Wiley & Sons, Inc.	P0042264	11/29/2016	11/29/2016				\$650.00
		A00200693	John Wiley & Sons, Inc.	P0042265	11/29/2016	11/29/2016				\$8,956.08

Taft College Purchase Order Activity Report 1-November-2016 through 30-November-2016

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USER ID	ACTIVITY DATE	VENDOR NUMBER	VENDOR NAME	PURCHASE ORDER NUMBER	PURCHASE ORDER DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL	C	A
		A00200518	Pearson Education	P0042214	11/21/2016	11/21/2016				\$38,323.03
		A00200107	Bright House Networks	P0042256	11/29/2016	11/29/2016				\$152.96
		A00200508	P. G. & E.	P0042266	11/29/2016	11/29/2016				\$496.37
		A00200521	Pens Etc.	P0042259	11/29/2016	11/29/2016				\$1,003.39
		A00257305	See's Candy Shops, Inc.	P0042269	11/29/2016	11/29/2016				\$1,183.90

							TOTAL USER			\$77,865.56
KHASLAM	11/07/2016	A00200862	Taft College Bookstore	P0042004	11/04/2016	11/04/2016				\$526.55
	11/08/2016	A00286323	Folger Technologies LLC	P0041892	10/27/2016	10/27/2016				\$384.28
	11/15/2016	A00200498	Office Depot	P0042098	11/10/2016	11/10/2016				\$508.52
	11/28/2016	A00200498	Office Depot	P0042232	11/22/2016	11/22/2016				\$32.23

							TOTAL USER			\$1,451.58
KHELMS	11/09/2016	A00200282	True Value Home Center	P0042068	11/09/2016	11/09/2016				\$1,061.24
		A00200498	Office Depot	P0042029	11/07/2016	11/07/2016				\$208.25
		A00256341	Terminix	P0042031	11/07/2016	11/07/2016				\$6,000.00
	11/17/2016	A00200702	K-mart	P0042030	11/07/2016	11/07/2016				\$86.83
	11/29/2016	A00200423	Taft City School District	P0042262	11/29/2016	11/29/2016				\$7.50
		A00200528	Plak Smacker	P0042260	11/29/2016	11/29/2016				\$287.70

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USER ID	ACTIVITY DATE	VENDOR NUMBER	VENDOR NAME	PURCHASE ORDER NUMBER	PURCHASE ORDER DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL	C	A
		A00201051	Central Sanitary Supply	P0042261	11/29/2016	11/29/2016				\$78.45
		A00286529	West Side Family Health Care	P0042064	11/09/2016	11/09/2016				\$6,415.33
		A00200680	J & L Locksmithing	P0042065	11/09/2016	11/09/2016				\$130.00
		A00256341	Terminix	P0042066	11/09/2016	11/09/2016				\$402.00
		A00201051	Central Sanitary Supply	P0042067	11/09/2016	11/09/2016				\$1,364.82

							TOTAL USER			\$16,042.12
LLECUYER	11/09/2016	A00200729	Landauer, Inc.	P0041827	10/20/2016	10/20/2016				\$784.65
	11/16/2016	A00200384	X-Ray Solutions Service Inc.	P0042102	11/10/2016	11/10/2016				\$130.00

							TOTAL USER			\$914.65
MBLANCO	11/07/2016	A00200094	Black, Sheri D.	P0041953	11/01/2016	11/01/2016				\$110.44
		A00200376	Amerio, Barbara J.	P0041884	10/26/2016	10/26/2016				\$433.00
				P0041956	11/01/2016	11/01/2016				\$69.98
		A00200442	Thompson, Tony M.	P0041888	10/26/2016	10/26/2016				\$302.54
		A00200498	Office Depot	P0041940	10/31/2016	10/31/2016				\$57.49
		A00200627	Gonzalez, Lourdes	P0041887	10/26/2016	10/26/2016				\$575.00
		A00200862	Taft College Bookstore	P0041995	11/03/2016	11/03/2016				\$196.57
		A00201247	Duron, Candace A.	P0041885	10/26/2016	10/26/2016				\$181.68

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USER ID	ACTIVITY DATE	VENDOR NUMBER	VENDOR NAME	PURCHASE ORDER NUMBER	PURCHASE ORDER DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL	C	A
		A00202072	Woods, Deanne M.	P0041936	10/31/2016	10/31/2016				\$110.16
		A00237331	Dumbrigue, Joanne Valdez.	P0041886	10/26/2016	10/26/2016				\$68.41
				P0041937	10/31/2016	10/31/2016				\$104.03
				P0041938	10/31/2016	10/31/2016				\$163.62
	11/09/2016	A00277634	Comevo LLC	P0041992	11/03/2016	11/03/2016				\$6,060.00
		A00286449	Collaborative Braintrust Con	P0041990	11/03/2016	11/03/2016				\$6,836.18
		A00276687	JP Marketing	P0041755	10/14/2016	10/14/2016				\$1,399.25
		A00200166	Center for Edu. & Employment	P0042073	11/09/2016	11/09/2016				\$112.82
		A00282298	Arvizu, Primavera Azul.	P0042061	11/08/2016	11/08/2016				\$264.44
		A00286476	SmartCatalog	P0041991	11/03/2016	11/03/2016				\$7,260.00
	11/14/2016	A00200727	Sandoval, Carla Joe.	P0042104	11/10/2016	11/10/2016				\$258.12
		A00201143	Brown, Elizabeth J.	P0042009	11/04/2016	11/04/2016				\$321.20
		A00237331	Dumbrigue, Joanne Valdez.	P0042105	11/10/2016	11/10/2016				\$120.00
	11/16/2016	A00202280	Chaidez, Joell C.	P0042177	11/16/2016	11/16/2016				\$210.00
		A00200111	Bogle, Darcy S.	P0042152	11/15/2016	11/15/2016				\$750.00
		A00286596	Quartermaster	P0042153	11/15/2016	11/15/2016				\$232.26
	11/18/2016	A00200442	Thompson, Tony M.	P0042188	11/17/2016	11/17/2016				\$120.00
		A00202280	Chaidez, Joell C.	P0042178	11/16/2016	11/16/2016				\$268.36
		A00202515	ACCCA	P0042175	11/16/2016	11/16/2016				\$445.00
		A00237331	Dumbrigue, Joanne Valdez.	P0042176	11/16/2016	11/16/2016				\$91.16
		A00286870	Hyatt Regency Orange County	P0042174	11/16/2016	11/16/2016				\$395.56

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USER ID	ACTIVITY DATE	VENDOR NUMBER	VENDOR NAME	PURCHASE ORDER NUMBER	PURCHASE ORDER DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL	C	A
	11/21/2016	A00202654	Pacific West Sound, Inc.	P0042186	11/17/2016	11/17/2016				\$3,100.00
		A00277634	Comevo LLC	P0042191	11/17/2016	11/17/2016				\$3,030.00
	11/22/2016	A00283101	Dumont Printing, Inc.	P0042192	11/17/2016	11/17/2016				\$786.80

							TOTAL USER			\$34,434.07
MMATTHEWS	11/05/2016	A00200248	Dntlworks	P0041818	10/20/2016	10/20/2016				\$77.15
	11/07/2016	A00200543	Purdy, D.D.S., Daniel	P0041957	11/02/2016	11/02/2016				\$18,125.00
	11/09/2016	A00200175	Chevron Valley Credit Union,	P0042043	11/07/2016	11/07/2016				\$1,778.43
	11/16/2016	A00200575	Montoya, Janice	P0042128	11/14/2016	11/14/2016				\$79.66
		A00200730	Launspach, DDS., Inc., Danie	P0042075	11/09/2016	11/09/2016				\$3,933.52
	11/18/2016	A00200175	Chevron Valley Credit Union,	P0042190	11/17/2016	11/17/2016				\$268.13

							TOTAL USER			\$24,261.89
MTOFTE	11/01/2016	A00200043	American Express	P0041917	10/28/2016	10/28/2016				\$12,892.93
		A00213480	ARTSTOR	P0041847	10/21/2016	10/21/2016				\$1,265.00
	11/03/2016	A00200236	Demco	P0041959	11/02/2016	11/02/2016				\$215.24
				P0041961	11/02/2016	11/02/2016				\$353.31
	11/04/2016	A00200016	4Imprint	P0042023	11/04/2016	11/04/2016				\$1,227.26
	11/07/2016	A00271462	OCLC, Inc.	P0042016	11/04/2016	11/04/2016				\$3,887.52

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USER ID	ACTIVITY DATE	VENDOR NUMBER	VENDOR NAME	PURCHASE ORDER NUMBER	PURCHASE ORDER DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL	C	A
		A00283035	CCLC	P0041958	11/02/2016	11/02/2016				\$25,152.00
	11/09/2016	A00200016	4Imprint	P0041975	11/02/2016	11/04/2016				\$1,227.26
	11/15/2016	A00200236	Demco	P0042077	11/09/2016	11/09/2016				\$360.23

							TOTAL USER			\$46,580.75
MWHITE	11/01/2016	A00200680	J & L Locksmithing	P0041944	11/01/2016	11/01/2016				\$87.50
	11/02/2016	A00200282	True Value Home Center	P0041955	11/01/2016	11/01/2016				\$35.97
	11/03/2016	A00201057	Johnstone Supply	P0041979	11/02/2016	11/02/2016				\$11.35
		A00228756	Country Auto & Truck Taft	P0041980	11/02/2016	11/02/2016				\$42.38
	11/07/2016	A00200502	Orange Belt Stages	P0042012	11/04/2016	11/04/2016				\$1,160.00
		A00282649	Hillcrest Sheet Metal	P0041966	11/02/2016	11/02/2016				\$490.00
	11/09/2016	A00200629	Grainger	P0042071	11/09/2016	11/09/2016				\$655.71
	11/14/2016	A00200423	Taft City School District	P0042074	11/09/2016	11/09/2016				\$1,146.62
	11/16/2016	A00200282	True Value Home Center	P0042118	11/14/2016	11/14/2016				\$1,116.99
	11/17/2016	A00200023	Abate-A-Weed	P0042183	11/17/2016	11/17/2016				\$13.21
		A00200502	Orange Belt Stages	P0042184	11/17/2016	11/17/2016				\$2,320.00
	11/21/2016	A00200017	A.P.I. Plumbing	P0042011	11/04/2016	11/04/2016				\$383.83
	11/28/2016	A00109091	Greyhound Lines Inc.	P0042247	11/28/2016	11/28/2016				\$1,890.00
		A00202335	Fastenal Industrial & Constr	P0042255	11/28/2016	11/28/2016				\$283.54
	11/29/2016	A00200423	Taft City School District	P0042242	11/23/2016	11/23/2016				\$453.83

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USER ID	ACTIVITY DATE	VENDOR NUMBER	VENDOR NAME	PURCHASE ORDER NUMBER	PURCHASE ORDER DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL	C	A
							TOTAL USER			\$10,090.93
NLANDRETH	11/07/2016	A00200498	Office Depot	P0041935	10/31/2016	10/31/2016				\$264.60
	11/14/2016	A00200498	Office Depot	P0042083	11/10/2016	11/10/2016				\$53.79
		A00247325	WESTOP	P0042025	11/04/2016	11/04/2016				\$125.00
	11/22/2016	A00071678	Landreth, Nancy M.	P0042143	11/15/2016	11/15/2016				\$155.60
				P0042146	11/15/2016	11/15/2016				\$77.58
		A00286573	Cal State L.A. University	AuP0042165	11/16/2016	11/16/2016				\$341.78
							TOTAL USER			\$1,018.35
RWELBORN	11/09/2016	A00200419	T.C. Clearing Account	P0041976	11/02/2016	11/02/2016				\$1,337.00
	11/14/2016	A00200862	Taft College Bookstore	P0042078	11/09/2016	11/09/2016				\$102.55
	11/22/2016	A00283101	Dumont Printing, Inc.	P0042224	11/21/2016	11/21/2016				\$123.33
							TOTAL USER			\$1,562.88
TPAYNE	11/02/2016	A00286339	Store It Mobile, INC.	P0041901	10/27/2016	10/27/2016				\$17,358.80
	11/03/2016	A00280596	General Production Services	P0041988	11/02/2016	11/02/2016				\$23,358.74
	11/07/2016	A00200498	Office Depot	P0041983	11/02/2016	11/02/2016				\$158.72

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USER ID	ACTIVITY DATE	VENDOR NUMBER	VENDOR NAME	PURCHASE ORDER NUMBER	PURCHASE ORDER DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL	C	A
		A00275458	Goddard, Parker Jefferson.	P0041773	10/14/2016	10/14/2016				\$120.00
	11/08/2016	A00200832	Taft College Foundation	P0041903	10/27/2016	10/27/2016				\$660.00
	11/09/2016	A00232538	Ward's Natural Science	P0041984	11/02/2016	11/02/2016				\$1,330.00
		A00213182	Lopez, Martin G.	P0041775	10/14/2016	11/08/2016				\$120.00
	11/10/2016	A00260786	Accelerated Environmental Se	P0041985	11/02/2016	11/02/2016				\$1,355.75
	11/15/2016	A00286540	Sphero, Inc.	P0042116	11/10/2016	11/10/2016				\$924.45
	11/16/2016	A00200282	True Value Home Center	P0042148	11/15/2016	11/15/2016				\$343.53
	11/18/2016	A00014620	Arnold, Ken F.	P0042048	11/09/2016	11/09/2016				\$120.00
		A00069467	Blanco, Paul R.	P0042049	11/09/2016	11/09/2016				\$120.00
		A00200702	K-mart	P0042059	11/09/2016	11/09/2016				\$161.23
		A00246621	Garcia-Tweedy, Stephanie Mar	P0042110	11/10/2016	11/10/2016				\$62.53
		A00252851	Pitts, Reginald William.	P0042112	11/10/2016	11/10/2016				\$55.88
		A00286296	Nathan Usrey	P0042047	11/09/2016	11/09/2016				\$418.12
	11/29/2016	A00260786	Accelerated Environmental Se	P0041986	11/29/2016	11/29/2016				\$13,200.00

							TOTAL USER		\$59,867.75	
TROWDEN	11/03/2016	A00200168	Central Valley Occupational	P0041368	09/16/2016	09/16/2016				\$695.00
		A00095940	Raber, Tabitha L.	P0041982	11/02/2016	11/02/2016				\$10.00
	11/07/2016	A00200182	City of Taft Police Departme	P0041387	09/19/2016	09/19/2016				\$116.00
		A00200238	Department of Justice	P0041371	09/16/2016	09/16/2016				\$352.00

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USER ID	ACTIVITY DATE	VENDOR NUMBER	VENDOR NAME	PURCHASE ORDER NUMBER	PURCHASE ORDER DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL	C	A
		A00200344	Wade, Judy L.	P0041977	11/02/2016	11/02/2016				\$1,312.65
		A00278032	Meteau, Robert	P0041927	10/28/2016	10/28/2016				\$39.96
				P0041978	11/02/2016	11/02/2016				\$1,015.23
		A00286446	Balason, Severo	P0041993	11/03/2016	11/03/2016				\$676.33
		A00200124	California Chest X-Ray Surve	P0042008	11/04/2016	11/04/2016				\$1,102.00
		A00259082	Lozano Smith, LLP	P0042006	11/04/2016	11/04/2016				\$75.00
		A00279668	CCI Central, Inc.	P0042007	11/04/2016	11/04/2016				\$438.66
		A00284916	Elkerdany, Amira Miriam.	P0042040	11/07/2016	11/07/2016				\$10.00
11/08/2016		A00269441	Atkinson, Andelson, Loya, Ru	P0042005	11/04/2016	11/04/2016				\$3,180.00
11/17/2016		A00200182	City of Taft Police Departme	P0042170	11/16/2016	11/16/2016				\$7,888.00
		A00200238	Department of Justice	P0042173	11/16/2016	11/16/2016				\$4,224.00
		A00286574	The Gallery Collection	P0042179	11/16/2016	11/16/2016				\$142.43
11/21/2016		A00200168	Central Valley Occupational	P0042181	11/16/2016	11/16/2016				\$140.00
11/23/2016		A00200160	CDT, Inc.	P0042182	11/16/2016	11/16/2016				\$167.00

							TOTAL USER			\$21,584.26

**WEST KERN COMMUNITY COLLEGE DISTRICT
REQUESTS FOR CONFERENCE ATTENDANCE & EXPENSES**

December 14, 2016

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EMPLOYEE	CONFERENCE/TRIP	LOCATION	DATES	EST. COST
Luben, Aldrin	California Career Pathways Trust Technical Assistance Project: Data Tools & Resources Workshop	Visalia	10/18/16	\$87.05 ♦
Mora, Karina	Transport & Accompany TIL Students on Various Trips to Enhance Their Training	Various Cities in California	11/01/16 - 06/30/17	\$1,000.00 ■
Mora, Karina	TIL Social Outing to Local Mall	Bakersfield	11/04/16	\$18.14 ■
Lewis, Donna	TIL Weekend Activities & Support	Various Cities in California	11/11/16 - 06/30/17	\$1,200.00 ■
Owens, Warren	TIL Weekend Activities & Support	Various Cities in California	11/11/16 - 06/30/17	\$1,200.00 ■
Owens, Patricia	TIL Weekend Activities & Support	Various Cities in California	11/11/16 - 06/30/17	\$1,200.00 ■
Williams, Mark	Canada College Professional Resource Team Meeting	Redwood City	11/13/16 - 11/14/16	-0-
Altenhofel, Jennifer	Together We Can - Presentation & Speaker	Taft	11/16/16	-0-
Blake, Paul	California State University, Bakersfield Graphic Information System Day ENGR 1500 Field Trip	Bakersfield	11/16/16	\$10.00
Furman, Tori	Central Mother Lode Regional Consortium Stakeholder Meeting	Modesto	11/16/16 - 11/17/16	\$482.93 *

*General Funds

•Restricted Funds

♦Grant Funds

■TIL

◊ Auxiliary Funds

▲ Revised

EMPLOYEE	CONFERENCE/TRIP	LOCATION	DATES	EST. COST
Cordova, Tony	Central Mother Lode Regional Consortium Stakeholder Meeting	Modesto	11/16/16 - 11/18/16	\$681.15 *
Carrithers, Jon	California Resources Coop ENER 1520 Field Trip	Elk Hills	11/17/16	-0-
Escobedo-Rangel, Juana	Transfer Region Meeting & Training	Fresno	11/18/16, 12/01/16, 12/05/16, 12/06/16, 12/09/16	\$172.84 *
Thornsberry, Melissa Tweedy, Allisa	University of La Verne Oversight & Follow-up of STEM Pathways Operations	La Verne	11/28/16	\$80.00 ♦
Lara, Fernando	Denver Regional Council of Governments Grant Management Class	Denver, CO	11/28/16 - 11/30/16	\$1,759.00 *
Curiel-Garcia, Genoveve	California Department of Education Certifying Eligibility & Need Training	Santa Barbara	11/30/16	\$80.00 •
Curiel-Garcia, Genoveve	California Department of Education Early Childhood Environmental Rating Scale Overview Training	Santa Barbara	12/01/16	\$80.00 •
Bandy, Kanoe	California Community College Athletic Association Men's State Soccer Playoffs	Ventura	12/01/16 - 12/02/16	\$370.00 *
Cutrona, Angelo Cutrona, Myisha	California Community College Athletic Association Men's State Soccer Playoffs	Ventura	12/01/16 - 12/04/16	\$140.00 *
Cordova, Tony	Variety of Monthly Advisory Committee Meetings, Networking & Research	Various Counties	12/01/16 - 06/30/17	\$1,600.00 ♦
Luben, Aldrin	Research & Networking Business Meetings	Various Counties	12/01/16 - 06/30/17	\$1,000.00 ♦
Ferguson, Bruce	California Community College Athletic Association Men's State Soccer Playoffs	Ventura	12/02/16	-0-

EMPLOYEE	CONFERENCE/TRIP	LOCATION	DATES	EST. COST
Bandy, Kanoe	California Community College Athletic Association Women's State Volleyball Championships	Woodland Hills	12/02/16 - 12/04/16	\$420.00 *
Borrecco, Lisa Maui, Tim	California Community College Athletic Association Women's State Volleyball Championships	Woodland Hills	12/02/16 - 12/04/16	\$270.00 *
May, James	Los Angeles County Natural History Museum GEOL 1501 Field Trip	Los Angeles	12/02/16	\$55.00 *
Jacobi, Victoria	Institutional Effectiveness Partnership Training Workshop	Sacramento	12/06/16 - 12/07/16	\$793.20 ♦
Williams, Mark	Institutional Effectiveness Partnership Training Workshop	Sacramento	12/06/16 - 12/08/16	\$577.00 ♦
Bérubé, Eric	Institutional Effectiveness Partnership Training Workshop	Sacramento	12/06/16 - 12/09/16	\$949.66 ♦
Brown, Jill	Priority 1 - TRIO Managing Data & Evaluating Performance	Houston, TX	12/07/16 - 12/10/16	\$518.00 •
Dyer, Geoffrey	Black Gold Cafe Creative Writing Reading ENGL 1700, 1725, 1750, 1750 Field Trip	Taft	12/09/16	-0-
Gonzalez, Lourdes	Region 6 CalWORKS Coordinator's Meeting	San Luis Obispo	12/12/16	\$184.22 •
Metreau, Robert	Strategies in Recruiting Minority Faculty/Staff	Gardena	12/13/16	\$403.24 •
McMurray, Brock	Statewide Association of Community Colleges Annual Conference	Rancho Mirage	01/25/17 - 01/27/17	\$120.00 *
Escobedo-Rangel, Juana	California Community College Veteran's Counselor Training	Mission Viejo	02/09/17 - 02/10/17	\$481.40 •
Arvizu, Primavera	2017 Association of California Community College Administrators Conference	Garden Grove	02/22/17 - 02/24/17	\$920.00 *

*General Funds

•Restricted Funds

♦Grant Funds



■TIL

△ Auxiliary Funds

▲ Revised

EMPLOYEE	CONFERENCE/TRIP	LOCATION	DATES	EST. COST
Escobedo-Rangel, Juana	2017 Veteran's Summit	Sacramento	03/18/17 - 03/10/17	\$824.00 •
Brown, Jill	Priority 6 - TIO Training for New Directors	New Orleans, LA	05/30/17 - 06/03/17	\$839.00 •

Division Chair	Instructor	Class	Field Trip	Location	Semester	Est. # Students	Cost Estimate
Julian Martinez	Debora Rodenhauser and/or Adjunct	ART 1620 & ART 1631	Los Angeles Museum of Contemporary Art	Los Angeles	Spring 2016	24	\$300.00
Julian Martinez	Art Adjunct	ARTH 1510, or other art students	Getty Villa	Los Angeles	Spring 2016	35-40	\$185.00
Julian Martinez	Debora Rodenhauser and/or Adjunct	ART 1600, ART 1610, ART 1640, ART 2010	Getty Villa	Los Angeles	Spring 2016	48	\$185.00
Julian Martinez	Debora Rodenhauser and/or Adjunct	ARTH 1500, or other art students	Getty Villa	Los Angeles	Spring 2016	24	\$185.00
Mike Mayfield	Steve Lytle	BIOL 2202	Natural History Museum	Los Angeles	Fall 2016	50	\$600.00
Mike Mayfield	Steve Lytle	BIOL 2202	Buena Vista Lake	Bakersfield	Fall 2016	25	\$50.00
Mike Mayfield	Steve Lytle	BIOL 2202	Bitter Creek Wild Refuge	Maricopa	Fall 2016	25	\$50.00
Mike Mayfield	Steve Lytle	BIOL 2202	Wind Wolves Wildlife Area	Maricopa	Fall 2016	25	\$50.00
Mike Mayfield	Steve Lytle	BIOL 2202	Tule Elk Wildlife Refuge	Bakersfield	Fall 2016	25	\$50.00
Mike Mayfield	Steve Lytle	BIOL 2202	Morro Bay State Park	Morro Bay	Fall 2016	25	\$300.00
Mike Mayfield	Wendy Berry	BIOL 2203	Paramount Farms	Lost Hills	Spring 2016	28	\$100.00
Mike Mayfield	Wendy Berry	BIOL 2203	North vs South Facing Slopes Grimmway Farms	Ventucopa	Spring 2016	28	\$100.00
Mike Mayfield	Wendy Berry	BIOL 2203	Sequoia National Forest	Sequoia National Forest	Spring 2016	28	\$800.00
Mike Mayfield	Wendy Berry	BIOL 2203	Los Angeles Zoo & Botanical Garden	Sequoia National Forest	Spring 2016	28	\$500.00
Mike Mayfield	Greg Golling	BIOL 1510	Los Angeles Natural History Museum	Los Angeles	Spring 2016	50	\$400.00
Julian Martinez	Leigh Golling	DRAM 1510	CSUB Theatre Production	Bakersfield	Spring 2016	20	\$75.00
Sharyn Eveland	Becky Roth, Jennifer Altenhofel, Tina Mendoza, Mike Jiles	ECE 1601, History, CJA	Museum of Tolerance & LA Farmer's Market	Los Angeles	Fall 2016	90	\$75.00
Mike Mayfield	James May	GEOL 1500	San Andreas Fault	Maricopa to Parkfield	Spring 2016	24	\$40.00
Mike Mayfield	James May	GEOL 1500	Shoreline Geology	Ventura to Morro Bay	Spring 2016	24	\$40.00
Mike Mayfield	James May	GEOL 1500	Los Angeles County Museum of Natural History	Los Angeles	Spring 2016	24	\$180.00
Mike Mayfield	James May	ESCI 1520	Griffith Observatory	Los Angeles	Spring 2016	24	\$180.00
Mike Mayfield	James May	ESCI 1520	Animal Tracts of Trilobites	Elk Hills	Spring 2016	24	\$20.00
Kamala Carlson	Geoffrey Dyer	ENGL 1700, 1725, 1750, 1775	Black Gold Café	Taft	Spring 2016	25	\$0.00
Kamala Carlson	Geoffrey Dyer	Literary Magazine Club	Dagny's Coffee Company	Bakersfield	Spring 2016	8	\$0.00


 Vice President, Instruction

 Superintendent/President

12/6/16
 Date
 12/7/14
 Date

**West Kern Community College District
Board of Trustees Meeting**

December 14, 2016

Agenda Item 12.

A. Academic Employment

1. Extra Duty Assignment

Item	Name	Assignment	Class/Step	Stipend Amount	Effective Date
a.	Eastman, Stacy	Dental Director of the Kern County Children's Dental Network	--	\$5,026.67/ mo.	7/1/16 - 6/30/17

**West Kern Community College District
Board of Trustees Meeting
December 14, 2016**

Agenda Item 12.

B. Classified Employment

Item	Name	Position	%Assignment	Range/ Step	Salary	Term	Effective Date
1. Administrative Services							
a.	Trickey, Heidi	Food Service Worker	Temporary	1A	\$12.05/hr.	A/N	11/2/16 - 6/30/17
2. Instruction							
a.	Byrd, Karen	Special Dental Projects Coordinator Assistant	Temporary	20A	\$19.27/hr.	A/N	12/1/16 - 12/31/16
b.	Byrd, Karen	Special Dental Projects Coordinator Assistant	100%	20A	\$3,340.00/mo.	12 mo.	1/1/17 - 6/30/17
c.	Fillmore, Madison	Children’s Center Substitute	Temporary	1A	\$12.05/hr.	A/N	11/1/16 - 6/30/17
d.	Lemus, Everardo	Learning Center Activities Technician	Temporary	27A	\$22.90/hr.	A/N	12/15/16 - 6/30/17

C. Resignations/Retirements

Item	Name	Position	% Assignment	Range/ Step	Salary	Term	Effective Date
a.	Black, Sheri (Retirement)	Outreach Coordinator	--	--	--	--	2/10/17
b.	Chavira, Carlos (Resignation)	Academic Advisor	--	--	--	--	11/10/16

**WEST KERN COMMUNITY COLLEGE DISTRICT GENERAL FUND UNRESTRICTED
 BUDGETED SOURCES OF FUNDS AT ACCOUNT LEVEL 1
 REVENUE ACCOUNTS FISCAL YEAR 2016-2017
 FOR THE MONTH ENDING NOVEMBER 30, 2016**

Account Level	Account Level Description	Adopted Budget	Adjusted Budget	YTD Activity	Encumbrances	Balance
8600	State Revenues	11,331,927	11,331,927	5,262,907	0	6,069,020
8800	Local Revenues	12,171,537	12,171,537	339,453	0	11,832,084
Summary		23,503,464	0	5,602,360	0	17,901,104

**West Kern Community College District General Fund Unrestricted
 Budgeted Sources of Funds at Account Level 1
 Expenditure Accounts Fiscal Year 2016-17
 For the Month Ending November 30, 2016**

Account Level	Account Level Description	Adopted Budget	Adjusted Budget	YTD Activity	Encumbrances	Balance
1000	Academic Salaries	8,160,418	8,160,418	3,044,309	0	5,116,109
2000	Classified & Other Nonacademic Sala	4,478,822	4,478,822	1,530,511	0	2,948,311
3000	Employee Benefits	5,346,838	5,346,838	2,215,351	282,528	2,848,959
4000	Supplies and Materials	488,655	488,655	186,933	102,720	199,002
5000	Other Operating Expenses & Services	4,037,677	4,037,677	1,597,707	209,133	2,230,837
6000	Capital Outlay	116,646	116,646	62,765	6,076	47,805
7000	Other Outgo	402,054	402,054	76,313	0	325,741
7200	Transfers	472,354	472,354	250,000	0	222,354
Summary		23,503,464	23,503,464	8,963,889	600,457	13,939,118

**Disbursement Register of Expenditures Greater than \$10,000
For the Month of October 2016**

Check Number	Check Date	Vendor Name	Description	Net Amount
78023819	11/01/2016	Kern County Supt. of Schools	2016-2017 KCSOS/KCCDHN CLAIMS	40,472.47
78023844	11/01/2016	Synapse Technologies, Inc.	Laserfiche Upgrade	15,825.00
78023846	11/01/2016	T.C. Clearing Account	Reimb to TC Clearing Acct - (12/2015 to 6/2016)	33,932.22
78023916	11/07/2016	American Express	Amex Amazon sage pub book purchases	12,892.93
78023956	11/07/2016	Sysco Food Service of Ventura	paper 610120130, 610190136, 610260111	17,668.66
78023963	11/07/2016	U.S. Foods	paper 4310445, 4045588	11,527.51
78023964	11/07/2016	United Healthcare Insurance Company	2016-17 United Health Retiree Premiums	19,178.81
78023964	11/07/2016	United Healthcare Insurance Company	2016-17 United Health Retiree Premiums	19,589.51
78024449	11/16/2016	P. G. & E.	PGE District 9/12 to 9/26	12,478.32
78024450	11/16/2016	P. G. & E.	PGE District 9/26 to 10/12	13,637.45
78024504	11/21/2016	AARP Health Care Options	2016-17 Retiree Health Supp Insurance	13,594.53
78024516	11/21/2016	Bronco Electric, Inc.	Broco Electric pay app 1 site light retrofit	42,107.80
78024517	11/21/2016	California Averland Construction, Inc.	California Averland pay app 2 student center proje	131,704.30
78024520	11/21/2016	CCLC	CommunityCollegeLibraryConsortiumDatabaseRene	25,152.00
78024540	11/21/2016	John Karwoski	Karwoski Inpections Nov. 2016	10,920.00
78024549	11/21/2016	Daniel Purdy, D.D.S.	TREAT SRVCS 11/12/15-9/28/16	18,125.00
78024565	11/21/2016	United Healthcare Insurance Company	2016-17 United Health Retiree Premiums	19,178.81
78024570	11/21/2016	Westec	WKCCD Contract 25 FTES - Inv#23073	88,331.25
				546,316.57

ASB 2016/17
Balance Sheet
As of November 30, 2016

November 30, 2016

ASSETS

Current Assets

Checking/Savings

ASB Chevron 105,772.88

ASB Chevron - Savings 143.23

Total Checking/Savings 105,916.11

Total Current Assets 105,916.11

TOTAL ASSETS 105,916.11

LIABILITIES & EQUITY

Equity

Restricted Funds

ASB Athletics 37,388.05

ASB Cards 19,550.20

ASB General -3,107.64

ASB Soft Drinks 4,234.07

Baseball Club 2,742.00

Best Buddies 2,774.35

Cougar Echo 773.50

CRU 622.85

D.H. GENERAL

D.H.CLASS OF 2015 0.13

D.H.CLASS OF 2016 0.08

D.H. CLASS OF 2017 3,252.97

D.H. GENERAL - Other 1,214.36

Total D.H. GENERAL 4,467.54

DISNEYLAND 1,786.00

ECE 1,254.00

Field Trips 280.00

Literary Club-Equity 1,109.98

NSLS Club - Equity 2,553.62

On Our Own 1,475.69

Performing Arts - Equity 2,035.04

Phi Theta Kappa 978.58

Roleplaying Game Club 346.67

Reentry Voc Club 2.99

Soccer Club - Mens 3,947.89

Soccer Club - Womens 6,225.97

Social Science/ Research Equity 1,582.88

Softball Fund 398.23

Spectrum - Equity 1,134.83

STEM - Equity 1,200.00

ASB 2016/17
Balance Sheet
As of November 30, 2016

November 30, 2016

TC Debate Society	8.04
TIL Class Trip - Equity	775.59
TIL Orientation	349.00
TIL Program	-5,978.57
TIL Reunion	34.94
Uniform Replacement	14,914.22
Women's Athletic Club	3.57
Women's Basketball Club	52.03
Total Restricted Funds	105,916.11
Total Equity	105,916.11
TOTAL LIABILITIES & EQUITY	105,916.11

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
SEC.26900-26902 GOV.CODE

USER NAME
Mindy Jewell
SUBMIT DATE
Nov 03, 2016 01:35:20PM
PROCESS DATE
NOT PROCESSED AT
THIS TIME
EROD NO.
424825

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 **\$9,213.45**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE	84698	0886	5490	\$9,213.45	\$9,213.45

TOTAL DEPOSIT: **\$9,213.45**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$9,213.45 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00
NOTES: DEPOSIT #170059

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: 11/03/2016 To 11/03/2016
Transaction Number from: 170059 To 170059
Date entered from: 00/00/0000 To 99/99/9999

J94910 DC0100 L.00.01 11/03/16 PAG

NUMBER		DATE	ENTERED	DESCRIPTION	APPROVED AND UNAPPROVED TRANSACTIONS	AMOUNT
LN.	DI	DETAIL	DESCR	-FUND-ORG-ACCT-PROGR-		
170059		11/03/2016	11/03/2016	WKCCD DEPOSIT	ENTERED BY: MDJB UNAPPROVED	9,213.45
1.	78	BOOKSTORE SALES		31000-423-8841-69100		9,213.45
					TOTAL AMOUNT	9,213.45
					DISTRICT TOTAL	9,213.45
					GRAND TOTAL	9,213.45

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
SEC.26900-26902 GOV.CODE

USER NAME
Mindy Jewell
SUBMIT DATE
Nov 03, 2016 01:36:14PM
PROCESS DATE
NOT PROCESSED AT
THIS TIME
EROD NO.
424827

DEPT NO.
0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE
THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL
IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$8,555.66**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
STUDENT RECEIPTS	84096	0886	5490	\$8,555.66	\$8,555.66

TOTAL DEPOSIT: **\$8,555.66**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$8,555.66 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT
CARD: \$0.00
NOTES: DEPOSIT #170060

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: 11/03/2016 To 11/03/2016
Transaction Number from: 170060 To 170060
Date entered from: 00/00/0000 To 99/99/9999

J94911 DC0100 L.00.01 11/03/16 PAG

APPROVED AND UNAPPROVED TRANSACTIONS			
NUMBER	DATE	ENTERED	DESCRIPTION
LN.	DI	DETAIL	DESCR
			-FUND-ORG-ACCT-PROGR-
			AMOUNT
170060	11/03/2016	11/03/2016	WKCCD DEPOSIT
1.	78	STUDENT RECEIPTS	11000-000-9161-00000
			ENTERED BY: MDJB UNAPPROVED
			TOTAL AMOUNT
			DISTRICT TOTAL
			GRAND TOTAL

8,555.66
8,555.66
8,555.66
8,555.66

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
 SEC.26900-26902 GOV.CODE

USER NAME
 Mindy Jewell
 SUBMIT DATE
 Nov 03, 2016 01:37:37PM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 EROD NO.
 424828

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 **\$45,174.26**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$9,601.43	\$9,601.43
RESTRICTED FUND	84097	0886	5490	\$482.00	\$482.00
CHILD DEVELOPMENT	84496	0886	5490	\$30,999.17	\$30,999.17
CAFETERIA	84699	0886	5490	\$4,091.66	\$4,091.66

TOTAL DEPOSIT: **\$45,174.26**

GENERAL DEPOSIT NOTES:

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$45,174.26 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT
 CARD: \$0.00
 NOTES: DEPOSIT #170061**

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: 11/03/2016 To 11/03/2016
 Transaction Number from: 170061 To 170061
 Date entered from: 00/00/0000 To 99/99/9999

J94912 DC0100 L.00.01 11/03/16 PAG:

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
170061	11/03/2016	11/03/2016	WKCCD DEPOSIT		
ENTERED BY: MDJB UNAPPROVED					
1.	78	INSURANCE REIMBURSEMENT		11000-412-8892-67300	83.60
2.	78	REIMBURSEMENTS		11000-421-8892-67200	8,420.77
3.	78	REIMBURSEMENT		11000-432-8892-67703	184.01
4.	78	METLIFE		11000-421-8892-67200	79.20
5.	78	SCANTRON SALES		11000-421-8892-67200	26.85
6.	78	TRANSCRIPT FEES		11508-301-8879-64900	807.00
7.	78	LIBRARY PROGRAMS		12201-203-8892-61200	482.00
8.	78	CAFETERIA SALES		32000-422-8841-69400	4,091.66
9.	78	CC CHILD CARE FOOD		33429-310-8621-69200	26,475.96
10.	78	REIMBURSEMENTS		33428-310-8892-69200	4,523.21
TOTAL AMOUNT					45,174.26
DISTRICT TOTAL					45,174.26
GRAND TOTAL					45,174.26

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
SEC.26900-26902 GOV.CODE

USER NAME
Mindy Jewell
SUBMIT DATE
Nov 10, 2016 10:20:42AM
PROCESS DATE
NOT PROCESSED AT
THIS TIME
EROD NO.
425390

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 **\$2,060.54**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE	84698	0886	5490	\$2,060.54	\$2,060.54

TOTAL DEPOSIT: **\$2,060.54**

GENERAL DEPOSIT NOTES:

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$2,060.54 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT
CARD: \$0.00
NOTES: DEPOSIT #170062**

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: 11/10/2016 To 11/10/2016
Transaction Number from: 170062 To 170062
Date entered from: 00/00/0000 To 99/99/9999

J10496 DC0100 L.00.01 11/10/16 PAG:

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
170062	11/10/2016	11/10/2016	WKCCD DEPOSIT		
1.	78	BOOKSTORE SALES		31000-423-8841-69100	
				ENTERED BY: MDJB UNAPPROVED	2,060.54
				TOTAL AMOUNT	2,060.54
				DISTRICT TOTAL	2,060.54
				GRAND TOTAL	2,060.54

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
 SEC.26900-26902 GOV.CODE

USER NAME
 Mindy Jewell
 SUBMIT DATE
 Nov 10, 2016 10:22:35AM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 DEPT NO. 0886
 EROD NO. 425392

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 **\$32,812.75**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
STUDENT RECEIPTS	84096	0886	5490	\$32,812.75	\$32,812.75

TOTAL DEPOSIT: **\$32,812.75**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$32,812.75 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00 NOTES: DEPOSIT #170063

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: 11/10/2016 To 11/10/2016
Transaction Number from: 170063 To 170063
Date entered from: 00/00/0000 To 99/99/9999

J10497 DC0100 L.00.01 11/10/16 PAG

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
170063	11/10/2016	11/10/2016	WKCCD DEPOSIT		
1.	78	STUDENT RECEIPTS		11000-000-9161-00000	
				ENTERED BY: MDJB UNAPPROVED	32,812.75
				TOTAL AMOUNT	32,812.75
				DISTRICT TOTAL	32,812.75
				GRAND TOTAL	32,812.75

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
 SEC.26900-26902 GOV.CODE

USER NAME
Mindy Jewell
 SUBMIT DATE
Nov 10, 2016 10:24:06AM
 PROCESS DATE
NOT PROCESSED AT THIS TIME
 EROD NO.
425394

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 **\$433,256.28**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$3,534.89	\$3,534.89
RESTRICTED FUND	84097	0886	5490	\$425,407.12	\$425,407.12
CAFETERIA	84699	0886	5490	\$4,314.27	\$4,314.27

TOTAL DEPOSIT: **\$433,256.28**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$433,256.28 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00 NOTES: DEPOSIT #170064

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: 11/10/2016 To 11/10/2016
 Transaction Number from: 170064 To 170064
 Date entered from: 00/00/0000 To 99/99/9999

J10498 DC0100 L.00.01 11/10/16 PAGE

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
170064	11/10/2016	11/10/2016	WKCCD DEPOSIT		
				ENTERED BY: MDJB	UNAPPROVED
1.	78	DENTAL HYGIENE CLINIC REVENUE	11837-205-8877-12042		1,660.00
2.	78	GED/HISET TESTING	11000-306-8889-49306		780.00
3.	78	INSURANCE REIMBURSEMENTS	11000-412-8892-67300		508.10
4.	78	REIMBURSEMENT	11000-110-8892-66003		14.79
5.	78	R2T4	11000-000-9161-00000		572.00
6.	78	FEDERAL WORK STUDY	12401-353-8153-64600		3,077.50
7.	78	FWS ADMIN ALLOWANCE	12401-353-8151-64600		153.88
8.	78	PELL	12000-353-8154-64600		422,175.74
9.	78	CAFETERIA SALES	32000-422-8841-69400		4,314.27
				TOTAL AMOUNT	433,256.28
				DISTRICT TOTAL	433,256.28
				GRAND TOTAL	433,256.28

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
 SEC.26900-26902 GOV.CODE

USER NAME
 Mindy Jewell
 SUBMIT DATE
 Nov 17, 2016 01:58:30PM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 EROD NO.
 425940

DEPT NO.
 0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE
 THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL
 IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$1,452.78**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE	84698	0886	5490	\$1,452.78	\$1,452.78

TOTAL DEPOSIT: **\$1,452.78**

GENERAL DEPOSIT NOTES:

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$1,452.78 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT
 CARD: \$0.00
 NOTES: DEPOSIT #170065**

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: 11/17/2016 To 11/17/2016
Transaction Number from: 170065 To 170065
Date entered from: 00/00/0000 To 99/99/9999

J14170 DC0100 L.00.01 11/17/16 PAG

NUMBER		DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR			
170065		11/17/2016	11/17/2016	WKCCD DEPOSIT	ENTERED BY: MDJB UNAPPROVED	1,452.78
1.	78	BOOKSTORE SALES		31000-423-8841-69100		1,452.78
TOTAL AMOUNT						1,452.78
DISTRICT TOTAL						1,452.78
GRAND TOTAL						1,452.78

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
 SEC.26900-26902 GOV.CODE

USER NAME
 Mindy Jewell
 SUBMIT DATE
 Nov 17, 2016 01:59:37PM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 EROD NO.
 425941

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 **\$22,735.45**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
STUDENT RECEIPTS	84096	0886	5490	\$22,735.45	\$22,735.45

TOTAL DEPOSIT: **\$22,735.45**

GENERAL DEPOSIT NOTES:

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$22,735.45 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT
 CARD: \$0.00
 NOTES: DEPOSIT #170066**

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: 11/17/2016 To 11/17/2016
Transaction Number from: 170066 To 170066
Date entered from: 00/00/0000 To 99/99/9999

J14171 DC0100 L.00.01 11/17/16 PAG

				APPROVED AND UNAPPROVED TRANSACTIONS		
NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-		AMOUNT
LN.	DI	DETAIL	DESCR			
170066	11/17/2016	11/17/2016	WKCCD DEPOSIT		ENTERED BY: MDJB UNAPPROVED	22,735.45
1.	78	STUDENT RECEIPTS		11000-000-9161-00000		22,735.45
					TOTAL AMOUNT	22,735.45
					DISTRICT TOTAL	22,735.45
					GRAND TOTAL	22,735.45

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
 SEC.26900-26902 GOV.CODE

USER NAME
 Mindy Jewell
 SUBMIT DATE
 Nov 17, 2016 02:02:51PM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 EROD NO.
 425942

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 **\$38,536.34**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$34,557.55	\$34,557.55
RESTRICTED FUND	84097	0886	5490	\$329.17	\$329.17
CHILD DEVELOPMENT	84496	0886	5490	\$1,222.64	\$1,222.64
CAFETERIA	84699	0886	5490	\$2,372.98	\$2,372.98
PARKING FUND	84700	0886	5490	\$54.00	\$54.00

TOTAL DEPOSIT: **\$38,536.34**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$38,536.34 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT
 CARD: \$0.00
 NOTES: DEPOSIT #170067

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: 11/17/2016 To 11/17/2016
 Transaction Number from: 170067 To 170067
 Date entered from: 00/00/0000 To 99/99/9999

J14175 DC0100 L.00.01 11/17/16 PAG

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
170067	11/17/2016	11/17/2016	WKCCD DEPOSIT	ENTERED BY: MDJB UNAPPROVED	
1.	78	GED/HISET TESTING		11000-306-8889-49306	513.75
2.	78	INSURANCE REIMBURSEMENTS		11000-412-8892-67300	250.80
3.	78	REIMBURSEMENT		11000-113-8892-67801	6.00
4.	78	WESTEC ENROLLMENT		11450-204-8874-70990	33,787.00
5.	78	LIBRARY PROGRAMS		12201-203-8892-61200	291.00
6.	78	REIMBURSEMENT		12000-340-8892-64951	38.17
7.	78	CAFETERIA SALES		32000-422-8841-69400	2,372.98
8.	78	REIMBURSEMENT		33428-310-8892-69200	1,222.64
9.	78	PARKING TICKETS		36000-433-8881-69500	54.00
TOTAL AMOUNT					38,536.34
DISTRICT TOTAL					38,536.34
GRAND TOTAL					38,536.34

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
 SEC.26900-26902 GOV.CODE

USER NAME
 Mindy Jewell
 SUBMIT DATE
 Nov 22, 2016 09:32:43AM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 EROD NO.
 426247

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 **\$71,604.00**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
ADULT EDUCATION BLOCK GRANT	84097	0886	5490	\$71,604.00	\$71,604.00

TOTAL DEPOSIT: **\$71,604.00**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: TTC ACCOUNT DEPOSITED: General CASH: \$0.00 CHECKS: \$0.00 DIRECT DEPOSIT: \$71,604.00 CREDIT CARD: \$0.00
 NOTES: DEPOSIT #170068

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: 11/22/2016 To 11/22/2016
Transaction Number from: 170068 To 170068
Date entered from: 00/00/0000 To 99/99/9999

J16142 DC0100 L.00.01 11/22/16 PAG

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
170068	11/22/2016	11/22/2016	WKCCD DEPOSIT		71,604.00
1.	78	ADULT EDUCATION	BLOCK GRANT	12603-125-8643-68900	71,604.00
				ENTERED BY: MDJB UNAPPROVED	
				TOTAL AMOUNT	71,604.00
				DISTRICT TOTAL	71,604.00
				GRAND TOTAL	71,604.00

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
 SEC.26900-26902 GOV.CODE

USER NAME
 Mindy Jewell
 SUBMIT DATE
 Nov 23, 2016 01:38:40PM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 EROD NO.
 426451

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 **\$699.39**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE	84698	0886	5490	\$699.39	\$699.39

TOTAL DEPOSIT: **\$699.39**

GENERAL DEPOSIT NOTES:

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$699.39 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT
 CARD: \$0.00
 NOTES: DEPOSIT #170069**

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: 11/23/2016 To 11/23/2016
Transaction Number from: 170069 To 170069
Date entered from: 00/00/0000 To 99/99/9999

J17175 DC0100 L.00.01 11/23/16 PAGE

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
170069	11/23/2016	11/23/2016	WKCCD DEPOSIT		699.39
1.	78	BOOKSTORE SALES		31000-423-8841-69100	699.39
				ENTERED BY: MDJB UNAPPROVED	
				TOTAL AMOUNT	699.39
				DISTRICT TOTAL	699.39
				GRAND TOTAL	699.39

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
SEC.26900-26902 GOV.CODE

USER NAME
Mindy Jewell
SUBMIT DATE
Nov 23, 2016 01:39:36PM
PROCESS DATE
NOT PROCESSED AT
THIS TIME
EROD NO.
426453

DEPT NO.
0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE
THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL
IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$8,653.53**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
STUDENT RECEIPTS	84096	0886	5490	\$8,653.53	\$8,653.53

TOTAL DEPOSIT: **\$8,653.53**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$8,653.53 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT
CARD: \$0.00
NOTES: DEPOSIT #170070

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: 11/23/2016 To 11/23/2016
Transaction Number from: 170070 To 170070
Date entered from: 00/00/0000 To 99/99/9999

J17176 DC0100 L.00.01 11/23/16 PAG

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
170070	11/23/2016	11/23/2016	WKCCD DEPOSIT		
1.	78	STUDENT RECEIPTS		11000-000-9161-00000	
				ENTERED BY: MDJB UNAPPROVED	8,653.53
				TOTAL AMOUNT	8,653.53
				DISTRICT TOTAL	8,653.53
				GRAND TOTAL	8,653.53

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
 SEC.26900-26902 GOV.CODE

USER NAME
 Mindy Jewell
 SUBMIT DATE
 Nov 23, 2016 01:41:17PM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 EROD NO.
 426455

DEPT NO.
 0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE
 THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL
 IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF \$7,465.21

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
RESTRICTED FUND 41	84597	0886	5490	\$5,647.76	\$5,647.76
TIL	84697	0886	5490	\$218.39	\$218.39
CAFETERIA	84699	0886	5490	\$1,599.06	\$1,599.06

TOTAL DEPOSIT: \$7,465.21

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$7,465.21 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT
 CARD: \$0.00
 NOTES: DEPOSIT #170071

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: 11/23/2016 To 11/23/2016
 Transaction Number from: 170071 To 170071
 Date entered from: 00/00/0000 To 99/99/9999

J17177 DC0100 L.00.01 11/23/16 PAG1

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
170071	11/23/2016	11/23/2016	WKCCD DEPOSIT		
1.	78	CAFETERIA SALES		32000-422-8841-69400	1,599.06
2.	78	TIL REIMBURSEMENT		39000-314-8892-64991	218.39
3.	78	REIMBURSEMENTS		41100-000-8892-71005	5,647.76
TOTAL AMOUNT					7,465.21
DISTRICT TOTAL					7,465.21
GRAND TOTAL					7,465.21

ENTERED BY: MDJB UNAPPROVED

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
 SEC.26900-26902 GOV.CODE

USER NAME
 Mindy Jewell
 SUBMIT DATE
 Nov 28, 2016 11:05:21AM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 EROD NO.
 426530

DEPT NO.
 0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE
 THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL
 IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$1,090,911.00**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
NOVEMBER SCHOOL APPORTIONMENT	84096	0886	5490	\$785,181.00	\$785,181.00
NOVEMBER SCHOOL APPORTIONMENT	84097	0886	5490	\$305,730.00	\$305,730.00

TOTAL DEPOSIT: **\$1,090,911.00**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: TTC ACCOUNT DEPOSITED: General CASH: \$0.00 CHECKS: \$0.00 DIRECT DEPOSIT: \$1,090,911.00 CREDIT CARD: \$0.00
 NOTES: DEPOSIT #170072

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: 11/28/2016 To 11/28/2016
 Transaction Number from: 170072 To 170072
 Date entered from: 00/00/0000 To 99/99/9999

J17804 DC0100 L.00.01 11/28/16 PAGE

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
170072	11/28/2016	11/28/2016	WKCCD DEPOSIT		
				ENTERED BY: MDJB UNAPPROVED	
1.	78	NOVEMBER SCHOOL APPORTIONMENT		11000-000-8612-00000	767,859.00
2.	78	NOVEMBER SCHOOL APPORTIONMENT		11495-202-8613-00000	8,100.00
3.	78	NOVEMBER SCHOOL APPORTIONMENT		11006-201-8633-00000	9,222.00
4.	78	NOVEMBER SCHOOL APPORTIONMENT		12551-353-8615-64600	3,822.00
5.	78	NOVEMBER SCHOOL APPORTIONMENT		12000-303-8622-64301	27,727.00
6.	78	NOVEMBER SCHOOL APPORTIONMENT		12000-311-8623-64200	23,857.00
7.	78	NOVEMBER SCHOOL APPORTIONMENT		12000-305-8624-64301	3,335.00
8.	78	NOVEMBER SCHOOL APPORTIONMENT		12551-353-8625-64600	14,091.00
9.	78	NOVEMBER SCHOOL APPORTIONMENT		12600-309-8627-64992	11,880.00
10.	78	NOVEMBER SCHOOL APPORTIONMENT		12000-304-8630-00000	82,860.00
11.	78	NOVEMBER SCHOOL APPORTIONMENT		12000-304-8631-00000	1,061.00
12.	78	NOVEMBER SCHOOL APPORTIONMENT		12563-000-8644-00000	34,272.00
13.	78	NOVEMBER SCHOOL APPORTIONMENT		12599-309-8632-64992	2,616.00
14.	78	NOVEMBER SCHOOL APPORTIONMENT		12060-113-8634-67801	17,895.00
15.	78	NOVEMBER SCHOOL APPORTIONMENT		12050-431-8654-00000	17,896.00
16.	78	NOVEMBER SCHOOL APPORTIONMENT		12603-125-8643-68900	64,418.00
				TOTAL AMOUNT	1,090,911.00
				DISTRICT TOTAL	1,090,911.00
				GRAND TOTAL	1,090,911.00